

**ACADEMIC REGULATIONS AND GUIDELINES
FOR GRADUATE STUDENTS ENROLLED IN THE
DOCTORATE PROGRAM IN ANATOMY AND CELL BIOLOGY**

Revision Date: August 30, 2013

Please note that it is the Graduate Student's responsibility to read and comply with all Graduate College requirements (<http://grad.uic.edu/cms/?pid=1000018>) as well as Departmental requirements contained in this guide.

Governance of the Graduate Program:

Department Head:

Dr. Scott Brady

**Graduate Studies Committee &
Admissions Committee**

**Dr. Jonathan Art (Chair)
Dr. Anna Lysakowski
Dr. Mary Jo LaDu
Dr. Orly Lazarov
Dr. Gerardo Morfini
Dr. Kamal Sharma**

Director of Graduate Studies:

Dr. Ernesto Bongarzone

Dissertation Internal Reviewer:

Dr. Naohiko Ikegaki

Departmental Administrative Staff:

Michael Driscoll

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I. ADMISSIONS

A. Requirements

1. Applicants are considered only after submitting the University of Illinois Graduate Application online. For step by step instructions, please visit the following website: http://gems.comd.uic.edu/app_proc.cfm
2. Minimum English Competency Test Score (TOEFL) for those candidates whose native language is not English: 550 (paper-based); 213 (computer-based); 80, with sub scores of Reading 19, Listening 17, Speaking 20, and Writing 21 (iBT Internet-based). The Institution Code is 1851 and the Department code is 32 for this test.
3. Official transcripts of all undergraduate and any graduate work must be submitted for consideration.
4. In addition to the Graduate College minimum requirements, applicants must meet the following program requirements for our Department:
 - (i) Baccalaureate Field: Biology, chemistry, biophysics or a closely related field. Students who have majored in other fields may be admitted if they show substantial evidence of research ability to complete the program.
 - (ii) Grade Point Average: A minimum of 3.25 for the final 60 semester (90 quarter) hours of undergraduate study.
 - (iii) Tests Required- GRE General.
5. Letters of Recommendation: Three required (one from a mentor or advisor familiar with the applicant's research experience).
6. Personal Statement Required: A one-page statement addressing the applicant's research interests and career goals. Identify three potential labs for research dissertation.

All applicants are required to upload their documents and academic credentials. Please visit the Graduate Admissions website for more details on the document upload process: http://oar.uic.edu/grad/document_upload

Interested students are strongly encouraged to complete all of these requirements by January 15th to be considered for admission to the graduate program starting in the Fall semester.

II. ADVISORS

A. **First Year Advisor**

The First Year Advisor is generally the Director of Graduate Studies or an alternate faculty member assigned by the Head. The responsibilities of the First Year Advisor are to guide the Student regarding courses, rotations and to monitor progress until the selection of the Dissertation Advisor and the Procedural Chair.

B. **Dissertation Advisor (Year >2)**

This is a faculty member in whose laboratory the Student will perform his/her dissertation research. Eligibility to supervise the training and research of Ph.D. students is determined by the following criteria:

- (i) expertise in the area of the proposed research
- (ii) necessary funding to support the Student's stipend in years 3-graduation

Dissertation Advisors may supervise up to the equivalent of three full-time graduate students. A petition can be submitted to the Head for an additional full-time Student. Dissertation Advisors who retire before graduation shall be permitted to continue in their supervision until completion of the PhD. Retired faculty will not be appointed as Dissertation Advisors except if approved by the Head. If a Dissertation Advisor transfers to another institution, and his/her students continue to be registered as UIC graduate students, they may be re-assigned to another Dissertation Advisor from the departmental faculty if the Head deems it necessary.

C. **Procedural Chair (Year >2)**

The Procedural Chair is a faculty member without any direct collaborative interaction with the Dissertation Advisor. The Procedural Chair will serve as the chair of the Dissertation Committee.

Other Regulations Regarding Dissertation Advisor and Procedural Chair:

Within two (2) weeks upon successful completion of the last laboratory rotation and no later than June 15th of Year 1, the Student must submit a form (see Appendix) to the Graduate Studies Committee requesting their choice for Dissertation Advisor and Procedural Chair. The prospective Dissertation Advisor and Procedural Chair must sign this form indicating his/her willingness to accept the Student. The Graduate Studies Committee chair and Head will also sign the form indicating approval of the appointments. The Dissertation Advisor and Procedural Chair will provide ongoing constructive feedback to the Student during training.

D. **Preliminary Examination Committee**

The Preliminary Examination Committee shall include at least five members, of who at least three are UIC faculty with full Graduate College membership, and two are tenured in the Department of Anatomy & Cell Biology. The Student's Dissertation Advisor is excluded from membership in the Preliminary Examination Committee. The Student must submit a form (see Appendix) to the chair of the Graduate Studies Committee with their choice of the Preliminary Examination Committee at least **two months prior** to the preliminary examination. The prospective members must sign this form indicating his/her willingness to serve. The Graduate Studies Committee Chair and Head will also sign the form indicating approval of the appointments and the chairperson. The Chair of the Preliminary

Examination Committee must be a full member of the UIC Graduate Faculty. The Student must receive notification that the committee has been approved **before** selection of the topic.

E. Dissertation Advisory Committee

The Dissertation Advisory Committee should be selected within one month after successfully completing the preliminary examination or by November 1st, of Year 3. The Dissertation Advisory Committee shall be composed of the Dissertation Advisor, the Procedural Chair and three ad-hoc faculty members. The Procedural Chair will serve as chair of the Dissertation Advisory Committee. At least one of the ad-hoc faculty members must be external to the program (they can also be external to UIC). We encourage the Student to select a Dissertation Advisory Committee different from the Preliminary Examination Committee but that does not exclude them from membership. The Student must submit a form (see Appendix) to the Chair of the Graduate Studies Committee and the Head requesting approval of the Dissertation Advisory Committee. The prospective members must sign this form indicating his/her willingness to serve. The Graduate Studies Committee Chair and Head will also sign the form indicating approval of the appointments. Once the Dissertation Advisory Committee has been approved, any modification of the membership must be approved by the Graduate Studies Committee, Head, and the Graduate College prior to the dissertation defense.

III. COURSES AND LAB ROTATIONS

A total of 96 hours from baccalaureate must be accrued before a dissertation can be considered for defense. All students must take or show proficiency in three of four courses from GCLS 500, 501, 502, 503. They must also take or show proficiency in GCLS 504, 505, 506, and either GCLS 510 or NEUS 501. At least 6 additional semester hours must be in 500-level courses specifically related to the dissertation research proposed. All graduate students must also serve once as laboratory teaching assistants for one of the following: Tissue Biology, Neuroanatomy, or one section of Gross Human Anatomy.

Year 1:

Fall Semester:

Core Courses (3 required):

Physiology - GCLS 500 (3 credits) Course Reference Number- (CRN) 26987

Biochemistry - GCLS 501 (3 credits) CRN 14200

Molecular Biology - GCLS 502 (3 credits) CRN 14202

Cell Biology - GCLS 503 (3 credits) CRN 14283

Also Required:

Research Methods I - GCLS 504 (1 - 2 credits) CRN 14284

Module I - Biochemical Analysis and Chemical Methods (1 credit)

Module II - Welcome to Omics (1 credit)

Module III - Spectroscopic and Structural Biology Methods (1 credit)

Journal Club - ANAT 595- Department Seminar (1-3 credits) CRN 14127. Students will attend journal club but will **NOT** be expected to present in this semester. Students must also attend the departmental seminars and luncheon as a requirement of this course.

GEMS Research Rotation - GCLS 506 (2 credits, one rotation) CRN 21563 (see below). The research rotation (8 weeks) is organized and scheduled by the Student with the potential labs. An evaluation of each rotation will be performed by the Faculty and is mandatory for approval of 506. The first (Fall) rotation shall be taken between October-December of Year 1.

Spring Semester:

Core Courses (2 required- 1 of the courses must be GCLS 510 or NEUS 502):

Integrative Biology: Development, Cancer, Immunology - GCLS 510 (3 credits) CRN 21897

Foundations of Neuroscience – NEUS 502 (3 credits) CRN 23501

Molecular Genetics - GCLS 511 (3 credits) CRN 21898

Receptor Pharmacology and Cell Signaling - GCLS 515 (3 credits) CRN 21899

Translational and Applied Physiology - PHYB 552 (3 credits) CRN 21309

Structure of Biopolymers - BCMG 513 (3 credits) CRN 21989

Also Required:

Research Methods II - GCLS 505 (1 - 3 credits) CRN 21896

Module IV - Biochemical Analyses and Chemical Methods (1 credit)

Module V - Advanced Molecular Biology Techniques (1 credit)

Module VI - Immunological Methods (1 credit)

Module VII - Cell Physiology and Bio-Imaging Techniques (1 credit)

Journal Club - ANAT 595- Department Seminar (1-3 credits) CRN 14127. Students will attend journal club and be expected to present in this semester. Students must also attend the departmental seminars and luncheon as a requirement for this course.

GEMS Research Rotation - GCLS 506 (4 credits, two rotations). CRN 21563. The research rotations (8 weeks each) are organized and scheduled by the Student with the potential labs. An evaluation of each rotation will be performed by the Faculty and is mandatory for approval of 506. The second and third (Spring) rotations shall be taken between January-May of Year 1. One additional lab rotation can be taken in the summer after the first year.

Year 2:

Fall Semester:

Required Courses:

Essentials for Animal Research-GC470 (1 credit) CRN 12215

Scientific Integrity and Responsible Research – GC 401 (1 credit) CRN 12214

Journal Club - ANAT 595- Department Seminar (1-3 credits) CRN 14127. Students will attend journal club and be expected to present in this semester.

Research in Anatomy-ANAT 599 course assigned to your Dissertation Advisor

500 level graduate courses-6 hours (may be split between Fall and Spring semesters or done all in one semester)

Spring Semester:

Required Courses:

Journal Club - ANAT 595- Department Seminar (1-3 credits) CRN 14127. Students will attend journal club and be expected to present in this semester.

Research in Anatomy-ANAT 599 course assigned to your Dissertation Advisor

500 level graduate courses-6 hours (may be split between Fall and Spring or done all in one semester)

In the year of the Students choice, you must also serve once as a laboratory teaching assistant for one of the following courses: Tissue Biology, Neuroanatomy, or one section of Gross Human Anatomy. This must be completed by the semester prior to graduation.

IV. ORAL PRELIMINARY EXAMINATION

A. General

The Student should **submit and defend** a Project Proposal (Preliminary Examination) **by October 1st of Year 3**. The Student should select three topics and email them to the Preliminary Examination Committee. The Chair of the Preliminary Examination Committee has 1 week to determine the consensus of topic and report back to the Student. The quality of the Project Proposal (see Section B below) and its oral defense are judged by the Preliminary Examination Committee. Once the Project Proposal has been submitted to the Preliminary Examination Committee, they have two weeks to examine the quality of the proposal and to request clarifications, amendments and/or corrections. Once the Preliminary Examination Committee approves the project proposal the Student will submit the Committee Recommendation Form (see Appendix) to the Graduate College. It is the Student's responsibility to submit the Committee Recommendation Form to the Graduate College at least three weeks **prior to** the date of the Preliminary Examination. The Department Administrative Staff will only schedule a preliminary examination date that is **three weeks after** the Committee Recommendation Form has been submitted to the Graduate College. It is the responsibility of the Preliminary Examination Committee chair to prepare a report summarizing the Student's academic performance and laboratory rotation evaluations. This report shall be forwarded to each member of the Preliminary Examination Committee along with the Student's preliminary proposal two weeks before the Preliminary Examination.

B. Project Proposal Format and Content

The Project Proposal cannot exceed seven pages, and must follow Department guidelines adapted from the NIH/NRSA format (see Appendix). Up to one page of references will be accepted. Proposals that do not follow the Department guidelines will be rejected by the Preliminary Examination Committee chair. In such cases, the Student shall rewrite according to the instructions. The proposal must be on a topic unrelated to the Student's research project. The Student is expected to use the knowledge gained from course work, lab rotations and scientific reading to generate a detailed but succinct proposal that will review critically the experimental approaches to be taken. The Dissertation Advisor and Procedural Chair will offer guidance in the preparation of the proposal. However, under no circumstance will the Dissertation Advisor and/or Procedural Chair write, contribute or substantially modify the content of the proposal. Should this happen, the Preliminary Examination Committee chair retains the right to dismiss the proposal and request a new one. The proposal will serve as a platform to evaluate the Student's ability to cope with methodological, background, interpretative and reasoning questions from the Preliminary Examination Committee during the preliminary examination.

C. Examination

The oral defense examines the Student's comprehension of methodology and importantly, critical thinking. The Preliminary Examination Committee will determine the result of the preliminary examination, sign the Examination Report, and indicate whether a second examination is recommended. A Student may not be passed if more than one vote of fail is reported. In such case, a second final examination shall be conducted within the next two months of the first, with the Director of Graduate Studies overseeing the debate. The Preliminary Examination Committee may require that specified conditions be met before the passing recommendation becomes effective on the first or second examination. A third examination is not permitted. The Preliminary Examination Committee, in consultation with the chair of the Graduate Studies Committee, and the Head may recommend that a failing

Student become a candidate for a Master of Science degree, or recommend dismissal from the graduate program. It is the Student's responsibility to submit the Examination Report to the Graduate College within **48 hours** of completion of the exam.

V. DISSERTATION RESEARCH PROGRAM

A. Stipends and Tuition Waiver

Graduate students receiving stipends from the Department of Anatomy & Cell Biology must be full-time students registered for the required number of hours for that term. This appointment is also a full-time commitment. As such, the Student is required to work the necessary hours to make substantial progress. If the Student is not putting forth the appropriate effort, this can be reported to the chair of the Graduate Studies Committee for assessment. If the problem is not addressed by the Student, the matter will be reported to the Head for further evaluation.

B. Participation in National Meetings

Students are expected to participate in scientific meetings appropriate to their field of research. The department has funds available to assist students in attending meetings if they are presenting their research. There are also other campus resources available and the Department Administrative Staff can advise the Student in completing the necessary paperwork to apply for these funding sources.

C. Leave

Graduate students are eligible for ten (10) vacation days, two (2) Floating Holidays and all University Designated Holidays. For each full appointment year, the Student receives thirteen (13) non-cumulative sick days. All vacation and sick time must be reported as per the Departmental guidelines. The maternity leave policy is two (2) weeks unless otherwise arranged by the Student and Dissertation Advisor. Health, family and pregnancy related leave shall be discussed between the Student and the Dissertation Advisor. If the Student and Dissertation Advisor do not agree, they must consult the Graduate Studies Committee.

Students may encounter opportunities to develop collaborative research arrangements that take them away from the laboratory. Where such an absence requires more than four consecutive weeks, the Student and the Dissertation Advisor must submit a study leave notification to the chair of the Graduate Studies Committee for proper evaluation and approval.

The Graduate College mandates that a Student must defend his/her thesis by the **5th year** after passing the preliminary examination. Exceptional circumstances such as maternity, health, family and/or immigration (for international students) issues may delay the completion of the dissertation. In such cases, a Graduate Student Petition (see Appendix) must be submitted to the Graduate College requesting an extension of time. This form must be signed by the Dissertation Advisor and Head or Director of Graduate Studies.

D. Progress

It is expected that the Student will begin his/her dissertation research project immediately after passing the preliminary examination. The final arrangements will be discussed between the Student and the Dissertation Advisor. The Procedural Chair will participate in the general discussion, in the role of moderator. The Procedural Chair cannot be a collaborator on the Student's project. The Student's progress will be evaluated semi-annually and will include the following:

1. **Evaluations with the Dissertation Advisory Committee every six months.** The Student will be required to schedule meetings with the Dissertation Advisory Committee every six months where they will present their dissertation topic detailing the

results/problems encountered during the previous research period and the experiments/activities planned for the next evaluation period.. The Student will complete a Dissertation Advisory Committee Evaluation Report (see Appendix) which documents the progress to date and plans for the next evaluation period. The report will be signed by the Student and Dissertation Advisory Committee and sent to the Department Administrative Staff for departmental filing. During these evaluations, the Dissertation Advisory Committee may determine specific research-oriented courses that the Student should undertake to expand and improve specific areas of his/her training. The semi-annual meetings are mandatory as they document the Student's progress and failure to document progress towards the degree is grounds for dismissal from the program.

2. **Mandatory Seminars.** All students (3rd year or more in the program) are required to give an annual presentation of their research during the departmental seminar series. Both presenting and attending students will use this as a forum for improving communication skills, expanding their scientific background and honing their ability to defend/challenge research ideas. The format of these seminars will be 30 minute (3rd year students) or 45 minutes (4th year and above), followed by a 15-minute discussion. The faculty should encourage a positive discussion where Students can and are expected to speak freely.

VI. DISSERTATION SUBMISSION AND DEFENSE

A. General

At the beginning of the term in which the Student expects to graduate, the Student **must** schedule a meeting with the Department Administrative Staff to review all Graduate College graduation deadlines. This meeting is very important for all students but is mandatory for international students due to the impact these dates have on their visa status.

Following a formal declaration by the Dissertation Advisory Committee that the Student has successfully completed his/her research project, the Student and the Procedural Chair will communicate this decision to the Director of Graduate Studies. The Student must then submit to the Director of Graduate Studies the following:

- (i) a hardcopy of the dissertation,
- (ii) copies of each signed Dissertation Advisory Committee Evaluation Report
- (iii) certification of accrued credit hours

The Director of Graduate Studies will instruct the Student to submit the Committee Recommendation Form (see Appendix) to the Graduate College. The Committee Recommendation Form must arrive in the Graduate College at least **3 weeks prior** to the defense date. The Department Administrative Staff will only schedule a defense date that is 3 weeks **after** the Committee Recommendation Form has been submitted to the Graduate College by the Student. If the Committee Recommendation Form is not approved by the Graduate College, the Student will be notified by the Department Administrative Staff. The Student must also electronically declare their Intent to Graduate-
<http://grad.uic.edu/cms/?pid=1000030> .

The Student is required to submit a digital and a hardcopy of the dissertation to each member of the Dissertation Advisory Committee two weeks prior to the scheduled defense date. At this time, the Student should also notify the Dissertation Internal Reviewer of the proposed date for submitting the thesis for final departmental review.

B. Format

The dissertation format should follow the requirements of the Graduate College, (<http://www.uic.edu/depts/grad/>) which is in Adobe Acrobat format, and University Microfilms, Inc. Responsibility for fulfilling the format that is appropriate, and thus acceptable to University Microfilms, rests fully with the Dissertation Advisor and the Student. The dissertation format must follow the guidelines stated in the dissertation manual http://grad.uic.edu/pdfs/ThesisManual_rev_9-19-2012.pdf. Once the dissertation is approved by the Dissertation Advisory Committee, it needs to be reviewed and approved by the Dissertation Internal Reviewer before final submission to the Graduate College. It is important that the final submission of be fully approved for its format by the Dissertation Internal Reviewer **before** final online submission. The Student should allow **two weeks** for the Dissertation Internal Reviewer to review the final dissertation.

C. Oral Defense

The dissertation defense is a public presentation of the dissertation work by the Student, where he/she is expected to answer all questions. The Dissertation Advisory Committee will refrain from asking questions at this stage. The defense must be open to the academic community of the University and be publicly announced 1 week prior to its occurrence. Upon conclusion of the defense, the Student will be examined on the subject of his/her

dissertation by members of the Dissertation Advisory Committee. The committee will vote pass or fail. The Student may not be passed with more than one vote of fail. The Examination Report and the Certificate of Approval must be signed by all Dissertation Advisory Committee members. The Examination Report must be returned to the Graduate College with **48 hours** of the completion of the defense. In case of failing, the Student will receive recommendations from the Dissertation Advisory Committee. A second examination can be retaken once.

D. Appeals

A Student may appeal a decision to the Graduate Studies Committee after the Oral Defense.

VII. GRADUATION REQUIREMENTS AND PROBATION

A. Graduation

In order to graduate, the Student must have a cumulative grade point average of 3.0 (A = 4.00) or better and at least 96 semester hours beyond the bachelor's degree. The Student must also have been employed for at least **91 days** of the semester they intend to graduate.

B. Probation

If the grade point average falls below 3.0 (A = 4.00), the Student will be placed on probationary status. The Student will have two terms to come off probation and will be warned that further registration in the Graduate College will be denied if the academic record continues to be unsatisfactory.

C. Disqualification from Further Study

All students are required to receive a grade of "B" or better in all required Anatomy & Cell Biology (ANAT AND GCLS 500) courses or they will be dropped from the program. Students can also be dropped from the graduate program for violation of the Student disciplinary code as described under Student Disciplinary Procedures <http://medicine.uic.edu/cms/One.aspx?portalId=443021&pageId=13618006> and <http://www.uic.edu/depts/dos/studentconduct.html>).

D. Failure to Meet Deadlines

Students must plan ahead. Failure to meet Departmental and/or Graduate College deadlines may result in the delay of graduation.

VIII. MISCELLANEOUS

A. Conflict and Grievance Resolution

Any grievance (an alleged deficiency in quality and/or in supervision of the research work, negligence of advisors to guide; abuse of academic position; improper tutoring before completion of the research program) shall be discussed firstly between the Student, the Dissertation Advisor and the Procedural Chair. Should an informal discussion fail to resolve the matter satisfactorily and there are grounds for a formal complaint, the Student and the Dissertation Advisor will discuss the matter with the Dissertation Advisory Committee and the chair of the Graduate Studies Committee. If additional action is required to resolve the complaint, the procedures defined by the Graduate College and University should be followed <http://grad.uic.edu/cms/?pid=1000517>.

B. Counseling

Students are encouraged to contact the University Counseling Services in case of distress or when seeking advice. The Counseling Service information can be found at <http://www.uic.edu/depts/counseling/>.

C. Awards

For awards where the Department is responsible for nominating a Student, all proposals will be sent to the Head for review. Upon consultation with the Graduate Studies Committee, the Head will make the final nomination on behalf of the department.

D. Graduate Studies Committee

The committee will be appointed by the Head to serve a two year term. The Director of Graduate Studies and the Head will be ex officio ad hoc members. A quorum must be present for all meetings.

E. Advising Covenant

Included in the Appendix is an Advising Covenant created by the College of Education. This covenant defines the role of the Advisor and the Advisee and has been adopted by the Department of Anatomy and Cell Biology.

IX. STUDENT CHECKLIST

DISSERTATION ADVISOR and PROCEDURAL CHAIR

- _____ Submit form to the chair of the Graduate Studies Committee with Student's choice of Dissertation Advisor and Procedural Chair
No later than June 15th of Year 1

PRELIMINARY EXAMINATION COMMITTEE

- _____ Submit form to the chair of the Graduate Studies Committee with Student's choice of Preliminary Examination Committee
No later than 2 months prior to the preliminary examination

ORAL PRELIMINARY EXAMINATION

- _____ Select 3 topics and email them to the Preliminary Examination Committee. Within one week the Chair of the Preliminary Examination Committee will confirm the selection of the topic.
- _____ Submit the project proposal to the Preliminary Examination Committee. They have two weeks to examine the quality of the proposal and to request clarifications, amendments and/or corrections.
- _____ After the project proposal has been approved by the Preliminary Examination Committee, send the approved Committee Recommendation Form to the Graduate College three weeks prior to the examination date. This generates the Examination Report from the Graduate College.
No later than October 1st of Year 3

DISSERTATION ADVISORY COMMITTEE

- _____ Submit form to the chair of the Graduate Studies Committee with Student's choice of Dissertation Advisory Committee
No later than November 1st of Year 3

SEMINARS and ANNUAL EVALUATIONS

- _____ Schedule meetings with the Dissertation Advisory Committee every six months and submit the Evaluation Form to the Department Administrative Staff for archival.
- _____ Schedule a Departmental Seminar once per year (3rd year and beyond).

DISSERTATION DEFENSE

- _____ Schedule a meeting with the Department Administrative Staff at the beginning of the term of anticipated graduation
- _____ Send approved Committee Recommendation Form to the Graduate College three weeks prior to the Defense date. This generates the Examination Report from the Graduate College and allows you to schedule your defense date with the Department Administrative Staff.
- _____ Submit your Intent to Graduate <http://grad.uic.edu/cms/?pid=1000030>
- _____ Submit an electronic and hardcopy of the dissertation to the Dissertation Advisory Committee two weeks before the defense date.
- _____ After successfully defending your dissertation, submit the final dissertation to the Dissertation Internal Reviewer two weeks before the Graduate College deadline for graduation in that term.

X. APPENDIX

COMMITTEE RECOMMENDATION FORM

<http://grad.uic.edu>

Information should be typed online (except for signatures at bottom), and then printed

Name of Student _____ UIN _____
For defense, type name exactly as it will appear on thesis/dissertation title page *Nine-digit ID from I-Card*

Student's Graduate Program _____ Program Code 20FS _____

Master's Thesis Defense* Preliminary/Field Exam Professional Doctorate Project Defense* Doctoral Dissertation Defense*

Anticipated date of exam or defense (mm/dd/yyyy) _____

* Thesis, doctoral project or dissertation title (must not exceed 105 characters in length including spaces) - title text must be in mixed case:

REGULATORY ISSUES (Complete the questions in this box only for Master's or Doctoral Defense. Do not complete for Preliminary Examination.)			
Does the student's research involve human subjects? If yes, has the Institutional Review Board approved the proposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approval # _____
Does the student's research involve animals in any way? If yes, has the Animal Care Committee approved the proposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approval # _____
Does the student's research involve recombinant DNA? If yes, has the Institutional Biosafety Committee approved the proposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approval # _____

Graduate College policy requires the minimum membership of committees as follows:

	Total Number	Full Membership	Tenure Requirement	Outside Member**
Master's thesis defense	Three	One	One	Not required
Field (OTD) / Preliminary exam (DNP only)	Three***	One	Not required	Not required
Preliminary exam (all other doctoral programs)	Five***	Three	Two	Recommended, but optional
Professional doctorate project defense (DNP, OTD)	Three***	One	Not required	Not required
Dissertation defense	Five***	Two	Two	One mandatory

**Outside member is defined as outside of the program, although some programs may require outside of UIC

***Chairperson must have full membership (not necessarily tenured)

We recommend that the following be approved as members of the committee for the student named above:

Name of Committee Member	Department of Committee Member
_____ <i>Chairperson (type name on line above)</i>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of outside member**
curriculum vitae must be attached, if outside of UIC

Name of program (UIC, but outside of program), **or**,
Name of institution, agency, etc. (outside of UIC)

Advisor signature _____ Print name _____ Date _____

Program head or director of graduate studies signature _____ Print name _____ Date _____

Approved Not Approved _____
Graduate College signature _____ Date _____



THE GRADUATE STUDENT PETITION

GRADUATE COLLEGE (MC 192)
University of Illinois at Chicago

To be completed in consultation with the major advisor and the director of graduate studies. Detailed justifications must be provided by all parties. Petitions will not be accepted unless all sections are complete. Address must be printed legibly as this petition will be mailed back to you in a window envelope. The student's UIN must be included. DGS signature is not necessary for nondegree students. Petitions based on medical reasons should be accompanied by a medical statement. Petitions that involve a change of grade (including I or W) must have the instructor's recommendation and, if applicable, a *Supplemental Grade Report* attached. Petitions that involve course adds or drops must have a completed *Graduate College Registration Revision Form* (for each term) attached.

Print: Last: Surname/Family _____ First: Given _____ M. _____
Address _____
City _____ State _____ Zip _____
University Identification Number (UIN) _____
Phone Number (Day) _____ Phone Number (Home) _____
Your Program _____ Degree Sought _____

I request that _____

Date _____ Signature _____

Student should not write below this line. If additional space is needed, use separate sheet and attach.

Major advisor (or instructor, if applicable) statement _____

Date _____ Signature _____

Program recommendation _____

Date _____ Signature _____
Director of Graduate Studies, Head, or Chairman

Action by Graduate College _____

Date _____ Signature _____

Rev. 10/04 UIC Publications Services P05-00347

WHITE—Student YELLOW—Graduate PINK—Department

PROJECT PROPOSAL GUIDELINES

Field Name	Instructions
Specific Aims	<p>State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.</p> <p>List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.</p> <p>Specific Aims are limited to 1 page.</p>
Research Strategy	<p>Organize the Research Strategy in the specified order using the instructions provided below. Start each section with the appropriate section heading—Significance & Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section.</p> <p>Research Strategy is limited to 6 pages.</p> <p><u>(a) Significance</u></p> <ul style="list-style-type: none"> • Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. • Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. • Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved. <p><u>(b) Approach</u></p> <ul style="list-style-type: none"> • Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. • Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. • If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
Bibliography and References Cited	<p>Bibliography and References Cited and are not included in the 7 page Project Proposal limit.</p> <p>Bibliography and References Cited are limited to 1 page.</p>

Font

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch.

Type may be no more than six lines per inch.

Paper Size and Page Margins

Use *standard paper size* (8 ½" x 11).

Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the PI's name and page numbers.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes

You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.

Grantsmanship

Use English and avoid jargon.

If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Department of Anatomy & Cell Biology
College of Medicine
808 South Wood Street
Rm. 578 MC 512
Chicago, IL 60612-7308

TO: Graduate Studies Committee

FROM: _____
(Graduate Student)

DATE: _____

SUBJECT: Selection of Dissertation Advisor and Procedural Chair

I would like to select the following faculty members for my Dissertation Advisor and Procedural Chair:

Dissertation Advisor: _____

Procedural Chair: _____

Your signature indicates your willingness to serve in the above mentioned capacity.

It is the expectation that the Dissertation Advisor and Procedural Chair will provide ongoing constructive feedback to the student during training.

Approved By: _____
Chair of the GAC

Department Head

Department of Anatomy & Cell Biology
College of Medicine
808 South Wood Street
Rm. 578 MC 512
Chicago, IL 60612-7308

TO: Graduate Studies Committee

FROM: _____
(Graduate Student)

DATE: _____

SUBJECT: Selection of Preliminary Examination Programmatic Committee (PEPC)

I would like to select the following faculty members for my PEPC:

1. _____
2. _____
3. _____
4. _____
5. _____

Your signature indicates your willingness to serve in the above mentioned capacity.

This form must be approved prior to the selection of the topic and at least one 2 months before the Preliminary Examination.

The deadline for completing the preliminary examination is October 1st of Year 3.

Approved By: _____
Chair of the Graduate Studies Committee

Date

Department Head

Date

The circled faculty member will serve as chairperson of the committee.

TO: Graduate Studies Committee

FROM: _____
(Graduate Student)

DATE: _____

SUBJECT: Selection of Dissertation Advisory Committee

I would like to select the following faculty members for my Dissertation Advisory Committee:

1. _____
Procedural Chair
2. _____
Dissertation Advisor
3. _____
4. _____
5. _____

Your signature indicates your willingness to serve in the above mentioned capacity.

This form must be approved within one (1) month after successfully completing the preliminary examination or by November 1st of year 3.

Approved By: _____
Chair of the Graduate Studies Committee

Date

Department Head

Date

Once approved, any modification must be approved by the Graduate Studies Committee, Head, and Graduate College prior to dissertation defense.

TO: Graduate Studies Committee
FROM: _____
(Graduate Student)
DATE: _____
SUBJECT: Evaluation Report

Progress to Date:

Plan for the next 6 Months:

Approvals

**Progress Evaluation
(Circle One)**

1.	Procedural Chair	Satisfactory	Unsatisfactory
2.	Dissertation Advisor	Satisfactory	Unsatisfactory
3.		Satisfactory	Unsatisfactory
4.		Satisfactory	Unsatisfactory
5.		Satisfactory	Unsatisfactory

Advising Covenant

UIC College of Education

Doctoral Programs

“The advisor nourishes a dream in the student and sets the student into creative flight, tempering idealism with wisdom of experience” (Davis et. al., 1997, p. 61).

*“The advisee understands that advising is a ‘two-way street’
(Johnson and Huwe, 2003, p. 101)*

It is well known that success in PhD programs is connected to the quality of advising received (Adams, 1992; Heinrich, 1995; Johnson and Huwe, 2003; Tuttle, 2000; Zhao et. al., 2005). This success is largely dependent on the development of the advisor-advisee relationship. It is not an exaggeration to say that the single most important factor in the successful and timely completion of a PhD program is an open and productive relationship with your advisor. Your relationship with your advisor in your PhD Program is likely to be qualitatively different from the advising you may have had in your undergraduate or Master’s program. Of course, information, support and advice can be provided by many people, including staff in the College of Education Student Services Office, the Graduate College, your course instructors, and your classmates. However, there is no substitute for the mentoring that a PhD advisor can provide. This mentoring can take many forms, ranging from helping you to complete necessary paperwork, to select courses, and to develop conceptual frameworks for your research.

One metaphor often used to capture the nature of the advisor-advisee relationship is the “apprenticeship” model, in which the student works closely and individually with one faculty member who shares his/her research interests. The student’s goal is not only to acquire the knowledge and skills that are central to the profession, but also to become a member of an intellectual community. However, Walker et al. (2008) make the important point that mentoring involves reciprocal roles, and that students should be “apprenticed with” rather than “apprenticed to” (p. 115) their advisors. To develop this kind of relationship, they recommend some strategies that apply to **both** advisor and advisee.

Know One’s Self and Each Other Well. As each mentoring relationship must be tailored to two sets of needs, motivations and working styles, it is important for the advisor and advisee to understand their separate and mutual goals and negotiate the similarities and differences.

Communicate Clearly and Provide Regular Feedback. Understanding the expectations of each side of the mentoring relationship entails early, frequent, and clear communication. Especially valuable are explicit conversations about expectations about the frequency and format of communication (for example, e-mail, monthly meetings), as well as the range of appropriate topics (for example, advice about coursework, financial aid, career guidelines, teaching, research goals). These negotiations may head off later misunderstandings.

Most doctoral program faculty members work together to provide a formal and annual process for evaluating students' progress and giving feedback. However, more frequent and regular feedback between the advisor and advisee is critical to sustaining momentum and avoiding pitfalls in developing a research program.

Take Time. An "apprenticeship with" relationship entails a considerable investment of time and energy from both advisor and advisee. Of course, the amount and nature of the time spent together may vary at different points of the student's program.

The Advisor/Advisee Match

Most programs assign new doctoral students to advisors based on a match in research interests and experiences, using the goal statements that are included in admission portfolios. This first-year advisor will help you develop your program of study, select courses, and plan your program of research. Your advisor will also help you answer questions and solve problems you may encounter in your program.

Of course, students' research goals often develop and change directions during coursework. If so, it is not unusual for students to change to an advisor whose interests and expertise are a better fit for the new focus. Your department's Director of Graduate Studies or your doctoral program's coordinator can provide guidance if you are considering such a change. After communication with both your current and prospective advisors, you may change your advisor at any time during your program. (To change your program advisor, you must complete a Change of Advisor Form. This form may be obtained from the College of Education Office of Student Services.)

Advising Covenant

The purpose of the Advising Covenant is to support the advising relationship, which is undergirded by an ethical agreement that the advising process is built upon dynamic mutual expectations in good faith. The Advising Covenant represents a set of expectations for both the advisor and advisee, along the dimensions of sharing professional knowledge, and responsible collaboration. It aims to serve as a guide that is flexible enough so that the advisor and advisee can meet their particular needs¹.

Role of Advisors

Share Professional Knowledge

- Advisors are knowledgeable about their advisees' department/program requirements, policies and procedures.
- Advisors provide constructive feedback on program progress and alert advisees when they are or are not meeting expectations. If not meeting expectations, advisor and advisee discuss a plan of action. When needed, advisors provide counsel to advisees regarding the balance of academics and other obligations.

¹ From 2007-2009, Graduate Students in Education (GSE) and other graduate students in Master's and Doctoral programs at UIC began the process of creating a document intended to provide academic advising guidelines. In 2008, the Doctoral Programs Steering Committee collaborated with the students to bring this document into its current form.

- Advisors help advisees develop their research interests. They guide advisees by familiarizing them with different paradigms, perspectives, approaches, and resources that may be helpful.
- Advisors provide information on various career paths open to advisees and in the process discuss advisees' career goals.
- Advisors help advisees with search for employment by providing leads and references.
- In cases where there are mutual research interests, advisors invite/provide advisees with co-participation in advisors' research and teaching activities. Examples are co-authorship of a conference presentation, journal article or book chapter, assistance in teaching a course, or help with finding opportunities to do so if the advisees so choose.

Collaborate Responsibly – Advisors and Advisees

- Advisors respond to advisees' questions within 72 hours (via email, phone or in person, if only to let them know that they have received the message and will respond by a certain date).
- Advisors keep commitments and meet mutually negotiated deadlines.
- Advisors work with advisees to plan the course of their study (for example, course schedule and dissertation timeline) to ensure a timely completion of programs.
- Advisors work with advisees on a meeting schedule that works for advisees based on their stage in their studies. For example, the closer to the dissertation stage, the more often they might need to communicate.
- Advisors help advisees make connections and "network" with other students, with other faculty, and with other scholars in their respective fields outside of UIC. For example, advisors may invite all their advisees for a group meeting each semester, so advisees can discuss common issues/concerns to create an advising community.
- Advisors show an interest in their advisees' interests and/or point them to faculty who may be more appropriate if necessary.
- Advisors advocate for advisees with others when necessary and appropriate.

Role of Advisees

Share Professional Knowledge

- Advisees familiarize themselves with departmental/program policies and procedures. They consult with their advisors for clarification about issues specific to their cases. Advisees note suggestions so as to minimize repeat visits/issues.
- Advisees are self-directed in the sense that they know what their goals are and work towards them. They periodically share their goals with the advisor, including revisions, so that if they need help in terms of direction, guidance, or feedback, their advisors will be better prepared to serve them.
- Advisees do their best at all times. They maintain high standards of excellence, allowing for the development of more challenging and creative goals.

Collaborate Responsibly - Advisors and Advisees

- Advisees respond to advisors' inquiries within 72 hours (via email, phone or in person, if only to let them know that they have received the message and will respond by a certain date).
- Advisees keep commitments and meet deadlines.
- Advisees work with their advisors to plan the course of their study (for example, course schedule and dissertation schedule) to ensure a timely completion of program
- Advisees plan a meeting schedule with their advisors.

- Advisees are mindful of their advisors' investment in their own goals and seek ways to also support their advisors.
- Advisees communicate directly and honestly. Advisees and advisors discuss reasonable time requirements for the review of advisees' written work. Advisees keep advisors abreast of any changes in their plans and let them know what they need as well as suggest how their advisors can help them.
- Advisees admit to challenges so that advisors can help with assessment and develop a plan so that these problems do not arise in the future.
- Advisees are coachable and willing to learn from their advisors. Advisees are open to suggestions by their advisors. If they do not agree, advisees can communicate with their advisors further to work on the issues at hand.

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 © 2008 University of Michigan, The Rackham School of Graduate Studies The Regents of the University of Michigan. A web version of this handbook can be obtained at:
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