

DBS Graduate Program Policies and Guidelines

1. The DBS Graduate Committee recognizes the integral role of the graduate program toward maintaining excellence at all levels of the department in teaching and scholarship. The function of the DBS Graduate Committee is to oversee and support the program, while making suggestions to strengthen it wherever feasible.
2. Qualified graduate applicants may be admitted into the program with the agreement of a tenured or tenure-track faculty member to serve as the thesis advisor.
3. Graduate students are responsible for navigating the requirements of the program. This includes completing and submitting all necessary paperwork on time. Students are responsible for knowing requirements mandated by CSUC Office of Graduate Studies as detailed on their website and Guide to Graduate Studies, as well as those of the DBS, as detailed in this document and elsewhere on the DBS Graduate Program website. The DBS Graduate Committee emphasizes that under most circumstances, a M.S. degree in Biological Sciences will be completed in 4-6 semesters.
4. Thesis advisors are responsible for guiding the development and execution of the thesis proposal and project. This is expected to include regular meetings with the student, providing timely feedback on written drafts, helping the student to identify appropriate resources, and encouraging timely completion of the degree program.
5. All graduate students are required to meet with their advisory committee and submit a Research Progress Report Form every semester, regardless of enrollment status. Failure to submit a form will be considered evidence of unsatisfactory progress. Two semesters of unsatisfactory progress is grounds for Administrative Academic Disqualification and release from the program.
6. The DBS chair may offer paid Teaching Associate positions, when available, to qualified students enrolled in the Biological Sciences MS degree program. Teaching Associate positions are not guaranteed, but are awarded on a competitive basis depending on performance and experience of the graduate student. The DBS Graduate Committee recommends that teaching assignments offered to graduate students be approved by thesis advisors to encourage timely completion of program requirements.
7. Ongoing graduate students may, at the discretion of the DBS chair, be offered renewal of Teaching Associate positions. Graduate students requesting a renewed Teaching Associate position are required to submit a copy of their Research Progress Report Form to the DBS chair. The DBS Graduate Committee recommends that no Teaching Associate positions be offered to students that have either (a) not submitted a Research Progress Report Form or (b) have made unsatisfactory progress on their thesis research.
8. The DBS Graduate Committee recommends that Teaching Associate positions be provided to graduate students for no more than their first six semesters of enrollment in the program, under normal circumstances. Graduate students requesting Teaching Associate positions beyond six semesters must request additional support in writing to the DBS chair and DBS Graduate Committee, explaining (a) the reasons for the delay in completion of the degree, (b) a detailed timeline for degree completion, and (c) a letter of support from the thesis advisor. Requests will be evaluated by the DBS Graduate Committee and recommendations provided to the chair.

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