

The Committee on Evolutionary Biology



Student Handbook 2013-2014

THE UNIVERSITY OF CHICAGO
Committee on Evolutionary Biology
1025 East 57th Street • Culver Hall Room 402
Chicago IL 60637-1573

Michael Coates, Chair mailto:mcoates@uchicago.edu	773-834-8417	Culver 301
Shannon Hackett, Associate Chair mailto:shackett@fieldmuseum.org	312-665-7729	FM Birds
Elizabeth Eakin, CEB Administrator eakin@uchicago.edu	773-702-8940	Culver 402
Carolyn Johnson, Admin. Dir., Grad Progs mailto:darwin@uchicago.edu	773-702-9474	Culver 401

Offices Connected with the Committee on Evolutionary Biology

Department of Anthropology
Haskell Hall, Room 119
5836-46 South Greenwood Avenue
Chicago IL 60637; 773-702-8551
anthropology.uchicago.edu/

Argonne National Laboratory
9700 S. Cass Av.
Argonne IL 60439; 708-972-2000
<http://www.anl.gov/>

Department of Comparative Human Development
5730 South University Avenue
Chicago IL 60637; 773-702-3971
<http://humdev.uchicago.edu/>

Brookfield Zoo
Chicago Zoological Park
8500 Golf Road
Brookfield IL 60513; 773-242-2630
<http://www.brookfieldzoo.org>

Dept. Ecology & Evolution
Zoology Building, Room 114
1101 East 57th Street
Chicago IL 60637; 773-702-1988
<http://pondside.uchicago.edu/ecol-evol/>

Chicago Botanic Garden
1000 Lake Cook Road
Glencoe IL 60022; 847-835-5440
<http://www.chicagobotanic.org/>

Dept. Geophysical Sciences
Hinds Laboratory, Room 161
5734 South Ellis Avenue
Chicago IL 60637; 773-702-8180
<http://geosci.uchicago.edu/>

The Field Museum
1400 S. Lake Shore Dr
Chicago IL 60605-2496; 312-922-9410
<http://fieldmuseum.org/>

Dept. Organismal Biology & Anatomy
Anatomy Building, Room 107
1027 East 57th Street
Chicago IL 60637; 773-702-4822
<http://pondside.uchicago.edu/oba/>

Lincoln Park Zoo
2001 N. Clark St.
Chicago, IL 60614 ; 312-742-2000
<http://www.lpzoo.org/>

Department of Philosophy
Classics Building, Room 17
1010 East 57th Street
Chicago IL 60637; 773-702-8513
<http://philosophy.uchicago.edu/>

The Morton Arboretum
4100 Illinois Route 53
Lisle IL 60532; 630-968-0074
<http://www.mortonarb.org/>

THE COMMITTEE ON EVOLUTIONARY BIOLOGY

The Committee on Evolutionary Biology (CEB) is a doctoral-degree-granting academic unit within the Division of the Biological Sciences at the University of Chicago. It provides students with the opportunity for interdisciplinary study of all aspects of evolutionary biology. CEB consists of faculty members with primary appointments in departments from all four graduate divisions within the University (Anthropology, Comparative Human Development, Ecology and Evolution, Geophysical Sciences, Linguistics, Organismal Biology and Anatomy, and Philosophy), and from several other institutions in the Chicago area (Argonne National Laboratory, Brookfield Zoo, Chicago Botanic Garden, The Field Museum, Lincoln Park Zoo, and The Morton Arboretum). The diversity of research interests represented by the collective expertise of the CEB faculty contributes to its strong national and international reputation as a graduate training program.

Students in CEB have ready access to facilities at these institutions, including the more than 2900 animals representing over 400 species at Brookfield Zoo, over 1200 animals representing 230 species at Lincoln Park Zoo, more than 17 million specimens in the Field Museum collections in botany, entomology, ornithology, and paleontology, and libraries at the Field Museum and Brookfield Zoo. Other resources for student research include computer centers equipped with relevant hardware and software and several facilities for the study of molecular evolution.

In the greater Chicago area, CEB students also have used the rich resources available at the Shedd Aquarium, the Morton Arboretum, and the many parks and lands managed by the national parks, local county forest preserves and park districts.

The University of Chicago is a member of the Organization for Tropical Studies. Doctoral students in CEB have taken courses in tropical ecology and conducted research in Costa Rica through this affiliation. Recent CEB students also have conducted domestic research at a variety of field sites, including the S.W. Research Station of the American Museum of Natural History, Kellogg Biological Station of Michigan State University, Friday Harbor Laboratories, Rocky Mountain Biological Station, and Highlands Biological Station. International research has been carried out in every continent.

STUDENT GUIDELINES

General Information

All CEB students will have assigned office space (shared with other graduate students) in University buildings affiliated with CEB faculty members. Entering students ordinarily are assigned desks in the CEB space in Culver 402. Every effort is made to house more advanced students in close proximity to faculty and other graduate students sharing their research interests.

CEB students usually are allocated an expense account administered by the CEB Administrator. The size of each account will be determined by funds available and each student's quarters of registration. Students will be notified in writing of their annual expense account. This account may be used for photocopying, postage, supplies, etc. Unused expense account funds are not carried over into the next academic year, and students are expected to pay any account overdrafts promptly. Student expense accounts and their amounts are not automatically assured: account amounts may be reduced if students plan to spend significant time away from Chicago, or plan to delay graduation beyond a fifth year in the program.

Computers for CEB students are located in Culver 402. The computer centers contain Apple and Windows computers, laser printers, paper and slide scanners, and wireless internet. Most common software is available. Information on University-wide computing facilities and services should be included in new student orientation packets. Culver 402 has wireless base stations; ethernet connections are available if needed. Consult the student computer czar for all computer information (Benjamin Rubin - benrubin@uchicago.edu).

Access to Hull Court Buildings is by UC ID Card only. The default access for students is M-F 9-5. To change access privileges on your card, contact the CEB Graduate Programs Director to request you be given 24/7 access to the Hull Court buildings. You will need to provide ID numbers printed on the back of your U Chicago ID Card.

Keys for Culver 402 are available from the CEB Administrator. If you need keys for faculty space, please request them through that faculty member.

Registration

Register online. Each quarter, students will be notified of the dates for online registration. .

- Students who have not yet passed the Dissertation Proposal Hearing must obtain approval for their proposed registration from the CEB Student Advisory Committee. The Advisory Committee meets individually with each pre-proposal student every quarter. Students can register online before their meeting with the Advisory Committee, then drop or add courses online in the first 3 weeks of the quarter.
- Ph.D. candidates can directly enter their registration requests online (see below)
- Students must register for at least 300 units every quarter.

Time Schedules listing each Quarter's courses generally are available online at timeschedules.uchicago.edu. The Registrar's web site also contains information on university deadlines, tuition and fee schedules, etc.

Online Registration Instructions

- Have your **CNet ID** and **password** ready
- Log on to the Web address: classes.uchicago.edu/
- You can register from anywhere – you don't need to be on campus, or in Chicago
- If you have trouble registering, please contact the Graduate Programs Director.

NOTES:

(1) Residence Status:

There are two basic residence status classifications for CEB students:

Scholastic Residence – years 1 – 4

Advanced Residence – years 5 - graduation

(2) Subject Codes: Some common places to look for courses:

BIOS – Biological Sciences Collegiate Division

BSDG – Biological Sciences Graduate Courses (Ethics, BSD TA Requirement, TA Training)

ECEV – Department of Ecology and Evolution

EVOL – Committee on Evolutionary Biology

GEOS – Geophysical Sciences

ORGB – Department of Organismal Biology and Anatomy

STAT – Statistics (most CEB students take College level Stats)

(3) Courses with variable units, and sections for each instructor. For the courses below, you must enter a section number for the particular instructor with whom you are working (found on Time Schedules web site):

49500 – teaching (not for BSD teaching requirement)

49600 – reading with Field Museum Curators

49700 – reading

49800 – research, off campus (use also w/ pro forma registration)

49900 – research, on campus

(4) Regular graduate courses – Most graduate courses carry 100 units and the section number is 01.

(5) Undergraduate courses - Graduate students *supposedly* are not allowed to register for the College courses for the first two weeks of the quarter, *however, this seems to be rarely implemented!*

(6) Change of Registration

You **may** change your registration free of charge during the first three weeks of each quarter. You will be charged a late fee by the Registrar for any changes you request after the third week of each quarter. If you can't make the change online, please email the Graduate Program Director.

(8) Degree application and graduating

Students must apply to graduate via the student portal no later than the end of the first week of the quarter in which they wish to graduate.

You have to APPLY for a degree – you don't just “get” it – and the deadlines are very strict.

(9) If you're not going to be in residence at U Chicago

If you will be away (or off campus, for example at the Field Museum), please notify the Graduate Program Director in advance so that s/he can request that your health clinic and student activity fees be waived.

S/he also needs to make sure that you're in the right registration category. Usually students who are not on campus at all, or more than 100 miles from campus for the quarter, are registered in a category called *pro forma*. This category has some restrictions, but the tuition is greatly reduced, since you won't be using University resources during the quarter. You will need to actually apply for pro forma registration – please request the form from the Graduate Program Director.

Teaching Assistant Program

All Divisional graduate students in Biological Sciences are required to serve as Teaching Assistants in two approved courses (see http://gradprograms.bsd.uchicago.edu/current_students/teaching_opportunities.html) or register for the BSD TA course and then T.A. in an approved course. The Teaching Assistant Program is administered by a Committee on Teaching Assistants chaired by the Associate Dean for Graduate Affairs. Each Basic Science Department and Committee is invited to select one member for this committee. The Committee on Teaching Assistants determines which Teaching Assistant positions meet the Divisional requirement, assures that all students have two opportunities to teach in approved courses, and modifies the program as necessary. For more information, students should contact the Graduate Program Director in Culver 401. *It is essential that you register for the BSD TA Course Number (BSDG 50XXX) in the quarters in which you TA. If you do not, you will not receive credit for the Assistantship.*

Stipend, Tuition and Fees

All incoming students should have received a contract indicating financial support from the Division of the Biological Sciences. This contract, usually emailed in March or early April, indicates support for the upcoming academic year. Any tuition bills received that seem to contradict a student's understanding of the support agreement should be brought to the attention of the Graduate Program Director.

All eligible domestic students should apply for NSF Graduate Research Fellowships (GRFP) early in the Autumn Quarter. Eligible incoming students will be contacted over the summer by the BSD Graduate Affairs Office, and invited to attend a Orientation Week workshop to help students prepare GRFPs. CEB faculty members and current/former NSF fellows will be available to assist first year students in preparing NSF fellowship applications. Eligible 1st year students will be required to enroll in EVOL 40100 (Grants, Publications, Professional Issues) to help prepare their NSF GRFP. NSF URL: <https://www.fastlane.nsf.gov/grfp/>.

A limited number of Field Museum fellowships are available for more advanced graduate students engaged in dissertation research associated with the museum. These fellowships provide stipend support (with tuition generally provided by the University of Chicago), and are for one year, beginning on September 1. Applications are reviewed once per year by the Field Museum scholarship committee; the deadline is January 25th. We expect *all* advanced students conducting research at Field Museum to apply for these fellowships (<http://fieldmuseum.org/about/graduate-student-fellowships>).

CEB has been awarded 3-year training grant from the Graduate Assistance in Areas of National Need (GAANN) program of the Department of Education. All CEB students who are US citizens or permanent residents will be considered for these training grant slots, and you may be asked to submit a FAFSA application to determine your potential financial eligibility for a fellowship from this training grant. There are several other training grants in areas relevant to CEB students, mostly funded by NIH, NSF, and the Dept. of Education. These training grant fellowships are possible sources of funding for US citizens or permanent residents doing research in evolutionary conservation biology (the CEB grant), biomechanics, genetics, genomics, development, and ecology. If you are interested in being considered for a position on one of these grants, please talk with the Graduate Program Director.

Stipends. Each graduate student's fellowship is designed with the BSD Office of Graduate Affairs. All Ph.D. students in the Division of the Biological Sciences receive the same basic stipend and health fee/insurance support (2012-13: \$28,500 stipend, plus basic health insurance, student health fee).

Teaching Assistantship Requirement for some CEB students: Third, fourth, fifth and sixth-year students in the Darwinian Cluster who receive their fellowships from Divisional Unendowed (DU) funds will be expected to serve as a full Teaching Assistant without remuneration in one course during each academic year in which they receive the DU fellowship. Those advanced students receiving a DU fellowship who have not yet fulfilled their BSD educational teaching requirement may use the BSD TAs to fulfill their DU fellowship requirement. Students may receive payment for subsequent TAs once the fellowship requirement is fulfilled.

Student fellowships are initially discussed and planned in December/January each year, then finalized during the Spring and Summer Quarters. It is essential that students promptly return all questionnaires about their next year's research plans to the CEB Graduate Programs Director: these student plans are consulted in determining fellowship packages, including teaching and off-campus quarters. Reports from each student's Autumn and Spring Quarter committee meetings also are used in evaluation and fellowship planning. It is the student's responsibility to ensure that her/his advisor has filed a report after each of these meetings. *Except in extraordinary circumstances, CEB students are strongly discouraged from taking on any TA or other employment responsibilities in addition to those required by the Divisional Teaching Requirement or individual fellowship packages.*

Late fees, payment deadlines, restrictions. It is each student's responsibility to pay close attention to the published schedules of late fees and restrictions found in the University's quarterly Time Schedule. Any unpaid fee (library fines, activity fees, etc.), can cause the Bursar to *restrict* a student's account. Once a student is restricted, all privileges are lost at the library, and the student account will start to accrue late fees. Late fees may only be removed by a formal petition from the BSD Office of Graduate Affairs.

Funding for Research

Students are encouraged to actively investigate opportunities for securing outside funding for their dissertation research and should watch bulletin boards for announcements of funding opportunities. It is often the case that application may be made to a number of small funds that support initial stages of dissertation research (such as the Hinds Fund endowment, administered by CEB). These small grants can be of great use to students preparing dissertation proposals, as they are not necessarily restricted to advanced students already in candidacy for the Ph.D. Later in the academic program, students are encouraged to apply to national programs such as Sigma Xi, NSF, NIH, NIMH, Fulbright, National Geographic, etc. for doctoral dissertation research funding. Information on some possible funding sources may be found at: <http://evbio.uchicago.edu/resources/>. Please suggest additional sources to the CEB administrator so that they can be included on this site.

PROGRESS THROUGH THE DOCTORAL PROGRAM OF THE COMMITTEE ON EVOLUTIONARY BIOLOGY

General Timetable for the Ph.D. Program

Most students in the Committee on Evolutionary Biology complete their Ph.D. program in about 5.5 years. The first and second years consist largely of course work and individual reading and research courses, aiming toward successful completion of the Dissertation Proposal Hearing and a defense of a dissertation research proposal by the Spring Quarter of the second year in the program. Work in subsequent years shifts to dissertation-centered research and, finally, preparation and defense of the Ph.D. dissertation. Although there is no SM. program in the Committee on Evolutionary Biology, students may elect to receive the SM. degree upon successful completion of their Dissertation Proposal Hearing.

First Year - Incoming Students

Newly admitted students should receive information from the Graduate Affairs Office, Division of the Biological Sciences, during the summer. This packet should include information about Autumn Quarter orientation and registration dates, housing, etc. Incoming students should contact the Committee on Evolutionary Biology office (Culver 402) as soon as possible after arrival in Chicago. Office staff will provide information about the Committee on Evolutionary Biology and the University, registration for the upcoming quarter, and other information necessary for new students. Contact Darwin@uchicago.edu at any time with questions.

First year students will meet with the CEB *Student Advisory Committee* to review their prior academic training and research plans before or during the first week of Autumn Quarter.

- The advisory committee will meet with each student to advise on courses available, arbitrate on which courses meet the “outside distribution” requirement, and otherwise help the student keep on track toward candidacy.
- The advisory committee meets with each student for 15-20 minutes during the registration period, and the members of the committee are available for discussion and consultation throughout the first two years of a student’s career.
- As the student begins to work more with a faculty member who will become his/her advisor, the student is encouraged to solicit advice both from this advisor and the Student Advisory Committee.

Reading and Research Requirements. The Committee requires all first and second year students to register for six courses (at least one every quarter) involving individual reading, research, or a regularly scheduled course. At least four of these six courses must include topics distinct from the student's anticipated specialty. The most important goal is that the student acquire some breadth in evolutionary biology: this breadth and the interdisciplinary research it permits should be the distinguishing feature of the CEB student. "Outside the student's specialty" means that the student should be exposed to evolutionary phenomena and forces operating on different scales of time and space, to other taxonomic groups, and to the approaches of major disciplines or areas within evolutionary biology (e.g., behavior, organismal structure and function, gene-level evolution, population-level evolution, ecology, paleontology). Each year the Committee revises and posts a course distribution list that classifies all CEB courses according to these categories.

Students are responsible for having a comprehensive understanding of major questions in evolutionary biology. All Committee students are expected to have read Darwin's *Origin of Species* some time before their dissertation proposal hearing.

Second Year

Second year students will continue to meet with the *Student Advisory Committee* until they identify their research area and successfully pass their *Dissertation Proposal Hearing*. The first part of the second year may be taken up mostly with coursework, supplemented more heavily by reading and research courses.

Faculty Advisors and the Student Advisory Committee

The Student Advisory Committee meets 3 times a year with each student until s/he has passed her/his Dissertation Proposal Hearing. The Advisory Committee does not replace nor is it replaced by the student's Dissertation Proposal committee. The Advisory Committee rotates in faculty membership in such a way as to provide some continuity from year to year.

Faculty Advisors. Students must identify a *Faculty Advisor* (Chair of their Committee) at least by the end of the Autumn Quarter of their second year, and their Committee should be constituted no later than the Winter Quarter of the second year. The Advisor must be a member of the Committee on Evolutionary Biology.

- Students are required to hold a pre-proposal meeting with potential committee members no later than Winter Quarter of their second year in the Ph.D. program
- The student should meet with his/her entire Committee at least once a year *both before and after the proposal hearing*.
- The student must write a formal memo to the Chair of the Committee on Evolutionary Biology listing the names of faculty members who already have agreed to serve as Chair/members of the student's committee and requesting appointment of those faculty members to the student's dissertation committee. At least two of the committee members must have primary appointments at the University of Chicago.
- The Chair of the Committee on Evolutionary Biology will approve the Advisor and Committee or recommend changes.
- The Proposal Hearing must take place Spring Quarter of the second year; *any delays must be petitioned in writing to the Chair of the Committee on Evolutionary Biology well before Spring Quarter*.
- The Advisor must provide the CEB Chair with a written memo/email describing the student's progress and any recommendations that arise from these annual meetings; one copy should go to the student and one copy will be retained in the student's file.

Dissertation Proposal Hearing

The Dissertation Proposal Hearing allows the CEB student to:

- propose her/his plan for dissertation research, and discuss the proposal with other interested faculty and students. The student should have written a dissertation research proposal well before the hearing and discussed drafts with her/his advisor and committee. The written proposal should be equivalent in size and quality to an NSF doctoral dissertation improvement grant proposal (8 single-spaced pages);
- engage in closed, private discussion with her/his Committee on further issues regarding background preparation in evolutionary biology, dissertation research, further coursework, and whatever is necessary to aid in the successful completion of the Ph.D.

Timing. All Committee students are expected to schedule their Proposal Hearing *before the end of the Spring Quarter of their second year in the program.* If a student believes that it is not possible to defend her/his dissertation proposal before the end of Spring Quarter in the second year, *it is the responsibility of the student to petition in writing the CEB chair* for permission to delay the examination. The petition must clearly state what has delayed the student's progress and must be accompanied by a supporting letter from the student's sponsor/advisor. The petition to delay the exam should be sent to the CEB chair *well before* the beginning of the Spring Quarter of the student's second year in the program.

National Science Foundation Doctoral Dissertation Improvement Grant proposals for research in the Biological Sciences *require* that the applicant be a candidate for the Ph.D. *before the date of proposal submission*, which is early in November. This NSF regulation makes it crucial that CEB students defend their dissertation proposal in Spring of their second year (and be advanced to Ph.D. candidacy), then have the summer for research and preparation of the NSF proposal.

Setting up the Proposal Hearing

- Prior to the Proposal Hearing, each student must select an advisor, who will normally become the chairperson of the student's Committee. CEB students should have successfully selected an advisor by Autumn Quarter of their second year in the Ph.D. program.
- A committee for the Hearing will be formed by the CEB chair, in consultation with the student (see instructions, p. 9). The committee should be formed before the student requests the CEB chair's permission to schedule the Proposal Hearing. Normally, the student talks with individual CEB faculty, discusses possible committees with her/his advisor, then informs the CEB chair in writing of her/his proposal for a committee.
- The Student Advisory Committee requires that second-year students convene an informal meeting of possible Proposal Committee members during the Autumn or Winter Quarter for an early discussion of the student's proposed research. Such a meeting informs the faculty members about the student's research and helps the student decide which faculty members might best serve on her/his Proposal Committee.
- The student must request permission from the CEB Chair to hold her/his proposal hearing in writing of her/his plans to take the examination *at least 14 days before the examination.* After the CEB Chair approves the student's request, notice of the hearing will be distributed throughout the Darwinian Cluster. A copy of this request should be sent to the Graduate Program Director.
- The student must submit a digital copy of the dissertation proposal to the CEB Chair and the Graduate Program Director *at least 14 days before the examination.*
- The Graduate Program Director will officially notify the CEB faculty of the hearing, and invite them to examine the proposal and attend the hearing.
- The proposal hearing usually lasts two to three hours, with the first hour dedicated to the student's explication of her/his dissertation proposal.
- *The proposal hearing is generally expected to be open to the public. Under exceptional circumstances, permission to hold a closed hearing may be requested from the CEB Chair. A closed hearing will be open to members of the student's committee and CEB faculty. . Students given permission to hold a closed hearing must present a public seminar on their research by the end of their 4th year in CEB.*
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Possible results of the Dissertation Proposal Hearing

The chair of the Proposal Committee will inform the CEB Chair *in writing* ("Report on the Final Exam for the SM." form available from the CEB Graduate Programs Director) of the Committee's decision, immediately after the examination. Possible outcomes are as follows:

1. The student may be passed as suitable to proceed to candidacy for the Ph.D. The student may also apply for a Master's Degree, if s/he has satisfied relevant Divisional requirements, but this is not a condition for candidacy for the Ph.D.
2. The student may be passed as suitable to proceed to candidacy for the Ph.D., subject to meeting certain specific requirements subsequent to the Proposal Hearing. The student and the CEB Chair are to be informed of these requirements in writing immediately after the Hearing, with deadlines for their completion. The chair of the Proposal Hearing Committee shall inform the CEB Chair in writing when s/he is satisfied that the requirements have been met.
3. The student may be instructed to organize a second proposal hearing within a clearly defined period of time. The student's advisor must notify the CEB Chair and the student of the exact requirements in writing immediately after the Proposal Hearing. No student shall undertake the Proposal Hearing more than twice. A student who is neither recommended for a Master's Degree nor to proceed to candidacy for the Ph.D. degree at their second Proposal Hearing shall terminate studies in the Committee on Evolutionary Biology at the end of the quarter in which the final hearing was held.
4. The student may be passed for a Master's Degree, subject to satisfaction of relevant Divisional requirements, but not as suitable to proceed to candidacy for the Ph.D. degree.

Candidacy for the degrees of S.M. and Ph.D.

Students who successfully pass their Proposal hearing can apply to be admitted to candidacy for the S.M. and Ph.D. Students must have successfully completed 9 courses (including reading courses) to be eligible for S.M. and Ph.D. candidacy.

Results of the dissertation proposal hearing are recorded on the form "Report of Final Examination for the Degree of S.M." Please arrange to pick up the form from the CEB Graduate Programs Director.

In order to proceed to candidacy for the S.M. and Ph.D. degrees, a CEB student must have passed her/his Proposal Hearing. Other requirements for advancement to candidacy are established by the University and the Division of the Biological Sciences, and are indicated in the *Announcements* of the University, the *University Student Information Manual*, and this handbook. Forms for candidacy for the S.M. and Ph.D. degrees are available in the Student Programs Office, along with University forms for reporting the outcome of both examinations. The Student Programs Administrator will fill out and submit nomination forms for the S.M. and Ph.D. upon receipt of the signed S.M. Exam report.

Please note: You must APPLY to receive a degree. Students must apply to graduate via the student portal no later than the end of the first week of the quarter in which they wish to graduate.

Progress towards the Ph.D.

1. The Dissertation Committee must meet with a second or third year student at least once a year. The student and her/his dissertation Advisor are required to submit a written report after each dissertation committee meeting to the CEB Chair. That written report should include: date, place, names of attending committee members, student's progress report, summary of the committee's recommendations to the student. This assessment is normally to be based on a written progress report from the student, and an oral discussion. *It is the responsibility of the student to insure that an annual meeting with his/her doctoral committee take place well before the end of the Autumn Quarter and that required reports are submitted to the CEB Chair soon after the committee meeting.*

2. The Basic Science Chairs of the Division of the Biological Sciences adopted the following policy for monitoring the progress of students in BSD Ph.D. programs:

"Beginning with the fourth year of graduate studies, each student should meet with his/her doctoral committee once every other quarter. It should be the responsibility of the student's advisor to report a summary of the proceedings of the Doctoral Committee meeting to the academic unit. The student's registration for the fifth and subsequent year shall be permitted only if the summaries of the Doctoral Committee meetings have been reported to the appropriate academic unit."

3. Starting in the 4th year, students in the Committee on Evolutionary Biology should hold Committee meetings in the Autumn and Spring quarters. The Autumn quarter meeting shall be scheduled so the advisor can submit a written report to the CEB Chair well before the end of the Autumn Quarter. The student is required to prepare documents for her/his committee's review at these meetings which should include a detailed dissertation plan as well as a with a completion schedule for each chapter.

4. Each CEB student is responsible for the fulfillment of all degree requirements of the University, as outlined in the CEB Handbook, the Division of Biological Sciences section of the *Catalog* (<http://catalogs.uchicago.edu>), and the *Student Manual* (<http://studentmanual.uchicago.edu/>) of the University of Chicago.

TIMETABLE FOR PLANNING YOUR DISSERTATION DEFENSE AND GRADUATION

It is critical, as you approach your planned date of graduation, to carefully build a timetable for the final year.

This document describes the various deadlines you must build into the ten months preceding your graduation date.

CEB students must submit a detailed timeline for writing and review of their dissertation chapters, meetings with their dissertation committee, and proposed dates for a dissertation hearing and submission of the dissertation to the UC Dissertation office. Remember: *The dissertation chapter outlines and completion timeline must be approved by the dissertation committee before submission to the CEB Chair, at least six months before a student's planned quarter of graduation.*

Ten months before graduation

The Division of the Biological Sciences requires a student to have been in candidacy for the Ph.D. degree at least eight months before the degree can be awarded. Well before planning a date for defense of their Ph.D. dissertation, students should consult this timetable and discuss any questions with their advisor, the CEB Chair and the Graduate Program Director.

Students should check with the CEB Graduate Program Director to confirm that they are in candidacy for the Ph.D. These forms should have been submitted by CEB to the BSD Office of Graduate Affairs after the Dissertation Proposal Hearing.

Students also should examine their transcript for any missing grades. In our experience at all levels frequently neglect the required grades. It is students' responsibility to remind the faculty. Faculty members should be asked to submit these missing grades. Missing grades must be submitted online or by paper to the University Registrar; this must be done in order for the student to graduate.

Six months before graduation

Meet with the staff in the Dissertation Office *before* you start final writing! Bring samples, and get their guidelines. Plan this meeting for the first week of the quarter *before* you plan to graduate (i.e., 20+ weeks before graduation). The Dissertation Office web site is: <http://www.lib.uchicago.edu/e/phd/>.

It is the responsibility of the student to make sure that the written dissertation, after being approved by the student's Doctoral Committee, is prepared in a form suitable for acceptance by the Dissertation Office.

Failure to meet the Dissertation Office's deadline will result in a delay of graduation.

CEB students must submit a detailed timeline for writing and review of their dissertation chapters, meetings with their dissertation committee, and proposed dates for a dissertation hearing and submission of the dissertation to the UC Dissertation office. Remember: *The dissertation chapter outlines and completion timeline must be approved by the dissertation committee before submission to the CEB Chair, at least six months before a student's planned quarter of graduation.*

Three months before graduation

Students must apply to graduate via the student portal no later than the end of the first week of the quarter in which they wish to graduate.

The application may be withdrawn without fee during the first five days of the quarter in which it was filed. Late applications will not be accepted.

Students must register for graduate research in Advanced Residence during the quarter in which they plan to graduate. Students who have gone past the last quarter in which they were allocated fellowship funds should make sure that a plan is in place for payment of Advanced Residence tuition and fees for their final quarter.

At least ten weeks before graduation

You are required to distribute the final draft of your dissertation to your whole committee no later than the first week of the quarter in which you plan to graduate. The final draft should be substantially complete (including all text, figures, tables, captions, appendices and bibliography) and should be delivered to all committee members at least four weeks before the scheduled date of the dissertation defense. Note that usually one or more of your dissertation chapters should be in press or published by this time.

Eight weeks before graduation

You must email the Chair of CEB to request approval of your dissertation committee and advisor, and inform her/him that you would like permission to set up the oral hearing for your dissertation defense for a specified date and time. You must file a final defensible copy (PDF) of your dissertation with the Graduate Program Director at this time (NOT the first draft to be seen by your committee). This formal notification, when approved by the CEB Chair, will allow the CEB office to generate formal notification of the CEB faculty that a dissertation hearing will take place, and, at your request, distribution of seminar notices for the public seminar which begins the Ph.D. hearing. All CEB faculty will have access to the file copy of your dissertation.

Five weeks before graduation

The Ph.D. Dissertation Hearing should take place at least three weeks before the Dissertation Office dissertation filing deadline (5th week of quarter at latest). During the period between defense and final University filing, you must make all revisions to the defended version, based on the examining committee's decisions and recommendations.

Three weeks before graduation

File your approved dissertation with the Dissertation Office by their published deadline. *IF YOU MISS THIS DEADLINE, YOU CANNOT GRADUATE IN THE CURRENT QUARTER.*

<http://www.lib.uchicago.edu/e/phd/>.

When your advisor notifies the CEB chair that your dissertation meets her/his approval, the CEB chair will approve the dissertation.

Post-Graduation

Please make every effort to keep the office of the Committee on Evolutionary Biology informed about your post-doctoral plans and addresses. This information is important not only for forwarding mail and communicating with post-doctoral CEB students. It is also invaluable in documenting the post-graduate careers of Committee students.

Comments and Suggestions

Please send us your comments, questions and suggestions regarding this handbook to darwin@uchicago.edu. We want it to be as useful as possible during all phases of your graduate career at the University of Chicago.

CEB Course Distribution List 2012-13

Behavior	Biological Psychology	30200	McClintock
Behavior	Developmental Biopsychology	32000	McClintock
Behavior	Kinship and Social Systems	34800	Mateo
Behavior	Biopsychology of Sex Differences	36900	Mateo
Behavior	Biopsychology of Attachment	37100	Maestripieri
Behavior	Evolution of Parenting	37200	Maestripieri
Behavior	Primate Behavior and Ecology	37300	Maestripieri
Behavior	Evolutionary Social Psychology	37400	Maestripieri
Behavior	Sexual Selection	37500	Pruett-Jones
Behavior	Apes and Human Evolution	38600	Tuttle
Behavior	Behavioral Ecology	40900	Mateo
Behavior	Models of Animal Behavior	45300	Pruett-Jones
Biomechanics & Morphology	Chordate Evolutionary Biology	30200	Coates
Biomechanics & Morphology	Key Issues in Early Vertebrate Evolution	30300	Coates
Biomechanics & Morphology	Vertebrate Paleobiology	30400	Coates, Sereno, Shubin
Biomechanics & Morphology	Vertebrate Paleobiology	30500	Coates, Sereno, Shubin
Biomechanics & Morphology	Bone	31600	Ross
Biomechanics & Morphology	Invertebrate Paleobiology & Evolution	32400	Webster
Biomechanics & Morphology	Introduction to Invertebrate Biology	34100	LaBarbera
Biomechanics & Morphology	Biological Fluid Mechanics	34200	LaBarbera
Biomechanics & Morphology	Biomechanics of Organisms	34300	LaBarbera
Biomechanics & Morphology	Evolution of the Hominoidea	38100	Tuttle
Biomechanics & Morphology	Comparative Primate Morphology	38200	Tuttle
Biomechanics & Morphology	Apes and Human Evolution	38600	Tuttle
Biomechanics & Morphology	Primate Evolution	38700	Martin
Biomechanics & Morphology	Evol Biomechanics of Vertebrate Feeding Systems	44800	Ross
Biomechanics & Morphology	Adv. Problems in Paleoanthropology	48100	Tuttle
Biomechanics & Morphology	Adv. Probs in Primate Locomotion and Comp Morph	48500	Tuttle
Biomechanics & Morphology	Diversity and Evolution of Arthropods	32100	Sierwald
Ecology & Biogeography	Ecological Applications to Conservation Biology	31300	Pfister
Ecology & Biogeography	Influence of History on Ecological Communities	31501	Price
Ecology & Biogeography	Evolutionary History of Terrestrial Ecosystems	32500	Makovicky
Ecology & Biogeography	Evolutionary Ecology	35000	Wootton
Ecology & Biogeography	Community Ecology	42600	Wootton
Ecology & Biogeography	Topics in Aquatic Ecology	42700	Pfister
Ecology & Biogeography	Population Ecology	42800	Pfister
Ecology & Biogeography	Theoretical Ecology	42900	Dwyer
Ecology & Biogeography	Theoretical Ecology II	42901	Dwyer
Ecology & Biogeography	Ecological Genetics of Plant-Enemy Interactions	43000	Bergelson, Dwyer
Ecology & Biogeography	Biogeography	45500	Heaney, Patterson
Ecology & Biogeography	Paleobiogeography	45600	Sereno
Evolution and Development	Evolution of Biological Molecules	ECEV 31100	Thornton
Evolution and Development	Developmental Psychology	32000	McClintock
Evolution and Development	Evolutionary Aspects of Gene Regulation	32600	Ruvinsky
Evolution and Development	Current Debates in Evolutionary Developmental Biology	33500	Schmidt-Ott
Evolution and Development	Vertebrate Development	33600	Prince, Millen, Ho
Evolution and Development	Developmental Genetics and Evolution	33700	Schmidt-Ott
Evolution and Development	Evolution and Development	33850	Schmidt-
Evolution and Development	Advanced Developmental Biology	35400 (DVBI)	Ferguson, Fehon
Genomics, Genetics, Molecular Evol	Molecular Evolutionary Genetics	30600	Wu
Genomics, Genetics, Molecular Evol	Computational Biology	30700	Li
Genomics, Genetics, Molecular Evol	Current Topics in Evolutionary Genomics	30800	Li
Genomics, Genetics, Molecular Evol	Ecological Genetics	31500	Price
Genomics, Genetics, Molecular Evol	Evolutionary Aspects of Gene Regulation	32900	Ruvinsky
Genomics, Genetics, Molecular Evol	Principles of Population Genetics, I & II	35600	Hudson

Genomics, Genetics, Molecular Evol	Principles of Population Genetics, I &II	35700	Long
Genomics, Genetics, Molecular Evol	Classics of Evolutionary Genetics	35800	Long
Genomics, Genetics, Molecular Evol	Genomic Evolution	35901	Long
Genomics, Genetics, Molecular Evol	Ecological and Evolutionary Genomics	36000	Wu
Genomics, Genetics, Molecular Evol	Speciation	36300	Coyne
Genomics, Genetics, Molecular Evol	Ecological Genetics of Plant-Enemy Interactions	43000	Bergelson, Dwyer
Genomics, Genetics, Molecular Evol	Molecular Evolution I: Fundamentals & Principles	44001	Kreitman
Genomics, Genetics, Molecular Evol	Molecular Evolution II: Genes & Genomes	44002	Long
Paleontology & Historical Biology	Topics in Conservation Paleobiology	36905	Kidwell
Paleontology & Historical Biology	Key Issues in Early Vertebrate Evolution	30300	Coates
Paleontology & Historical Biology	Vertebrate Paleobiology	30400	Coates, Sereno, Shubin
Paleontology & Historical Biology	Vertebrate Paleobiology	30500	Coates, Sereno, Shubin
Paleontology & Historical Biology	Macroevolution	31700	Jablonski
Paleontology & Historical Biology	Taphonomy	31800	Kidwell
Paleontology & Historical Biology	Diversity and Evolution of Arthropods	32100	Sierwald
Paleontology & Historical Biology	Principles of Paleontology	32300	Foote
Paleontology & Historical Biology	Invertebrate Paleobiology & Evolution	32400	Webster
Paleontology & Historical Biology	Evolutionary History of Terrestrial Ecosystems	32500	Makovicky
Paleontology & Historical Biology	Paleobiological Modeling and Analysis-1	33001	Foote
Paleontology & Historical Biology	Paleobiological Modeling and Analysis-2	33002	Foote
Paleontology & Historical Biology	Introduction to Invertebrate Biology	34100	LaBarbera
Paleontology & Historical Biology	Evolution of the Hominoidea	38100	Tuttle
Paleontology & Historical Biology	History and Theory of Human Evolution	38400	Tuttle
Paleontology & Historical Biology	Apes and Human Evolution	38600	Tuttle
Paleontology & Historical Biology	Primate Evolution	38700	Martin
Paleontology & Historical Biology	Topics in Stratigraphy and Biosedimentology	41500	Kidwell
Paleontology & Historical Biology	Paleobiogeography	45600	Sereno
Paleontology & Historical Biology	Chemical Info in Sedimentary & Fossil Records	46100	Boyce, Martin
Paleontology & Historical Biology	Species and the Fossil Record	46200	Webster
Paleontology & Historical Biology	Advanced Problems in Paleoanthropology	48100	Tuttle
Systematics & Evolutionary Theory	Paleobiological Modeling and Analysis-1	33001	Foote
Systematics & Evolutionary Theory	Paleobiological Modeling and Analysis-2	33002	Foote
Systematics & Evolutionary Theory	Geometric Morphometrics	33700	Webster
Systematics & Evolutionary Theory	Phylogenetic Comparative Methods	35300	Hipp, Ree
Systematics & Evolutionary Theory	Reconstructing the Tree of Life	35401	Moreau, Ree
Systematics & Evolutionary Theory	Phylogenetics	35501	Smith
Systematics & Evolutionary Theory	Classics of Evolutionary Genetics	35800	Long
Systematics & Evolutionary Theory	Speciation	36300	Coyne
Systematics & Evolutionary Theory	Topics in Systematics and Biogeography	37000	Sereno
Valuable course, but does not fulfill distribution requirements	Topics in Paleobiology	31900	Jablonski, Kidwell
Valuable course, but does not fulfill distribution requirements	Intro to Scientific Computing for Biologists	ECEV 32000	Allesina
Valuable course, but does not fulfill distribution requirements	Scientific Illustration	32200	Abraczinskas
Valuable course, but does not fulfill distribution requirements	Field Course in Modern & Ancient Environments	33100	Kidwell, LaBarbera
Valuable course, but does not fulfill distribution requirements	Research Seminar in Animal Behavior	37600	Maestripieri, Mateo (3Q, but 100 units for all)
Valuable course, but does not fulfill distribution requirements	Intro to Research in Evolutionary Biology – Field Museum	38800	Hackett
Valuable course, but does not fulfill distribution requirements	Grants, Publications, Professional Issues	40100	Bergelson, Coates, Ho