Graduate Student Handbook
AY 2014 – 2015

Department of Biological Sciences
University of Alaska Anchorage
Welcome Statement

Congratulations on being accepted into the graduate program in the Department of Biological Sciences here at UAA. We are excited to have you as a member of our graduate program, and hope that you will enjoy your time in our department.

The mission of the M.S. Program in Biological Science is to train developing life scientists to discover new knowledge through rigorous scientific experimentation and critical reasoning. The program is designed to train students in the theory and practice of biology and prepare students for careers in the life sciences, including basic and applied research fields. To achieve this mission, the Biological Science M.S. Program will:

- Provide quality graduate instruction that teaches the practical and theoretical basics of biological research, including experimental design and field-specific content.
- Provide training in skills required for careers in science, including critical thinking, scientific writing, grantsmanship, classroom teaching, and others that in combination will promote success in academia, applied research or other scientific careers.
- Provide support and mentorship for graduate student research and creative activities.
- Provide well-equipped laboratories or other facilities essential to productive student research.

This Graduate Handbook was developed by the Department of Biological Sciences’ Graduate Affairs Committee (GAC) with help from past graduate students in order to assist you as you progress through your degree. Here you will find guidance on the paperwork and procedures that you must follow in order to remain in good standing, and to graduate in a timely fashion.

The Biological Sciences Department at UAA offers one in-house degree, a Master’s of Science in Biological Sciences, and the guidelines provided here deal primarily with students in the MS program. Additionally, we participate in a cooperative PhD program with various departments at the University of Alaska Fairbanks. Students in this program are officially UAF students, and must follow the guidance provided by the department at UAF with which they are affiliated. However, as a cooperative PhD student housed at UAA, we recognize you as our students, and require that you keep our program abreast of your progress as well. Separate guidance on how to do this is provided throughout this handbook.

As you make your way through your degree, your first and most important advocate will be your graduate advisor. Your advisor is there to provide assistance and guidance on your research, coursework, and paperwork. However, as a graduate student you are making the transition from student to trained professional, and as part of this progression you should recognize that ultimately you are responsible for meeting all requirements and completing all paperwork. Should you have questions that your advisor cannot answer, or questions / issues that you do not want to discuss with your advisor, there are several routes open to you. If the issues revolve around departmental graduate policies (such as are outlined in this manual), your next advocate is either the Chair of the Graduate Affairs Committee and / or the Department Director. Beyond them or if the concerns center on graduate policies set by the University or Graduate School, you can also discuss concerns with the Vice Provost for Research and Graduate Studies, and the staff in the Graduate School.
Basic Information

- UAA’s graduate policies and procedures can be found in the UAA Graduate Student handbook developed by the Graduate School which is online at http://www.uaa.alaska.edu/biological-sciences/master-of-science/upload/Biological-Sciences-Graduate-Student-Handbook-2014-2015.pdf

- Note that the departmental handbook reflects the policies published in the 2014-2015 UAA Course Catalog at the time the handbook was written. Graduate students must comply with the policies in place at the time they were admitted or in place the semester they graduate. Online copies of current and past catalogs can be found online under the course catalog link on the main UAA webpage, or at http://www.uaa.alaska.edu/records/catalogs/catalogs.cfm

- The Biological Sciences department operates a number of listservs that allow the department to communicate important information to our students and faculty. These include the Biology-General, the Biology-Seminars, and the Biology-Grad-Students listserv. You can sign up for these by selecting the various listservs at http://lists.uaa.alaska.edu/mailman/listinfo

- Graduate students can sign up to receive important emails from the Office of Graduate Studies regarding campus events; internship and financial aid opportunities and other information just for graduate students. To subscribe to the graduate student listserv, please go to http://lists.uaa.alaska.edu/mailman/listinfo.

- Graduate students can also participate in The Graduate Student Association (GSA), which represents the interests of all students wishing to attain advanced degrees by communicating with the university administration to effect positive change. The GSA strives to make UAA a more competitive institution by maintaining a living wage, adequate health insurance, sufficient resources, and administrative support for all graduate students. In addition, the Graduate Student Association provides a supportive community for students in all colleges and departments. For more information about the GSA, visit their website at http://www.uaa.alaska.edu/gsa/

- Graduate students are covered under the Graduate Student Health Insurance Plan, which provides a benefit for graduate students who are on a research (RA) or teaching (TA) assistantship or a University Fellowship. The University (for TAs) or research grants (for RAs) typically pays the policy on behalf of the student (may vary with award conditions). Eligible graduate students are automatically enrolled by the Office of Graduate Studies upon receipt of a copy of their assistantship/fellowship letter. It is the student’s responsibility to provide a copy of their letter to the Office of Graduate Studies each semester in person, no later than one week after the start of the semester.
Useful Contacts

At the Graduate School (Suite 101 in the Diplomacy Building)

- Dr. Helena Wisniewski, Dean of the Graduate School
  - Tel: 907-786-4833; hswisniewski@uaa.alaska.edu
- Dr. David Yesner, Associate Dean
  - Tel: 907-786-1098; dryesner@uaa.alaska.edu
- Elisa Mattison, Director of Graduate Programs
  - Tel: 907-786-1096; esmattison@uaa.alaska.edu

At the College of Arts and Sciences (3rd Floor, Social Sciences Bldg.)

- Dr. John Stalvey, Dean of the College of Arts and Sciences
  - 907-786-1708; jstalvey@uaa.alaska.edu
- Dr. Patricia Linton, Ph.D., Senior Associate Dean for Academics
  - 907-786-1751; pwlinton@uaa.alaska.edu

In the Department

- Dr. Fred Rainey, Director of the Department of Biological Sciences
  - 907-786-4987; farainey@uaa.alaska.edu
- Dr. Jennifer Burns, Chair, Graduate Affairs Committee
  - 907-786-1527; jmburns@uaa.alaska.edu
- Rachel Lee, Administrative Assistant
  - Rachel can help with all departmental and coursework paperwork. She maintains your graduate student files (with copies of all reports and paperwork).
  - 907-786-7762; ralee5@uaa.alaska.edu

Other Support Staff

1. Krystal Haase, Building Manager, CPISB
   a. Krystal can help with all facility related questions (key cards, building / lab access, physical plant problems etc.)
   b. 907-786-1264; kkhaase@uaa.alaska.edu

2. Maurice Riner, UAA Chemical Hygiene Officer
   a. Maury can help with issues related to proper ordering, safe handling, and disposal of all chemicals
   b. 907-786-1279; mariner@uaa.alaska.edu

3. John Moore, Radiation Safety Officer & EBL Building Manager
   a. John can help with physical plant and access issues for EBL, with chemical ordering and tracking, and with facility issues. He is also the RSO for UAA and can help with preparing protocols, issuing approvals, and safe handling and training related to use of radio-isotopes
   b. 907-786-1268; jdmoore@uaa.alaska.edu
4. Institutional Animal Care and Use Committee  
   a. The IACUC committee must approve all use of vertebrate animals at UAA. Online and hands-on training can be coordinated through the IACUC committee  
   b. http://www.uaa.alaska.edu/research/ric/iacuc/  

5. Lora Volden, University Registrar  
   a. Questions about registration troubles that can’t be answered by your advisor, Sara Kamahele, or Elisa Matteson at the Graduate school  
   b. 907-786-1560; lvolden@uaa.alaska.edu  

6. Jeanne Taylor, Lead Travel Technician  
   a. Questions about travel paperwork that can’t be answered by this handbook/ your advisor/ or Rachel Lee  
   b. 907-786-1444; jmtaylor7@uaa.alaska.edu
The Three Levels of Requirements

Graduate students have the unenviable task of having to meet a variety of different requirements in order to graduate successfully. This means that the prepared student must maintain familiarity with all the different requirements and if (and how) they change during the student’s tenure. Briefly, students have three groups to satisfy. In order of increasing specificity, these are:

1. UAA’s graduate school ([http://www.uaa.alaska.edu/graduateschool/](http://www.uaa.alaska.edu/graduateschool/)) sets overall policy for all graduate students, and must approve all official documents (i.e. study plans, committees, thesis). The policies that are set by the Graduate school are detailed online and in the 2014-2015 UAA Course Catalog. Deadlines and forms required to meet these requirements are available on the Graduate School’s website. We particularly recommend that you attend the (separate) graduate student orientations offered by the Department and the Graduate School each fall, and review the information under the “Current Students” heading. There is a wealth of relevant and important information available on the Graduate School’s website and all students should familiarize themselves with this site. The Graduate School is located in the Administration Building (East Campus) in 218A, 220, and 221, and can be reached at 907.786.1096. The graduate school is open Monday-Thursday from 9:00 am to 6:00 pm and Friday from 8:30 am to 5:00 pm.

2. The Department of Biological Sciences ([www.uaa.alaska.edu/biological-sciences](http://www.uaa.alaska.edu/biological-sciences)) sets policies specific to our graduate students; these include criteria for acceptance to the program, coursework required of all departmental graduate students, procedures for applying for funding through the department, and requirements for forming and convening committee meetings, and the overall structure of the thesis and defense. These requirements are provided in more detail in this handbook, as well as in the Departmental section of the 2014-2015 UAA Course Catalog. Students must meet BOTH the departmental and graduate school requirements.

3. Requirements set by the student’s advisor and graduate committee. Each graduate student will, in consultation with their advisor, select the members of the advisory committee. This committee will work with the student to identify required coursework (outlined on the student’s Graduate Study Plan) and to outline the proposed thesis research (detailed in the thesis proposal). Once approved by the graduate committee, department, and graduate school, the student is required to complete the coursework listed on the GSP and thesis research as described in the proposal in order to graduate.
Basic Requirements

Much of the content here has been adapted from the 2014-2015 UAA Course Catalog to reflect both University and departmental policy. The catalog copy can and does change, and students should make sure they are familiar with the version in force at the time they were admitted, and the most recent version.

General Policies

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a graduate degree program, or the catalog in effect at the time of graduation. If the requirements for a master’s degree as specified in the entry-year catalog are not met within seven years after formal acceptance into the program, or if the requirements for a doctoral degree as specified in the entry-year catalog are not met within 10 years after formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

All credits counted toward a master’s degree, including transfer credit, must be earned within the consecutive seven-year period prior to graduation. All credits counted toward a doctoral degree, including transfer credit, must be earned within the consecutive 10-year period prior to graduation.

Continuous Registration

Continuous registration is expected every semester as appropriate for the program, from admission through graduation, until all requirements for the degree are completed. To make continuous progress in a graduate program, students have the following options:

- Registering for at least 1 graduate-level credit applicable to their graduate degree, or
- Paying the continuous registration fee to remain active in the graduate program although not registered in any courses.

Students are also expected to register or pay the continuous registration fee for the summer if they use university facilities or consult with faculty during the summer and are not registered for the upcoming fall semester. The continuous registration deadline is the same as the deadline for registration for thesis research, independent research and independent study courses, i.e., the end of the ninth week of the semester.

Failure to undertake continuous registration may result in previously deferred (DF) grades taken for thesis research becoming permanent grades. Students not making continuous progress or not on an approved leave of absence may be placed on academic probation or, in some cases, removed from graduate degree-seeking status.

Inactive status

Students can take a leave of absence by applying to their graduate committee and advisor. Students on leave must still complete all credits to be counted towards their degree within a 7 year period for the MS degree and 10 years for a PhD.

Good Standing

Students are presumed to be in good standing during their first semester at UAA. Following their first semester, to be considered in good standing, graduate students must have

1. A UAA cumulative GPA of 3.00 or higher
2. A GPA of 3.00 or higher for the most recently completed semester. A grade of P is considered equivalent to a grade of B (3.00) or higher in graduate courses.
3. Completed any remedial / conditional admission requirements within their first year in the program
4. Filed the paperwork creating their Graduate Studies Committee (GSC) (due within the first semester in residence)
5. Filed an Annual Report of Student Progress with the department and Graduate School by the end of the second semester in residence, and every other semester thereafter (annual requirement).
6. Maintained adequate progress toward completion of their thesis research, as indicated by a passing grade (P or A/B) in BIOL 698 or 699.

Students not receiving a cumulative GPA of 3.0 or higher during a semester will be placed on probation for one semester by the University and the Department. If a GPA of 3.0 or higher is not attained during the probationary semester, the student will be dismissed from the Graduate Program. The academic obligation (i.e., course work) required to satisfy release from probation must be of sufficient rigor to demonstrate a student's ability to continue graduate study and must be approved by the student's GSC. Withdrawing from a course is not an acceptable mechanism for circumventing the requirements of probation.

Only graduate students in good standing are academically eligible to re-enroll at UAA, and to apply for / compete for graduate student fellowships and/or teaching or research assistantships. Only students in good standing can be awarded tuition waivers from the department, college, or graduate school.

**Comprehensive Exams**
Currently, the graduate students in the Biological Sciences MS program are not required to take or pass comprehensive exams. However, many UAF programs require that their PhD students pass comprehensive exams prior to advancing to candidacy. Students in the cooperative PhD program should discuss the requirements and expectations for comprehensives with their committee early in their degree process.

**Advancement to Candidacy**
The Department of Biological Sciences does not have any formal Advancement to Candidacy requirements as prerequisites to graduation with a MS degree. Note that many PhD degrees require that a student must Advance to Candidacy prior to the semester in which the student proposes to complete the degree. PhD students should discuss the requirements and expectations for Advancement to Candidacy with their committee early in their degree process. Typically this occurs after the student has passed their comprehensive exams and completed all required coursework.
Degree Requirements

University Requirements
To complete a graduate degree, a student must complete the University Requirements for Graduate Degree, the College requirements, and the Program requirements. A graduate student’s program is based upon the catalog requirements for the relevant graduate degree which are in effect at the time the student is accepted or at the time they graduate. University requirements for all graduate degrees are as follows:

1. To complete a MS degree in Biological Sciences, a minimum of 30 approved semester credits beyond the baccalaureate degree is required, of which at least 21 credits must be at the 600-level (this includes thesis, research and independent study credits).
2. No more than 9 credits may be completed in the student’s graduate program before program admission.
3. Once admitted, a student must establish an approved Graduate Committee and submit a Graduate Studies Plan within the first semester (note that while the Graduate school requires the GSP by the end of the first year, the Biological Sciences department requires it by the end of the first semester – therefore, do this your FIRST semester).
4. Up to 9 semester credits not used toward any other degree (graduate or undergraduate) may be transferred to UAA from an accredited institution and counted toward a master’s degree. Acceptance of transfer credit toward program requirements is at the discretion of the individual program faculty.
5. Only 400- and 600-level courses approved by the graduate student’s graduate advisor, dean or designee, and graduate studies committee, may be counted toward graduate program requirements. Courses at the 500-level are for professional development and are not applicable toward any degree.
6. Courses taken as credit by examination, or graded credit/no credit (CR/NC) do not count toward graduate program requirements. They may, however, be used to satisfy prerequisites or to establish competency in a subject, thus allowing the advisor/committee to waive certain courses in an established program, as long as the total credits in the program remain the same.
7. If the requirements for a master’s degree as specified in the entry year catalog are not met within a consecutive seven years of formal acceptance into the MS program (10 for PhD), admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of readmission or graduation.
8. Credit for coursework:
   a. In 400-level courses, a minimum grade of B is required in order for the coursework to count towards the degree
   b. In 600-level courses, a grade of C is minimally acceptable, provided that the cumulative semester and overall GPA does not drop below 3.0. For performance comparison only, in 600-level courses a grade of P (pass) is equivalent to a B or higher, but does not enter into the GPA calculation.
Departmental Requirements for a MS Degree

(Abbreviated from the 2014-2015 UAA Course Catalog; must be met in ADDITION to the above University requirements)

To complete a MS degree in Biological Sciences, a minimum of **30 approved semester credits** beyond the baccalaureate degree is required, of which at least 21 credits must be at the 600-level (this includes thesis, research and independent study credits). Upper division (400-level) credits may be applied to the degree only with approval of the Graduate Study Committee Chair (Research Advisor). However, as most students enroll in 9 credits per semester (full time status for graduate students), it is anticipated that students will actually complete between 36 and 54 credits prior to graduation (2-3 years). Additional information on many of these requirements is provided in this handbook.

In addition to the above general requirements of the graduate school, students working toward an MS degree in Biological Sciences must fulfill the following requirements

1. Coursework
   a. A minimum of 30 credits is required, of which at least 21 credits must be at the 600 level
   b. Complete the following courses:
      i. A minimum of 9 600-level Science Credits in addition to the required courses listed below [BIOL 692, 696, 698, and 699 credits do not count towards this total]
      ii. BIOL 601 Experimental Design and Statistics (3 credits) OR Biology 604 Experimental Design for Cell/Molecular Biology (3 credits)
      iii. BIOL 605: Graduate Proseminar in Biological Sciences (3 credits)
      iv. BIOL 606: Advanced Analysis and Interpretation (3 credits): this requirement can be waived by the student’s GSC if the student has sufficient other experience or coursework in statistical analysis
      v. BIOL A698 Directed Research (1-6 credits, a minimum of 1 credit is required)*
      vi. BIOL A699 Thesis (1-6 credits, a minimum of 1 credit is required)*

** Students may take as many 698/699 credits as are required to complete their thesis research, even though only the first 12 credits will count toward the 30-credit requirement for the M.S. Enrollment in BIOL 698 and/or 699 indicates that adequate progress will be made toward completion of the thesis during that semester. These units are not ‘placeholders’ to achieve full-time status.

2. All graduate students are expected to attend the regularly scheduled Departmental Seminars each semester they are in the graduate program.
3. Within the first semester of study, each student must select a GSC consisting of a minimum of three members (no more than five is recommended). Two of the three members must be full-time, tenure-track faculty in the Department of Biological Sciences. The committee chair will be the student’s primary research advisor if that person is a full-time UAA faculty member in the Department of Biological Sciences. If the primary research advisor is an affiliate faculty member, the chair will be shared with a full-time UAA faculty member from the Department of Biological Sciences, and both will be designated as co-chairs. To be a co-chair, a non-UAA faculty member must have official affiliate status within the department.
4. Each student must submit an official Graduate Study Plan (GSP) form by the end of the first semester of graduate work. The GSP formally establishes the specific program requirements that will, upon satisfactory completion, entitle the student to receive the graduate degree or certificate. This form must be approved by the student’s GSC and also be signed by the department director and the dean of the Graduate School.
5. A student’s GSC must meet at least once each year to review a student’s progress. The annual report on student progress (available online from the Graduate School) must completed by the student and committee, signed by the GSC, filed with the departmental Administrative Assistant, and submitted to the UAA Graduate School no later than September 15 of each year. Failure to file annual progress reports will be taken as an indication of inadequate progress, and is grounds for probation and subsequent dismissal from the program.

6. All graduate students must remain in good standing throughout their program. At a minimum, students not in good standing will not be able to compete for teaching assistantships or be awarded tuition waivers from the department, college, or Graduate School. Students not in good standing risk being placed on probation and/or removed from the degree program. In order to remain in good standing in the program, students must:
   a. maintain a 3.00 GPA (cumulative) in all coursework listed on their GSP,
   b. file a GSP and create a committee by the end of their first semester in residence, and
   c. file their thesis proposal within their first year
   d. File satisfactory progress reports during each year in residence.

7. Within their first year in the program, each graduate student is required to submit a written thesis proposal that details the plan for the student’s graduate work. This document is developed in consultation with the graduate advisor, and once prepared must be submitted and approved by the student’s GSC. A copy of the approved proposal shall be placed in the student’s departmental file.

8. Students will conduct the research outlined in the thesis proposal and present their results as a graduate thesis following guidelines provided by the Graduate School. This written thesis must be approved by the GSC, the director of the Biological Sciences Department, the dean of the College of Arts and Sciences, and the dean of the Graduate School in order to be considered complete. No student shall graduate without completing a written thesis.

9. Following submission of their thesis to their GSC, students must present a thesis defense seminar, which will be followed by a private meeting with their GSC to finalize the defense. The student must successfully defend the thesis in order to graduate.

Policies Specific to PhD students
Pursuit of a doctoral degree is possible in selected areas of biological sciences through a cooperative program with the University of Alaska Fairbanks. Students working toward a doctoral degree must adhere to the graduate policies of both UAA and UAF, and should therefore consult closely with both programs. At this time, UAF is the grantor of the degree, and it is their policies that must be satisfied first, and in order to graduate. Additional guidance for PhD students can be obtained through the Graduate Schools at UAA and UAF.

Students enrolled in a PhD program through UAF should pay particular attention to the requirements for comprehensive exams, advancement to candidacy, and the number of UAF credits required in each semester/year in order to maintain good standing at UAF.

The timeline and forms submitted by joint PhD students will differ slightly to reflect the requirements of the UAF degree program. However, copies of all forms submitted to UAF should also be filed with the Biological Sciences department, for placement in the student’s UAA departmental file. At a minimum, an annual report of student progress is required by UAA, regardless of UAF policies.
Committees, meetings, forms, etc.

**Graduate Study Committee Selection**
Within the first semester of study, each Graduate student enrolled in the MS program must select a Graduate Study Committee (GSC) consisting of a minimum of three members (no more than 5 is recommended). Your committee should include faculty who can assist you in completing your studies and research by providing mentoring and training throughout your degree. The composition of the committee should comply with the following guidelines:

- **The committee chair** will be the student's research advisor if a full-time tenure-track UAA faculty member. If the primary research advisor is an affiliate faculty member, the chair will be shared with a tenure-track UAA faculty member. Both the affiliate faculty member and the UAA faculty member will be designated as co-chairs. To be a co-chair, a non-UAA faculty member must have official affiliate status within the department.
- **The second member** must be a full-time, tenure-track faculty member in the Biological Sciences Department.
- **The third member** can be from inside or outside the department or UAA provided that they have the appropriate professional credentials (for example, affiliate status with the department):
  - If from outside UAA, their membership must be approved by the Dean of the Graduate School, College Dean, and Biological Sciences Graduate Committee Chair.
- **Additional members** as deemed necessary to provide adequate guidance to the student.

While the division of responsibility between the advisor and/or committee is determined by each committee, the graduate advisor and/or committee will do the following:

- Review and approve the graduate student’s program, ensuring that it meets/ includes:
- All University, College, and Departmental Requirements for Master’s Degrees;
- Guidelines for timely correction of any deficiencies in the student’s academic background.
- A research project that will, upon completion, demonstrate independent research of sufficient depth and quality to meet departmental guidelines for a master’s thesis.
- Provide guidance to the student on university and departmental policies with respect to graduate study plans, permits (if required for the work), teaching assistantships etc.
- Monitor the student’s progress and timely completion of all requirements through, at a minimum, holding annual committee meetings. At these meetings the students’ research plans, methods, and results should be reviewed, to ensure that they are scientifically valid and appropriate to the task at hand.
- Provide support the student and the student’s project either through existing resources or by assisting the student with grant proposals developed early in the student’s tenure.
- Provide training to the student in the proper use of all methods, equipment, permits, etc. needed for them to complete their degree (this can be done the PI, senior personnel in the lab, or by sending the student to others with expertise in the area)
- Encourage the student to participate in scientific activities such as external conferences and meetings, and to develop grant writing skills through applying for awards.
- Assist the student in preparing posters, presentations, and papers reporting their work, and provide critical review of their products in a timely fashion.
- Review and approve any changes to the program of study, and respond in a timely fashion to requests for assistance.
- Review and approve the thesis, including initial proposals, according to procedures established by the individual graduate program.
- Review and approve requests for temporary leaves of absence, which, if approved, will result in the student being placed on inactive status.
• Administer and assess the thesis defense.

Note that while the committee selected has many tasks, these are all focused around assisting you, the student, towards successful completion of your degree. As a candidate for a profession degree, it is your responsibility to be in primary charge of your degree, and to request assistance and guidance when needed.

**Frequency of Committee meetings**
A student's GSC must meet at least once each year to review a student's progress. The annual report on student progress (available online at [http://www.uaa.alaska.edu/graduateschool/forms/upload/Annual-Report-of-Graduate-Student-Progress-2.doc](http://www.uaa.alaska.edu/graduateschool/forms/upload/Annual-Report-of-Graduate-Student-Progress-2.doc)) must be signed by the GSC, and copies must be submitted to the departmental Administrative Assistant and filed with the Graduate School no later than May 15th of each year.

Failure to file annual progress reports is taken as to be an indication of inadequate progress, and therein is grounds for probation and subsequent dismissal from the program.

Prior to the committee meeting, the student should provide the committee with a written annual report of progress that can be attached to the official form. In addition to detailing progress in research and coursework since the last meeting, this review should include a timeline for degree completion outlining the courses and milestones that will be accomplished in the remaining semesters. Students are also encouraged to provide an updated CV.

At the meeting, the student should lead the discussion of research plans and progress, and provide an overview of the working hypotheses for the research and the methods that will/are being used to address the research questions. Students should remember that faculty have many different duties and are not as focused on the student's research as the student is, and so the committee will need to be brought up to speed at the start of each meeting with an overall review. Any questions / problems/ concerns that the student has about their coursework or research should be raised at the committee meeting (if not earlier!)

This overview should provide the committee with sufficient detail to make an informed evaluation of the student’s progress, and to provide mentoring as needed.

**Graduate Study Plan**
Each student must submit an Official Graduate Study Plan (GSP) form by the end of the first semester of graduate work. The Official Graduate Studies Plan formally establishes the specific program requirements that will, upon satisfactory completion, entitle the student to receive the graduate degree or certificate. This form must be approved by the student's GSC and also be signed by the Chair of the Graduate Affairs Committee, the Department Chair and the Dean of the College of Arts and Sciences.

Things to keep in mind about the GSP
• A copy of the approved GSP must be in the student’s departmental file
• The GSP should be kept updated and reflect current coursework plans
• All courses required by the department (as outlined above) must be listed on the GSP, all unit requirements must be met, and the GSP should include all courses (including remedial and transfer credits) that the student needs to take in order to successfully complete their graduate degree.
• Only courses listed on the GSP are eligible for coverage by tuition waivers
• Withdrawing from a course previously listed on the GSP must be approved by the student's GSC or this action will be considered as lack of adequate progress, thus leading to probation.
• Most importantly, students who do not submit a GSP by the end of their first semester in residence will not be considered to be in good standing, and therefore will not be eligible for a tuition waiver for the following semester, and awarding teaching assistantships may be revoked.
Thesis Proposal

All graduate students admitted to the Department of Biological Sciences at UAA are required to submit a written thesis proposal that details the plan for the students’ graduate work. The thesis proposal should be formatted much like a research proposal to a funding body, and should be a 5-20 pages long (or longer if additional detail is required). This document is developed in consultation with the graduate advisor, and should follow the format outlined below.

Once prepared (in consultation with the advisor), the student must submit the proposal to the student’s GSC and present an oral defense of the proposal to the GSC. The committee should receive the written proposal at least a week in advance of the meeting at which the proposal is defended. Upon satisfactory completion of the defense, the student’s GSC must signify approval of the proposal by signing the proposal. The signed copy of the proposal shall be submitted to the GAC chair and this copy will be placed in the student’s departmental file. This must be done by the end of the second semester in residence (end of their first academic year). An example of a thesis proposal’s formatting is provided below:

A. Introduction and literature review
   - This section will place the specific research project within the larger picture. It should involve a fairly extensive literature review of relevant research, and provide the reader with sufficient information to understand why the proposed research project is scientifically valid and unique. If the research project is built on other ongoing work in the advisor’s laboratory, and there is baseline or preliminary data available that are relevant, such data should be discussed in the proposal.

B. Specific Hypotheses or Research objectives
   - This section will detail the specific questions that the student’s research will address. Enough information should be provided so that the reader can understand why these particular hypotheses have been framed.

C. Methods
   - Here the student should outline, with as much detail as possible, the methods that will be used in their research. This should include information on species, sample sizes, field and laboratory techniques, statistical analyses, and any other methodological issues. While the specific details of the methods may change during the course of the thesis, this section will provide information on how the research is to be carried out.

D. Expected Findings
   - Here the student should provide information on what they expect to discover in the course of their research. Specifically, the student should cover what insight will be gained if they accept or reject their stated hypotheses (or research objectives). This section may include reference to other studies, and should again place the work within a larger framework.

E. Timeline for Completion
   - This will allow the committee to evaluate whether the research planned will be able to be accomplished in a timely fashion, and can subsequently be used as a guideline to assess the student’s progress.

F. References Cited
The Thesis and Thesis Defense

The Thesis
After the student completes his/her research, a research thesis must be written by the student and submitted prior to graduation for review and approval by the GSC, the Departmental Directors, the Dean of CAS, and the VP of the Graduate School.

It is recommended that the student first submit their thesis draft to their graduate advisor, who will then work with the student to prepare a version suitable for submission to the committee. Students should anticipate taking at least one semester to prepare their written thesis, and must schedule their thesis defense at least a month in advance of the semester deadlines for graduation, which itself is several weeks in advance of the end of the semester.

Most students organize their thesis so that the main data from the research is included in chapters that resemble scientific papers in their format. Under this scenario, there is also an overall abstract for the thesis, and a general introductory and conclusion chapters that integrate the data chapters and place the whole work into context.

More general guidance on the required overall format, deadlines and process, can be found at: http://www.uaa.alaska.edu/graduateschool/thesis/index.cfm

PhD Students should follow the thesis formatting guidelines provided by the UAF campus.

The Thesis Defense
Once the advisor has approved the thesis for submission to the committee, the student will provide a copy to each of the GSC members and schedule a date for the thesis defense.

- The thesis must be provided to the GSC a minimum of two weeks prior to the scheduled defense, and more if so requested by any committee member.

- The Biological Sciences Office must be notified of the planned thesis defense a minimum of two weeks prior to the selected date of the defense, and provided with a title and abstract for the thesis. The office will schedule the room for the defense, and advertise the upcoming defense to the biology faculty, graduate students, and the university community.

- The defense will preferentially be scheduled in the departmental seminar slot. Should this time not be acceptable, another may be selected; again with the date and time being a minimum of two weeks after notification.

- The public thesis defense must be scheduled during the academic year on days when the campus is open and when faculty are on contract (typically two weeks prior to, and two weeks after, the end of classes).

- The thesis defense (both public and closed door) must be attended by the student’s entire graduate committee. If committee members cannot be present in person, the student must arrange for their presence by video or teleconference.

The defense will begin with a public lecture that will last for approximately 45 minutes and be followed by a period of questions asked by all in attendance. [PhD students should aware that they may be required to conduct their defense at UAF; if this is the case, a second public seminar (not defense) at
UAA is requested. After all audience questions have been answered, the committee and student will enter a closed session during which the committee will be able to question the student about broader scientific questions relevant to the student’s research focus area as well as details of the student’s thesis work.

At the end of the thesis defense the GSC will complete the “Report on Thesis/Dissertation Defense” form available at [http://www.uaa.alaska.edu/graduateschool/forms/index.cfm](http://www.uaa.alaska.edu/graduateschool/forms/index.cfm)

Graduate students can Pass, Conditionally Pass, or Fail their thesis defense presentations (the public lecture) and/or Pass, Conditionally Pass, or Fail the closed door defense with their committee. Students that fail to pass either portion will need to meet again with their GSC after completion of required revision/remediation, and at the second meeting the committee will update the Report on Thesis/Dissertation Defense form.

Following the thesis defense the student may need to modify their written thesis in order to address concerns or issues of the committee. The GSC can require the student to resubmit the thesis for committee review, recommend that only the graduate advisor review the modified proposal, or refer all revisions to the student alone. Required modifications will be identified by the committee and must be completed by the student before the thesis is considered approved.

Once the student has passed their thesis defense and completed all revisions to the written thesis requested by the committee, the student will submit the thesis to the Director of the Biological Sciences department for the Director’s review. The Director will review the thesis and can recommend changes. These changes must be made by the student prior to receiving the Director’s signature.

After the thesis has been approved by the committee and the Director, the student should submit one copy to the Dean of the College of Arts & Sciences, who will review and sign the cover sheets (if approved). The Dean may also require / recommend changes. If changes are required, the student must make them prior to the next step.

Subsequent to the Dean’s approval, the thesis must be submitted to the Vice Provost for Research and Graduate Studies, for his approval (see deadlines below). The student should anticipate one to two weeks for each of these approval steps. After the Committee and the Dean have signed off on the thesis cover sheets, the student must submit an electronic copy of their thesis to ETD.

Electronic thesis submission is mandatory; no hardcovers will be accepted for publication. For upcoming ETD training dates and times, please check the Graduate School Workshop webpage at [http://www.uaa.alaska.edu/graduateschool/workshop.cfm](http://www.uaa.alaska.edu/graduateschool/workshop.cfm) or call the Graduate School at 786-1095.

If the student would like to order hardcover bound copies of their thesis or dissertation for personal or departmental use, they should contact the Office of the Graduate School for options offered. Ultimately, the student will purchase copies of the thesis through the ETD website.

The electronic thesis submission process is as follows:
1. Enter website at [http://www.etadmin.com/uaa.alaska](http://www.etadmin.com/uaa.alaska)
2. Go to the students tab and click on submit to upload your final thesis on the site. More online instructions are available if you need them via the Graduate School.

At this point, you have uploaded your final approved submission. A detailed flow chart of this process, calendar deadlines, and other thesis formatting and submitting guidelines can be found at [http://www.uaa.alaska.edu/graduateschool/thesis/index.cfm](http://www.uaa.alaska.edu/graduateschool/thesis/index.cfm)
UAF PhD students should be aware that UAF defense procedures and requirements may differ slightly from those described above. In particular, students may be required to conduct their defense at UAF; if this is the case, a second public seminar (not defense) at UAA is requested.

**Deadlines for Graduation**

In order to finally graduate, UAA students must submit an “Application for Graduation” form early in the semester in which they plan to graduate to Enrollment Services. This form can be found on the Graduate School’s website.

Before they graduate, students must also submit a “Report on Thesis/Dissertation Defense” form (available at the Graduate School website). At this point all fees must have been paid (this includes things like parking and library fines), all deferred grades must have cleared, all forms submitted to the Graduate School, and all coursework outlined on the GSP completed satisfactorily. Check with enrollment services for exact deadlines, as these change regularly.

- **Thesis Submission Deadlines to The Graduate School:**
  - Fall: December 10
  - Spring: April 10
  - Summer: July 10

If the deadline falls on a Saturday or Sunday, then the deadline becomes the CLOSEST Monday. *For example, if the deadline is December 6 and that falls on a Saturday, then the actual deadline will be Monday, December 8.*

The exact deadlines vary by semester and are posted on the graduate school’s website at [http://www.uaa.alaska.edu/graduateschool/thesis/index.cfm](http://www.uaa.alaska.edu/graduateschool/thesis/index.cfm)

Note that the thesis deadlines are the deadlines that the student must submit a copy of their thesis to the Graduate School (with accompanying original signed signature page, thesis submittal form and receipt for binding payment). As indicated in the previous section, this copy must have already been signed by the Graduate Committee, the Director of the Biological Sciences Department, and the Dean of the College of Arts and Sciences. The student should plan on leaving at least two weeks for the review by the Department Director, and another two weeks for review by the Dean of the College. As a result, the thesis defense must be scheduled early in the semester that the student plans to graduate.

The Academic Year 2014-15 deadlines by which graduate theses must reach the Department of Biological Sciences Office for review and signature are as follows:

- Fall: November 12, 2014
- Spring: March 13, 2015
- Summer: June 12, 2015

The Academic Year 2014-15 deadlines by which graduate theses must reach the College of Arts and Sciences Dean’s Office for review and signature are as follows:

- Fall: November 26, 2014
- Spring: March 27, 2015
- Summer: June 26, 2015

These deadlines provide the Department of Biological Sciences Graduate Committee and Associate Dean Patricia Linton with sufficient time to read theses and return them to students for review and editing prior to submission to the next level. Edits and revisions can, and likely will, be required at each stage of the process. Students are therefore encouraged to leave more time than indicated above.

The Office of Degree Services is notified by the Graduate School upon approval of the thesis by the Dean of the Graduate School and successful electronic submission for publication. Degrees are dated and
posted immediately by the Office of Degree Services during the semester in which all degree requirements are completed.

Graduate Students who complete their degree in previous Summer, Fall, and Spring semesters can participate in both the Graduate Student Hooding ceremony and Commencement at the end of the Spring semester. Students who anticipate graduating in the upcoming summer can not participate in the previous Spring ceremonies. Information on both ceremonies can be found at http://www.uaa.alaska.edu/graduateschool/currentstudents/graduating-and-beyond.cfm

Students who participate in these ceremonies must acquire regalia (hood, cap, and gown); this can be done through the bookstore.
Abbreviated Timeline for All Graduate Students

Master’s students should meet with their Graduate Study Committee at least once a year. After each meeting, the committee chair will complete a Graduate Student Progress Report Form, which will be signed by all committee members and the student, and will be given the Departmental Administrative Assistant so that the Director can sign prior to forwarding to the Graduate School. These forms will be held in the student’s file in the Biological Sciences Department Office as evidence of adequate student progress.

The timeline and forms submitted by PhD students must meet the requirements of the UAF degree program. However, copies of all forms submitted to UAF should also be filed with the departmental Administrative Assistant, for placement in the student’s UAA departmental file.

Semester 1:
- Select a Graduate Study Committee (GSC) and meet with that committee
- Develop and submit your Graduate Study Plan (GSP)
- Develop your thesis proposal in consultation with the GSC.
- Complete (with a B or above average) required coursework.
- Complete/Clear any remaining conditions of admission or remedial coursework needed

Semester 2:
- Complete, have approved, and submit, your thesis research proposal by the end of the second semester in residence.
- Complete (with a B or above average) required coursework.
- Meet with GSC and complete annual committee meeting form. File the report with the departmental Administrative Assistant, and ensure that copies are placed in your departmental file and forwarded to the Graduate School.

Year 2:
- Conduct research towards degree
- Meet with GSC and complete Annual Progress Report form. Submit form to departmental Administrative Assistant, and ensure that a copy is placed in your departmental file, and that a copy is forwarded to the Graduate School.

Prior to graduation:
- Submit an Application for Graduation form to Enrollment Services
- Submit a thesis to the GSC for review.
- Formally present and defend the thesis in an advertised public forum
- Submit a Graduation Requirement Report form to Enrollment Services
- Submit final, approved, thesis to the University Library.
Other details

Graduate Assistantships
Graduate assistantships give students financial aid as well as opportunities to acquire valuable experience. They fall under three categories: teaching assistantships, research assistantships and service assistantships. The graduate school provides a detailed document outlining these positions; that can be found at http://www.uaa.alaska.edu/graduateschool/currentstudents/Graduate_Student_Employment/index.cfm

- Teaching assistantships involve academic instruction or instructional support activities under the supervision of a faculty member.
- Research assistantships involve research or research support activities under the supervision of a faculty member.
- Service assistantships involve service activities such as office duties, library services, residence hall duties, athletic services or other academic or professional assignments.

To be awarded graduate assistantships, students must be in good academic standing, as reflected by an Annual Report of Student Progress on file with the Graduate School (if beyond their second semester of study). Incomplete (I) grades may affect the ability of students to receive tuition awards associated with graduate assistantships. A graduate student with a GPA less than 3.0 for one semester will be allowed to petition to continue as a graduate assistant for the next semester. A maximum one-semester exception will be allowed per student. The petition by the student must be approved by the student’s graduate committee chair, department head, school or college dean, and the Graduate School.

Graduate assistants receive stipends for either a semester or for the academic year. Graduate assistants can be paid for a maximum of 20 hours per week while school is in session. Students with assistantships must be registered for at least 9 credits during the fall and spring semesters or as attendance is appropriate to their program (audited credits are not eligible). This requirement does not apply to graduate students undertaking fieldwork or during the summer semester. Graduate students spending significant time in the field during the fall or spring semester on a research assistantship (see below) are only required to enroll in 6 credits.

A student may hold two graduate assistantships for which the terms of appointment overlap, only if each of the assistantships is half-time (no more than 10 hours) during the period of overlap. Teaching and service assistants should have Family Educational Rights and Privacy Act (FERPA) training, and research assistants should have training in responsible conduct of research.

Note that University tuition waivers for graduate students can only be used for courses that are listed on the student's approved graduate study plan. A tuition waiver for courses not listed in the study plan can be provided if the course is considered important for the student's program or overall intellectual growth, and is approved by the student's advisor and the college. A much easier course of action would be to revise the GSP to include all such courses.

Teaching or service assistantships include a tuition payment by the university for no more than 9 credits during each semester if the workload is 15 to 20 hours per week. If the workload is 10 to 14 hours per week, no more than 5 credits will be included. No tuition will be included if the workload is less than 10 hours per week. Graduate programs should provide prospective teaching assistants with notification of positions no later than April 15 for fall positions or December 1 for spring positions. Students are under no obligation to respond to such offers prior to April 15, but any acceptance of a position after this time commits the student not to accept another offer without first obtaining a written release from the Graduate
School. Research assistantships include a tuition payment by grants/contracts for no more than 10 credits during each semester if the workload is 15 to 20 hours per week. If the workload is 10 to 14 hours per week, no more than 5 credits will be included. No tuition will be included if the workload is less than 10 hours per week. Tuition payments may be used for tuition only. All fees are the responsibility of the student unless the department or grant makes other arrangements with the UAA Business Office prior to registration.

Graduate assistants receive a health insurance benefit paid on their behalf. Graduate students must come to the Office of the Graduate School each semester and show a copy of their contract letter to complete the health insurance enrollment process. Students who expect to have teaching, service or research assistantships during an upcoming academic year may have health insurance paid by the relevant department, school or college for the preceding summer period.

PhD students receiving tuition waivers should be aware that the requirement for enrolling in both UAA and UAF credits can sometimes cause difficulty when UAA tuition waivers are sought for UAF courses. This is particularly true when the tuition waiver is provided by the College (such as for a teaching assistant) rather than from an externally funded grant. Students in the PhD program requiring tuition waivers for UAF credits while working as a teaching assistant should contact the Graduate School to inquire about tuition waivers from the School instead of the College. Students obtaining tuition waivers from externally funded grants should work closely with their research advisor and grant technician, to ensure that their award letter accurately reflects funding sources. Graduate students are expected to be proactive in this area.

**Timesheets**
Graduate research and teaching assistants who are not on Federal Work Study and who are paid through stipends will not be required to submit timesheets to the department. Graduate research and teaching assistantship hours and payment schedules are determined by the assistantship appointment letter/contract. Graduate research and teaching assistants are paid bi-weekly throughout the appointment timeframe specified on the assistantship contract until the total stipend amount has been paid. Graduate research and teaching assistants will be paid for the entire stipend amount regardless of hours worked. If the appointment letter covers multiple semesters and the department does not intend to pay the student for Christmas break, the appointment letter should specify the time periods when the student is entitled to compensation. The stipend payments will be released via direct deposit or by a mailed paper check according to the outlined payment schedule. Please refer to your Graduate Assistantship appointment letter/contract for further information.

Biological Sciences Graduate Students cannot be paid for more than 20 hours a week during the academic year, and are subject to all university holidays and closures. In some weeks this may result in the total number of hours worked being less than 20, however, stipend payments will remain as outlined in the assistantship contract except under extenuating circumstances, in which stipends may only be docked with the approval of the MAU HR Director.

Graduate research and teaching assistants on Federal Work Study are not eligible to work under a federal grant. These FWS students are paid on an hourly basis and are not exempt under the Fair Labor Standards Act (FLSA). Graduate research and teaching assistants are subject to the minimum wage and overtime pay provisions of the FLSA. Hourly positions must receive minimum wage and overtime at one and one half times the regular rate of pay. Hourly employment is paid through Payroll, and the department may require timesheets to be completed on a bi-weekly basis per the pay schedule via UAOnline or by filling out a paper timesheet. Please refer to your Graduate Assistantship appointment letter/contract for further information.
Travel Forms
Any time that a graduate student will be traveling outside the Anchorage bowl in order to conduct research or participate in scientific conferences / endeavors, they need to complete travel forms. Detailed information on travel policies and procedures can be found at http://www.uaa.alaska.edu/budfin/aptravel/index.cfm, and questions specific to UAA travel policies should be directed to that office.

Prior to travel the student needs to complete a “Travel Authorization” Form. The TA details when and where the student is going, and contains an estimate of costs for the travel. Justification for travel must be provided, and can be satisfied with a copy of a meeting agenda, a statement of research needs, etc. If the trip includes both personal and business travel, documentation must be provided demonstrating that there was no additional costs incurred due to the personal portion of the trip. The TA must be completed and submitted sufficiently in advance of travel that the university has time to review and approve the travel before travel begins. This usually takes a week.

Costs for the travel should be estimated by the student. Standard per diem rates can be found at http://www.gsa.gov/portal/category/21287 . Lodging within Alaska is reimbursed at the DOD rates, which can be found at a http://www.defensetravel.dod.mil/site/perdiemCalc.cfm . Note that you may not be reimbursed at the maximum per diem rate, but instead at actual costs or some fixed amount determined by your supervisor or the agency providing the funding.

Tickets for air travel can be purchased by the student directly, or purchased by the university. If the university is to purchase the ticket, then the student needs to request this on the TA, and work with the travel department to have them purchase the ticket. The ticket cannot be purchased by the university until the TA is approved, and the entire process can take several days to a week, so this can’t be done at the last minute.

The completed TA should be signed by the student and by the student’s advisor (or the funder). The advisor will also provide the account number against which the travel will be charged. The original TA should then be given to the Department Chair for signature and forwarding; the student should keep copies for themselves and provide one to their advisor.

During travel the student should keep all receipts pertaining to air travel and lodging. Meal receipts do not need to be retained, provided that the total cost is less than the per diem, unless reimbursement is for actual costs. The University cannot reimburse for the costs of alcohol. Miscellaneous receipts (taxi, parking, fax, copying) do not need to be retained, as long as the charges are less than $20.00. If in excess of $20, receipts are needed for reimbursement to be authorized.

Within 30 days of return from travel, the student is required to submit a “Travel Expense Report” form (TER). This form details all the expenses incurred during the travel as authorized. The expenses must be referenced to the days in which they occurred and all necessary receipts provided. Once complete, the student should sign it, have their advisor initial it and provide the account codes, and give the original to Fredha Olson. Keep copies for yourself and your advisor. Travel reimbursement will be mailed to the address provided on the TER.

If a personal vehicle was used for work related travel, then it is necessary to complete a mileage log. The log requires that you track the beginning and ending odometer reading, and the location and distances traveled. These forms are submitted along with the TER and are used to justify mileage costs. All travel forms can be found in the Biological Sciences office and online at http://www.uaa.alaska.edu/budfin/aptravel/forms.cfm
Laboratory Safety and Access
UAA’s Environmental Health & Safety and Risk Management Support Division has the task of ensuring that all personnel who work on campus are properly trained and protected. As part of this effort, they oversee safety training and policies, and work with researchers to ensure that all chemicals are handled and disposed of in a proper way.

Informative documents such as the University’s Chemical Hygiene and Laboratory Safety Plan, information on Risk Management, MSDS, & proper Personal Protective Equipment (PPE) can all be found at:
http://www.uaa.alaska.edu/EHSRMS/laboratory/labsafety/index.cfm The laboratory access forms and requirements can be found at: http://www.uaa.alaska.edu/EHSRMS/forms_and_templates/labforms.cfm

Before new graduate students can work in a scientific laboratory setting, they must complete all required forms and safety training. UAA’s Laboratory Support group offers Research Lab Specific Safety Training sessions, and all occupants of the research labs are required to attend this safety training presentation on an annual basis.

Petty Cash
Graduate students occasionally incur costs of < $100 that should otherwise be covered by funded research. If this is the case, then students can be reimbursed via petty cash. In order to be reimbursed from petty cash, students must complete a petty cash voucher (available in the Biological Sciences office), attach all receipts, and provide the account number to be charged. The form must be signed by the faculty or staff member in charge of the account from which the funds are to come from. This must be completed within 30 days of the expenditure (or return from the field) and submitted in person to the Cashier in the University Center. The supervisor should clear all such expenditures in advance.

Other Funding opportunities
- Travel Grants are available through departmental offices, the Office of the Vice Provost for Research and Graduate Studies, and the Graduate Student Association. You should also check for travel grants from professional organizations that are sponsoring specific conferences.
- Information on scholarships available to UAA graduate students through UAA can be found at http://www.uaa.alaska.edu/scholarships/ and additional information can be found at http://www.uaa.alaska.edu/graduateschool/opportunities/index.cfm
- The Graduate Student Association also provides opportunities to compete for research funding
- The department occasionally announces competitive funding opportunities.
Important Forms

UAA has spread the forms you require across a variety of different websites. Here is some guidance on where to find them.

- Guidance for applying for student financial aid: [http://www.uaa.alaska.edu/financialaid/index.cfm](http://www.uaa.alaska.edu/financialaid/index.cfm)
- Guidelines and application for applying for Alaska residency for tuition purposes [http://www.uaa.alaska.edu/futurestudents/residency.cfm](http://www.uaa.alaska.edu/futurestudents/residency.cfm)
- Travel Forms (Travel authorization and Travel expense report forms) are available [http://www.uaa.alaska.edu/budfin/aptravel/forms.cfm](http://www.uaa.alaska.edu/budfin/aptravel/forms.cfm)
- Application for Teaching Assistantship from the Biological Sciences Department: [http://www.uaa.alaska.edu/biological-sciences/master-of-science/ms-admissions.cfm](http://www.uaa.alaska.edu/biological-sciences/master-of-science/ms-admissions.cfm)

The following forms are available online at the Graduate School [http://www.uaa.alaska.edu/graduateschool/forms/index.cfm](http://www.uaa.alaska.edu/graduateschool/forms/index.cfm)

- Annual Report of Graduate Student Progress
- Application for Temporary Leave of Absence
- Change of Major or Emphasis
- Appointment or Change in Graduate Advisory Committee Members
- Graduate Academic Petition
- Reinstatement to Graduate Degree Status
- Application for Graduation
- Request For Outside Examiner (PhD Only)