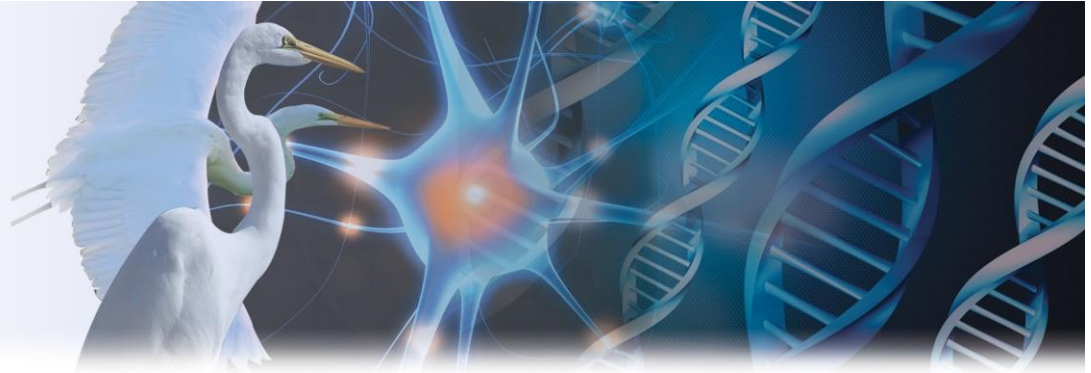


FAU
CHARLES E. SCHMIDT
COLLEGE OF SCIENCE
Department of Biological Sciences
Florida Atlantic University



Integrative Biology Ph.D. Program

Director:

Dr. Sarah L. Milton

Associate Director:

Dr. Xing-Hai Zhang

Program Coordinator:

Dr. Stacey Caplan

FAU Online Portal

MYFAU

The online portal for the FAU Community

PICK YOUR EXPERIENCE



SIGN IN

I'm a FAU Student, a Faculty or Staff member.



GUEST

I'm an Alumni, a Prospective Student, a Family or Community Member.

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My Info



FAU Self-Service

Register, course schedules, pay fees, and more!



FAU Email



Canvas



Workday



Success Network



Microsoft Portal



Virtual Apps



Money Matters

Essentials



Academic Calendar



Athletics



Bookstore



Dining



Events



Health & Wellness



Holiday Schedule



Library



News



Owl Perks

Services



Campus Recreation



Career Center



Degree Audit



Fit First-Year



Housing



Owl Card



Request Transcripts



SPOT



Student Accessibility Services



Student Government



Student Health Services

Getting Around



Maps



Parking Maps



Parking Login
Buy or renew parking permits, and more!



Parking and Transportation Services



Shuttle

Help



Help Resources



Be Owl Ready



Contact Us



Directory



Help Desk

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Achieve scholastic excellence!



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Matters

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Canvas

Empowering students and teachers with valuable tools to make learning and teaching easier.



Must Haves



Library



Bookstore



Course Schedules



Academic Calendar



Training



Study Tools



Tutoring



Mentoring



Test Prep



Study Abroad



Learning Specialist Services



Graduate Student Resources



Graduate College



MyPOS



Graduate School Forms





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:**
https://biology.fau.edu/formsandpolicies/ib_phd_program_guidelines_2023.pdf

Current Student Links

- **myFAU Login:** 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:** <https://www.fau.edu/global/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
- **Canvas Tour for Instructors:**
<https://canvas.fau.edu/enroll/9CEYAG>
- **Canvas Tour for Students:**
<https://canvas.fau.edu/enroll/43W6N6>
- **Canvas Additional Tools:**
<https://www.fau.edu/canvas/>

General IB Student Links

- **Biology Website:** <http://biology.fau.edu/>
- **IB Forms and Policies:**
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
- **Biology Events Calendar:**
http://biology.fau.edu/newsandevents/biology_calendar_of_events.php

Graduate College Forms

- [Form 8: Admission to Candidacy for the Doctoral Degree](#)
- [Form 9: Request for Change in Dissertation Committee](#)
- [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

- **Ready to Graduate:**
<https://www.fau.edu/graduate/degree-completion/ready-to-graduate/>
- **Academic Policies for Graduate Students:**
<https://www.fau.edu/graduate/degree-completion/academic-policies/>
- **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 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/>

FAU Academic Calendar

Date	Day	Full Term
Mar 27	Mon	Registration Opens
Aug 7	Mon	
Aug 12	Sat	
Aug 13	Sun	
Aug 14	Mon	Non-Degree Registration Opens
Aug 16	Wed	
Aug 19	Sat	Classes Begin
Aug 25	Fri	Last Day to Drop/Add
Aug 28	Mon	60+ Audit Registration
Aug 28	Mon	Last Day to Pay without Late Fees
Sep 4	Mon	Labor Day (<i>University closed</i>)
Sep 8	Fri	
Sep 8	Fri	
Sep 18	Mon	Last Day to Withdraw with 25% Tuition Adjustment
Sep 22	Fri	
Sep 23	Sat	
Sep 25	Mon	
Oct 13	Fri	
Oct 14	Sat	

Oct 16	Mon	
Oct 17	Tue	Mid-Term Grades Due
Oct 20	Fri	
Oct 23	Mon	
Oct 27	Fri	Last Day to Drop with a "W"
Oct 28	Sat	
Oct 30	Mon	
Nov 10	Fri	Veteran's Day observed (<i>University closed</i>)
Nov 17	Fri	
Nov 22	Wed	Thanksgiving Break (<i>No classes; offices open</i>)
Nov 23	Thu	Thanksgiving Break Continues (<i>University closed</i>)
Nov 26	Sun	Thanksgiving Break Ends (<i>University closed</i>)
Dec 2	Sat	Classes End
Dec 4	Mon	Reading Days Begin
Dec 6	Wed	Reading Days End
Dec 7	Thu	Final Exams Begin
Dec 8	Fri	
Dec 11	Mon	
Dec 13	Wed	Final Exams End
Dec 13	Wed	

Official Holidays (no classes)

- **Fall Holidays**

- Labor Day (Sept 4th)
- Veteran's Day (Nov 10th observed)
- Thanksgiving Break (Nov 23rd – 24th)
- Winter Break (Dec 25th – January 1st)

- **Spring/Summer Holidays**

- MLK Day (Jan 15th)
- Spring Break (Mar 2 – 8th, offices open)
- Memorial Day (May 27th)
- Independence Day (July 4th)

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 = \$26K/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
- \$26K/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

Fees Per Credit Hour	Grad - Resident	Grad - Non Resident
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
SubTotal	\$371.82	\$1026.81
*Transportation Access Fee (Fall/Spring \$76.90 and Summer \$32.04)	\$76.90	\$76.90
Total	\$448.72	\$1,103.71
<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 [Go](#)

[RETURN TO MAIN MENU](#)

Student Services

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

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

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: ~5.3 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)
 - [Individual Development Plan \(IDP\)](#)
- **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) and 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](#)

Individual Development Plan

- A tool to enhance communication between you and your faculty mentor and to help you prepare for life after FAU
 - **Co-create** your graduate program goals in partnership with your faculty mentor
 - The IDP is a dynamic document that will require adjustments as circumstances change and evolve.
- **Deadlines:**
 - October 15th – New Academic Year
 - May 15th – Mid-year Update

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
- Updated IDP Form
- Updated CV

Admission to Candidacy

- ***Must be admitted to Candidacy by end of the 7th 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***
- **Individual Development Plan**
 - Due twice per year:
 - October 15th/May 15th
 - Due ***before*** the end of every Fall Semester every year
 - Mid-year update is submitted during the spring semester
 - 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](#)