

A Guide To Graduate Study In Botany

MIAMI UNIVERSITY

Revised August 2009

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M.S., M.A., PH.D. DEGREES IN BOTANY

Basic requirements of the Graduate School for the M.S., M.A., M.A.T. and Ph.D. degrees are set forth in the Graduate Catalog. A student wishing to change from one degree program to another must reapply for the desired program (but see M.S. bypass in Doctor of Philosophy degree page 12).

General Requirements

- 1) Minimum background preparation at the undergraduate level in:
 - General Biology or Botany
 - Organic Chemistry or Biochemistry
 - Genetics or Evolution

- 2) Deficiencies are to be made up by a method determined by the student's graduate committee. This may take the form of additional course work or directed readings. The student may be asked to prove competency in any of these areas during comprehensive examinations. Deficiencies and the method of resolving them are to be reported on form G1-M or G1-D in the student's departmental records.

- 3) The individual program of study, designed by the student and the student's graduate committee, will depend on the student's particular background and area of specialization. If the student has not selected a major professor, the departmental chair or the departmental graduate advisor will meet with the student before the first registration. As early as possible, but no later than the beginning of the second semester of residency, students are expected to select a major professor and make sure that the major professor is prepared to direct their research program. Until a major professor is selected, the departmental chair or the chair's designate will serve as the student's advisor.

- 4) Pursuit of a graduate degree is considered a full-time endeavor. A student is not allowed to take on other commitments, including other degree programs, or enrolling in courses not recommended by the Committee. A student must obtain the approval of his/her major professor before enrolling in courses not recommended by the Committee. Failure to obtain permission will result in being dropped from the program.
- 5) All graduate students are required to take Graduate Colloquium (Botany 660) during the first fall semester of residence.
- 6) All graduate students are required to take "Pedagogy for Graduate Students" (Botany 600.A, Section PA) during the Summer IV semester preceding their first fall semester in residence. In unusual circumstances the departmental chair may waive or defer this requirement.
- 7) A student will not be awarded a subsequent graduate appointment unless they have:
 - a) a major professor
 - b) a graduate committee
 - c) a program of study approved by the student's graduate committee
 - d) a cumulative G.P.A. of 3.0, or better, on all graduate work attempted
 - e) filed an up-to-date Progress/Annual Evaluation Report in January.
- 8) Time limits with financial support:
 - a) 2 years – M.S.
 - b) 4 years – Ph.D. with M.S.
 - c) 6 years – Ph.D. without M.S.
- 9) Students with a grievance about any aspect of their graduate program should consult their major professor, the departmental chair, or the graduate advisor. They should also consult "A statement of effective learning and teaching and an academic grievance procedure for graduate students at Miami University." A copy of this document may be obtained from the departmental chair or from the graduate advisor.
- 10) Graduate students are expected to attend all departmental seminars.
- 11) As part of his/her training as a professional botanist, each student must perform departmental teaching and/or research.
- 12) Graduate student progress is recorded on a Masters or Doctoral Program Certification Form maintained in the student's departmental records. It is the responsibility of the major professor to insure that this important document contains accurate and current information. It is the

responsibility of the student to nag the major professor. These forms are attached to this guide.

- 13) Prior to their thesis and/or dissertation defense examinations, each student must present a seminar, open to the public and providing time for public questions and comments, before the committee and the student adjourn to the examination.

Graduate Committees

Two categories of committees exist, whose functions are to provide guidance and examination of the student's progress toward their desired degree:

- A. The Comprehensive Examination Committee functions are to approve a plan of study and provide guidance to the student in preparation for a comprehensive examination of the student's knowledge across the breadth of Botany, and to administer this examination.
- B. Thesis/Internship Report/Dissertation Defense Committee functions are to approve the thesis proposal/internship proposal/dissertation proposal and provide guidance and critical examination of the student's research, which culminates in the oral defense of their original thesis, internship report, or dissertation on that research. The major professor, after consultation with the student, may request that the same or different faculty serve on these committees.

MASTER OF SCIENCE DEGREE (M.S.)

Requires at least 30 semester hours of graduate work including:

- A) Complete BOT 600.A, section PA, during summer IV term preceding your first fall semester in residence, and complete BOT 660 during your first fall semester in residence.
- B) At least one Botany 650, 720, or equivalent seminar is required. The course must include an oral component.
- C) M.S. students must demonstrate advanced proficiency in 3 of the four core areas in Botany. In the course of graduate study, students must demonstrate graduate level proficiency in Botany by passing at least one Botany graduate course at Miami University, of 3 credit hours or more, with a 'B' or higher from 2 of the 4 core areas in Botany:
 - 1. Ecology, taxonomy, or systematics
 - 2. Morphology, anatomy, or development
 - 3. Cell biology, molecular biology, genetics, or physiology
 - 4. Applied Skills (electron microscopy [lecture and lab], bioinformatics, pedagogy, statistics, instrumentation)

If no appropriate course is available in Botany, the student in consultation with his/her Committee may substitute one of these with a graduate course from another department.

For a third area, proficiency may be demonstrated by a grade of B or higher in an advanced undergraduate or graduate course taken at Miami University or at another institution. Alternatively, the proficiency may be demonstrated by a good performance on written or oral questions prepared and graded by Miami faculty in the subject area.

- D) A minimum of three graduate level (e.g., 500 or above) Botany courses, of at least 3 credit hours, are required for graduation. Seminars, independent studies, and research hours cannot be used to fulfill this requirement.
- E) 6 – 12 hours of Botany 700.

The major professor, after consultation with the student, will select the rest of the graduate committee (at least two additional faculty members), subject to approval by the departmental chair. The major professor will seek approval from

the departmental chair before any committee meetings take place.

Progress toward Degree:

The M.S. Degree should culminate in the submission of at least one manuscript to a peer-reviewed journal. Normal progress toward the M.S. degree includes the steps in the following list. Target dates are included. Students are expected to meet these target dates in order to be awarded continued departmental support.

<u>Item</u>	<u>Target date</u>
<input type="checkbox"/> 1. Select a major professor, and select a graduate committee, this subject to approval by the Departmental Chair. Committee composition will reflect coverage of at least three (3) of the four (4) core areas in Botany.	First semester
<input type="checkbox"/> 2. Obtain comprehensive examination committee approval for a plan of study. (Botany form G1-M or G1-ME)	End of first semester
<input type="checkbox"/> 3. Prepare a thesis proposal outlining the objectives and methods of the anticipated semester research and how the research findings will be disseminated. Submit this proposal to the thesis committee for consideration and approval (Botany form G2)	Second semester
<input type="checkbox"/> 4. Complete graduate course work approved by the comprehensive examination committee.	Third semester
<input type="checkbox"/> 5. Complete comprehensive oral examination. * Students should avoid planning to take the exam during the summer.	Third semester
<input type="checkbox"/> 6. Complete research.	Third semester
<input type="checkbox"/> 7. Write thesis in accordance with current Graduate School guidelines. This is an appropriate time to discuss publication of the findings with the advisor. In many cases it is desirable to write the thesis in the format of the journal that you intend to publish in. Students are encouraged to include a curriculum vitae as an appendix to their theses.	Fourth semester

<u>Item</u>	<u>Target date</u>
<input type="checkbox"/> 8. Set thesis defense date. The thesis is to be distributed to the Committee two full weeks before the defense. Post announcement of seminar day, time, and place four (4) school days in advance.	Fourth semester
<input type="checkbox"/> 9. Successfully complete thesis defense, which includes a public seminar followed by an examination of the student by his/her thesis committee.	Fourth semester
<input type="checkbox"/> 10. Committee completes and Chair signs Graduate School Form D-6, "Certificate for Awarding the Master's Degree." Two copies must be submitted to the Graduate School. One copy must be filed in student's departmental records.	at least 10 working days before commencement
<input type="checkbox"/> 11. Students should submit a manuscript to a peer-reviewed journal.	Fourth semester
<input type="checkbox"/> 12. Follow current Graduate School guidelines for thesis deposition. A bound copy of the thesis must be provided for the Botany Dept. collection and, if requested, for the major professor.	
<input type="checkbox"/> 13. If the student is leaving the Botany Department, return all Miami University keys to the office where they were issued and obtain a receipt for submission from the Botany Department Chair.	
<input type="checkbox"/> 14. Have an exit interview with the Department Chair or one of the Graduate Advisors (required).	
<input type="checkbox"/> 15. Candidates are encouraged to attend graduation.	

*Number 5 - If the student's performance on the oral examination is less than satisfactory, the examination can be made up in either of two ways, as determined by the comprehensive examination committee.

1. A second oral, or a written, examination can be given later covering the deficient areas.
2. A second oral examination can be given and any areas of deficiency tested later with written questions.

MASTER OF ARTS (M.A.)

Requires at least 36 semester hours of graduate work including:

- A. Complete BOT 600.A, section PA, during summer IV term proceeding your first fall semester in residence, and complete BOT 660 during your first fall semester in residence.
- B. At least one Botany 650, 720, or equivalent seminar is required. The course must include a verbal and/or written component.
- C. At least three 500 or 600 level Botany graduate courses with a minimum of three hours each with grade of B or higher. Botany 600, 720, and 750 cannot be counted toward this requirement.
- D. 6 - 12 hours of Botany 700.

The major professor, after consultation with the student, will select the rest of the graduate committee (at least three additional faculty members, at least two of these from Botany), subject to approval by the departmental chair.

Progress towards Degree:

Normal progress toward the M.A. degree includes the following:

- 1. Select a major professor and a graduate committee no later than the beginning of the second semester in residency.
- 2. Obtain comprehensive examination committee approval for a plan of study. This plan of study will contain a goals statement, a schedule of courses, and an internship proposal. Any substitution for the internship requirement must be endorsed by the student's comprehensive examination committee and approved vote of the faculty no earlier than two weeks after initially being considered by the faculty.
- 3. Prepare a M.A. report proposal outlining the objectives of the anticipated internship (or an approved substitution) and have this approved by the internship examination committee. The student is encouraged to do this at the earliest possible date, but no later than the end of the second semester in residency. A copy of the internship proposal is to be filed in the student's departmental records.
- 4. Complete graduate course work approved by comprehensive examination committee.

5. Complete comprehensive oral examination early in the student's program, but no later than the end of the second semester of residency. If the student's performance on the oral examination is less than satisfactory, the examination can be made up in either of two ways as determined by the comprehensive examination committee:
 - a) A second oral, or a written, examination can be given later covering the deficient areas.
 - b) A second oral examination can be given and any areas of deficiency tested later with written questions.
6. Complete an internship (or approved substitution) and write a report in accordance with the current Graduate School guidelines. Students are encouraged to include curriculum vitae as an appendix to their internship reports.
7. Successfully complete final oral examination (report defense), which includes a public seminar followed by an examination of the student by their report defense committee. Post announcement of seminar day, time, and place four (4) school days in advance.
8. Follow current graduate school guidelines for report copy deposition. Bound copies must also be provided for the Botany Department Collection and for the Major Professor.
9. Before the student leaves the Botany Department:
 - a) Return all Miami University keys to the office where they were issued and obtain a receipt for submission to the Botany Department Chair.
 - b) Have an exit interview with the Departmental Chair.
10. Candidates are encouraged to attend graduation.

N.B. Internship: The internship involves a minimum commitment of 4-6 months to an appropriate sponsoring agency actively involved in some aspect of plant science activities. The student will normally work full time and is required to submit monthly progress reports to the Department of Botany (for the student's file) and major professor. A final report, which summarizes the internship experience and work done during the student's internship, will be filed with the Department of Botany (for the student's file) and major professor. An internship agreement signed by the student, major professor, and sponsoring agency must be filed with the Department of Botany at the time the program is agreed to and accepted.

N.B. Report: The internship report must be prepared in draft form and submitted to the student's major professor and committee before the defense is scheduled. Upon completion of the defense, all changes requested by the major professor and committee must be made and a final document prepared. The report should adhere, insofar as practicable, to the Miami University "Guide for Preparing Theses and Dissertations."

DOCTOR OF PHILOSOPHY DEGREE (PH.D.)

Admission:

Admission to the doctoral program may be attained in one of the following ways:

- A) Completion of a master's degree in one of the sciences.
- B) Completion of a BS or BA degree in one of the sciences, provisional admission to the Botany doctoral program followed by completion of 30 hours or more of graduate credit in the sciences. The student will be considered to be in the M.S. program until the 30 hours are completed.
- C) Admission to the Botany M.S. program, followed by a recommendation by the student's Graduate Committee that the student by-pass the M.S. and enter the PhD program. The major professor is responsible for making evidence of the student's accomplishments available to the Botany faculty. The student will be considered to be in the M.S. program until 30 hours of graduate credit in the sciences are completed.

For all 3 of the above options, the admissions decision is based on a majority vote of the Botany faculty, either at the time of the student's application to the Botany graduate program (options a and b) or following the Committee recommendation (option c).

For all 3 options, the criteria used by the Botany faculty are:

- 1) evidence of research productivity, including publications in peer-reviewed journals or significant progress on a research project

and
- 2) evidence of academic excellence, including coursework and/or performance on comprehensive examinations

Requirements:

The three general stages of the doctoral program are described in the Graduate Catalog. Sixty semester hours of graduate credit (at least 48 of these while at Miami University) are required for a Ph.D. including:

- A) Complete BOT 600.A, during summer IV term preceeding your first fall semester in residence, and complete BOT 660 during your first fall semester in residence.
- B) At least two Botany 650's, 720's or equivalent seminars are required. The course must include an oral component.
- C) In the course of graduate study, students must demonstrate graduate level proficiency in Botany by passing at least one Botany graduate course at Miami University, of 3 credits or more, with a 'B' or higher from each of the 4 core areas in Botany.
 - 1. Ecology, taxonomy, or systematics
 - 2. Morphology, anatomy, or development
 - 3. Cell biology, molecular biology, genetics, or physiology
 - 4. Applied Skills (electron microscopy [lecture and lab], bioinformatics, pedagogy, statistics, instrumentation)

If no appropriate course is available in Botany, the student, in consultation with his/her Committee, may substitute one of these with a graduate course from another department.

- D) A minimum of six graduate level (e.g., 500 or above) courses, of at least 3 credit hours, are required for graduation. Seminars, independent studies, and research hours cannot be used to fulfill this requirement. At least four of these courses must be Miami University Botany courses.

Up to two may be substituted from relevant courses taken at another institution, as determined by the student's Committee.

- E) 16 – 60 hours of Botany 850.

The major professor, after consultation with the student, will select the rest of the graduate committee (Graduate School representative, and three additional members, all with appropriate graduate standing). The major professor recommends the committee to the departmental chair, and to the graduate dean, for approval. Departmental Chair approval must be obtained before the first committee meeting. Committee composition will reflect coverage of at least three (3) of the four (4) core areas in Botany.

Foreign Language Requirement:

A foreign language may be required by the comprehensive examination committee. Normally, a reading knowledge of one foreign language is acceptable.

Progress toward Degree:

The Ph.D. degree should culminate in the submission of manuscript to peer-reviewed journals. Normal progress toward the degree of Doctor of Philosophy includes the steps in the following list. *Target dates indicated for students entering with M.S.* Students are expected to meet these target dates in order to be awarded subsequent departmental support. Students obtaining a Masters bypass in their first (1) year of residency can reasonably add a full semester to the expected target dates listed below. Those bypassing in their second year can add two semesters.

<u>Item</u>	<u>Target Date</u>
<input type="checkbox"/> 1. Select a major professor. This role will be temporarily filled by the department chair or departmental graduate advisor.	First semester
<input type="checkbox"/> 2. Appointment of the graduate committee(s) by the major professor subject to approval by the departmental chair. (Botany form G1-D)	First semester
<input type="checkbox"/> 3. Plan program of study with comprehensive examination committee. (Botany form G1-D)	First or early second semester
<input type="checkbox"/> 4. Prepare a dissertation proposal outlining the objectives and method of the anticipated research and how the research findings will be disseminated. Submit this proposal to the dissertation defense committee for consideration and approval. (Botany form G-2).	Third semester
<input type="checkbox"/> 5. Complete graduate course work approved by the comprehensive examination committee.	Second year
<input type="checkbox"/> 6. Advisor prepares request for official appointment of the comprehensive examination committee to the graduate dean (GS Form D-1) <u>at least 10 working days prior to the examination.</u> Failure to submit the form 10 days in advance will result in the exam having to be retaken.	

<u>Item</u>	<u>Target Date</u>
<input type="checkbox"/> 7. Pass comprehensive examination (oral portion to be taken within four weeks after the written portion is completed). This examination may be retaken, no earlier than the following semester, and only one time. Results of the exam are reported to Graduate School on GS Form D-2. This form also serves as the application for candidacy for Ph.D.	End of second year
<input type="checkbox"/> 8. Admission to candidacy for Ph.D.	
<input type="checkbox"/> 9. Complete research and write dissertation in accordance with current graduate school guidelines. This is an appropriate time to discuss publication of the findings with the advisor. In many cases it is desirable to write each chapter in the format of the journal intended for submission. It is also generally desirable to submit one or more manuscripts for publication before the dissertation is completed. A curriculum vitae ought to be included as an appendix to the dissertation.	Third to fourth year
<input type="checkbox"/> 10. Set dissertation defense date. The dissertation is to be distributed to the Committee two full weeks before the defense. Post seminar announcement four (4) school days in advance.	
<input type="checkbox"/> 11. Advisor prepares request for official appointment of the doctoral final examination (= dissertation defense) committee to the graduate dean (GS Form D-3) at least ten working days prior to the defense. The defense will include a public seminar followed by an examination of the student by the committee. <u>All committee members must be present for the entire defense.</u>	
<input type="checkbox"/> 12. Dissertation committee reports results of final examination (dissertation defense) and certifies that all requirements for the Ph.D. have been met (GS Form D-4) at least 10 working days before the applicable commencement date deadline.	

<u>Item</u>	<u>Target Date</u>
<input type="checkbox"/> 13. Approval of the dissertation by major professor, graduate school representative and at least two readers (GS Form D-5). Follow current Graduate School guidelines for dissertation copy deposition. Students should allow at least one day to complete this step. A bound copy of the dissertation must be provided for the Botany Dept. collection and, if requested, for the major professor.	
<input type="checkbox"/> 14. Return all Miami University keys to the office from which they were issued.	
<input type="checkbox"/> 15. Have exit interview with departmental chair or one of the graduate advisors (required).	
<input type="checkbox"/> 16. Candidates are encouraged to attend graduation.	

M.S. AND PH.D. DEGREES IN BOTANY – ECOLOGY

General:

Basic requirements of the Graduate School for the M.S. and Ph.D. degrees are set forth in the Graduate Catalog.

Incoming students are expected to have completed a bachelors or masters degree, and to have taken one or more courses in each of the following areas:

- Ecology
- Physiology
- Genetics
- Systematics / Taxonomy / Biodiversity
- Calculus

Students may be admitted to the program without having completed these courses. In these cases, students may be required to take such courses upon entering the graduate program, at the discretion of the Ecology Program Executive Committee.

M.S. IN ECOLOGY (BOTANY)

Formal course requirements: Students must earn 12 credit hours of formal coursework, including:

1. One course in population/community ecology
2. One course in ecosystem/global ecology
3. One graduate course in Botany, not including those used to satisfy requirements 1 or 2 above.
4. One course in statistics or mathematical modeling

A formal plan of study, including courses to be taken to satisfy requirements 1-4, must be approved by the student's committee.

Seminars: Students must take at least two semesters of graduate seminars in ecology.

Thesis and thesis committee: Students must complete a thesis. The thesis committee must include at least three faculty members. Two committee members must be from the Botany Department and two must be Ecology Program Faculty Affiliates. The Committee Chair (Advisor) must be a member of or an associate of the Botany Department.

Complete BOT 600.A, section PA, during summer IV term

preceding your first fall semester in residence, and complete BOT 660 during your first fall semester in residence.

Diagnostic exams: Demonstrate adequate knowledge in ecology and related areas by passing an oral comprehensive exam.

Other requirements: In all other matters, such as evaluation of teaching performance, service on departmental committees, etc., students must follow the procedures set forth by the Botany Department.

PH. D. IN ECOLOGY (BOTANY)

Formal course requirements: Students must earn 18 credit hours of formal coursework, including:

1. One course in population/community ecology
2. One course in ecosystem/global ecology
3. One graduate course in Botany, not including those used to satisfy requirements 1 or 2 above.
4. One course in statistics or mathematical modeling

A formal plan of study, including courses to be taken to satisfy requirements 1-4, must be approved by the student's committee. Equivalent courses taken in another graduate program may satisfy course requirements, at the discretion of the student's dissertation committee. In the event that a student has not yet formed a committee, s/he can seek approval from the Ecology Program Executive Committee.

Seminars: Students must take at least four semesters of graduate seminars in ecology.

Complete BOT 600.A, section PA, during summer IV term preceding your first fall semester in residence, and complete BOT 660 during your first fall semester in residence.

Dissertation committee: Students must complete a dissertation. The dissertation committee must include at least five faculty members. Three committee members must be from the Botany Department, and three must be Ecology Program Faculty Associates. The Committee Chair (Advisor) must be a member of or an associate of the Botany Department.

Comprehensive exams: Students must pass a comprehensive written and oral exam, given by the student's dissertation committee.

Other requirements: In all other matters, such as evaluation of teaching performance, service on departmental committees, etc., students must follow the procedures set forth by the Botany Department.

M.S. AND PH.D. DEGREE IN BOTANY-MOLECULAR BIOLOGY CERTIFICATE

In conjunction with the Departments of Chemistry and Biochemistry, Microbiology and Zoology, the Department of Botany awards degrees in Botany with a Molecular Biology Certificate. Students entering this program are subject to all Botany Department program requirements and, in addition, must take:

1. One interdepartmental molecular biology seminar-BOT/MBI/ZOO 650 per year
2. All of these core courses:
 - CHM 533 Biochemistry
 - BOT/MBI/ZOO 605 Advanced Molecular Biology
 - BOT/MBI/ZOO 606 Advanced Cell Biology

CELL, MOLECULAR, AND STRUCTURAL BIOLOGY (C.M.S.B.)

An interdepartmental M.S. and Ph.D. degree awarding graduate program has approved recently (July 2009). The program, Cell, Molecular, and Structural Biology (CMSB), is hosted in these four departments, Botany, Chemistry/Biochemistry, Microbiology, and Zoology. Further information about this program will be forth coming. Please contact Dr. Quinn Li (LiQ@muohio.edu) if you are interested.

MASTER OF ARTS IN TEACHING (M.A.T.)

This non-thesis degree is open only to those who have met the requirements for secondary or elementary teaching certification. It is not recommended for students planning to pursue a Ph.D. in botany. Details on entry and program requirements are available from the director of the MAT program or through the departmental offices.

Special Committee Degree
DOCOTORAL PROGRAM GUIDELINES

Added to the Graduate Guide (Aug 2007)

(as originally accepted by Graduate Council – Spring 1994)

Broad access to cross-cultural and cross-disciplinary knowledge during the past several decades has led increasingly to a demand by various segments of society including business, government, and education for advanced degree graduates with an interdisciplinary education, up to and including the doctoral level. In some cases (mainly at a few research universities) the need for such interdisciplinary education has been met by adding new, cross-cutting doctoral degrees in specific areas while elsewhere the need has been met through wider use of present degree-granting authority through the use of interdisciplinary committees around individual dissertation course work and research. Typically a standing committee is drawn from a cross section of the graduate faculty that also ranges across all departments.

Special Committee Degrees are “interdisciplinary degrees” that have unique requirements for each student. Special Committee Degrees are “one of a kind” degrees built around the unique needs of individual students that cannot be satisfied by approved existing programs and may permit degrees in new and emerging fields or combinations of disciplines. A higher degree of independence is required on the part of the student, since easily provided guidance from departments is more difficult to obtain, and there is not the usual collegial group of students in closely related research and course work. The Special Committee Degree is reserved to those departments granted the authority to offer the doctoral degree by Miami University and the Ohio Board of Regents.

- Prospective students who may have an interest in a Special Committee Doctoral Degree should apply to the department of the degree program that is most central to their major area of interest. The student must meet the admission requirements of the department to which the application is submitted.

- Students may be admitted directly to a Special Committee Degree program. Students may also elect to enter a Special Committee Degree program after entering Miami University. The prospective student’s application must be endorsed by the home department and three potential committee members, drawn from level A faculty from within the home department or across the University

- Student applicants must include a one-page statement outlining the perceived interdisciplinary project and course of study. The statement should build the rationale supporting the Special Committee Degree request.

- The Special Committee must consist of not less than five members, with no more than half (higher whole number) being drawn from any one department. Special Committee members must be level A members of the Graduate Faculty, but can be drawn from non-doctoral departments.

- The chairperson (or in the case of co-chairs, one of the co-chairs) must be a member of the department to which the student had originally been admitted. The admitting department should remain the keeper of the student's records, and should make all appropriate nominations for financial support.

- The Special Committee is responsible for helping the student develop a plan of study to be submitted to the home department for its approval. That plan of study may be at significant variance with normal departmental requirements so long as it is approved following the established procedures of the home department.

- A special Committee Degree proposal must be submitted on behalf of the student by the major professor(s) to the department and subsequently after the approval to the Graduate School. The proposal should include:

1. The name of two faculty members who in addition to the major professor(s), are willing to share responsibility of supervising the student's course of study.
2. An explanation of why the student's needs cannot be met within existing programs and the reasons why the Special Committee Degree program is needed.
3. The proposed course of study.
4. The Standing Committee's recommendation for an examination procedure that assures adequate in depth coverage.

- The Student's approved plan of study must be submitted to the Graduate School for approval after at least one full semester of graduate level work and prior to when at least 12 credits of graduate level work for which the student has not yet registered remain in the program.

- The Special Committee is governed by the expectations and regulations of the Graduate School as prescribed in **The Miami bulletin – Graduate Edition** and **A Handbook for Graduate Students and Faculty**.