



Graduate Studies

*Department of Biological Science
Florida State University*

Quick Guide to Bio Grad Database

Student Version

The Biology Grad Database (<http://bio.fsu.edu/gradbeta>) gives the graduate students and faculty access to the tracking information collected by the Graduate Office. The Graduate Office uses this information to ensure that students meet the departmental guidelines for their degree, and that we comply with College and University requirements. In making their own information visible to students, our goals are to

- help students and their mentors track their own progress,
- clarify the departmental requirements and expectations for when students should reach degree checkpoints, and
- recruit the students themselves to help keep our records complete and up to date.

Feedback and suggestions are welcome!

Current Limitations

Note that over the next couple of weeks, we will be updating and proofing the information displayed. So expect some initial omissions or inaccuracies that should be resolved in the near future.

The overall progress of students who are pursuing (or have completed) an “in-flight” MS is not well-displayed on the current pages (e.g., you can’t currently tell if a PhD student has also done an MS degree from their timeline).

A Note on Requirements

The requirements listed in the Grad database have been extracted from the Bio Graduate handbook (<http://bio.fsu.edu/gradbeta/handbook/>). More details on any of the specific requirements can be found in the handbook, or by talking to Ben Miller or Tom Houpt in the Graduate Office.

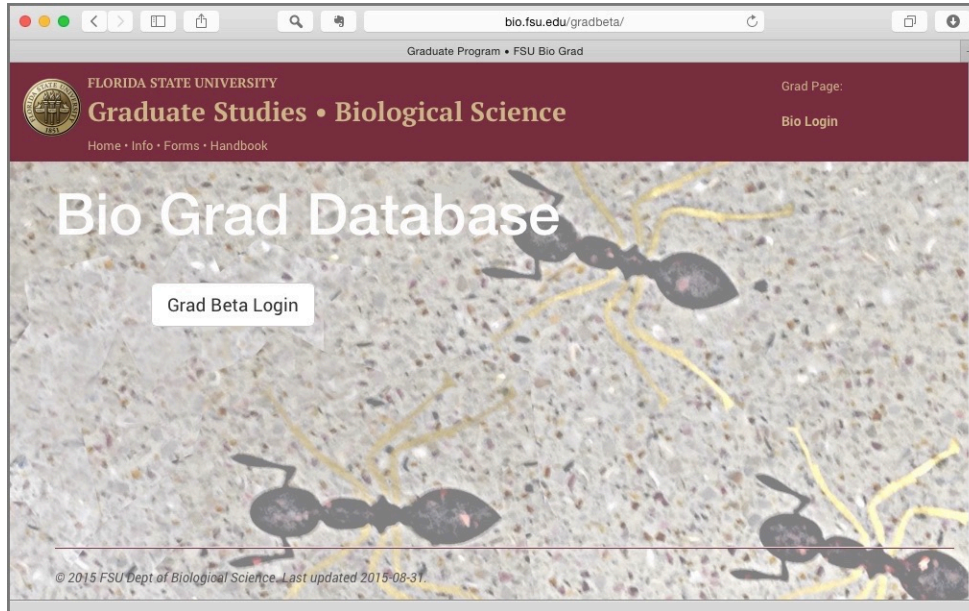
Don't panic if a requirement status is yellow or red, or if a requirement is listed as unfulfilled when you know that you've filled it. The goal of the database is to make sure you know what the Graduate Office knows. Most requirements require that you and your committee file a memo with the Graduate Office confirming that you have met a requirement. So you may need to catch up on documenting your progress with the Graduate Office.

Also, although the handbook and the database present a suggested timeline for completing degree requirements, each student may have unique opportunities or challenges that can alter their own timeline. (But try not to get too far off schedule!)

As always, if you have any questions or concerns about the requirements and the associated paperwork, feel free to contact or come talk to Ben or Tom.

Login

You log in to the Gradbeta database by going to <http://bio.fsu.edu/gradbeta>, and clicking on the "Login" button.



Then log in with your fsuid and password (the same login as for Blackboard). The FSU "central authentication service" verifies your login identity independent of Gradbeta or the bio servers.



If you see a page that you are not authorized to view the page, or pictures of Cassowaries, then contact me (hought@bio.fsu.edu) — I probably entered your fsuid incorrectly into the user list.

Student Profile Page

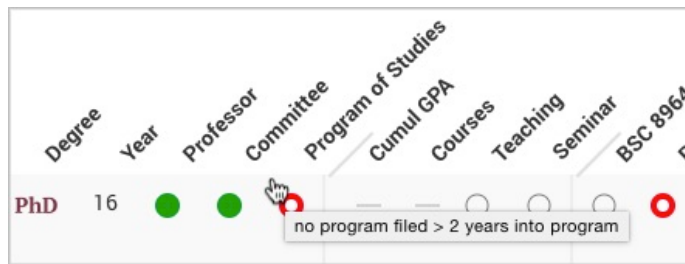
Each student has their own comprehensive profile page. At the top of the page is some summary information, a status row, and a timeline of committee meetings and significant checkpoints:

The screenshot shows a web browser window displaying the student profile page for Luke Skywalker. The page is titled "bio.fsu.edu/gradbeta/students/biostudent.html". The header includes the Florida State University logo and "Graduate Studies • Biological Science". The student's name is Luke Skywalker, with email biostudent@bio.fsu.edu and Employee ID 000000001. The status row shows progress for various requirements: Annual Review (Rev. Form), Area (DEV), Degree (PhD), Year (4), Professor, Committee, Program of Studies (Cmte mng), Annual GPA, Courses, Teaching, Seminar, BSC 8964 (Prelim), Prelim Exam, Candidacy, Proposal, Dissert. Hrs, BSC 8965 / 8976 (Def), Defense, Grad. Clearance, and Graduation. A timeline at the bottom shows key events: Program of Studies Committee Formed, Cmte mng, Prelim Exam, Cmte mng, and Proposal Defense.

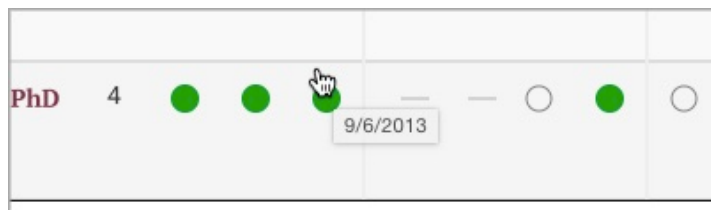
Student	Annual Review	Area	Degree	Year	Professor	Committee	Program of Studies	Annual GPA	Courses	Teaching	Seminar	BSC 8964 (Prelim)	Prelim Exam	Candidacy	Proposal	Dissert. Hrs	BSC 8965 / 8976 (Def)	Defense	Grad. Clearance	Graduation	
Skywalker, Luke biostudent@bio.fsu.edu 000000001, biostudent	Rev. Form	DEV	PhD	4	●	●	●	—	—	○	●	○	○	○	○	○	○	○	○	○	○

At the top of the page is a "status row". Progress is indicated with a series of color-coded dots. "Green" indicates that a requirement has been met (or more exactly, has been recorded by the Graduate Office). "Yellow" indicates that a requirement is about to become due (e.g., prelims should be scheduled at the end of the second year). "Red" indicates that a requirement is missing or overdue (e.g. no "program of studies" has been filed with the graduate office after 2 years).

You can interrogate the status dots by hovering the mouse cursor over the dot. Here we see that the student Anakin has not filed his Program of Studies, despite being in the program for 16 years:



However, another student, Luke, filed his Program of Studies on time, on September 6, 2013:



Further down are several sections of information. The most relevant is the "PhD [or MS] Requirements" section, which lists in chronological order each requirement (according to the Bio Graduate Handbook), the completion status of each requirement, and the suggested timing of completion.

show PhD Requirements

Requirement	Date	Notes	Timing
<input type="radio"/> Teaching Workshop		Bio Orientation or PIE certification [pdf]	Week 1
<input checked="" type="radio"/> Declare Major Professor	5/20/2013	Kenobi, Ben (Major Professor)	end of Year 1
<input checked="" type="radio"/> Establish Committee	9/6/2013	Windu, Mace Jinn, Qui Gon Yoda Chewbacca (UR) email whole committee	start of Year 2
<input checked="" type="radio"/> Program of Studies	9/6/2013	Your proposed coursework, approved by your Committee	Year 2
<input type="radio"/> Rotations		varies by area	
<input type="radio"/> Required Courses		varies by area	

For each requirement, a link is provided to the appropriate memo, which should be filed with the Graduate Office to certify completion. For items which have been completed, the date of completion is displayed.

<input type="radio"/>	Teaching Requirement	Memo	TA in 2 different courses: 1. 2.	
<input type="radio"/>	Seminar Requirement	Memo	3 seminars—at least 1 departmental: 1. 2. 3.	
<input type="radio"/>	Register for BSC 8964		You must register for this course in the term in which you hold your Preliminary Examination	start of Prelim Exam term
<input checked="" type="radio"/>	Preliminary Exam	Memo	Register for BSC8964	before Year 3
<input type="radio"/>	Admitted to Candidacy		Filed by Graduate Office after Prelims passed	before Year 3
<input type="radio"/>	Proposal Defense	Memo	Submit to Graduate Office	before Year 4 within 6 m of Prelim Exam 12 m before Defense
<input type="radio"/>	Dissertation Hours		Register for BSC6980 minimum of 24 hours	taken after Prelim Exam
<input type="radio"/>	Register for BSC 8985		You must register for this course in the term in which you hold your dissertation defense	start of Defense term
<input type="radio"/>	Defense Announcement	online form		2 weeks before Defense
<input type="radio"/>	Dissertation Defense	Paperwork	Register for BSC8985	within 5 yr of Prelim Exam

A useful feature is that your committee is listed (clicking on their individual names will open an email.) The entire committee can be emailed at once by clicking on "email whole committee":

<input checked="" type="radio"/>	Establish Committee	9/6/2013	Windu, Mace Jinn, Qui Gon Yoda Chewbacca (UR)	email whole committee
----------------------------------	---------------------	----------	--	---------------------------------------

Other Links

Other areas of the Gradbeta site can be accessed via links at the top of the window:



Info

An assortment of links and useful info for quick look up.

Forms

A listing of forms and memos required by MS and PhD students, which can be downloaded as either word or pdf documents. (Note that the Bio department memos are provided pre-formatted, but they can and should be tailored to the needs of the individual student and their committee.)

Form		Files
Declare your Major Professor	word	pdf
Establish Your Committee	word	pdf
Program of Studies	word	pdf
Teaching Requirement	word	pdf
Seminar Requirement	word	pdf
Preliminary Examination	word	pdf
PhD Proposal Title Page	word	pdf
PhD Proposal Defense*	word	pdf

Handbook

A draft reformatting of the Bio Grad Handbook, with updated links and links to download memos mentioned in the text.

<p>⇒ IV. Teaching Requirement</p> <p><i>Requirements for the Degree:</i></p> <p>V. Program of Studies (MS and PhD Students)</p> <p>THIS DOCUMENT, developed in consultation with the supervisory committee, should outline past and current course work and courses proposed for the future. (See IX. Timetable.)</p> <p>⇒ VI. MS Prospectus</p>	<p>Contents</p> <p>Preface</p> <p>Philosophy</p> <p>Admission Policies</p> <p>Requirements for the Degree:</p> <p>I. Time Limits for Degrees</p> <p>II. Supervisory Committee</p> <p>III. Required Courses</p> <p>IV. Teaching Requirement</p> <p>V. Program of Studies</p> <p>VI. MS Prospectus</p> <p>VII. PhD Proposal</p> <p>VIII. Graduate Examinations</p>
--	--