



**BOISE STATE UNIVERSITY**

# Graduate Student Handbook: Ph.D. Ecology, Evolution, and Behavior Degree Program

Department of Biological Sciences

Boise State University

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## Forward

This graduate student handbook is intended as a supplement to, rather than a replacement for, official university publications such as the *Boise State University Graduate Catalog*, and the *Standards for Preparation of Dissertation, Theses and Projects*. It is the purpose of this handbook to provide students and faculty with information concerning the policies of the Ecology, Evolution, and Behavior (EEB) program. While efforts are made to keep this handbook current, it is the student's responsibility to stay informed of changes in the Graduate College and Graduate Program policies and regulations. Careful planning at the start of your graduate program is essential for you to complete degree requirements in a timely manner. We hope that this handbook will be a helpful guide to new and continuing graduate students and to faculty who serve as advisors.

## Description of Ph.D. In Ecology, Evolution, and Behavior Degree

The Ph.D. in Ecology, Evolution, and Behavior is a research-based degree. Admission to the program is based on the compatibility of the applicant's research interests with those of a prospective major advisor, the availability of support (assistantships), and the applicant's academic preparation and promise. Students admitted into the Ph.D. program are expected to produce a written dissertation based on original research carried out by the student. The dissertation should make significant contributions to the body of scientific knowledge and be of sufficient quality to warrant publications in peer-reviewed scientific journals. Following the completion of the dissertation, the student is required to give a public presentation of the dissertation and successfully pass an oral defense of the work.

## Department, Major Advisor, and Student Responsibilities

The EEB program and home department of a doctoral student will provide the necessary tools and the environment for the student's growth and professional development. The major advisor has the primary responsibility for day-to-day mentoring and professional development of their student(s).

**The student**, not the major advisor or the department, **is responsible for meeting all deadlines and academic requirements** and for initiating a process of regular communication with the major advisor and supervisory committee. The student is responsible for his/her program, which includes:

- Initiating regular communication and meetings with the major advisor.
- Working with the major advisor to ensure that all degree requirements are met in a timely manner.
- Meeting with the supervisory committee as early as possible to discuss research and academic goals, continuing to meet with the supervisory committee regularly (e.g., once per semester) to update them on your activities. At the very least, communicate with committee members regularly.
- Planning adequate and appropriate amounts of time each semester for research activities, course work, and (if applicable) teaching. Full-time graduate students should expect to devote a minimum of 40 hours per week on these activities, although in some cases more time may be needed, and on a schedule dictated by the needs of the research.

- Professional development activities such as attending scientific conferences, presenting at conferences, presenting seminars, and writing scientific papers for publication are highly encouraged and recommended.
- Preparing drafts (proposals, dissertation chapters, manuscripts) in consultation with major advisor *before sending them to committee members*. Drafts should be grammatically correct and free of typographical and spelling errors.

## Administering the Doctoral Program

### Application and Admittance

Students wishing to enter the Ph.D. program in Ecology, Evolution, and Behavior must submit to the Graduate College an online application for graduate admission along with a non-refundable \$65 (\$95 for International Students) application fee. The application deadline is January 15<sup>th</sup> each year. Applications are reviewed once each year for admission starting in the fall semester.

Applicants must hold a baccalaureate or masters (recommended) degree, preferably in a field closely related to ecology, evolution, or behavior, from an accredited university or college. Submission of GRE scores are not required. Provisional admission is sometimes granted for otherwise promising applicants who do not meet GPA requirements or who have undergraduate course work deficiencies. Students admitted provisionally must fulfill specific requirements before being advanced to regular status. Regular status is required to graduate.

### Submission of Application Materials

The EEB Ph.D. Program processes online applications through Hobsons ApplyYourself. Please read the application instructions carefully. The Graduate College Application is available year-round for receiving application materials. Applicants are encouraged to submit their application and application materials well in advance of the deadline to ensure that the application is complete by the January 15<sup>th</sup> deadline. The following items are required for your EEB application:

1. **Transcripts** – Please request official copies of all undergraduate and graduate transcripts be sent to Boise State.
2. **Curriculum vitae (CV)** – Please provide a CV that outlines your education, skills, and professional experience.
3. **Letters of Recommendation** – Three letters of recommendation are required. Applicants will list contact information for their recommenders in the application system. The system will notify recommenders and provide an electronic upload mechanism for submitting letters.
4. **Cover Letter** – See instructions below.
5. **Identify interest in graduate faculty advisor/research labs** – Complete the electronic Applicant Faculty Advisor Selection form. The link to this form is provided in the graduate application. Upon clicking this link, you will be prompted to provide 1-3 faculty names in which you are interested in conducting research. A list of EEB advisors is available on the program website (<https://boisestate.edu/eeb>). Note that all faculty will review all applications, so you may be contacted by faculty who you do not list, but who see you as a good candidate for their lab.
6. **Application Fee** – Pay the application fee. Application fees cannot be waived.

## 7. TOEFL or IELTS Scores – Required for International applicants only.

Completed applications received by the deadline are reviewed by the EEB Graduate Studies Committee (GSC) to select for admission (either acceptance or denial) and financial support recommendations. Applicants are recommended for acceptance to the Ecology, Evolution, and Behavior doctoral program only if they appear qualified academically, a major advisor is identified and willing, and funding is available through a research award, fellowship, or graduate assistantship.

The admission recommendation made by the EEB GSC is then forwarded to the Graduate College for review. An admission decision is not official until approved by the Graduate College.

### Cover Letter Instructions

Please write a cover letter of no more than 750 total words which includes:

- A description of your overall **academic interests and goals**. Why do you seek graduate training? What are your career goals? Why are you applying to *this* program?
- Include a description of your **specific scientific interests**. The letter is a great place to describe your motivation to further your training in science and research in your chosen field. Also, explain why your selected research labs are a good fit with your interests.
- A summary of your **previous research experience** or jobs involving laboratory or fieldwork that cannot be seen from your CV.
- Please describe a situation where **problem-solving** and **creativity** helped you overcome a challenge or obstacle.
- If needed, please request to be considered for a graduate assistantship in your cover letter.

### On-Campus Visit

The EEB GSC will invite a group of applicants for on-campus visits in late February/early March. On-campus visits will provide time for prospective students to meet with faculty, staff, and graduate students, tour campus and facilities, and learn more about the graduate program.

### Registration

Students should plan to register each semester except summer (even if research is being conducted in summer months), even when working exclusively on research. Students should register for dissertation credits (EEB 693) continuously until their degree program is completed unless the student is not utilizing faculty time or department facilities. A student must be registered in at least one credit of study during the semester in which they defend their dissertation. Students receiving a graduate assistantship must enroll in at least 9, but preferably 12 credits, per semester (including EEB 693 dissertation credits). Approval from the program coordinator is required for students to enroll in more than 12 credits in a semester.

### International Students

International students must comply with and keep abreast of current rules and regulations of the US Immigration and Naturalization Service (INS). Please refer any questions you have about such rules and regulations to the International Admissions Coordinator at [INTERNL@boisestate.edu](mailto:INTERNL@boisestate.edu), or visit the International Students website (<https://www.boisestate.edu/global-education-iss/>).

## New Student Orientation

All new graduate students are required to attend a program orientation meeting to be held the week before the start of the fall semester. During the orientation program, faculty and staff will review program policy, give helpful hints on how to be successful in graduate school, and answer questions. New Teaching Assistants will be required to attend additional orientation events to become familiar with their teaching responsibilities.

## Contacting Students Via Email

Students are responsible for checking their *Boise State University email account* for messages and announcements regarding the graduate program and teaching assistantships. If you prefer to use an alternative email address (e.g., Hotmail, Gmail, etc.), please have your Boise State email automatically forwarded to that account. Also, make sure that those forwarded messages are not being quarantined as spam by your email server. All email communications from the University are required to be sent to your u.boisestate.edu email address.

## Appointment of Major Advisor

The major advisor assumes the primary responsibility for day-to-day mentoring and professional development of their students. This individual is identified during the review of the student's graduate application and must be in place before admission. To chair a graduate committee, the major advisor must either be a member of the university's graduate faculty, or an adjunct or member of the graduate faculty with a departmental endorsement to chair dissertation committees. Students with an off-campus advisor must have an on-campus co-advisor to assist the student with space needs and academic procedures. The Graduate College confirms final approval of major advisor selection.

## Appointment of Supervisory Committee

The Supervisory Committee is charged with general guidance of the doctoral student, including design and approval of the program of study, administration of the comprehensive examination, supervision of the dissertation research, and participation in the dissertation defense. The Supervisory Committee consists of a major advisor who serves as chair, and at least three additional members, two of whom must be members of the University regular or research faculty. All members must be members of the Graduate Faculty. Other members may be appointed when necessary. A majority of the committee members must hold appointments in one of the academic units of the EEB (Departments of Biological Sciences, Anthropology, Geosciences, and Human Environmental Systems). Students are encouraged to have at least one member of their committee who is external to the advisor's department.

Students should form a Supervisory Committee during their first semester of enrollment in the graduate program. Composition of the committee should be based on a reasonable match between student and faculty academic interest. Selection of the committee typically begins with the graduate student and major advisor agreeing on appropriate committee membership. The student then contacts and meets with potential members to determine their availability to serve on the committee. Once a committee has been identified, an Appointment of Supervisory Committee form must be completed. The form will then be routed to the program and the Dean of the Graduate College for

approval. The graduate dean can either appoint the recommended committee or solicit an alternative recommendation from the program. A change in membership of the committee can be made after its appointment, but only in accordance with program policies and the approval of the Graduate College.

## Student Mentoring and Assessment

### Planning of Academic Course Work

Students will work with their major advisor and committee to complete an Individual Development Plan (Google Spreadsheet Template to be shared with the student by the EEB Program). The plan identifies the calendar of course work necessary for students to complete their degree requirements. Each student's spreadsheet is updated on an annual basis, providing an opportunity for the advisor and student to review the plan and make corrections, additions, etc., as necessary. Once approval for the course plan and research are obtained, the completed Individual Development Plan is saved by the student's file.

### Evaluation of the Dissertation Proposal

Students must submit to their Supervisory Committee a dissertation proposal describing in sufficient detail the proposed scope of work, anticipated scientific impact, timeline, and a plan for obtaining and utilizing the resources necessary to complete the research. A complete draft proposal is evaluated by the committee and returned to the student with comments and suggestions for revision (if required). A final dissertation proposal must be submitted by the end of the third semester via the Graduate Proposal Showcase. Where students will present their research proposal via a lightning talk and poster to faculty, staff, and students of the department.

### Progress and Competency in Graded Coursework

How students perform in the classroom will provide a direct metric of progress and achievement – particularly in the early portion of the program when much the required course work is typically taken by students.

### The Comprehensive Exam

The comprehensive exam represents a significant milestone and an important assessment tool for monitoring the extent to which students have assimilated information from various sources and integrated it into a comprehensive knowledge of Ecology, Evolution, and Behavior. It has both an oral and written component (discussed in more detail below).

### Dissertation Defense

The culminating activity of the program is the oral presentation and public defense of the dissertation (discussed in more detail below).

### Comprehensive Examination

Doctoral students must enroll in and complete a comprehensive examination (EEB 691) before the end of their fifth semester in the degree program. The objective of the comprehensive examination is to assess the student's depth and breadth of knowledge in Ecology, Evolution, and Behavior. The examination, which consists of both a written and oral test, is developed and administered by the student's Supervisory Committee.



The written portion of the test may consist of either: 1) a review paper compiled in journal article format related to the principle topic of the thesis or other relevant topic approved by the supervisory committee, or 2) A NSF type grant proposal for the thesis project.

All dates are suggested latest dates for decisions to be made and all can be modified with the prior consent of the supervisory committee.

1. By the last two weeks of the 4th semester (or with the prior consent of supervisory committee): Student meets with supervisory committee to decide on one of two options.
  - a. 1) A review paper compiled in journal article format related to the principal topic of the thesis, or other relevant topic approved by the supervisory committee.
  - b. 2) An NSF type grant proposal for the dissertation project that includes 1) project summary, 2) project description including broader impacts statement and 3) a data management plan (other components of a typical NSF proposal such as budget, budget justification, etc. are optional). Students should consult the NSF project proposal guide, or another solicitation guide as approved by the supervisory committee.
2. By the last two weeks of the 4th semester (or with the prior consent of supervisory committee) the supervisory committee may opt to assign:
  - a. A reading list of papers covering topics the committee feels is important to the student's knowledge.
  - b. A list of potential questions that can be asked during the oral exam.
3. Week 1 of 5<sup>th</sup> semester: Students enroll in EEB 691.
4. Week 8 of 5<sup>th</sup> semester. Either 1A or 1B is submitted to the full supervisory committee.
5. Week 10 of the 5<sup>th</sup> semester: Supervisory committee provides written feedback on review paper or proposal and potentially any or none of the following in advance of the oral exam. Note: The list of papers and questions should not be as extensive as those provided at the end of the 4th semester, but maybe relevant if members of the supervisory committee feel that specific topics have not been adequately addressed. The oral exam date is set for weeks 13-14.
  - a. A reading list of papers covering topics the supervisory committee feels is essential to the student's knowledge.
  - b. A list of potential questions that can be asked during the oral exam.
6. Weeks 13-14 of 5<sup>th</sup> semester: The oral exam will consist of all members of the supervisory committee who can ask questions on at least one of the following.
  - a. The review paper/proposal.
  - b. The reading list(s).
  - c. The list of questions provided by the supervisory committee. Other questions may arise during the exam, which is relevant to the student's knowledge as it pertains to the EEB degree.
7. Week 15 of the 5<sup>th</sup> semester: The supervisory committee makes its decision on pass/fail and submits grades for EEB 691 (see below).

If a fail, the supervisory committee may allow for one additional attempt if requested by the student and approved by the supervisory committee and program. Permission for a second attempt must be requested in writing from the student within five days of the failed exam to the EEB Ph.D.

Coordinator. The supervisory committee must be specific on which portion(s) of the exam the

student failed (e.g., written, specific parts of orals) and must provide constructive feedback for the student. Failure must also be documented by submission of a Report of Failure of a Comprehensive Examination form to the Graduate College. The second attempt must be scheduled within three months of the first attempt and a grade of Incomplete assigned to EEB691. The program and the Graduate Dean must approve extensions beyond the three months. If the student does not request a second attempt, or the request is denied, a grade of Fail is entered for EEB691. Failure of the comprehensive exam will mean dismissal from the program.

If the supervisory committee cannot reach a consensus decision on the pass/fail outcome of the comprehensive exam, the student may be tasked with additional specific studies to address weakness(es) raised in the committee and these will be re-evaluated by the full supervisory committee within 3 months of the initial date of the exam with approval from the program.

### Individual Development Plan and Annual Review

Each student will be given access to an Individual Development Plan and Review Tool. This tool is an online Google spreadsheet which students will use to summarize the courses taken during the previous year, the grades achieved, and the research accomplishments made over that time period. As well as complete an annual self-evaluation. Once the student completes the self-evaluation, the major advisor will be able to review the report and self-evaluation, and then will provide written comments for feedback on the Faculty Annual Review tab. Once both the self-evaluation and faculty evaluations have been completed, the student and major advisor should meet to discuss them. If the major advisor indicates that satisfactory progress did not occur, the department's EEB GSC will investigate the matter further. Individual Development Plans are made available to the student, the student's supervisory committee, and the EEB program administration.

### Timeline for Individual Development Plan and Annual Review

Each student will receive a link to their Individual Development Plan and Annual Review Tool at the beginning of the Spring semester. Students will have until mid-April to update their tool for the past academic year, complete the self-evaluation, and receive a faculty evaluation.

### Admission to Candidacy

Admission to candidacy is required by all degree-seeking graduate students and serves as an essential intermediate check that reveals overlooked or misinterpreted program requirements. A student who has not been admitted to candidacy cannot schedule or participate in a final oral examination or apply for graduation. A student may be admitted to candidacy if he/she is in regular status and has satisfactorily completed a set of courses sufficient to meet at least one-half of the total credit requirements of the program. Students must submit a completed Application for Admission to Candidacy form before the deadline published in the academic calendar (note that this deadline occurs early in the semester preceding the intended semester of graduation). The completed form requires the exact final list of courses that are to be applied to meet the credit requirements of the student's graduate program. Following department approval, the form will be forwarded to Graduate College for approval. Once the Application for Admission to Candidacy receives approval from the Graduate College, students may apply for graduation on my.BoiseState. Note that an approved Application for Admission to Candidacy is a binding agreement between the student and

university. Any subsequent changes to coursework requires approval by the EEB program and the Graduate College. Please consult with the EEB program coordinator.

## Dissertation Defense Procedures

A public defense of the dissertation is scheduled after the Supervisory Committee has reviewed a draft that is considered to be nearly a final version. The defense committee consists of the student's entire supervisory committee, plus a graduate faculty representative (GFR). The date of the defense is determined jointly by the Supervisory Committee and the student and must be consistent with any guidelines provided by the Graduate College. The student or major advisor must notify the Graduate College of the defense date by completing a [Graduate Defense Notification Form](#) at least two weeks in advance of the defense date.

The first part of the defense is a public oral presentation of the dissertation. The second part is a final oral exam with the defense committee. After the oral examination, the GFR calls for a vote by the voting members of the defense committee to determine the examination result, which must be either pass or fail. A student who fails the defense may be permitted to try again but failure a second time will result in dismissal from the program.

If the defense is completed with a result of a pass, the Supervisory Committee prepares a statement describing final requirements such as additions or modifications to the dissertation and any additional requirements such as archival of data. When these requirements have been met, the approval page of the dissertation is signed by the Chair of the Committee.

The final version of the dissertation must be submitted to the Graduate College for approval by the Dean of Graduate Studies. Before doing so, it must conform to the standards of the Graduate College as determined by the dissertation editor. Students should refer to the [Standards and Guidelines for Theses and Dissertations](#) manual for instructions on formatting and the type of paper required for official university copies of the dissertation. A [Thesis & Dissertation Template](#) is also available for download.

## Academic and Scholastic Requirements

### Credit Requirements

Each doctoral student follows a study plan based on program requirements and on individual career goals. According to Graduate College policies, at least two-thirds of the total credit requirement for the degree program must be earned at Boise State University after admission to the graduate program.

Students engaging in any activity requiring faculty time and consultation, or the use of any Boise State facilities, must register for the number of credits appropriate to the degree of activity. Students engaged in any phase of research, such as writing a manuscript or dissertation, must register for such work in the amount reflecting the effort required. All students funded by a graduate assistantship must register for a minimum of 9 credits each fall and spring semester and one credit in the summer (if conducting research). All students are required to enroll in the appropriate number of credits during the semester in which their degree requirements are completed.

\*\*\*Coming Fall 2020 Major Curriculum Change reducing total credit requirements to 60\*\*\*

Doctor of Philosophy in Ecology, Evolution, and Behavior	
<i>Course Number and Title</i>	<i>Credits</i>
EEB 601 Principles and Processes in Ecology, Evolution, and Behavior I	4
EEB 603 Reproducible Science	3
EEB 604 Science and Communication II	3
EEB 605 Current Research in EEB (2 cr)	4
<b>Quantitative Requirement</b> (choose at least 1 course from the following): ANTH 504 Statistical Methods in Anthropology (3 cr) BIOL 601 Biometry (4 cr) BIOL 603 Advanced Biometry (4 cr) EEB 607 Quantitative Methods for Population and Habitat Analysis (3 cr) EEB 621 Advanced Ecological Data Analysis (3 cr) GEOPH 522 Data Analysis and Geostatistics (3 cr) GEOS 505 Introduction to Numerical Methods for the Geosciences (3 cr) MATH 572 Computational Statistics (3 cr) MATH 573 Time Series Analysis (3 cr) MATH 574 Linear Models (3 cr)	3-4
Approved elective courses in ANTH, BIOL, BMOL, BOT, EEB, GEOS, HES, ZOOL or related fields as approved by the supervisory committee and by the coordinator of the EEB doctoral program.	13-14
EEB 691 Doctoral Comprehensive Examination	1
EEB 693 Dissertation	30
<i>Total</i>	66

Doctor of Philosophy in Ecology, Evolution, and Behavior  
Emphasis in Global Change Biology

<i>Course Number and Title</i>	<i>Credits</i>
EEB 601 Principles and Processes in Ecology, Evolution, and Behavior I	4
EEB 603 Reproducible Science	3
EEB 604 Science and Communication II	3
EEB 605 Current Research in EEB (2 cr)	4
<b>Quantitative Requirement</b> (choose at least 1 course from the following): ANTH 504 Statistical Methods in Anthropology (3 cr) BIOL 601 Biometry (4 cr) BIOL 603 Advanced Biometry (4 cr) EEB 607 Quantitative Methods for Population and Habitat Analysis (3 cr) EEB 621 Advanced Ecological Data Analysis (3 cr) GEOPH 522 Data Analysis and Geostatistics (3 cr) GEOS 505 Introduction to Numerical Methods for the Geosciences (3 cr) MATH 572 Computational Statistics (3 cr) MATH 573 Time Series Analysis (3 cr) MATH 574 Linear Models (3 cr)	3-4
<b>Human Behavior and Ecology</b> (choose 1-2 courses from the following): ANTH 501 Adaptation and Human Behavior (3 cr) ANTH 502 Human Evolutionary History and Development (3 cr) ANTH 521 Human Paleoecology of North America (3 cr) ANTH 530 Advanced Topics in Evolutionary Anthropology (3 cr) ANTH 531 Economic Anthropology (3 cr) ANTH 532 Game Theory and Human Cooperation (3 cr) CRP 502 Economic Applications to Community and Regional Planning (3 cr) CRP 551 Sustainable Development (3 cr)	3-6
<b>Earth Sciences</b> (choose 1-2 courses from the following): BIOL 628 Geographic Information Systems in Biology (3 cr) GEOG 570 (GEOS 570) Earth System Science and Global Warming (3 cr) GEOS 511 Hydrology: Land-Atmosphere Interaction (3 cr) GEOS 580 Selected Topics in Watershed Hydrology (1-3 cr) GEOS 585 Selected Topics in Isotope Geoscience (1-3 cr) GEOS 605 Topics in Geomorphology (3 cr) GEOS 607 Paleoclimatology and Paleoceanography (3 cr) GEOS 620 Coupled Land-Atmosphere Modeling (3 cr) GEOS 621 Global Hydrologic Change (3 cr) GEOS 633 (CE 633) Contaminant Hydrogeology (3 cr) GEOS 636 Stable Isotope Geochemistry (3 cr) GEOS 638 Radiogenic Isotope Geochemistry and Geochronology (3 cr)	3-6

Approved elective courses in ANTH, BIOL, BMOL, BOT, EEB, GEOS, HES, ZOO or related fields as approved by the supervisory committee and by the coordinator of the EEB doctoral program.	4-5
EEB 691 Doctoral Comprehensive Examination	1
EEB 693 Dissertation	30
<i>Total</i>	66

\*Revised Curriculum Change Being Submitted Fall 2019 to Graduate College which will reduce the total number of required credits from 66 to 60. This change will require EEB 605 to be taken once (2 cr) instead of twice. As well as reduce the number of required elective credits.

### Independent Study (EEB 596) and Directed Research (EEB 696)

Subject to the credit restrictions of the degree, students may apply EEB 596 Independent Study and EEB 696 Directed Research to their elective credit requirements.

#### Independent Study (EEB 596)

Involves the advanced study of a specialized topic. The student works with a high degree of independence to meet well-defined goals under the supervision of a member of the graduate faculty. Credit is variable (1-3) and dependent on the magnitude and scope of the study. Enrolling in EEB 596 requires submission of a completed Application for Graduate Independent Study form prior to the deadline specified in the academic calendar. Approval from the department and Graduate College is required.

#### Directed Research (EEB 696)

Involves research conducted by the student under the supervision of a member of the graduate faculty. The study requires a clear statement of the hypothesis or proposition, a review of relevant literature, analysis and synthesis of data, and the inference of conclusions. Credit is variable (1-3) and dependent on the magnitude and scope of the study. Students may not apply portions of their dissertation research toward EEB 696 credit, although projects related to the dissertation topic are acceptable. Enrolling in EEB 696 requires submission of a completed [Application for Directed Research](#) form prior to the deadline specified in the academic calendar. Approval from the department and Graduate College is required.

### Residency Requirements and Duration of the Graduate Program

A Ph.D. student must spend at least one academic year in full-time, on-campus graduate study at Boise State University. The minimum duration of study for the Ph.D. degree is three academic years beyond the baccalaureate degree. All requirements for a Ph.D. degree, including courses completed at another college or university, must be started and completed within a single continuous interval of no more than ten years.

### GPA Requirements

All students admitted to the program must meet the cumulative GPA requirements described in this section. A student admitted to the program must maintain a minimum cumulative GPA of 3.00,

including transfer courses. If the cumulative GPA is below 3.00 at the end of the next enrolled semester (including summer), the Graduate College reviews the student's progress and takes one of the following actions:

1. Remove the student from probation if the cumulative GPA is 3.00 or above.
2. Continue the student on probation if the cumulative GPA is below 3.00 and the semester GPA is 3.00 or above. Students may continue on probation for an unlimited number of semesters but will be ineligible for graduation if their cumulative GPA is below 3.00 at the end of their graduation semester. Students should consult their advisor and the Graduate Program Coordinator for advice and possible options.
3. Dismiss the student from their graduate program and Boise State University if the cumulative GPA is below 3.00 and the semester GPA is below 3.00. Students who are dismissed are administratively withdrawn from their courses and cannot register for classes until they are either reinstated to the graduate program or readmitted to the Graduate College. Students who request reinstatement (following Boise State policy #3090) and are granted reinstatement to the program within 30 calendar days are not required to reapply to the Graduate College. A new online application and application fee is required after 30 days, or when a student's request for reinstatement is denied.

### Graduation GPA Requirements

At the end of the graduation semester, a student's eligibility for graduation will be reviewed using the following guidelines:

- Students with a cumulative GPA of 3.00 or above will be eligible for graduation.
- Students with a cumulative GPA below 3.00 and who were not on probation at the start of the graduation semester will be ineligible for graduation and placed on probation until their cumulative GPA is 3.00 or above. Students should consult their advisor and the Graduate Program Coordinator for advice and possible options.
- Students with a cumulative GPA below 3.00 and who were on probation at the start of the graduation semester will be dismissed from the graduate program and Boise State University.

### Academic Performance Requirements

Every student who is admitted to a graduate program must meet three scholastic grade requirements set by the Graduate College:

- 1) Semester GPA Requirement: A student is required to achieve a minimum GPA of 3.0 each and every semester in which the student is enrolled. If a student fails to meet the semester GPA requirement and the failure is the first occurrence since admission to the program, the student will be placed on academic notice by the college but will be allowed to continue in the program. If a student fails to meet the semester GPA for a second time since admission to the program, the student will be administratively withdrawn from the program by the Graduate College. The withdrawal decision is subject to an appeal process; please discuss your situation with the director of graduate studies.
- 2) Program GPA Requirement: Students must achieve a program GPA of 3.0 or higher to be eligible for a graduate degree. If a student fails to achieve a program GPA of 3.0 or better,



the student is ineligible for a degree and should consult with the director of graduate studies for advice and possible options.

- 3) Individual Course Requirement: Graduate courses (500 and 600 level) for which a student receives a grade lower than C will not count toward the degree requirements of the program. Undergraduate courses approved for graduate credit, G-level courses, and transfer credits require at least a grade of B to count toward the degree requirements of the program.

A grade of I (*Incomplete*) is assigned when extenuating circumstances make it impossible for a student to complete a course before the end of the semester, subject to the requirement that the student has been in attendance and has done satisfactory work up to a time within three weeks of the end of the semester. In order to receive an incomplete on a graduate course, the student and instructor must agree to a contract which stipulates the work that is required and the time frame in which it must be completed for the student to receive a grade in the class.

A grade of IP (*In Progress*) is used for EEB 693 dissertation credits until all aspects of the dissertation are completed. When the dissertation is complete, or when the student ceases to work under the faculty member supervising the research, the IP grade is changed either to a Pass (P) or Fail (F). Once a final grade for EEB 693 has been submitted by the major advisor, the Registrar's Office will adjust all IP grades on the student's transcript to reflect the new final grade.

### Academic Performance at Graduation

All students enrolled in a degree or certificate program must meet the following academic performance requirements at the end of their final (graduation) semester: (1) cumulative GPA requirement, (2) program GPA requirement, and (3) individual course requirements.

### Department Facilities

#### Graduate Student Desk Space

Faculty may have desk space available for their graduate students. Alternatively, a limited number of desks are available for EEB students in the Science Building (Science, Room 140). Please contact the Graduate Program Manager for more information about desk availability.

#### Computers and Printers

For students needing access to computing facilities, a computer lab with access to printing is provided in each academic unit. A username and password are required for printing – please see the department Administrative Assistants (Science, Room 107) for details.

#### Photocopies and Faxes

A photocopier is available for graduate student use in Science 219. Photocopies should be limited to activities associated with dissertation research, graduate course work, and teaching responsibilities.

A fax machine (208-426-1040) is available in the main office of the Department of Biological Sciences. Faxes should be limited to research-related activities. Personal faxes are not permitted.



## Mail

Each graduate student has a mailbox located in Science 106 or a building of their choosing. Packages can be picked up in the main office of the Department of Biological Sciences. Assistance with preparing labels and mailing FedEx packages for teaching/research is available in the front office (Science, Room 107).

## Poster Printing

The Biology Department has a plotter printer which can be used to print posters for teaching and presenting research. Requests for printing can be made via the Poster Printing Request Form (<https://www.boisestate.edu/biology/about/department-forms/poster-printing-request/>)

## Financial Assistance

### Assistantship Support

Graduate assistantships are available on a limited basis to Ph.D. students. These assistantships include a stipend over the twelve months (currently \$25,000), a tuition and fee waiver covering the spring and fall semesters, and student health insurance. Continued assistantship support is contingent financial need, and program review of performance in teaching, course work, and dissertation research. Ph.D. students may receive a maximum of four-year-long graduate assistantships. Graduate assistants with teaching duties are required to enroll in BIOL 604 "Intro to Biology College Teaching" in their first fall semester associated with their teaching assignment.

Graduate assistantships with teaching duties are expected to provide up to 20 hours of service per week. Program policy prohibits students on teaching assistantships from accepting additional employment without the written approval of the major professor and the program. The permission form can be obtained from the EEB coordinator.

Research assistantships funded by research grants may be available to students. The terms of such assistantships will depend on the amount of funding available. Please consult your major professor for details about such funding opportunities.

### Financial Aid

Graduate students can apply for loans and work-study through federal aid programs. Please consult the *Graduate Catalog* (available online at the Registrar's web page) for details on application procedures, or visit the [Financial Aid Office](#) website for more information on these programs.

## Graduate Student Awards, Grants, & Fellowships

### Travel Grants

Doctoral students in good standing may apply for a total of two \$600 awards for travel to attend and present their dissertation research at scientific meetings. To be eligible for travel funds the student must submit details of the conference to the Director of Graduate Studies, including the name, date, and location of the conference, a budget, proof that you are presenting research at the conference, and evidence that you have applied for travel assistance if such assistance is offered by the conference organizers. If everything is in order, the director will ask the program manager to begin

processing the travel request paperwork. Please note that the awarding of travel grants is contingent on the availability of program funds.

Please use the Ph.D. Ecology, Evolution, and Behavior Travel Award Request Form at <https://forms.gle/f9ALtMj1YhZ9x5Gr5> to request travel support from the EEB program. You will be required to upload a Department of Biological Sciences Travel Pre-Approval Authorization form as part of this request.

Off-campus travel may require permission in the form of an approved Travel Request. Please see the graduate program manager for details on travel procedures.

### Graduate College Conference Travel Funding

The Graduate College has a limited number of travel funding opportunities with application deadlines of October 1 (Fall) and April 1 (Spring). For more information, see the Graduate College Travel Award Website at <https://graduatecollege.boisestate.edu/conference-travel-funding/>

### Housing

Many graduate students find off-campus accommodations in the vicinity of Boise State University. For those interested in on-campus accommodations, there are a number of options. For information on-campus housing and application procedures, please visit the [Housing Office](#) website.

### Notice of Non-Discrimination

It is the policy of Boise State University to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). Boise State is an equal opportunity employer. The University does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation, gender identity, or disability, please contact Boise State's Title IX, ADA, and 504 Coordinator:

Alicia Estey

Interim Coordinator of Title IX/ADA/504 Compliance

Riverfront Hall, Suite 306

1910 University Drive, Boise, ID 83725-1500

(208) 426-1258

reportdiscrimination@boisestate.edu

For more information or if you believe you have been subject to discrimination on any other basis, please contact:

Alicia Estey

Interim Coordinator of Title IX/ADA/504 Compliance

Riverfront Hall, Suite 306

1910 University Drive, Boise, ID 83725-1500

(208) 426-1258

aliciaestey@boisestate.edu

You may also file a complaint with:

U.S. Department of Education

Office of Civil Rights (OCR)

810 3rd Avenue #750

Seattle, WA 98104

(206) 607-1600

[OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

## APPENDIX – Suggested Timeline for EEB Ph.D. Graduate Students

### First Semester

- The student begins to develop a proposed dissertation project in consultation with the major advisor.
- Forms supervisory committee. Student submits the *Appointment of Supervisory Committee Form*.
- Convene initial committee meeting. The student brings an outline of the proposed research topic for discussion with the committee.

### Second Semester

- The student begins to draft a written proposal and animal care protocols (if necessary).
- The student fills out and completes the Individual Development Plan and Annual Assessment plan (Google Spreadsheet Document to be sent by the EEB Program Manager)

### Third Semester

- The second week: Student submits written proposal for the dissertation project, receives feedback, presents at Graduate Proposal Showcase (lightning talk and poster presentation).

### Fifth Semester

- Comprehensive Exams

### Seventh Semester

- The student applies for candidacy in the semester before expected completion by submitting the *Application for Admission to Candidacy* form – Be Aware of the deadline!

### Eight Semester

- The student applies for Graduation by completing the Application for Graduate Degree process in their my.BoiseState student center. The system will check to confirm that an Application for Admission to Candidacy has been received and approved by the graduate college. If you have not submitted a Candidacy form, you will receive an error message and will not be able to apply for graduation. The deadline to apply for graduation comes early in the semester. – Check the Academic Calendar for details.
- Student completes and defends dissertation – Be aware of the deadlines for defending and submitting completed dissertation to the graduate college, and program rules for scheduling a defense!
- Student submits required dissertation materials to the Graduate College.

### Intervening Period Between Specific Deadlines Listed Above

- Course work
- Dissertation research
- The student analyzes data; continues research; writes about preliminary results or research projects; attends meetings, etc.
- Student meets with and updates the graduate committee regularly about research progress.

## APPENDIX – Participating Faculty

Name	Position	Ph.D. Institution	Brief Research Description
<b>Department of Biological Sciences</b>			
Jesse Barber	Associate Professor	Wake Forest U	Sensory ecology, animal behavior, conservation biology
Jim Belthoff	Professor	Clemson U	Behavioral ecology, animal behavior, and avian biology
Leonora Bittleston	Assistant Professor	Harvard University	Convergent Interactions, Pitcher Microcosm Communities
Sven Buerki	Assistant Professor	University of Neuchatel, Switzerland	Biogeography, Madagascar, taxonomy & Systematics
Trevor Caughlin	Assistant Professor	U Florida	Forest landscape restoration, spatial ecology, seed dispersal
Jen Cruz	Assistant Professor	University of Queensland, Gatton, Australia	Multi-species conservation and recovery.
Marie-Anne de Graaff	Associate Professor	Wageningen U	Plant/Soil interactions in terrestrial ecosystems
Kevin Feris	Professor	U Montana	Microbial community ecology; bioremediation studies
Jennifer Forbey	Associate Professor	U Utah	Physiological, chemical and pharmacological ecology
Eric Hayden	Assistant Professor	Portland State U	RNA evolution, biomedical & biotechnical molecules
Julie Heath	Professor	U Florida	Avian biology and conservation ecology
Peter Koetsier	Professor	Idaho State U	Aquatic ecology; lotic macroinvertebrate ecology
Steve Novak	Professor	Washington State U	Plant evolutionary biology; introduced species
Ian Robertson	Professor	Simon Fraser U	Insect behavior and ecology; plant-insect interactions
Marcelo Serpe	Professor	U California Davis	Plant biochemistry and physiology
James Smith	Professor	U Wisconsin	Plant molecular systematics, cladistic analyses
Merlin White	Professor	U Kansas	Fungal molecular systematics, arthropod-associated fungi
Jay Carlisle	Associate Research Professor	U South Dakota	Avian migration and physiological ecology
<b>Department of Anthropology</b>			
Cheryl Anderson	Lecturer	U Nevada Las Vegas	Bioarchaeology
Kathryn Warden (Demps)	Associate Professor	U California Davis	Cultural evolution, behavioral and evolutionary ecology
Christopher Hill	Professor	Southern Methodist U	Environmental archaeology-geoarchaeology
Kristin Snopkowski	Associate Professor	U New Mexico	Human behavioral ecology, evolutionary demography

John Ziker	Professor	University of California, Santa Barbara	Kinship, social organization, and demography; Human Behavioral Ecology; Network Analysis; Medical Anthropology
<b>Human-Environment Systems</b>			
Jodi Brandt	Assistant Professor	U of Wisconsin	Land use science, remote sensing, conservation biology
Megan Cattau	Assistant Professor	Columbia University	
Vicken Hillis	Assistant Professor	U California Davis	Behavioral and institutional change in environmental settings
Kelly Hopping	Assistant Professor	Colorado State U	Global change, local ecological knowledge, alpine, and grassland social-ecological systems
Matt Williamson	Assistant Professor	University of California, Davis	Genes by environment: Modeling, Mechanisms, Mappig
<b>Geosciences</b>			
Shawn Benner	Associate Professor	U Waterloo	Ecohydrology, biogeochemistry
Alejandro Flores	Associate Professor	MIT	Ecohydrology and modeling, remote sensing
Nancy Glenn	Professor	U Nevada Reno	Remote sensing, image analysis, geological engineering
Matt Kohn	Distinguished Professor	Rensselaer Polytechnic Institute	Geochemistry, petrology, and paleoecology
Jen Pierce	Associate Professor	U New Mexico	Geomorphology & Paleoclimatology
<b>US Geological Survey</b>			
Matthew Germino	Supervisory Research Ecologist	U Wyoming	Plant-soil-climate relationships; biophysical ecology
Todd Katzner	Research Wildlife Biologist	Arizona State U	Conservation biology, ornithology, mammalogy
David Pilliod	Supervisory Research Ecologist	Idaho State U	Herpetology, wildlife ecology, stream & fire ecology
Douglas Shinneman	Supervisory Research Fire Ecologist	U Wyoming	Fire, landscape, restoration and, plant ecology
<b>The Peregrine Fund</b>			
David Anderson	Director Gyrfalcon Conservation Project	Louisiana State U	Raptor biology; ecological structure and function
Chris McClure	Director of American Kestrel Partnership, Quantitative Ecologist	Auburn U	Vertebrate monitoring and ecological modeling

## APPENDIX – Student Resources

- [Graduate College](#) Homepage
- [Graduate Catalog](#) (download the graduate catalog specific to your enrollment date in the graduate program.)
- [Graduate Student Success Center](#) – resources and support provided by the Graduate College for graduate students. Includes writing assistance, workshops, and dissertation support.
- [Academic Calendar](#) (download the academic calendar for a complete list of deadlines)
- [Campus Security and Police](#) – 2245 University Drive, 426-6911
- Complaints About the Behavior of Another Student – Contact [Office of the Dean of Students](#), NORCO Building, Suite 116, 426-1527
- Discrimination – Contact Alicia Estey Interim Coordinator of Title IX/ADA/504 Compliance, Riverfront Hall Building, Room 306, 426-1258
- Financial Concerns (explore aid options available or see if extenuating circumstances qualify as “special conditions” for adjusting existing aid) – [Financial Aid Office](#), Administration Building, Room 113, 426-1664, email [financialaid@boisestate.edu](mailto:financialaid@boisestate.edu)
- Health or Medical Problems – Contact the [University Health Services](#), NORCO Building, 426-1459
- Personal, Relationship or Educational Concerns – Contact [Health & Wellness Counseling Services](#), NORCO Building, 426-1459
- Sexual Harassment – Contact Alicia Estey, Interim Coordinator of Title IX/ADA/504 Compliance, Riverfront Hall Building, Room 306, 426-1258 or [Office of the Dean of Students](#), NORCO Building, Suite 116, 426-1527
- Support for Women – [Gender Equity Center](#), 426-4259
- Academic Accommodations – Educational Access Center, 1st Floor of the Lincoln Parking Garage, 426-1583
- Veteran Resources – Veteran Services – Lincoln Parking Garage, 426-3744
- [Reaching Out Handbook](#) – Resources for Responding to Individuals in Distress