

UAB COLLEGE OF ARTS AND SCIENCES

BIOLOGY

2025-2026 BIOLOGY GRADUATE PROGRAM GUIDE

WELCOME MESSAGE

Welcome to the Biology Graduate Program at UAB! We are excited to welcome you into our community of scholars. The faculty, staff, and students in our department have a range of research interests and a wealth of knowledge. They will provide the support system and training to help you develop as a scientist and professional.

This handbook is meant to serve as a reference that will help you navigate educational and professional expectations and requirements during your time here. Remember that your fellow graduate students are another resource. Our community is here to help you navigate challenges and to share in celebrating your successes. We are also here to help you make Birmingham a home - we have recommendations on all the fun things to do, good food to eat, and trails to hike!

We have several organizations available that would welcome your involvement: the Graduate Student Senate; Graduate Resilience, Outreach, and Wellness (GROW); and the Graduate Student Biology Club.

Best of luck as you begin your program. We are glad you're here!

- UAB Biology Graduate Students



DISCLAIMER

This handbook is an overview of general academic regulations specific to the Biology Graduate Program at UAB. Although UAB will make its best efforts to abide by this handbook, UAB reserves the right to interpret and apply its procedures and policies, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the program. UAB also reserves the right to address issues not covered in this handbook and to make changes to the policy without advance notice. Changes become effective at the time the proper authorities determine so and the changes apply to both prospective students and those already enrolled. Please refer to the Biology website (uab.edu/cas/biology) for the most up-to-date version. For more complete and detailed information regarding UAB's academic regulations, see the UAB Graduate Catalog (catalog.uab.edu/graduate).

All students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at UAB and the specific academic requirements of their particular degree program. This handbook is not intended to nor does it contain all policies or regulations applicable to students. Each student is responsible for familiarizing themselves with the contents of this handbook and the academic regulations in the UAB Graduate Catalog.

Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

This handbook does not constitute a contract and may not be deemed or construed as part of any contract between UAB and any student or student representative.

EQUAL OPPORTUNITY & NON-DISCRIMINATION STATEMENT

UAB is committed to providing an environment that is free of bias, discrimination, and harassment. UAB also prohibits, and will not tolerate, discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history. Complaints by any applicant or student who has reason to think he or she has been affected by discrimination will be considered through appropriate established procedures. For more information, please see the Equal Opportunity and Discriminatory Harassment policy (uab.edu/policies). If you have been the victim of sexual discrimination, sexual harassment, sexual misconduct, or sexual assault, inducing, sexual exploitation, relationship violence, stalking, and retaliation we encourage you to file a report. UAB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit the Title IX website (uab.edu/titleix).

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require reasonable accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the students, DSS, faculty, and staff. If you have a disability but have not contacted Disability Support Services, please call 205-934-4205 or visit the DSS website (uab.edu/dss).

BIOLOGY GRADUATE PROGRAM

Biology is a field of science that is dynamic and ever-changing. Whether related to the environment or to issues of human health and disease, new challenges are numerous and will require a knowledgeable and engaged graduate student. We engage students who we believe will become outstanding biologists: those who understand their specific field of interest, yet are knowledgeable in all aspects of biology. We expect these students to contribute to the scientific community and society. We offer the opportunity for students to fully experience all levels of biological organization and to become future leaders in the sciences. Regardless of your ultimate career choice, our program will help provide the skills you need to succeed.

MISSION

Train new leaders in the biological sciences through foundational experiences in research, teaching and coursework

VISION

Contribute to the fundamental understanding of the biological sciences through the achievements of our students

CORE VALUE 1

We value an academically excellent learning environment.

CORE VALUE 2

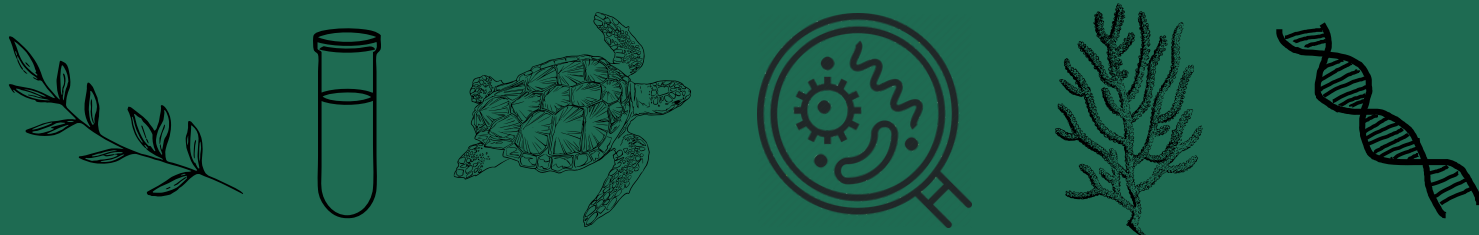
We value and celebrate diversity, equity, and inclusion.

CORE VALUE 3

We value a student-centered learning environment.

AN INTERDISCIPLINARY DEGREE

Scientific problems encountered today are multifaceted and require multidisciplinary approaches. Biology Graduate Students are expected to acquire a broad background in the physical and life sciences and have the opportunity to gain competency in the following areas—ecology, physiology, cell biology, developmental biology, genetics, microbiology, and molecular biology. Students are also expected to satisfactorily complete a course or sequence in biometry and any advanced courses designated by their graduate study committees consistent with the chosen area of specialization. Students must enroll in three colloquium courses approved by their graduate study committees, with one of the seminar topics outside the primary area of specialization. Every student is required to demonstrate proficiency in teaching by delivering formal course lectures or by conducting instructional laboratories.



The Biology Graduate Program offers a number of degree options:

MASTER'S (MS) PROGRAMS IN BIOLOGY

The MS Programs in Biology provide students with both didactic course work and experiential training in the discipline of Biology, and the option to gain hands-on training in biological research.

MS Plan I

The MS Plan I Program is an advanced course of study intended for post-baccalaureates. The MS Plan I Program requires the completion of biology-related graduate coursework along with thesis research, with the presentation of an acceptable thesis embodying the results of original research work.

MS Plan II

The MS Plan II Program is an advanced course of study intended for post-baccalaureates. The MS Plan II Program requires the completion of biology-related graduate coursework. This program may or may not require lab-based research and does not require a formal thesis; however, students are often expected to gain insight into the techniques and application of scientific inquiry.

DOCTORATE OF PHILOSOPHY (PHD) PROGRAM IN BIOLOGY

The PhD Program in Biology is an advanced course of study intended for post-baccalaureates. The PhD Program provides students with both didactic course work and experiential training in the discipline of Biology, along with extensive hands-on training in biological research. The PhD degree is granted in recognition of scholarly proficiency and distinctive achievement in a specific field of Biology. The former is demonstrated by successful completion of biology-related coursework and by adequate performance on a comprehensive examination. The degree consists of performing independent original research and defending a dissertation on the results of that research.

A INTERDISCIPLINARY DEGREE

ACCELERATED LEARNING OPPORTUNITIES IN BIOLOGY

FAST-TRACK MS IN BIOLOGY (5TH YEAR MASTER)

The Fast-Track MS Program is an advanced course of study that allows undergraduate students (GPA greater than 3.25) to apply to the MS Program before finishing their undergraduate degree. The Fast-Track Program requires the completion of an undergraduate program leading to a BS in Biology, and the MS Plan I or Plan II Program in Biology.

ACCELERATED BS/MS IN BIOLOGY

The Accelerated BS/MS Program is an advanced course of study where an undergraduate student (GPA greater than 3.5) can take courses that count simultaneously toward their undergraduate and graduate programs. The Accelerated BS/MS Program requires the completion of an undergraduate program leading to a BS in Biology, and the MS Plan I or Plan II Program in Biology.

EARLY ACCEPTANCE MS IN BIOLOGY

The Early Acceptance MS Program is an advanced course of study designed for academically superior high-school students. The Early Acceptance MS Program allows high achieving students to be conditionally admitted into the Biology graduate program at the same time they are admitted to the Biology undergraduate program. The Early Acceptance MS Program requires the completion of an undergraduate program leading to a BS in Biology, and the MS Plan I or Plan II Program in Biology.

DUAL MS/MA PROGRAM IN BIOLOGY AND EDUCATION

The Dual MS/MA in Biology and Education Program provides the opportunity for students with a background in biology to pursue a career in education. Accelerated Dual MS students will engage in an expertly-designed curriculum that balances biology content with pedagogy and classroom techniques. 24 months after graduating with a BS in Biology, students in the Dual MS program will have earned an MS in Biology (30 credit hours) and an MA in Education (31 credit hours). Graduates also receive Class A Teacher Certification in General Science from the Alabama State Department of Education (ALSDE). With their teacher certification, graduates are eligible to teach biology and all other science disciplines in grades 6-12. With their MS in Biology, graduates are qualified to teach biology at the post-secondary level (e.g., community college).



GETTING STARTED

GENERAL UAB INFORMATION

General information regarding student services such as on-campus dining, recreation, etc., can be found at www.uab.edu. Additional UAB Graduate School information that is not included in this handbook can be found in the UAB Graduate Catalog at catalog.uab.edu/graduate/.

DEPARTMENT OF BIOLOGY MAIN OFFICE

Departmental offices are located in the East Science Hall, suite 3100. Important departmental contact information is included in the final page of this handbook.

UAB ONE CARD BUILDING ACCESS, KEYS, & ANIMAL ROOM ACCESS

UAB ONE Card, Building Access, Keys, and Animal Room Access- The UAB ONE card is multi-functional, highly secure, single photo ID card. A UAB ONE Card is required to obtain a parking permit, building access, and animal facility access. Your initial UAB ONE Card, building access, keys to your office, mentor's lab, teaching labs, and common facilities can be obtained by request from the Biology Administrator. Check with you mentor to identify what building access and keys you will need. You will be notified by email when your keys are ready, and you can pick them up with a student ID from UAB's Physical Security (Key Control), Burleson Building 909 18th Street South, Suite 230.

Any animal work performed within the Department of Biology must be done in consultation with your mentor. To obtain access to UAB's Animal Facilities, you must complete relevant animal-use training and obtain approval to work with animals by the UAB Institutional Care and Use Committee. For more information, visit: www.uab.edu/research/home/iacuc. In order to work with animals in research on campus, you must also enroll in the UAB EH&S Occupational Medicine Program at www.uab.edu/ehs/occupational-medicine.

STUDENT BIOGRAPHIES AND GRADUATE PROGRAM POSTER

Pictures and short biographies of all Biology Graduate Students are included on our website, www.uab.edu/cas/biology/people/grad-students. Pictures of all Biology Graduate Students are also displayed on our Biology Graduate Program Photo Board that is displayed outside of the Department of Biology Main Office. In your first semester as a Biology Graduate Student, either supply your own picture or have your picture taken by the Biology Program Coordinator for inclusion in these departmental resources.

PARKING AND TRANSPORTATION

Information regarding parking, parking permits, parking maps and rideshare programs can be found at www.uab.edu/transportation/students. UAB Parking and Transportation Services are located at 608 8th Street South. Resources for alternative transportation are also available:

- Blazer Express is a free shuttle service available to employees and students. Blazer Express routes can be found at www.uab.edu/blazerexpress/.
- Bike parking is available in the East Science Hall room 1112. Contact the Biology Program Coordinator to request badge access to this room. There is also bike parking outside many UAB buildings, and bike lockers are available outside Lister Hill Library. Bike registration is free, important in case of theft, and can be completed at www.uab.edu/transportation/bike-registration. Students receive a free helmet and lock with registration, available for pickup at UAB Parking and Transportation Services.

DEPARTMENTAL VEHICLES

The department has two trucks and one 15-passenger van available for Department of Biology business. Contact the Biology Business Officer to complete the necessary insurance forms and check-out one of these vehicles. To use these vehicles, you must first complete the appropriate safety training offered by UAB Environmental Health & Safety (www.uab.edu/ehs). All drivers are required to complete the online course- DD101: UAB Defensive Driving Training. Renewal is required every three years.

GETTING STARTED

ADMINISTRATIVE RESOURCES

- **Conference Rooms-** A number of conference rooms with audio/visual equipment are available for Department of Biology use. These include the East Science Hall 3168 conference room, as well as the South Science Hall huddle rooms - 3175B, 3175C, 4175B, and 4175C. Campbell Hall 274, 453 and 458 are also available. Contact the Biology Program Coordinator or the Biology Office Services Specialist to schedule a meeting in any of these rooms.
- **Mailboxes-** Graduate students have shared mailboxes in the East Science Hall room 3153. USPS, inter-office, and Department of Biology mail are delivered to these mailboxes daily.
- **Packages-** For incoming UPS, USPS, and FedEx packages, if not delivered to a lab, are delivered to the Department of Biology Main Office. Recipients are notified of non-perishable and perishable packages via email. For outgoing UPS and FedEx packages, contact the Biology Office Services Specialist for assistance. Boxes, labels, packing tape, and a scale are available. Obtain prior approval from your mentor to charge the shipping cost of items to their account, and supply the appropriate account number to the Biology Services Specialist.
- **Departmental copier and fax machine-** A copier/scanner machine is located in the supply room in the Department of Biology Main Office. The copier is available for Department of Biology-related business only. A fax machine is also available. The fax number is 250-975-6097.
- **Office supplies-** Pens, paperclips, etc. are located in the ESH 3153 work room in the Department of Biology Main Office. Supplies are available for Department of Biology-related use only. Mark supplies that you have taken on the sheet provided.
- **Shredding-** Two locked shredding bins are located in the Department of Biology Main Office suite - East Science Hall 3100. Deposit old course materials with personal identification information and confidential forms into these bins for shredding.
- **Forms for payment requests, purchase orders and travel reimbursements-** These forms are available in the Department of Biology Main Office. Before making any purchases or participating in graduate program-related travel, obtain prior approval from your mentor to charge these items to their account. Provide completed forms along with proper documentation of receipts to the Biology Services Specialist for processing and reimbursement.

INTERNET TECHNOLOGY AND CAS IT

CAS IT provides technology support for departments in the College of Arts and Sciences at UAB. Requests for technical assistance from CAS IT can be submitted via Helpdesk Ticket at www.cas.uab.edu/it/ or by calling 205-975-4500.

BUILDING SERVICES AND FACILITIES

Building Services provides general building, lab and office housekeeping and custodial services. Facilities provides support services regarding the maintenance of the building infrastructure, lighting, plumbing, electrical, heating/cooling, etc. Issues requiring assistance from building services or facilities can be submitted via work order at www.uab.edu/facilities/home/swo or by calling the Facilities Dispatch Center 205-934-WORK (9675) for immediate assistance.

LOCK YOUR VALUABLES

Ensure that your purses, wallets, laptops, etc. are stored and/or locked in a safe place when you are in the building. If you notice any suspicious behavior or have something stolen, contact UAB Police at 205-934-4434 (non-emergency) or 205-934-3535 (emergency) or 9-1-1 (emergency).

GETTING STARTED



GRADUATE ASSISTANTSHIPS & TRAINEESHIPS

In many cases (MS Plan I and PhD Programs), Biology Graduate Students are supported financially by graduate assistantships and traineeships. For students supported by one of these mechanisms, the details of the student's appointment criteria are included in the student's Letter of Appointment. These appointments are intended to help graduate students immerse themselves in their graduate program. Accordingly, students supported by graduate assistantships and traineeships:

- Must register for, and satisfactorily complete, at least 9 credit hours each Fall and Spring semester, and at least 5 credit hours each Summer semester.
- Demonstrate sufficient progress toward the completion of the degree.
- May not engage in any remunerated activities either on or off campus. Exceptions to this rule are rare and require prior approval in writing by the Graduate School Dean.

Three types of graduate assistantships & traineeships are recognized in the Department of Biology:

Graduate Research Assistantship (GRA)

This is a research-based assistantship funded and assigned by your mentor. When you start, your mentor will further discuss with you the responsibilities of the position, including the hourly expectations and applicable UAB policies and procedures. The service provided will be designed to enhance your professional development, as well as to contribute to the research of the university. The remainder of your effort should be devoted to carrying out those activities required by your program, including the original research necessary to fulfill thesis and dissertation requirements.

Graduate Teaching Assistantship (GTA)

This is a teaching-based assistantship funded by the Department of Biology and assigned by the Graduate Program Director. Generally, students commit to teaching up to 9 contact (classroom) hours per semester. When you start, your mentor or the course supervisor will further discuss with you the responsibilities of the position, including the hourly expectations and applicable UAB policies and procedures. The service provided will be designed to enhance your professional development and communication skills, and contribute to the teaching mission of the university. The remainder of your effort should be devoted to carrying out those activities required by your program, including the original research necessary to fulfill thesis and dissertation requirements. Students may be eligible for a GTA for a total of 2 years as a MS student and 5 years as a PhD student, assuming the student is making adequate progress in their degree program.

Graduate Trainees

Graduate Trainees are supported by fellowships and other institutional funds (NSF, NIH) that do not have a service requirement. The fundamental responsibility of Graduate Trainees is to immerse themselves full-time in their graduate studies, carrying out those activities required by their program, including course work and any original research necessary to fulfill thesis or dissertation requirements that the program stipulates. Examples of UAB-administered graduate traineeships available to Biology Graduate Students include the Blazer Fellowship and the LSAMP Bridge to Doctorate Program.

GETTING STARTED

STIPENDS AND TUITION

Biology Graduate Students that receive a GRA, GTA or Graduate Traineeship will be provided a stipend and tuition remission or tuition scholarship. Stipends for Biology Graduate Students follow the UAB Graduate School Guidelines for minimum and maximum annual compensation levels. Current stipend levels are as follows:

- MS Plan I students- \$21,000
- PhD students (pre-candidacy)- \$26,000*
- PhD students (post-candidacy)- \$29,000*

*Some traineeships and fellowships provide higher rates of compensation

Program-specific questions regarding graduate student positions, stipends, and tuition should be directed to the Biology Business Officer and/or Graduate Program Director.

HEALTH INSURANCE

All Biology Graduate Students are required to have single-coverage health insurance. Students that receive a GRA, GTA, or Graduate Traineeship are eligible for UAB student health insurance at no cost to the student. Students may choose to be covered by UAB student health insurance or provide their own private insurance. If the student elects to be covered by their private insurance and waives UAB student health insurance, verification of comparable coverage must be on file with the UAB Student Health Services. Questions regarding health insurance should be directed to the Biology Business Officer. For additional information regarding student health insurance and policies, visit <https://www.uab.edu/students/health/insurance-waivers/insurance-requirement-overview>.

IRB AND IACUC APPROVAL

If a student's research involves human or animal subjects, approval from the UAB Institutional Review Board for Human Use (IRB) or Institutional Animal Care and Use Committee (IACUC) must be obtained in cooperation with the student's mentor prior to the student's involvement in human or animal research. IRB or IACUC approval must also be documented before admission to candidacy can be approved. IRB and IACUC approvals must be kept current until the research is completed. For additional information regarding IRB and IACUC visit: <https://www.uab.edu/research/home/>.



REGISTRATION

Students must register for courses through BlazerNet at www.uab.edu/blazernet. Students are required to register for 9 credit hours per semester for the Fall and Spring semesters. Students are required to register for 5 credit hours for the Summer semester. Students interested in registering for more than 9 credit hours per semester must be approved by the Graduate Program Director. Students can register for any combination of courses and graduate-level research credit, however, specific courses are required in year 1. **Students are responsible for registering for classes on time, even if they are not on campus.** UAB registration deadlines can be found in the Academic Calendar at www.uab.edu/students/academics/academic-calendar.

General course numbering is as follows:

- 500-level courses are generally intended for upper-level undergraduate and beginning graduate students
- 600-level courses are generally intended for MS-level graduate students
- 700-level courses are generally intended for PhD-level graduate students
- 698 and 798 research credits (non-thesis/non-dissertation) are available to MS and PhD graduate students, respectively, who have not advanced to candidacy
- 699 and 799 research credits (thesis/dissertation) are available to MS and PhD graduate students, respectively, after advancing to candidacy

GENERAL COURSE REQUIREMENTS

BIOLOGY PROGRAM-SPECIFIC REQUIREMENTS

General course requirements for each Biology graduate degree follow the *Biology Academic Program Worksheet*, which is available at www.uab.edu/cas/biology/graduate-resources/documents-forms.

Degree-specific course requirements are also highlighted on pages 19-30.

GRADUATE SCHOOL REQUIREMENTS

Graduate courses and requirements are tracked through the UAB Graduation Planning System (GPS). The GPS can be accessed through BlazerNet at www.uab.edu/blazernet. Students are expected to be aware of their academic standing at all times. It is highly recommended that students review their academic records through the GPS each semester. Courses that do not automatically sort into the appropriate categories must be adjusted by the Graduate Program Director prior to advancing to candidacy and prior to graduation.



MENTORSHIP

MENTORSHIP IN THE BIOLOGY GRADUATE PROGRAMS

All Biology Graduate Students must have a faculty mentor in the Department of Biology, or a UAB faculty mentor who works within the life or health science disciplines and is approved by the Graduate Program Director. All faculty mentors must have approved graduate faculty status from the UAB Graduate School. All mentors and mentees are responsible for adhering to UAB's academic policies, as published in UAB Graduate Catalog (<http://catalog.uab.edu/graduate/>).

The following guiding principles are meant to support the development of positive interactions between a mentor and mentee. The purpose of these guidelines is to promote a mutual understanding of expectations and to develop a communicative relationship between the mentor and mentee from the beginning of training. A successful training experience requires commitment from both the mentor and mentee. For additional resources regarding mentorship visit: <https://www.uab.edu/graduate/faculty-staff/other/mentoring-matters-at-uab>.

EXPECTATIONS OF A MENTOR

- To understand that the educational period is devoted to advanced training intended for the development of skills needed to promote the career of the trainee.
- To work with the trainee to develop a mutually agreed upon research plan with well-defined expectations and goals early in the training period. Evaluate regularly and develop a backup plan if first project is not successful.
- To provide regular feedback on performance and to provide a formal evaluation at least annually.
- To maintain a relationship with the trainee that is based on trust and mutual respect. To cultivate a culture of tolerance and to comply with all existing University policies, including the Equal Opportunity and Discriminatory Harassment Policy, Title IX Sexual Violence and Sexual Misconduct Policy, Duty to Report and Non-retaliation Policy, and other relevant policies.
- To promote and comply with all ethical standards for conducting research, including all institutional, state, and federal regulations as they relate to responsible conduct in research, privacy and human subjects research, animal care and use, laboratory safety, authorship, peer-review guidelines, data reporting, ownership, and sharing.
- To ensure that confidential information is properly maintained and disposed of in a secure manner, as required by FERPA and any other applicable federal or state law or University policy or procedure.
- To provide the trainee with guidance and mentoring and to seek the assistance of other faculty and departmental/institutional resources when necessary.
- To encourage the trainee to seek input from multiple mentors, faculty, and peers, and to ensure trainee has regular committee meetings per program requirements, or at least once per year.
- To demonstrate a professional tone of communication and constructive criticism to the trainee.
- To provide a supportive training environment to facilitate the trainee's professional growth.
- To assist the trainee in submitting research for publication in a timely manner and to give appropriate credit to the trainee for work done.
- To acknowledge the trainee's contribution to the development of any intellectual property as appropriate and consistent with all applicable University policies.
- To foster career development and to encourage and assist the trainee to apply for appropriate fellowships and awards that support the transition to independence.
- To encourage and facilitate the interaction of the trainee with fellow scientists both intra- and extramurally, including the trainee's attendance at professional meetings to network and present research findings.
- To understand that there are multiple career options available for trainees and to provide assistance in exploring appropriate options, calling on other experts as appropriate.

MENTORSHIP



EXPECTATIONS OF A MENTEE

- To understand that the trainee has the primary responsibility for the development of their own career which requires lifelong learning.
- To develop with the mentor a mutually agreed upon research plan that includes well-defined goals and timelines. Develop a backup plan if the first project is not successful. To seek regular feedback on their performance and career planning and ask for a written evaluation at least annually.
- To perform research activities conscientiously, to maintain complete and accurate research records, and to catalog and maintain all tangible research materials that result from the research project.
- To comply with all ethical standards, including all institutional, state, and federal regulations as they relate to responsible conduct in research, possible conflicts of interest, privacy and human subjects research, animal care and use, laboratory safety, authorship, peer-review guidelines, data ownership, reporting, and sharing.
- To show respect for and work collegially with faculty, trainees, staff, and other individuals with whom the trainee interacts.
- To comply with all existing University policies, including the Equal Opportunity and Discriminatory Harassment Policy, Title IX Sexual Violence and Sexual Misconduct Policy, Duty to Report and Non-retaliation Policy, and other relevant policies.
- To assume progressive responsibility and management of their research project(s) as it matures.
- To demonstrate honest and professional communication with the mentor.
- To have open and timely discussions with the mentor concerning the dissemination of research findings, authorship and the distribution of research materials to third parties.
- To work with the mentor to disseminate research results through regional/national presentations, peer-reviewed publications, etc. in a timely manner
- To understand that the trainee is ultimately responsible for their own career development.
- With respect to data ownership, to understand that the original notebooks, digital files, and tangible research materials belong to the institution and will remain in the lab when the trainee finishes training, in accordance with institutional policy.
- To actively seek out opportunities outside the laboratory (e.g., professional development seminars and workshops on oral communication, scientific writing, collaborative research, and teaching) to develop the full set of professional skills necessary for success in the trainee's chosen career.

MENTORSHIP

INDIVIDUAL DEVELOPMENT PLAN

UAB provides all trainees with information about the benefits of Individual Development Plans (IDP) for their desired career outcomes. Training sessions for new and continuing trainees are provided throughout the year, including an introduction to the myIDP website. UAB provides many options by which trainees can receive advice about career planning, including a full-time staff person dedicated to both pre- and post-doctoral trainee advising in the UAB Career Services Office and bimonthly drop-in IDP consultations sponsored by the UAB CCTS.

Each trainee and PI should meet early and often to discuss the mentoring and training activities that will be part of the trainee's research and development while at UAB and in the Department of Biology. IDPs are excellent ways with which trainees can monitor their progress and highlight areas in which they would like to expand their toolkits. Ideally, the IDP should be updated at least once per year and would be useful for discussions during the annual evaluation between the PI and the trainee.



IDP FORMAT

Trainees should outline their individual development plans using the following 3-part format. This format has been adapted from the UAB Postdoctoral Scholar Personal Development plan.

PART I: PLANS FOR UPCOMING YEAR

- Research and other training plans:
 - Research project goals
 - Anticipated publications (indicate projected titles)
 - Anticipated collaborations in which trainee will be integral
 - Anticipated meeting or workshop attendance
 - Fellowship or other funding applications planned (indicate name of award)
 - Other professional training (course work, teaching activity, etc)
 - Expectations regarding satisfactory and superior performance

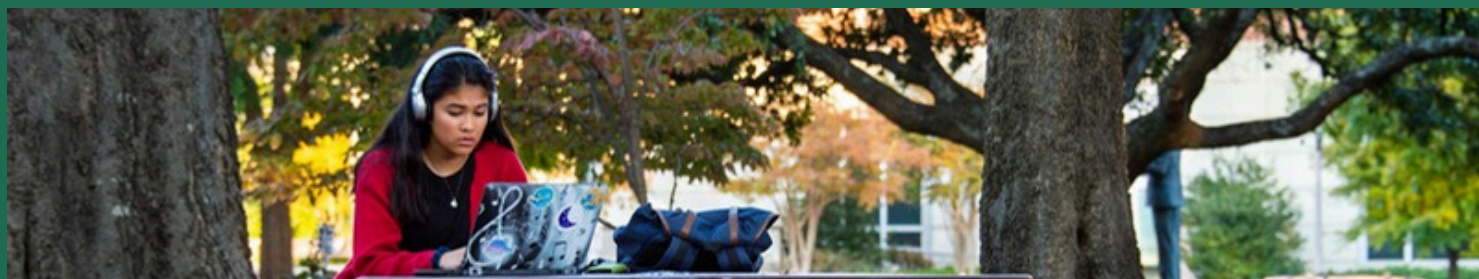
PART II: CAREER GOALS

- Current career goal(s)
- What research activity or other training is needed before you can reach these goals?
- Indicate if there are other issues that affect reaching these goals (visa issues, etc.)



PART III: PROGRESS REVIEW

- Brief overview of your research project and major accomplishments in the past year (research and professional)
 - Publications
 - Honors/Awards (include fellowships with funding periods, grants written/applied for/received, professional society presentation awards or travel awards, etc)
 - National or other professional meetings attended (indicate meeting title, oral or poster presentation)
 - Seminar presentations (title, department)
 - Grant or manuscript



MENTORSHIP

ANNUAL REVIEW/EVALUATION

Each year Biology Graduate Program requires a written assessment of progress for each student. These reviews are important in helping to identify successes of and challenges for our students, allows mentors to be more responsive to students, and aides the graduate program in facilitating a positive graduate experience. These reviews are also useful in determining resource allocation within the Biology Graduate Program.

The Department of Biology *Graduate Student and Mentor Assessment Annual Review Form* is sent out in late Spring Semester as a single document. Students are asked to complete the document and then meet with their mentor to discuss strengths and areas for improvement.

This is an excellent time for students to update their IDP to include new accomplishments and accolades, and provides an opportunity for self-assessment. This same information can also be used by students in the development of their professional CV. All students, including those who enroll in the Spring semester, are required to complete the annual review form and have the completed form reviewed by the faculty mentor.

GRADUATE COMMITTEE

As your research project and proposal are developed, a Graduate Committee must be formed. This committee will be comprised of your mentor and additional faculty members. The student, with suggestions and advice from their mentor, should select committee members who can contribute to the development, execution, and completion of the student's thesis or dissertation research and training. At least two members of the MS Thesis Committee and three members of the PhD Dissertation Committee must have a primary appointment in Biology. Students are also encouraged to include members from outside the department; committees can include faculty from other departments within CAS, other UAB schools and colleges and other universities. All members must have Graduate Faculty status (approval can be obtained from the UAB Graduate School).

- **MS Thesis Committee-** must include a minimum of three Graduate Faculty members including your mentor.
- **PhD Dissertation Committee-** must include a minimum of five Graduate Faculty members including your mentor.

It is the responsibility of the student to:

- initiate the selection of Graduate Committee members with their mentor and submit the *Committee Form* to the Graduate School (Graduate Committees must be appointed and approved by the Dean of the Graduate School before any student may advance to candidacy).
- convene the first committee meeting as soon as possible after the Graduate Committee is selected (usually by the end of the third term for MS students and the end of the sixth term for PhD students).
- meet with their committee at least twice per year with at least one of these meetings in person.
- notify the committee of your research and academic progress as well as any problems or major changes in research direction during each committee meeting.
- provide an updated summary of academic progress (using the *Academic Program Worksheet*) during each committee meeting.
- take advantage of their committee member's expertise and experience.

It is the responsibility of the committee to:

- review the student's proposal of research and provide suggestions or comments.
- evaluate the student's previous and future coursework and provide guidance.
- administer the student's qualifying exam.
- evaluate the student's thesis or dissertation and conduct the thesis or dissertation defense.
- provide relevant advice to the student related to the committee member's expertise and experience.

ETHICS AND CONDUCT

ACADEMIC HONOR CODE AND CONDUCT

Biology Graduate Students are expected to be and stay familiar with the UAB Academic Honor Code:

"UAB expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter."

In the event of a suspected violation of the Academic Honor Code, the Department of Biology follows the procedures outlined by the Graduate School. These procedures are detailed in the Graduate Catalog. Concerns or grievances regarding academic misconduct should be directed to the Graduate Student Director and/or the Chair of Biology.

NON-ACADEMIC STUDENT CONDUCT

The university is a community of scholars and all participants are expected to maintain conduct that (1) facilitates the institution's pursuit of its educational objectives, (2) exhibits a regard for the rights of other members of the academic community, and (3) contributes to the maintenance of a healthy learning environment. Through appropriate procedures, action will be taken in response to behavior that violates these principles. A more detailed description of non-academic misconduct can be found in the Graduate Catalog. It is the student's responsibility to be fully aware of the policies and procedures described.

RESPONSIBLE CONDUCT OF RESEARCH

UAB is strongly committed to preserving research integrity. Ethical conduct is a fundamental expectation for every UAB community member and the Responsible Conduct of Research (RCR) is a critical component of research and scholarly efforts at UAB. **Biology Graduate Students participating in research require formal training in RCR.** MS students in research-based degree programs (MS Plan I) must complete online RCR training modules and a two-hour, in-person training component. PhD students must complete GRD 717 (Principles of Scientific Integrity). Additional information on RCR training is available at <https://www.uab.edu/cas/biology/graduate-resources/rcr-training>.

For most cases, the immediate supervisor should be first notified unless the problem involves that individual, in which case the next highest supervisor should be notified. Any situation that endangers personnel safety should be reported directly to UAB Police, Occupational Health and Safety (1-205-934-2487), Facilities, or others as appropriate with subsequent notification of a supervisor. Anonymous reports can also be made to the UAB Ethics Hotline (1-866-362-9476) or online at <https://www.uab.edu/ethics/file-a-report-online/options>.

*The UAB community is united by our shared values:
Integrity, respect, diversity and inclusiveness, collaboration,
excellence and achievement, stewardship and accountability.*

ETHICS AND CONDUCT

SOCIAL MEDIA GUIDELINES

Online social media allows UAB Biology faculty, students, and staff to engage constituencies in conversations and allow them to participate in content and community creation. Social media includes tools and online spaces for integrating and sharing user-generated content. Some examples include, but are not limited to, Facebook, Twitter, LinkedIn, Instagram, or YouTube. Below are a set of guidelines that should be followed when using social media:

- UAB welcomes individuals and academic/organizational units to identify their role at UAB publicly on social media. Be aware that by doing so, you are representing UAB and therefore subject to UAB's conduct policies. Students are subject to the Academic Honor Code and Student Conduct Code. Faculty, staff, employees and other members of the UAB community are subject to the Code of Conduct.
- Academic/organizational units are free to create and maintain a presence on social media that is professional, technically secure and does not violate university web policies or laws that govern the dissemination of public information. These include UAB's Digital Mass Communications and Content policy, UAB IT's Acceptable Use Policy, as well as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). These policies are part of the implicit and explicit agreement you make with UAB for the use of its resources, including its logo and branding.
- Unpublished research data and descriptions of research projects should never be published online unless explicitly approved by your mentor.
- Some Department of Biology research labs study invasive, threatened, or endangered species. Do not publish information about these species unless explicitly approved by your mentor.
- Photographs of research animals and field work sites should never be published online unless explicitly approved by your mentor. Photographs of individuals should not be published online without their explicit permission.
- Requests by the media should not be addressed by the student unless explicitly approved by your mentor and UAB Media Relations. For more information visit: <https://www.uab.edu/news/contact>.

For additional information on UAB Social Media Guidelines and Best Practices visit: <https://www.uab.edu/toolkit/social/guidelines>.



MS PLAN I PROGRAM REQUIREMENTS

All MS Plan I students must complete 30 credit hours of graduate coursework. This includes:

- 24 credit hours of graduate coursework (500-level or greater), which can include up to 9 credit hours of non-thesis research (BY 698)
- 6 credit hours of thesis research (BY 699) after advancing to candidacy

As a portion of this graduate coursework, MS Plan I students must complete courses or training in:

Core Biology Competencies

Prior to graduating, MS Plan I students must have completed didactic course work (or demonstrate equivalent training) at the undergraduate or graduate level related to four of the following nine Core Biology Competencies:

- Ecology, Evolution, Physiology, Cell Biology, Developmental Biology or Embryology, Genetics/Molecular Genetics, Microbiology, Organismal Biology, or Systems/Computational Biology and Bioinformatics

Instructional Education

GRD 715: Preparing TAs to be Effective Teachers (2 credit hours) or an equivalent course or teaching experience preapproved by the Graduate Program Director.

Responsible Conduct of Research

CITI Online Training plus a two-hour, in-person RCR training session. In-person training is offered by the department, <https://www.uab.edu/cas/biology/graduate-resources/rcr-training>. **Students must complete RCR training prior to advancing to candidacy.**

Biometry or Biostatistics

BY 655: Biometry (3 credit hours) or an equivalent course preapproved by the Graduate Program Director.

Biology Colloquia

Three colloquium courses (1 credit hour each). Colloquia refer to journal club or seminar-style courses where students both analyze and present on biology-related topics. Credit for colloquia can also be obtained by completing an equivalent course or by presenting an oral presentation at a scientific conference (equivalent credit can be used to substitute for a maximum of one colloquium and must be preapproved by the Graduate Program Director).

All MS Plan I students must also complete and/or pass:

- A written thesis research proposal (completed prior to the qualifying exam)
- A MS Plan I qualifying exam, written or oral
- A thesis of sufficient quality and scope that could lead to at least one publishable empirical paper
- A presentation at a regional, national, or international scientific conference
- A thesis defense in a public, departmental seminar

MS PLAN I QUALIFYING EXAM

In order for MS Plan I students to qualify for candidacy, the student must satisfactorily complete a written or an oral comprehensive examination. The exam format will be determined by the student's thesis committee, and be consistent with the requirements as put forth in the Biology Program's *Rubric for Admission to Candidacy*, which can be found here: <https://www.uab.edu/cas/biology/graduate-resources/documents-forms>.

The Department has determined that broad-based knowledge in the biological sciences is important for MS degree candidates, and didactic training is required in five of the seven Core Biology Competencies (see above course requirements). The purpose of the examination is to determine that the student has achieved:

- Reasonable knowledge in basic biology and in the areas of course work completed by the student
- Reasonable knowledge in biological statistics and experimental design
- Reasonable depth of knowledge in the areas of research proposed by the student

The exam content will be determined by the mentor and the student's thesis committee. It is anticipated that, prior to the exam, the student will ask the members of the thesis committee for information related to the general content of the exam, in preparation for study. However, the test questions may cover areas beyond the suggested study topics.

For the written exam, committee members will provide their questions to the mentor prior to the exam, and the mentor will administer the exam on the assigned date. Committee members will indicate a timeframe in which their questions should be completed (4 hours, 1 day, etc.), and whether the questions may be answered open- or closed-book, or a combination of both. For the oral exam, students should expect to answer a series of questions from their committee in a round-robin format. Students are encouraged to demonstrate their full breadth of knowledge and scientific aptitude (e.g., given a hypothetical scientific problem, how would you solve it if you had any tool available?). Each committee member will grade the answers to their questions as "pass" or "fail", and will communicate the results to the mentor.

The method of final evaluation of the exam can be determined by points or letter grades or simply "satisfactory", "marginally satisfactory", or "unsatisfactory" category. The mentor will communicate the outcome of the exam to the student. If a student does not perform satisfactorily on the exam, the thesis committee may allow a retake of the exam within the next three months. A second failure results in immediate dismissal from the program. The mentor will convey the results of the exam to the thesis committee (copied to the Graduate Program Director) in the form of a written memo describing the overall performance by the student. Satisfactory completion of the qualifying exam should be documented by the student's thesis committee using the Biology Program's *Rubric for Admission to Candidacy*, which can be found at www.uab.edu/cas/biology/graduate-resources/documents-forms. The final rubrics should be submitted by the student's mentor to the Biology Business Officer for inclusion in the student's permanent record.

MS PLAN I THESIS, THESIS DEFENSE AND GRADUATION REQUIREMENTS

Normally, MS Plan I students will defend their thesis during or before the end of the sixth semester. Students intending to graduate must first submit an *Application for Degree/Certificate* through BlazerNET by the appropriate deadline date. In the event of extenuating circumstances, additional time for completion of the thesis and thesis defense may be granted upon approval by consensus of the mentor, thesis committee, Graduate Program Director and Departmental Chair.

The MS Plan I thesis should present the results and interpretation of the candidate's original research and demonstrate the candidate's acquaintance with the literature of the field and the proper selection and execution of research methodology. The initial draft of the thesis, approved by the mentor, should be delivered to the thesis committee at least ten business days prior to the public defense. Any revisions to the thesis required by the committee must be completed prior to submitting the thesis to the graduate school.

The MS Plan I thesis defense should take the form of a presentation and public defense of the thesis, followed directly by an examination of the candidate's comprehensive knowledge of the field in a private committee meeting. The time, date, and location of this defense and examination is reported to the UAB Graduate School via the online request for *Thesis or Dissertation Approval Form*, which must be submitted to the Graduate School 10 business days prior to the thesis defense. The public defense must be appropriately announced on campus, must be open to all interested parties, and must take place before the posted Thesis or Dissertation defense deadline for that semester.

Satisfactory completion of the thesis and thesis defense should be documented by the student's thesis committee using the Biology Program's *Rubric for the Defense of the MS*, which can be found at www.uab.edu/cas/biology/graduate-resources/documents-forms. The final rubrics should be submitted by the student's mentor to the Biology Business Officer for inclusion in the student's permanent record. The final approved version of the thesis and the signed Thesis or Dissertation Approval Form must be submitted to the UAB Graduate School no later than 10 business days following the public defense. Additional information regarding the final steps of the thesis process and the relevant deadlines is available online at www.uab.edu/graduate/students/current-students/theses-dissertations/timeline.

MS PLAN I GENERAL TIMELINE

These are the suggested guidelines for MS Plan I students with full-time status.

Individual mentors or committees may develop their own timelines within these recommendations.

YEAR 1

Take a combination of courses (500-level or greater) and/or non-thesis research credit (BY 698).

- 9 hours for Fall and Spring semesters
- 5 hours for Summer semester

Formulate a thesis research proposal and perform preliminary thesis research.

Select Thesis Committee members.

- MS Thesis Committees require a minimum of three Graduate Faculty members and should include your mentor.
- Submit the *Committee Form* to the Graduate School (a Thesis Committee must be appointed and approved by the Dean of the Graduate School before any student may advance to candidacy).
- Upon selection of the Thesis Committee, MS students are expected to meet with their committee at least twice per year with at least one of these meetings in person.

Write a formal thesis research proposal.

- Submit a written thesis proposal to the Thesis Committee two weeks prior to the first thesis committee meeting.

Convene the first thesis committee meeting.

- Students should convene the first thesis committee meeting as soon as possible after the Thesis Committee is selected (no later than the end of the third term).
- Content of this meeting should include:
 - a summary of academic progress (using the *Academic Program Worksheet*)
 - presentation of a potential thesis project and preliminary experimental data supporting the working hypotheses
 - timetable for completion of the qualifying exam

Schedule your qualifying exam.

- MS students with full-time status are expected to complete the qualifying exam by the end of the fourth term.

Students not making satisfactory progress, as indicated by these timelines, may minimally lose their tuition, stipends and other financial support (presuming no exception is granted) or potentially be withdrawn administratively from the program by the Graduate Program Director.

Prepare for and complete your qualifying exam.

- Provide to the Thesis Committee the Biology Program's *Rubric for Admission to Candidacy* to complete upon conclusion of the exam. Completed rubrics should be submitted by the mentor to the Biology Business Officer for inclusion in the student's permanent record.

Advance to candidacy.

- Students that have passed their qualifying exam, completed all formal course and RCR requirements, and are in good academic standing can apply to advance to candidacy.
- Candidacy admission must be recommended by the student's Thesis Committee.
- Submit the *Admission to Candidacy Form* to the Graduate School by the appropriate deadlines (usually a week prior to the semester in which you declare candidacy).

YEAR 2

Continue thesis research, write your thesis and publish empirical research and review papers.

Complete 6 hours of thesis research hours (BY699) after advancing to candidacy.

Schedule thesis defense.

- Normally, full-time MS students will defend their thesis during or before the end of the sixth term. Additional time for completion may be granted upon approval by consensus of the Thesis Committee and Graduate Program Director.
- Full-time MS Plan I students are required to be in "degree candidacy" status at least one semester prior to the semester defending thesis research or graduation.
- Submit your *Application for Degree/Certificate* through Blazernet by the appropriate Graduate School deadline (usually within the first week of the graduation semester).
- Schedule the thesis defense by the appropriate Graduate School deadlines.
- Request your *Thesis Approval Form* online from the Graduate School at least two weeks before your public defense.

Publicly defend thesis and graduate.

- Provide to the Thesis Committee the Biology Program's *Rubric for the Defense of the MS* to complete upon conclusion of the exam. Completed rubrics should be submitted by the mentor to the Biology Business Officer for inclusion in the student's permanent record.
- Submit your thesis, signed *Thesis Approval Form*, and final paperwork to the Graduate School by the appropriate Graduate School deadline (no later than two weeks following the public defense).

MS PLAN II PROGRAM REQUIREMENTS

All MS Plan II students must complete 30 credit hours of graduate coursework. This includes:

- 24 credit hours of didactic coursework (which must include 10 credits of biology (BY) courses)
- 6 credit hours of non-thesis research (BY 698)

As a portion of this graduate coursework, MS Plan II students must complete courses or training in:

Core Biology Competencies

Prior to graduating, MS Plan II students must have completed didactic course work (or demonstrate equivalent training) at the undergraduate or graduate level related to four of the following nine Core Biology Competencies:

- Ecology, Evolution, Physiology, Cell Biology, Developmental Biology or Embryology, Genetics/Molecular Genetics, Microbiology, Organismal Biology, or Systems/Computational Biology and Bioinformatics

Instructional Education

GRD 715: Preparing TAs to be Effective Teachers (2 credit hours) or an equivalent course or teaching experience preapproved by the Graduate Program Director.

Responsible Conduct of Research (optional for MS Plan II)

For MS Plan II students performing research, RCR training is available and includes CITI Online Training plus a two-hour, in-person RCR training session. In-person training is offered by the department, <https://www.uab.edu/cas/biology/graduate-resources/rcr-training>.

Biometry or Biostatistics

BY 655: Biometry (3 credit hours) or an equivalent course preapproved by the Graduate Program Director.

Biology Colloquia

Three colloquium courses (1 credit hour each). Colloquia refer to journal club or seminar-style courses where students both analyze and present on biology-related topics. Credit for colloquia can also be obtained by completing an equivalent course or by presenting an oral presentation at a scientific conference (equivalent credit can be used to substitute for a maximum of one colloquium and must be preapproved by the Graduate Program Director).

MS Plan II students are not required to complete a formal thesis but are generally required to complete a research project or written report in consultation with their mentor.

MS PLAN II GENERAL TIMELINE

These are the suggested guidelines for MS Plan II students with full-time status.
Individual mentors may develop their own timelines within these recommendations.

TERMS 1-2

Take a combination of courses (500-level or greater) and/or non-thesis research credit (BY 698).

- 9 hours for Fall and Spring semesters
- 5 hours for Summer semester

Formulate an idea for a project or written report.

- Examples include a comprehensive review paper or an encapsulated research project.

Perform project activities or literature review.

TERMS 3-4

Write a project summary or written report.

- Submit the final project summary or written report to your mentor for revision and approval.

Schedule graduation date and graduate.

- Submit your *Application for Degree/Certificate* through BlazerNET by the appropriate Graduate School deadline (usually within the first two weeks of the graduation semester).

Students not making satisfactory progress, as indicated by these timelines, may minimally lose their tuition, stipends and other financial support (presuming no exception is granted) or potentially be withdrawn administratively from the program by the Graduate Program Director.

PHD PROGRAM REQUIREMENTS

If entering with a baccalaureate degree, a PhD student is required to complete a minimum of 72 credit hours of graduate coursework. These credit hours must span a minimum of 9 semesters. This includes:

- **48 credit hours** of graduate coursework (500-level or higher) prior to candidacy. This can include a maximum of 16 credit hours of non-dissertation research (BY 798) and a maximum of 10 credit hours of labs, seminars, or GRD and CIRTLL courses.
- **24 credit hours** of research-based work over a minimum of two semesters in candidacy. This can be either a minimum of 24 credit hours of dissertation research (BY 799) after candidacy OR a combination of 12 credit hours of dissertation research after candidacy, and 12 credit hours of coursework taken either before or after candidacy as approved by the program.

If entering with an MS degree (or DVM, DMD, DDS, etc.) appropriate to the doctoral degree field, a PhD student is required to complete a minimum of 51 credit hours of graduate coursework. This includes:

- **27 credit hours** of graduate coursework (500-level or higher) prior to candidacy. This can include a maximum of 6 credit hours of non-dissertation research (BY 798) and a maximum of 6 credit hours of labs, seminars, or GRD and CIRTLL courses.
- **24 credit hours** of research-based work over a minimum of two semesters in candidacy. This can be either a minimum of 24 credit hours of dissertation research (BY 799) after candidacy OR a combination of 12 credit hours of dissertation research after candidacy, and 12 credit hours of coursework taken either before or after candidacy as approved by the program.

As a portion of this graduate coursework, PhD students must complete courses or training in:

Core Biology Competencies

Prior to graduating, PhD students must have completed didactic course work (or demonstrate equivalent training) at the undergraduate or graduate level related to five of the following nine Core Biology Competencies:

- Ecology, Evolution, Physiology, Cell Biology, Developmental Biology or Embryology, Genetics/Molecular Genetics, Microbiology, Organismal Biology, or Systems/Computational Biology and Bioinformatics

Instructional Education

GRD 715: Preparing TAs to be Effective Teachers (2 credit hours) or an equivalent course or teaching experience preapproved by the Graduate Program Director.

Responsible Conduct of Research

GRD 717: Principles of Scientific Integrity. Ideally students should complete RCR training in their first year, and students must complete RCR training prior to advancing to candidacy.

Biometry or Biostatistics

BY 755: Biometry (3 credit hours) or an equivalent course preapproved by the Graduate Program Director.

Biology Colloquia

Three colloquium courses (1 credit hour each). Colloquia refer to journal club or seminar-style courses where students both analyze and present on biology-related topics. Credit for colloquia can also be obtained by completing an equivalent course or by presenting an oral presentation at a scientific conference (equivalent credit can be used to substitute for a maximum of one colloquium and must be preapproved by the Graduate Program Director).

All PhD students must also complete and/or pass:

- A written dissertation research proposal (completed prior to the qualifying exam)
- A written and oral PhD qualifying exam
- A dissertation of sufficient quality and scope to lead to at least two first-author, empirical papers and optionally one first-author review paper
- Presentation(s) at a regional, national, or international scientific conferences
- A dissertation defense in a public, departmental seminar

PHD QUALIFYING EXAM

In order for PhD students to qualify for candidacy, the student must satisfactorily complete a written and an oral comprehensive examination. The exam format will be determined by the student's dissertation committee and be consistent with the requirements as put forth in the Biology Program's *Rubric for Admission to Candidacy*, which can be found here: <https://www.uab.edu/cas/biology/graduate-resources/documents-forms>.

The Department has determined that broad-based knowledge in the biological sciences is important for PhD degree candidates, and didactic training is required in six of the seven Core Biology Competencies (see above course requirements). The purpose of the examination is to determine that the student has achieved:

- Reasonable knowledge in basic biology and in the areas of course work completed by the student
- Reasonable knowledge in biological statistics and experimental design
- Reasonable depth of knowledge in the areas of research proposed by the student

To qualify for candidacy, a student in the PhD program must satisfactorily complete both a written and an oral comprehensive examination. The format of these exams will be determined by the student's dissertation committee and will follow these general guidelines:

Written Exam: The written exam must be successfully completed prior to the oral exam. There is latitude in the type of written exam that can be administered; however, guidelines are provided for the following two formats:

- **Questions Format:** The exam content will be determined by the mentor and the student's dissertation committee. It is anticipated that, prior to the exam, the student will ask the members of the dissertation committee for information related to the general content of the exam, in preparation for study. However, the test questions may cover areas beyond the suggested study topics. Each committee member may pose several questions. Committee members (including the mentor) will provide their written questions to the mentor prior to the exam, and the mentor will administer the exam on the assigned date. Committee members will indicate a time-frame in which their questions should be completed (4 hours, 1 day, etc.), and whether the questions may be answered open- or closed-book, or a combination of both. Altogether, the written question exam is typically a five-day exam and is completed within one week. Each committee member will grade the answers to their questions as "pass" or "fail", and will communicate the results to the mentor. The mentor will communicate the outcome of the exam to the dissertation committee and, after consultation, communicate the results to the student.
- **Proposal Format:** The exam content is a full grant proposal written in a format designated by a federal funding agency (NSF, NIH, USDA, NOAA, DOE, EPA, etc.). The proposal must be substantially different from the primary area of research proposed by the student to the dissertation committee (e.g., different model system, methodology, biological question). The topic and specific aims of the proposal must be approved by the dissertation committee prior to initiating a proposal-style exam. A defined period of time will be provided for writing the proposal, usually less than three months. The proposal must be successfully completed and approved by the dissertation committee prior to scheduling the oral exam.

Oral Exam: The oral exam is administered by the dissertation committee after successful completion of the written exam. The oral exam will provide a platform for further discussion and clarification of topics considered on the written exam, as well as other topics not discussed previously. The oral exam will normally be administered within 60 days of completion of the written exam.

- The exam content will be determined by the mentor and the student's dissertation committee. It is anticipated that, prior to the exam, the student will ask the members of the dissertation committee for information related to the general content of the exam, in preparation for study. However, the test questions may cover areas beyond the suggested study topics.
- In general, students should expect to answer a series of questions from their committee in a round-robin format. Students are encouraged to demonstrate their full breadth of knowledge and scientific aptitude (e.g., given a hypothetical scientific problem, how would you solve it if you had any tool available?)
- Students that have completed a Proposal Format written exam generally initiate the oral exam with a powerpoint (or similar) presentation of their written exam proposal.

- Each committee member will grade the answers to their questions as "pass" or "fail", and will communicate the results to the mentor. The method of final evaluation of both written and oral portions of the doctoral candidacy exam can be determined by points or letter grades or simply "satisfactory", "marginally satisfactory", or "unsatisfactory" category. The mentor will communicate the outcome of the exam to the student.
- If a student does not perform satisfactorily on the exam, the dissertation committee may allow a retake of the exam within the next term. A second failure results in immediate termination from the program.
- Satisfactory completion of the qualifying exam should be documented by the student's dissertation committee using the Biology Program's *Rubric for Admission to Candidacy*, which can be found at www.uab.edu/cas/biology/graduate-resources/documents-forms. The final rubrics should be submitted by the student's mentor to the Biology Business Officer for inclusion in the student's permanent record.

PHD DISSERTATION, DISSERTATION DEFENSE AND GRADUATION REQUIREMENTS

Normally, PhD students will defend their dissertation during or before the end of the twelfth semester. Students intending to graduate must first submit an *Application for Degree/Certificate* through BlazerNET by the appropriate deadline date. In the event of extenuating circumstances, additional time for completion of the dissertation and dissertation defense may be granted upon approval by consensus of the mentor, dissertation committee, Graduate Program Director and Departmental Chair. The request for an extension must include a written and signed completion plan outlining the timeline for degree completion.

The results of a PhD candidate's individual scientific inquiry must be presented in a written dissertation comprising a genuine contribution to knowledge in the particular academic field. This document should also demonstrate the candidate's acquaintance with the literature of the field and the proper selection and execution of research methodology. The initial draft of the dissertation, approved by the mentor, should be delivered to the dissertation committee at least ten business days prior to the public defense. Any revisions to the thesis required by the committee must be completed prior to submitting the thesis to the graduate school.

The PhD dissertation defense should take the form of a presentation and public defense of the dissertation, followed directly by an examination of the candidate's comprehensive knowledge of the field in a private committee meeting. The time, date, and location of this defense and examination is reported to the UAB Graduate School via the online request for Thesis or Dissertation Approval Form, which must be submitted to the Graduate School two weeks prior to the thesis defense. The public defense must be appropriately announced on campus, must be open to all interested parties, and must take place before the posted Thesis or Dissertation defense deadline for that semester.

Satisfactory defense of the dissertation should be documented by the student's dissertation committee using the Biology Program's *Rubric for the Defense of the PhD*, which can be found at www.uab.edu/cas/biology/graduate-resources/documents-forms. The final rubrics should be submitted by the student's mentor to the Biology Business Officer for inclusion in the student's permanent record. The final approved version of the dissertation and the signed *Thesis or Dissertation Approval Form* must be submitted to the UAB Graduate School no later than two weeks following the public defense. Additional information regarding the final steps of the thesis process and the relevant deadlines is available online at www.uab.edu/graduate/students/current-students/theses-dissertations/timeline.

PhD students are also required to take the *Graduate School Exit Survey* as part of graduation requirements. After submission of the revised version of a student's final dissertation, they will be contacted via email and provided the secure link to take the electronic survey.

PHD GENERAL TIMELINE

These are the suggested guidelines for PhD students with full-time status.

Individual mentors or committees may develop their own timelines within these recommendations.

YEARS 1-3

Take a combination of courses (500-level or greater) and/or non-dissertation research credit hours (BY 798).

- 9 hours for Fall and Spring semesters
- 5 hours for Summer semester

Formulate a dissertation research proposal and perform preliminary dissertation research.

Select Dissertation Committee members by the end of the sixth term.

- PhD Dissertation Committees require a minimum of five Graduate Faculty members including your mentor.
- Submit the *Committee Form* to the Graduate School (a Dissertation Committee must be appointed and approved by the Dean of the Graduate School before any student may advance to candidacy).
- Upon selection of the Dissertation Committee, PhD students are expected to meet with their committee at least twice per year with at least one of these meetings in person.

Convene the first dissertation committee meeting.

- Students should convene the first dissertation committee meeting as soon as possible after the Dissertation Committee is selected (usually by the end of the sixth term and no later than the end of the ninth term).
- Content of this meeting should include:
 - a summary of academic progress (using the *Academic Program Worksheet*)
 - presentation of a potential dissertation project and preliminary experimental data supporting the working hypotheses
 - timetable for completion of the qualifying exam

Continue dissertation research and write the dissertation research proposal.

Convene the second dissertation committee meeting.

- Submit the completed, written dissertation proposal to the Dissertation Committee at least two weeks prior to second dissertation committee meeting.

Schedule and complete your qualifying exam by the end of the ninth term.

- The PhD qualifying exam should occur within one term after completion of the proposal and should be completed a minimum of two terms prior to graduation.
- Provide to the Dissertation Committee the Biology Program's *Rubric for Admission to Candidacy* to complete upon conclusion of the exam. Completed rubrics should be submitted by the mentor to the Biology Business Officer for inclusion in the student's permanent record.

Advance to candidacy.

YEARS 4-5

Complete required credit hours of dissertation research (BY799) and/or graduate coursework after advancing to candidacy.

Complete dissertation research, write dissertation and publish empirical research and review papers.

Continue to communicate with your dissertation committee at least twice a year, or more frequently as needed.

Schedule dissertation defense.

- Normally, full-time PhD students will defend their dissertation between the twelfth and fifteenth term. Additional time for completion, if necessary due to extenuating circumstances, may be granted upon approval by consensus of the Dissertation Committee and the Graduate Program Director.
- Submit your *Application for Degree/Certificate* through BlazerNET by the appropriate Graduate School deadline (usually within the first week of the graduation semester).
- Schedule your dissertation defense by the appropriate Graduate School deadline.
- Request your *Dissertation Approval Form* from the Graduate School at least two weeks before your public defense.

Publicly defend dissertation and graduate.

- Provide to the Dissertation Committee the Biology Program's *Rubric for the Defense of the PhD* to complete upon conclusion of the exam. Completed rubrics should be submitted by the mentor to the Biology Business Officer for inclusion in the student's permanent record.
- Submit your dissertation, signed *Dissertation Approval Form*, and final paperwork to the Graduate School by the appropriate Graduate School deadline (no later than two weeks following the public defense).

Students not making satisfactory progress, as indicated by these timelines, may minimally lose their tuition, stipends and other financial support (presuming no exception is granted) or potentially be withdrawn administratively from the program by the Graduate Program Director.

ACCELERATED BS/MS (ABM) PROGRAM

Students within the ABM Program follow the general guidelines and timelines outlined for the traditional MS programs listed above with the modifications listed in ABM Program Requirements section below. The ABM Program allows students to take up to 12 credit hours of 500/600-level courses that count simultaneously toward their undergraduate and graduate degrees. Undergraduates enrolled in this program should meet with both their Undergraduate Advisor and the Graduate Program Director prior to initiating the program to outline the appropriate course plans to fulfill both the undergraduate and graduate degrees.

ABM PLAN I PROGRAM REQUIREMENTS

All ABM Plan I students must complete 30 credit hours of graduate coursework. This includes:

- **24 credit hours** of graduate coursework (500-level or greater), which can include up to 9 credit hours of non-thesis research (BY 698)
- **6 credit hours** of thesis research (BY 699) after advancing to candidacy
- Once admitted, an ABM student can enroll in up to 12 hours of approved 500/600-level graduate courses that will count toward both undergraduate and graduate degrees.

As a portion of this graduate coursework, ABM Plan I students must complete courses or training in:

Core Biology Coursework

BY 500-BY 696: Biology courses (8 credit hours) related to the Core Biology Competencies (listed below) or equivalent courses preapproved by the Graduate Program Director:

- Ecology, Evolution, Physiology, Cell Biology, Developmental Biology or Embryology, Genetics/Molecular Genetics, Microbiology, Organismal Biology, or Systems/Computational Biology and Bioinformatics

Instructional Education (optional)

GRD 715: Preparing TAs to be Effective Teachers (2 credit hours) or an equivalent course or teaching experience preapproved by the Graduate Program Director.

Responsible Conduct of Research

CITI Online Training plus a two-hour, in-person RCR training session. In-person training is offered by the department, <https://www.uab.edu/cas/biology/graduate-resources/rcr-training>. **Students must complete RCR training prior to advancing to candidacy.**

Biometry or Biostatistics

BY 555 or BY 655: Biometry (3 credit hours) or an equivalent course preapproved by the Graduate Program Director.

Biology Colloquia

Three colloquium courses (1 credit hour each). Colloquia refer to journal club or seminar-style courses where students both analyze and present on biology-related topics. Credit for colloquia can also be obtained by completing an equivalent course or by presenting an oral presentation at a scientific conference (equivalent credit can be used to substitute for a maximum of one colloquium and must be preapproved by the Graduate Program Director).

All ABM Plan I students must also complete and/or pass:

- A written thesis research proposal
- A MS Plan I qualifying exam, written or oral
- A thesis of sufficient quality and scope that could lead to at least one publishable empirical paper
- A presentation at a regional, national, or international scientific conference
- A thesis defense in a public, departmental seminar

The timeline for ABM Plan I students generally follows the MS Plan I Timeline provided above. However, requirements may vary as students complete the BS and MS programs simultaneously. Students are encouraged to discuss their timeline for degree completion with their mentors.

ABM PLAN II PROGRAM REQUIREMENTS

All ABM Plan II students must complete 30 credit hours of graduate coursework. This includes:

- 30 credit hours of graduate coursework (500-level or greater), which should include 6 credit hours of non-thesis research (BY 698)
- Once admitted, an ABM student can take up to 12 hours of approved 500/600-level graduate courses that will count toward both undergraduate and graduate degrees.

As a portion of this graduate coursework, ABM Plan II students must complete courses or training in:

Core Biology Coursework

BY 500-BY 696: Biology courses (10 credit hours) related to the Core Biology Competencies (listed below) or equivalent courses preapproved by the Graduate Program Director:

Ecology, Evolution, Physiology, Cell Biology, Developmental Biology or Embryology, Genetics/Molecular Genetics, Microbiology, Organismal Biology, or Systems/Computational Biology and Bioinformatics

Biology Colloquia

Three colloquium courses (1 credit hour each). Colloquia refer to journal club or seminar-style courses where students both analyze and present on biology-related topics. Credit for colloquia can also be obtained by completing an equivalent course or by presenting an oral presentation at a scientific conference (equivalent credit can be used to substitute for a maximum of one colloquium and must be preapproved by the Graduate Program Director).

Electives

Any graduate-level course (6 credit hours)

ABM Plan II students are not required to complete research or a formal thesis, but are generally required to complete a non-research project or written report as determined by their mentor.

The timeline for ABM Plan II students generally follows the MS Plan II Timeline provided above. However, requirements may vary as students complete the BS and MS programs simultaneously. Students are encouraged to discuss their timeline for degree completion with their mentors.



FAST-TRACK PROGRAM (5TH YEAR MASTER)

Students within the Fast-Track MS Program should follow the guidelines and timelines outlined for the traditional MS Plan I program listed above. This Fast-Track Program is designed to allow students to obtain their undergraduate and graduate degree in 5 years, by allowing students to be dual-enrolled in both programs after completed 60 credit hours toward their BS degree. Undergraduates enrolled in this programs should meet with both their Undergraduate Advisor and the Graduate Program Director prior to initiating the program to outline the appropriate course plans in order to fulfill both the undergraduate and graduate degrees.

FAST-TRACK PROGRAM REQUIREMENTS

All Fast-Track Plan I students must complete 30 credit hours of graduate coursework. This includes:

- 24 credit hours of graduate coursework (500-level or greater), which can include up to 9 credit hours of non-thesis research (BY 698)
- 6 credit hours of thesis research (BY 699) after advancing to candidacy

As a portion of this graduate coursework, Fast-Track Plan I students must complete courses or training in:

Core Biology Competencies

Prior to graduating, Fast-Track Plan I students must have completed didactic course work (or demonstrate equivalent training) at the undergraduate or graduate level related to five of the following seven Core Biology Competencies:

- Ecology, Evolution, Physiology, Cell Biology, Developmental Biology or Embryology, Genetics/Molecular Genetics, Microbiology, Organismal Biology, or Systems/Computational Biology and Bioinformatics

Instructional Education

GRD 715: Preparing TAs to be Effective Teachers (2 credit hours) or an equivalent course or teaching experience preapproved by the Graduate Program Director.

Responsible Conduct of Research

CITI Online Training plus a two-hour, in-person RCR training session. In-person training is offered by the department, <https://www.uab.edu/cas/biology/graduate-resources/rcr-training>. **Students must complete RCR training prior to advancing to candidacy.**

Biometry or Biostatistics

BY 655: Biometry (3 credit hours) or an equivalent course preapproved by the Graduate Program Director.

Biology Colloquia

Three colloquium courses (1 credit hour each). Colloquia refer to journal club or seminar-style courses where students both analyze and present on biology-related topics. Credit for colloquia can also be obtained by completing an equivalent course or by presenting an oral presentation at a scientific conference (equivalent credit can be used to substitute for a maximum of one colloquium and must be preapproved by the Graduate Program Director).

All Fast-Track Plan I students must also complete and/or pass:

- A written thesis research proposal
- A MS Plan I qualifying exam, written or oral
- A thesis of sufficient quality and scope that could lead to at least one publishable empirical paper
- At least one presentation at a regional, national, or international scientific conference
- A thesis defense in a public, departmental seminar

The timeline for Fast-Track students generally follows the MS Plan I Timeline provided above. However, requirements may vary as students complete the BS and MS programs simultaneously. Students are encouraged to discuss their timeline for degree completion with their mentors.

EARLY ACCEPTANCE MS PROGRAM

Accomplished high school seniors can gain automatic acceptance into the Biology Program's Early Acceptance MS program at the same time they're admitted as an undergraduate student. Students in the Early Acceptance Program are guaranteed admission into graduate school as long as they complete the pre-requisites for the program they wish to enroll and earn a 3.5 UAB GPA. Maintaining your eligibility also means that you can bypass entrance exams like the GRE, application fees, and other admissions requirements.

The program requirements and timeline for Early Acceptance MS students generally follows the MS Plan I guidelines provided above. Students are encouraged to discuss these guidelines and timeline for degree completion with their mentors.



DUAL MS/MA IN BIOLOGY AND EDUCATION PROGRAM

Collaboration between the Department of Biology and the Department of Curriculum & Instruction prepares students to become highly qualified teachers of biology and other science disciplines in grades 6-12. Upon successful completion of the program, students will earn a Master of Science degree in Biology and a Master of Arts Degree in Education, as well as Class A Teacher Certification in General Science from the Alabama State Department of Education. Students who begin taking graduate courses during their undergraduate junior year will earn both master's degrees and certification within 24 months of completing their undergraduate degree.

Students within the Dual MS/MA Program in Biology and Education Program are provided a detailed course timeline developed by Graduate Program Directors of the Department of Biology and the Department of Education. Graduate students enrolled in this program should meet with both these Program Directors prior to initiating the program to outline course plans in order to fulfill the dual graduate degrees. More information can be found at: <https://www.uab.edu/cas/biology/graduate/dual-masters-in-biology-and-education>.

PROGRAM POLICIES

LEAVE

In general, graduate students are expected to be available in the periods between academic terms. Per UAB Graduate School policy, graduate students are not entitled to any paid leaves. Additionally, graduate students are not eligible for leave under the Family and Medical Leave Act (FMLA). All breaks, including designated UAB holidays and semester breaks, are a matter of individual negotiation to be decided between the student, the student's research mentor and the Graduate Program Director.

In the event of an anticipated health event, students are required to establish a plan for tuition funding, courses, and additional research requirements with their mentor and the Graduate Program Director. In the event of an unanticipated health event, students should inform their mentor and the Graduate Program Director as soon as possible about the need for an academic leave of absence. Policies and procedures concerning academic leaves of absence can be found in the UAB Graduate Catalog.

ACADEMIC PROBATION

The Biology Graduate Programs follow the UAB Graduate School policies on academic standing. Briefly, for a student to maintain good academic standing, they must maintain a cumulative grade point average (GPA) of at least 3.0 (B average) on graded courses and at least as many hours of P as of NP grades on pass/not pass courses. Any graduate student who, at the end of any semester, fails to meet the criteria to maintain good academic standing will be placed on academic probation. Students on academic probation must re-establish good academic standing within the next two semesters or risk dismissal from the program and the UAB Graduate School.

TIME LIMITATION

Graduate students are generally expected to complete all degree requirements within 5 years of matriculation for MS students, and 7 years of matriculation for PhD students. One extension of these time limits can be requested when mitigating circumstances preclude completion of requirements within the time limit. See the UAB Graduate Catalog for additional details.

CHANGING LABS

In the event that a student experiences circumstances out of their control (e.g., mentoring leaving UAB, mentor illness or death, incompatibility between mentor and student), arrangements can sometimes be made such that student can transfer to a new lab with a new mentor. These situations are considered on a case-by-case basis by the Graduate Program Director.

DUAL DEGREE PROGRAMS

Students wishing to be enrolled in two programs concurrently (e.g., MS in Business Administration or MS in Public Health) must submit a degree-seeking application and be admitted to each program individually. The minimum number of credit hours required for each degree must be met. Courses may not be double-counted and are only allowed to fulfill requirements for one degree. A formal course plan may be required.

DEFERRING ADMISSION

Students who have accepted an offer of admission from the Department of Biology and wish to defer their enrollment should complete the student section of the UAB Graduate School's *Request to Defer Admission Form* and send it to the Graduate Program Director with a statement on why the deferral is being requested. The request will be reviewed by the Graduate Program Director for approval. Deferred students will be held to the academic expectations and financial support effective at the time of enrollment in their first semester of classes. Deferrals may be granted for the purposes of work, travel, military service, the pursuit of a special interest, health-related issues, etc. Deferred students may not enroll in another college or university.

PROGRAM POLICIES

GRIEVANCE POLICIES AND PROCEDURES

Although rare, disagreements between students and faculty can arise that may affect a student's progress towards the completion of the degree. The parties involved in such a dispute should make a good faith effort to discuss and resolve the disagreement. The following guidelines may be helpful.

Step 1. Identify the problem; clearly define what you believe happened and what you perceive is needed to resolve the issue.

Step 2. Approach the other person or group involved with the dispute one-on-one. Set up a mutually agreeable time to talk; listen and ask to be listened to; use "I" statements when speaking; avoid assigning blame or leveling accusations.

Step 3. If these steps do not culminate in a resolution, the parties involved with the dispute should agree to approach an impartial third party, a mediator, who will respect confidentiality and with whom the situation can be discussed. The Graduate Program Director will suggest such a third party if asked. The mediator may be able to help the parties involved reach a resolution.

Step 4. If no resolution is found then you may submit the disagreement to the Chair for resolution.

Note: Issues involving conduct covered by the UAB Academic Honor Code and related UAB Codes should be reported to the Graduate Program Director. Complaints alleging discrimination on the basis of race, color, sex (including harassment), age, religion, sexuality, national origin, disability, veteran or marital status should be reported to the Graduate Program Director and will be subsequently referred to the appropriate University administrators. For procedures specific to alleged violations of UAB Non-Academic Student Conduct Code please see this link: .



STUDENT OPPORTUNITIES

CIRTL

Center for the Integration of Research, Teaching, and Learning (CIRTL) is an NSF Center for Learning and Teaching which has been established across 37 U.S. research institutions, including UAB. All UAB biology graduate students are required to take the course GRD 715: TA Training for STEM Laboratory TAs, which also serves as the first course in a certificate sequence for CIRTL. As a student progresses through CIRTL coursework, they earn CIRTL certificates at stepwise levels: Associate, Practitioner, and Scholar. The Scholar level culminates in the completion of teaching-as-research (TAR) project and teaching portfolio, which is often completed by students with an interest in teaching at the university level. Additional certificate programs, such as Research Communication and Mentoring & Leadership, are available through the UAB Graduate School Professional Development Program. Students should work closely with their advisors to determine appropriate coursework and certificate programs outside of their primary area of study.

GRADUATE SCHOOL INITIATIVES

The UAB Graduate School offers several initiatives to help broaden the training experience of UAB graduate students. Events include Discoveries in the Making, 3-Minute Thesis Competition, and the Say It In 6 Competition. The Graduate School also offers scholarships and funding opportunities including, but not limited to, the Blazer Fellowship, The Samuel B. Barker Award, Ireland Research Travel Awards, and the Individual Fellowship Incentive Program (\$500 to students who submit competitive, fellowship applications).

GRADUATE STUDENT GOVERNMENT

UAB graduate students are represented by the Graduate Student Government (GSG), which works closely with the Graduate School and other offices of the university administration in formulating policies and meeting student needs. All graduate students are automatically members of the GSG, and the GSG Senate is composed of student representatives from the various graduate programs. If you are interested in serving as a representative to the GSG, visit: <https://www.uab.edu/gsg>.



RESOURCES

STUDENT OUTREACH

Student Outreach, a function of the Office of Student Conduct & Outreach, assist students who may be struggling or distressed in some way by linking them to appropriate resources on or off campus. Staff meet with students to identify sources of stress and discuss individualized options to address those factors. The ultimate goal of the office is to help students reduce their stress and increase their support in order to be as successful as possible at UAB. Student Outreach serves as part of the UAB CARE Team (Communicate, Assess, Refer, Educate) to help develop strategies to support students experiencing academic, social, and crisis situations, including mental health concerns. To make referrals visit <https://www.uab.com/careteam> or call 1-205-975-9509.

STUDENT COUNSELING SERVICES

UAB Student Counseling Services offers support to students in achieving personal, academic, and lifelong goals by providing individual and group mental health services, prevention and outreach programming, crisis and emergency support, and consultation services. Find out more at <https://www.uab.edu/students/counseling/>.

DISABILITY SUPPORT SERVICES

Disability Support Services (DSS), located in the Hill Student Center, serves as the central campus resource for students with disabilities. The goal of DSS is to provide a physically and educationally accessible university environment that ensures an individual is viewed on the basis of ability, not disability. DSS staff members work individually with students to determine appropriate accommodations. To be eligible for services, students need to complete an application, submit documentation of their disability and meet with our counseling staff. For more information, contact Disability Support Services at 1-205-934-4205 (voice) or 1-205-934-4248 (TTY) or <http://www.uab.edu/students/disability/>.

TITLE IX

UAB's Division of Student Affairs oversees the University's compliance with Title IX of the Education Amendments of 1972. The Title IX Office works with students, University administration, departments, faculty, staff, campus police, and other support services to ensure that University policies and programs foster a campus community free of sex discrimination including gender-based assault, harassment, exploitation, dating and domestic violence, stalking as well as discrimination based on sex, sexual orientation, gender identify and gender expression, and related retaliation. For more information about Title IX, policy, procedures, reporting, protections, resources, and support, please email titleixoffice@uab.edu or visit <https://uab.edu/titleix>.



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