COURSE PLAN BY SEMESTER
The Ecology & Evolution MA program is designed to be completed in three semesters. The first two semesters are coursework. The third semester includes a research component. The research course should result in the completion of the required capstone paper.

First Year: Fall Semester
Register for:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEE 576</td>
<td>Principles and Applications of Ecology and Evolution</td>
<td>4</td>
</tr>
<tr>
<td>BEE 555</td>
<td>Mathematical Methods in Population Biology</td>
<td>3</td>
</tr>
<tr>
<td>BEE 556</td>
<td>Research Areas (Show and Tell)</td>
<td>1-2</td>
</tr>
<tr>
<td>BEE 670</td>
<td>Informal Seminar (Tuesday Noon)</td>
<td>0-2</td>
</tr>
<tr>
<td>BEE 671</td>
<td>Colloquium</td>
<td>0-2</td>
</tr>
</tbody>
</table>

Register for electives in your track, in consultation with your advisor.

Tasks:
- Formalize a relationship with a lab and an advisor. See the GPC to complete a “Do-All” form once your advisor is finalized.
- Investigate research opportunities in labs and attend lab meetings.
- Attendance at Colloquium and Informal Seminar is expected (even if you have registered for zero credits).
- Declare your track as either Ecology or Evolution. See the GPC to complete a “Do-All” form once this decision is made.

First Year: Spring Semester
Register for:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEE 552</td>
<td>Biometry or Alternate statistics class (discuss with Dr. Graham)</td>
<td>4</td>
</tr>
<tr>
<td>BEE 670</td>
<td>Informal Seminar (Tuesday Noon)</td>
<td>0-2</td>
</tr>
<tr>
<td>BEE 672</td>
<td>Colloquium</td>
<td>0-2</td>
</tr>
</tbody>
</table>

Register for electives in your track, in consultation with your advisor.

Tasks:
- Attendance at Colloquium and Informal Seminar is expected (even if you have registered for zero credits).
- Course offerings are sometimes more limited in the spring, so it is possible to take BEE599 in the spring and start your research early (allowing you to take more courses in the fall of your second year).

Second Year: Fall Semester
Register for:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEE 599</td>
<td>Research</td>
<td>2</td>
</tr>
<tr>
<td>BEE 670</td>
<td>Informal Seminar (Tuesday Noon)</td>
<td>0-2</td>
</tr>
<tr>
<td>BEE 671</td>
<td>Colloquium</td>
<td>0-2</td>
</tr>
</tbody>
</table>

Register for electives in your track, in consultation with your advisor.

Tasks:
● Attendance at Colloquium and Informal Seminar is expected (even if you have registered for zero credits).
● Complete your capstone paper (via enrollment in BEE 599), receive approval on it from your advisor and the Graduate Program Director. Provide the Graduate Program Coordinator with a copy of the paper for your file. If you will not finish your capstone paper during the semester. See below for additional notes on this.
● Apply for graduation. You must complete your capstone paper in order to graduate.
● If it is your final semester, you may take only the number of credits required to complete the degree. International students who wish to go part-time in their final semester of study must receive approval from Visa & Immigration Services. This is done by submitting a Part-Time Enrollment Form in accessVIS and must be done prior to the start of the semester.

ADDITIONAL NOTES ABOUT THE PROGRAM

ACADEMIC CLASSIFICATION
The Graduate School classifies all MA students. The classification impacts the total number of credits you must register for in order to be considered full time.
● G1-First year master’s or advanced graduate certificate student who has completed less than twenty-four graduate credits. G1 students must register for 12 credits per semester to be considered full-time.
● G2-Advanced master’s or advanced graduate certificate student who has completed twenty-four or more graduate credits. G2 students must register for 9 credits per semester.

ADVISOR
You must formally declare a primary advisor and track by the end of your first semester. Please contact the GPC for the appropriate paperwork to complete.

BEE 599: ON CAMPUS RESEARCH
You are required to take BEE 599. This is usually taken during your last/third semester. This course is designed to allow you time to work on your final research project and paper. The end result of your enrollment in BEE 599 should be the capstone paper that is required for graduation. If you do not finish your paper during BEE 599, you will be required to repeat the class every semester until your paper is complete.

CAMPUS MAIL AND STUDENT MAILBOXES
You will have a mailbox in room 617. Envelopes and small packages that are delivered here will be left in your mailbox. Large boxes that are delivered to E&E will be taken to your office or left in 650 for you to collect. The zip code for campus mail coming to E&E is 11794-5245.

COLLOQUIUM
All graduate students are required to attend E&E’s weekly colloquium on Wednesday afternoons. The colloquium features speakers visiting from outside the University who present the results of their research. Receptions follow most colloquium presentations, offering an opportunity for students to informally meet visiting scientists. Students should register for colloquium via BEE 671 in the fall and BEE 672 in spring. You are expected to attend, regardless of whether you have signed up for credit.
EMAIL
Your Stony Brook email account can be set up from your SOLAR account. You are responsible for checking your SBU email. The department and University use this account to reach you.

FACILITIES ACCESS
The Life Science Building is locked after 10:00 PM on weekdays and all-day on weekends and holidays. You will need to use your ID card for access to the building at night and on weekends. If you do not use your ID to access the building, your access will eventually expire. We suggest scanning your ID weekly to prevent your access from lapsing. If you need your access reset, speak with Martha in 650.

GRADES AND GPA
The Graduate School requires all Graduate Students to maintain a GPA of 3.0 or higher. If your cumulative GPA falls below 3.0, you will be placed on academic probation for one semester. If the overall graduate average has been raised to a 3.0 by the end of the semester following notice of probation, the student will automatically return to regular status. A student on academic probation who fails to achieve a cumulative 3.0 GPA by the end of the second semester of probation will require the permission of the Graduate Program Director and the Graduate School to re-enroll.

Students receiving a grade lower than a B should consult the Graduate Program Director to determine if the course must be repeated. A higher grade for a repeated course will replace the original grade, but both grades will continue to appear on your transcript. SOLAR will not automatically adjust a student’s GPA. A Grade Forgiveness Request must be submitted by the Graduate Program Coordinator to the Graduate School.

GRADUATE SCHOOL WEBSITE
The Graduate School sets the policies and procedures governing your graduate studies. You will be well served by spending some time on the Graduate School website (www.grad.stonybrook.edu). The “New & Current Students” tab contains links to various forms as well as the Grad Bulletin and Academic Calendars.

GRADUATION
The semester that you intend to Graduate you should apply for Graduation via SOLAR (under Academic Records select Apply for Graduation). There are deadlines set each semester by the Graduate School. Please pay attention to these and apply in a timely manner.

The Application for Graduation is not binding. If you need to postpone your graduation by a semester, you will need to complete a Change in Graduation Date form. This may be found on the Graduate School’s website.

Please note that candidates for December/Fall and May/Spring diplomas must be registered for at least one graduate-level credit in the semester they intend to graduate. If you intend to graduate in August/Summer, you will need to be registered for BEE 800 (Summer Research), but you may take it for zero credits.

INFORMAL SEMINAR
The graduate students run an informal seminar series on Tuesdays at noon in which they present research results or discuss new ideas. Most students give at least one presentation during their time in the program. This is a great opportunity for students to get feedback on their work and get to know their colleagues. You are expected to attend, regardless of whether you have signed up for credit via BEE 670.
**INSURANCE**
Stony Brook University requires that all students have health insurance. Stony Brook will automatically enroll you in the university program (and bill you) shortly after you register for classes. If you have alternate insurance, it is important to waive the mandatory health insurance on SOLAR. This will need to be done each semester. If you discover the charges are still on your SOLAR account in late September, please speak with the Graduate Program Coordinator. There is a deadline after which waivers are no longer granted.
On extremely rare occasions MA students have TA/GA or RA appointments. If you receive one of these appointments, there are alternate insurance options available for you and you should speak with the Graduate Program Coordinator.

**LEAVE OF ABSENCE**
Rarely it arises that a student needs to take a leave of absence from graduate studies for a longer period of time. A Leave of Absence requires more formal paperwork and must be approved by the Graduate Program Director and the Dean of the Graduate School. Leaves are usually granted for one semester or one year. If you are not going to be registering for courses, but have not completed the degree, it is critical that you request a Leave of Absence. Failure to do so will result in a hefty readmission fee (currently $500).
Candidates who do not complete their degree requirements must reapply for a subsequent degree awarding period. Degree applications are not carried forward.

**NEW YORK STATE RESIDENCY**
Domestic students who are not NY State residents should consider applying for residency at the end of their second semester. NY State residency comes with a lower tuition. The residency application form can be downloaded from the Bursar’s website. To establish residency you should register to vote, obtain a NY state driver’s license. If you own a car that is registered in your name, you will need to change to NY state registration and register your car. Other documents that can be used to support your residency application include a local bank account (with statements mailed to your address) or a utility bill in your name (with a local address).
For more information, and the application form, refer to the Bursar/Student Accounts website.

**PARKING**
Visit the Parking Services webpage at [http://www.stonybrook.edu/parking/](http://www.stonybrook.edu/parking/) for more information about parking at Stony Brook. Students living on campus may apply for Resident Parking permits. Please note that parking on campus is quite limited and strictly enforced. Parking Services will issue parking tickets. Unpaid parking tickets will prevent you from registering and can delay your graduation or the issuance of your diploma. To prevent these headaches, refer to the latest parking map which can be found on the “Where to Park“ link on the Transportation and Parking website.

**PHOTOCOPIES**
Every student will receive their own copier code to make personal copies. The cost is $.02 per copy. Bills will be placed in your mailbox each month. Please try to pay them promptly. You can pay by cash or make checks payable to IFR 900214. This number is not to be used for copies made for teaching assignments.

**PROGRAM REQUIREMENTS**
Students must complete 30 graduate credits and a masters’ project for the degree. Of the 30 credits, 12 must be electives in your chosen track.
Between 14 and 16 credits will be used for required classes. The required classes are BEE 576, BEE 556 and BEE 599. You must take Colloquium (BEE 671 and BEE 672) each semester you are on campus. Also required is a statistics class.

**REGISTRATION**

Registration should be completed as early as possible. To avoid late charges, you must be registered for at least one credit before the first day of classes. The Graduate School publishes calendars with the deadlines for adding, dropping and swapping classes. Failure to pay attention to these deadlines will result in additional fees, tuition liability charges and increased paperwork as you will need to petition the Graduate School to make changes to your registration.

The final deadline to complete registration changes is generally the end of the third week of classes (otherwise known as ‘Snapshot’). If you are not registered as a full-time student by then you risk losing any scholarships you have been awarded and if you are an international student, jeopardize your F-1 visa status. The GPC will send out reminders, but this is your responsibility.

**REGISTRATION BLOCKS**

If you are prohibited from registering, please check your SOLAR account. Oftentimes holds are put on your account because you need to provide the Graduate School with additional information or you owe fees such as parking tickets.

**SEMINAR**

At least four BEE seminar courses are offered annually, two each in the general areas of ecology and evolution. The courses are generally listed as BEE 690 and BEE 693.

**SHOW AND TELL**

The nickname for BEE 556, Research Areas of Ecology & Evolution, this is a course taken during the fall semester of a student’s first year. Faculty in the program present their research to acquaint students with research opportunities and to provide a chance to meet all faculty members in the graduate program. Pay close attention during this course. It is in lieu of a formal lab rotation, and you should be looking for a lab to join and research opportunities.

**MA CAPSTONE PAPER**

A paper required for graduation. Completed during your last semester while you are enrolled in BEE 599, you must register for 2 credits of BEE 599 while working on the paper. If you do not finish your capstone while taking BEE 599 it is critical that you speak with the GPC. Even if you have completed your coursework, you will not be allowed to graduate until your paper has been approved.

**TRACK**

The E&E MA program offers two tracks, one in Evolution and one in Ecology. Track is synonymous with Concentration. Your track should be declared at the end of your first semester. Please contact the GPC to complete a “Do-All” form.

**a final note about DEPARTMENT CULTURE**

Ecology & Evolution holds multiple social activities. One way to engage in both fun and scientifically stimulation discussions is to attend these events. Every Friday, soup is made by a volunteer in the Department. Make soup once and you will enjoy a $1 bowl the rest of the time! This is a great opportunity to share a meal with fellow students and faculty. Oftentimes social activities are associated with visiting seminar speakers. You are welcome to attend these events. Twice a year the students invite a speaker and you should certainly participate in this event. The department holds an annual picnic and Christmas party. We hope you will attend both.
In addition, there is an annual retreat in February. You should feel free to present a poster on your ideas. This will enable you to get feedback that may be very helpful in writing your final paper. We cannot emphasize enough the importance of becoming involved in the department and being a good department citizen.