Biology Handbook

For

Ph.D. Students

(2006 – 2007)

Updated:
April 10, 2006
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*Please note: This handbook does not replace, change, add, modify or supersede any information or requirements found in the university Graduate Bulletin. The Graduate Bulletin is the official document for all procedures and responsibilities of all graduate students at UMB. There are copies of the Graduate Bulletin in the Biology Office, at other places around campus (i.e., the Admissions Office in the Campus Center) and online at: http://catalog.umb.edu/ Note that your requirements for graduation are those that are in existence at the time of your matriculation into the department (the so-called “grandfather clause”).

For additional information or questions, graduate students should contact:

- The Biology Graduate Program Director (Dr. Greg Beck, 617-287-6619, greg.beck@umb.edu)
- The Office of Graduate Admissions and Records (Campus Center, UL, rm. 320, 617-287-6400)
- The Office of Graduate Studies (Quinn Administration Building, 3rd floor, rm. 069, 617-287-5700)
- The Biology Office (Wheatley Building, 3rd floor, rm. 021, 617-287-6600)
- The Biology Department website (http://www.bio.umb.edu)

**Biology Graduate Committee and the Graduate Program Director** The Biology Department has a Graduate Committee composed of the Graduate Program Director (Dr. Greg Beck), Biology faculty members (at the present time: Drs. R. Kesseli, J. Ebersole, A. Colon-Carmona, A. Pollack, J. Dukes, M. Shiariis, and K. Campbell), and a graduate student member elected annually by the graduate students [at the present time, Stephanie Wood (stephanie.wood@umb.edu)]. The graduate student member is your direct representative to graduate committee decision-making.

The responsibility of the Graduate Committee is to oversee graduate student recruitment, to evaluate student applications and make admission decisions, to oversee advising of graduate students, and to monitor student progress. The Graduate Program Director (GPD) also reports to the Office of Graduate Studies on enrollment, recruiting and other administrative matters, certifies and completes student thesis and dissertations, graduation applications, and, with the Department Chairperson, assigns graduate teaching assistantships.

**The Office of Graduate Admissions and Records** The Office of Graduate Admissions and Records is responsible for the following:

- Graduate Admissions
- Graduate Registration
- Graduate Transcripts
- Graduation Certification for Graduate Students
- Enrollment Certification
- Name/Address Changes
The office of Graduate Admissions and Records is located on the UL of the Campus Center (room 320) and is open Mon. & Wed. 8:30 - 6:00; Tues. & Thurs. 8:30 - 5:00; Fri. 10:00 - 4:00. The main telephone number is 617-287-6400. If you have any question about university requirements, please stop by their office, e-mail (bos.gadm@umb.edu) or call.

**General Information**

**Degree Requirements**
You can find all of the requirements for both the PhD and MS degrees in the Graduate Bulletin. There are copies of the Graduate Bulletin in the Biology Office and other places around campus (i.e., Campus Center). As stated above, the Graduate Bulletin is the official document for all procedures and responsibilities of graduate students at UMB.

**Transfer of Courses and Credits**
In accordance with University policy, only six (6) credits taken as a non-degree student may subsequently be transferred into a student’s degree program (these are courses taken at UMB or from an acceptable academic institution). If you took courses during the summer or winter session immediately preceding your matriculation date that would result in you having more than six (6) such credits, they can be transferred in as well. For any transfer credits you will need the approval of your academic advisory committee, the Biology GPD, and the Graduate Dean. A copy of this form is found in the back of this handbook on page 19.

The Biology Department allows you to apply one undergraduate course (up to 4 credits) at the 300 level towards the credits you need to graduate. This is contingent upon approval of your Academic Advisory Committee and the understanding of the course instructor that the course is being taken at the graduate level.

**Progress Reports**
You and your mentor (academic advisor) will provide a yearly progress report (due by June 15) to the GPD and the Biology Graduate Committee. The GPD will e-mail all students in the Spring for this information. A copy of this form is found in the back of this handbook on page 20.

**Academic Advisory Committee (AAC)**
Upon admission, you will have already chosen a faculty mentor’s laboratory to work in. Within six months, you and your academic advisor will choose an Academic Advisory Committee (AAC) and will submit this proposed committee to the Graduate Committee and the Biology GPD for approval. The AAC will comprise your academic advisor and three additional members (one member can be from outside the department) in your area of research interest. You, in consultation with your academic advisor and AAC, will plan an appropriate course of study. During your graduate study, the AAC will monitor your progress. Your academic advisor shall be a full-time member of the faculty of the Biology Department. You can change your academic advisor or rearrange your AAC upon approval of the GPD and the graduate committee. A copy of this form is found in the back of this handbook on page 21.

**Teaching**
You are required to participate in the teaching program as teaching assistants (TA) for at least two semesters. The teaching responsibility is intended to enhance the experience and skills of our students.

**Biology Seminars**
The Biology Seminar (every Friday afternoon at 2:30 during the Fall and Spring semesters) is a valuable avenue for establishing a common biological ground among the members of the Biology Department. The
The scope of Biology is broad and the interests in our Department are also diverse. The seminar is therefore an important experience for graduate students, and attendance is mandatory.

**Program Fee and Financial Aid Waiver**

You are required to maintain continuous registration until the degree that you are seeking has been formally awarded. If you do not register for course or thesis credits during any semester, you must maintain continuous registration by paying a program fee ($175 per semester) to the university (http://catalog.umb.edu/content.php?catoid=14&navoid=1757) at the One Stop Student Center. It must be paid by the end of the Add/Drop period. (Note: Payment of the program fee does not extend the time limit for completion of the degree.) Any questions regarding the Program Fee should go through the One Stop Student Center. A copy of this form is found in the back of this handbook on page 22. This is a three-page carbon-copy form so please get an original from the Biology Office.

If you are required to pay the program fee and do not do so by the last day of the add/drop period you will be subject to administrative withdrawal from the University. If you later seek readmission or apply for graduation, you must pay all accumulated program fees, as well as a $25.00 readmission fee.

A Graduate Student Status form should be submitted to the One Stop Student Center along with the Program Fee form if you have any outstanding student loans. If you do not let your student loan provider know that you are still registered (even though you are paying the Program Fee) they may ask you to start paying back your student loans immediately even though you have not yet graduated. A copy of this form is found in the back of this handbook on page 23.

IMPORTANT: International students should be aware that your active visa is contingent on you being a full-time student at the University. After completing your course work and having moved on to Program Fee status, you must ask the GPD in the department to inform the Graduate Office that you are full-time, so that you don’t come up on an Alert List as not being full-time, which will result in your visa being terminated. Additionally, the office of International Student Services asks that “in order to keep your record updated in SEVIS, you need to document the continuity of your final work properly. Please submit a letter from your program of study to indicate your active participation, at the beginning of each semester until graduation time.” For continued updates visit: http://www.iss.umb.edu/.

**Academic Average for Graduate Degrees**

In the courses a student is offering to satisfy degree requirements, a minimum standard for satisfactory work is a 3.0 average. An average of less than this can result in academic probation or dismissal. If you are placed on academic probation you will not be eligible to receive a graduate assistantship.

**Incompletes**

After a one-year period, if a grade is not submitted by the faculty member, a Failure will be recorded, turning the grade on your transcript to an IF. After the end of this period, you must re-register for the course, pay for it again, and complete all its requirements in order to receive credit and a grade. If you have accumulated more than four INC/IF grades you will be considered as not to be making satisfactory progress toward your degree and you will be placed on probation and will normally be barred from registering for additional classes until the INC/IF grades are cleared.

**Academic Probation**

You are placed on probation when the GPD or department chair requests such action. A memorandum explaining the reason(s) for the recommendation along with the recommended criteria which you must meet before the status is removed is forwarded to the Dean of Graduate Studies and placed into your file. Probation can be removed only by the Dean of Graduate Studies and only upon the recommendation of the
GPD or department chair. Justification for either restoration to degree-seeking status or dismissal must accompany the request.

**Academic Dismissal**

If you (in any two semesters, consecutive or otherwise), have semester averages of below 2.8 you will be subject to academic dismissal upon recommendation of the GPD to the Dean of Graduate Studies.

**Statute of Limitations Policy**

Achievement of a PhD degree signifies mastery of one’s chosen discipline. Rather than being merely a collection of courses, a graduate degree requires intense commitment to scholarship and practice within a specific period of time. Such focus and coherence is lost if the degree is not completed within a reasonable time period. Therefore, our program requires that you complete your course of study within designated time limits.

The Biology Department has established our own time limit, approved by faculty governance. If you fail to complete the PhD program within 7 years you will be subject to dismissal. Time limits for completion are included on your grade reports, class schedules and invitations to register. In exceptional cases, the Dean of Graduate Studies may grant an extension of the time limit. In such cases, you must submit a request to the GPD with a letter of explanation accompanied by a detailed schedule for completion. A letter from the GPD concurring with the request must be submitted to the Dean of Graduate Studies with your request. *A copy of this form is found in the back of this handbook on page 24. This is a three-page carbon copy form so please get an original from the Biology Office.*

**Leave of Absence Policy**

You may obtain a leave of absence up to a maximum of two years by filing a request that must be approved by the GPD and the Dean of Graduate Studies. A leave of absence extends the time limit by the length of the leave, but you must pay the program fee for each semester of the leave. *A copy of this form is found in the back of this handbook on page 25. This is a three-page carbon-copy form so please get an original from the Biology Office.*

**Satisfactory or Reasonable Progress**

You must make satisfactory or reasonable progress toward completion of a degree program within the University’s policy on time limits for that degree. If you are not making satisfactory or reasonable progress, you can be subject to probation and dismissal upon the recommendation of the GPD to the Dean of Graduate Studies.

**Student Union**

All graduate students are members of the UMB Graduate Student Union. In order to receive a TA, stipend, tuition and fee waivers you must belong to the union.

**The PhD in Environmental Biology**

**Coursework Requirements**

To receive the PhD in Environmental Biology (EB), you must complete a minimum amount of credits consisting of coursework, journal readings, and research. A program of coursework and research project should be developed in consultation with your academic advisor and AAC. **In general, required and elective coursework should be completed within the first four semesters.**

For the PhD in EB, sixty-four credits are required, distributed as follows:
• Required (core) courses (12 credits);
• Elective courses (20 credits) [including up to 6 credits of BIOL 672-673 (Directed Readings)];
• Current Literature (journal readings) (5 credits); and
• Research (27 credits)

Required Courses
You must take 4 courses (12 credits) in the core course area. You must take Scientific Communication (BIOL 650, 3 credits)*, and at least one of the following three courses:
- Applied Statistics (ECOS 611)
- Biological Diversity and Evolution (BIOL 652),
- Environmental Policy and Administration (ECOS 616)

*Note: PhD students have generally gained more benefit from Scientific Communication if it is taken in their first year.

You may also choose to take one or two of the following courses as part of the core:
- Molecular Genetics of Bacteria (BIOL 626)
- Computer Analysis of DNA and Protein Sequence (BIOL 664)
- Advanced Molecular Biology (BIOL 675 or BIOL 676)
- Advanced Eukaryotic Genetics (BIOL 677)

Elective Courses
You must also take at least 20 additional elective credits, which may include courses in other departments. All electives are subject to the approval of your AAC or dissertation committee (see below). As part of this group of elective credits, you may take up to 6 credits of Directed Readings (BIOL 672/673).

Current Literature (Journal Readings)
In addition to the 20 elective credits, you must take a minimum of 5 credits of appropriate seminar and journal reading courses (BIOL 653, Current Literature in Biology). These courses focus on subfields within Biology. They are designed to help you stay abreast of recent developments through reading current literature and to provide opportunities for public speaking. You may take as many Current Literature courses as you like, but only 5 will be credited toward your graduation requirement.

Research
You must take a minimum of 27 dissertation credits (BIOL 899).

The PhD in Molecular, Cellular, and Organismal Biology

Coursework Requirements
To receive the PhD in Molecular, Cellular and Organismal Biology (MCOB), you must complete a minimum amount of credits consisting of coursework, journal readings, and research. A program of coursework and research project should be developed in consultation with your academic advisor and AAC. In general, required and elective coursework should be completed within the first four semesters.

For the PhD in MCOB, sixty-two credits are required, distributed as follows:
- Required (core) courses (15 credits);
- Elective courses (15 credits) [including up to 6 credits of BIOL 672-673 (Directed Readings)];
- Current Literature (journal readings) (5 credits); and
- Research credit (27 credits)
**Required Courses**
You must take 5 courses (15-16 credits) in the core course area. You must take Scientific Communication (BIOL 650, 3 credits)*, and four courses selected from the following:
- Advanced Cell Biology (BIOL 612)
- Molecular Genetics of Bacteria (BIOL 626)
- Computer Analysis of DNA and Protein Sequences (BIOL 664)
- Advanced Molecular Biology (BIOL 675 or 676)
- Advanced Eukaryotic Genetics (BIOL 677)
- Environmental Physiology (BIOL L658/ECOS L658)

*Note: PhD students have generally gained more benefit from Scientific Communication if it is taken in their first year.

**Elective Courses**
You must take at least 15 additional elective credits, which may include courses in other departments. All electives are subject to the approval of your AAC or dissertation committee (see below). As part of this group of elective credits, you may take up to 6 credits of Directed Readings (BIOL 672/673)

**Current Literature (Journal Readings)**
In addition to the 15 elective credits, you must take a minimum of 5 credits of appropriate seminar and journal reading courses (BIOL 653, Current Literature in Biology). These courses focus on subfields within Biology. They are designed to help you stay abreast of recent developments through reading current literature and to provide opportunities for public speaking. You may take as many Current Literature courses as you like, but only 5 will be credited toward your graduation requirement.

**Research**
You must take a minimum of 27 dissertation credits (BIOL 899).

**The PhD in Biomedical Engineering and Biotechnology**

The program emphasizes a multidisciplinary, team approach in course/seminar presentations across the UMass campuses, and joint research projects prior to dissertation specialization.

**Coursework Requirements**
To receive the PhD in Biomedical Engineering and Biotechnology (BMEBT), you must complete a minimum amount of credits consisting of coursework, journal readings, and research. A program of coursework and research project should be developed in consultation with your academic advisor and AAC.

**In general, required and elective coursework should be completed within the first four semesters.**

For the PhD in BMEBT, sixty-three credits are required, distributed as follows:
- Required (core) courses (16 credits) and specialization courses (12 credits);
- Directed studies (3 credits) and doctoral seminar (2 credits); and
- Research credit (30 credits).

**Required and Elective Courses**
You must take 16 credits (six courses) in the core course area. These courses are:
- Introduction to Biomedical Engineering and Biotechnology
- Instrumentation and Laboratory Experience
• Applied Math for Life Sciences or Advanced Numerical Methods
• Quantitative Physiology
• Bioethics
• Advanced Cell and Molecular Biology

Specialization Courses
A minimum of 12 additional specialization credits (four courses) must be taken, subject to the approval of your AAC. You can only specialize in Molecular Biotechnology at UMB. Although students will apply to and conduct their dissertation research on one of the four UMass campuses, intercampus faculty mentoring of dissertations, enrollment in any of nearly 300 relevant graduate courses across the campuses (e.g., on an individual campus, distant learning, online) and resource sharing/library access will be available and encouraged. Biomedical industry graduate internships will also be developed.

Project/Directed Studies and Doctoral Seminar
In addition to the 12 specialization credits, students are required to take at least 5 credits of appropriate project studies and seminar courses. Project/Directed Studies courses are team based cross-disciplinary collaborations with other scientists that will result in a written or oral presentation at a multi-campus research symposium. The Doctoral Seminar course is a seminar series with intercampus emphasis with outside speakers and student presentations.

Research
You must take a minimum of 30 dissertation credits (Biol 899).

Other Information

Written Comprehensive and Oral Qualifying Examinations
You must pass two examinations in order to advance to candidacy: 1) A written comprehensive examination to test your command and knowledge of four specific areas of biology, and 2) A subsequent oral qualifying examination based on a) the oral description and defense of your dissertation proposal, and b) comprehensive questioning focused on the four areas covered in the written exam.

The written comprehensive examination may be taken at the end of your first year, or after the completion of at least 18 credits of course work; it should generally be taken by the end of four semesters or 36 credits of course work. You will defend four areas, drawn from the array of graduate courses offered in the department or from other areas acceptable to your AAC and approved by the Graduate Committee. The exam will be conducted by your AAC. The format of the exam is flexible, but will generally be a two-day event in which you will answer the questions written by your AAC on each day. In order to advance to the oral qualifying examination, you must perform satisfactorily on the written portion.

If you fail the written examination you may, at the discretion of the AAC, be permitted a second and final written examination within six months. If you fail the examination a second time, you have the option of withdrawing from the graduate program or formally petitioning the AAC to continue towards a MS degree in one of the Biology MS programs. All the requirements of the MS program must be fulfilled to receive an MS degree. You may not continue in the PhD program after a second failure of the comprehensive examination.

Generally, within one month following the written exam, you should submit your dissertation proposal (suitable for submission to external funding agencies) to your AAC and the GPD. The proposal should include a brief background description, hypotheses to be tested, appropriate methodology, anticipated
results, potential pitfalls and literature citation. Note this is not a dissertation defense. The purpose of the proposal is to allow the AAC to review the depths of your thoughts in the area of your specialization. This proposal could be the basis for obtaining extramural funding and you and your advisor are strongly encouraged to pursue this possibility after, if not before, the examinations. Before the examination, you should confer with members of your AAC regarding the soundness of the proposal. In addition you should discuss the possible deficiencies in the written exam with the individual members of the AAC. The oral qualifying exam should be scheduled, generally within one month, following the submission of the dissertation proposal.

The oral qualifying exam will be announced to the Biology faculty two weeks in advance of the date. The exam is open to the entire faculty, but only your AAC can vote on whether you pass or fail the exam. Though flexible, a typical oral examination may begin with a brief (30 minute) description of the dissertation proposal, followed by questioning of the proposal and the four areas defended in the written exam. The format will allow interested faculty, not on the examination committee, to attend the proposal description without committing to the full exam. As with the written portion, if you fail the oral defense examination you may be permitted, at your AAC’s discretion, to retake the qualifying examination.

On successfully completing the qualifying examinations, you become a candidate for the PhD degree in EB or MCOB. You are allowed up to three more years to complete and successfully defend a scholarly dissertation.

The Office of Graduate Studies has developed the Dissertation Tracking Form, which spells out the various steps for completing your dissertation and dissertation defense. It lays out, albeit rather bureaucratically, the final steps to the completion of your degree. Once a student passes the qualifying exam, the Dissertation Tracking Form Stage 1 (Notification of Candidacy) should be filled out and returned to the GPD. This step is followed for each stage until the defense. You can find this form in the back of this handbook on page 26.

Dissertation Committee
After becoming a candidate for the PhD, you must choose a dissertation committee. The dissertation committee will comprise your academic advisor, one member from outside the UMB Biology Department (this member may come from either within or outside the university), and generally (but not necessarily), two or three other members of the AAC. At least two members of the committee shall be faculty members in the Biology Department. With the approval of the GPD and the Graduate Committee, faculty from outside the Biology Department or non-UMB faculty will be permitted to co-sponsor your dissertation work. Before the expected completion of the dissertation, you will periodically (at least annually) present your work to your Dissertation Committee. The committee will discuss the work with you, possibly to make suggestions about the direction of the work, and to assure that you are focused toward a satisfactory conclusion of the research project. You will be expected to defend a scholarly dissertation based on your original research.

Once you choose a dissertation committee and they accept your proposal the Dissertation Tracking Form Stages 2 and 3 (Notification of Proposed Dissertation Committee and Notification of Proposal Acceptance) should be filled out and returned to the GPD. Your proposal will usually be the document you submitted for the oral qualifying exam. You can find these forms in the back of this handbook on pages 26 and 27.
**Departmental Presentation**

Approximately nine to twelve months after your advancement to candidacy, you will present a seminar, based on your work in progress, to the entire department at the Friday seminar. Usually two students will share a seminar spot, with each talk lasting approximately 20 minutes followed by a question-and-answer period. You should contact the office staff when you are ready to set up a date.

**Dissertation Defense**

A final public dissertation defense will be administered by a dissertation panel comprising at least five members including a) the Dissertation Committee; and b) the Biology GPD or (if the GPD is already on the dissertation committee) a member of the Graduate Committee. The defense will be chaired by your academic advisor, and will be scheduled after you have submitted an advanced draft of the manuscript to the dissertation panel and after the panel has agreed that you are ready to defend it. Approval of the dissertation, passing the defense, and/or recommending the degree, however, is not implied by scheduling the examination. This first part is a short (40 - 45 minute) oral presentation of your research work to the Biology Department. Biology faculty, students, and friends are invited to attend. Following the presentation, a meeting between the Dissertation Committee and you will be held for further questions and to discuss any final amendments, if necessary. The Dissertation Committee will then meet and decide if you have satisfactorily met the requirements for the PhD degree. If all Dissertation Committee members cast positive votes, you shall be deemed to have passed the final oral examination. If there is one negative vote, the degree will be held up pending satisfactory resolution by you of the objections of the dissenting member of your Dissertation Committee; final program approval is represented by the signature of the GPD on the final version of your thesis. If two or more members cast negative votes, you will be informed that you have failed the examination.

Once you choose a dissertation defense date and successfully defend, Dissertation Tracking Form Stages 4 and 5 (Notification of Intent to Defend Dissertation and then Results of Dissertation Defense) should be filled out and returned to the GPD. You can find these forms in the back of this handbook on pages 27 and 28.

You must notify the office staff (with the date and time) at least one month before your defense so a suitable room can be found and the Office of Graduate Studies can be notified. You must submit your dissertation to the Dissertation Committee at least two weeks before your dissertation defense.
Graduation

To complete a Graduate degree from UMB the first step is to check to make sure that all the course requirements for the degree are being satisfied in a timely fashion and according to graduate school policy. The best time to do this is either the first semester of the final year of study, or within 15 credits of completing the degree.

If you wish to check on your progress you should obtain an unofficial copy of your transcript from the WISE system. You should review the transcript with your academic advisor. If there are gaps or inaccuracies, allow time to ensure that your transcript is correct yourself.

The following steps should be completed in the order listed (see deadlines below):

- **You and your academic advisor:** Meet with your dissertation committee to ensure that your course work and research is complete and to schedule an oral examination.
- **Your academic advisor:** Inform the GPD of the results of the oral examination. The GPD will notify the Office of Graduate Records.
- **You:** Obtain the “Application for the Degree” form (M4) from the Office of Graduate Studies. Complete the form and sign. Submit the completed form to the GPD. *A copy of this two-page form is found in the back of this handbook on pages 29 and 30.*
- **You:** Pay a $150.00 Commencement Fee at the Bursar's Office (check only) (remember deadlines below).
- **You:** Submit the original (unbound) dissertation (on bond paper) and two copies to the Office of Graduate Studies plus a money order or cashier's check (they will not accept a personal check) for $45.00 made out to the University of Massachusetts Boston. Two bound copies are for the library, and the other bound copy is for the Biology Department files. Additional bound copies for yourself are $15.00 per copy and you must provide Graduate Studies with the additional copies to be bound. There is an additional charge of $70.00 for the University Microfilm International fee for registration and one microfilm copy.

Submission Deadlines

**Final version of your dissertation to the Office of Graduate Studies:**

- August 1 for an August degree date (Master’s Degree only)
- December 1 for a December degree date
- April 15 for a June degree date

If you are anticipating graduation in September, you may participate in the May ceremonies.

You need to follow the rules for the preparation of a dissertation contained in the “Guidelines for the Preparation of Theses and Dissertations at the University of Massachusetts Boston” pamphlet available from the Office of Graduate Studies and Research.
Submission of Your Dissertation

After its approval at your dissertation defense, and no later than the above deadlines, the final version of the work, including a completed signatory page, is submitted to the Office of Graduate Studies. This manuscript must be clear and grammatically correct. Errors in this final version may delay the award of your degree. You should work closely with your academic advisor on issues of format and style, using the pamphlet “Guidelines for the Preparation of Theses and Dissertations at the University of Massachusetts Boston” to guide you. Your advisor should review the final copy before you submit it to the Office of Graduate Studies. Your dissertation committee certifies that your manuscript is “Approved as to style and content...,” but the Office of Graduate Studies has final authority in the acceptance of the work.

The following must be submitted to the Office of Graduate Studies by the deadline for each respective degree date: the original copy of your final version, on archival paper; two good photocopies; a completed signatory page in each copy; completed binding and microfilm forms, with the appropriate fees; and a completed copy of the Survey of Earned Doctorates. Be sure that all signatures on the signatory page are in black ink, and that the original copy is on archival paper. Microfilm and survey forms are available in the Office of Graduate Studies. Binding guidelines and a sample binding request form will be found on pages 12 through 13 of the guidelines pamphlet. The Office of the Registrar must receive all other materials required for graduation by the same deadlines.

The original and the copy of the dissertation should be submitted in separate manila envelopes. A third manila envelope should be submitted containing a copy of all prefatory pages from the title page to, and including, the first page of Chapter 1; the first page of the endnotes section, if applicable; the first page of the bibliography section; and the completed Survey of Earned Doctorates. All envelopes should be clearly marked as to their contents, along with your name, program of study, current address, e-mail address and telephone number.

Once the Office of Graduate Studies has accepted the final version of the dissertation it becomes the property of that office and cannot be removed by the degree candidate, a member of the faculty or staff, or other students. No further corrections can be made.

The original copy of your dissertation will be bound and placed in the university library. The photocopy will be sent to University Microfilms International for microfilming, storage, and listing in Dissertation Abstracts International. It will not be returned, but the microfilm copy will be stored in the university library and made available to other institutions through the interlibrary loan system, and the third copy will go to your program. You are responsible for the cost of binding the printed copy of your dissertation, as well as registering it with University Microfilms International, and providing the university with a microfilm copy.
Financial Information

Assistantships
The University offers a limited number of graduate assistantships in teaching (TA) to qualified students. You should consider applying for assistantships. You must be a currently enrolled degree-seeking (matriculated) graduate student in good academic standing. Part-time assistants must be registered for at least six credits, and full-time assistants must be registered for at least nine course credits, or capstone/thesis/dissertation credits.

During the summer there are usually other TA positions open in our summer courses. You would be paid an additional stipend to be a TA in these courses. Information is usually available during the middle part of the Spring semester from the office staff. Please talk to your academic advisor beforehand to see if being a TA in a summer course will fit into your research responsibilities.

Stipends and Tuition Waivers
All assistantships carry stipends, tuition and fee waivers. The amount of each stipend depends upon your workload. If you are awarded at least half of the full-time stipend, you are eligible for a tuition waiver. It is possible to maintain full-time status without paying tuition by paying the Program Fee (see page 4).

Responsibilities and Periods of Appointment
Full-time graduate assistants are expected to work twenty hours per week; half-time assistants work ten hours weekly. Most assistants undertake teaching responsibilities or instructional support activities. Reappointment is possible, but the University is under no obligation to reappoint any student to an assistantship.

Applications
The GPD is responsible for recommending to the Office of Graduate Studies and Research that students be awarded assistantships. Each spring the TA positions for the following academic year are posted (as per the Graduate Student Union contract) after the Dean of Graduate Studies reviews them. In addition, all the positions are e-mailed to you. Students seeking assistantships should apply as early as possible. General information about assistantships is also available from the Office of Graduate Studies and Research.

Financial Aid
Through UMB’s Office of Financial Aid Services, loans and part-time summer employment opportunities are available to degree-seeking graduate students. You are encouraged to apply early as funds are limited. Once you have applied for financial assistance, you are automatically considered for every form of currently available University administered aid for which graduate students are eligible.

Note You have the right to apply for financial aid and must be considered fairly and equally, without regard to race, color, sex, age, religion, national origin, sexual orientation, disability, or veteran status. A complete list of your other student rights and responsibilities in connection with financial aid may be found under “Regulations, Procedures, and Degree Requirements” in the Graduate Bulletin.

Research and Travel Support
Outside Fellowships and Grants
We strongly encourage you to apply for all fellowships for which you are eligible. There are many fellowships and predoctoral fellowships offered by government agencies and foundations, and you should consult your AAC for suggestions of where to apply. You should consider applying for the NSF Graduate Research Fellowship Program (GRFP) (http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201), EPA Science to Achieve Results (STAR) program fellowships or NIH funding. NIH funding is made available through individual institutes. For example the National Institute of General Medical Sciences (NIGMS). You should search the NIH pages (http://www.nih.gov) for other institutes and their programs. You are generally eligible for predoctoral fellowships only in your first semester at UMB.

Chancellor's Distinguished Dissertation Awards
These grants provide support for dissertation research activities of doctoral candidates. Doctoral dissertation grants are funded through a reallocation of UMB research trust funds obtained from the recovery of facilities and administration costs of sponsored programs. Allocations for grants are based on the significance of the research, the merits of the research design, and the reasonableness of the budget request. To be eligible, your Dissertation Committee must have formally approved your dissertation proposal. The grants are usually announced in the Spring semester.

Graduate Student Assembly Grants for Research Expenses
The Craig R. Bollinger Memorial Research Grant (for work leading to a Doctoral Dissertation) is a competitive grant awarded to assist you in defraying research expenses. Up to two grants of $1,000 (maximum) are awarded each fall and spring semester by a committee of UMB graduate students, faculty and staff. The grants are usually announced in the Spring semester. Please see their website for more information (http://www.gsa.umb.edu/programs.htm).

The Biology Department Herbert Lipke Memorial Endowment Fund for Travel Expenses
The Herbert Lipke Memorial Endowment Fund was established in 1983 by members of the Lipke family and his friends and colleagues to support graduate work in biology at UMB. The fund provides awards to support professional travel by biology graduate students presenting papers at scientific meetings. There is a rolling deadline for submission of travel forms. Information and a copy of this form are found in the back of this handbook on pages 31 and 32.

The Graduate Student Assembly Professional Development Grants for Travel Expenses
The GSA (Graduate Student Assembly) also has funding available [professional development grants (PDG)] to defray the cost of traveling to meetings and conducting research. Their deadline for submission of forms is usually the end of November. See their website (http://www.gsa.umb.edu/programs.htm) for specific information.

University Facilities and Services

The Healey Library
The university's Joseph P. Healey Library is easily accessible through the library's homepage (http://www.lib.umb.edu). You can draw upon more than 100 online indexes and databases and obtain articles from more than 26,000 electronic and print journal subscriptions.
The library homepage also provides access to its catalog of nearly 600,000 volumes, and to a Virtual Catalog that includes all UMass system libraries along with those of Brown, Northeastern, Tufts, Boston University, the Universities of New Hampshire and Connecticut, the Woods Hole Oceanographic Institution, and several public library networks. The Virtual Catalog offers online order-tracking and rapid delivery. With 9 million book titles and a total of nearly 30 million volumes available at a point-and-click, it provides a collection surpassed by no individual academic library in the world. In addition to Internet searching and ordering, you may obtain a consortium-borrowing card that is also valid in these libraries.

You can obtain a library barcode for your University ID card by stopping at the circulation desk on the 2nd floor of the library. Library staff provides instruction on the use of all resources in the collection and those available online, including RefWorks, a bibliographic citation manager.

To learn more about library services, go to the reference desk on the 4th floor or contact the reference staff:
  - e-mail: library.reference@umb.edu
  - Phone: 617-287-5940
  - 24-hour online chat: http://www.lib.umb.edu/reference

Useful Library Phone Numbers and e-mail Addresses:
  - Circulation Desk: 617-287-5900 (e-mail: Library.circulation@umb.edu)
  - Interlibrary Loan: 617-287-5929
  - Library Hours: 617-287-5900 (http://www.lib.umb.edu)
  - Reference Service: 617-287-5940 (e-mail: Library.reference@umb.edu)

Laboratories
You have access to all of the university’s modern research laboratories and equipment. You can make use of our tropical greenhouses or field stations (Waltham Agricultural Station and the Grace Grossman Environmental Center on Nantucket Island), electron microscopes, DNA sequencers, tissue culture facilities, controlled-growth rooms, image processing, physics laboratories with laser and photonics facilities, distance learning technology and extensive GIS facilities, and our new CSM environmental genomic laboratories including DNA sequencing and micro-array technology. Analytical chemistry facilities comprise HPLC, GC/MS magnetic resonance spectrometers, atomic force microscopes, an array of electrochemical instrumentation for renewable energy study, and spectroscopic instrumentation for atmospheric studies.

Computing Services
Both teaching and research at UMB benefit from the extensive facilities coordinated by the university's Office of Computing Services. This office provides a variety of information technology and data communications resources to the UMB community, with network connections in every office and classroom on the campus. The campus network is fiber-optic based with ATM protocol. Multiple transmission facilities are maintained, providing access to the UMB network and to the Internet. A central computing facility houses equipment from Data General, Dell, Compaq, Sun, and Apple. Operating systems provided in this environment include XP, Unix, Linux, Apple OS, and VMS. You have access to 15 general desktop computing labs with more than 250 Dell and Macintosh computers, seven days a week. Additional, specialized computing facilities are provided to students enrolled in specific courses of study, and for those with special needs.
Further information about computer resources is available at the computer labs on the upper level of the Healey Library, or from the Computing Services Help Desk (617-287-5220).

**Media Services**
UMB's Media Services provide a full range of audio-visual equipment, located in several media labs, and consultation, for instructional and other university-related purposes. The media labs provide access to display and mini-production audio, video, and mixed media equipment on a scheduled university-wide basis. In addition, language laboratories are available for use in conjunction with foreign language courses. The tapes used in laboratory sessions are closely correlated with classroom studies, and many are produced within the Media Center. The Center's sophisticated media production facility, located in the Lower Level of the Healey Library, is equipped with a computer-assisted video editing system and a multitrack audio studio. (617-287-5960)

The Graduate and Faculty Research Center, is especially designed for graduate students, staff and faculty. The new wireless lab, located on the 5th floor (room 00026) of the Healey Library, provides a quiet environment for writing and research. The Windows computers are equipped with word processing, spreadsheet, presentation, statistical and desktop publishing software, along with access to email and the Internet. You will be able to print posters here. (617-287-5272)

**State Archives**
The archives of the Commonwealth of Massachusetts are housed adjacent to the campus in the Massachusetts Archives and Commonwealth Museum. You can benefit greatly from this rich resource, whose research materials cover three and a half centuries.
Application for Pre-Matriculation Waiver of the Non-Degree Transfer Credit Limit
Please return signed form to the Registrar’s Office

In accordance with University policy, only six (6) credits taken as a non-degree student at UMass Boston may subsequently be transferred into a student’s degree program. In cases where a newly admitted student wishes to take courses during the summer or winter sessions immediately preceding their matriculation date that would result in their having more than six (6) such credits, the Graduate Program Director may approve a Pre-Matriculation Waiver by signing this form, after advising the student concerning the appropriate courses to register for.

Student’s Name_____________________________ Student ID #________________________

Program_____________________________________ Degree__________________________

Acceptance Date: _____________ For Matriculation in Fall / Spring (circle one) _________(year)

A. The student listed above is applying for a pre-matriculation waiver of the non-degree transfer credit limit. Please allow the student to transfer the following courses, taken between the date of acceptance
and his/her official date of matriculation (as noted above), into his/her degree program. Courses so approved will be exempt from the normal non-degree transfer credit limit.

<table>
<thead>
<tr>
<th>Dept./Subject</th>
<th>Catalog/ Course #</th>
<th>Schedule/ Class #</th>
<th>Course Name</th>
<th>Units/ Credits</th>
<th>Term/Year</th>
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1.  
2.  
3.  
4.  

B. The student listed above also has my authorization to transfer the following courses taken as a non-degree student before his/her acceptance date into his/her degree program. (List no more than 6 credits)

<table>
<thead>
<tr>
<th>Dept./Subject</th>
<th>Catalog/ Course #</th>
<th>Schedule/ Class #</th>
<th>Course Name</th>
<th>Units/ Credits</th>
<th>Term/Year</th>
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</table>

1.  
2.  

I certify that the student was accepted into the program on the date entered above, that the student has been duly advised by program faculty, that the courses listed on this form are acceptable and properly sequenced courses for this student’s program of study, and that they otherwise meet all University eligibility standards for transfer.

Graduate Program Director (Print Name) ___________________________ Date _________

Signature ____________________________________________________________

BIOLOGY DEPARTMENT
UNIVERSITY OF MASSACHUSETTS AT BOSTON
-------------------

MEMORANDUM

FROM: Graduate Program Director  
TO: Biology Graduate Students  
SUBJECT: Fall Assistantships
1. **NEXT YEAR ASSISTANTSHIPS.** Please circle appropriate place for a Fall teaching assistantship.

   - **YOUR NAME:** ________________________________

   - **I DO NOT** want a teaching assistantship (TA) for next year
     - I have another source of funds: What is it (e.g. WISP, GRA, GRT, etc.)? __
     - I am on program fees
   - **I DO** want a teaching assistantship for next year ________?
     - Full-time: _____
     - Half-time: _____
   - **I am not sure** at this point whether I want an assistantship next year: ________

   *You must take at least 9 credits to be full-time and at least 6 to be half-time.*

2. **PROGRESS IN COURSE OF STUDY.** Please supply the following information for my records:

   - Thesis or dissertation advisor: ________________________________

   - Thesis or dissertation committee members: ________________________________

   - Have you met with your AAC in either the Spring or Fall?  •Yes  •No

   - Planned Date for Graduation: Semester ________ Year ______

   - Did you do any noteworthy science-related accomplishments such as talks or posters, community service, research papers (published or submitted), or grants (awarded or submitted)? You can use the back of the form.

You should have an AAC by the end of your first full year of study. It is important for you to meet with your AAC early in your work to agree on a course of study (i.e., required coursework) and the nature of your laboratory or field thesis/dissertation problem. For Ph.D. students, in addition to the above, you should settle on the nature and date of your qualifying exams. It is your responsibility.

If you are planning on a JUNE graduation date, all materials including a signed thesis or dissertation must be into Graduate Studies by **April 15.** The December deadline is **December 1.**

3. **If your address has changed** in the last year, please provide new address and phone number:

   **Notification of Proposed Academic Advisory Committee (AAC)**

   **Student's Name:** ________________________________

   **ID #:** ________________________________
Members of your AAC

Chair (your academic advisor):

Member:

Member:

Member:

Member:

Dept/Affiliation

Approved by Graduate Program Director

______________________________
(signature)

Date _____
UNIVERSITY OF MASSACHUSETTS BOSTON
PROGRAM FEE FORM

Each degree-seeking graduate student is required to maintain continuous registration until the degree that the student is seeking has been formally awarded. If a graduate student does not register for course, thesis, or dissertation credits during any semester, the student must pay a program fee to maintain continuous registration. Payment of the program fee does not extend the time limit for completion of the degree. This form, signed by the graduate program director, and the $175.00 payment must be submitted together. PLEASE DO NOT SUBMIT FORM AND FEE SEPARATELY.

$175.00 FEE PER SEMESTER AND $50.00 LATE FEE IF TURNED IN AFTER THE LAST DAY OF THE REGISTRATION PERIOD.

NAME: LAST FIRST M.I. DATE

SOCIAL SECURITY NUMBER PROGRAM

Please check the semester/year for which you are paying and the reason for non-enrollment during that semester.

FALL____ SPRING____

YR. YR.

REASON:

_____ Research _____ Comp Exam

_____ Other (please specify) ____________________________________

Please indicate the month/year when you expect to resume enrollment or complete your degree requirements __________________

MONTH/YEAR

Graduate Program Director’s Signature: ________________________________

Send check or money order by the last day of the registration period for the semester in which you are paying to: University of Massachusetts Boston
Registrar’s Office
100 Morrissey Blvd.
Boston, MA 02125-3393

To: Office of Graduate Registrar
From: Department of Biology
Re: GRADUATE STUDENT STATUS

This is to verify that the Biology Graduate Student named below is a full-time student during the semester indicated and is on program fee. He/She continues to conduct research in the field and/or lab while working on his/her MS thesis or PhD dissertation.

Please notify the appropriate loan institution so their student loans may be deferred this semester.

NAME: ____________________________________________________________

DATE: __________________________

STUDENT ID: _________________

FALL _________ SPRING _________

Thank you.

_______________________________

Gregory Beck
Biology Graduate Program Director
STATUTE OF LIMITATIONS EXTENSION FORM

Student Name: __________________________________________

Student Number: _______________________________________

Program: ______________________________________________

Student: Please state reasons for requesting an extension, academic plan and date of degree completion.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I approve the above plan to extend this student’s statute of limitations to __________________________

Graduate Program Director Approval Signature: ________________________________

Date: ________________________________

Registrar’s Approval: ________________________________

Date: ________________________________
Dissertation Tracking Form

Graduate Program Directors should complete and forward this form to the Office of Graduate Studies at each stage of the dissertation process. Signed copies will be returned when notification of each stage is received and approved, if required, by the Dean of Graduate Studies. A copy will also be sent to the student.
Stage 1: Notification of Candidacy
Submit when a student has passed the preliminary or comprehensive examination and is ready to begin working on a dissertation proposal.

Graduate Program

Student’s Name

Student ID Number       Date of Admission ____
(mm/dd/yy)

Approved by Graduate Program Director_____________Date ______
(signature)

Received by Dean of Graduate Studies

(signature)

Stage 2: Notification of Proposed Dissertation Committee
Submit for approval by the Dean of Graduate Studies. This must be done prior to the committee’s approval of a student’s dissertation proposal.

Proposed Dissertation Committee. If a committee member is external to the college, please attach a CV and indication their relationship to the candidate.

Proposed Dissertation Committee

Department/Affiliation

Chair

Member _______________________

Member _______________________

Member _______________________

Member _______________________
Stage 3: Notification of Proposal Acceptance

Submit when a student’s dissertation proposal has been accepted. Attach a copy of the approved proposal.

Title of Accepted Dissertation Proposal (maximum 165 characters):

Dissertation Committee and their vote on the proposal. (“A” = approve, “AR” = approve with reservations, or “N” = do not approve).

<table>
<thead>
<tr>
<th>Dissertation Committee</th>
<th>Dept./Affiliation</th>
<th>Proposal/Vote</th>
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<tr>
<td>Chair</td>
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<td>Member</td>
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Approved by Graduate Program Director (signature) Date ________

Comments – please attach separate sheet.
Stage 4: Notification of Intent to Defend Dissertation

A student’s readiness to defend a dissertation must be approved by all the parties listed below and the date of a defense set for at least 7 months after an accepted proposal has been received by the Dean of Graduate Studies.

No defense may be scheduled until the Graduate Program Director has received signed approval by the Dean of Graduate Studies (as indicated below) and sufficient time is allowed for notice of the defense to appear in The Mass Media and The Reporter.

Proposed Date of Dissertation Defense _____________

Approved by Dissertation Committee _____ Date __

Approved by Graduate Program Director _______________________ Date ______

Approved by Dean of Graduate Studies _______________________ Date ______

Student’s Name: ___________________________ Student’s ID#: ___________

Stage 5: Results of Dissertation Defense

Report on the results of the dissertation defense, including the committee’s vote.

Date of Dissertation Defense: _____________________________

Action by the Committee:  Approve □  Disapprove □

Dissertation Committee Dept/Affiliation  Vote

Chair _____________________________

Member ___________________________________________

Member ___________________________________________
Stage 6: Review of Dissertation by Office of Graduate Studies

Dissertation Received by Office of Graduate Studies

Dissertation Reviewed

Action Taken: Returned Approved

Form 5 sent to Office of Graduate Records
REGISTRAR'S OFFICE GRADUATE DEGREE APPLICATION

Part I: To be completed by candidate

Student number: ____________________________

Please type or print clearly in black ink

Name: _______________________________________

(As you wish it to be printed on your diploma. Name must be the same on file.)

Diplomas will be mailed out to the address on file.

Program: ____________________________

Degree: (Circle one) MA MS MEd CAGS PhD EdD

Anticipated degree date: May/June 20__ August 20__ December 20__

year year year

List only graduate courses to be counted towards your degree at UMass Boston.

<table>
<thead>
<tr>
<th>DEPT/COURSE NO.</th>
<th>COURSE TITLE</th>
<th>SEM/YR TAKEN</th>
<th>CREDIT</th>
<th>GRADE</th>
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Transfer Credit: ON AND OFF CAMPUS

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<tr>
<th>INSTITUTION</th>
<th>COURSE TITLE</th>
<th>SEM/YR TAKEN</th>
<th>CREDIT</th>
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For courses taken at another institution an official transcript must be on file before transfer credit will be granted.

To the best of my knowledge the information given above is correct and complete.

Signature of candidate: ____________________________ Date: __________
This completed form with the required signatures and the $150.00 commencement fee is due in the Registrar’s Office by the date indicated at: www.registrar.umb.edu/audits.html.

Part II (A-E) To be completed and signed by the Graduate Program Director (Indicate Dates)

A. Language Exam: (Indicate Language and Date)  
Passed _________ Failed _________ Not Applicable _________

B. Capstone Requirement: (Indicate Date)  
Passed _________ Failed _________

Capstone requirement consisted of: (this will be notated on the student’s transcript)  
Please circle type(s):  

9. Other __________________________

C. PhD/EdD Oral Exam: (Indicate Date)  
Passed _________ Failed _________ Not Applicable _________

D. Masters Thesis/Doctoral Dissertation Committee: __________________________ Not Applicable ________

Thesis/Dissertation and binding fee must be submitted to the Office of Graduate Studies.

E. Graduate Program Director’s Approval.

I recommend that __________________________ be awarded __________________________ degree/certificate in May/June 20____ August 20___ December 20____. The information furnished by the above named candidate has been verified from my program’s records contingent upon: (Check if Applicable)

Current Semester Grade(s)  Comp Exam/General Master’s Exam

Capstone Requirement  Thesis/Dissertation Defense

Thesis/Dissertation Binding

Comments: __________________________

Graduate Program Director’s Signature: __________________________

Date: __________________________

Make a copy of this document for your files.
FROM: Biology Graduate Program Director
TO: Biology Graduate Students and Faculty
RE: Lipke Travel Fellowship for Biology Graduate Students

Attached is the application for support from the Lipke Endowment Fund. The Fund provides support of professional travel for Biology Graduate students. In keeping with the wishes of the Lipke family, funds are awarded primarily for presenting work at scientific meetings or participating in scientific meetings.

The Herbert Lipke Memorial Endowment Fund was established in 1983 by members of the Lipke family, his friends and colleagues to support graduate work in biology at the University of Massachusetts at Boston.

Herb Lipke was a Professor of Biology at the University of Massachusetts, Boston from 1967 to 1983. An internationally known biochemist, Professor Lipke's main research was on the structure of cuticular proteins of insects. He also collaborated with scientists around the world in insect biochemistry and tropical medicine. His international research was concerned with the susceptibility of insects to insecticides. He worked on organic or natural methods of insect control to seek a better approach to the control of mosquitoes and tsetse flies in Africa and the Middle East.

Before joining the UMass faculty, Professor Lipke was a biochemist with the entomology branch of the U.S. Army Research and Development Command at Edgewood Arsenal, Maryland, in the late 1950's through the late 1960's. Before that, during World War II, he was attached to a chemical mortar battalion with the Army's Chemical Corps in North Africa and Europe.

Professor Lipke also had been a visiting scientist in the Department of Zoology at Cambridge University, England in 1975-1976. He was a Fellow at the London School of Hygiene and Tropical Medicine from 1960 to 1962. He held numerous other appointments, including fellowships with the Rockefeller Foundation, the World Health Organization and the North Atlantic Treaty Organization.

The Herbert Lipke Memorial Endowment Fund provides awards to support professional travel by graduate students. Although preference is given to students presenting papers at scientific meetings, applications for travel related to fieldwork are also entertained.

THE LIPKE MEMORIAL FUND FOR BIOLOGY GRADUATE STUDENTS
Application for Travel
Name:
Home Address:
Home phone: Campus phone: e-mail:

Thesis Advisor:
Title or approximate dissertation/thesis title:

Expected date of completion of your degree:

1) Purpose of travel (e.g., attending a meeting or fieldwork; if presenting a paper, submit an abstract):

2) Budget (itemize expenses):

3) Please explain briefly the relevance of your travel to your graduate training or professional goals.

4) Have you applied for other resources (GSA*, etc.) of funding to support this travel request?

   Yes ___ No ___

   * We strongly encourage you to apply to GSA and other sources for funds in addition to the Lipke Fund.

5) Please include one or two brief supporting letters from faculty who are familiar with your work (Names of those who have agreed to provide letters): a)

   b)

*Return your applications to the Biology Department Office at UMB*