UNIVERSITY POLICIES 22
Code of Student Conduct 22

GENERAL INFORMATION

ADMISSIONS

Master of Science in Biological Sciences

Admissions Decision Process
The Graduate Program Director assembles the
graduate records in the Department of Biological Sciences. Immediately following the application deadlines, the GPD will complete the application files, summarize information about each applicant, and ensure that all information is available for faculty review. Graduate Faculty and Affiliated Graduate Faculty who agree to advise one or more of the applicants are to notify the GPD in writing and indicate the type of student financial support, if any, they intend to provide. The GPD makes the final admissions decision after reviewing each application,

applicants are notified of admissions decisions within 4-6 weeks of the application deadline.

According to University policy, an admitted student can defer matriculation for one year. The major advisor should honor their commitment to mentor the student throughout this period; however, the student may lose funding or other forms of assistance. If an advisor needs to withdraw due to a change in circumstances, then the major advisor should notify the student and GPD immediately; and since the Department has an obligation to our admitted students, the advisor should secure a new major advisor for the student.

*See the ADMINISTRATIVE INFORMATION section for descriptions of the Graduate Faculty, Affiliated

Master of Science in Education
Refer to the Darden College of Education.

Non-Degree Status Graduate Students
Non-degree status indicates that the student is taking graduate course work (500 level or greater) to satisfy individual needs or interests. Although non-degree students are not admitted to degree programs, they may receive graduate credit for graduate work passed. A maximum of 12 semester hours of non-degree graduate credit may be applied towards a graduate degree at Old Dominion University. Undergraduate transcripts are not required for initial registration, but must be submitted for graduate study beyond six hours. Application materials are available at the **Office of Admissions**. Non-degree students interested in specific types of classes should contact our faculty with expertise in those research areas for advice on coursework.

All non-degree graduate students attempting to register for additional graduate courses and who have completed or will exceed 12 credit hours (13 credit hours for certain military programs) will be blocked from registering. To remove this registration block, a student must contact the **Graduate School** for advice on gaining admission into a graduate program or to receive written permission from the Dean of the Graduate School to take additional hours as a non-degree student. ( )] TJETQ EMC /Span <</MCID 5/Lang (en-US)>> BDC q0.0000

STEPS TOWARDS YOUR MS DEGREE.

New Student Information

Campus Map
Campus Facts
Establishing residency in Virginia
Health Insurance Information
ODU Graduate Catalog

1) *Admitted Student Guide* or *Admitted Student Guide* for International Students. These are the places to begin for new students entering the university.
2) Housing information; both on- and off-campus, is available at the **Office of Housing and Residence Life.**
3) Contact your advisor as soon as possible for advice on course work, research projects, and availability of Graduate Research Assistantships (GRA).
4) Advisor Registration Block (the Block or Hold prohibits registration): The graduate advisor needs to update the

   uate advisor goes to: LeoOnline Main Menu → Faculty & Advisors → Advisor Menu → Advisors Work Page → Student ID → Student Verification [*ok*] → Student Must Return For Advising Prior To [*update*], Advisor ID [*update*]:
   a. The Graduate Program Director will be assigned as the advisor for students in the program. This is not who will be the students graduate advisor, it is for record keeping purposes.
   b. Faculty can also give class overrides using LeoOnline; however, they cannot register students for classes.
5) Contact the Biology Graduate Student Organization and have your email added to their distribution list.
6)

New and Continuing Students

ODU Graduate Catalog
Registrars Office
University Grade Key
Academic Calendars (registration deadlines and more)
Schedule of Classes
Biology Course Rotations

1) All students are expected to read and understand the **Code of Student Conduct**
2) The **Student Engagement & Enrollment Services** also provides helpful information.
3) Advisor Registration Block (the Block or Hold prohibits registration): The graduate advisor needs to update the

expired or if the page was never activated for a new student. The graduate advisor goes to: LeoOnline Main Menu → Faculty & Advisors → Advisor Menu → Advisors Work Page → Student ID → Student Verification [*ok*] → Student Must Return for Advising Prior to [*update*] and Advisor ID [*update*].
4) Establish your graduate committee during first semester (prior to completion of 12 semester hours). Complete **M1 - Appointment of Master's Thesis Committee** (Use the same form for

THE GRADUATE ADVISORY COMMITTEE

Major Advisor

All students entering the Program must have made prior arrangements to work with a given professor whose research is in their area of interest. It is the faculty member who ultimately decides whom they will advise. The major advisor may be a member of the Graduate Faculty or a member of the Affiliated Graduate Faculty* with level-

major advisor and co-chair the advisory committee with a fulltime or emeriti member in the Department of Biological Sciences. Co-chairs may divide advising responsibilities as they see fit; however, the Biology co-chair is expected to guide the functions of the advisory committee in accordance with our policies. The Biology co-chair may be graduate certified at either level 1 or level 2.

productivity, we will collect all publications and presentations for our students. For this purpose, a spreadsheet titled *Biology Student Scholarship 2005-present* is located at **K:\sci\sci biology everyone\Biology Graduate Programs**. Major advisors are responsible for keeping the spreadsheet up to date.

According to University policy, an admitted student can defer matriculation for one year. The major advisor should honor their commitment to mentor the student throughout this period; however, the student may lose funding or other forms of assistance. If an advisor needs to withdraw due to a change in circumstances, then the major advisor should notify the student and GPD immediately; and since the Department has an obligation to our admitted students, the advisor should secure a new major advisor for the student.

*See the ADMINISTRATIVE INFORMATION section for descriptions of the Graduate Faculty and the Affiliated Graduate Faculty.

Student Research Conducted in Association with another Department

A written document is to be prepared by the Major Advisor as soon as it is anticipated that a student will be conducting research in association with another department or research entity. The following information is to arch entity, c) Name of the person who will oversee the day to day research of the student, d) A statement that the Department of Biological

Sign

As a general rule, graduate students who are working primarily for Affiliated Graduate Faculty will not be considered for Departmental assistantships or tuition support; however, exceptions may be allowed based on the teaching needs within the Department.

Committee Functions

After initial advisement with the Major Advisor, the student should form an Advisory committee during the first semester or prior to completion of 12 semester hours (M1 - Appointment of Master's Thesis Committee, used for thesis and non-thesis).

This committee will consist of a chair and at least two other members. One committee member must belong to the Biology Graduate Faculty and all members must be graduate certified by ODU. Faculty members certified for graduate education in other ODU Departments may serve on our graduate committees. Non-ODU members must apply for graduate certification by submitting a CV to the Chair of the Department of Biological Sciences (See *Certification of Faculty for Graduate Instruction* for additional information). A fourth member of the committee, either Adjunct or a non- est, may also be added to the advisory committee in accordance with University policies. Students should select committee members to avoid faculty who have a conflict of interest (as defined by NSF policy of grant review panelists) with the student or other faculty committee members.

recommended. Using the current departmental requirements for the B.S. degree in biological sciences as a

Registration for Non-structured Courses

To enroll for unstructured courses, e.g. Topics or Research: The faculty member requests a call number from the Biology Office via email (

The materials to be submitted to the GPD:

M3 - Master's Thesis and Acceptance Processing signed by the advisory committee
M2 - Results of Master's Examination or Requirement signed by the advisory committee
Model journal article published within the last five years.

The GPD will check the thesis for research compliances and university formatting guidelines and, if acceptable, will sign Form M3 and return the thesis to the student who can then submi

Masterôs Prospectus Guidelines

699. For thesis students BIOL 698 and BIOL 699 will be fulfilled with a successful defense of the thesis. For non-thesis students, BIOL 698 will be graded in accordance with prospectus (BIOL 699 is waived for the non-thesis option). As a general rule, the research project does not differ qualitatively between the two options; -

Forms:

E-Verify Program. Prior to starting work, all new employees must complete new hire paperwork including *INS Employment Eligibility Verification Form* (I-9), Federal (W-4) and State (VA-4) tax forms, as well as any other required paperwork. New employee starting dates on 108 Payroll Authorization forms of more than three days before the I-9 and E-verify process are completed can lead to fines in excess of $1,000 per incidence. Work to be paid through the Error! Reference source not found. is not authorized until these documents are completed at t he Research Foundation or, for internationals, the International Student and Scholar Services Office (ISSS).

Questions regarding procedure for getting tuition assistance monies to awardees is available from the departe 26.95 Tm.(s)5

Inactive Students

A student who does not register for classes for 12 consecutive months may continue only after submitting the Graduate Reactivation Form.
students and they may be removed from the Program and their status reclassified as Non-degree.

Student-initiated Withdrawal from the University

There is no official process for student-initiated withdrawal from the University. However, for the student who leaves voluntarily with no plans to return to the University,
student to submit a **G2 - Notice of Change of Status** and fill it out accordingly:

Affiliated Graduate Faculty members must hold level-1 graduate certification in order to be a major advisor and serve as the Chair of an advisory committee. A person with level-2 certification may co-Chair an advisory committee.

Affiliated Graduate Faculty from outside the Department of Biological Sciences may not chair an advisory committee; however, they may co-chair the advisory committee with a level-1 certified member in the Department of Biological Sciences. Affiliated Faculty with level-2 certification can serve on advisory committees and may co-Chair an advisory committee.

m and will seek their input in

Academic Calendars (registration deadlines and more)

Old Dominion University Libraries; Patricia W. and J. Douglas Perry Library, F. Ludwig Diehn Composers Room, Elise N. Hofheimer Art Library.

Old Dominion University Research Foundation (ODURF) 4111 Monarch Way, Norfolk, VA 23508 Mailing Address: P.O. Box 6369, Norfolk, VA 23508, Tel: 757.683.4293: The Foundation serves as the fiscal and administrative agent for sponsored research and other projects conducted by Old Dominion University.

Virginia Tidewater Consortium for Higher Education (VTC) 4900 Powhatan Avenue, Norfolk, VA 23529, Tel: 757.683.3183: is a consortium of thirteen institutions of highe -2(sA)-7[(T)11(e)-11(e792 reW* nBT7 8 Tf1 0 0