

REGULATIONS and POLICIES

Master of Science

IN

Biological Sciences

including the following concentrations:

- **Microbiology & Immunology**
- **One Health**

**OLD DOMINION UNIVERSITY
NORFOLK, VIRGINIA**

Individual colleges and/or programs may establish requirements above and beyond those set by the University as minimum. Students are obligated to follow the requirements of the appropriate graduate program section of the catalog in effect at the time of their first enrollment for this degree.

This manual incorporates information affecting the Biology MS program into a single, interactive document. The manual has an “active” table of contents that moves you to the desired page with a mouse-click. The users of this manual also have direct access to relevant information with the numerous hypertext connections.

Links within the manual direct you to a links page; other hyperlinks (Blue) link directly to outside sources.

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GENERAL INFORMATION

College of Sciences

143 Oceanography and Physics Building, 757.683.3274

[Dean](#) [Associate Deans](#)

The College of Sciences' degree programs are designed to prepare students for careers in the sciences or to lay broad foundations for specialized training in these fields of knowledge.

The college is comprised of the Departments of Biological Sciences, Chemistry and Biochemistry, Computer Science, Mathematics and Statistics, Ocean, Earth and Atmospheric Sciences, Physics, and Psychology. The Departments of Biological Sciences, Chemistry and Biochemistry, Mathematics and Statistics, Ocean, Earth and Atmospheric Sciences, and Physics cooperate with the Darden College of Education to provide the necessary courses for a Masters of Science in Education in the respective field.

Programs

The College of Sciences has developed graduate programs in the basic and applied sciences that meet the needs of the Eastern Virginia region, the state, and the nation. These programs address a variety of challenges, ranging from basic research to the quest for solutions to contemporary problems in science. The importance of these challenges is reflected by the more than \$16 million in funded grants and contracts for educational and research endeavors currently generated by the college. The college provides the Mid-Atlantic States with much-needed graduate programs in broad fields of concentration leading to both masters and doctoral degrees. Related program emphases within the major areas of study are designed to meet the professional needs of the students and communities served. The college's faculty of 160 highly skilled professional educators is devoted to guiding students toward an assimilation of the most current scientific theories, research, and practices.

Department of Biological Sciences

110 MGB, 757.683.3595

Chair; [Chris Osgood](#), MGB 110, 757.683.3595, cosgood@odu.edu

Ecological Sciences Ph.D. Graduate Program Director; [Holly Gaff](#), PSB 3120B, 757.683.4737, hgaff@odu.edu

Master of Science Graduate Program Director; [Wayne Hynes](#), MGB 202G, 757.683.4361, whynes@odu.edu

[A directory of the Biology faculty can be found here](#)

The Department of Biological Sciences provides a broad selection of course offerings. The degree program in biology allows for the selection of elective subjects most suited to the individual's vocational interests.

Master of Science in the Biological Sciences

The curriculum for the Master of Science program is developed around one's interests such as: botany, ecology, immunology, infectious diseases, marine biology, microbiology, physiology, reproductive biology, systematic biology, and zoology. Facilities in the Department of Biological Sciences include: electron microscopy, terrestrial and aquatic animal care facilities; biomechanics, environmental pollution, marine benthic ecology, biotechnology, spectroscopy, cell culture, protein separation, DNA sequencing, GIS (Geographic Information System), digital imaging, a greenhouse, herbarium, zoological museum, and field science wet laboratories. In addition, we have the Kaplan Orchid Conservatory and excellent opportunities for research and instruction off-campus at field research sites including: Blackwater Ecological Preserve, Virginia Coast Reserve-Long Term Ecological Research Site, Virginia Institute of Marine Sciences Eastern Shore Marine Laboratory, and other regional agencies and facilities.

ADMISSIONS

Master of Science in Biological Sciences

Students who wish to apply to the Master of Science in Biological Sciences, including one of the concentrations should complete an application and indicate their proposed field of study in the Statement of Interest. Applications for admission can be obtained via the admissions webpage or from:

Graduate Admissions

Old Dominion University
Norfolk, VA 23529-0050
(757) 683-3637

Other questions should be addressed to Graduate Director for the Biology Master's Program.

Requirements

Requirements for regular admission to the master's program in biology are:

- a) a bachelor's degree in biology or a related field from an accredited college or university;
- b) a grade point average of at least 3.00 on a 4.00 scale;
- c) Satisfactory scores on the General portion of the Graduate Record Examination [Verbal+Quantitative >300] or at least a 500 on the Medical College Admission Test;
- d) two letters of recommendation; letters should be on official letterhead and must be signed. Reference e-mail should be a professional e-mail address;
- e) an essay describing the area of biology of interest for graduate study, professional goals and motivation for graduate study in biology; and
- f) written acknowledgment from a Department of Biological Sciences faculty member agreeing to serve as the student's major advisor, if the student is accepted.

Students without a biology degree, or who do not meet all of the admission standards, but are otherwise qualified, may be admitted on a provisional status. The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English: minimum scores are 79 on internet-based test, 550 for the paper-based test, or 213 for the computer-based.

Deadlines for application to the program are: **February 1** for fall or summer admission and consideration for a graduate teaching assistantship. Applications received after this date will be considered in June for fall semester admission and October for spring semester admission.

Two degree options are available — thesis and non-thesis. Within the program we offer a MS in Biology or a MS in Biology with a concentration in Microbiology and Immunology or a concentration in One Health

Master of Science - Biology

Many pertinent graduate courses are offered for the Master of Science in Biology programs that can be applied toward the degree requirements. A program of study, beyond the required core courses, is developed by the student with approval of advisory committee and the Graduate Program Director.

Master of Science – Microbiology and Immunology Concentration

The Microbiology and Immunology concentration is designed to enable the student to learn basic skills related to Microbiology and Immunology with the flexibility to develop a curriculum in their area of interest such as infectious diseases or immunology. Students will be admitted to the concentration after selection of their guidance committee and approval of their program of study.

Master of Science – One Health Concentration

The One Health concentration is for students in the MS program that have a specific interest in aspects of the interdisciplinary One Health paradigm, a strategy for expanding interdisciplinary collaborations and communications in aspects of health for humans, animals and the environment. The concentration will introduce students to the concepts of One Health and their application. Students will be admitted to the concentration after selection of their guidance committee and approval of their program of study.

Admissions Decision Process

The Graduate Program Director assembles the application materials and generally maintains all Master's graduate records in the Department of Biological Sciences. Immediately following the application deadlines, the GPD will complete the application files, summarize information about each applicant, and ensure that all information is available for faculty review. Graduate Faculty and Affiliated Graduate Faculty who agree to advise one or more of the applicants are to notify the GPD in writing and indicate the type of student financial support, if any, they intend to provide. The GPD makes the final admissions decision after reviewing each application, receiving faculty input, and consulting with the Master's Program Committee*. The GPD will ensure that all applicants are notified of admissions decisions within 4-6 weeks of the application deadline.

According to University policy, an admitted student can defer matriculation for one year. The major advisor should honor their commitment to mentor the student throughout this period; however, the student may lose funding or other forms of assistance. If an advisor needs to withdraw due to a change in circumstances, then the major advisor should notify the student and GPD immediately; and since the Department has an obligation to our admitted students, the advisor should secure a new major advisor for the student.

*See the ADMINISTRATIVE INFORMATION section for descriptions of the Graduate Faculty, Affiliated Graduate Faculty, and the Master's Program Committee.

Master of Science in Education

Refer to the [Darden College of Education](#).

Non-Degree Status Graduate Students

Non-degree status indicates that the student is taking graduate course work (500 level or greater) to satisfy individual needs or interests. Although non-degree students are not admitted to degree programs, they may receive graduate credit for graduate work passed. A maximum of 12 semester hours of non-degree graduate credit may be applied towards a graduate degree at Old Dominion University. Undergraduate transcripts are not required for initial registration, but must be submitted for graduate study beyond six hours. Application materials are available at the **Office of Admissions**. Non-degree students interested in specific types of classes should contact [our faculty](#) with expertise in those research areas for advice on coursework.

All non-degree graduate students attempting to register for additional graduate courses and who have completed or will exceed 12 credit hours (13 credit hours for certain military programs) will be blocked from registering. To remove this registration block, a student must contact the **Graduate School** for advice on gaining admission into a graduate program or to receive written permission from the Dean of the Graduate School to take additional hours as a non-degree student.

Other Information;**Office of Admissions**

Applications are submitted to the **Graduate Admissions** office (applicants from USA schools) or the International Admissions office at Old Dominion University (applicants from foreign schools). Students should apply by February 1st to be considered for financial aid for the following academic year (fall-spring semester). Other deadlines are June 1st for fall semester admission and October 1st for spring semester admission. Submit all materials to the **Error! Reference source not found.** (applicants from USA schools) or International Admissions at Old Dominion University. There is a non-refundable application fee. However, if you have ever paid the application fee as a previous non-degree or degree-seeking student, or you are an ODU graduate, the fee is not required.

Tuition Calculator**Office of Housing and Residence Life**

STEPS TOWARDS YOUR MS DEGREE.

New Student Information

[Campus Map](#)

[Campus Facts](#)

[Establishing residency in Virginia](#)

[Health Insurance Information](#)

ODU Graduate Catalog

- 1) [Admitted Student Guide](#) or [Admitted Student Guide for International Students](#). These are the places to begin for new students entering the university.
- 2) Housing information; both on- and off-campus, is available at the **Office of Housing and Residence Life**.
- 3) Contact your advisor as soon as possible for advice on course work, research projects, and availability of Graduate Research Assistantships (GRA).
- 4) Advisor Registration Block (the Block or Hold prohibits registration): The graduate advisor needs to update the advisor information for their students. An "advisor hold" will block a student's ability to register for classes if the Advisor's Work Page has expired or if the page was never activated for a new student. The graduate advisor goes to: LeoOnline Main Menu → Faculty & Advisors → Advisor Menu → Advisors Work Page → Student ID → Student Verification [ok] → Student Must Return For Advising Prior To [update], Advisor ID [update]:
 - a. The Graduate Program Director will be assigned as the advisor for students in the program. This is not who will be the students graduate advisor, it is for record keeping purposes.
 - b. Faculty can also give class overrides using LeoOnline; however, they cannot register students for classes.
- 5) Contact the [Biology Graduate Student Organization](#) and have your email added to their distribution list.
- 6) You can get information about Graduate Teaching Assistantships (GTA) and desk assignments from the Chair of the Department of Biological Sciences. You will be notified of departmental assistance and awards as they become available. All other forms of financial aid are handled by the [Office of Student Financial Aid](#), Alfred B. Rollins Jr. Hall, Norfolk, Virginia 23529. Telephone: (757) 683-3683.
- 7) The Biology Master's Program offers an orientation program each fall to help you with some of the details of graduate school. Announcements are emailed to new students during the first month of the fall semester.
 - Responsible Conduct of Research (BIOL 672) is a requirement for all students admitted to the program. It is expected that students will take this course in their first year; the course is offered in the Fall semester. All students are expected to read and understand the **Code of Student Conduct**
- 8) **[Student Engagement & Enrollment Services](#)** also provides helpful information.

New and Continuing Students

ODU Graduate Catalog

Registrars Office

University Grade Key

Academic Calendars (registration deadlines and more)

[Schedule of Classes](#)

[Biology Course Rotations](#)

- 1) All students are expected to read and understand the **Code of Student Conduct**
- 2) The **Student Engagement & Enrollment Services** also provides helpful information.
- 3) Advisor Registration Block (the Block or Hold prohibits registration): The graduate advisor needs to update the advisor information for their students. An "advisor hold" will block a student's ability to register for classes if the Advisor's Work Page has expired or if the page was never activated for a new student. The graduate advisor goes to: LeoOnline Main Menu → Faculty & Advisors → Advisor Menu → Advisors Work Page → Student ID → Student Verification [ok] → Student Must Return for Advising Prior to [update] and Advisor ID [update].
- 4) Establish your graduate committee during first semester (prior to completion of 12 semester hours). Complete **M1 - Appointment of Master's Thesis Committee** (Use the same form for the prospectus of both thesis and non-thesis) and submit it to your Graduate Program Director, GPD.
- 5) Submit the appropriate [Biology Master's Program of Study Form](#) to your advisory committee as soon as possible.
- 6) Submit the Master's Prospectus to your advisory committee preferably after completion of the first two semesters. Instructions are available here: **Master's Prospectus Guidelines**. The prospectus requirement applies to all students, both thesis and non-thesis.
- 7) Thesis student comprehensive exam can be incorporated into the prospectus defense or thesis defense. For non-thesis students, you should take your comprehensive exam one semester before expected graduation. Complete **M2 - Results of Master's Examination or Requirement** and submit it to your GPD.
- 8) The advisory committee will submit a [Biology Master's Student Progress Report Form](#) every year for all matriculated graduate students.
- 9) Thesis students must defend their thesis; student should be enrolled in Bio 699 (Thesis) in the semester they intend to defend. Non-thesis students must meet all the requirements as stated in their Master's Prospectus.

International Students

International students on F or J visas must be enrolled each fall and spring semester for at least one hour to avoid legal problems. To avoid illegal immigration status, international students should enroll by the published registration deadline(s). **Visa & Immigration Service Advising (VISA)** is responsible for providing support programs and advising services which help to ensure the academic and personal success of our international student and scholar community. ISSS also works closely with academic departments and administrative offices, offering workshops to staff members who help build awareness of the international community's needs as well as to develop and strengthen skills in intercultural communication. Through regular collaboration with other service offices, ISSS is part of the foundation that students and scholars can utilize to become fully integrated members of the Old Dominion University community.

Graduation

- 1) Submit an application for graduation. Deadlines are approximately six months before graduation: See **Graduation information.**
- 2) Meet with your advisory committee to review your requirements for graduation.
- 3) Review your Program of Study. The Program of Study determines the curriculum required for graduation. If it is out of date, submit a new Program of Study (signed by the advisory committee) to the GPD as soon as possible.
- 4) Registration requirement. Students who have completed all course work but are working during a given semester to complete other outstanding degree requirements (e.g. comprehensive examination, thesis, removal of an "I" or "II" grade) or wish to use University facilities and/or consult with faculty must be registered for at least one credit during that semester. Graduate students must be registered for at least one credit hour in the semester in which they graduate; in which case, you may use BIOL 999. Registration for BIOL 999 is subject to the normal fees and regulations of the University.
- 5) Requirements of Graduate Assessment: Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs. In addition, students are asked to assess their experiences with support services, University administration, and other aspects of their University experience. Students can complete the assessment at the end of their graduate degree program. Failure to complete the assessment normally precludes the student's right to receive his or her graduate degree. Assessment results are used to improve student learning and the educational experience at Old Dominion University, and they do not become part of students' records. Confidentiality is assured, as only aggregate data are reported and used in analyses.
- 6) Check **ODU Commencement** information
- 7) The major advisor should update the Student Publications spreadsheet located at K:\sci\sci biology everyone\Biology Graduate Programs.

For thesis students:

- 8) Submit the following to your GPD at least eight weeks before graduation:
 - a) *Thesis*
 - b) **M3 - Master's Thesis and Acceptance Processing** *signed by the advisory committee.*
 - c) **M2 - Results of Master's Examination or Requirement** *signed by the advisory committee.*
 - d) *The model journal article published within the last five years.*
- 9) Submit a copy of the thesis and the appropriate forms to the Associate Dean's office (OCNPS 143) at least three weeks before the last day of classes in the semester (prior to the beginning of the final examination period).
- 10) All thesis/dissertations are submitted electronically using [ProQuest](#). This must be submitted and received by the no later than the last day of classes that semester. The completed forms **M3 - Master's Thesis and Acceptance Processing**, and **M2 - Results of Master's Examination or Requirement** will be submitted by the GPD; make sure you submit them to GPD after being signed by Dean's office

THE GRADUATE ADVISORY COMMITTEE

Major Advisor

All students entering the Program must have made prior arrangements to work with a given professor whose research is in their area of interest. It is the faculty member who ultimately decides whom they will advise. The major advisor may be a member of the Graduate Faculty or a member of the Affiliated Graduate Faculty* with level-1 graduate certification. The major advisor is the Chair of the student's advisory committee.

Affiliated Graduate Faculty from outside the Department of Biological Sciences may serve as the student's major advisor and co-chair the advisory committee with a fulltime or emeriti member in the Department of Biological Sciences. Co-chairs may divide advising responsibilities as they see fit; however, the Biology co-chair is expected to guide the functions of the advisory committee in accordance with our policies. The Biology co-chair may be graduate certified at either level 1 or level 2.

Graduate Student Scholarship. As part of the Biology Master's Program effort to assess graduate student productivity, we will collect all publications and presentations for our students. For this purpose, a spreadsheet titled *Biology Student Scholarship 2005-present* is located at **K:\sci\sci biology everyone\Biology Graduate Programs**. Major advisors are responsible for keeping the spreadsheet up to date.

According to University policy, an admitted student can defer matriculation for one year. The major advisor should honor their commitment to mentor the student throughout this period; however, the student may lose funding or other forms of assistance. If an advisor needs to withdraw due to a change in circumstances, then the major advisor should notify the student and GPD immediately; and since the Department has an obligation to our admitted students, the advisor should secure a new major advisor for the student.

*See the ADMINISTRATIVE INFORMATION section for descriptions of the Graduate Faculty and the Affiliated Graduate Faculty.

Student Research Conducted in Association with another Department

A written document is to be prepared by the Major Advisor as soon as it is anticipated that a student will be conducting research in association with another department or research entity. The following information is to be included: a) Student's name, b) Name of the other department or research entity, c) Name of the person who will oversee the day to day research of the student, d) A statement that the Department of Biological Sciences will be recognized in any publications or presentations resulting from the student's research, and e) Signatures of the student, the advisory committee members, and the GPD for the Biology Master's Program.

As a general rule, graduate students who are working primarily for Affiliated Graduate Faculty will not be considered for Departmental assistantships or tuition support; however, exceptions may be allowed based on the teaching needs within the Department.

Committee Functions

After initial advisement with the Major Advisor, the student should form an Advisory committee during the first semester or prior to completion of 12 semester hours (M1 - Appointment of Master's Thesis Committee, used for thesis and non-thesis).

This committee will consist of a chair and at least two other members. One committee member must belong to the Biology Graduate Faculty and all members must be graduate certified by ODU. Faculty members certified for graduate education in other ODU Departments may serve on our graduate committees. Non-ODU members must apply for graduate certification by submitting a CV to the Chair of the Department of Biological Sciences (See [Certification of Faculty for Graduate Instruction](#) for additional information). A fourth member of the committee, either Adjunct or a non-faculty person having expertise in the student's field of interest, may also be added to the advisory committee in accordance with University policies. Students should select committee members to avoid faculty who have a conflict of interest (as defined by [NSF policy of grant review panelists](#)) with the student or other faculty committee members.

The committee initially will examine the student's transcript to determine which courses should be required or recommended. Using the current departmental requirements for the B.S. degree in biological sciences as a

guide, the committee may require the student to make up certain undergraduate deficiencies by taking courses that do not provide graduate credit. It is generally felt that all persons entering graduate study should be familiar with the fundamental principles of biology. The committee will discuss with the student the relative advantages and disadvantages of the thesis and non-thesis routes to the M.S. Degree. It is possible to change from one option to the other using **G2 - Notice of Change of Status**.

The primary responsibilities of the advisory committee are to:

- Meet with the student at least once a year
- Guide and monitor the progress of the student (see Progress Report below)
- Be available for student questions
- Review the student's Program of Study (details in the DEGREE REQUIREMENTS section)
- Administer the comprehensive exam (details in the DEGREE REQUIREMENTS section)
- Review the student's prospectus (details in the DEGREE REQUIREMENTS section)
- Provide guidance on appropriate scientific meetings for student presentations
- Provide a final evaluation of the student's research (details in the DEGREE REQUIREMENTS section)

Progress Report. The advisory committee will submit a [Biology Master's Student Progress Report Form](#) every year (Spring semester) for all matriculated graduate students. An in-depth report is not required in the semester a student graduates but should indicate the student has completed all required and will graduate in said semester. The GPD informs major advisors when Progress Reports are due.

It is sometimes necessary to replace members of the committee who are on leave, out of the country, etc (**M1 - Appointment of Master's Thesis Committee**). On rare occasions it may be necessary to replace the major advisor. Students lacking a committee member should confer with the members present to find a qualified substitute. If no solution is found, the student must consult with the GPD. Although such changes may delay graduation, it is always possible for students to change the direction of their graduate work after entering the program. Use **G2 - Notice of Change of Status** to transfer from: Provisional to Regular, Provisional to Non-Degree, Ph.D. to Master's, Ph.D. to Non-Degree, Master's to Non-Degree, or Education Specialist (Ed.S.) to Non-Degree.

Student/Faculty Relationships

Graduate students in the Department of Biological Sciences are considered an integral part of our professional family. Students should always feel free to discuss their curriculum, career goals, and other concerns with any of the faculty. It is important to respect all individuals and common courtesy is expected in all of our interactions. If problems cannot be solved by discussion with the major advisor the student should consult with the program GPD or the Department Chair.

Students should see either the GPD or the Department Chair with academic or personal matters considered inappropriate to discuss with one's committee, as well as to obtain proper authorization of various forms, applications, etc. Further action can be taken by the student through the appeals, grievance and complaint procedures as outlined in the **University Graduate Catalog**.

DEGREE REQUIREMENTS

Courses

Two degree options are available — thesis and non-thesis. A minimum of 31 semester hours of graduate credit is required; three-fifths of these credits (19 credits) must be at the 600-level or above and 20 credits must be Biology department coursework. Students must pass a course with a grade of C (2.0) or better for the course to count towards the 31 degree required hours. Research (BIOL 698) is required of all students. All students must deliver a scientific presentation in an appropriate public forum; for thesis students, the presentation should be at a scientific meeting (guidance committee must sign off indicating appropriateness of meeting). Coursework will include 5 core courses; the remaining credits are selected according to the interest of the student, with the guidance and approval of the student's faculty advisory committee. A substantial research project and a defense of the written thesis (BIOL 699) are required of students selecting the thesis option. Thesis students will complete a thesis defense (final oral exam) covering the research and appropriate coursework. Non-thesis students will complete a comprehensive written and/or oral examination on the program of study.

Core Courses for MS in Biology:

- A. Responsible Conduct of Research [Biol 672]
- B. A fundamentals course in area of concentration
 - a. Cell & Molecular [Biol 523] OR Foundations in Ecology [Biol 759] OR Comparative Animal Physiology [Biol 524]
- C. Biometry [Biol 620] or other approved statistics course
- D. Research [Biol 698]
- E. Data analysis course appropriate for area of research/concentration
 - a. Practical Computing for Biology [Biol 701] OR Modeling and Simulation in the Life Sciences [Biol 772] OR GIS in the Life Sciences [Biol 732] OR Bioinformatics [Biol xxx]

If more than one of the courses is taken from one area of the core courses – one counts as core, others as electives.

Core Courses for MS in Biology – Microbiology and Immunology concentration:

- A. Responsible Conduct of Research [Biol 672]
- B. A fundamentals course in area of concentration
 - a. Cell & Molecular [Biol 523]
- C. Biometry [Biol 620] or other approved statistics course
- D. Research [Biol 698]
- E. Data analysis course appropriate for area of research/concentration
 - a. Practical Computing for Biology [Biol 701] OR Modeling and Simulation in the Life Sciences [Biol 772] OR GIS in the Life Sciences [Biol 732] OR Bioinformatics [Biol xxx]

If more than one of the courses is taken from one area of the core courses – one counts as core, others as electives.

Core Courses and required courses for MS in Biology – One Health concentration:

- A. Responsible Conduct of Research [Biol 672]
- B. A fundamentals course in area of concentration
 - a. Cell & Molecular [Biol 523]
- C. Biometry [Biol 620] or other approved statistics course
- D. Research [Biol 698]
- E. Data analysis course appropriate for area of research/concentration
 - a. Practical Computing for Biology [Biol 701] OR Modeling and Simulation in the Life Sciences [Biol 772] OR GIS in the Life Sciences [Biol 732] OR Bioinformatics [Biol xxx]
- F. One Health [Biol 537]
- G. Epidemiology of Infectious Diseases [Biol 536]

If more than one of the courses is taken from one area of the core courses – one counts as core, others as electives.

The Masters curriculum must include at least 19 hours structured courses*. A **maximum** of three credits earned in unstructured courses (BIOL 596, 598, 609, 661, 669, 702, 708, 795 and Topics (695) may be counted toward the 31 degree hour requirements**. Moreover, a student must be registered for 698, 699, or credits of some other suitable non-structured course during each semester that research is being conducted using departmental facilities or under the supervision of a Regular or Adjunct faculty member.

Students will gain credit for their graduate courses directly and not through their activities as an unregistered participant in another class. Graduate credit from mini-courses, which are designed primarily for Education or other non-biology majors, will not be applied toward the M.S. in Biological Sciences.

International students on F or J visas must be enrolled each fall and spring semester for at least one hour to avoid legal problems. To avoid illegal immigration status, international students should enroll by the published registration deadline(s).

Visa & Immigration Service Advising (VISA) is responsible for providing support programs and advising services which help to ensure the academic and personal success of our international student and scholar community. VISA also works closely with academic departments and administrative offices, offering workshops to staff members who help build awareness of the international community's needs as well as to develop and strengthen skills in intercultural communication. Through regular collaboration with other service offices, VISA is part of the foundation that students and scholars can utilize to become fully integrated members of the Old Dominion University community.

** Definition of a structured course: A structured course will be listed in the [University Schedule of Classes](#) with a section designation, the room assignment, the course title, and the instructor's name. A structured course will have a syllabus. Classes will meet regularly with instructor-led lectures and student progress evaluated by examination. The "journal club" format based primarily on student-led discussions of papers is not considered a structured course.*

*** Unstructured courses, point of clarification. Since Topics courses are by definition unstructured, they cannot be counted in the structured category needed to meet graduation requirements UNLESS a topics course was actually taught as a structured course. In this case, topics will be counted as structured if the student provides a course syllabus showing that it meets our definition of a structured course.*

Graduate Courses

A list of all graduate classes is available in the **University Graduate Catalog**. The listing does not indicate when a course is actually taught since graduate courses are not always offered on a regular rotation on the academic calendar.

[ODU Schedule of Classes](#)

This site has registration information and the list of all ODU courses offered in the current academic year.

Graduate Credits by Transfer.

A student who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit **G1 - Evaluation Transfer Credits**.

Following admission to the degree program, the student should submit **G1 - Evaluation Transfer Credits** before registering for a course at another institution with the intention of transferring the credit for that course toward a graduate degree at Old Dominion University.

[Graduate Credits taken through the Virginia Tidewater Consortium \(VTC\) Exchange Program.](#)

VTC includes: Christopher Newport University, College of William and Mary, Eastern Virginia Medical School, Hampton University, Joint Forces Staff College, Norfolk State University, Regent University, and Virginia Wesleyan College. Instructions: 1) Contact the instructor and verify that you will be allowed into the class. 2) Submit a Tidewater Consortium Student Cross Registration Form.

Registration for Non-structured Courses

To enroll for unstructured courses, e.g. Topics or Research: The faculty member requests a call number from the Biology Office via email (jlellis@odu.edu) that includes the biology course number (BIOL #), the title of the course, number of credits, instructor, and the semester. Once the course is established, the instructor can overload the student using LeoOnline.

Responsible Conduct of Research

Responsible Conduct of Research (BIOL 672) is a requirement for all students admitted to the program. It is expected that students will take this course in their first year. [University policy](#) requires that all graduate students who were admitted or readmitted to a degree or graduate licensure program must complete the Collaborative Institutional Training Initiative (CITI) basic course. The CITI course is incorporated into BIOL 672

Program of Study

The Masters curriculum is selected according to the interest of the student and presented in the Program of Study for approval of the student's faculty advisory committee. The committee's decisions regarding required course work, research, election of thesis or non-thesis option, and all other matters related to the student's status in the program will be recorded on the form and submitted to the GPD who manages graduate student files. The GPD will request admission (Registrar's office) of students to an appropriate concentration on submission of the program of study form. Upon graduation, the graduate file is used to confirm that the student has met all degree requirements. An incomplete graduate file may delay graduation.

Forms (required):

[Biology Master's Program of Study Form](#)

Comprehensive Examination

All students will complete a comprehensive exam that covers the student's program of study. The comprehensive exam evaluates the student's breadth and depth of understanding of basic concepts in biology. The exam also tests the student's understanding of a specific biological sub-discipline pertinent to their research, and determines a student's ability to respond to hypothetical scientific questions.

For thesis students, the candidate is required to prepare and present a thesis or equivalent creative work. A final oral examination covering the research is required. A comprehensive written and/or oral examination covering the program of study may be required as determined by the committee; this can be incorporated into the thesis prospectus or defense. The student will discuss the timing of the comprehensive exam (prospectus or defense) with their committee and be provided guidance on material to be covered and the evaluation procedure. For full-time thesis students, the prospectus defense should be scheduled during the third and no later than the fourth semester in residence.

For non-thesis students, a comprehensive written and/or oral examination, or an approved equivalent, on the program of study is required. This examination should be taken at least one semester before expected graduation. For full-time non-thesis students, this examination should be scheduled during the third or fourth semester in residence.

The advisory committee will provide a written summary for the non-thesis student in advance as to how the exam will be administered and the evaluation procedures; for example, the time and location, the use of a computer, the use and availability of the internet during the examination and the evaluation scale or criteria expected for a passing score. The advisory committee reports the outcome of the exam on **M2 - Results of Master's Examination or Requirement**. Students failing the comprehensive may repeat it once after an elapsed period of at least four months following the initial examination.

Master's Prospectus

A Master's Prospectus is required of all students and defines the work to be completed for BIOL 698 and BIOL 699. For full-time students, the prospectus defense should be scheduled during the third and no later than the start of the fourth semester in residence. For thesis students BIOL 698 and BIOL 699 will be fulfilled with a successful defense of the thesis. For non-thesis students, BIOL 698 will be graded in accordance with the prospectus (BIOL 699 is waived for the non-thesis option). As a general rule, the research project does not differ qualitatively between the two options; however, non-thesis research objectives will generally require a

smaller data set. The student may submit the prospectus to the advisory committee any time but preferably at some point before the comprehensive exam. (See appendix for format guidelines). The advisory committee reports the outcome of the prospectus on the **M2 - Results of Master's Examination or Requirement**. A copy of the prospectus approved by the committee is submitted to the GPD who will keep it in the student's file.

Scientific Presentation

The Scientific Presentation Requirement applies to all students admitted or readmitted to the program. An oral presentation is a graduation requirement, although no academic credit is recorded. For thesis students, the presentation should be on their research and must be at a recognized scientific meeting, for non-thesis this can be a scientific meeting, the BGSO spring symposium, or a departmental seminar. The thesis guidance committee should sign off approving the scientific meeting. A poster at a recognized scientific meeting will partially meet the requirement; additionally, there must be an oral presentation at the BGSO symposium or a departmental seminar.

A memo from the major advisor is submitted to the GPD indicating that the student has given the presentation along with the name of the meeting, location, dates, and website if available.

Thesis

The Department of Biological Sciences gives high priority to graduate research. The time devoted to research is given the same emphasis as formal course work. Original research appropriate for publication in a refereed scientific publication is expected. Non-thesis students, likewise, are expected to demonstrate a familiarity with the scientific process and research methods in a particular field, as well as the ability to report findings clearly and concisely in writing. One or more courses taken during the program should deal directly with special topics and/or training related to current problems or research in the discipline.

The Master's Thesis must represent the study of a significant problem and involve some degree of originality as described in the Master's Prospectus. It must demonstrate an understanding of research methods in the specific field of endeavor, as well as an appreciation for other current contributions to knowledge in this field. A literature review alone, regardless how extensive, will not be considered an acceptable thesis. The thesis should be written in a style and format that would be acceptable for publication by a research journal in the student's field of interest. For further information on the required format and the procedures for submitting a thesis, see a current copy of the **ODU Guide for Preparation of Theses and Dissertations** from the **Graduate School**.

The initial draft of the thesis should be submitted to the student's Major Advisor for review and revision. A copy of the thesis, that the Major Advisor and student feel is ready for the defense, should be submitted to the student's committee at least two weeks prior to the date of the thesis defense. Committee members are not required to offer pre-defense editorial comments; however, they may advise the student of deficiencies in the work and recommend that additional time and effort be given to its revision prior to the defense. The thesis defense should be scheduled at least three months in advance of the time the student hopes to graduate. A notice of the thesis defense that includes the time, date, location, title of the thesis, and name of the candidate for the degree should be posted (physically or electronically) so all members of the Department of Biological Sciences are given a reasonable opportunity to attend the defense.

The advisory committee will evaluate the public presentation and the oral defense of the thesis. A majority of advisory committee votes "to pass" indicate that the oral thesis defense was satisfactory. (We do not require a majority vote from the Faculty in the student's department.) The outcome of the oral defense is reported on **M2 - Results of Master's Examination or Requirement**. The advisory committee will also evaluate the thesis document. A majority of votes "to pass" indicate that the thesis is satisfactory. The outcome of the thesis is reported on **M3 - Master's Thesis and Acceptance Processing**. If the advisory committee asks for thesis revisions, then the advisory committee will provide the student a written summary of their expectations. A final copy of the thesis, Forms M2 and M3, and a model journal article (within the last five years) are to be submitted to the GPD at least eight weeks before graduation.

A student may repeat the thesis defense one time within six weeks of the initial defense (a public presentation is not required). If the student fails the second thesis defense, then one can request a **G2 - Notice of Change of Status**. If the change is to non-thesis, a comprehensive exam, based on the program of study will be required; the committee will determine if an additional exam is required to meet this requirement or if the thesis defense was of sufficient depth to cover the candidates breadth and depth of understanding of basic concepts in biology.

The materials to be submitted to the GPD:

M3 - Master's Thesis and Acceptance Processing signed by the advisory committee

M2 - Results of Master's Examination or Requirement signed by the advisory committee

Model journal article published within the last five years.

The GPD will check the thesis for research compliances and university formatting guidelines and, if acceptable, will sign Form M3 and return the thesis to the student who can then submit it to the Dean's Office for approval. [Research compliance](#) is conformance with Federal, State, and local regulations and University policies. For help, contact the Research Compliance Coordinator in the **ODU Office of Research**. Theses that do not meet these requirements will be returned to the student for corrections and then may have to be re-submitted to the GPD for approval.

"The thesis must represent in content and methods the skills, disciplines and knowledge required for graduate study, including competence in written language. The character of the final work must testify to the distinction of the student and standards of the University. The thesis or equivalent creative work must be worthy as a culminating experience for graduate study." (Graduate catalog)

Other Steps Required for Graduation

Dean's review of the thesis

Submit a copy of the thesis and various forms to the College of Sciences Dean's office (OCNPS 143) at least three weeks before the last day of classes in the semester (prior to the beginning of the final examination period).

A final approved, error-free original thesis must be submitted through ProQuest no later than the last day of classes in the semester of graduation. Copies of the following completed forms: M3 - Master's Thesis and Acceptance Processing with all signatures, **M2 - Results of Master's Examination or Requirement** with all signatures, will need to be submitted to the GPD for certification for graduation.

[Graduation certification](#)

The semester prior to graduation, the student must obtain the [Application for Graduation](#) and process it as indicated. This form is submitted to the Graduate Registrar's Office, not to the Graduate Program Director.

Graduate Assessment

Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs. In addition, students are asked to assess their experiences with support services, University administration, and other aspects of their University experience. Students can complete the assessment at the end of their graduate degree program. Failure to complete the assessments normally precludes the student's right to receive his or her graduate degree. Assessment results are used to improve student learning and the educational experience at Old Dominion University, and they do not become part of students' records. Confidentiality is assured, as only aggregate data are reported and used in analyses.

Departmental Seminars

The Department supports a seminar program that convenes weekly during the academic year. All talks are announced in advance. Although not an explicit requirement, graduate students are expected to attend these seminars.

Master's Prospectus Guidelines

A Master's Prospectus is required of all students* and defines the work to be completed for BIOL 698 and BIOL 699. For thesis students BIOL 698 and BIOL 699 will be fulfilled with a successful defense of the thesis. For non-thesis students, BIOL 698 will be graded in accordance with prospectus (BIOL 699 is waived for the non-thesis option). As a general rule, the research project does not differ qualitatively between the two options; however, non-thesis research objectives will generally require a smaller data set. The student may submit the prospectus to the advisory committee any time but preferably at some point before the comprehensive exam. The outcome of the prospectus is reported on **M2 - Results of Master's Examination or Requirement**; write-in "non-thesis" on Form M2 for non-thesis students. A copy of the prospectus approved by the committee is submitted to the GPD who will keep it in the student's graduate file.

Prospectus Sections and Accompanying Guidelines^{1, 2}

- I. General. All text is to be single-spaced in at least 12-point type. Margins should be one inch on all sides
- II. The title page includes the following:
 - a. Title of prospectus
 - b. The student's Degree program (and concentration) as appropriate
 - c. Student's name as listed in official records of the University.
 - d. Names of committee members
 - e. Date submitted to the advisory committee.
- III. Abstract (500 word limit). Briefly conveys what the study is about in a form comprehensible to a general audience. Includes a hypothesis or objective of the study, an overview of methods, and a brief statement of expected results and their significance. Avoids acronyms, abbreviations, and technical jargon specific to the field.
- IV. Objectives (½ page limit). Includes specific hypothesis (or hypotheses) to be tested, expressed as a statement. If work will not test a hypothesis, clearly states the objective(s) to be met.
- V. Background (2½ page limit). Introduces topic to a reader outside of the field. Should include literature review and summary of information relevant to the proposed research. Synthesizes information; does not simply state a disconnected list of facts. Includes relevant unpublished data. Properly references all published and unpublished work discussed. Should restate Objectives section and explains how objectives relate to earlier work covered in the literature review.
- VI. Overview of the Study Design (½ page limit). Presents the conceptual approach to the study. Includes the overall experimental design.
- VII. Methods and Materials (2 page limit).
 - a. Covers procedures to be used and measurements to be made. Includes explanation of treatments and controls, where appropriate.
 - b. Presents each procedure in sufficient detail that the reader can evaluate whether it is an appropriate choice for meeting your objectives.
 - c. Discusses the methods of analysis and any statistical procedures to be applied.
 - d. Includes materials, supplies or equipment as needed and gives sources of specialized items.
 - e. References published procedures and software.
 - f. If the proposed work involves animals or human subjects, includes a statement that the principal investigator and the participating student will comply with the appropriate federal and institutional guidelines.
 - g. Data Interpretation. Includes discussion of possible outcomes and how they will be evaluated in light of the hypothesis or objective(s). Where applicable, this section should also discuss statistical procedures to be used.
 - h. List the [research compliances](#) that will be required for this study. For help, contact the Research Compliance Coordinator in the [ODU Office of Research](#).

- VIII. Significance (½ page limit). Considers how the proposed work will:
 - a. Fill gaps in current knowledge.
 - b. Contribute to the advancement of scientific knowledge and/or to the good of humanity.
 - c. Lay the foundation for future research.
- IX. Budget (1 page limit).
 - a. Itemizes major expenses.
 - b. Specifies the sources of funds to be used to cover these expenses.
- X. References (No page limit)
- XI. Figures and Tables (optional, No page limit)
 - a. A small number of figures, tables, and/or flowcharts are recommended to illustrate complex ideas, designs, methods, or preliminary data.
- XII. Grading policy (No page limit). This section is to be completed by the major advisor for Non-thesis research and its purpose is to establish how the project will be evaluated. Please clarify any additional work that will be expected in fulfillment of the BIOL 698 requirement. For example, is a final report required, will the final grade be based on a review by the major advisor, or evaluated by the advisory committee.

¹ *The prospectus guidelines are based on those published for the Department of Biological Sciences at California State University - Los Angeles.*

² *The Yale Interdepartmental Neuroscience Program offers helpful advice on the prospectus and other issues faced by graduate students.*

FINANCIAL AID

This section describes funds administered by the Department of Biological Sciences. Other forms of financial support, scholarships, etc are listed in the University [Graduate Catalog](#) and the [Office of Student Financial Aid](#)

[Application for Institutional Graduate Financial Assistance](#). The University may request this form for Doctoral Fellowships, University or College Research Assistantships, Tuition Grants, Part-Time Tuition Grants, Teaching Assistantships and University Fellowships. However, this form is not required for teaching assistantships in the Department of Biological Sciences.

Graduate Research Assistantships (GRA) are funded through external grants. The principal investigator of the grant selects the person(s) who will receive a GRA. Students should contact their major advisor and graduate committee regarding the availability of research assistantships.

Financial support from the Commonwealth of Virginia including graduate teaching assistantships (GTA) and tuition assistance/waivers are available through the Department of Biological Sciences with priority to students of the Graduate Faculty. Students working for Affiliated Graduate Faculty can expect to be given lower priority; however, exceptions may be allowed based on the teaching needs within the Department.

[See the ADMINISTRATIVE INFORMATION section for descriptions of the Graduate Faculty and the Affiliated Graduate Faculty.]

Teaching assistants are required to attend the University's [Graduate Teacher Assistant \(GTA\) Institute](#).

Contact person for GTA's: Chair of Biology.

NOTE: A student who is placed on academic probation or suspension becomes ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return.

Graduate Teaching Assistantships

The GTA stipend of MS students is currently set at \$7500 per semester. For the summer session the amount is dependent on the number of credits taught. Students pay in-state tuition rates regardless of legal residence and must be enrolled for nine hours (three hours in the summer session). Additional tuition assistance may be available. The expected workload for a GTA is 20 hours per week with a maximum of 9 lab-contact hours per semester or a maximum of 6 classroom (teaching/lecturing) contact hours per semester.

The process of awarding GTA's is based on the overall teaching needs within the Department of Biological Sciences, the goals of our graduate programs, and the overall progress of the applicant in the program. All GTA applicants are ranked by the Graduate Program Directors in April and the list submitted to the Chair. The Chair is responsible for the administration all GTA issues which include the notification of all GTA applicants about awards and contracts, teaching assignments and evaluations.

[Forms:](#)

Application for a Graduate Teaching Assistantship

Graduate Research Assistantships

The GRA stipends are generally matched to GTA levels; contact individual faculty for the details about assistantships funded through their grants and contracts. The expected workload for a GRA should also be discussed with the person responsible for the funding. Students pay tuition based on their legal residence and must be enrolled for six hours per semester (three hours in the summer session). However, GRA's funded by the state of Virginia require nine hours per semester (three hours in the summer session). Additional tuition assistance may be available.

Forms:

E-Verify Program. Prior to starting work, all new employees must complete new hire paperwork including *INS Employment Eligibility Verification Form* (I-9), Federal (W-4) and State (VA-4) tax forms, as well as any other required paperwork. New employee starting dates on 108 Payroll Authorization forms of more than three days before the I-9 and E-verify process are completed can lead to fines in excess of \$1,000 per incidence. Work to be paid through the Error! Reference source not found. is not authorized until these documents are completed at the Research Foundation or, for internationals, the International Student and Scholar Services Office (ISSS).

Questions regarding procedure for getting tuition assistance monies to awardees is available from the department.

For information on Graduate Financial Aid; Scholarships, Grants, Loans, and Student Employment. (See the latest version of the **University Graduate Catalog**).

Work Study Funding for Graduate Students

For details contact the **Office of Student Financial Aid**.

Continuance Policy

Only students who have been admitted to a graduate degree program on the basis of completed credentials will be considered for assistantships and tuition grants. Recipients of aid (GTA or GRA) are usually in Regular status, although Provisional students admitted on the basis of completed credentials may be considered in some circumstances.

UNIVERSITY POLICIES

(University policies related to the graduate programs. See University **Graduate Catalog** for complete text and updates).

Code of Student Conduct

University students shall conduct themselves in a manner compatible with the university's educational mission and shall be disciplined only for misconduct adversely affecting that mission, regardless of whether the alleged misconduct occurs on or off campus. The university will pursue off-campus misconduct only when the student's behavior compromises the health, safety or well-being of the university community or when the misconduct reflects upon a student's fitness to remain enrolled at the institution. All students are expected to read and understand the **Code of Student Conduct**

"Graduate Registration Requirements and Procedures"

- [Office of the University Registrar](#)
- [Academic Calendar and Course Scheduling](#)
- [Authorization to Enroll in Graduate Courses](#)
- [Audit Status](#)
- [Graduate Numbering \(Graduate Level\)](#)
- [System of Grading](#)
- [Registration](#)
- [Priority Preregistration for Active Duty, Veterans, Reservists and Virginia National Guard Service Members](#)
- [Dropping, Adding, and Withdrawing From Classes](#)
- [Class Schedule Changes and Drop/Add Procedures](#)
- [Summer and Winter Terms](#)
- [Withdrawal From Classes or From the University](#)
- [Sudden Withdrawal and Prolonged Absence Due to Military Mobilization](#)
- [Guidelines and Procedures for Grade Adjustments for Nonacademic Reasons](#)
- [Grade Appeals: Policy and Procedures](#)
- [Transcripts](#)
- [Graduation Information](#)
- [Commencement](#)
- [Diplomas](#)
- [Interinstitutional Agreements and Opportunities to Fulfill the Degree](#)

"Graduate Policies and Procedures"

- [Attendance Policy](#)
- [Class Attendance by Guests](#)
- [Continuous Enrollment Policy](#)
- [Additional Graduate Degrees Policy](#)
- [Policy on Nondegree Credits to Complete a Degree](#)
- [Graduate Writing Proficiency](#)
- [Graduate Pass/Fail](#)
- [Readmission to the Institution Following Separation or Dismissal](#)
- [Change of Program](#)
- [Conversion from Doctoral to Master's Program](#)
- [Normal Course Load](#)
- [Course-Load Distribution](#)
- [Submission of Written Work To More Than One Class](#)
- [Re-Validation of Out-of-Date Graduate Credit](#)
- [Final Examinations](#)
- [Continuance](#)
- [Probation, Suspension, and Reinstatement](#)
- [Separation and Deactivation from a Graduate Program](#)
- [Dismissal from a Graduate Program](#)

- [Probation and Suspension \(Continuance\)](#)

At the end of each semester, the records of students who do not maintain a 3.00 cumulative grade point average (GPA) are reviewed. Students who do not have a cumulative GPA of at least 3.00 will be placed on probation. Graduate students on probation will have 12 credit hours to raise their cumulative GPA to 3.00. If they fail to achieve a cumulative GPA of 3.00 after completing the 12 credit hours, they will be indefinitely suspended and prevented from enrolling in graduate courses.

[“University Requirements for Graduate Degrees”](#)

- [Completion of Requirements](#)
- [Prior Learning Assessment Credit Options at the Graduate Level](#)
- [Graduate Credits by Transfer](#)
- [Evaluation of Transfer Credits](#)
- [Institutional Credit Requirements for Graduate Degrees](#)
- [Graduate Assessment Requirement](#)
- [Responsible Conduct of Research Policy](#)
- [Graduate Certificate Programs](#)
- [Master's Degrees](#)
- [Education Specialist Degrees](#)
- [Doctoral Degrees](#)

Thesis and Dissertation Procedures

Graduate students who plan to write theses or dissertations should obtain copies of the **ODU Guide for Preparation of Theses and Dissertations** from the **Graduate School** for use in conjunction with any style manual preferred or required by their respective departments/schools or colleges. Minimum University requirements for the preparation of theses and dissertations are contained in the guide; departments/schools and/or colleges may set additional requirements.

Information regarding compliance with policies regulating research involving human subjects, animals, radiation, potential biohazards (e.g. recombinant DNA), lasers, controlled substances, or hazardous materials and policies regarding intellectual property can be found at the **Office of Research**.

All research involving human subjects, animal care and use, radiation, potential biohazards, lasers, controlled substances, or hazardous materials requires the approval signature of the appropriate review committee chair or designee, or safety officer, prior to the initiation of any research activities (Office of Research, [Forms/Policies/Procedures](#)).

Students should be aware that in most cases, the University owns intellectual property created with University resources and can claim an interest in the intellectual property. Intellectual property must be disclosed to the **Office of Research** using an invention disclosure form. In order to fulfill its contractual obligations, and to adhere to the Policy on Patents and Copyrights, it may be occasionally necessary for the University to temporarily delay publication of a thesis or dissertation that contains potentially patentable information in order to ensure the availability of worldwide patent protection. Such situations would arise when a faculty member directing the research, under his/her duty as a University employee, discloses potentially patentable subject matter to the Office of Research. A student's degree requirements can still be fulfilled even though publication of the thesis or dissertation is delayed.

Presentation of a thesis or dissertation in partial fulfillment of degree requirements necessitates submission of the finished original work to the dean of the college for final approval, following oral defense and signature approval by the thesis/dissertation committee and graduate program director. Approval of the dean of the college must be obtained prior to submission to ProQuest, in the event corrections need to be made.

Upon final approval, the student must arrange for electronic submission of the thesis or dissertation to ProQuest.

A final, approved, thesis or dissertation must be received by ProQuest / Office of the Registrar no later than the day prior to the beginning of the final examination period; that is, the last day of classes of the semester in which the degree will be taken. The completed document, approved by the dean, is submitted through ProQuest. The following forms, when signed should be submitted to the GPD: Thesis/Dissertation Acceptance (M3) and Results of the Comprehensive Examination (M2). The date on the title page of the thesis/dissertation should be within the same semester that the student intends to graduate.

The student may order copies of the thesis or dissertation through ProQuest

Inactive Students

A student who does not register for classes for 12 consecutive months may continue only after submitting the [Graduate Reactivation Form](#). However, it should be noted that the Biology Master's Program will review inactive students and they may be removed from the Program and their status reclassified as Non-degree.

Student-initiated Withdrawal from the University

There is no official process for student-initiated withdrawal from the University. However, for the student who leaves voluntarily with no plans to return to the University, the Biology Master's Program would encourage the student to submit a **G2 - Notice of Change of Status** and fill it out accordingly:

“Other from Biology Master's Program to withdraw from the University”

If Form G2 is submitted by the student, then their University record will clearly show that they initiated the withdrawal process. If Form G2 is not submitted, then their final Progress Report will result in the student being removed from the Biology Master's Program and their status reclassified as Non-degree.

Student Disciplinary Policies and Procedures

Student Disciplinary Policies and Procedures. Students are expected and required to assume the responsibility for their own behavior and to abide by the laws of the Commonwealth of Virginia and the rules and regulations of Old Dominion University. A student who violates the general standards of conduct may be subject to administrative actions or to one or more disciplinary sanctions whether or not civil authorities choose to prosecute.

A student who is placed on academic probation or suspension becomes ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return. A graduate student may apply for reinstatement immediately after an academic suspension has been imposed.

A student who violates the **Code of Student Conduct**

is subject to sanctions as described in the Graduate Catalog. Sanctions of suspension, dismissal and any grade sanction resulting from an act of academic dishonesty will be recorded on the student's official University transcript. Additionally, an “academic dishonesty” notation may be applied to the student's transcript. All sanctions will be recorded in the student's discipline file, which will be maintained by the **Office of Student Conduct & Academic Integrity**. The Office of Student Conduct & Academic Integrity informs the Faculty of record (the person who reported the violation) about the outcome of the hearing.

Students who receive one of the following sanctions: Disciplinary Suspension, Disciplinary Dismissal, Revocation of Admission and/or Degree, or Summary Disciplinary Dismissal, cannot be enrolled in classes and are ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return.

The Office of Student Conduct & Academic Integrity will:

- Tell the Registrar to drop the student from all enrolled courses and place a hold on course registration for the duration of the suspension.
- Inform the [Director of Visa & Immigration Service advising](#) in cases involving international students.
- Inform the student's Graduate Program Director.

Upon receiving a notice from the Office of Student Conduct & Academic Integrity, the Graduate Program Director will:

- Terminate all financial support to the student for the duration of the suspension period. For state-based support, a termination E1s Form is submitted to the Graduate Financial Support Specialist in **Payroll Office**. For ODURF-based support, send a termination notice to the Human Resources Coordinator at the Error! Reference source not found..
- Initiate the return of tuition assistance from the student. A student who completes less than half of an assistantship or fellowship appointment will be required to pay for the credits of that semester.
- Inform the student's major advisor of the sanction
- Inform the Chairperson of the sanction in the Department overseeing the graduate student.

APPENDIX I: DEPARTMENTAL INFORMATION AND POLICIES

Biology Graduate Student Organization ([BGSO](#))

This University-recognized student organization serves as the official organization representing the students in our department. The BGSO selects student members for the Department Faculty Committees (Budget & Finance, Seminar, Curriculum), assists in running the Graduate Student Orientation Seminar, and serves as the official liaison between the graduate students and faculty in departmental matters. The GPD will provide BGSO with the Master's Program email distribution list used for official communications by the Program.

Office and Laboratory Space

The Department will attempt to provide office or study space for all full-time resident graduate students. Such space is limited, and it is departmental policy that students with teaching assistantships are given first priority followed by students with research assistantships. Students are often assigned desk space in the laboratory of their Major Advisor or area of their work. At the beginning of each fall semester, announcements will go out indicating that all students requiring a desk (including those currently with desk space) should complete a request. The Chair or designee will evaluate all requests and assign desks. All changes in desk use should be cleared through the Chair. It is essential that graduate students maintain these areas in an orderly way and not encroach upon the space assigned to others. If additional storage, laboratory or office space is needed, one should contact her/his major advisor.

Keys

Keys to departmental facilities are issued on an as-required basis. The form is obtained from the Biology Office, MGB Rm 110. Students then need approval of the faculty member assigned to that room. In no case will a key be issued to a faculty member's office or research laboratory without specific authorization by the faculty member.

Under no circumstances is a key to be duplicated or loaned to unauthorized persons. Promptly report lost keys to the major advisor or Department Chair. If keys are not returned when the period of use ends, a "hold" will be placed on student's records which will block further registrations or issuance of official transcripts.

Equipment and Facilities

The Biological Support Faculty (MGB 207) or a faculty member should be notified of equipment in improper working condition or missing. Students should always be alert for conditions that are unsafe or warrant repair. No area should be left unsecured. Unfortunately, theft does occur, and precautions must be taken to prevent loss of personal and departmental items. The department is not responsible for the loss of personal items.

Computers

The Department maintains a few computers in the Graduate Student Computer Room (MGB 252) for general access by graduate students. Major advisors may have computers in their labs for use by their graduate students. In addition, the University operates many [computers](#) around campus for use by any ODU students.

[Internet Connections](#): [Information Technology Services](#) will guide you through the many services offered.

Areas of Limited Access

Access to some areas within the Department is limited (e.g. greenhouse, animal facility and satellite facilities). When such facilities are needed, permission must be obtained from the responsible faculty member. Faculty and office personnel have lists of the faculty responsible for departmental facilities.

Equipment in the main office; Photocopiers, printers, etc

The office equipment is for teaching-related use only. They are not to be used for theses, dissertations, or other personal papers.

Telephone

Most assigned desk spaces are near a telephone. These phones are limited to on-campus calls or calls within the local area. Under no circumstances is a student to place a toll call from a departmental phone or to accept collect calls.

Mail and Departmental Notices

The Department provides mailboxes (in alphabetical groupings by last name for graduate students) in the Biology Office, Room 110 MGB. Mail is delivered and picked up once a day. The Department does not pay postage for graduate student mail.

Safety Regulations

Teaching Assistants are responsible for the safe operation of the laboratories in which they teach. Proper procedures for using volatile and flammable solvents, explosive or poisonous chemicals, and radioactive materials must be followed. Be Alert! A teaching assistant is legally responsible and may be held liable for any accident that occurs in his or her laboratory. Similar safety precautions must be maintained in research laboratories. Your major advisor or research director is responsible for alerting you to any unusual hazards.

Laboratory Safety Training (required)

The

Office of Environmental Health & Safety Office (EHSO) provides Laboratory Safety Training for all employees and volunteers who work in laboratories where hazardous chemicals are used or stored. It is a requirement of Virginia Occupational Safety and Health that you attend this one-time training. It is the responsibility of each Laboratory Principal Investigator (Lab Supervisor) to ensure that their staff, graduate students, and volunteers attend this training. Annual training dates to be announced. (Laboratory safety training will be included in the Responsible Conduct of Research, BIOL 672)

Administrative Assistance

Teaching Assistants may request clerical help with teaching assignments in accordance with office policy; and as a rule, graduate students may request office help if the work is related to general departmental business. The Department does not provide clerical assistance or supplies for a student's personal or graduate work.

Graduate Records

Academic files for the Masters Program are maintained by the Department of Biological Sciences in accordance with University policy. Graduate records for the matriculated are archived for five years from the time of the student's last enrollment. Application files are held for one year for the non-matriculated.

Student information may be shared by a committee for the purpose of review and decision-making. However, the [Family Educational Rights & Privacy Act \(FERPA\)](#) requires that care must be given to ensure the privacy of the students' information and that the information is made available only to individuals who have a legitimate reason to know. [ODU Privacy of Information](#)

[Biology Course Rotations](#)

A list of all active biology courses and their anticipated rotation in coming two years.

APPENDIX II: SCHOLARSHIP INFORMATION

- **Virginia S. Bagley Endowed Scholarship**

Description

The Virginia S. Bagley Endowed Scholarship is made possible by Mrs. Bagley's estate and is awarded to Old Dominion University graduate students in the Department of Biological Sciences. The number of scholarships, their amount and duration will be set each year within the funding limits of the Bagley endowment. When possible, the amount of the award in combination with any other graduate funding will be at least equivalent to the Dominion Graduate Scholarship.

Eligibility

Applicants can be newly matriculated or continuing full-time graduate students in the Department of Biological Sciences who have demonstrated outstanding progress in the program with evidence of scholarship and/or service in an area of biology.

Application information

Applications should include the following: (a) a Curriculum Vitae, (b) transcripts, (c) a personal statement that highlights accomplishments and professional goals, (d) a letter of recommendation from the graduate advisor, and (e) any other supporting documentation.

All application materials are to be submitted to the applicant's Graduate Program Director by March 1.

Award Committee

The Chair of the Department of Biological Sciences will appoint an *ad hoc* committee to review the applications. The committee will submit their recommendation by April 1.

- **The Harold G. Marshall and Vivian J. Marshall Scholarship**

Eligibility

The Harold G Marshall and Vivian J. Marshall Scholarship is awarded to a full-time graduate student who demonstrates scholarship and/or service in the area of Biological Science with a specific concentration in ecological areas.

Application information

Applications should include the following: (a) Curriculum Vitae, (b) transcripts, (c) a personal statement that highlights accomplishments and professional goals, (d) a letter of recommendation from the graduate advisor, and (e) any other supporting documentation.

All application materials are to be submitted to the applicant's Graduate Program Director by March 1.

Award Committee

The Chair of the Department of Biological Sciences will appoint an *ad hoc* committee to review the applications. The committee will submit their recommendation by April 1.

APPENDIX III: ADMINISTRATIVE INFORMATION

History of the Program

Old Dominion College was authorized by the State Council of Higher Education to initiate graduate work in 1964. A Master's of Science in Biology began in 1968 with Daniel Sonenshine serving as the first GPD and the Biology Department was headed by David E. Delzell. The graduate curriculum consisted of 13 lecture courses with research specialization in ecology, microbiology, genetics, marine biology, and acarology. Graduate tuition was \$18 per hour to a maximum of \$200 per semester. Non-residents paid \$32 per hour to a maximum of \$400. The program awarded its first graduate degrees to four students in 1971.

Responsibilities and Accountability for Graduate Programs

The University has defined the basic responsibilities for the various offices involved with graduate education. Within this administrative structure, the GPD is to conduct: Program marketing and recruitment, Admission to the program, Advising and problem resolution, Curriculum and program assessment, and Program policies and manual. (Details are available [here](#).) Among these tasks are two assessment tools managed by the GPD:

Annual reports prepared through WEAVEonlineSM, which is a web-based assessment management system, to facilitate the process of developing and posting assessment plans and results. These plans and reports include program mission and goals based on the University's mission and goals along with the Strategic Plan; intended outcomes consistent with the program's mission and goals; methods for assessing each intended outcome, a summary of data collected related to each intended outcome and the use of the results of these evaluations to improve educational programs, services and operations.

[Graduate Student Satisfaction Survey](#). The data for this survey are collected by the [Office of Institutional Research and Assessment](#) from graduate students who have applied for graduation. The results are compiled in a report and broken down by college; however, information on individual programs can be requested if there are at least five respondents in a given year. The GPD should request this information as part of our program's internal assessment.

A copy of the approved Master's Handbook is to be available on the website for the [Department of Biological Sciences>Academics>Graduate](#). The GPD is responsible for updating the Handbook.

The GPD is responsible for keeping an archives of the Handbooks for the Department of Biological Sciences. The archive will include digital copies of all approved manuals starting with the 2006 edition. The latest version of the manual is to be held in a digital format that can be edited for future updates.

Master's Program Committee

The Graduate Program Director will consult with the Master's Program Committee on all major issues affecting the program. The committee will advise the GPD on admission's decisions, financial awards involving Departmental funds, progress reports, and surveys. The committee will be composed of the Chair for the Department of Biological Sciences and the Graduate Program Director or Track Coordinator for the Ecological Sciences and Biomedical Sciences PhD Programs.

The Graduate Faculty

Fulltime faculty members in the Department of Biological Sciences who have tenure/tenure-track positions and graduate certification (Level 1 or 2) will hold voting privileges on all policy issues in the Master's Program and can serve on advisory committees. These persons will be collectively referred to as the Graduate Faculty.

Graduate Faculty members must hold level-1 graduate certification to be a major advisor and serve as the Chair of an advisory committee. Graduate Faculty with level-2 certification may co-Chair an advisory committee.

The Affiliated Graduate Faculty

The Affiliated Graduate Faculty will include all non-tenure track positions in the Department of Biological Sciences, emeriti, and faculty from other departments. The Affiliated Graduate Faculty may participate in the Master's Program in accordance with the following limitations: 1) their graduate certification level, 2) they will not have voting privileges on Program policy issues but there are no voting restrictions when it comes to their service on student advisory committees, and 3) students of the Affiliated Graduate Faculty may face lower priority for Commonwealth of Virginia financial support.

Affiliated Graduate Faculty members must hold level-1 graduate certification in order to be a major advisor and serve as the Chair of an advisory committee. A person with level-2 certification may co-Chair an advisory committee.

Affiliated Graduate Faculty from outside the Department of Biological Sciences may not chair an advisory committee; however, they may co-chair the advisory committee with a level-1 certified member in the Department of Biological Sciences. Affiliated Faculty with level-2 certification can serve on advisory committees and may co-Chair an advisory committee.

We welcome the participation of Affiliated Faculty in the Biology Master's Program and will seek their input in our discussions about the program. The experience they bring enriches our students and the Program in general. On the other hand, it is our fulltime Graduate Faculty who are primarily responsible for supporting the Master's Program in terms of funding, teaching, and service. We also recognize that our graduate program is vital to the research aims of our fulltime Faculty especially those in the early phases of their careers. To this end, the Graduate Program Director in consultation with the Master's Graduate Committee will carefully evaluate admissions to the laboratories of Affiliated Faculty, including how admitted students will impact departmental assistantship and tuition resources and the added expectations these students will place on our fulltime Graduate Faculty in terms of teaching and service on advisory committees.

Responsible Conduct of Research

Requirements put in place by the National Science Foundation (NSF) and the National Institutes of Health (NIH) call for the institutional officer to certify when proposals are submitted that the institution has a responsible conduct of research (RCR) training plan in place. NSF requires that any student or postdoctoral researchers who receive NSF funds obtain RCR training. NIH requires those receiving support through NIH training or education grants receive instruction in RCR.

In response to these requirements, and in furtherance of training ethical scholars and scientists, in 2010 the President of ODU approved an Institutional RCR Program. The program requires all graduate students complete on-line training within twelve months of enrollment. All are to complete seven core RCR modules produced by Collaborative Institutional Training Initiative (CITI). Students working with human subjects or live animals will complete additional specialized training.

Investigators receiving NSF funding will have primary responsibility for ensuring that students participating in their research complete the required RCR training. This requirement can be satisfied through completion of the seven core RCR modules provided by CITI. In addition, to the above requirement, investigators receiving NIH funding for training, career development awards, research education grants, and dissertation research grants need a training plan that incorporates substantial face-to-face educational experiences. This plan should be developed in consultation with the ODU Director of Research Compliance. For students in the MS in Biology program, this is met through completion of the Responsible Conduct of Research Course (Biol 672). Faculty and students are strongly encouraged to discuss aspects of Responsible Conduct in lab meetings or one-on-one, in addition to the course requirements.

CITI is now available to the ODU community and available at <http://www.citiprogram.org>. If you have any questions on the NSF or NIH policy, please contact your Sponsored Programs Manager at [ODURF](#). For questions on ODU's RCR policy or CITI, please see the [ODU Director of Research Compliance](#).

[ODU Research Compliance: Responsible Conduct of Research \(RCR\)](#)
[NIH update on the Requirement for Instruction in the Responsible Conduct of Research](#)

General

The regulations and policies stated herein go into effect for all participants in the Biology Masters Program upon approval by the Graduate Faculty and supersede all previous manuals. (The Offices of Admissions, International Admissions, the Registrar, and Graduate Studies were notified of the new admissions standards.)

The 2018 edition of the Biology Master's Program Handbook is not considered a "substantive change" to our programs as defined by [University Policy #1800](#); and therefore, we are not required to follow timely notification to the Southern Association of Colleges and Schools, Commission on Colleges (SACS/COC).

The Biology Master's Program Handbook of regulations and policies was prepared by W. [Hynes](#) and approved by a vote of the Graduate Faculty in April, 2018.

APPENDIX IV: GENERAL INFORMATION

Graduate School

Tel: 757.683.4885

The Graduate School is part of the Office of Academic Affairs and reports to the Provost of the University. It can be viewed as an umbrella organization that manages the broader issues of graduate education within the University.

[About](#): Mission/Vision, Frequently Asked Questions, Contact Us.

[Graduate Catalog](#)

[ODU Guide for Preparation of Theses and Dissertations](#)

[Graduate Studies Factbook](#)

[Instructional Resource Booklet for Graduate Teaching Assistant Instructors](#)

Professional Development:

[Preparing Future Faculty \(PFF\)](#),

[Preparing Future Professionals \(PFP\)](#),

[Graduate Teacher Assistant \(GTA\) Institute](#),

[Responsible Conduct of Research](#)

Graduate School Forms

General Forms - G

- [G1 - Evaluation Transfer Credits](#)
- [G2 - Notice of Change of Status](#) Use to transfer; Provisional to Regular, Provisional to Non-Degree, Thesis to Non-thesis, Master's to Non-degree, Master's to Doctoral, Doctoral to Non-degree, Doctoral to Master's, Education Specialist (Ed.S.) to Non-Degree, or other.
- [G3 - Re-Validation of Out-of-Date Graduate Credit](#)
- [G4 - GPD's Recommendation for Reinstatement](#)
- [G5 - Student Appeal Request Form](#)
- [G6 - Request for GPA Adjustment After Separation](#)
- [G7 - Request for GPA Adjustment Following Change of Program](#)
- [G8 - Notice of Student Separation or Dismissal from Program](#)
- [G9 - Graduate Assistant Responsibilities Agreement](#)
- [G10 - Graduate Assistant Performance Evaluation](#)

Master's Level Forms - M

- [M1 - Appointment of Master's Thesis Committee](#)
- [M2 - Results of Master's Examination or Requirement](#)
- [M3 - Master's Thesis and Acceptance Processing](#)
- [M4 - Notification of Exception for a Master's Student Holding an Assistantship in the Final Semester of Study](#)

Resources:

[ODU Graduate Student Organization](#), [State Council of Higher Education for Virginia \(SCHEV\)](#) [Southern Associations of Colleges and Schools \(SACS\)](#), [Council of Graduate Schools \(CGS\)](#), [Conference of Southern Graduate Schools \(CSGS\)](#), Library Services & Resources for Graduate Students, [Virginia Council of Graduate Schools \(VCGS\)](#).

University Offices and Services

Office of Admissions

[Graduate Admissions](#)

[International Admissions](#)

[For Students---Prospective](#): Graduate Admissions, Registrar's Office, Office of Financial Aid, Funding Opportunities, and International Student Services.

[For Students---Admitted](#): Graduate Student Orientation, Graduation Criteria, Probation/Suspension, Reinstatement, and Commencement.

Registrars Office

[Graduation information](#)

[ODU Commencement](#)

[University Grade Key](#)

[Tuition Calculator](#)

[Graduate Catalog](#)

Other University Offices and Services

[Student Engagement & Enrollment Services](#): Division of Student Affairs, Assistant Dean for Administration, Counseling Services, Disability Student Services, Office of Intercultural Relations (OIR), Recreational Sports, Office of Student Activities and Leadership (OSAL), [Student Health Services](#), Student Housing, Office of Student Judicial Affairs, Student Ombudsperson Services (S.O.S.), Upward Bound, Women's Center.

[Visa & Immigration Service Advising \(VISA\)](#); Dragas Hall. Tel: 683.4759

[Military Programs](#); Military Connection Center, Monarch Hall. Tel: 683-7153

[Information Technology Services](#); Tel: 757.683.3189. Technical Office, 1504 Webb University Center, Old Dominion University, Norfolk, VA 23429, Tel: 757.683.3192, Toll Free: 877.348.6503.

[Office of Environmental Health & Safety Office \(EHSO\)](#); Spong Hall. Tel 757.683.4495

[Office of Finance](#) (Alfred B. Rollins, Jr. Hall): Education Tax Credits, Frequently Asked Questions, Financial Penalties, Student Holds, Military-related Policies, Payment Information, Payment Due Dates, Payment Address, Payment Options, Using Tuition Assistance, Student Forms, Student Holds, Tuition Rates.

- [Payroll Office](#).

[Office of Housing and Residence Life](#); 4603 Elkhorn Avenue, Suite 1208, Norfolk, Virginia 23508, Tel: 800.766.0833, 757.683.4283. Fax: 757.683.4863.

[Office of Student Conduct & Academic Integrity](#) is responsible for the administration of the student conduct system as outlined in the Student Disciplinary Policies and Procedures. 2124 Monarch Hall, Tel: 757.683.3431, Fax: 757.683.6220, Email: oscai@odu.edu

- [Code of Student Conduct](#)

[Office of Research](#) (4111 Monarch Way, Norfolk, Virginia 23529. Tel: 757.683.3460): Forms/Policies/Procedures, Intellectual Property (IP) and Technology Transfer, ODU Research Ranking and Statistics, Research Centers, Research Committees, Research Compliance

[Office of Student Financial Aid](#); Rollins Hall, Norfolk, VA 23529-0052. Tel: 757.683.3683.

[Office of the University Registrar](#) Rollins Hall, Norfolk, VA 23529-0053. Tel: 757.683.4425.

- [Academic Calendars](#) (registration deadlines and more)

Old Dominion University Libraries; [Patricia W. and J. Douglas Perry Library](#), [F. Ludwig Diehn Composers Room](#), [Elise N. Hofheimer Art Library](#).

[Old Dominion University Research Foundation \(ODURF\)](#) 4111 Monarch Way, Norfolk, VA 23508

Mailing Address: P.O. Box 6369, Norfolk, VA 23508, Tel: 757.683.4293: The Foundation serves as the fiscal and administrative agent for sponsored research and other projects conducted by Old Dominion University.

[Virginia Tidewater Consortium for Higher Education \(VTC\)](#) 4900 Powhatan Avenue, Norfolk, VA 23529, Tel: 757.683.3183: is a consortium of thirteen institutions of higher education, including four community colleges, four public colleges and universities, four private and a National Defense University.

[ODU Writing Tutorial Services \(WTS\)](#)

WTS works with both undergraduate and graduate students in all disciplines to prepare them for the challenges of composing essay assignments, test preparation, seminar papers, theses, dissertations, and application materials.

Various University Forms

[University Registrar forms.](#)

[Visa & Immigration Service Advising Forms](#)

[Recommendation for Extension of Visa Document](#)

How to Maintain Your F-1 Visa Status---Full-Time Enrollment: Enroll for a full course of study each fall and spring semester. Graduate students need nine credits and undergraduates need 12. Submit a [Reduced Courseload Form \(RCL\)](#) if you need to take less credits.

[Request for Curricular Practical Training, CPT—Semester Internship](#)

[Request for Regular Optional Practical Training, OPT \(Pre- or Post-Completion\)](#) or [STEM OPT](#)

[Application for Institutional Graduate Financial Assistance](#)

[Graduate Reactivation](#). The purpose of this form is to reactivate a previous admission to Old Dominion University.

[Application for Virginia In-State Tuition.](#)

Graduate Program Certification (not available to students). The purpose of this is to approve (certify) a student for graduation. This is done online, through DegreeWorks

[Graduate Student Employment Data Form \(E1SG\)](#)

[Request of Old Dominion University Undergraduate to Take Graduate Courses \(Form 12\)](#): An Old Dominion University undergraduate student with senior standing and a 3.00 or better grade point average in the major field of study may be allowed to take for graduate credit, upon approval of the appropriate department/college chair and graduate program director, up to 6 hours of course work each semester. The combined undergraduate and graduate hours taken during the semester must not exceed 18.

APPENDIX V: Assistantship/Employment Forms

E1S Form --- GRADUATE STUDENT EMPLOYMENT DATA FORM (E-1SG): *A student is not authorized to begin working until the E-1SG form has been completed, approved and processed by E-1S Processing.*

Equal Opportunity Data Form: *The information requested by this form is needed in order to determine compliance with State and Federal Equal Opportunity Laws and to meet the reporting requirements of these laws.*

I-9 Form: *All employees (citizen and non-citizen) working in the United States must complete this form.*

Selective Service Form (males only): *Pursuant to Section 2.2 –2804 of the Code of Virginia, no board, commission, department, agency, institution or instrumentality of the Commonwealth may employ a male if he is required to present himself for and submit to the federal Selective Service registration requirement and has failed to do so.*

VA's Policy on Alcohol & Other Drugs Form

Internet Form: *ODU Use of the Internet and Electronics Communications Certificate of Receipt.*

VA-4 Form: *Commonwealth of Virginia Department of Taxation Personal Exemption Worksheet.*

W-4 Form: *Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.*

Direct Deposit Form: *Direct deposit of employee pay is mandatory for all new hires or rehires.*

Dual Employment Reporting Form: *Conflict of Interests/Dual Employment Reporting Form*

Elected Official Disclosure Form: *Elected officials, former elected officials and executives of governmental agencies cannot be employed in any non-tenure track position with Old Dominion University without the approval of the President, or his specific designee. Board of Visitors policy requires this review and approval to ensure compliance with applicable state and federal laws, and university requirements.*

For Faculty/Administrators:

[Committees: Graduate Appeals Committee,](#)

[Policies and Procedures:](#) Additional Employment, Additional Graduate Degrees Policy, Admission to Candidacy, Certificate of Recognition or Achievement for Terminally Ill and Deceased Students, Completion of Requirements, Continuous Enrollment Policy, Conversion from Doctoral to Master, Declaration or Change of Major or Program, Evaluation of Transfer Credits, Graduate Assessment Requirement, Graduate Assistantship Guidelines, Graduate Credits by Transfer, Grievance Procedure, Nonthesis Option, Policy on Nondegree Credits to Complete a Degree, Probation and Suspension

[Program and Curriculum Review](#)

[Graduate Faculty Certification](#)

[Curriculum Development and Change Policies and Procedures](#)

[Student Financial Support Manual](#)

[Responsibilities and Accountability for Graduate Programs](#)

APPENDIX VI: Old Dominion University Research Foundation, Forms

Human Resources

FOR NEW HIRES

Employment Application	PDF
I-9 Form	PDF
I-9 Instructions	PDF
Child Support Authorization	PDF
Handbook Acknowledgement	PDF
Voluntary Self-Identification of Disability	PDF
VA-4 Form	PDF
W-4 Form	PDF
Employee Direct Deposit Authorization	Word PDF
Voluntary EEO Form (Post-employment self-identification)	PDF
Tax Sheltered Retirement Plan Payroll Deduction Form (Voluntary election)	PDF

BENEFITS

Allstate Critical Care Enrollment Form	PDF
Allstate Claim Forms	PDF
Dependent Care Enrollment Form 2018	PDF
MetLife Dental Enrollment & Change Form	PDF
MetLife Supplemental Life Insurance Enrollment & Change Form	PDF
Optima Plus PPO Enrollment & Change Form	PDF
Optima Vantage HMO Enrollment & Change Form	PDF
OptumRx	Online
Tax Sheltered Retirement Plan Beneficiary Form	PDF
403(b) Enrollment Documents	PDF
VSP Enrollment Form	PDF
OPTUMRx Perscription Drug Delivery Order Form	PDF

PAYROLL

Address - Name Change Form	PDF
EWS Account Setup	PDF
2017-18 Student Pay Schedule	PDF
2018 Faculty Summer Pay Schedule	PDF
2018 Pay Schedule (Calendar Year)	PDF
Payroll Authorization Form (108) ***No longer in use***	
Electronic Payroll Authorization System	ePAS Link
Time sheet	Excel
Tax Form Request	Word

HOLIDAYS/LEAVE

2018 Holiday Closing Schedule	PDF
Leave Form	Word PDF

TUITION ASSISTANCE

Tuition Assistance Agreement	PDF
Tuition Assistance Application	PDF

EMPLOYEE RECOGNITION

Employee Excellence Award Instructions	PDF
Employee Excellence Nomination Form	PDF
High Five Recognition Instructions	PDF
High Five Recognition Card	Excel

RECRUITMENT

Non-Faculty Supplemental Compensation Authorization	PDF
Recruiting Information Form	Word PDF
Approval Form for ODU Classified Employees	Word PDF
Position Description Form	Word PDF
Faculty Supplemental Compensation Authorization	Word PDF

Accounting/Procurement

Form W-9	PDF
Procurement Card Agreement	Word PDF
Procurement Card Application	Word PDF
Procurement Card Settlement	Word PDF
Property Control Form	PDF
Purchase Requisition (Contact Kathy Ganas at 757-683-7217 for instructions on obtaining access)	Online
Receiving Report	Word PDF
Signature Authorization	PDF

Grants & Contracts

GCA Assignments	PDF
Conflict of Interest Form	PDF
Export Control Checklist	PDF
Technology Control Plan	Word
Online Proposal Transmittal Form	Online
NEW: Budget Development Form	PDF
Advance Travel Authorization (ATA) Request Form	PDF