

Mississippi State University

2024-2025 Academic Year

Graduate Student Handbook for the

Department of Biological Sciences

Master of Science in General Biology

Included: [Mississippi State University's Graduate Catalog](#) plus program specific requirements

MASTER OF SCIENCE IN GENERAL BIOLOGY (MSGB) GRADUATE HANDBOOK

This document includes selected excerpts from the Mississippi State University's Graduate Catalog along with specific degree program requirements. It is the individual student's responsibility to read and be familiar with the rules and regulations outlined in the [Graduate Catalog](#) that was in effect at their time of admission. In the case of any discrepancies between this document and the Graduate Catalog, the rules and regulations outlined in the Graduate Catalog will take precedence.

Student Responsibility Disclaimer

"Each student is responsible for understanding and completing all requirements established for their degree by the University, college, and department. A student's advisor may not assume that responsibility. Any substitution, waiver, or exemption from established degree requirements may be accomplished only with the approval of the appropriate faculty, Academic Dean, and Dean of the Graduate School.

ADMISSION

Regular and Provisional Admission

Applicants to the Master of Science in General Biology degree program may be approved for Regular or Provisional admission.

Students with Regular admission must maintain a 3.0 cumulative GPA or risk being placed on [Academic Probation](#). Receipt of a single failing grade (D or F) will also be grounds for being placed on Academic Probation. To continue in the program, the student must apply to retake the course for which the D or F grade was earned at its next offering. As only one course can be retaken per degree program, receipt of a second D or F grade will result in the Graduate Coordinator requesting that the student be dismissed from the graduate program for not being able to meet the [minimum degree completion requirements](#). A Probationary Warning will be issued to a student with a cumulative GPA of ≥ 3.0 but in receipt of a second C grade. Receipt of a third C grade, irrespective of a student's cumulative GPA, will result in the Graduate Coordinator requesting that the student be dismissed from the graduate program, unless one of the courses for which the C grade was earned is retaken.

Students with Provisional admission must obtain a 3.0 cumulative GPA on the first 9 credit hours of coursework completed within the MSGB program. A student that earns a single failing grade (D or F) within the 9-credit hour window will be allowed to retake that course at its next offering only if retaking the course could result in a cumulative GPA at or above the required 3.0. To retake a course, a 'Request to Retake a Course' form must be completed and approved by the Graduate Coordinator prior to the start of the semester in which the course retake will occur. The original grade and the grade earned in the retaking of the course will be used to determine the cumulative GPA, however no additional program credit hours will be earned on the repeated course. Enrollment in any additional courses over the 9-credit hour limit will not be allowed until the repeated course is completed and a cumulative GPA of 3.0 is earned. Successful completion of 9 credit hours of coursework with a cumulative GPA of 3.0 or higher will result in the student attaining Regular admission status. Failure to obtain a 3.0 GPA on the first 9 credit hours of coursework will result in the Graduate Coordinator requesting the student's dismissal from the degree program.

Deferral of Admission

“Students may defer enrollment for up to two semesters following an admission decision. Students must contact the Graduate School by email (gradapps@grad.msstate.edu) to change the enrollment term. If the student does not enroll for three semesters, however, the student must submit a new application, statement of purpose, application fee, and other program-required documentation. If the student attended another university in the interim, transcripts may also be required.”

Readmission

“Students who fail to complete their degree requirements within the specified time limit can complete an Application for Readmission. A student seeking readmission to an academic program should contact the Graduate Coordinator for specific departmental requirements prior to completing an application. If the student has attended another college or university during the absence, the student must submit an official transcript from that institution.

Approval for readmission must be obtained from the program Graduate Coordinator, Department Head (if applicable), and Academic Dean and readmission is not guaranteed. Academic departments may set higher standards for readmission to specific programs. The Dean of the Graduate School will review these cases and may consult the Academic Dean and program before a final readmission letter is sent to the student.”

Continuous Enrollment Requirements

“Students are required to remain continuously enrolled from the start of their program. Continuous enrollment is defined as enrollment in two of three semester terms (Fall, Spring, or Summer).”

Leave of Absence

“Graduate students may request a leave of absence for personal/medical reasons for up to one year, pending the approval of their department and Academic Dean. The form is located on the Graduate School’s webpage under “Student Forms”. Any questions should be directed to the gradregistration@grad.msstate.edu”

MASTER OF SCIENCE DEGREE PROGRAM REQUIREMENTS

The MS in General Biology is a non-thesis degree program that requires the completion of 33 credit hours of course work to include 10 online courses (30 credit hours) and one on campus course (3 credit hours). The program does not accept for transfer credit coursework completed at a different institution or coursework completed as part of another program at Mississippi State University.

To remain in ‘Good Academic Standing’, a student must:

- maintain a cumulative GPA of 3.0 or higher,
- not have earned a second course grade lower than a B, and
- not have earned a D or F grade on any course completed since admission to the program.

Registration

Upon admission to the MSGB program, students should contact the graduate coordinator to request a release to register for upcoming classes. To register, the student accesses the Registration menu on MyBanner for Students and selects "Register for Classes" to enroll.

To prevent any late fees, students must register by the 6th class day during Fall and Spring semesters or the 3rd class day during the 10-week summer term. Information on the last day to drop a course with a W grade, the last day to withdraw from the semester and the last day of class can be found using the [Academic Calendar](#) link.

Additional details on a) tuition and fee refunds for dropping a course during the semester, b) unpaid balances from a previous semester, and c) billing information can be found at the [Funding and Tuition](#) link housed on the Office of the Graduate School webpage.

Canvas Learning Management System (LMS)

Course materials (lecture recordings, quizzes, homework assignments, etc.) are delivered through the Canvas LMS. These materials are maintained on the Canvas platform for a limited period following the close of the semester. In some cases, instructors may limit Canvas accessibility to the semester in which the course is offered. As these materials are likely to be helpful in preparing for the written comprehensive exam administered at the end of the program, it is recommended that students download and/or print out materials for review at a later date. It is recommended that this be done for each course before the last day of each semester as access to course materials after the semester has ended is not to be expected.

Accessing Canvas through 'myState':

1. Log into myState with your netID and password. You will be required to utilize DUO (two-factor authentication) for verification purposes.
2. Under the Apps & Services column select the 'Canvas' link.
3. The Canvas Dashboard will open showing the list of courses for the semester.

Accessing Canvas directly:

1. Go to: canvas.msstate.edu. Log in with your netID and password. You will be required to utilize DUO (two-factor authentication) for verification purposes.
2. The Canvas Dashboard will open showing the list of courses for the semester.

Additional information on how to use Canvas (Student Guides and Videos, Mobile Apps, etc.) can be found on the Center for Distance Learning's website: <https://online.msstate.edu/technical-assistance/>

Course Proctoring Requirements

All courses in the MSGB program require third-party proctoring. Students enrolled in MSGB courses will be required to adhere to the requirements of the selected proctoring service which will include the payment of fees associated with the monitoring/recording of quiz/test sessions as well as the use of webcams, microphones, or other recording equipment. All fees associated with proctoring are paid directly to the third-party proctoring service and are not part of the tuition or fees assessed by Mississippi State University.

Honor Code

The MSU Honor Code, adopted in 2007, states: "As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do." The policy, complete with associated definitions, rules, and programs, is available online at www.honorcode.msstate.edu/.

Online Course Sequence

Courses offered in the Fall and Spring semesters are completed over a 15-week term; courses offered in the Summer are completed over the 10-week term. An example completion schedule is given below starting with the Fall semester however applicants can be admitted to the MSGB program during the Fall, Spring, or Summer terms.

Completion in 2-years

Degree program requirements can be completed in as little as two years when courses are started in the Fall semester. The recommended course completion sequence is as follows:

	Fall Courses	Spring Courses	Summer Courses
Year 1	BIO6013 Genetics & Molecular Biology	BIO6023 Principles of Evolutionary Biology	BIO6033 Fundamentals of Biotechnology
	BIO8023 Modern Microbiology	BIO8033 Advanced Cell Biology	BIO8043 Ecology & the Environment
Year 2	BIO6043 Developmental & Repro. Biology	BIO8063 Comprehensive Study of Plants	BIO8183 Capstone in Modern Biology
	BIO8053 Comprehensive Study of Animals	BIO8093 Experimental Biology & Biostatistics	

Completion in 4-years

Completing 1 course per semester will require a 4-year period to complete all degree requirements. A recommended course completion sequence is as follows:

	Fall Courses	Spring Courses	Summer Courses
Year 1	BIO6013 Genetics & Molecular Biology	BIO6023 Principles of Evolutionary Biology	BIO8043 Ecology & the Environment
Year 2	BIO8023 Modern Microbiology	BIO8033 Advanced Cell Biology	BIO6033 Fundamentals of Biotechnology
Year 3	BIO6043 Developmental & Repro. Biology	BIO8063 Comprehensive Study of Plants	No classes (Summer for Year 2 and Year 3 can be interchanged)
Year 4	BIO8053 Comprehensive Study of Animals	BIO8093 Experimental Biology & Biostatistics	BIO8183 Capstone in Modern Biology

Dual/Concurrent Enrollment

Students enrolled in the MS in General Biology degree program may submit a separate admission application to be considered for the General Biology Graduate Certificate program. Consideration for the Certificate program will require the payment of a separate application fee. Please reach out to the Office of the Graduate School admission staff prior to applying to identify materials that may be shared between applications.

Upon admission to both the General Biology Graduate Certificate and the MS in General Biology degree program, students will need to complete a Dual Degree Status form available on the Graduate School's website. Complete this form as follows:

Primary Graduate Degree:

List "Master of Science" as the degree and "General Biology" as the major (no concentration)

Secondary Graduate Degree:

List "Certificate" as the degree and "General Biology" as the major (no concentration)

For students with dual/concurrent enrollment in the MS in General Biology degree program and the General Biology Graduate Certificate program, an alternative course sequence can be followed to facilitate early completion of the Certificate requirements. The courses that are required as part of this certificate are indicated in italic font. With this course sequence, students can apply to receive their General Biology graduate certificate after completion of 18 credit hours of coursework with a cumulative GPA of 3.0 or higher. Awarding of graduate certificates follow the same process as degree programs and are outlined in the "Applying for Graduation" section of this handbook.

Completion of Certificate requirements in 1yr; Completion of MS degree requirements in 2yrs

	Fall Courses	Spring Courses	Summer Courses
Year 1	BIO6013* Genetics & Molecular Biology <i>BIO8053</i> <i>Comprehensive Study of Animals</i>	BIO8033 Advanced Cell Biology <i>BIO8063</i> <i>Comprehensive Study of Plants</i>	BIO6033* Fundamentals of Biotechnology BIO8043 Ecology & the Environment
Year 2	BIO6043 Developmental & Repro. Biology BIO8023 Modern Microbiology	BIO6023 Principles of Evolutionary Biology BIO8093 Experimental Biology & Biostatistics	BIO8183 Capstone in Modern Biology

* No more than 9 credit hours (3 courses) can be completed at the 6000-level

Or

Completion of Certificate requirements in 2yrs; Completion of MS degree requirements in 4yrs

	Fall Courses	Spring Courses	Summer Courses
Year 1	<i>BIO8053</i> <i>Comprehensive Study of Animals</i>	<i>BIO8063</i> <i>Comprehensive Study of Plants</i>	BIO8043 Ecology & the Environment
Year 2	BIO6013* Genetics & Molecular Biology	BIO8033 Advanced Cell Biology	BIO6033* Fundamentals of Biotechnology
Year 3	BIO8023 Modern Microbiology	BIO6023 Principles of Evolutionary Biology	No classes (Summer for Year 2 and Year 3 can be interchanged)
Year 4	BIO6043 Developmental & Repro. Biology	BIO8093 Experimental Biology & Biostatistics	BIO8183 Capstone in Modern Biology

* No more than 9 credit hours (3 courses) can be completed at the 6000-level

BIO8183 (Capstone in Modern Biology)

The last course, Capstone in Modern Biology (BIO8183), requires that students come to Mississippi State University for approximately 11-12 days in the summer. This course has been scheduled for the last 2 weeks in June, but the dates are subject to change. The dates for the Capstone course are typically announced to students in mid to late February using the Announcement tool in the Pre-Capstone course. While on campus, students that have met the GPA requirement will complete a 4-hour written comprehensive exam that is typically given on the first morning of the first day of the Capstone course.

All students will conduct, and be graded on, various lab and field research exercises. BIO8183 is scheduled during the 10-week summer term and the course will therefore include requirements/assignments that must be completed prior to coming to campus as well as after returning home from the on-campus component of the course. Students will receive a letter grade upon completion of the course which will be used in determining their final cumulative GPA. This grade will be based on a student's performance in all lab/field modules and will be weighted based on the number of contact hours associated with each module. Assessments for each module will vary and may include quizzes/exams, written lab reports, performance on laboratory practicals, participation, and/or attendance. Currently, a \$300 (subject to change) lab fee is associated with this course.

BIO8191 (Seminar in General Biology)

BIO8191 is not a required course for students in the MS in General Biology degree program and students that pass their written exam in their first attempt during the Capstone event may never need to enroll in this course to meet program graduation requirements.

To complete a written comprehensive exam outside of BIO8183 (Capstone in Modern Biology), students will need to enroll in BIO8191. This one credit course fulfills the Office of the Graduate School rule requiring that students be enrolled in at least one credit hour of course work to sit for an exam. Students do not need to pass their Comprehensive exam to earn a satisfactory grade; completion of all course requirements by the required deadlines will result in a satisfactory grade for the course. Failure to meet the required deadlines may result in an unsatisfactory grade which will lead to a student being placed on academic probation for the subsequent semester. Graduate students on probation cannot take a Comprehensive exam in that semester. Students are encouraged to review the Graduate catalog in effect at the time of their admission for more details (<http://catalog.msstate.edu/archives/>).

Retaking a Course

“A student may retake a course if approved by the student's major professor, Graduate Coordinator, Department Head if applicable, and Academic Dean if applicable. If a student does not have a major professor, the academic advisor signs as the major professor. Only one course per degree can be repeated, and this policy applies to any graduate course taken since the beginning of enrollment in the current program.”

“The repeated course (or program approved equivalent) must be taken at MSU, unless otherwise approved by the Graduate Coordinator, Department Head and/or Academic Dean.”

If a student retakes a course, the grade earned in the second attempt is included on the student's program of study. Once the course is retaken, the original grade is no longer subject to the University

criteria for academic dismissal or degree completion. However, a record of both courses taken will remain on the permanent transcript, and both grades will be included in the computation of the final GPA. No additional program credit hours are generated from a repeated course.

Academic Dismissal

“A graduate student **shall** be dismissed from the University if one or more of the following conditions occur:

- The student receives a second course grade of D or lower;
- The student receives a third course grade of C or lower;
- The student is found to be responsible for violating the Student Honor Code for a second time;
- The student was placed on academic probation and failed to meet the requirements for release from probationary status;
- The student failed a comprehensive examination or final thesis/dissertation defense two times in pursuit of an academic degree, unless the academic program has a different requirement; or
- The student falls short of any standards established by his or her academic unit, and the department recommends dismissal with approval of the Department Head (if applicable) and the Academic Dean.”

“A student shall be dismissed by the Graduate School for failure to meet University requirements as stated above after the academic unit confirms that there are no extenuating circumstances. A student can also be dismissed if the student's academic department recommends dismissal by submitting a Recommendation for Academic Dismissal form (a letter may be attached) from the Graduate Coordinator, approved by the Department Head (if applicable) and the Academic Dean, clearly stating the departmental requirements the student failed to meet.”

“Upon review and approval of the reason(s) for dismissal, an official academic dismissal letter from the Dean of the Graduate School is sent to the student via email to the student's MSU account. The student may refer to the *Graduate Catalog* for information regarding the appeals process (see [Academic Dismissal Appeal Procedure](#)). A student who has been dismissed from a graduate program and has not been reinstated via the appeal process cannot apply for readmission into that program, except by meeting the conditions necessary to request Academic Amnesty (see [Academic Amnesty](#)). Students are entitled to only one academic dismissal appeal”

Incomplete Grades

See academic operating policy: [AOP12.12](#) for complete details.

“A grade of “I” (Incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her immediate family, or similar circumstances beyond his or her control, is unable to complete the course requirements or to take final examinations.”

“Graduate students who receive a grade of “I” must complete all work no later than the last day of class of the next semester (excluding summer) whether or not the student is enrolled. Failure of graduate students to remove an “I” grade during the specified time will result in an automatic grade of “F”. Once a grade of “I” has been converted to an “F” because of a student’s failure to complete the necessary course work or a lapse of the allowable time, no additional grade change will be allowed except under extreme circumstance(s) as recommended by the relevant deans and

approved by the Provost and Executive Vice President.”

Graduate Committee

The graduate committee will consist of three faculty members identified by the graduate coordinator. The graduate coordinator will be one of the three faculty members and will function as the student’s Major Professor and chair of the committee; the remaining two committee members will have either taught in the MSGB program or be familiar with the degree requirements of the program. All members of the Graduate Committee will weigh in on the student’s performance on the written comprehensive exam.

The graduate committee members will be made known to the student no later than the semester in which they enroll to complete their written comprehensive exam. A Committee Request Form listing the graduate committee members will be made available to the student and the completed and signed form returned to the graduate coordinator for processing by the date provided. Failure to return the signed and completed form by the requested deadline may result in a delay in processing of the paperwork required for graduation.

Time Limit

“Eight years is the time limit for completion of a master’s degree. A Request for an Extension of Time form must be used to request an extension for up to two years if needed under well-justified, extenuating circumstances. The request must be approved by the major professor, Graduate Coordinator, Department Head (if applicable), and the Academic Dean and submitted to the Dean of the Graduate School. In the rare circumstance that a second request is made, additional approvals are required, including approval of the Dean of the Graduate School and the Provost. This request must be made using the Request for Additional Extension of Time form.”

Withdrawal

After the deadline to drop an individual course has past, students only have the option to drop all enrolled courses in a semester using the ‘withdrawal request’ option available in MyBanner under the Students Registration tab. Tuition and fee charges are prorated and the schedule is available at the following link: <https://www.registrar.msstate.edu/students/withdrawal-from-the-university/>

“The withdrawal approval date will be effective the date the student submits the withdrawal request, except in documented cases of serious illness or extreme hardship, in which case an earlier withdrawal date may be approved by the student’s Academic Dean. It is the student’s responsibility to provide that documentation to the Dean.”

Graduation Requirements

A graduate student cannot graduate under any of the following circumstances:

- A GPA lower than 3.00 for all courses attempted for graduate credit after admission to the degree program or
- A grade of D or lower for any courses attempted for graduate credit after admission to the degree program or
- A grade of I (Incomplete) on his/her transcript.
- Failure to pass their written comprehensive exam within two attempts.

Pre-Capstone Canvas Course

To assist students in preparing to come to campus for the Capstone course (BIO8183), the graduate coordinator will arrange for the establishment of a “Pre-Capstone Canvas Course”. Typically, the Pre-Capstone course will be available in late January to early February of each year and only students on track to meet the graduation requirements for the upcoming Summer term will be sent an email invitation to join the site.

Information disseminated through this site may include:

- Instructor provided study guides
- Information about on campus housing (availability, cost, notification deadlines)
- Campus parking rules and regulations
- On campus dining options
- Dates for the Capstone event
- Any special Capstone course requirements (e.g. expect short hikes outside, lab requires long pants/close toed shoes be worn, etc.)
- General expectations for the written comprehensive exam (date of exam, total testing time, materials allowed, etc.)
- Required forms (Year and Instruction Identification, Assumption of Risk and Release, Emergency Contact, Grant of Consent, On campus Housing Reservation, etc.)

Students that do not receive an email invitation to join the Pre-Capstone course, but are on track to attend the Capstone course, should reach out to the graduate coordinator for assistance.

Written Comprehensive Exam

To sit for the final written comprehensive exam, a student must meet the following criteria:

- Successfully completed all 10 online courses within the MSGB degree program
- Earned a cumulative GPA of 3.0 or higher on all coursework attempted for graduate credit after admission to the degree program
- Be enrolled in at least 1 hour of coursework in the semester the exam is administered
- Must be in good academic standing (i.e. not be on academic probation)

In most cases, completion of the written comprehensive exam will occur during the summer semester while students are on campus as part of BIO8183 (Capstone in Modern Biology). A student that meets all of the requirements except the mandatory 3.0 GPA, will be allowed to enroll in BIO8183 and complete all course activities and requirements but will not be permitted to sit for the comprehensive exam that semester. If, upon completion of BIO8183, the student reaches the 3.0 GPA threshold, the comprehensive exam can be taken as early as the next semester by enrolling in BIO8191 (Seminar in General Biology). A student that fails to attain a 3.0 GPA after completion of BIO8183 may be given the opportunity to retake a course within the degree program only if they have not already retaken a course and, if in retaking a course, a cumulative 3.0 GPA is mathematically possible. A student that has completed BIO8183 and has no remaining opportunities to earn the requisite 3.0 cumulative GPA, will be dismissed from the program as they will not be able to meet the requirements for earning a graduate degree.

A student that earns a failing grade for their first attempt of the comprehensive exam, can apply to schedule a second attempt at the exam no sooner than three months from the date of the first attempt. Failing the comprehensive exam for a second time will result in the student's dismissal from the degree program as they will not meet the requirements to earn a master's degree.

The written comprehensive exam will test students understanding of material from all 10 courses within the degree program including:

BIO6013 (Genetics & Molecular Biology)	BIO8033 (Advanced Cell Biology)
BIO6023 (Principles of Evolutionary Biology)	BIO8043 (Ecology & the Environment)
BIO6033 (Fundamentals of Biotechnology)	BIO8053 (Comp. Study of Animals)
BIO6043 (Dev. & Reproductive Biology)	BIO8063 (Comp. Study of Plants)
BIO8023 (Modern Microbiology)	BIO8093 (Exp. Biology & Biostatistics)

Four hours will be allotted to complete the exam materials. When administered during the Capstone event, the exam is typically scheduled for the morning of the first day. Exam question format varies from instructor-to-instructor, course-to-course, and semester-to-semester. Students should therefore expect to be able to answer questions posed in Multiple Choice, True/False, Matching, Short Answer, and/or Essay format.

The Comprehensive Exam is scored on a pass/fail basis with each exam weighted equally (10%) when determining the student's final performance. There is no set 'cut-off' score for determining what constitutes a passing grade each semester. However, as a General Biology degree program, it is expected that students earn a passing score for each of the 10 exams. Because there is no 'set' passing grade, the cut-off may vary slightly from semester-to-semester based on the cohort's collective performance. Graduate faculty familiar with the MSGB degree program review student scores and discuss where the cut-off should be for each administration of the Comprehensive Exam. This means that the score needed to pass the exam taken in one semester is likely to be different than the score needed in a previous/later semester.

Applying for Graduation

Students that have meet the degree requirements, which includes passing their Comprehensive Exam will be eligible to graduate. To graduate, students must apply to graduate by the deadlines posted in the [MSU Academic Calendar](#). Degree applications and application fees do not roll over from one semester to another. Therefore, if a student fails to graduate in the term for which they applied, they must reapply for graduation and repay fees associated with graduation for the later term. All students must pay account balances in full prior to the graduation ceremony.

There is no commencement ceremony for August graduates. However, August graduates can attend a December ceremony. Commencement information is typically available three weeks before graduation and can be found on the [Registrar's](#) page. Diplomas are mailed to the address provided in the graduation application 4-6 weeks after the degree has been cleared by the Registrar's office. Instructions for obtaining copies of your official transcript are provided at the following site: <http://www.registrar.msstate.edu/Students/transcripts.html>

Graduate students dual/concurrently enrolled in the General Biology Certificate program must also apply to graduate by the deadlines posted in the [MSU Academic Calendar](#). Students will need to have

completed BIO8053, BIO8063, and an additional 12 graduate credit hours (from within the MS in General Biology degree program) with a GPA of 3.0 or higher to meet the requirements of the certificate program.

GENERAL ASSISTANCE

ITS Help Desk

For assistance accessing myBanner, setting up an MSU email account or two-factor authentication, or installing or troubleshooting [software](#) supported by the University, contact the ITS Help Desk:

- By email: servicedesk@msstate.edu
- By phone: 662-325-0631 or 888-398-6394

MSU Library Resources

The Mississippi State University Libraries maintains an online/distance learners portal that provides information on how off campus students can utilize MSU library resources. Complete information can be found at the following link: <https://guides.library.msstate.edu/distancelearners>

The current Distance Education Librarian, Blair Booker, can be reached:

- By email: bbooker@library.msstate.edu
- By phone: 662-325-0952

Distance Education

The Center for Distance Education (CDE) maintains a “[Frequently Asked Questions](#)” page that provides answers to general questions related to:

- Online Student Services
- myState & Class Registration
- Obtaining Technical Support
- Tuition and Fees

Technical Assistance for students enrolled in distance courses can be obtained by:

- Calling: 662-325-0278
- Sending an email to: help@online.msstate.edu
- Submitting an online form found here: <https://online.msstate.edu/technical-assistance/>

Third Party Proctoring

The University is currently using Honorlock to proctor online assessments. Honorlock resources for students can be found at the following link: <https://online.msstate.edu/honorlock/>

To determine whether your current computer (operating system, browser version, and internet speed) meets the requirements to use Honorlock, a single-click system check test can be run: <https://honorlock.com/support/>

Students will be notified in the Canvas site for their classes or by email from the graduate coordinator to any changes to the third-party proctoring service provider used in any given semester.

Contact Information for Current Administrative Faculty

Department of Biological Sciences, General Biology Graduate Coordinator

Donna M. Gordon, PhD

Professor

gordon@biology.msstate.edu

662-325-9337

Department of Biological Sciences, Academic Coordinator

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dawe@biology.msstate.edu

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Provost and Executive Vice President

David Shaw, PhD

Professor

provost@msstate.edu

FORMS

The following forms can be downloaded from the Graduate School website. Unless indicated otherwise, completed forms are to be submitted by email to the graduate coordinator for processing.

- Leave of Absence
- Extension of Time for Completion
- Request to Retake a Course
- Lapsed Student Re-Admission Application for Degree Completion
- Readmission Application
- Dual Degree Form

The following forms are to be obtained by directly contacting the graduate coordinator. Forms with an asterisk are also provided at the end of this handbook.

- Exam Notification*
- Graduate Committee
- Year and Faculty Instructor Identification*



DECLARATION OF EXAMINATION

Name			9-digit ID	Net ID
Last	First	Middle		

Degree:

Major:

Examination Type: Written Comprehensive Exam

Examination Information:

Date of Exam:

Start Time of Exam:

Location:

Typed / Printed Name	Signature	Date
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Student

Graduate Coordinator

For Department of Biological Sciences Use

3.00 GPA

First or Second Attempt

Current Enrollment

Within 6hrs of completion/In last semester

Within Time Limit

Year and Faculty Instructor Identification

To assist us in identifying the correct version of an exam to administer as part of your written comprehensive examination, please indicate for each of the courses listed below the year that you completed the course. Where applicable, select the course instructor. If you have taken a listed course more than once, please provide this information for the most recently completed course.

Name: _____

netID: _____

Course	Course name	Year completed	Course Instructor
BIO6013	Genetics & Molecular Biology		Dr. Vicky McCurdy
BIO6023	Principles of Evolutionary Biology		Dr. Mark Welch
BIO6033	Fundamentals of Biotechnology		Dr. Donna Gordon Ms. Lindsey Harrison
BIO6043	Developmental & Reproductive Biology		Dr. David Chevalier Dr. Dayna Emrick
BIO8023	Modern Microbiology		Dr. Justin Thornton Dr. Brandy Roberts
BIO8033	Advanced Cell Biology		Dr. Donna Gordon
BIO8043	Ecology & the Environment		Dr. Rachel Jolley Dr. Gary Ervin
BIO8053	Comprehensive Study of Animals		Dr. Jamie Stewart
BIO8063	Comprehensive Study of Plants		Dr. Cory Shoemaker
BIO8093	Experimental Biology & Biostatistics		Dr. Rachel Jolley Dr. Carter Wolff

Please return a copy of these completed form to Dr. Gordon (gordon@biology.msstate.edu) or using the submission link provided within Canvas.