

The Graduate Affairs Committee (GAC) will conduct an annual Review of Academic Progress for each student in the Biology Graduate programs. The student is responsible for ensuring that the criteria below are met, including deadlines and documentation for the student's Departmental file, which the GAC will use for the review. Copies of all forms are on the Departmental website. Annual reports will be submitted no later than **May 1** each calendar year by the student (A2g, or B2e, below), by the thesis/dissertation committee (A2d or B2b, below), and by supervisors of teaching (A3, below) and/or grant research (A4, below). In some circumstances (i.e., students on probation or with conditional admission status), students may be reviewed each semester. ***Unsatisfactory progress reviews may result in placement on academic probation and/or termination of funding.***

As defined by the Department of Biology, satisfactory academic progress for all Graduate Students includes:

A. PHD and MASTERS (WITH THESIS) STUDENTS

1. Earn at least a "B" in each course.
2. Satisfactorily meet all benchmarks necessary for the completion of the dissertation/thesis degree.
 - a. **Formation of Graduate Committee:** Students in both the PhD and MS programs will form a committee by the end of year 1 (*i.e. end of the second regular semester**). PhD committees shall have a minimum of 5 members, at least 4 of which will be members of the regular biology faculty (i.e. tenure/tenure track, including faculty from the IU School of Medicine). MS committees will have a minimum of 3 members, at least 2 of which will be members of the regular biology faculty. *One member of the dissertation committee must be from outside of the department*, outside membership on thesis committees is at the discretion of the student and their advisor. *Student submits College of Graduate & Professional Studies (CGPS) form to the CGPS and a copy for their Departmental file.*
 - b. **Defense of a Proposal:** Approved thesis proposal by *end of second regular semester**; Dissertation proposal by *end of sixth regular semester**. *Submit CGPS form to CGPS and a copy for Departmental file.*
 - c. **Preliminary Exam:** All PhD preliminary exams (oral and written) shall be successfully completed by the end of the *sixth regular semester**. Students may retake this exam once during this time period.
 - d. **Annual Committee Meeting:** All graduate committee meetings must occur on campus and be completed with evaluation of progress by *May 1**. *Submit Departmental form.*
 - e. **Contract of Study:** Student's thesis/dissertation committee must approve the Contract of Study, review it during the annual committee meeting and revised as needed. The committee will also assess progress in completing the research tools component of the degree. *Submit Departmental form.*
 - f. **Research:** Sufficient data should be collected that will result in manuscripts for publication in national or international journals.
 - g. **Completion of Departmental Graduate Student Activity Report:** Submit activity report to the Graduate Affairs Committee by *April 1** each calendar year. *Submit Departmental form.*
3. Students funded via a Teaching Assistantship must demonstrate satisfactory teaching with review by faculty teaching supervisor. *Submit Departmental form.*
4. Students funded via a Research Assistantship must demonstrate satisfactory performance with a review by the grant research supervisor. *Submit Departmental form.*

B. NON-THESIS MASTERS STUDENTS

1. Earn at least a "B" in each course.
2. Satisfactorily meet all benchmarks necessary for the completion of the non-thesis master's degree.
 - a. **Formation of Graduate Committee:** Formation of a committee by the end of the second regular semester. *Student must submit Departmental form.*
 - b. **Annual Committee Meeting:** All committee meetings must take place on campus and be completed by *May 1**. *Submit Departmental form.*
 - c. **Contract of Study:** Student's thesis/dissertation committee must approve the Contract of Study; it will be reviewed during the annual committee meeting and revised as needed. The committee will also assess progress in completing the research tools component of the degree. *Submit Departmental Form*
 - d. **Research:** Satisfactory progress on research experience(s).
 - e. **Completion of Departmental Graduate Student Activity Report:** Submit activity report to the Graduate Affairs Committee by *April 1** each calendar year. *Submit Departmental form.*

****Note: These are absolute deadlines and do not represent an ideal timeline. The Department encourages graduate students and faculty to work together to meet these benchmarks well ahead of these deadlines.***