

The Committee on Evolutionary Biology Handbook 2017-2018



<http://earthunfiltered.com/2016/06/lets-talk-about-hagfish/>

THE UNIVERSITY OF CHICAGO
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5734 South Ellis Avenue
Chicago IL 60637; 773-702-8180
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Anatomy Building, Room 107
1027 East 57th Street
Chicago IL 60637; 773-702-4822
<http://pondside.uchicago.edu/oba/>

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

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

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

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

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

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

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 program 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, Chicago Botanic Garden, The Field Museum, Lincoln Park Zoo, and The Morton Arboretum). The University also has a formal affiliation with the Marine Biological Laboratories at Woods Hole MA. 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 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. 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 have also 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 biology 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 have assigned office space (shared with other graduate students) in University buildings affiliated with CEB faculty members. Entering students 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 staff. 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 educational and research expenses. 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. CEB students have access to Apple and Windows computers, laser printers, paper and slide scanners, wireless internet, and various other kit, including a new smart screen in the conference room. 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 (Katherine Silliman - ksilliman at 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 staff to request 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 staff. 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.

The new portal for registration, courses, and class information is **my.uchicago.edu**, the self-service home for University students and staff in the Academic Information System. Here is a URL from the Registrar addressing frequently asked questions about graduate registration:
<http://registrar.uchicago.edu/page/students>

NOTES:

(1) Single PhD Registration Policy

"Starting in 2016-17, we will replace the "Residence System" with registration of PhD students in a single doctoral registration status referred to simply by the year of study (e.g., PhD1, PhD2, PhD3). The terminology Scholastic Residence and Advanced Residence will no longer be used. For this coming year, tuition rates will not be affected by this registration change." (University policy memo.)

(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:

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.

(7) Expansion of Leaves of Absence Eligibility

Graduate students at any stage of their PhD program may take a personal leave of absence with the approval of their dean of students. Also, a new leave of absence status will allow students to apply for leaves of absence of up to three years to pursue another degree that is integral to their PhD.

(8) Expansion of Pro Forma Eligibility

Pro Forma status is a limited privilege intended to provide full-time status to doctoral students who must move a substantial distance from Chicago to conduct research or engage in language study. Eligibility for Pro Forma status has been expanded to include students in the lab sciences who follow a primary faculty advisor to another institution. Students need to apply for pro forma registration – please request the PDF form from the Graduate Program Director.

(9) Registration in the Quarter of Graduation

Doctoral candidates who can only hold their dissertation hearing after the dissertation submission deadline

now may be eligible to graduate in the next quarter, under the following conditions:

"First-week drop-off: Navigating Graduation update

- Defend in Summer Quarter, too late for dissertation submission by Friday, July 28
 - Dissertation must be submitted in final form to the Dissertation Office by Friday after Labor Day
- Defend in Autumn Quarter, too late for dissertation submission by Friday, Nov 10
 - Dissertation must be submitted in final form to ETD by Friday, Dec 8
- Defend in Winter Quarter, too late for dissertation submission by Friday, Feb 16
 - Dissertation must be submitted in final form to ETD by Friday, March 16
- Defend in Spring Quarter 2018, too late for dissertation submission by Friday, May 11
 - Dissertation must be submitted in final form to ETD by Monday, June 11

To participate in Spring Quarter convocation, degree is conferred in Summer, Autumn, Winter quarters or successful dissertation defense in Spring Quarter by Wed., 10th week"

(10) Time Limit for Registration

Students entering a PhD program in 2016-17 and beyond will be subject to a University-wide 9-year limit on registration. Students who entered a PhD program prior to summer 2016 will continue to be allowed to register for up to 12 years from matriculation. The average time to degree for CEB students is 5.5 years.

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(11) 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.

Teaching Assistant Program

All B.S.D. graduate students are required to serve as a Teaching Assistant in two courses for academic credit before the PhD degree is awarded. Courses can be undergraduate, graduate, or medical, but must be in the Biological Sciences Division. To be eligible for credit, a course must offer the TA significant teaching experience, such as giving a full-length lecture, running a lab or field trip, or leading regularly scheduled, weekly discussion sessions. For those students who feel unprepared for teaching, a TA Training Course is offered every Autumn Quarter. This course may count as one of the two TA credits. **Students may not TA the same course twice, and may not TA for pay before completing the requirement.** 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.* For more information, see: <https://biosciences.uchicago.edu/programs/divisional-requirements/ta-requirements>

Stipend, Tuition and Fees

All incoming students receive a contract indicating financial support from the Division of the Biological Sciences. This contract 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 CEB Graduate Program Director.

All eligible domestic students are encouraged to apply for NSF Graduate Research Fellowships (GRFP) early in the Autumn Quarter (only once as a Ph.D. student). CEB faculty members and current/former NSF fellows will be available to assist students in preparing NSF fellowship applications. Eligible 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 competitive 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. Applications are reviewed once per year by the Field Museum scholarship committee; the deadline is January 30th. We expect *all* advanced students conducting research at Field Museum to apply for these fellowships (<http://fieldmuseum.org/about/graduate-student-fellowships>).

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 (2017-8: \$31,112 stipend, plus 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 are expected to serve as a pre-approved 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 a BSD TAsip to also fulfill their DU fellowship requirement at the same time. Students may receive payment for subsequent TA's once the fellowship requirement is fulfilled (with the permission of their advisor). Students serving as a pre-approved TA who already have fulfilled their BSD TA requirement are required to register for the TAsip using EVOL 49500 + [relevant faculty sub].

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 Program 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 to the CEB Chair 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, holds on your account. It is each student's responsibility to pay close attention to the published schedules of late fees and restrictions found in the Bursar's web site: <https://bursar.uchicago.edu/>.

Any unpaid fee (library fines, activity fees, etc.), can cause the Bursar to put a hold on a student's account. Once a student's account is on "hold", all privileges are lost, 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 staff 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 apply to receive the SM. degree upon successful completion of their Dissertation Proposal Hearing.

First Year - Incoming Students

Newly admitted students receive information from the Graduate Affairs Office, Division of the Biological Sciences, during the summer. This should include information about Autumn Quarter orientation and registration dates, housing, etc. Incoming students should contact the Committee on Evolutionary Biology office (Culver 401) 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 at uchicago.edu" at any time with questions.

First year students 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 which courses meet the "outside distribution" requirement, and otherwise help students keep on track toward Ph.D. 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 300 total units 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 acquires breadth in evolutionary biology: this breadth and the interdisciplinary research it permits should be the distinguishing feature of a 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; Biomechanics & Morphology; Ecology & Biogeography; Evolution and Development; Genomics, Genetics & Molecular Evolution; Paleontology & Historical Biology, Systematics & Evolutionary Theory). 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 three 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 requesting approval for the list of the names of faculty members who already have agreed to serve as Chair/members of the student's committee. This memo is necessary for the proper 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. It is recommended that the student's advisor is separate from the chair of the student's committee.
- 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 and student must provide the CEB Chair with a written memo/email describing the student's progress and any recommendations that arise from these committee meetings. Student, Advisor and Chair of the committee must agree on the memo content. 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;
- write a proposal equivalent in size and quality to a 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.

Setting up the Proposal Hearing

- Prior to the Proposal Hearing, each student must select an advisor. 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. 10). 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 recommends 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 faculty members about the student's research and helps the student decide which faculty members might best serve on her/his Proposal Committee. During this time, the student should consult with members of their nominal committee to help to ensure that their proposed research is on track for a spring quarter proposal hearing.
- The student must request permission from the CEB Chair to hold her/his proposal hearing in writing *at least 14 days before the proposed 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 CEB 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.*

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. The student must take a paper copy of the final exam report to the proposal hearing and have her/his advisor sign the form. The signed form must be promptly returned to Culver 401.

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 will be completed and signed by the CEB Chair upon notification that a student has passed her/his proposal hearing and is recommended to be advanced to Ph.D. candidacy.

Please note: You must APPLY to receive a degree. Students must apply to receive a degree via my.uchicago.edu 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."

Further to this BSD Chairs' policy statement, 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 completion schedule for each chapter.

3. 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.uchio.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. The following text 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.

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 in *my.uchicago.edu* 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. Students at all levels frequently discover that required grades are missing. It is students' responsibility to remind the faculty to submit grades at the end of each quarter. Students should ask relevant faculty members to submit missing grades: such grades must be submitted online or by paper to the University Registrar. These grades are necessary 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 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 tuition and fees for their final quarter. Please see new regulations and guidelines for more information on graduation, pp. 5-6.

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 CEB Chair and 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 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.* See further information, pp. 5-6.

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