



To: Office of Academic Affairs

From: Dr. Peter S. Curtis, Chair, Department of EEOB

A handwritten signature in black ink, appearing to be "P. S. Curtis", written over a horizontal line.

Date: 28 March 2011

Re: Semester Program Proposals for Evolution and Ecology and Zoology majors

The Department of EEOB has the following programs that will be converted from quarters to semesters:

- 1) Undergraduate Zoology Major (BS & BA)
- 2) Undergraduate Evolution & Ecology Major (BS)
- 3) Undergraduate Zoology Minor
- 4) Undergraduate Evolution & Ecology Minor
- 5) Evolution, Ecology and Organismal Biology MS
- 6) Evolution, Ecology and Organismal Biology PhD

This proposal addresses the EEOB PhD program.

The EEOB Curriculum Committee, with advisory input from the EEOB Graduate Studies Committee and individual faculty, has been working on the semester conversion for the past academic year. Conversion of the PhD program from quarters to semesters will simply be a straight conversion of quarter credit hours to semester credit hours. Many existing graduate courses have been enhanced or re-envisioned and an updated list of EEOB graduate courses suitable for the PhD program is provided at the end of this document. Changes to these courses or the introduction of new courses does not affect credit hour requirements for the PhD program. Given the individualized nature of PhD student plans of study in EEOB and the size of the PhD program (approximately 50 students), no additional resources are required during the transition to semesters.

Rationale for Changes to the Evolution, Ecology, and Organismal Biology Ph.D. graduate program from quarters to semesters

The Department of EEOB currently offers a Ph.D. graduate program in Evolution, Ecology, and Organismal Biology. Under semesters, the EEOB Ph.D. program will not be subject to any major modifications other than adjusting quarter credit hours to semester credit hours.

EEOB Graduate Ph.D. program under semesters

General Information

The program for the Ph.D. degree must lead to mastery at a high level of the fundamental principles in the student's area of interest in the general realm of evolution, ecology, and organismal biology. The program is planned by the student and a member of the EEOB Graduate Faculty who acts as her/his research advisor so as to meet the student's individual needs and interests. The student and research advisor select an Advisory Committee that is also involved in suggesting courses and planning the graduate program of the student. Further information on important aspects of the program is provided below.

Course requirements

All incoming graduate students are required to enroll in the Center for Life Sciences Education (CLSE) teaching orientation. This class is offered over 2-3 days prior to Autumn semester and is coordinated with the University Center for the Advancement of Teaching (UCAT). EEOB 8894 must be taken during the first Autumn semester in residence and at least once more during any Winter semester. The program also must include a minimum of 16 semester credit hours of graded graduate-level course work excluding EEOB 6193, 8894, 6999, and courses taken during a Master's Program. Thirty semester credit hours of Master's Degree course work can be transferred into a student's doctoral program, thereby reducing the number of graduate credits earned at OSU from 80 credit hours to 50 credit hours. All graduate students are required to enroll in at least one graduate level seminar course each calendar year (not including EEOB 8894). These courses are usually numbered EEOB 8896, but other courses that involve intensive, small-group discussion of the recent primary literature are acceptable. EEOB 8896 courses are limited to 2 semester credit hours per offering, and students may count any number towards the 16 credit hours of graded coursework.

Research Advisor: The decision to admit a student to the EEOB Graduate Program is based, in part, on the recommendations and support of a temporary advisor. In nearly all cases, this individual will serve as the student's advisor throughout his or her program. Nevertheless, this arrangement should be formalized no later than the end of the student's first semester. The Advisory Committee should be selected by the end of the student's second semester. Only Regular EEOB Graduate Faculty may serve as advisors for EEOB graduate students.

Advisory Committee: The Graduate School defines two principal committees for Ph.D. programs, the **Advisory Committee** and the **Dissertation Committee**. The only necessary common member of these committees in EEOB is the student's Advisor, who serves as the Chair of each. The primary responsibility of the Advisory Committee is administering the Candidacy Exam and that committee is therefore in a sense more responsible for seeing to the student's mastery of subject matter in the discipline. This committee must comprise at least **four** Graduate

Faculty members. The Dissertation Committee's primary responsibility is overseeing and evaluating the research component of the student's program. This committee must comprise at least **three** members of the Graduate Faculty (including the Advisor). Most often in EEOB these two committees are the same in membership, but again, except for the Advisor, they do not need to be.

Guidelines for Completion of the Research Proposal and Candidacy Exam

Research Proposal

All students must submit a proposal outlining their dissertation research. As expected of a Ph.D. project, the research outlined in the proposal should represent a significant and original contribution by the student in addressing an important research question or problem. The proposal will typically form the written portion of a student's candidacy exam (see below).

Successful completion of the written portion of the exam will signify approval of the proposal by the committee. As such, a student cannot advance to candidacy without a successfully defended proposal. In consultation with their supervisor, students are encouraged to begin working on their proposal as soon as possible usually by the end of their first year in the program so as to meet the deadlines for completion of the written and oral portions of the candidacy exam (see below).

The proposal should be written in the format similar to that of a proposal for an NSF panel. The proposal has three major sections: 1) Project Summary, 2) Project Description, and 3) References Cited. The Project Description (10-15 pages in length) should include an explanation of the problem being addressed, a literature review, a methods section, preliminary data if available, a discussion of appropriate data analyses, and a description of possible results. A timetable for completing the project also should be included. NSF's description for each section can be found at www.nsf.gov in the grant proposal guide.

Because the dissertation project represents the most important part of the course of study by a student in the Ph.D. program, they are encouraged to undertake whatever activities are necessary to make the proposal intellectually rigorous and logistically sound. These may include discussing their project in detail with their supervisor, committee members, and/or others, and receiving feedback on early drafts of the document from these or other colleagues. However, it is very important to emphasize that the final version of a student's proposal must represent their own original work. Questions during the oral portion of the Candidacy Exam may be used to establish that this is the case.

Candidacy Examination

Definition

The Candidacy Examination is a single examination consisting of two portions, written and oral, administered under the auspices of the Graduate Studies Committee in conjunction with the student's Dissertation Committee and the Graduate School.

Purpose

For Ph.D. Students, the Candidacy Examination is not only a test of the student's comprehension of the field, but also of allied areas of study, of the capacity to undertake independent research,

and of the ability to think and express ideas clearly. The production of a dissertation proposal which contains a critical review of the literature, a description of the goals, hypotheses to be tested, methods to be used, a projected analysis of results and a timetable for completion of the study is an important step in planning a successful research program as a graduate student.

Timetable

All students entering the program must have their proposal approved (and successfully complete the oral portion of the candidacy exam) by the end of their 8th semester in residence. Failure to meet these deadlines will represent a lack of satisfactory progress by a student and may result in a withdrawal of financial support by the department.

Dissertation Requirements

Dissertation Committee

The Dissertation Committee is composed of the Advisor (Category P) and at least two other members of the Graduate Faculty (Category M or P). It is recommended that at least two members of the Dissertation Committee be members of the EEOB Graduate Faculty.

Dissertation Draft Approval

According to the Graduate School Handbook, "The student must submit a complete typed dissertation draft to the Dissertation Committee for review." Each Dissertation Committee member indicates approval of the dissertation draft by signing the Draft Approval/Notification of Final Oral Examination Form that must be submitted to the Graduate School." This form must be submitted at least two weeks before the final oral examination. The student should consult the Graduate School publication: *Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents* for information on format and style.

Seminar Requirement

Ph.D. Candidates will present the results of their dissertation research in a formal Departmental seminar. The Chair of the Graduate Studies Committee will not sign the Application to Graduate Form unless the student's Dissertation Seminar has been given or at least scheduled.

Final Oral Examination Committee

The Final Oral Examination Committee comprises the student's Dissertation Committee plus a member appointed by and representing the Graduate School. The advisor may suggest suitable members of the Graduate Faculty for service as the Graduate School representative.

Final Oral Examination

The final Oral Examination lasts no more than two hours, and does not include the departmental seminar. In consultation with the examination committee, the student may give a brief overview, lasting no more than 15 minutes, of the research.

Language Requirements: Many incoming students need at least two semesters of spoken English classes before they are certified to teach, and many will take the Mock Teaching Test during finals week of their first semester. This means that their eligibility to be a GTA is not determined until the final week of the semester preceding their first teaching assignment. The rules for becoming eligible to be a GTA are listed in various places like the Grad Student

Handbook and the OSU Spoken English Program, <http://esl.osu.edu/SEP/Courses.html#>. For incoming students, it is essential that they take the SPEAK test during the two weeks preceding Autumn semester so they can get into the first class they will need, Ed T&L 104. The SPEAK test is administered using taped responses to taped questions. If a student gets 230 out of 300 points, they can skip the Mock Teaching Test and be certified to teach. If they have a score of 190, they may take the Mock Teaching Test at the recommendation of their department. During the first week of Ed T&L 104, all students take a diagnostic test with the staff to determine whether they should be placed in Ed T&L 105. This test can help a student make faster progress if they did not do well enough on the SPEAK test. (This is not mentioned on the SEP website). Many students have to take Ed T&L 105 before they can take the Mock Teaching Test, which must be passed to be a GTA who has contact with students.

Academic Requirements

Admission Criteria

In addition to the Graduate School requirements, the Graduate Program in EEOB requires 27 semester credit hours of biology, 7 semester credit hours of physics, 7 semester credit hours of mathematics including calculus, and 10 semester credit hours of chemistry including organic or biochemistry. Graduate Record Examination scores from the general tests (verbal, quantitative, and written) are required. The Advanced Biology GRE test is not required for admission.

General Requirements: Students must maintain a graduate cumulative point-hour ratio (CPHR) of at least a 3.0 (Note that courses for which students do not earn graduate credit are not used in calculating in the graduate CPHR. See Section IV, Graduate School Handbook).

Timeline for Candidacy Examination in the Department of Evolution, Ecology, and Organismal Biology (Under semesters)

Candidacy oral examination must be passed by the end of the **8th semester in residence**. The written proposal must be completed no later than four to six weeks before the date of the oral examination.

TIMETABLE FOR DOCTORAL STUDENTS (Under semesters)

FIRST YEAR

Autumn Semester

- ☐ Enroll in EEOB 8894
- ☐ Begin course work to remove any conditions of acceptance
- ☐ Begin graduate level course work. Register for 6 credit hours each semester (4 in summer)
- ☐ Find an advisor by the end of autumn semester

Winter Semester

- ☐ Choose a research topic
- ☐ Continue graduate level course work
- ☐ Take second EEOB 8894 (graduate student presentations)
- ☐ Choose and meet with Dissertation Committee
- ☐ Continue courses to remove conditions of acceptance
- ☐ Continue graduate level course work

Summer Semester

- ☐ Continue planning for research
- ☐ Begin preliminary experiments

SECOND YEAR

Fourth – Sixth Semesters

- ☐ Continue research
- ☐ Continue enrollment to meet Resident Requirement
- ☐ Work on Research Proposal

THIRD YEAR

Seventh Semester

- ☐ Choose Candidacy Examination Committee if different from Dissertation Committee
- ☐ Continue enrollment to meet Residence Requirement if necessary
- ☐ Work on Research Proposal

Eighth Semester

- ☐ Schedule (with Graduate School) and take Candidacy Examination (II.6.9)
- ☐ Register for 3 credit hours post-candidacy.
- ☐ Continue enrollment to meet Residence Requirement if necessary

Succeeding Semesters

- ☐ 80 credit hours required for graduation, including a minimum of 16 credit hours of graded graduate level course work (see Section II.6.6)

Final Semester

- ☐ Pick up **DOCTORAL DEGREE PROCEDURES AND REQUIREMENTS CHECKLIST** from Graduate School
- ☐ Schedule and present Departmental Seminar
- ☐ Register for 3 credit hours
- ☐ No later than 2nd Friday of semester, submit Application to Graduate to the Graduate School
- ☐ At least two weeks prior to defense and four weeks before commencement, circulate final thesis draft to Dissertation Committee members who sign Doctoral Draft Approval Form, which must be submitted to the Graduate School
- ☐ At least one-week prior to commencement, submit final signed dissertation to the Graduate School

Student name _____ Date _____

Ph.D. Graduation Requirement Form (Under semesters)

Please bring this completed form to the EEOB Graduate Studies Committee Chair when requesting a signature on the Application to Graduate. A copy of your current Advising Report will be helpful to you as you complete this form.

Requirements:

_____ EEOB 8894, autumn semester, year? _____

_____ EEOB 8894, winter semester, year? _____

_____ Graduate seminars (e.g., EEOB 8896) at least one per year. Please list below:

Credit hours	Semester and year	Department and Course number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	TOTAL	_____

If you have a Master's Degree

_____ 16 semester credit hours of graduate-level* coursework, excluding EEOB 6193, 8894, 6999, and courses taken during your Master's Degree Program. Please list in Table below. Note that these 16 credit hours include credit hours from seminar (listed above), but you need not list those again here.

If you do not have a Master's Degree

_____ 32 semester credit hours of graduate-level* coursework, excluding EEOB 6193, 8894, and 6999. Please list in Table below. Note that these 32 semester credit hours include credit hours from seminar (listed above), but you need not list those again here.

Credit hours	Semester and year	Department and Course number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ TOTAL _____ Please continue list on back, if needed

The total minimum number of graduate semester credit hours required for graduation, including all of those courses and seminars listed above, is 30. We expect that most of these will come from Research credit hours, i.e., EEOB 6999.

The total minimum number of graduate semester credit hours required for graduation, including all of those courses and seminars listed above, is 85. We expect that most of these will come from Research credit hours, i.e., EEOB 6999. You can use 30 semester credit hours from your Master's Degree course work, but it must be officially transferred. See the Graduate School Handbook <http://www.gradsch.ohio-state.edu/Text/Forms/forms.html#Handbook> for complete details about transferring credits.

SUMMARY OF CREDIT HOURS

Total credit hours Type of credit hours

_____	EEOB 8894
_____	Seminars
_____	Graduate-level coursework (other than seminars)
_____	EEOB 6999
_____	Other (please describe)
_____	TOTAL

Exit seminar scheduled for:

Date _____
Time _____
Location _____

Please attach a current advising report.

*In general, you can receive graduate credit for courses that are numbered 5000 or above in EEOB and 4000 or above in other departments. If it is relevant to your program, you should read "the fine print" included here from the Graduate School Handbook (<http://www.gradsch.ohio-state.edu/Faculty/GSpubs/Handbook.html>):

II.3.1.4 Non-graduate Credit. A student enrolled in the Graduate School does not earn graduate credit for any of the following reasons:

1. The course is numbered at the 3000-level or below
2. The course is numbered at the 4000-level in the student's own academic unit
3. The course is one of the following foreign language courses: French, German, Russian, or Spanish 571, 572, and 573, or Latin 571 and 572
4. The course is designated "U" (undergraduate credit) and/or "P" (professional credit) but not "G" (graduate credit) in the Course Offerings Bulletin.
5. The course is designated "non-graduate credit" (undergraduate "U" option) by the student's adviser at the time the student registers or adds the course.
6. The course is taught by a graduate student enrolled at this university.

A student registered for a non-graduate-credit course must complete the course requirements. A grade is reported by the instructor. The course title, semester credit hours, and grade appear on the student's official permanent record. The semester credit hours are not included in the cumulative or earned

graduate semester credit hours, and the credit points are not included in the cumulative points. The Course Enrollment Permission form or change ticket is marked with a "U" to indicate that the course is a non-graduate-credit course.

EEOB Ph.D. graduate program under quarters

Course requirements: Course Requirements

All incoming graduate students are required to enroll in the Center for Life Sciences Education (CLSE) teaching orientation. This class is offered over 2-3 days prior to Autumn quarter and is coordinated with the University Center for the Advancement of Teaching (UCAT). EEOB 880 must be taken during the first Autumn Quarter in residence and at least once more during any Winter Quarter. The program also must include a minimum of 24 credit hours of graded graduate-level course work excluding EEOB 693, 880, 999 and courses taken during a Master's Program. Forty-five hours of Master's Degree course work can be transferred into a student's doctoral program, thereby reducing the number of graduate credits earned at OSU from 120 hours to 75 hours. All graduate students are required to enroll in at least one graduate level seminar course each calendar year (not including EEOB 880). These courses are usually numbered EEOB 881, but other courses that involve intensive, small-group discussion of the recent primary literature are acceptable. There is no limit on the number of hours that may be earned in any given letter designation of EEOB 881. EEOB 881 counts towards the 24 credit hours of graded coursework inside or outside the unit. Colloquia and special seminars provide an important opportunity for students in the department to be introduced to research programs underway in the department as well as to hear reports from scientists from throughout the U.S. and other parts of the world. Attendance at the weekly departmental colloquia on a regular basis is expected of all graduate students.

Research Advisor: The decision to admit a student to the EEOB Graduate Program is based, in part, on the recommendations and support of a temporary advisor. In nearly all cases, this individual will serve as the student's advisor throughout his or her program. Nevertheless, this arrangement should be formalized no later than the end of the student's second quarter. The Advisory Committee should be selected by the end of the student's third quarter. Only Regular EEOB Graduate Faculty may serve as advisors for EEOB graduate students.

Advisory Committee: The Graduate School defines two principal committees for Ph.D. programs, the **Advisory Committee** and the **Dissertation Committee**. The only necessary common member of these committees in EEOB is the student's Advisor, who serves as the Chair of each. The primary responsibility of the Advisory Committee is administering the Candidacy Exam and that committee is therefore in a sense more responsible for seeing to the student's mastery of subject matter in the discipline. This committee must comprise at least **four** Graduate Faculty members. The Dissertation Committee's primary responsibility is overseeing and evaluating the research component of the student's program. This committee must comprise at least **three** members of the Graduate Faculty (including the Advisor). Most often in EEOB these two committees are the same in membership, but again, except for the Advisor, they do not need to be.

Guidelines for Completion of the Research Proposal and Candidacy Exam

Research Proposal

All students must submit a proposal outlining their dissertation research. As expected of a Ph.D. project, the research outlined in the proposal should represent a significant and original

contribution by the student in addressing an important research question or problem. The proposal will typically form the written portion of a student's candidacy exam (see below).

Successful completion of the written portion of the exam will signify approval of the proposal by the committee. As such, a student cannot advance to candidacy without a successfully defended proposal. In consultation with their supervisor, students are encouraged to begin working on their proposal as soon as possible usually by the end of their first year in the program so as to meet the deadlines for completion of the written and oral portions of the candidacy exam (see below).

The proposal should be written in the format similar to that of a proposal for an NSF panel. The proposal has three major sections: 1) Project Summary, 2) Project Description, and 3) References Cited. The Project Description (10-15 pages in length) should include an explanation of the problem being addressed, a literature review, a methods section, preliminary data if available, a discussion of appropriate data analyses, and a description of possible results. A timetable for completing the project also should be included. NSF's description for each section can be found at www.nsf.gov in the grant proposal guide.

Because the dissertation project represents the most important part of the course of study by a student in the Ph.D. program, they are encouraged to undertake whatever activities are necessary to make the proposal intellectually rigorous and logistically sound. These may include discussing their project in detail with their supervisor, committee members, and/or others, and receiving feedback on early drafts of the document from these or other colleagues. However, it is very important to emphasize that the final version of a student's proposal must represent their own original work. Questions during the oral portion of the Candidacy Exam may be used to establish that this is the case.

Candidacy Examination

Definition

The Candidacy Examination is a single examination consisting of two portions, written and oral, administered under the auspices of the Graduate Studies Committee in conjunction with the student's Dissertation Committee and the Graduate School.

Purpose

For Ph.D. Students, the Candidacy Examination is not only a test of the student's comprehension of the field, but also of allied areas of study, of the capacity to undertake independent research, and of the ability to think and express ideas clearly. The production of a dissertation proposal which contains a critical review of the literature a description of the goals, hypotheses to be tested, methods to be used, a projected analysis of results and a timetable for completion of the study is an important step in planning a successful research program as a graduate student.

Timetable

All students entering the program must have their proposal approved (and successfully complete the oral portion of the candidacy exam) by the end of their 10th quarter in residence (2.5 years into the program). Failure to meet these deadlines will represent a lack of satisfactory progress by a student and may result in a withdrawal of financial support by the department.

Dissertation Requirements

Dissertation Committee

The Dissertation Committee is composed of the Advisor (Category P) and at least two other members of the Graduate Faculty (Category M or P). It is recommended that at least two members of the Dissertation Committee be members of the EEOB Graduate Faculty.

Dissertation Draft Approval

According to the Graduate School Handbook, “The student must submit a complete typed dissertation draft to the Dissertation Committee for review.” Each Dissertation Committee member indicates approval of the dissertation draft by signing the Draft Approval/Notification of Final Oral Examination Form that must be submitted to the Graduate School.” This form must be submitted at least two weeks before the final oral examination. The student should consult the Graduate School publication: *Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents* for information on format and style.

Seminar Requirement

Ph.D. Candidates will present the results of their dissertation research in a formal Departmental seminar. The Chair of the Graduate Studies Committee will not sign the Application to Graduate Form unless the student’s Dissertation Seminar has been given or at least scheduled.

Final Oral Examination Committee

The Final Oral Examination Committee comprises the student’s Dissertation Committee plus a member appointed by and representing the Graduate School. The advisor may suggest suitable members of the Graduate Faculty for service as the Graduate School representative.

Final Oral Examination

The final Oral Examination lasts no more than two hours, and does not include the departmental seminar. In consultation with the examination committee, the student may give a brief overview, lasting no more than 15 minutes, of the research.

Language Requirements: Many incoming students need at least two quarters of spoken English classes before they are certified to teach, and many will take the Mock Teaching Test during finals week of their second quarter. This means that their eligibility to be a GTA is not determined until the final week of the quarter preceding their first teaching assignment. The rules for becoming eligible to be a GTA are listed in various places like the Grad Student Handbook and the OSU Spoken English Program, <http://esl.osu.edu/SEP/Courses.html#>. For incoming students, it is essential that they take the SPEAK test during the two weeks preceding Autumn Quarter so they can get into the first class they will need, Ed T&L 104. The SPEAK test is administered using taped responses to taped questions. If a student gets 230 out of 300 points, they can skip the Mock Teaching Test and be certified to teach. If they have a score of 190, they may take the Mock Teaching Test at the recommendation of their department. During the first week of Ed T&L 104, all students take a diagnostic test with the staff to determine whether they should be placed in Ed T&L 105. This test can help a student make faster progress if they did not do well enough on the SPEAK test. (This is not mentioned on the SEP website). Many students have to take Ed T&L 105 before they can take the Mock Teaching Test, which must be passed to be a GTA who has contact with students.

Academic Requirements

Admission Criteria

In addition to the Graduate School requirements, the Graduate Program in EEOB requires 40 quarter hours of biology, 10 quarter hours of physics, 10 quarter hours of mathematics including calculus, and 15 quarter hours of chemistry including organic or biochemistry. Graduate Record Examination scores from the general tests (verbal, quantitative, and written) are required. The Advanced Biology GRE test is not required for admission.

General Requirements: Students must maintain a graduate cumulative point-hour ratio (CPHR) of at least a 3.0 (Note that courses for which students do not earn graduate credit are not used in calculating in the graduate CPHR. See Section IV, Graduate School Handbook).

Timeline for Candidacy Examination in the Department of Evolution, Ecology and Organismal Biology (Under quarters)

Candidacy oral examination must be passed by the end of the **10th quarter in residence**. The written proposal must be completed no later than four to six weeks before the date of the oral examination.

TIMETABLE FOR DOCTORAL STUDENTS (Under quarters)

FIRST YEAR

First Quarter

- If Fall Quarter, enroll in EEOB 880
- Begin course work to remove any conditions of acceptance
- Begin graduate level course work

Second Quarter

- Find an advisor by the end of second quarter
- Choose a research topic
- Continue graduate level course work
- Take second EEOB 880 (graduate student presentations)

Third Quarter

- Choose and meet with Dissertation Committee
- Continue courses to remove conditions of acceptance
- Continue graduate level course work

Fourth Quarter

- Continue planning for research
- Begin preliminary experiments

SECOND YEAR

Fifth – Eighth Quarters

- Continue research
- Continue enrollment to meet Resident Requirement
- Work on Research Proposal

THIRD YEAR

Ninth Quarter

- Choose Candidacy Examination Committee if different from Dissertation Committee
- Continue enrollment to meet Residence Requirement if necessary
- Work on Research Proposal

Tenth Quarter

- Schedule (with Graduate School) and take Candidacy Examination (II.6.9)
- Register for 3 credits
- Continue enrollment to meet Residence Requirement if necessary

Succeeding Quarters

- 120 credits required for graduation, including a minimum of 24 credit hours of graded graduate level course work (see Section II.6.6)

Final Quarter

- Pick up **DOCTORAL DEGREE PROCEDURES AND REQUIREMENTS CHECKLIST** from Graduate School
- Schedule and present Departmental Seminar
- Register for 3 credit hours
- No later than 2nd Friday of quarter, submit Application to Graduate to the Graduate School
- At least two weeks prior to defense and four weeks before commencement, circulate final thesis draft to Dissertation Committee members who sign Doctoral Draft Approval Form, which must be submitted to the Graduate School.
- At least one-week prior to commencement, submit final signed dissertation to the Graduate School.

Student name _____ Date _____

Ph.D. Graduation Requirement Form (Under quarters)

Please bring this completed form to the EEOB Graduate Studies Committee Chair when requesting a signature on the Application to Graduate. A copy of your current Advising Report will be helpful to you as you complete this form.

Requirements:

_____ EEOB 880, autumn quarter, year? _____

_____ EEOB 880, winter quarter, year? _____

_____ Graduate seminars (e.g., EEOB 881) at least one per year. Please list below:

Credit hours	Quarter and year	Department and Course number
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ TOTAL

If you have a Master's Degree

_____ 24 credit hours of graduate-level* coursework, excluding EEOB 693, 880, 999, and courses taken during your Master's Degree Program. Please list in Table below. Note that these 24 credit hours include credit hours from seminar (listed above), but you need not list those again here.

If you do not have a Master's Degree

_____ 48 credit hours of graduate-level* coursework, excluding EEOB 693, 880, and 999. Please list in Table below. Note that these 48 credit hours include credit hours from seminar (listed above), but you need not list those again here.

Credit hours	Quarter and year	Department and Course number
--------------	------------------	------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL	Please continue list on back, if needed
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The total minimum number of graduate semester credit hours required for graduation, including all of those courses and seminars listed above, is 135. We expect that most of these will come from Research credit hours, i.e., EEOB 999. You can use 45 credit hours from your Master's Degree course work, but it must be officially transferred. See the Graduate School Handbook <http://www.gradsch.ohio-state.edu/Text/Forms/forms.html#Handbook> for complete details about transferring credits.

SUMMARY OF CREDIT HOURS

Total credit hours	Type of credit hours
	EEOB 880
	Seminars
	Graduate-level coursework (other than seminars)
	EEOB 999
	Other (please describe)
	TOTAL

Exit seminar scheduled for:

Date _____
 Time _____
 Location _____

Please attach a current advising report.

*In general, you can receive graduate credit for courses that are numbered 600 or above in EEOB and 500 or above in other departments. If it is relevant to your program, you should read "the fine print" included here from the Graduate School Handbook (<http://www.gradsch.ohio-state.edu/Faculty/GSpubs/Handbook.html>):

II.3.1.4 Non-graduate Credit. A student enrolled in the Graduate School does not earn graduate credit for any of the following reasons:

1. The course is numbered at the 400-level or below
2. The course is numbered at the 500-level in the student's own academic unit
3. The course is one of the following foreign language courses: French, German, Russian, or Spanish 571, 572, and 573, or Latin 571 and 572
4. The course is designated "U" (undergraduate credit) and/or "P" (professional credit) but not "G" (graduate credit) in the Course Offerings Bulletin.
5. The course is designated "non-graduate credit" (undergraduate "U" option) by the student's adviser at the time the student registers or adds the course.
6. The course is taught by a graduate student enrolled at this university.

A student registered for a non-graduate-credit course must complete the course requirements. A grade is reported by the instructor. The course title, credit hours, and grade appear on the student's official permanent record. The credit hours are not included in the cumulative or earned graduate credit hours, and the credit points are not included in the cumulative points. The Course Enrollment Permission form or change ticket is marked with a "U" to indicate that the course is a non-graduate-credit course.

Course listing for the EEOB PhD program

Semester course number	Course title	Semester credit hours	Quarter equivalent course number	Quarter credit hours	Notes
5189	Field Work	1-12	EEOB 510 EEOB 513 EEOB 622 EEOB 651 EEOB 657	5 3 5 5 5	Replaces EEOB 510, 513, 622, 651 and 657
5310	Advanced Principles of Evolution	3	EEOB 673	5	Replaces EEOB 673 - Evolutionary processes in plant
5320	Creation and Evolution: Differing Worldviews	3	EEOB 710	5	Replaces EEOB 710 - Creation and Evolution: Differing Worldviews
5410	Aquatic Ecosystems - Ocean Ecology	1.5	EEOB 505	5	Modification of EEOB 505 - Marine biology and ecology
5420	Aquatic Ecosystems - Ecology of Inland Waters	1.5	EEOB 647 EEOB 655	5 5	Modification of EEOB 647 (Plankton) and EEOB 655 (Limnology)
5430	Aquatic Ecosystems - Fish Ecology	1.5	EEOB 626 EEOB 621	5 5	Modification of EEOB 626 - Biology of Fishes and EEOB 621 - Ichthyology
5450	Population Ecology	3	EEOB 671	5	Replaces EEOB 671
5460	Physiological Ecology	3	EEOB 654.01 EEOB 674	4 5	Modification of EEOB 654.01 (Ecological Physiology of Animals) and EEOB 674 (Physiological Ecology of Plants)
5470	Community and Ecosystem Ecology	3	EEOB 720 EEOB 700	5 5	Modification of EEOB 720 (Community Ecology and Ecosystems) and the ecological content of EEOB 700 (Biogeography)
5797	Graduate Study at a Foreign Institution	1-12	EEOB 697	1-15	Replaces EEOB 697 - Study at a foreign institution

5910	Focused biological studies at Stone Lab - reptiles and amphibians	3	EEOB 622	5	Replaces EEOB 622 (Herp)
5920	Focused biological studies at Stone Lab - Aquatic and Wetland Plants	3	EEOB 611	5	Replaces EEOB 611 (Aquat Wetland Flora)
5930	Focused biological studies at Stone Lab - Fishes	3	EEOB 621	5	Replaces EEOB 621 (Ichthyology)
5940	Focused biological studies at Stone Lab - Field Zoology	3	EEOB 651	5	Replaces EEOB 651 (Field Zoo)
5950	Workshops on aquatic organism identification at Stone Lab - Algae	0.5	EEOB 692	1-6	Replaces EEOB 692 (Workshop)
5960	Workshops on aquatic organism identification at Stone Lab - Plankton	0.5	EEOB 692	1-6	Replaces EEOB 692 (Workshop)
5970	Workshops on aquatic organism identification at Stone Lab - Larval Fish	0.5	EEOB 692	1-6	Replaces EEOB 692 (Workshop)
6193	Graduate Individual Studies	1-3	EEOB 693	2-10	Replaces EEOB 693 - Individual studies
6194	Graduate Group Studies	1-3	EEOB 694	2-5	Replaces EEOB 694 - Group studies
6210	Ecotoxicology	2-4	ENT 762	3	Replaces ENT 762 - Environmental toxicology and chemistry
6310	Molecular Evolution	3	EEOB 640	5	Replaces EEOB 640 - the genetic basis of evolution
6320	Principles of Systematics	3	EEOB 861	3	Enhancement of EEOB 861 - Principles of systematics
6330	Phylogenetic Methods	3	ENT 626	3	Enhancement of Ent 626 – Cladistic Methods
6340	Biodiversity Informatics	3			New course
6999	Research for Dissertation or Thesis	1-12	EEOB 999	1-18	Replaces EEOB 999
7210	Molecular Methods in Evolution and Ecology	1	EEOB 713	5	Replaces EEOB 713: Molecular ecology

7220	Modeling in Evolutionary Ecology	4	EEOB 714.01 EEOB 714.02	4 2	Replaces EEOB 714.01 and 714.02 - Theoretical Ecology Lecture and Lab
7310	Studies in Taxonomy	1-4	EEOB 672	5	Replaces EEOB 672 - Taxonomy of Vascular Plants
7410	Ecological Methods II	1	EEOB 513 EEOB 622 EEOB651 EEOB 657 EEOB 671	3 5 5 5 5	Replaces EEOB 513, 622, 651, 657, and 671 (field ecology courses on various topics)
8894	EEOB graduate student seminar	1-2	EEOB 880	1-2	Replaces EEOB 880 - Seminar
8896.01	EEOB graduate seminar in EEOB session 1	1-2	EEOB 881	1-3	Replaces EEOB 881 - Seminar
8896.02	EEOB graduate seminar in EEOB session 2	1	EEOB 881	1	Replaces EEOB 881
8896.03	EEOB graduate seminar in EEOB session 3	1	EEOB 881	1	Replaces EEOB 881
8896.04	EEOB graduate seminar in EEOB session 4	1	EEOB 881	1	Replaces EEOB 881
8896.05	EEOB graduate seminar in EEOB session 5	1	EEOB 881	1	Replaces EEOB 881
8896.06	EEOB graduate seminar in EEOB session 6	1	EEOB 881	1	Replaces EEOB 881

Transition Policy: EEOB Ph.D. program

Ph.D. students who begin their degree under quarters will not be penalized in any way during the transition to semesters. Since courses and program decisions are determined by discussions between the student and her/his major advisor, the student's Graduate Advisory Committee, the departmental Graduate Studies Committee, and are specific to the needs of her/his specific area of research, we do not foresee any major difficulties arising during the transition from quarters to semesters. Credit hours earned under quarters will be converted to semester credit hours using a 2/3 conversion factor.