All students in the EEBB Graduate Program are appointed through a participating MSU department. Therefore, this document serves as a supplement to the Graduate Handbook for each student’s home department. There are more than a dozen departments that participate in the EEBB Program, and each department has specific requirements, expectations, and other guidelines for its students.

This document focuses primarily on the requirements, expectations, and other guidelines that are specific to the EEBB Program. In some cases, these requirements, expectations, and other guidelines may be similar or identical to those for participating departments. In other cases, the requirements, expectations, and guidelines for EEBB may extend those that pertain to the student’s home department.

All EEBB students must therefore be cognizant of the dual requirements, expectations, and guidelines pertaining to both the EEBB program and their home department. In addition to consulting the relevant graduate handbooks, every EEBB student should work closely with his or her advisor, guidance committee, and administrative staff to ensure that he or she is satisfying all of the relevant requirements, expectations, and guidelines.

I. Program Overview

A. Introduction

The Ecology, Evolutionary Biology & Behavior (EEBB) Graduate Program offers a multidisciplinary program of study and research in the areas of ecology, evolutionary biology, and behavior. Through course work and weekly seminars, EEBB students are exposed to scientific research on animals, plants, and microorganisms in a variety of settings including natural ecosystems, managed landscapes, and laboratory microcosms. Although individual students will often focus on a particular group of organisms and habitats, EEBB students as a whole perform original research that encompasses all of these systems.

All EEBB students must be admitted to, and subsequently enrolled in, one of more than a dozen participating departments. The EEBB program thus offers a supplemental program to its students, rather than functioning as a separate, free-standing alternative. In the case of students pursuing the Ph.D. degree, fulfillment of the EEBB requirements (in addition
to those of a home department) leads to a dual-major degree that includes both ecology, evolutionary biology and behavior and the discipline of the home department. In the case of students pursuing an M.S. degree, fulfillment of the corresponding requirements leads to certification of a specialization in ecology, evolutionary biology and behavior along with the traditional degree from the home department.

The EEBB Program is designed to emphasize the interdisciplinary nature of these fields, and it allows its students considerable flexibility in choosing individual areas of study. Each student’s course of study is planned with his or her particular interests, capabilities and professional goals in mind. EEBB students are expected to complete the EEBB core courses in addition to the requirements of their home departments, and to attend EEBB seminars throughout each semester in which they are in residence at MSU. Students are also encouraged to interact and share ideas with one another in the EEBB Graduate Colloquium.

A dual-major Ph.D. or M.S. certification in EEBB is awarded upon completion of all the requirements of both the student’s home department and the EEBB Program. The course work, thesis, and final oral examination can usually be completed in two years for the M.S. degree, and in five years for the Ph.D. degree program.

**B. Nature of a Dual Program**

All students in the EEBB Graduate Program are appointed through a participating MSU department. Therefore, this document serves as a supplement to the Graduate Handbook for each student’s home department. There are more than a dozen departments that participate in the EEBB Program, and each department has specific requirements, expectations, and other guidelines for its students.

This document focuses primarily on the requirements, expectations, and other guidelines that are specific to the EEBB Program. In some cases, these requirements, expectations, and other guidelines may be similar or identical to those for participating departments. In other cases, the requirements, expectations, and guidelines for EEBB may extend those that pertain to the student’s home department.

All EEBB students must therefore be cognizant of the dual requirements, expectations, and guidelines pertaining to both the EEBB program and their home department. In addition to consulting the relevant handbooks, every EEBB student should work closely with his or her advisor, guidance committee, and administrative staff to ensure that he or she is satisfying all of the relevant requirements, expectations, and guidelines.

**C. EEBB Program Affiliated Departments**

The following departments participate in the EEBB Program:

- Anthropology
- Computer Science and Engineering
Additional participating departments may be added from time to time, as interdisciplinary opportunities arise that are relevant to the mission of the EEBB Program.

**D. Administrative Organization of the EEBB Program**

The EEBB Program is administered by the College of Natural Science. However, the Program accepts students from other colleges on campus that are affiliated with the Program. The chief administrator of the Program is the Director. The Director of the EEBB Program is responsible for the overall operational guidance of the Program, including long-range planning with respect to graduate-student training and budgetary matters. The Director may also serve as a liaison between the Program and its affiliated colleges and departments, and in this role is assisted by participating faculty including members of the EEBB Program Executive Committee. The Director also oversees supportive services and Program functions including but not limited to: graduate student recruitment and admission, graduate student requirements, progress of graduate students through their programs, support of graduate student research, EEBB core courses, seminars, retreats and any personnel issues within the realm of the EEBB Program.

Faculty in the EEBB Program include MSU tenured or tenure-track faculty with an active interest in the areas of ecology, evolutionary biology and behavior. EEBB faculty may supervise students in the Program and serve as major professor (advisor) on the student’s guidance committee. A faculty member serving as a major professor should ensure that a student’s program fulfills the requirements, expectations, and guidelines of the EEBB Program as well as those of the home department. The EEBB faculty also participate in teaching the required EEBB courses along with graduate seminars and other relevant courses. In addition, EEBB faculty serve on EEBB Program committees, attend EEBB Program faculty meetings, and participate in other EEBB activities.

Because the EEBB Program does not have its own separate faculty, teaching assignments and expectations depend on the cooperation of participating departments. The Director
will work with the EEBB faculty and the participating departmental chairs to ensure that required and other relevant courses are available to EEBB students. The Director will also work with the EEBB faculty and departmental chairs to identify program needs and opportunities, such that the recruitment of new faculty can fill important gaps created by the departure of faculty and, as appropriate, extend course offerings in new directions within the areas covered by EEBB.

The EEBB Program Executive Committee (EEBBPEC) consists of the Director, one faculty member from each department affiliated with the EEBB Program and two student representatives. EEBBPEC may advise the Director on such matters as appointment of new faculty, reappointment or termination of existing faculty, and other major policy matters relating to the EEBB Program. In addition to any meetings scheduled by the Director, a meeting may be initiated by an EEBBPEC member or at the request of any EEBB Program faculty member or graduate student for the purpose of discussing a specific matter of concern that he or she wants brought to the attention of the committee. If a suggested solution from the EEBBPEC or Director does not satisfy the concern, the individual raising the concern may request that the matter be brought before the EEBB Program faculty at a faculty meeting.

The departments that currently participate in the EEBB Program are listed in Section I.C. Additional participating departments may be added from time to time, as interdisciplinary opportunities arise that are relevant to the mission of the EEBB Program. Such additions require the approval of the EEBB Director, following consultation with the EEBBPEC, as well as approval of the participating departmental chair. Such approvals also require that at least one faculty member in the participating department agrees to become an active EEBB faculty participant, with the attendant responsibilities and opportunities.

The EEBB Graduate Committee consists of two to four EEBB Program faculty selected by the Director in consultation with the EEBBPEC. The Graduate Committee evaluates each EEBB graduate student’s record and recommends to the EEBB Director that the student be granted the EEBB dual-major Ph.D. or M.S. certification provided that all program requirements are satisfied. (Each participating department will separately evaluate whether a student fulfills its own requirements.)

The EEBB Seminar Committee consists of at least three EEBB Program faculty members selected by the Director in consultation with the EEBBPEC and three EEBB Program graduate students elected by the graduate students. The Committee assists the Director in choosing a seminar or symposium format for the year, and in selecting appropriate topics and presenters. In doing so, the Seminar Committee solicits suggestions from the EEBB faculty and students. The Seminar Committee assumes responsibility for the organization and execution of the seminar series or symposium.

The EEBB Graduate Student Colloquium meets weekly during the fall and spring semesters to discuss graduate issues and research activities. The group serves as a friendly forum for students to discuss research plans, career goals, programmatic concerns, and other ideas. All EEBB graduate students are welcome.
The Director will attend the first Graduate Student Colloquium in the academic year to discuss the EEBB Program and its expectations of graduate students, meet incoming graduate students, present any new program initiatives, and hear any programmatic concerns that the students wish to raise. The Director or other EEBB faculty may also occasionally attend meetings of the Graduate Student Colloquium, if the students want to discuss issues regarding the EEBB Program or other concerns.

II. Program Components/Plan Options

The EEBB Program offers a dual-major Ph.D. or a Master’s (plan A or B) certification. The specific EEBB programmatic requirements for these degrees are listed below in the Degree Requirements section.

Other requirements set forth by each student’s home department will also apply, and these must also be met in order to obtain either the EEBB dual-major Ph.D. or Master’s certification. In particular, the student should be aware that the format, requirements, and expectations for comprehensive and qualifying exams may vary among participating departments, as may also the requirements for written or oral presentation of a research proposal. Also, the extent to which the EEBB Program’s course requirements may fulfill some of the course requirements in the graduate student’s home department varies considerably among participating departments.

EEBB-affiliated graduate students should therefore inquiry with their home departments about departmental requirements and expectations including information on the following topics: an official plan of study; selecting a thesis or dissertation advisor; formation of a guidance committee; the structure and content of comprehensive and qualifying exams, including research proposals; periodic review of student academic performance; and the format of the thesis or dissertation defense and final oral exams.

The various sections in this EEBB Graduate Handbook that address these and other matters can provide only those requirements, expectations, or guidelines that are specific to the EEBB program. As such, they supplement but do not supplant the information in the Graduate Handbook for each student’s home department.

III. Degree Requirements and Time Lines

The graduate program for a student in the Ecology, Evolutionary Biology and Behavior Program varies with the home department in which he or she is enrolled. Because EEBB is a dual-major (Ph.D.) and certification (Masters) program, graduate students must also be accepted by and enrolled in one of the participating departments. Specific curriculum details can be obtained from the graduate office of each of those departments.
Section A below lists the formal degree requirements for the EEBB Program, including course options and a typical schedule for taking those courses. Section B provides a typical time line and milestones for students to achieve in completing a Ph.D. or Master’s degree, and it discusses some of the factors that may cause delays relative to that typical time line.

A. Degree Requirements

1. Academic Program

Doctoral and Masters degree programs are planned on an individual basis by the student, major professor (thesis adviser), and guidance committee. The guidance committee has four to five faculty members for the Ph.D. program, and two to three faculty members for the Master’s program. The guidance committee must have two faculty members from the EEBB Program for Ph.D. candidates, one of whom must serve as the student’s major professor, and one faculty member from EEBB for Master’s candidates. The committee assists the student in designing an appropriate program of course work and research leading to the preparation of a thesis that presents the results of original research. Formal training is supplemented by a broad spectrum of seminars and colloquia sponsored by the EEBB program and affiliated departments.

Because entering graduate students have heterogeneous academic backgrounds, students are required to complete a series of graduate-level courses in their first two years in order to acquire a common base of knowledge. The EEBB program consists of a core of three required courses including ecology, evolution, and quantitative methods in biology. Additional coursework in an area of specialization should be undertaken in consultation with the student’s major professor and guidance committee, and as needed to fulfill the student’s home departmental requirements. The goal is to tailor each program to fit the needs and objectives of the student.

2. Teaching

The amount of teaching that is required of EEBB students depends on the source of their assistantships and their affiliated home department. However, all students will receive some experience in teaching because of its importance to the career development of all scientists.

Teaching assistantships, if any, are administered through the student’s home department.

3. Education Requirements

Applicants should have a minimum grade-point average of 3.0, grades of 3.0 or better in biological science courses, and should have taken the Graduate Record Examination. For admission to the program, students are expected to have had preparation in calculus, introductory genetics, chemistry, and basic biology. Deficiencies in one or more of these
areas may be rectified by taking appropriate undergraduate or graduate courses for collateral credit concurrently with graduate courses in the EEBB program curriculum.

4. Application Procedures

Students must be admitted to both the EEBB Program and one of the affiliated departments listed in Section 1.C. Applicants should first contact the affiliated department of their choice for specific details of admission. This first contact with the participating department is crucial to avoid delays in the application process. Generally the following items will need to be submitted:

- University on-line Application available at [www.grad.msu.edu/apply.htm](http://www.grad.msu.edu/apply.htm)
- Application Fee
- 2 Official Copies of Transcripts
- Departmental Application
- Letters of Recommendation (usually 3)
- Statement of Purpose or Professional Goals
- GRE Scores
- TOEFL Scores and Statement of Financial Proof (International Students only)

Additionally, these items should be submitted to the EEBB Program:

- EEBB Application
- Statement of Professional Goals (may be identical to the departmental statement)

5. Deadline for Applications

The EEBB Program does not have an application deadline. However, the affiliated department will have a deadline. Generally, applicants for fall semester should have all their application materials submitted by mid-December to be in the best position to compete for departmental assistantships and various University, College, and Department awards. Refer to the application instructions from the affiliated department for their deadlines.

Graduate students may also be admitted to the EEBB Program after they have enrolled in one of the participating departments, provided they (i) meet all of the requirements for admission to the EEBB Program, and (ii) are making satisfactory progress toward their intended degree. An enrolled student interested in admission to the EEBB program should submit an EEBB application for current MSU students, and should include a supporting letter from his or her major professor.

6. Course requirements for a dual-major Ph.D. in EEBB and the student’s affiliated home department
The EEBB Program requirements for the Ph.D. include 800-level courses in three areas: ecology, evolution, and quantitative methods in biology. Several approved courses are listed below that can fulfill these requirements. In addition to these three biologically oriented courses, Ph.D. students are also required to complete two courses in statistics, STT464 and either STT465 or STT814, or other courses that are equivalent in coverage. Substitution of any course not listed below requires formal approval as described in section III.A.8.

The majority of EEBB doctoral students take Population and Community Ecology (ZOL896) to fulfill the ecology course requirement, Evolutionary Biology (ZOL849 or PLB849) to fulfill the evolution course requirement, and Quantitative Methods in Ecology and Evolution (ZOL851) to fulfill the quantitative methods course requirement.

Most EEBB students take the ecology and evolution courses in their first year of graduate study, along with the statistics courses STT464 and either STT465 or STT814. Most students will take the quantitative methods course in their second year. The extent to which EEBB course requirements also fulfill some of the requirements in a student’s home department varies considerably among participating departments. Fulfilling additional course requirements in a home department may cause some delay in completing the course requirements for EEBB.

All EEBB students are expected to regularly attend the EEBB seminars each semester. Ph.D. candidates must also have at least two EEBB faculty members on their guidance committee. One EEBB faculty member must serve as the student's Ph.D. advisor.

The courses that fulfill the ecology, evolution, and quantitative methods requirements are listed below:

**Graduate Ecology Course (800 Level - 1 course)**

- PLB826  Tropical Biology: An Ecological Approach (OTS)
- ENT844  Insect Ecology and Evolution
- FW824  Analysis of Wildlife Population
- FW877  Fish Population Dynamics
- FOR804  Forest Ecology
- ZOL822  Topics in Ethology and Behavioral Ecology
- ZOL896  Population and Community Ecology
- ZOL897  Community and Ecosystem Ecology

**Graduate Evolution Course (800 Level - 1 course)**

- ZOL/PLB849  Evolutionary Biology
- * FW828  Conservation Genetics
- * FOR842  Population Genetics
- * ZOL855  Molecular Evolution
*These are advanced courses and require broad evolutionary biology background.

Most EEBB students will prefer to take the more general broadly based Evolutionary Biology course (cross-listed as PLB849 and ZOL849). Those students who already have a strong background in evolutionary biology may elect to take one of the more advanced courses listed above (*), but must receive approval of the instructor. Of course, more than one evolution course may be taken upon suggestion by a student’s guidance committee.

Quantitative Methods Course (800 Level - 1 course)

EEBB doctoral candidates are required to complete STT464 and either STT465 or STT814, or courses that are equivalent in coverage (requiring approval as described in section III.A.8 below), and to complete one course from the following list:

- ANS870/943 Techniques of Analyzing Unbalanced Research Data
- CSS921 Contemporary Statistical Models in Biology
- FW850 Applied Multivariate Statistical Methods
- FW853 Applied Systems Modeling and Simulation for Natural Resource Management
- FW857 Theoretical Ecology
- ZOL851 Quantitative Methods in Ecology and Evolution

7. Course requirements for a Master’s degree (Plan A or B) in the student’s affiliated home department with a specialization in EEBB

The EEBB Program requires courses in ecology, evolution, and quantitative methods for a specialization in association with a Master’s degree through the student’s participating home department. Several approved 800-level courses are listed below that can fulfill the ecology and evolution requirements. All EEBB Master’s students are also required to complete two courses in statistics, STT464 and either STT465 or STT814. An 800-level quantitative methods course is optional for the Masters Program. Substitution of any course that is not listed below requires formal approval as described in section III.A.8.

All EEBB students are expected to regularly attend the EEBB seminars each semester. Also, EEBB Master’s candidates must have at least one EEBB faculty member on their guidance committee.

The courses that fulfill the ecology, evolution, and quantitative methods requirements are listed below:

Graduate Ecology Course (800 Level - 1 course)

- PLB826 Tropical Biology: An Ecological Approach (OTS)
- ENT844 Insect Ecology and Evolution
- FW824 Analysis of Wildlife Population
FW877  Fish Population Dynamics  
FOR804  Forest Ecology  
ZOL822  Topics in Ethology and Behavioral Ecology  
ZOL896  Population and Community Ecology  
ZOL897  Community and Ecosystem Ecology  

**Graduate Evolution Course** (800 Level - 1 course)  

ZOL/PLB849  Evolutionary Biology  
* FW828  Conservation Genetics  
* FOR842  Population Genetics  
* ZOL855  Molecular Evolution  

*These are advanced courses and require broad evolutionary biology background.

Most EEBB students will prefer to take the more general broadly based Evolutionary Biology course (cross-listed as PLB849 and ZOL849). Those students who already have a strong background in evolutionary biology may elect to take one of the more advanced courses listed above (*), but must receive approval of the instructor. Of course, more than one evolution course may be taken upon suggestion by a student’s guidance committee.

**Quantitative Methods Course**

An 800-level quantitative methods course is optional for the Masters Program. **However, EEBB Master’s degree candidates are required to complete STT 464 and either STT 465 or STT814, or courses that are equivalent in coverage** (requiring formal approval as described in section III.A.8 below).

ANS870/943  Techniques of Analyzing Unbalanced Research Data  
CSS921  Contemporary Statistical Models in Biology  
FW850  Applied Multivariate Statistical Methods  
FW853  Applied Systems Modeling and Simulation for Natural Resource Management  
FW857  Theoretical Ecology  
ZOL851  Quantitative Methods in Ecology and Evolution  

8. **Course Waivers and Substitutions**

EEBB core course waivers and substitutions of any courses not listed in sections III.A.6 (Ph.D.) or III.A.7 (Master’s degree) above must be approved by the EEBB Graduate Committee. To apply for a course waiver or substitution, a written request should be sent to the EEBB Graduate Committee, by way of the EEBB Office (103 Giltner Hall), explaining why you need the substitution and especially why you think the substitution is appropriate. A course description, course syllabus and reading list should also accompany the request.
9. Typical Time Line for the Ph.D. Program

This section is meant to give a rough outline of the progression of a typical EEBB student towards completion of his or her Ph.D., and some of the important challenges faced along the way.

The typical student will devote most of his or her first year toward required and elective coursework, in order to begin mastering the relevant subject areas. An important aspect of graduate coursework – and one that is unfamiliar to many students – is delving into the primary scientific literature, learning how to summarize this information both in speaking and in writing, and engaging in open discussion and good-natured debate about the strengths and limitations of that literature. Many graduate students also serve as teaching assistants in their first year (and often in subsequent years as well). This experience presents the additional challenge of developing effective teaching skills. (Those students serving as teaching assistants should also become familiar with the Graduate Employees Union. The GEU contract is available at http://grad.msu.edu/geu/agree.pdf.) Most students will identify their major professor in their first year, and they should begin to meet regularly with that individual to discuss possible ideas for research, suggestions for scientific literature to read, the composition of their guidance committee, required and recommended courses, and so on.

In the second year, most students will continue with their coursework, and they will usually also assemble their guidance committee. Most students should also begin hands-on research in their first or second year of graduate school, even if that research does not become their dissertation project. As the second year progresses, students will typically begin preparing for comprehensive and/or qualifying exams, although the timing and the format vary among participating departments. In some departments, one component of these exams is developing a written proposal for the student’s dissertation research. Most departmental exams also include an oral phase, in which the student is challenged to display his or her general knowledge of the field, defend his or her proposed research, or both by the guidance committee. While these exams sometimes generate anxiety, they also serve to sharpen a student’s understanding of the nature of scientific discussion and debate, while also helping to identify deficiencies that can be remedied by additional coursework or revising the proposed research plan.

In any case, students should develop a concrete plan or proposal for their research by the start of their third year of graduate school, or earlier if possible, in consultation with the major professor, guidance committee, and home department. However, every Ph.D. student should realize that there are no guarantees that a scientific project, however interesting or clever, will succeed. Hence, students should remain flexible by considering changes to their original research plan or even the development of a new project to replace their original one. All of this planning should, of course, involve deliberation and consultation with the major professor and guidance committee. Other faculty and one’s graduate peers in the EEBB Program will also often be excellent sounding boards to discuss research challenges and opportunities.
The typical EEBB doctoral student is thoroughly immersed in his or her research in the third, fourth, and fifth years. Many students will also avail themselves of occasional courses, seminars, and reading groups to further master the knowledge base in their areas of interest and even to look ahead toward areas they might want to pursue later in their scientific careers. Consultation, discussion, and even good-spirited debate with one’s major professor, guidance committee, and peers should occur while the research is in progress. EEBB students in these years should also avail themselves of opportunities to attend scientific meetings and, once they are ready, present the results of their own ongoing research via posters and talks.

In the fifth year or so, most EEBB students will face the triple challenge of wrapping up their research project, writing their dissertation, and seeking a postdoctoral position or other employment. The difficulty of writing a dissertation can be greatly reduced if the student makes a concerted effort to write portions along the way, including background reviews of the relevant literature, methods and materials used in the research, and the results of component parts of the dissertation research as they are completed. Moreover, by writing and submitting for publication those parts of the research as they are completed, a student is positioning himself or herself much better in terms of obtaining a postdoctoral position and other subsequent employment. In essence, a student becomes a Ph.D. by mastering a body of knowledge, performing original research that extends that body of knowledge, and disseminating that new knowledge via a dissertation and related publications.

Throughout an EEBB student’s career, it is expected that he or she will take advantage of the weekly seminars by experts from across MSU and around the nation and world.

A number of factors can prolong the time required for a Ph.D. For example, the course requirements for the EEBB Program and some participating departments have little overlap, which means that some students may require an extra semester or even year to complete their coursework. Some students may struggle more than others at various stages including completing required course work, passing qualifying exams, developing a research proposal, successfully performing the doctoral research, and preparing a written dissertation on this research that satisfies the student, major professor, and guidance committee. Also, some students may serve more terms as teaching assistants to satisfy departmental requirements or obtain financial support, which may slow their progress relative to students who have obtained fellowships that allow them to devote all their time to studies and research. And, of course, different students have different levels of outside responsibilities such as family obligations. Hence, it is impossible to provide a precise time line for obtaining the Ph.D. degree. Any prospective or current student should keep in mind the considerable intellectual challenges imposed by the requirements for mastering a subject area, performing original research, and writing up the results of that research.
Formal time limits are imposed by the student’s home department and by MSU on completing examinations and the dissertation. See Section VII.C below for general MSU time limits.

10. Typical Time Line for the Master’s Certification

The typical time required for an EEBB Master’s degree candidate is two years or so, with the time line depending on the requirements of the student’s home department as well as the type of program that is pursued. The EEBB-required coursework can be reasonably completed in a single year, although more time may be required if the home department requires many additional courses. Prospective EEBB Master’s students should consult their prospective department. Formal time limits are imposed by the home department and MSU (see section VII.C) for completing examinations and other requirements for the Master’s degree.

IV. Selection of Thesis/Dissertation Advisor

The choice of the major professor, who will mentor a student and help guide his or her research, is one of the most important decisions that a graduate student will make. The process behind this choice, as well as its timing, depends on many factors and varies among the departments that participate in the EEBB Program. Many students begin graduate school already knowing who they intend to work with, whereas in some departments students are admitted at large and then undertake a series of rotations in their first year to experience different research projects and potential advisors. Owing to these differences, prospective and current graduate students in EEBB are urged to consult the handbook for their home department, and to discuss this issue with the graduate director for their home department.

For any EEBB graduate students who have not yet chosen a major professor, their home departments are responsible for providing appropriate advising, supervision, and mentoring. A student’s home department is also responsible for approving the choice of major professor. Guidelines for Graduate Student Advising and Mentoring Relationships can be found on the Graduate School website at [http://grad.msu.edu/all/ris04relations.pdf](http://grad.msu.edu/all/ris04relations.pdf).

Each department may also establish additional guidelines and expectations for successful advising and mentoring that are specifically relevant to the disciplines represented in the department. EEBB students are encouraged to consult all these materials and discuss them with their major professor.

Regardless of the student’s home department, there are some general issues to consider in choosing a major professor. These include identifying a faculty member with similar research interests to the student. Also, the student should consider the facilities that the professor has to support the research, including equipment, laboratory space, and the like. Another important factor for some students is whether the major professor can provide financial support in the form of research assistantships, or whether the student is expected to serve as a teaching assistant, or even provide his or her own financial support during
the graduate program. Even when the professor offers a research assistantship, students should be aware that research funding to the professor has a limited time frame, and so the duration of any assistantship should be discussed, as well as the expectations of the professor for the student and his or her research activities. Finally, a graduate student should consider his or her personal compatibility with the potential major professor. An understanding between the student and the major professor about their individual and mutual expectations will help to promote the development of the student’s academic and scientific potential.

Most graduate students have the same major professor throughout their degree program, but students should also understand that it is sometimes possible to change to another major professor. Such a shift might be desirable, for example, if the student determines that his or her research interests are much more closely aligned with another faculty member than with those of the current major professor. A change may sometimes also be appropriate if a student and faculty member find that their styles of discussion and mentoring are not mutually compatible. Any such change must involve discussions with the graduate director in the student’s home department, and a change should be pursued as early as possible in the graduate student’s training program.

A professional relationship is expected between the graduate student and his or her major professor, as well as other members of the student’s guidance committee. If irresolvable disagreements arise between the student, professor, and/or guidance committee, the initial task of conflict resolution rests with the home department of the student and major professor. If the parties involved are from different departments, then the grievance procedures of the College of Natural Sciences will be followed since it serves as the lead college for the EEBB Program. In some cases, the student and faculty member may be advised to seek further assistance from the Office of the Ombudsman, the MSU Counseling Center, or the Dean of the Graduate School.

MSU policies on Graduate Students Rights and Responsibilities, including procedures for adjudication of cases involving these rights and responsibilities, are available at www.vps.msu.edu/SpLife/default.pdf. The Office of the Ombudsman has a web site at www.msu.edu/unit/ombud/.

V. Formation of the Guidance Committee

Graduate students in the EEBB Program who are Ph.D. candidates must have at least two EEBB faculty members on their guidance committee. One EEBB faculty member must serve as the student's Ph.D. advisor. Master’s candidates pursuing a certification from EEBB must have at least one EEBB faculty member on their guidance committee. The EEBB program is a multidisciplinary program, and it encourages its students to form guidance committees that offer a diversity of perspectives, with faculty members chosen from two or more participating departments.
The procedures and expected time line for formation of the guidance committee for an EEBB graduate student are set by the student’s home department. Each department also sets out the requirements and expectations with respect to the frequency and reporting of student meetings with the guidance committee, the role of the committee in exams, and so on. Every EEBB student is encouraged to consult with the Graduate Handbook for their home department on these matters. In general, it is good practice that the committee be formed as early as feasible in the student’s career, and that the student meet with his or her committee on an annual basis.

VI. Thesis/Dissertation Defense and Final Oral Examination

The Master’s thesis or Ph.D. dissertation must be prepared in accordance with the specifications described in The Graduate School Guide to the Preparation of Master's Thesis and Doctoral Dissertations, which is available from the MSU Graduate School Office and at http://grad.msu.edu/format.htm. This guide should be consulted during preparation. The Graduate School also provides a package of material including a Ph.D. checklist, an application for graduation, and information on distribution of the dissertation, microfilming fee, and copyrighting. More information can be found on the web at http://grad.msu.edu/graduation.htm

Each EEBB student should consult his or her home department about the requirements and expectations for submitting drafts of the student’s thesis or dissertation to the major professor and the guidance committee. As discussed in Section III.A.9, graduate students will benefit by writing portions of their thesis or dissertation along the way, as parts of their research are completed, rather than leaving all writing to the end. These written components should be shared with the major professor, then discussed and revised as needed. Most major professors will want to read, and will suggest one or more rounds of revision to the various chapters of a thesis or dissertation, prior to their distribution to the guidance committee as a whole. The student must allow ample time for review of the thesis or dissertation by the major professor and guidance committee prior to the final oral presentation and examination.

The requirements and expectations for the public presentation of research and final exam are set by the EEBB student’s home department, and consistent with requirements of the MSU Graduate School. All EEBB students should submit an announcement to the EEBB Program Office giving the time, location, title of their thesis or dissertation presentation, home department, major professor, and guidance committee members at least one week prior to its scheduled time. EEBB Program faculty and graduate students are encouraged to attend these presentations.

Graduate students must be registered for at least one credit during the semester in which the final examination is taken. Students should consult the University Calendar in the MSU Schedule of Courses and Academic Handbook for relevant deadlines the semester before graduation is anticipated.
All doctoral dissertations submitted to the Graduate School Office must be microfilmed. MSU subscribes to a service whereby one microfilm copy will be deposited in the MSU Library and made available for interlibrary loan. The abstract will also be published in Dissertation Abstracts, which will announce the availability of the dissertation in film form. The microfilming and binding fees must be paid by doctoral students submitting dissertations. An extra fee will be charged if the dissertation is to be copyrighted. Microfilming is considered by the University to be a form of publication. Publication by microfilm, however, does not preclude the printing of the dissertation in whole or in part in a journal or monograph.

ProQuest also offers an optional publishing agreement for theses and dissertations that provides “Open Access” as an alternative to traditional publishing options. Any student considering this option must consider the pros and cons carefully, and should discuss the issues with his or her graduate advisor. If a student chooses the Open Access option, then he or she authorizes ProQuest to make an electronic version of the thesis or dissertation accessible to all via the internet, including accessibility to the work via search engines. Commercial retailers might even copy and sell the document, in which case a student selecting the Open Access option will not be eligible to receive royalties. A student who chooses to publish a thesis or dissertation in this manner must also ensure that Open Access publishing does not violate copyright agreements on any portions of the thesis or dissertation that have already been published, are in press, that have been submitted for publication, or that the student may wish to publish elsewhere in the future. For more information visit http://proquest.com/products_umi/dissertations/epoa.shtml. Again, any student interested in exploring this option should discuss it fully with his or her advisor.

VII. University Policies on Academic Performance, Integrity and Safety in Research and Creative Activities

Policies regarding graduate studies at Michigan State University are established at three levels of academic administration: University, College, and Department or Program. This system tends to separate policies into three categories, and may result in no single reference from which a complete statement of policy can be found. This section is intended to bring all of these policies into focus and to clarify those that may appear to be contradictory.

In general, University policies override College policies, College policies override Department or Program policies, and Department policies override Committee policies. Program policies have been established, as necessary, to resolve issues not specifically covered by College or University policies.

All EEBB graduate students have a home Department that is affiliated with the EEBB Program. All EEBB graduate students are therefore subject to the policies of their home Department, as well as those of the EEBB Program, the College, and the University. Those policies specific to a student’s Department can be found in the Graduate Handbook of that Department. This section provides an overview of the general
University policies that pertain to MSU graduate students, including those in the EEBB Program, as well as certain items that are of particular relevance to the EEBB Program.

A. Academic Standards

Michigan State University is committed to high academic standards and expects all doctoral students to excel in their programs of study. A 3.00 cumulative grade point average must be maintained. The program of study cannot include more than three grades of less than a 3.0. Credits will not be awarded for courses in which a grade below a 2.0 is earned. If the student receives a grade below a 2.0 in any course during his/her program of study, he/she will be required to repeat the course.

A grade point average is one measure of academic standing. However, academic standards also include consideration of the student’s suitability for conducting research, competency in his/her major field and rate of progress toward completion of the degree. It is a disservice to permit a student to continue toward the degree without the necessary qualifications for retention. Judgment regarding retention is made by the student’s major professor and/or Guidance Committee members. If it is decided that a student lacks such standards, he/she may be asked to withdraw according to the procedures as defined in the publication Graduate Student Rights and Responsibilities which is part of the COGS Graduate Student Handbook available annually from the Council of Graduate Students Office, 316 Student Service Bldg. This information on Graduate Student Rights and Responsibilities is also available at [www.vps.msu.edu/SpLife/default.pdf](http://www.vps.msu.edu/SpLife/default.pdf)

Research credits are not considered in determining the grade-point average. Justification for retention must be furnished to the Graduate School Office for any graduate students whose GPA is below a 3.0 for 14 or more credits. If a graduate student’s grade point average is below a 3.0, exclusive of research, the major professor and Guidance Committee must decide whether or not the student will be permitted to continue. The results of their decision will be filed in writing with the student’s home Department.

The Guidance Committee and student’s home Department are jointly responsible for evaluating the student’s competence as indicated by grades in core and other courses, research performance and development of professional skills and rate of progress as indicated by the number of courses for which grades have been assigned or deferred. Written evaluations will be communicated to the graduate student at least once a year and a copy of such evaluations must be given to the student’s home Department office to be placed in the graduate student’s file. A student whose performance does not meet the standards of quality, will not be permitted to continue to enroll in the degree program, and appropriate action will be taken by the student’s home Department.

B. Ethical Standards

Dishonesty in academics or unethical conduct in presentation of research are grounds for dismissal of a graduate student from the University. Such determinations will be made by a student’s home department following procedures of the Department and University.
Specific judicial procedures to which a graduate student has access will be those defined by his or her home department. General MSU policies on Graduate Students Rights and Responsibilities, including procedures for adjudication of cases involving these rights and responsibilities, are available at www.vps.msu.edu/SpLife/default.pdf

EEBB Program students and faculty are encouraged to think deeply and carefully about ethical issues that are relevant to the scientific research, mentoring, and communication in which they are engaged. All EEBB students and faculty should read the “Guidelines for Graduate Student Advising and Mentoring Relationships” and the “Guidelines for Integrity in Research and Creative Activities” that were published in the MSU Research Integrity Newsletter (Volume 7, No. 2, Spring 2004, pp. 9-14) and which are available on the web at grad.msu.edu/integrity.htm An interview with University Distinguished Professor Hans Kende, who chaired the task force that prepared these guidelines, is in the same issue (pp. 15-18) and should be read for additional perspective.

C. Time Limits

The oral and written comprehensive examinations must be passed within five years and all remaining requirements for the degree must be completed within eight years from the time of a student’s first enrollment as a doctoral student. A Master’s degree must be completed within six years from the time of first enrollment as a graduate student. In all cases, the relevant period commences at the time that a student takes the first course that is used to apply to degree requirements, which is not necessarily the semester they were admitted to the University.

It is anticipated that most doctoral students in the EEBB Program will complete their Ph.D. in about 5 years. However, there is considerable variation in this time line owing to differences among affiliated departments in course requirements, variation in the rate of research progress depending on the dissertation project, and different circumstances among graduate students with respect to funding, family obligations, and so forth. Section III.A.9 of this Handbook provides a typical time line for the Ph.D. Program and discusses some of the factors that can cause delays along the way.

D. Research Involving Human or Animal Subjects or Hazardous Substances

Federal and University regulations require that all research projects involving human subjects and materials of human origin be reviewed and approved by an Institutional Review Board (IRB) before initiation. University Committee on Research Involving Human Subjects (UCRIHS) is an IRB. See the UCRIHS web site for more information at www.humanresearch.msu.edu Under the regulations, a human subject of research is an individual (1) from whom an investigator obtains data by interaction or intervention or (2) about whom the research obtains confidential information.

Michigan State University policy requires that use within the institution of living vertebrate animals (includes laboratory rats and mice, etc.) be reviewed for
appropriateness by the All-University Committee on Animal Use and Care (AUCAUC) before use of these animals commences. This pertains to all university owned animals, including client-owned animals used in research, and animals studied undisturbed in their natural habitat. For general reference, the publication that details the standards to which the university conforms is the NIH Guide for the Care and Use of Laboratory Animals. Departure from this published guideline requires written scientific justification in the animal use form. Principal investigators and course directors must obtain approval from the AUCAUC (phone number 517-353-5064) before initiating any research, testing, or instructional project involving the use of vertebrate animals.

The Graduate School will not accept theses or dissertations containing research on human subjects that have not been reviewed and approved previously by UCRIHS or research involving animal use without previous review and approval from ULAR/AUCAUC. The Graduate School will verify UCRIHS Log numbers and AUF numbers before granting degrees.

The University acts through its advisory committees and academic governance bodies to insure that individual research and scholarly projects incorporate appropriate safeguards when dealing with radiation, biological and chemical hazards. Additional information regarding these guidelines is contained in the MSU Handbook for Research and Other Scholarly Projects published by the Office of Research Development (phone 517-355-2186). All individuals performing work with hazardous substances must accept a shared responsibility for operating in a safe manner once they have been informed about the extent of risk and safe procedures for their activities. Individuals are responsible for safely performing activities associated with hazardous substances.

All persons who handle hazardous substances are required to attend initial and yearly training sessions sponsored by the Office of Radiation, Chemical, and Biological Safety (ORCBS). Information regarding these sessions can be obtained at the ORCBS website www.orcbs.msu.edu or by contacting the training hotline at 517-432-SAFE or the ORCBS office at 517-355-0153. In most cases, after initial classroom training session, the required annual training can be updated online; ORCBS will provide up-to-date information on that process for those who qualify.

If a graduate student has a question regarding safety, he/she should ask the major professor. Most Departments also have a designated faculty or staff person who can serve as a resource. If the question of safety is not resolved at these levels, the student should contact the ORCBS for a Material Safety Data Sheet (MSDS) and other relevant information.

E.  Residence

Two consecutive semesters of enrollment with at least six credits of graduate work each semester are required to obtain a doctoral degree from Michigan State University. A minimum of six credits in the degree program must be earned in residence on campus for a Master’s degree.
F. Transfer Credits

In some cases, graduate credits may be transferred from other accredited institutions or foreign institutions of similar quality.

EEBB students must check with their affiliated home Department for their guidelines on transferring credits that may be applied to the Department’s requirements. Additional permission is required if an EEBB student wants to use transfer credits to satisfy any of the EEBB Program course requirements that are outlined in Sections III.A.6 (Ph.D.) and III.A.7 (Master’s degree). That request should follow the procedures in Section III.A.8 for Course Waivers and Substitutions.

G. Graduate Assistant Illness/Injury/Pregnancy Leave Policy

The following is from the Graduate School Guide to Graduate Assistantships. See also http://grad.msu.edu/all/gradasst.pdf

“A graduate assistant unable to fulfill the duties of his/her appointment because of illness or injury shall notify the administrator of his/her appointing unit as soon as circumstances permit. Similarly, a graduate assistant unable to fulfill the duties of her appointment because of pregnancy shall notify the administrator of her major unit as soon as circumstances permit.

During the illness, injury, or pregnancy, the appointing unit shall adjust (reduce, waive, or reschedule) the graduate assistant’s duties as those duties and the assistant’s physical circumstances reasonably dictate. If total absence from duties becomes necessary and the graduate assistant is still enrolled, the appointing unit shall maintain the stipend of the appointment, provided for a period of two months or to the end of the appointment period or the semester, whichever occurs first.

The graduate assistant shall have the right to return to the assistantship, within the original terms of the appointment, at such time as he or she is able to resume their duties."

H. Work In Absentia

Candidates for the doctoral degree may, with the approval of the major professor and Guidance Committee members, conduct some work in absentia. Arrangements for registration may be made by applying at the Office of the Dean of the College of the student’s home Department.

I. Student Travel Authorization
Graduate students who engage in travel related to their research, training, or any other University business are required to obtain travel authorization in advance. Authorization requires the completion of specific travel authorization forms, which will be processed through the student’s home Department. Students should also inquire about availability of Automobile Liability Insurance and Travel Accident Insurance through their home Department.

J. Foreign Travel

Students who plan to travel to a foreign country on Michigan State University activities should visit the Travel Smart website (http://grad.msu.edu/travel/) and consider the following issues: (1) Contact the Olin Health Center Travel Clinic (http://travelecnic.msu.edu) at least three months in advance of your date of departure. Travel to particular countries may require one or more vaccinations or boosters. In addition, potential health hazards, travel problems and restrictions for each country will be reviewed by the travel clinic nurse. If you are traveling for pleasure, you are welcome to use the Olin Travel Clinic. (2) Check the International Studies and Programs website (http://www.isp.msu.edu) for issues related to safety around the world. (3) If you intend to pursue a research project in another country, you should have permission from the appropriate governmental agency in that country. For some countries it may take up to one year to obtain approval. (4) If you intend to bring plant or animal tissue samples or DNA/RNA back to the United States you are likely to need approval from the Agriculture Department or from the Center for Disease Control. Be sure to obtain proper letters of authorization to bring biological samples back to the United States. (5) Obtain Michigan State University Travel Authorization from your home Department. (6) Obtain the proper pharmaceuticals to take with you in case of an emergency. These might include, for example, small packets of dehydration salts if you have experienced excessive fluid loss, appropriate antibiotics in case of food-poisoning or an infected wound and anti-malarial/preventative medication. Be aware that in some countries possession of illegal drugs is punishable by a long prison term or even a death sentence. (7) Request from Michigan State University through your home Department the free medical emergency evacuation insurance at the time you apply for Michigan State University travel authorization. This insurance will cover the cost of your evacuation to an appropriate medical facility if you are ill or have had an accident. If the Graduate School provides funding, they will also provide a MEDEX emergency card. See http://www.isp.msu.edu/resources/travel/docs/travel.pdf for information on MEDEX. It is also helpful to talk with other people who have spent time in the country you intend to visit to get a sense of the customs, of food related problems, of the medical care, of travel arrangements and of safe and unsafe personal activities.

K. Miscellaneous EEBB Program Policies and Guidelines

1. Language Requirement

The EEBB Program does not have a foreign language requirement.
2. EEBB Student Travel Fellowships

From time to time, the EEBB Program may have funds available to provide partial travel support to attend professional meetings or other scientific activities involving travel. The latter might include a special course, learning some technique in another laboratory, and so on. However, these funds cannot be used to support travel to field sites, whether local or distant, that are part of a student’s regular research activities. The expectation for travel support to a meeting is that a student will present his or her research as a poster or contributed talk.

The availability of funds to support EEBB Student Travel Fellowships will be announced via email to graduate students in the EEBB Program. Both doctoral and masters students are eligible for this support, but priority will be given to doctoral students. Priority will also be given to students near completion of their degrees, and to students who have actively participated in EEBB seminars and related Program activities.

Subject to limitations on EEBB funds available for this purpose, the Program will make a number of small awards in partial support of professional travel each year. (The current award maximum is $400.) Any student who requests this funding must also seek funds from three other sources: the graduate school, his/her home department, and his/her major professor (research grants). If the travel is international, the student should request funds from the Office of International Studies and Programs as well. The MSU Graduate School has forms that are specifically designed for requesting travel funds and indicating the contributions from the various sources.

To apply for these funds, upon solicitation from the EEBB Office, students must submit the EEBB Travel Funding Support Application and the MSU Graduate School Funding Request Form. Electronic links to these materials can be obtained by sending an email to the EEBB Program Office at eebb@msu.edu

Prior to undertaking the travel (however, not prior to requesting funds), the student must also obtain a Travel Authorization from his or her home Department, as described in section VII.I above.

3. EEBB Summer Fellowships

The student’s home Department, home College, the University, and outside agencies and foundations provide the main sources of financial support for most EEBB graduate students. From time to time, however, the EEBB Program may have funds to provide partial summer fellowships to some graduate students. The funds will be in the form of a fellowship paid directly to the student. These awards will not include any benefits or tuition waiver. Only doctoral students will be eligible for these fellowships. Priority will be given to students who are near completion of their degrees, have actively participated in EEBB activities, and show evidence of scholarly accomplishments; such accomplishments may include prior presentations at scientific meetings, papers published and submitted, and grants and fellowships obtained. Accordingly, these fellowships will
be made on a competitive basis, although constraints on other available support may also be considered in the decision process. If EEBB Summer Fellowships will be available in a particular year, then an email will be sent to EEBB graduate students notifying them of the opportunity and providing instructions for their applications.

The fellowship application has four required parts. **Part I** is a cover sheet available from the EEBB Office. **Part II** is a one-page summary (max. 500 words) of the student’s dissertation research, including objectives and progress to date. **Part III** is one-page resume or bio-sketch for the student, including evidence of scholarly accomplishments such as presentations at scientific meetings, papers published or submitted, and grants and fellowships awarded. **Part IV** is a brief letter from the major professor, which can be attached to the rest of the application or sent separately. The letter should comment on the student’s qualifications and progress, including evidence of merit such as talks presented or papers submitted. Also, if the professor lacks sufficient funds to provide summer support for this student from research grants or other sources, that fact should be noted in this letter. To apply for these funds, upon solicitation from the EEBB Office, students must submit the required documents to the EEBB Office.

4. Grievance Procedures

The EEBB Program is not the home department for any graduate student or faculty appointments. Therefore, most grievances will be pursued through the procedures set by the involved departments, colleges, or other administrative units. In the event that a grievance specifically addresses the EEBB Program, the Program Bylaws stipulate the following procedures:

“Any EEBB Program faculty member or EEBB graduate student may initiate a grievance, alleging violation of existing policies or established practices by an administrator, pursuant to the procedures set forth in the Michigan State University Faculty Grievance Procedure or Michigan State University Graduate Student Grievance Procedure.

“The EEBB Program Director or EEBBPEC shall meet with the parties involved in an effort to resolve the grievance informally.

“In the event that the grievance is not resolved by the parties, a grievance hearing will be arranged by the Faculty Grievance Official (FGO) or Graduate Student Grievance Official pursuant to the procedures set forth in the Faculty Grievance Procedure or Graduate Student Grievance Procedure.

“In the event a grievance is initiated at the EEBB Program level, the Model Academic Unit Grievance Procedure will apply.”

In general, any grievance that involves graduate students or faculty in the Program, and which cannot be resolved informally, will be referred to the appropriate Department and College, and their respective judicial process will then be followed. MSU policies on
Graduate Students Rights and Responsibilities, including procedures for adjudicating cases that involve graduate student rights and responsibilities, are available via the web at www.vps.msu.edu/SpLife/default.pdf

VIII. Special Information for Foreign Students

*International Students interested in joining the EEBB Program should work through their prospective or current home department to make sure that they understand and fulfill the requirements for foreign students.* The Office for International Students and Scholars (OISS) is a resource center for information on matters related to international students and scholars, and their web site provides general information: [www.oiss.msu.edu](http://www.oiss.msu.edu/)

IX. University Resources and Services for Graduate Students

The University provides a wide array of services to students to assist them in adjusting to the rigors and inevitable stresses that go with a rigorous academic life.

A. Academic Facilities

1. *Student Services*

Michigan State University provides extensive student personnel services to assist students and enhance the educational experience. Michigan State University recognizes that the total development of the individual—personal, social, and physical, as well as intellectual—is of equal importance.

The Vice President for Student Affairs and Services has general administrative responsibility for all student personnel matters. The multiple services and responsibilities are carried out through the offices of Coordinated Minority Student Programs, Counseling, Financial Aids, Intramural Sports and Recreative Services, Placement Services (including Student Employment and the Career Information Center), Student Life, and University Housing Programs.

The Student Life area includes Campus Life Orientation, Health and Alcohol Education, Judicial Affairs, Off-Campus Housing and Commuter Programs, Service Learning, Student Activities, Student and Leadership Development, and Student Withdrawals and Records.

2. *Michigan State University Library*

It is strongly suggested that you take advantage of the library tours in order to more thoroughly familiarize yourself with all the available resources. There are many branch libraries on campus. Consult *Spartan Life* or the MSU Libraries web site at [www.lib.msu.edu](http://www.lib.msu.edu/)
3. Computer Center and Statistical Consulting

a. Computer User Services
   Telephone numbers:
   353-1800  Computing Information Center
   353-1800  Mainframe/Host Access Support Services
   353-4599  Microcomputer Support Services/Store

User Services offers consulting help on canned statistical programs and "helps students help themselves". It refers students elsewhere if User Services cannot offer enough assistance. User Services is intended to help students solve computer related problems, not to complete entire projects for the student. There is no charge for the consulting service. Graduate student consultants from the Department of Statistics and Probability are available on an appointment basis about ten hours a week. They consult about design problems, appropriate statistical design, etc. There is no charge for this service. A number of short courses are offered through User Services, including a basic introduction to the computer, and discussion of collection and coding of data, offered at the beginning of the term.

b. Programming Service
   Telephone 355-4684

This is a professional group that charges professional fees for computer work. They can offer some statistical help although they are limited in this area. They can do just about any computer programming work. The student will be given an estimate of charges which student must approve before job is performed.

c. Other Computer Facilities
   Microcomputer facilities are available on campus, including laboratories in the Human Ecology and Union Buildings. Policies regarding use of equipment should be obtained from individual facilities.

d. Center for Statistical Training & Consulting
   MSU has a Center for Statistical Training & Consulting. Additional information on this service can be found at http://www.cstat.msu.edu/.

4. Bookstore
   The MSU Bookstore is located in the International Center on Shaw Lane. Check their web site at http://www.spartanbook.com/. Off-campus bookstores are located in the East Lansing area.

5. Learning Resources Center
   209 Bessey Hall, 355-2363

   This is a self-paced, individualized learning center that offers free assistance to students
who want to improve their study skills. Its goal is to help you develop the strategies and techniques you need to be successful student. Workshops on specific study skills are offered throughout the year.

6. Service Learning Center
26 Student Services Bldg., 353-4400

This is a volunteer program that provides students the opportunity to learn more about different work environments while providing community service. Staff are available to assist students in choosing a placement that meets their interests.

7. The Writing Center
300 Bessey Hall, 432-3610

This center offers writing consultation to graduate as well as undergraduate students. One on one consultations are best for small papers or projects like vitas, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects like research and conference papers, and even theses and dissertations. The center also has a library with books on resumes, vitas and cover letters, and examples of all of the above. Call 432-3610 to make an appointment.

8. Career Development & Placement Services
113 Student Services Bldg. 355-9510

The Career Development and Placement Services office assists students in career advising and seeking employment upon graduation. Their office is located in 113 Student Services Building and can be contacted at 355-9510. Their staff does workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well-written resume. You may also interview for internships or full-time employment through the Career Placement office. More information can be found in 113 Student Services Building.

The Career Information Center, located in room 6 Student Services Bldg (353-6474) provides up-to-date information on career possibilities, self-evaluation tools, and resource material on career choice, planning and strategy.

The MSU College of Natural Sciences (CNS) has a career website for graduate students that can available at http://naturalscience.msu.edu/students/careers/index.html Also, both CNS and the MSU Graduate School have Career Services Consultants.

9. CIC Traveling Scholar Program

MSU is a member of the Committee on Institutional Cooperation. Through this committee’s traveling scholar program a doctoral student can take a limited amount of course work at any Big Ten University or the University of Chicago. Participants in this program normally pay tuition at MSU at MSU rates for courses taken at other
participating institutions. A doctoral student interested in this program should contact the Office of the Graduate School (355-0300) for instructions and formal processing.

**B. Health Facilities**

1. *Health Insurance*

Michigan State University and the Council of Graduate Students worked together to offer graduate assistants coverage beginning Fall Semester 1994. "Student only" coverage will be automatically provided, at no cost to graduate assistants. Michigan State University will provide a full twelve months of coverage if your appointment is at least nine months. Those with a Fall Semester assistantship are provided six months of coverage, beginning August 16. A Spring Semester reappointment extends health insurance benefits for an additional six months. Spring Semester only appointments include health insurance coverage beginning January 1 through Summer Semester (August 15). If you wish to enroll your legal spouse and/or dependent children, please contact the MSU Benefits office. Questions regarding enrollment, premium payment and coverage should be directed to the Chickering Group at 1-800-859-8452. Questions or issues that cannot be resolved with the Chickering Group may be directed to the MSU Benefits Office at 1407 South Harrison Road, Room 140 Nisbet Building (phone 517-353-4434, ext. 536). Benefits information for graduate students is also available on the web at [www.hr.msu.edu/HRsite/Benefits/Students/HealthCov/stuinsfaq.htm](http://www.hr.msu.edu/HRsite/Benefits/Students/HealthCov/stuinsfaq.htm)

2. *Office of Handicapper Students*

101 Bessey Hall, 353-9642

Staff specialists are available to respond to mobility, visual, hearing, alternative learner, and other handicapper populations to enable their involvement in University activities. Other resources are available to students with special needs.

3. *Counseling Center*

Main Office, 207 Student Service Building 355-8270
344 Olin Health Center (for off campus students) 355-2310
Multi-Ethnic Counseling 207 Student Services Bldg. 355-8270

Students should feel free to contact the Counseling Center for personal concerns and crisis assistance. Professional counseling and psychological services are offered to assist with personal, as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to students carrying 7 or more credits. In addition to professional counseling, a self-management laboratory and workshops are offered.

4. *Olin Health Center*

355-7573

The Student Health Service is located in Olin Health Center. In the event of an
emergency, no matter what time of day, go directly to Sparrow Hospital or the nearest emergency center.

5. *Women’s Resource Center*
353-1635

The Women’s Resource Center serves as a referral service and advocate of women’s issues for women faculty, staff and students. They sponsor many campus programs and workshops on women’s issues.

6. *Intramural Sports Facilities*
355-5250
Intramural Sports & Recreational Services—205 IM Sports West

Students have access to equipment and facilities in the intramural facilities located in the IM-West, IM-East, and IM-Circle. Students must present a current MSU student ID and a picture ID in order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in the IM-East.

**C. Transportation and Parking on Campus**

1. *Parking on Campus*

Any vehicle you bring on campus must be registered through the Department of Police and Public Safety (DPPS). Required student registration of motor vehicles can be done through the DPPS Office for Parking and Permits (telephone 355-8440). Generally, students with assistantships are eligible to obtain parking permits which allow parking at several lots throughout the campus. Graduate students without assistantships have permits allowing them to park in commuter lots on the outer edge of the campus. To obtain a parking permit the applicant must present their vehicle registration, student ID, drivers license and, if appropriate, last year’s gate card.

If you do not have a graduate assistantship, you may, under special circumstances, qualify for a parking permit. For example, if your vehicle is necessary in performing the duties for a job you hold on campus, you may wish to apply for a parking permit. You will need to go to DPPS and fill out a Special Request form for a parking permit. A member of the staff of DPPS will review your request and if they feel you need a parking permit for campus they will give you the opportunity to buy one.

The DPPS Parking Division can be contacted at 355-8440 to answer questions. Their web site is [http://www.dpps.msu.edu/mgtserve/parkdiv.asp](http://www.dpps.msu.edu/mgtserve/parkdiv.asp)

2. *Buses*
MSU buses serve all parts of the campus and connect with CATA routes serving the Lansing and East Lansing area. Route information can be found at the CATA web site at www.cata.org

3. Bikes

The University maintains bicycle racks throughout the campus. Bikes should be locked to these racks when parked. Bikes are not permitted in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. A 4-year MSU bike or moped registration may be purchased for $2.00 from the Department of Public Safety.

D. Graduate Student Organizations

1. MSU/Graduate Employees Union (GEU)

The MSU Graduate Employees Union website is www.geuatmsu.org/index.php. The MSU/GEU contract can be found at www.grad.msu.edu/geu/agree.pdf

2. Council of Graduate Students (COGS)

COGS is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in on- and off-campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative. Check out the COGS web site at www.cogs.msu.edu/

COGS offers a wide range of services and programs to graduate level students including the following:

a. MSU Student Food Bank

COGS and ASMSU jointly established a Student Food Bank to address the problems of students and their families with financial hardship. The SFB is located at Olin Health Center, and hours are 5:30 to 7:30 p.m. on Thursday evenings. Students may visit bi-monthly. For more information, or to volunteer, stop by the office (320 Student Services) or call 353-2898.
b. Copy Center
Open to all members of the MSU community, the COGS copy center features the lowest rates available.

c. Thesis and Dissertation Copying
Bring the final copy of your document to the COGS office for low rates. Copies are made on 25% bond (official requirement) and take 2-3 business days for processing.

d. Legal Aid
COGS and ASMSU have joined together to provide a wide range of legal services to MSU students. This service is free to all graduate-level students. Student Legal Services is located in 329 Student Services Building. These services are funded through student taxes and activity fees. This plan enables students to consult a staff attorney on most legal matters such as landlord/tenant problems, small claims, traffic offenses including speeding and drunk driving, and minor criminal/civil matters. For more specialized needs, students are referred to area attorneys. The Student Defender Division of legal services provides students with advice regarding University regulations, judiciary programs, and any other type of para-legal help necessary to resolve intra-university problems. Due to the large number of phone calls and potential problems, no legal advice of any kind will be given over the phone. An appointment can be made by calling 353-3716 or in person at the office during the hours of 8:00 am-12:00 noon and 1:00 pm-5:00 pm.

e. Short-Term Loans
COGS offers short term loans of $100 and $250 (which are administered through ASMSU and the Office of Financial Aid). The loans are interest free for 30 and 60 days, respectively.

f. Endowment Fund
COGS offers conference and degree completion grants. Please visit the COGS website at www.cogs.msu.edu/ for an application and guidelines.

3. Faculty-Professional Women’s Association
The purpose of the Faculty-Professional Women’s Association is to provide a forum for and support of the various interests of the present and future professional women at Michigan State University. Graduate students are eligible to join the association as non-voting members. The dues for MSU graduate students are about 25% of the full dues. Non-voting members cannot vote in elections or on issues, nor can they hold a regular board position or office. Other than that, they have all the other rights and privileges of regular members. For information contact Etta Abrahams, at 353-3863.
E. University Guides and References

1. Graduate Student Rights and Responsibilities
This document contains University policies concerning graduate education and is published in Spartan Life. It can also be accessed via Michigan State University’s Web page at www.vps.msu.edu/SpLife/default.pdf

2. Funding Guide
The Graduate School has produced a Guide for Graduate Students, Graduate Professional Students and Postdoctoral Fellows, to assist students in identifying funding sources such as grants, fellowships, scholarships and awards. The Funding Guide, which is updated annually, is also available on the World Wide Web, and can be accessed through the Graduate School’s home page.

3. Career and Professional Development
The Graduate School at MSU offers a variety of workshops and other resources that can assist students in their career and professional development. The “PREP” program focuses on four skills that are key to career and professional development: planning, resilience, engagement and professionalism. See http://grad.msu.edu/cpd.htm for a list of workshops and other activities.

4. Resource Guide
The Graduate Student Resource Guide is published by the graduate school, and contains useful information on networking, transportation, housing, and campus and community resources. It is available in 118 Linton Hall.

5. Academic Programs
Academic Programs (University catalogs) are the primary sources for university regulations, policies, procedures, costs, and academic program requirements. The latest edition can be found on the web at www.reg.msu.edu/ucc/ucc.asp

6. The COGS Graduate Student Handbook
The COGS Graduate Student Handbook is published annually by the Council of Graduate Students and is available in Room 316 Student Services.

7. Spartan Life
Spartan Life Student Handbook and Resource Guide is produced by the Office of Student Affairs and Services. It is available in Room 101 Student Services or on the web at: www.vps.msu.edu/SpLife/index.htm

8. The Schedule of Courses and Academic Handbook
The Schedule of Courses and Academic Handbook, published each semester, provide selected information on courses, university regulations, policies, procedures, costs, and the academic calendar. The latest schedule of courses is available on the web at
http://schedule.msu.edu/  The Academic Handbook is available at www.reg.msu.edu/UCC/AcademicPrograms.asp

9. The Faculty and Staff Directory
The Faculty and Staff Directory is published by the Office of the Registrar. Copies for personal use may be purchased at the MSU Union Central Store or the MSU Bookstore.

10. Guide to the Preparation of Master's Theses and Doctoral Dissertations
The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations describes the final procedures for degree completion and manuscript requirements for your thesis or dissertation. It is available from the Graduate School, 118 Linton Hall, or on the web at http://grad.msu.edu/graduation.htm.

11. The Graduate Post
A newsletter published every semester by The Graduate School. Its purpose is to highlight activities in graduate education at MSU and elsewhere, to publish opportunities available for professional enrichment through fellowships, scholarships and study programs, to announce important deadline dates and announce upcoming colloquia and symposia.

12. MSU News Bulletin
A biweekly newspaper geared to University and faculty interest. It can also be found on the web at newsbulletin.msu.edu/.

13. The State News
The State News is the MSU daily newspaper that contains news and a listing of events of interest.

F. Directory of Frequently Contacted Offices

1. Program
EEBB Program Office, 103 Giltner Hall, Ms. Pat Resler 432-1359
EEBB Program Director, Dr. Richard Lenski 432-1359

2. Department and College
Home Department Office ___-____
Home College Office ___-____

3. University
a. Administration
Admissions and Scholarships—250 Admin. Bldg 355-8332
Enrollment Services—176 Admin. Bldg 355-3330
Telephone Enrollment 432-3000
Billing Statements—142 Admin. Bldg 355-3343
PAN Numbers—Office of the Registrar, 150 Admin. Bldg 355-3300
Payroll (direct deposit) - 350 Admin. Bldg 355-5010
Degree & Certification - 160 Admin. Bldg. 353-3880
Transcripts - 50 Admin. Bldg. 355-5150
Graduate School - 118 Linton Hall 355-0300

b. Student Services
Financial Aid/Student Loan - 259 Student Services 353-5940
ASMSU/COGS Legal Services - 329 Student Services 353-3716
Council of Graduate Students (COGS) 353-9189
Office of Financial Aid—252 Student Services Bldg 353-5940
Div. of Student Affairs & Services—101 Student Services Bldg 355-8303
Career Services & Placement Center—113 Student Services Bldg 355-9510
Counseling Center—207 Student Services Bldg 355-8270
Employee Assistance Program—205 Olds Hall 355-4506

c. Owen Hall
Urban Affairs Assistant Dean - 130 W. Owen 353-9506
Minority Competitive Doctoral Fellowships - 112 W Owen 353-1803


d. Computer Center
Computing Resource Center 355-4500 (ext. 122)
Store—305 Computer Center 355-4500 (ext 204)
Scoring Office 355-1819

e. International Center
English Language Center – A714 Wells Hall 353-0800
Director, Office for International Students & Scholars—
103 International Center 353-1720
Office of Study Abroad—109 International Center 353-8920
International Studies & Programs, Deans office 209 International Ctr 355-2350

f. Library
Information Desk 353-8700
Library Hours 355-8981

g. Student Health Services
Olin Health Center Information Desk 355-4510
Olin Health Center Appointments 353-4660
Olin Pharmacy 353-9153
Student Insurance Questions—
Benefits Administration, 140 Nisbet Bldg 353-4434
G. Selected MSU Web Sites

MSU Home Page
www.msu.edu/

EEBB Program Site
www.msu.edu/~eebb/

Academic Programs
www.reg.msu.edu/UCC/AcademicPrograms.asp

Graduate Students Rights and Responsibilities
www.vps.msu.edu/SpLife/default.pdf

MSU/GEU Contract
grad.msu.edu/geu/agree.pdf

Office for International Students and Scholars
http://www.oiss.msu.edu/

Guidelines for Graduate Student Advising and Mentoring Relationships
http://grad.msu.edu/all/ris04relations.pdf

Guidelines for Integrity in Research and Creative Activities
http://grad.msu.edu/all/ris04activities.pdf

Office of the Ombudsman
www.msu.edu/unit/ombud/