GRADUATE STUDENT HANDBOOK

M.S. Program in Biology

BIOLOGY DEPARTMENT
SOUTHERN CONNECTICUT
STATE UNIVERSITY

Updated 2025

Table of Contents

THE BIOLOGY M.S. PROGRAM

The Master of Science degree in biology is primarily for students with a strong undergraduate preparation in biology who desire to prepare for advanced study, teach at the college level, and/or pursue a career in the biological sciences. Our program offers comprehensive preparation in general biology with a curriculum balanced in Ecology & Evolution, Cellular & Molecular Biology, and Organismal Biology.

A student desiring admission should have an undergraduate major in biology or a related science consisting of a minimum of 50 credits in science, of those a minimum of 30 credits in biology, 6 credits in chemistry, and one semester of college mathematics.

The following required course must be completed during the first year of study; Research Methods in Biology (BIO 550; 1 credit). Additional required courses include Scientific Communication: General Seminar (BIO 560; 1 credit), and either Scientific Communication: Special Topics Seminar (BIO 561; 1 credit) **or** Biology Thesis Writing and Scientific Communication (BIO 591; 1 credit).

In addition to these three required courses, each student will follow the requirements associated with their track: thesis, comprehensive examination, or special project. Courses taken outside of the department will not count toward the MS-Biology degree unless explicitly approved by the Biology Graduate Coordinator.

All coursework must earn a "B" or better average (GPA=3.0) and must come from biology graduate-level coursework.

Students may use a total of 9 credits taken as a non-matriculated student toward the degree.

PROGRAM SEQUENCE - 30 CREDITS MINIMUM
As sequences change, it is highly recommended that students meet with the Biology Graduate Coordinator to finalize a list of requirements for graduation.

Required Courses (3 Credits)
BIO 550 – Research Methods in Biology– 1 credit
BIO 560 – General Topics Seminar– 1 credit

BIO 561 – Scientific Communication: Special Topics Seminar – 1 credit (comp/special project)
- or-
BIO 591 Biology Thesis Writing and Scientific Communication – 1 credit (thesis)

One of the following tracks:

Comprehensive Examination Track

In addition to the three required courses, students will take 27 credits from biology 500-level elective classes. Students must pass a final written comprehensive exam administered by the department. The comprehensive exam is given once or twice a year depending on need.

Special Project Track

In addition to the three required courses, students will write a special project proposal and register for BIO 600 Independent Study and Research – 3 credits. The remaining 24 credits will be taken from biology 500-level elective classes. Special Project completion requires satisfactory presentation of a final product. This is typically a poster to be presented at the departmental research symposium.

Thesis Track

In addition to the three required courses, students will write a thesis proposal and register for BIO 590 Thesis Research – 6 credits taken over two semesters. The remaining 21 credits will be taken from biology 500-level elective classes. Thesis completion requires satisfactory oral defense of the thesis to the department (typically delivered at the departmental research symposium) and publication of final signed thesis to ProQuest.

APPLICATION PROCEDURE

To apply to the program, students must submit the following (see School of Graduate and Professional Studies website for links and addresses for submissions):

- The graduate school application.
- All college transcripts demonstrating a cumulative GPA of 3.0 or higher.
- Two letters of recommendation from academics or professionals in a related field who are well-acquainted with the applicant's experiences in biology. One letter must be submitted by an academic. Recommendations will address the applicant's aptitude, maturity, relevant experience and readiness for the program. SCSU undergraduate applicants must have at least one recommendation from an SCSU faculty member.
- A 300–500-word statement explaining the applicant's interest in obtaining a master's degree in biology at SCSU and what type of career they are seeking. Successful essays will directly address the applicant's readiness for SCSU's biology program as well as their background in biological sciences.

BECOMING A MATRICULATED STUDENT

Once your application is complete, it is reviewed by the Biology Department and a recommendation is made to the School of Graduate and Professional Studies. If accepted, you will receive a letter from the Graduate Studies Office stating that you meet the requirements for entrance into the Masters program. This notification will also notify you of the need to submit the required deposit and any remaining paperwork to become a matriculated student. You should also contact the Biology Graduate Coordinator for advisement. **Note that most courses are offered on a two-year rotation with the required courses offered once a year. Others are offered less regularly, so you should make sure that each course you want will be offered in the semester you plan to take it.**

Please note that you do not become a matriculated graduate student at SCSU until the deposit has been received by the Graduate Studies Office.

BIOLOGY FACULTY AND RESEARCH INTERESTS

The educational background and research interests of full-time faculty in the Biology Department can be found on the Biology Department website. As a graduate student in our department, you should feel free to seek the advice of any of our faculty about career opportunities or specific topics in biology in which you have a special interest. The research interests on the list may help you to select a suitable special project or thesis advisor. In addition, the course BIO 550 Research Methods in Biology will introduce you to our faculty and their research interests.

REGISTERING FOR COURSES

Graduate students who have been formally admitted to the university by the Dean of the School of Graduate and Professional Studies are considered matriculated and eligible to register on a full-time (9 or more credits) or part-time basis (4.5 or more credits). Students who register for 9 or more credits are charged the full-time graduate rate. Students who register for fewer than 9 credits are charged the part-time rate. Students are responsible for any tuition or fee increases that occur before the first day of classes. Tuition and fees are charged based on student type or student level (graduate/undergraduate) not course level. Note that most grants and financial aid require students to be either full-or part- time.

Registration is done online through Banner Web. Contact the Biology Graduate Coordinator if the courses you select require departmental permission.

PROGRAM REQUIREMENTS – 30 Credits

An overall graduate grade-point average of 3.0 or better.

Required Courses (2 credits)
BIO 550 – Research Methods in Biology– 1 credit
BIO 560 – Scientific Communication: General Topics Seminar– 1 credit

Elective Courses (21 credits)
Made up of a series of any graduate level biology courses (excluding BIO 550, 560, 561, 590, 591)

One of the Following Tracks (7 credits):

Thesis Track
Thesis completion requires satisfactory oral presentation and defense of the thesis to the department (presentation is typically delivered at the departmental research symposium).

BIO 590 - Thesis Research (6 credits)
BIO 591 - Biology Thesis Writing and Scientific Communication (1 credit)

Special Project Track
Special Project completion requires satisfactory presentation of a final product (typically a poster to be presented at the departmental research symposium) as determined by the department.

BIO 561 - Scientific Communication: Special Topics Seminar (1 credit)
BIO 600 – Independent Study and Research (3 credits)
3 additional credits from graduate level biology courses (excluding BIO 550, 560, 561, 590, 591)

Comprehensive Examination Track
Students must pass a final written comprehensive exam administered by the department. The comprehensive exam is given once or twice a year depending on need.

BIO 561 - Scientific Communication: Special Topics Seminar (1 credit)
6 additional credits from graduate level biology courses (excluding BIO 550, 560, 561, 590, 591)

Students can complete the *30-credit program by choosing either the thesis, special project, or the comprehensive examination track.

* Changing graduation tracks will likely result in an excess of 30 credits.

SAMPLE SCHEDULES

There are three tracks from which students can graduate with a Master of Science in Biology. All SCSU Biology Master's students begin in the comprehensive examination track. It is not until the student registers for credit in either a thesis (BIO 590) or Special Project (BIO 600) course that they begin to earn credit from within a different track. For this reason, until you officially become a thesis or special project student, keep all coursework in preparation for the comprehensive exam. Below are suggested schedules for a 2-year graduation with additional information on the timeline for successful completion of each track. More or fewer courses can be taken each semester and/or during the summer or winter sessions. Keep in mind that part time for a graduate student is 4.5 credits and full time is 9 credits in terms of grants and financial aid.

Comprehensive examination

Semester 1
- Courses: BIO 550 or BIO 5XX, BIO 5XX, BIO 5XX (7-9 cr)
- Keep all coursework and course study material organized in preparation for the exam.

Semester 2
- Courses: BIO 550 or BIO 5XX, BIO 5XX, BIO 5XX (7-9 cr)
- Keep all coursework and course study material organized in preparation for the exam.

Semester 3
- Courses: BIO 560 or BIO 561, BIO 5XX, BIO 5XX (7 cr)
- Keep all coursework and course study material organized in preparation for the exam.
- By the end of semester indicate to the graduate coordinator your intent to complete the comprehensive exam in the following semester.

Semester 4
- Courses: BIO 560 or BIO 561, BIO 5XX, BIO 5XX (7 cr)
- Confirm with the Biology Graduate Coordinator your intent to take the comprehensive exam.
- The Biology Graduate Coordinator will provide the date for the comprehensive exam which is a combination of take home and in person components. The questions are provided by the instructors from which you took courses over the previous semesters. Plan for a month or more of study time.

Special Project

Semester 1

- Courses: BIO 550 or BIO 5XX, BIO 5XX, BIO 5XX (7-9 cr)
- Responsibilities:
  - Meet with the Biology Graduate Coordinator to discuss progress and special project
  - Email 2-3 potential research advisors to make appointment

Semester 2

- Courses: BIO 550 or BIO 5XX, BIO 5XX, BIO 5XX (7-9 cr)
- Responsibilities (these can be done in the 3rd semester):
  - Month 1/2- Meet with 1-3 faculty members to discuss research options; choose advisor
  - Month 3- Work on proposal, form committee (1-2 special project readers)
  - Month 4- Finalize proposal, submit proposal and approval form to committee for signatures, submit to Biology Graduate Coordinator to create a section of BIO 600

Semester 3

- Courses: BIO 5XX, BIO 5XX or BIO 600, BIO 560 or BIO 561 (7 cr)
- Responsibilities if enrolled in BIO600:
  - Conduct research as outlined in the proposal
  - Consult with readers about project progress at the semester midpoint
  - Draft poster layout with advisor
  - Present poster to the department (can delay until subsequent semester)
- Present poster at the Departmental Research Symposium (spring semester)

Semester 4

- Courses: BIO 5XX, BIO 5XX or BIO 600, BIO 560 or BIO 561 (7 cr)
- Responsibilities if enrolled in BIO 600:
  - Conduct research as outlined in the proposal
  - Consult with readers about project progress at the semester midpoint
  - Draft Poster layout with advisor
  - Present Poster to the department (can delay until subsequent semester)
- Present Poster at the Departmental Research Symposium (spring semester)

Thesis (**2 year completion)

Semester 1

- Courses: BIO 550 or BIO 5XX, BIO 5XX, BIO 5XX (7-9 cr)
- Responsibilities:
  - Meet with the Biology Graduate Coordinator to discuss progress and thesis option
  - Email 2-3 potential thesis advisors to make appointment

Semester 2

- Courses: BIO 550 or BIO 5XX, BIO 5XX, BIO 5XX (7-9 cr)
- Responsibilities:
  - Month 1/2- Meet with 1-3 potential advisors to discuss research options; choose advisor
  - Month 3- Work on proposal, form committee (2 thesis readers), if applicable collect preliminary data
  - Month 4- Finalize proposal, submit to committee for input (a committee meeting is recommended)
  - End of semester - Submit final proposal and approval form to advisor and committee for signatures, then to Biology Graduate Coordinator to create a section of BIO 590

Semester 3

- Courses: BIO 590, BIO 5XX, BIO 560 if available (6-7 cr)
- Responsibilities:
  - Conduct research as outlined in the proposal
  - Meet with committee towards the end of the semester to update on progress and get input
  - Draft introduction and methods sections, submit to advisor before the end of the semester
  - Present at the graduate research day (spring semester)

Semester 4

- Courses: BIO 5XX, BIO 560 if needed, BIO 590, BIO 591 (7-8 cr)
  - Responsibilities:
    - Month 1 - Continue research and work on full draft of thesis
    - Month 2 - Submit full draft to advisor, work on defense presentation
    - Month 3 - Submit draft to committee, meet with committee to discuss progress, work on defense presentation
    - Month 4- Continue to work on thesis defense presentation and finalize thesis, defense presentations typically occur at the end of November (Fall semesters) or April (Spring semesters).
    - One week before the end of semester- submit final/approved thesis to graduate coordinator for formatting check. Following approval by graduate coordinator submit thesis to ProQuest to initiate graduation.
  - Present at the graduate research day (spring semester)

(After final exams and through the summer, committee members may not be available for help or signatures).

** It is not uncommon for research to take longer than expected. An additional semester may be necessary. Communicate with your research advisor and the Biology Graduate Coordinator on the mechanism by which you can continue research without registering for credit.

GRADUATION TRACKS

THE COMPREHENSIVE EXAMINATION TRACK

A student is required to complete 30 credits in course work with a minimum of a "B" average and must pass the comprehensive exam to fulfill the requirements for a M.S. in Biology. The comprehensive exam is designed to test your knowledge within the completed coursework.

Students **cannot** change from the Comprehensive Exam to another option after taking the comprehensive exam. To schedule the exam, communicate at the beginning of the semester with the graduate coordinator. The exam is offered twice a year as needed, around mid-April and/or mid-November. If it should happen that a student does not pass the comprehensive exam on their first attempt, the student may be permitted to take the exam one more time.

THE SPECIAL PROJECT TRACK

In order to register for BIO 600, the student works directly with their research advisor to write the proposal, which must be approved by the committee and the graduate coordinator before a section of BIO 600 is created. Independent study credit (BIO 600) is taken during one semester and the associated research should be designed to be completed in that timeframe. The student conducts the research and completes preparation of a final product, usually a poster, during this course.

The committee: A special project committee is made up of at least two faculty members, but no more than three, which includes the research advisor and a second reader. Roles of the reader may vary by committee. Generally, the second reader has expertise in an area of the planned research, which adds to the quality of the project and provides added guidance during the proposal and research stages. It is highly recommended that the student, research advisor, and committee member(s) determine a framework and expectations under which each is working. For example, committee members should provide timely feedback and be available for periodic committee meetings throughout the progression of the research.

Preparing for the Special Project

During BIO 550, you should start to think about (1) possible topics you would like to investigate and (2) possible faculty members in the department who could serve as your research advisor. The group experience of BIO 550 will facilitate this process. Once you have at least a general idea of a topic area you want to pursue, you should speak to one or more faculty members to find one who will serve as your research advisor. If you are uncertain about who would be an appropriate advisor for your research, consult with the Biology Graduate Coordinator.

To register for BIO 600, you must complete a proposal which is approved by your research advisor, reader(s), and submit the Special Project Step 1 form along with the proposal to the Biology Graduate Coordinator. The proposal is a plan and contract for the research that will be done for the semester. It is expected that the plan will change over the course of the research, but the better outlined the research is, the more likely it is to be successful and timely.

Major steps are:

-Identify your reader(s). The reader does not have to be faculty members, but must have an appropriate graduate degree and experience. At least one member of the committee must be a biology faculty member.
-Prepare a timeline to be used as your guide for the project.
-Expect that your committee members will require revisions of your plans and writing throughout.

The exact contents of the proposal are dictated by the research advisor and committee. At minimum the proposal should contain three sections with the following content and headings:

Introduction

-Background
-Statement of the problem
-Research questions and hypotheses
-Definition of terms/Abbreviations (if applicable)

Methodology

-Study design
-Data analysis procedures
-IRB or IACUC approval (if applicable)
-Outline of a timeline of activities

Expected Results

-Outline results expected from study
-Contingency plans for foreseeable issues in data collection

Other components for a complete proposal:

-Proper citations and a reference list according to APA style.
-Abstract, title page, table of contents and appendices.
-Formatting according to APA

After the proposal is completed and approved by all members of the committee, submit the Signature Sheet and proposal to the Biology Graduate Coordinator who will forward to the Biology Department Chairperson.

Conducting the Research Project (BIO 600)

The Independent Study (3 credits of BIO 600) involves conducting the research, consistent with the proposal, and presenting that research in the form of a scientific poster.

1. Conduct your research project, as you outlined in your proposal. It is recommended you have 1-2 committee meetings throughout this process. (**IMPORTANT: Remember that if you work with human or animal subjects you may need approval from the Institutional Review Board (human work) or the Institutional Animal Care and Use Committee (animal work) before you start this work).**

2. Analyze your data and draft a poster. See the School of Graduate and Professional Studies website for guidelines and forms. These should be prepared using APA style.

3. Have your advisor and readers review your poster, then revise it according to their feedback.

4. Present your poster at the biology research symposium. This can be postponed for a semester if needed.

5. Following presentation of the poster, obtain electronic signatures from your research advisor and reader, and the electronic signature of the Biology Department Chair, on the signature page of the Special Project Step 2 form.

THE THESIS TRACK

In order to register for BIO 590, the student works directly with their thesis advisor to write the proposal, which must be approved by the thesis committee and the Biology Graduate Coordinator of the department before a section of BIO 590 is created. Thesis credits (BIO 590) are taken twice in separate semesters as is a one credit thesis writing and scientific communication course (BIO 591). The student conducts the thesis research and completes writing the thesis during these courses.

The thesis committee: A thesis committee is made up of at least 3 members but no more than 4 which include the thesis advisor, a second and third reader. Roles of the readers may vary by committee. Generally, the second reader has expertise in an area of the planned research which adds to the quality of the project while the third reader provides added guidance during the proposal and thesis writing stages. The third reader may or may not have expertise in the area of proposed research but must have expertise in biology in general. It is highly recommended that the student, research advisor, and readers determine a framework and expectations under which each is working. For example, committee members should try to respond within 2 weeks of receiving a draft of any document while the student should give committee members enough time to properly assess any document. Committee meetings (2-3) should be conducted throughout the progression of the thesis.

Preparing for the Thesis Project

If you intend to write a Masters thesis, you should start planning early. BIO 550 presents an excellent opportunity to begin developing ideas and research the literature in an area of interest. During BIO 550 (or your first semester) you should start to think about (1) possible topics you would like to investigate and (2) possible faculty members in the department who could serve as your advisor. The group experience of BIO 550 will facilitate this process. Once you have at least a general idea of a topic area you want to pursue, you should speak to one or more faculty members to find one who will serve as your thesis advisor. Your thesis advisor must be a full-time faculty member in the Biology Department, even if you are planning to conduct a research project under the direction of someone who works in a laboratory or other facility outside the university. Exceptions may apply, speak to the Biology Graduate Coordinator. If you are uncertain about who would be an appropriate advisor for your thesis, consult with the Biology Graduate Coordinator.

To register for BIO 590 the first time you must complete a proposal which is approved by your research advisor and readers and submit the Thesis Step 1 form along with the proposal to the Biology Graduate Coordinator. The proposal is a plan and contract for the research that will be done for the thesis. It is expected that the plan will change over the course of the research but the better outlined the research is, the more likely it is to be successful and timely.

Major steps are:

-Identify your readers. All readers do not have to be faculty members, but must have an appropriate graduate degree and experience. At least one member of the committee must be a biology faculty member.
-Prepare a timeline to be used as your guide for the project.
-Expect that your readers will require revisions of your plans and writing throughout.
-It is highly recommended you have a committee meeting to discuss the proposal.

The exact contents of the proposal are dictated by the research advisor and committee. At minimum the proposal should contain three sections with the following content and headings:

Introduction

-Background (this can also include a literature review)
-Statement of the problem
-Research questions and hypotheses
-Definition of terms/Abbreviations (if applicable)

Methodology

-Study design
-Data analysis procedures
-IRB or IACUC approval (if applicable)
-Outline of a timeline of activities

Expected Results

-Outline results expected from study
-Contingency plans for foreseeable issues in data collection

Other components for a complete proposal:

-Proper citations and a reference list according to APA style.
-Abstract, title page, table of contents and appendices.
-Formatting according to APA

After the proposal is completed and approved by all members of the committee, submit the Signature Sheet on the Thesis Step 2 form and proposal to the Biology Graduate Coordinator who will forward to the Biology Department Chairperson.

Conducting the Thesis Project (BIO 590/591)

The Thesis (6 credits of BIO 590 and 1 credit of BIO 591) involves conducting the research, consistent with the proposal, and presenting that research in the form of an oral defense and written thesis.

1. Conduct your project, as you outlined in your thesis proposal. It is recommended you have one to two committee meetings throughout this process. **(IMPORTANT: Remember that if you work with human or animal subjects you may need approval from the Institutional Review Board (human work) or the Institutional Animal Care and Use Committee (animal work) before you start this work).**

2. Analyze your data and write the thesis. See the School of Graduate and Professional Studies website for guidelines and forms. These should be prepared using APA style.

3. Have your thesis advisor and readers read your thesis, then revise it according to their feedback.

4. Once the thesis is nearly complete, plan for a thesis defense. This presentation is an opportunity to present and defend your research to the committee and department. The defense date and time should be arranged to allow for attendance of your committee and preferably a majority of the Departmental Research Symposium. Publicize your defense through the department secretary at least 2 weeks ahead of time.

5. Following a successful defense and once both your thesis advisor and readers agree that the thesis is acceptable, obtain their electronic signatures, and the electronic signature of the Biology Department Chair, on the signature page Thesis Step 2 form.

6. Submit the thesis electronically with signed form to the Biology Graduate Coordinator for a check of the formatting. Directions for formatting can be found on the School of Graduate and Professional studies website. Submission must be done at least one week before the end of classes.

7. Following approval of thesis formatting by the Biology Graduate Coordinator, submit the thesis to ProQuest.

GRADUATE ASSISTANTSHIPS

Each year, the department awards a limited number of Graduate Assistantships to Biology M.S. students. The positions are full-time (20 hours/week) appointments. Graduate Assistants are normally scheduled to work between the hours of 8:00 a.m. and 4:00 p.m., but other arrangements can be made in some cases. Occasional Saturday hours may be required. The main duties of Graduate Assistants are tutoring undergraduate students, assisting faculty members in research laboratory preparation, and performing a variety of other functions for the department, such as setting up bulletin boards and helping out in departmental gatherings and activities. The Graduate Assistants are paid a stipend each semester. They must pay tuition, but university fees are waived for them. The Graduate Assistantships provide an excellent opportunity to gain experience in teaching and research, and they are especially useful for students who plan to apply to doctoral programs in the future.

If you are interested in applying for an assistantship, you should contact the Biology Department Chairperson for further details.

FUNDS FOR RESEARCH AND CONFERENCE ATTENDANCE

GSAC Funds. The SCSU Graduate Student Affairs Committee (GSAC) has limited funds available for graduate students who attend conferences in their fields, or who incur expenses while conducting research for their courses or theses. In either case, these awards will probably not cover all of your expenses, but they can help to defray some of your costs, and we encourage you to make use of this resource. Research funding application deadlines can be found on the GSAC webpage. For further information, consult the GSAC webpage.

RESOURCES FOR STUDENT RESEARCH

To help you with course work, graduate theses, or other research projects, the following resources are available for graduate student use. To obtain access to any of these items, ask your thesis advisor or any other faculty member in the department.

1. Access to the University's computer system, which has e-mail and Internet access, a variety of word-processing, data-processing, and statistical packages. Check –On the Hub in MySCSU for access to free or low cost software programs.

2. Study space on the fourth floor of Buley Library exclusively for graduate students.

3. A supply of various types of equipment used in biological research with both human or animal subjects. Consult with your thesis advisor for information on what equipment is available to assist you in your research.

4. Check the graduate school website frequently for Graduate Research Fellowships, writing workshops, graduate tutoring, and other means of support.

PREPARING FOR GRADUATION:
ESSENTIAL STEPS IN YOUR LAST TWO SEMESTERS

Whether you are following the thesis, special project, or comprehensive exam option, there are important steps that you must take in your last semester of graduate work:

1. You should meet with the Biology Graduate Coordinator and **check your** transcript against the graduation requirements. Once these requirements are met you will receive your diploma. There is no need to apply for graduation.

2. For each track:
   a. **Comprehensive exam**- complete the exam before the last day of the semester. This must be coordinated through the Biology Graduate Coordinator. You must let the Biology Graduate Coordinator know of your plan to pursue this track at the beginning of the semester you plan to graduate.

b. **Special Project** – Complete the research, present a research poster to the department, and get signatures on the final form from your committee members. This form must be submitted before the final day of the semester.
c. **Thesis**- Complete the research, present that research in the form of a defense to the department. This defense must be advertised to the entire department at least 2 weeks prior to the defense. Additionally, you must present on your research at the biology research symposium. Following your defense, the completed and approved thesis must be submitted to the Biology Graduate Coordinator for a formatting check at least one week before the end of the semester. Once the formatting is approved the thesis must be submitted to ProQuest for publication. Finally, the final approval form must be signed by all committee members and the Biology Graduate Coordinator before being submitted to the Biology Department Chairperson.

STATEMENT OF STUDENTS' RIGHTS

A student in the Biology Department at SCSU has a right to expect:

1. A clear statement of the content and format of the course (i.e., texts and subjects to be discussed), an outline of the structure of the course, the attendance policy of the instructor, and a statement about grading in the course. This should be received no later than the end of the first week of the semester. The content of the course should correspond substantially to the University catalog description.

2. A published statement of the instructor's office hours and the presence of the instructor during those times.

3. The instructor to meet his or her courses at their assigned times and to begin and end promptly.

4. That there be a reasonable number of evaluations of students' understanding of the material in the course. There should be at least two, and preferably more, such evaluations. Class participation should be encouraged. Instructors should grade and report results to students promptly for all tests and papers. Papers should be returned with written commentary. Opportunity for review of all evaluation results should be provided. Students have a right to know, in advance, how their work will be evaluated, and they have a right to know their approximate academic standing, or grade, during the course of the semester.

5. The overwhelming majority of the time spent in class be directed to the subject matter of the course.

6. Class discussion should be conducted with fairness and without defaming any individual or group. Personal opinions by the instructor should be identified as such.

7. Students with complaints that the instructor has not met these standards are strongly encouraged first to discuss the matter with the instructor and, failing satisfaction there, bring their complaints to the Biology Department Chairperson.

RESOURCES / HELPFUL LINKS

Biology Faculty Contacts https://www.southernct.edu/academics/biology/faculty

Graduate Admissions (Apply/Check Status) https://www.southernct.edu/grad/admissions

Graduate & Professional Studies https://www.southernct.edu/grad

On The Hub https://southernct.onthehub.com/WebStore/Welcome.aspx

Research Protection Program https://inside.southernct.edu/rpp/iacuc

Special Project & Thesis Steps 1 & 2 Forms https://inside.southernct.edu/biology/forms

Financial Aid Information http://inside.southernct.edu/onestop/financial-aid