



# **Integrative Biology Ph.D. Program**

**Director:**

**Dr. Sarah L. Milton**

**Associate Director:**

**Dr. Xing-Hai Zhang**

**Program Coordinator:**

**Dr. Stacey Caplan**

# FAU Online Portal

The screenshot shows the MYFAU online portal homepage. At the top, the text "MYFAU" is displayed in large white letters, with the tagline "The online portal for the FAU Community" below it. Underneath is the heading "PICK YOUR EXPERIENCE". There are two main selection boxes: "MYFAU" (for students, alumni, faculty, or staff with credentials) and "GUEST" (for prospective students, family, or community members without credentials). Below these are three service links: "Forgot my FAUNet ID or Password", "Account Self-Service", and "Activate your FAU Account". A red banner at the bottom right contains a "HELP DESK" section with a lightning bolt icon and the text "Technology issues? Submit a ticket here." To the left of the help desk is a "FAU SYSTEM STATUS" section with left and right navigation arrows. At the bottom left, there is a promotional banner for the MYFAU mobile app, featuring a smartphone image and the text "Does more than you know" along with "Download on the App Store" and "GET IT ON Google Play" buttons.

## MYFAU

The online portal for the FAU Community

### PICK YOUR EXPERIENCE



#### MYFAU

I'm a FAU Student, Alumni, Faculty or Staff.  
I have FAU Credentials



#### GUEST

I'm a Prospective Student,  
Family or Community Member  
I don't have FAU Credentials.

Forgot my FAUNet ID or Password

Account Self-Service  
Manage your FAU Account

Activate your FAU Account

ment – error

[Resolved] Network outage – Ft. Laud  
The Ft. Lauderdale campus network has be

y the Transcript  
it card system. Whe...

FAU SYSTEM STATUS



#### HELP DESK

Technology issues?  
Submit a ticket here.



#### MYFAU

Does more than you know

Download on the App Store

GET IT ON Google Play

# MYFAU



**FAU SELF-SERVICE**  
Register, course schedules,  
pay fees and more

**MY INFO**  
Z Number  
and more



**OUTLOOK**



**CANVAS**



**STUDENT  
OWL MAIL**



**FACULTY & STAFF  
LOUNGE**  
Tools, resources and news



**FAU PROFESSOR'S BOOK MAKES  
OPRAH'S AUGUST LIST OF BOOKS  
TO READ**



**SUCCESS  
NETWORK**



**DEGREE  
AUDIT**



**MyPOS**

**First-Year SOAR Orientation - Fall 2019**  
Fri Aug 9, 2019 All day | Student Union  
Thursday and Friday Aug. 15 and 16 Reserved for International, Out of State,  
and Nursing Students

**FAU EVENTS**



**GOOGLE  
CALENDAR**



**GOOGLE  
DRIVE**



**SPOT**

## QUICK LINKS



**STUDENT  
LIFE**



**MAPS**



**PARKING  
PERMITS**



**NEWS &  
EVENTS**



**ACADEMIC  
SUCCESS**



**MONEY  
MATTERS**



**OWL CARD**



**SHUTTLE**



**DINING**

## FAU INSIDER

New every Monday



### OWL READY

Go to the Owl Ready website to  
learn about FAU Safety and get the  
app



### ATHLETICS

All FAU sports - tickets, schedules,  
news and more!



### NEED HELP?

Quick access to help resources  
and FAU contacts



# New Student Links



- **Newly Admitted Graduate Students:**  
<https://www.fau.edu/graduate/admissions/recently-accepted/>
- **Graduate Assistantship (GA) Information:**  
<http://fau.edu/graduate/tuition-benefits/index.php>
- **Research Ethics Resources:**  
<https://www.fau.edu/research-admin/research-integrity/responsible-conduct-of-research/>
- **Academic Policies and Regulations:**  
<http://www.fau.edu/academic/registrar/FAUcatalog/academics.php#topofpage>
- **IB Student Guidelines:**  
[http://biology.fau.edu/formsandpolicies/ib\\_phd\\_program\\_guidelines\\_2021.pdf](http://biology.fau.edu/formsandpolicies/ib_phd_program_guidelines_2021.pdf)

# Current Student Links

- **myFAU Login:** [https://myfau.fau.edu/signed\\_in/selector/index](https://myfau.fau.edu/signed_in/selector/index)
- **Canvas Login:** <https://canvas.fau.edu/>
- **FAU Zoom Account:** <https://fau-edu.zoom.us/>
- **FAU Campus Maps:** <http://www.fau.edu/facilities/maps/maps.php>
- **FAU Parking/Trans Services:** <http://www.fau.edu/parking/>
- **FAU Graduate College:** <http://www.fau.edu/graduate/>
- **FAU Student Health Services:** <http://www.fau.edu/shs/>
- **FAU International Services:** <http://www.fau.edu/international/>
- **Student Resources:** <http://www.fau.edu/studentresources/>

# Plagiarism and Canvas Links

- **“What Is Plagiarism?”- Required Reading:**  
[http://biology.fau.edu/pdf/what\\_is\\_plagiarism\\_2\\_24\\_2016.pdf](http://biology.fau.edu/pdf/what_is_plagiarism_2_24_2016.pdf)
- **Canvas Tour for Instructors:**  
<https://canvas.fau.edu/courses/74501/pages/welcome>
- **Canvas Tour for Students:**  
<http://www.fau.edu/canvas/>
- **Canvas Additional Tools:**  
[https://fau.edu/canvas/additional\\_tools.php](https://fau.edu/canvas/additional_tools.php)

# General IB Student Links

- **Biology Website:** <http://biology.fau.edu/>
- **IB Forms and Policies:**  
[http://biology.fau.edu/formsandpolicies/graduate\\_student.php](http://biology.fau.edu/formsandpolicies/graduate_student.php)
- **Plan of Study (MyPOS) Quick Guide:**  
<https://www.fau.edu/graduate/degree-completion/plan-of-study/>
- **Biology Graduate Student Scholarships Link:**  
[http://biology.fau.edu/academics/graduate/biology\\_scholarships.php](http://biology.fau.edu/academics/graduate/biology_scholarships.php)
- **Biology Events Calendar:**  
[http://biology.fau.edu/newsandevents/biology\\_calendar\\_of\\_events.php](http://biology.fau.edu/newsandevents/biology_calendar_of_events.php)

# Graduate College Forms

- [Form 1: Graduate Faculty Status Application](#)
- [Form 8: Admission to Candidacy for the Doctoral Degree](#)
- [Form 10: Request to Waive a University Requirement](#)
- [Form 11: Academic Progression Plan](#)
- [Form 15: Graduate Program Official Withdrawal](#)
- [Application For Degree](#)
- [International Student Forms](#)



# Degree Completion Links

- **Graduation Deadlines:**  
<https://www.fau.edu/graduate/degree-completion/deadlines/>
- **Thesis and Dissertation Guidelines:**  
<https://www.fau.edu/graduate/degree-completion/thesis-dissertation/>
- **FAU Graduate College Transmittal Memo:**  
<https://www.fau.edu/graduate/documents/transmittal-memo.pdf>
- **Dissertation Formatting Workshops:**  
<https://www.fau.edu/graduate/degree-completion/thesis-dissertation/workshops/>
- **Dissertation Formatting Tutorials:**  
<https://www.fau.edu/graduate/degree-completion/thesis-dissertation/formatting/>
- **Dissertation Signature Page Format & Templates:**  
<https://www.fau.edu/graduate/degree-completion/thesis-dissertation/signature-page/>
- **Ready to Graduate:**  
<https://www.fau.edu/graduate/degree-completion/ready-to-graduate/>

# FAU Academic Calendar

Date	Day	Full Term
Mar 28	Mon	Registration Opens
Aug 8	Mon	
Aug 13	Sat	
Aug 14	Sun	
Aug 15	Mon	Non-Degree Registration Opens
Aug 17	Wed	
Aug 20	Sat	<b>Classes Begin</b>
Aug 26	Fri	Last Day to Drop/Add
Aug 29	Mon	60+ Audit Registration
Aug 29	Mon	Last Day to Pay Without Late Fees
Sep 5	Mon	Labor Day ( <i>University closed</i> )
Sep 9	Fri	
Sep 9	Fri	
Sep 19	Mon	Last Day to Withdraw with 25% Tuition Adjustment
Sep 23	Fri	
Sep 24	Sat	
Sep 26	Mon	
Oct 14	Fri	
Oct 15	Sat	

Oct 18	Tue	Mid-Term Grades Due
Oct 21	Fri	
Oct 24	Mon	
Oct 28	Fri	Last Day to Drop with a "W"
Oct 29	Sat	
Oct 31	Mon	
Nov 11	Fri	Veteran's Day ( <i>University closed</i> )
Nov 18	Fri	
Nov 24	Thu	Thanksgiving Break Begins ( <i>University closed</i> )
Nov 27	Sun	Thanksgiving Break Ends ( <i>University closed</i> )
Dec 3	Sat	<b>Classes End</b>
Dec 5	Mon	Reading Days Begin
Dec 7	Wed	Reading Days End
Dec 8	Thu	Final Exams Begin
Dec 9	Fri	
Dec 12	Mon	
Dec 14	Wed	Final Exams End
Dec 15	Thu	
Dec 16	Fri	
Dec 16	Fri	
Dec 19	Mon	Final Grades Due ( <i>at 9am</i> )

# Official Holidays (no classes)

- **Fall Holidays**

- Labor Day (Sept 5<sup>th</sup>)
- Veteran's Day (Nov 11<sup>th</sup>)
- Thanksgiving Break (Nov 24<sup>th</sup> – 25<sup>th</sup>)
- Winter Break (Dec 26<sup>th</sup> – January 2<sup>nd</sup>)

- **Spring/Summer Holidays**

- MLK Day (Jan 16<sup>th</sup>)
- Spring Break (Mar 6 – 10<sup>th</sup>, offices open)
- Memorial Day (May 29<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)

# Required Trainings

- [Environmental Health & Safety \(EH&S\)](#)
  - Lab Safety
  - Hazardous Waste
  - Biological Safety
  - Biological Waste
  - Any additional trainings specific to your laboratory/consult PI
- [Responsible Conduct of Research](#)
  - Required by the NSF and NIH if receiving funding
  - FAU uses the [Collaborative Institutional Training Initiative \(CITI\)](#) RCR training to adhere to the federal training requirements
  - Training must be done every 3 years
- [Anti-Discrimination/Anti-Harassment Workshop](#)

# Student Responsibilities

- Students ***must use their FAU email:*** [FAU email policy](#).
- Students themselves are responsible for ***meeting deadlines and submitting required forms and documentation*** to the program and the Graduate College.
- ***Students are expected to maintain satisfactory academic progress for the duration of their enrollment.***
  - Penalties determined on a case-by-case basis and range from scholarship ineligibility to loss of TA position to dismissal.
- ***Students must maintain cumulative GPA of 3.0***

# Graduate Assistantships

- Assistantships are one way for graduate students to finance their educational studies at Florida Atlantic University.
  - Given on a ***competitive basis*** by the department or advisor
  - Includes a stipend and partial or full tuition waiver
  - Typically work a ***maximum*** of 20 hours/week
- Types of Assistantships:
  - Graduate Teaching Assistantship
  - Graduate Research Assistantship
- Website: <https://www.fau.edu/graduate/resources/graduate-assistantship-information/>

# Financial Aid

## TA

- Academic year support (first *two consecutive* semesters)
- Additional years support possible based on funding, performance in program and TA duties
  - Evidenced in TA evaluations and fulfilling TA contract obligations
- Must sign TA contract
- Must fill out a TA request form each semester for the Lab Coordinator
- Salary = \$20K/yr + tuition waivers
- Must be enrolled in at least 1 credit to be eligible for RA or TA

## RA

- Grant-based (advisor)
- Can go from RA to TA with one semester notice
- \$20K/yr. (min) + tuition waivers

## Other Aid

- Scholarships/Fellowships available
  - Biology scholarships (fall)
  - Graduate College scholarships (spring)
- [Financial aid](#) preference if requirements are met

# Tuition Benefits Policy

- Graduate assistants are eligible to receive tuition benefits for **up to 27 credit hours** in a given academic year, provided that:
  - Employment period must be continuous
  - The level of tuition benefit is driven by the FTE:
    - i.e. Full-time students = 100% tuition waiver = 20 hours/week
  - All credit hours covered **must be necessary** for degree completion
  - **Maximum tuition benefits set at 10%** above published credit hours
    - IB PhD program (80 credit hours): available tuition benefits = 88 credit hours
  - Must have **approved** Plan of Study (POS) on file
  - Maintain a **cumulative GPA of 3.0**



# Tuition Benefits Rules

- The College of Science has a ***tuition waiver budget***
- Deadline: “Last day to add/drop courses”
- ***Registration must match the contract*** or you will have to pay the remaining balance
  - i.e. Your contract covers 9 credits but you add a course and have 12 credits after the add/drop period = ***you will have to pay the tuition for the 3 additional credit hours!!!***
- ***Student fees*** are not included!
- ***If resign/terminate assistantship early, must repay the university the full amount of tuition paid by tuition benefits***

# Tuition and Fees

## Tuition and Billing Services – Tuition Breakdown

<b>Fees Per Credit Hour</b>	<b>Grad - Resident</b>	<b>Grad - Non Resident</b>
Tuition	\$303.71	\$303.71
Non Resident fee	\$0.00	\$623.80
Tuition Differential	\$0.00	\$0.00
Capital Improvement Fee	\$6.76	\$6.76
Financial Aid Fee	\$15.18	\$46.37
Activity and Service Fee	\$12.32	\$12.32
Athletic Fee	\$19.27	\$19.27
Health Fee	\$9.42	\$9.42
Technology Fee	\$5.16	\$5.16
<b>SubTotal</b>	<b>\$371.82</b>	<b>\$1026.81</b>
*Transportation Access Fee (Fall/Spring \$76.90 and Summer \$32.04)	\$76.90	\$76.90
<b>Total</b>	<b>\$448.72</b>	<b>\$1,103.71</b>
<u>*One-Time Graduate Orientation Fee</u>	<u>\$35.00</u>	<u>\$35.00</u>

## Fee payment Schedule

Last day to pay by 5 PM (VA, FA Deferment, Matriculation Waivers and FLPP)

# MS Along the Way (MALW)

- Only for current IB students
- **MALW = non-thesis, biology master's degree**
- **Eligibility requirements for completion of the MALW:**
  - Must complete 36 total graduate level credits
  - 18 of the 36 total graduate level credits must be Biology courses
  - Must complete 2 courses in which you present a seminar
  - Must earn a “B” or better in all coursework
  - May apply up to 3 credits of IB Lab Rotation
  - Must successfully advance to candidacy (pass proposal exam)
  - Must submit MALW Plan of Study one semester before receiving degree
  - Must submit an application for degree per academic calendar



MyPOS

# Plan of Study (POS)



MyPOS

- The Plan of Study outlines the courses and credits to fulfill the requirements of the graduate degree
- Every course for which you receive a tuition waiver ***must be listed on the POS!***
- ***POS must be approved by the second semester!***
- Courses to remove deficiencies can be covered by tuition waivers but must be listed on the POS
- ***Registration must match the POS each semester!***
- Access online via [myFAU](#)



MyPOS

# MyPOS: How To



MyPOS

- The POS is initiated by the Graduate College and will be blank
- Approval Chain Process: Program Coordinator, Program Administration, College Dean, Graduate College
- ***The POS can be revised at any time***
- All coursework should be completed in first two years with the program
- Revision tutorials:
  - [Revision Quick Guide Reference PDF](#)

# Registration

- Full time status = 9 credits in Fall/Spring, 1 credit in the summer (max tuition benefit of 27 credits per year covered by waiver).
  - Tuition benefits cover up to 27 credits/year
  - Half time status if enrolled in at least 1 research credit
  - [ISS Reduced Course Load \(RCL\)](#) form required
- ***MUST maintain 3.0 GPA for tuition waiver***
  - Minimum of “B” or higher in each course and overall
- IB Program requires full-time commitment
- Continuous registration (at least 1 credit each semester). This is minimum.



# Self Service Tools



- Personal Information
- Student Services**
- Faculty Services
- Employee
- Financial Aid

Search

[RETURN TO MAIN MENU](#)

## Student Services

[\\* Click here for Important Payment Due Dates and Information](#)

<b>Admissions</b> Pay your tuition deposit (newly-admitted freshmen and transfers only) and review existing admission applications.	<b>Registration</b>	<b>Student Records</b>	<b>Student Account</b> Make a payment; view account summaries, payment history, holds and tax information.	<b>Direct Deposit</b>
<b>Student Loan Deferment Status &amp; Enrollment Verification</b>				

RELEASE: 8.8.3

# IB Degree Requirements

## Core courses (9 credits)

- Integrative Biology (3)
- Scientific Communication (3)
- Statistics (3)

## Research Credits

- Advanced research before candidacy (no minimum)
- Dissertation after candidacy (minimum 25 credits)

## Electives

- Electives (minimum 9 credits) – selected by student and Supervisory Committee
- Three seminar/journal club/ colloquium courses (not three credits) before graduation.
- May have to take additional electives (Supervisory Committee's decision)

## Lab Rotations

- Required if you do not have an advisor

\* See [guidelines](#) for additional core and electives requirements/restrictions associated with your concentration.



# Program Timeline

- The IB PhD Program defines a *year* as a series of three consecutive semesters (Fall, Spring, and Summer)
- Summer enrollment is not mandatory but required for a TA/RA contract
- Three consecutive semesters constitutes a *year* regardless of whether or not students enroll during the summer semester within that year
- Average completion time to date: ~5.5 years

# Year 1

## Year 1 - Semester 1 (Fall):

- **Meet with Advisor and/or Program Coordinator and/or Associate Director to:**
  - Form Supervisory Committee
  - Enroll in IB course (BSC 6390)
  - Choose electives (requires Supervisory Committee approval)
- **Advanced Research (BSC 7978)**
  - IB Lab Rotation (BSC 6905) if you do not yet have a confirmed advisor
- **Paperwork for submission:**
  - Plan of Study (POS)
- **Obtain required research compliance and safety trainings (EHS, RCR, IACUC, IRB) prior to beginning research**

## Year 1 - Semester 2 (Spring):

- **Meet with Supervisory Committee:**
  - Submit milestones checklist to the Program Coordinator
- **Continue to enroll in Advanced Research (BSC 7978) or IB Lab Rotation (BSC 6905) as appropriate**
- **Complete appropriate electives and/or seminar courses**
- **Update POS and milestones checklist as necessary each semester**

## Year 1 - Semester 3 (Summer):

- **Enroll in 1 credit of Advanced Research (BSC 7978) or a course if available**

# Committee Composition

## Supervisory committee

- **Purpose:** support the student in selecting courses relevant to the dissertation
- **Three member minimum** including the PhD Supervisor (Chair) and Associate Director
- **MUST be formed before the end of first semester**
- Must consist of [Program Faculty](#) (see website for core and concentration-specific faculty participant lists)
- Submit signed supervisory form

## Dissertation committee

- **Purpose:** support the dissertation research and grade the candidacy exam and final dissertation defense
- **Four member minimum** including the PhD Supervisor (Chair) (all must have PhD)
- **Can** include the supervisory committee
- **One member MUST** be from outside the immediate area of research
- **At least 3 members** must be IB PhD Program Faculty
- **All members MUST be FAU Graduate Faculty**
- **Committee MUST be in place one semester before candidacy exam**

# Committee Selection

- **Supervisory Committee**
  - Speak to PhD supervisor and/or Associate Program Director for guidance
  - Should know IB program policies and rules
- [Dissertation Committee Checklist](#)
  - This guide always you to easily determine if your dissertation committee is acceptable via university policies
  - [Affiliate Graduate Faculty](#) appointment for external members
- [Graduate College Governance Document](#)
- [CESCOS Graduate Faculty Policy](#)

# Year 2

## Year 2 - Semester 1 (Fall):

### •Registration Requirements:

- Elective(s)
- Seminar
- Advanced Research credits

### •Begin assembling dissertation committee

- Ask supervisor for advice/suggestions
- Arrange meeting with potential committee members

### •Update POS and milestones checklist as necessary each semester

## Year 2 - Semester 2 (Spring):

### • Registration Requirements:

- Scientific Communication
- Elective/Seminar
- Advanced Research credits

### • Dissertation Committee ***MUST*** be selected ***one semester prior*** to candidacy exam!

- Updated on the milestones checklist

## Year 2 - Semester 3 (Summer):

- Enroll in 1 credit of Advanced Research (BSC 7978) or a course if available

# Year 3

## Year 3 - Semester 1 (Fall):

- Defend Dissertation Proposal and Advance to Candidacy
  - Failure to propose by end of Year 3, Semester 1 will constitute a ***failed first attempt***
  - ***Only 2 attempts permitted***
- Registration Requirements:
  - Any outstanding coursework
  - Advanced Research credits
- Written proposal ***MUST*** be submitted **2 weeks prior to exam date**
- All proposal paperwork ***MUST*** be submitted before the semester ends in order to advance to candidacy

## Year 3 - Semester 2 (Spring):

- If advanced to candidacy, enroll in Dissertation (BSC 7980)
  - Failure to propose ***OR*** successfully pass the proposal defense by end of Year 3, Semester 2 will result in ***administrative withdrawal from the program***
- Registration Requirements:
  - Dissertation research (BSC 7980)
  - Only seminars may be taken after advancement to candidacy

## Year 3 - Semester 3 (Summer):

- Enroll in 1 credit of Dissertation research (BSC 7980)

# Candidacy Exam

- **The Candidacy Exam consists of three parts:**
  - The proposal seminar: presentation to the Dissertation Committee and the public (open forum)
  - The oral proposal defense: defense of the proposal to the Dissertation Committee (private)
  - The written Proposal: preparation of a written proposal submitted to the Dissertation Committee at least **two weeks in advance** of the Proposal seminar (see [Ph.D. Program Guidelines Appendix A](#) for proposal formatting guidelines).
- These are the **MINIMUM** requirements, the committee **MAY** ask for additional testing!
- Students who do not pass the candidacy exam on the first attempt have **one more semester** to retake the exam.
- **Failure to retake or pass the exam within the subsequent semester will result in administrative withdrawal from the program.**

# Candidacy Paperwork

- Written Proposal
- [Form 8](#)
- [Proposal Defense Rubric](#)
- Milestones Checklist
- Annual Progress Report
- Updated CV



# Admission to Candidacy

- ***Must be admitted to Candidacy by end of the 7<sup>th</sup> Semester – No exceptions, can lose TA contract.***
- **In order to be eligible to advance to candidacy:**
  - Must complete all coursework (18 credits minimum)
  - Must have dissertation committee in place one semester before proposal
  - Must successfully defend research proposal to Dissertation Committee
  - Must submit all paperwork to the Program Coordinator
- ***A student may not defend their final dissertation earlier than 3 semesters after successful advancement to candidacy***
  - If you propose in summer 2019, the earliest term in which you could defend would be summer 2020

# Candidacy Rules

- **25 minimum** Dissertation credits are required to fulfill IB PhD degree requirements.
- Students may not enroll in dissertation until after advancing to candidacy.
- **No more than 12 Dissertation** credits may be taken in any **one** semester.
  - i.e. Advance to candidacy in summer semester
  - Complete 12 dissertation credits in fall
  - Complete 12 dissertation credits in spring
  - Defend while enrolled in 1 dissertation credit in summer (to equal 25 minimum credits)

# Years 4 - 5

- Continue Dissertation research (minimum 25 credits)
- A ***minimum of 7 months*** must elapse between attaining Candidacy and Dissertation Defense
- Grant writing
- Present results in internal/external meetings, peer reviewed publications
- When ready to defend ***with Dissertation Committee's permission:***
  - Submit manuscript 1 month prior to oral seminar defense date
  - Email Program Coordinator 1 month prior to schedule rooms/video conferencing for seminar
  - Post flyers 2 weeks prior to oral seminar defense date and announce defense one month in advance of seminar to Program Coordinator
- Present dissertation to the committee and public (defense seminar)

# Yearly requirements

- **Milestones Checklist**
  - Update once a year:
    - End of first semester
    - Before the end of each subsequent Fall semester
  - This is the student's responsibility
  - Can update more frequently
  - Original is kept in your file
  - ***Fall registration not allowed until checklist is updated***
- **Annual Research Progress Report**
  - Starting Year 3, Semester 1
  - Due ***before*** the end of every Fall Semester after candidacy
  - Once a year the research advisor and the student ***must*** submit a progress report on research activities
  - Responsibility of advisor and student to complete report - ***Both must sign report***

# Defense Paperwork

- [Application for Degree](#) and POS revision (if needed)
- Change in Dissertation Committee [Form 9](#) (if needed)
- [Signature Page Draft & Defense Announcement](#)
- Written Dissertation
- Submission of Final Manuscript Package
- Electronic Dissertation Upload to FAU Library

# Best Contacts

- **Basic program-related questions, paperwork:** [Dr. Stacey Caplan](#)
- **MALW Question –** [Dr. Stacey Caplan](#) and/or [Becky Dixon](#)
- **Pay/Contract issues:** Always copy [Dr. Stacey Caplan](#)
  - Jupiter: [Silvana Jaramillo](#)
  - Boca/Davie: [Lucetta Richards](#)
  - HBOI: [Cathy Rossmell](#)
- **Course related questions:** Supervisory Committee
- **TA/RA Support:** Advisor sends request to [Dr. Stacey Caplan](#)
- **TA Lab Assignment:** [Caitlin Shea-Vantine](#) or [Cristina De La Rosa](#)
- **Policy, Candidacy and Graduation Issues:** [Dr. Stacey Caplan](#) and Associate Program Director [Dr. Xing-Hai Zhang](#)