THE HANDBOOK

NAVIGATING THE GRADUATE PROGRAM OF THE DEPARTMENT OF BIOCHEMISTRY AND MOLECULAR BIOLOGY AT THE UNIVERSITY OF GEORGIA

A HANDBOOK OF PROCEDURES, POLICIES, AND PRACTICES

Updated 04/11/11

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PART A

THE DEPARTMENT

The Research Mission of The Department

The Department's research mission is to generate new knowledge and original concepts related to solving basic and applied problems in the fields of biochemistry and molecular biology, broadly defined. Faculty members are pursuing a wide range of research questions related to the structure and function of biomolecules. Internationally recognized and well-funded research programs are established in the areas of extremophile biology, RNA processing/editing, structural biology, enzymology, glycobiology, molecular medicine, plant biology, infectious disease, proteomics, and bioinformatics, among others. The Department is enriched by the involvement of its faculty in many highly interactive and interdepartmental research centers that are housed at the University of Georgia. Among these are the following:

The Bioenergy Science Center
The Biomedical Health Sciences Initiative
The Cancer Center
The Center for Metalloenzyme Studies
The Complex Carbohydrate Research Center
The Georgia X-Ray Crystallography Center
The Institute of Bioinformatics
The Plant Center
The Southeast Collaboratory for Structural Genomics
The Southeast Collaboratory for High-Field Biomolecular NMR

The Center for Tropical Emerging Global Diseases

In addition, several large, federally funded research resource centers and program project grants provide opportunities for research in stem cell biology, biomedical glycomics, and structural biology. Research faculty have active, funded programs that utilize a diversity of experimental systems, such as prokaryotes (including thermophiles), parasites, plants, Drosophila and other insects, zebrafish, mice, rats, and cultured cells from many sources.

The Academic Mission of The Department

The Department's academic mission is to foster in our students the development of independent learning strategies, creative thinking habits, and effective communication skills. The academic programs are designed to encourage the student's innate enthusiasm to achieve. Original research is fully integrated into the graduate (and undergraduate) curriculum of the Department, which prepares students for positions in academia, agrobiology, biotechnology, government, professional post-graduate programs, and other job sectors. The Department provides training toward research-intensive PhD degrees that are highly sought-after by academic, industrial, and governmental agencies looking to hire the best and brightest. Federally funded research programs (NIH, NSF, and/or DOE) provide resources that amply enrich the opportunities for graduate training in diverse research areas. Our current graduate student body consists of approximately 60 students from all over the United States and abroad. The department has historically provided competitive stipends and tuition waivers.

PART B

ADMINISTRATIVE PROCEDURES

1. WHO DO I ASK ABOUT…?

Graduate course requirements	Angie Stockton (Graduate Coordinator) or Dr. Lance Wells (Graduate Director)
Course registration, graduate student files and forms	Angie Stockton- Life Science B127
Personnel, payroll, ,	Martha Roach- Life Sciences B128
Notary public	LeGail Tudor- Life Sciences B128
Departmental van, fax, keys	Don Auber- Life Sciences B122
Reimbursements	Mildred Sparks- Life Sciences B128
Computers, A/V equipment, department listserves	Syed Ali, Life Sciences C102
Graduate student affairs	Angie Stockton or Dr. Lance Wells
Grievances	Dr. Lance Wells or Dr. Stephen Hajduk (BMB Department Head)

HELPFUL ONLINE RESOURCES

UGA Biochemistry & Molecular Biology (BMB) Department Website
www.bmb.uga.edu

UGA email and myID account
Register for email account and university myID
www.uga.edu/myid

OASIS (Online Access to Student Information Systems)
Online course registration, student account and transcript information
oasisweb.uga.edu

UGA Parking Services
Register and pay tickets online
If you're going to be parking on campus, get your permit on your first day
www.parking.uga.edu

UGA Health Center
Clinic services, hours and contact numbers
www.uhs.uga.edu

UGA Police
On campus reports of criminal activity or disturbances
706-542-2200 (Emergency phone)
706-542-1188 (direct line for hearing impaired, TTY)

UGA Counseling and Psychiatric Services
Services, hours, and contact numbers
www.uhs.uga.edu/caps/index.html

UGA library
Hours, holdings, online journals and literature services: www.libs.uga.edu
UGA library list of online journals: www.libs.uga.edu/ejournals
Science Citation Index: isi1.isiknowledge.com
Many other reference sources: www.galileo.peachnet.edu

Graduate School
Forms, contact info, and policies (remember that ALL forms get turned into Angie—she will turn them into the graduate school for you and make a copy for your BMB records)
www.uga.edu/gradschool

UGA Student Newspaper
Red & Black (an independent student newspaper): www.redandblack.com

Athens life

Flagpole (local events weekly): www.flagpole.com
Athens Banner-Herald (local daily paper): www.onlineathens.com

2. COMMUNICATIONS

Electronic Mail

All faculty, staff, and graduate students need a university and/or departmental email account (to get a UGA "MyID", go to www.uga.edu/myid).

All students will receive a bmb email acct (@bmb.uga.edu). This is the only email address by which the department will officially interact with you. It is your responsibility to keep this mailbox from reaching its capacity. E-mails that are bounced back to the department will not be sent again.

faculty@bmb.uga.edu	= All BMB faculty
postdocs@bmb.uga.edu	= All BMB post-docs
grads@bmb.uga.edu	= All BMB graduate students
allbmb@bmb.uga.edu	= Everyone on the above lists

The above mailing lists are to be used ONLY for posting information of a truly professional nature. Posts should be of reasonably high interest to the members of our department (seminars, departmental receptions, security-related items, etc.). Items for sale, kittens looking for homes, and other such personal communications are not appropriate postings to these lists. Please do NOT distribute these email addresses. They are for departmental use only. Distribution could result in a lot of junk mail in everyone's mail files, decreasing the effectiveness of all communications through these addresses.

Telephones

To make a call to an on-campus number, dial the last 5 digits of the number. To make a local, off-campus call, dial 9 + the 10-digit telephone number (area code + number). To make a long-distance call, dial 9 + 1 + the 10-digit telephone number and your current authorization code. Get authorization codes from your major professor/supervisor, who will be responsible for the charges associated with your call.

Mail (Davison Life Sciences Building, CCRC)

Campus and US mail is delivered and picked up daily. Please remember to affix proper postage to personal mail.

3. OFFICE SUPPLIES AND EQUIPMENT

See Angie Stockton in Life Science Bldg or Karen Howard in the CCRC.

4. DEPARTMENTAL SEMINARS

The BMB Regular Seminar series is scheduled to begin at 3:30 pm Fridays during the semester in Room C127 of the Davison Life Sciences Building. All faculty, students, postdocs, and research staff should consider attendance at the departmental seminar to be mandatory. The seminar series is held at great expense to the Department and features cutting-edge work in biochemistry and molecular biology. For your own professional development and as a courtesy to the speakers and hosts, you should embrace the habit of regularly attending seminars. As your career evolves, you will one-day be giving guest seminars at other institutions. Imagine the reward of presenting your hard-won research results to a full room of interested scientists. As a community, we should extend this courtesy to our guest speakers, which includes attention during the talk and participation in lively question/answer sessions at the end of the seminars. No question is unworthy of being asked.

In fact, seminar speakers enjoy questions from students far more than questions from faculty. Do not hesitate to participate in the discussion. The official schedule for the BMB Regular Departmental Seminar is listed on the home page of the BMB website (http://www.bmb.uga.edu/home/seminars/index.php). Currently, attendance is monitored at Regular Seminars for first and second year students only (see the current syllabus for BMB8060 and below for details). The goal is to build constructive habits that will carry forward into your later years of graduate education. After completion of qualifying examinations, the Department expects that its graduate students will all have obtained a sufficient level of professionalism that attendance at seminar need not be monitored. However, this practice is reviewed annually by the faculty course organizers that are responsible for BMB8060.

The BMB Student Seminar Series is scheduled to begin at 11:10 am, Mondays during the semester in Room C127 of the Davison Life Sciences Building. The Student Seminar Series provides a unique opportunity to present your research to your peers. All students should attend this series to provide support and advice to each other. Faculty, postdocs, and research staff are also strongly encouraged to attend and participate in discussions. Currently, students in their 3rd and 4th years are required to present their research progress once each year. The schedule is established in the early fall of each academic year and is listed on the BMB website (http://www.bmb.uga.edu/home/seminars/index.php).

Ph.D. defenses are scheduled throughout the semester and will normally take place on Wednesdays at 11:10 am in Room C127 of the Davison Life Sciences Building. These seminars are special occasions for the Department and are expected to draw broad attendance from faculty, students, postdocs, and research staff. The thesis defense is a momentous event, an opportunity to celebrate the scientific achievements of the Department's members.

Many other departments at the University maintain excellent seminar series' that you may wish to consider attending. Among them are the Complex Carbohydrate Research Center Seminar Series, the Department of Cell Biology Seminar Series, the Department of Genetics Seminar Series, and the Program in Developmental Biology Seminars. Some of these seminars may be highlighted and advertised to you through specific mailing lists or postings around Davison Life Sciences, the CCRC, or the Coverdell Building. Attendance at these seminars is highly encouraged, to the extent that they are of interest to you or relevant to your research. BMB does not hold a monopoly on high quality seminars. However, attendance at a non-Departmental seminar cannot substitute for attendance at a BMB Regular Seminar for those enrolled in BMB8060.

5. BOOKS AND JOURNALS

UGA library list of online journals: www.libs.uga.edu/ejournals/
Science Citation Index: isi1.isiknowledge.com/
Current Prot. in Mol. Biol.: www3.interscience.wiley.com/cgi-bin/mrwhome/104554809/HOME
Many other reference sources: www.galileo.peachnet.edu/
Guided tours are available for The Science Library in the Boyd Graduate Research Center.

6. DEPARTMENTAL VEHICLES

A limited number of state vehicles are available for specific purposes related to Departmental or research needs. See Don Auber (Life Science) or Karen Howard (CCRC) for details and procedures.

7. STIPEND, FEES, AND HEALTH INSURANCE

Maximal allowable (50%) graduate school rates are established by the graduate school and rate changes going into effect January 1st of each year. All graduate students pre-candidacy shall have a

stipend 45% and post-candidacy a minimum salary of 47.5% (up to a maximum of 50% at the discretion of the mentor).

Fees are incurred each semester and may include technology, facilities, health, athletic, activity, transportation, and matriculation fees among others. Currently, fees run ~$750 per semester and are the responsibility of the student.

All students must have a health plan. More information about the subsidized UGA health insurance for graduate students can be found at http://www.hr.uga.edu/benefits/stuins/stuins_man_grad.html

PART C

GRADUATE STUDENT INFORMATION

1. GENERAL POLICIES

Annual Progress Reports

All students, regardless of their source of financial support (Teaching Assistant, Research Assistant, other Fellowship), must submit an annual progress report by September 15th of each year. ***Students who are planning on graduating during that Fall semester must still file an annual progress report.*** Forms will be e-mailed to all students by September 1st and should be returned promptly. One essential requirement for meeting progress expectations is that you will have had a thesis committee meeting during the previous year (prior to the Sept. 15 filing date). The Annual Progress Reports serve two purposes: 1) They ensure that each student is moving forward toward completion of their thesis; and 2) They provide an overview of the state of the Program, facilitating the oversight function of the Graduate Affairs Committee.

Academic Appeals and Good Standing

Students have the right to appeal decisions regarding academic matters. An appeal must be made within thirty days after receiving the written (or e-mail) ruling, and students should ask the Department Head what procedures are appropriate. Grades are appealed within the department or college in which they are earned, which may not be the student's major department or college. In general, appeals should begin at the level at which the decision was made. Therefore, in the case of grades, a student would begin with the instructor. If students are dissatisfied with the outcome of the initial appeal to the instructor the Head of Department should be contacted to seek resolution. After the Department, the graduate students' next line of appeal is to the Dean's office for the Graduate School. For appeals regarding departmental program decisions, the first level is to the Graduate Director, then to the Graduate Affairs Committee.

Students must follow the requirements of the department and the graduate school to remain in good standing. Graduate students who do not meet the requirements may be placed on academic probation by the graduate school and/or the department. The department also retains the right to place a hold on a graduate student's records such that the student can not register, and thus not be payed a stipend, if requirements are not met. Expulsion from the program for a student on academic probation is by majority vote of the graduate affairs committee after consultation with the Student, the Chair of the Department and the student's mentor and thesis committee.

Electronic M.S. Thesis and Ph.D. Dissertations

All theses and dissertations must be filed electronically. See details on the web page at: www.uga.edu/gradschool/academics/thesis.html.

UGA Policy Statement for Teaching/Laboratory Assistants

All departments must conform to the following guidelines to prepare graduate students, including laboratory assistants, who will have instructional responsibilities.

i. All new GTAs (graduate teaching assistants) and GLAs (graduate laboratory assistants) must attend the university-wide workshop for Graduate Assistants held before the beginning of fall semester classes.

ii. All graduate students should enroll in GRSC 7770 (1 credit hour) in their first semester in residence.

iii. International GTAs and GLAs whose native language is not English (*i.e.*, those required to take the TOEFL) are required to take the TAST (TOEFL Academic Speaking Test), before being considered for a teaching assignment. Students scoring 250 or above on either of these tests may be assigned teaching assignments after fulfilling conditions "i" and "ii" above. Students scoring below 250 must enroll in one or more language and cultural orientation courses, depending upon their score, before being given teaching or laboratory assistantships.

Outside Fellowships

First-year students may be eligible for NSF, NIH, Howard Hughes, American Heart Association or similar national pre-doctoral fellowships. Students are STRONGLY encouraged to apply for outside funding; it is to your advantage and to the advantage of the Department and the University. Some forms are available from the Graduate School. Many deadlines for external fellowships are in early November. Accordingly, most fellowship applications do not require that the student have generated any relevant preliminary data. Fellowship-granting organizations are more interested in assessing the ability of the applicant to present a logical argument in a clear and concise narrative. A member of the Graduate Affairs Committee is available to assist any student interested in applying for external fellowships. The Graduate Director can also steer you toward appropriate resources. See www.uga.edu/gradschool/financial/outside_sources.html for more information. For NSF graduate research fellowships, see www.nsf.gov/grfp.

Outside Employment

Successful graduate study is, at minimum, a full-time endeavor. The faculty of the Department works very hard to maintain the stipend at its maximum, allowable level (within the limits set by the State Government acting through the University Board of Regents). The stipend provides sufficient income for the expected cost of living of a graduate student in Athens, leaving little justification for undertaking other outside employment. Thus, employment is prohibited without consent of the mentor and majority consent from both the remaining members of the thesis committee and the Graduate Affairs committee (that will rarely be given).

Travel

If money is available, the Department may provide travel funds for graduate students to attend scientific meetings. Departmental travel funds are allocated by the Department Head. Students applying for domestic travel money from the Biochemistry Department must also apply for travel funds from the Graduate School, and for international travel from the Office of the Vice President for Research (see below). The principal investigator (major professor) must approve funding from individual research grants. Current deadlines can be found in the appendix.

i. Students must apply for funds from the Graduate School and meeting organizers (if available).

ii. Students mut be making a presentation at the meeting (required by Graduate School).

iii. Major professors should justify the student's attendance at the meeting.

iv. Priority will be given to students who do not have access to other travel funds.

If you are traveling on University-related business, regardless of how your expenses are covered, you must complete a travel authority (see Angie Stockton in Life Sciences or Karen Howard in the CCRC) at least three weeks prior to departure. Airfare can be charged directly to specific grants by an authorized travel agent, but you must complete the travel authority prior to contacting the travel agent. You can also be reimbursed for airline tickets prior to travel. Meals, lodging and other travel expenses will be reimbursed at an appropriate per diem rate after completion of the trip. Upon your

return, you must complete a Travel Expense Statement in order to be reimbursed for these expenses. Receipts for lodging, meeting registration, airfare (if not previously submitted), shuttle service, parking, and gas must be submitted with the expense statement. Daily meals will fall under the per diem reimbursement rate.

The Graduate School has limited funds to assist graduate students with travel to present papers at professional conferences within the United States. The Office of the Vice President for Research (OVPR) has limited funds for international travel to meetings. ***Travel requests to either the Graduate School or OVPR must be submitted through Angie Stockton, and are only accepted for consideration four times per year – see Angie Stockton for more details.***

2. Ph.D. DEGREE

Forms

Forms that must be submitted to the Graduate School or the Department are available at the Graduate School web site (www.uga.edu/gradschool/forms&publications/currentstudent_forms.html), the BMB Department web site (http://www.bmb.uga.edu/home/graduate), or from Angie Stockton. Remember that all forms are to be turned in to Angie Stockton who will make a copy for your BMB file and for programmatic review by the Graduate Affairs Committee. Angie will forward completed forms to the appropriate office.

Teaching Skills

The Department values high-quality undergraduate/graduate instruction and provides several mechanisms by which graduate students can practice and improve their teaching skills. First, all graduate students must enroll in GRSC 7770, a course designed to establish clear, minimum standards for effective teaching. Second, students enrolled in the Departmental Graduate program contribute a significant fraction of the total teaching assistants required by the Division of Biology at the University. The Department's long-standing participation in this major teaching effort is a clear indication of the commitment to undergraduate instruction. Further, all students, regardless of status, will serve as graders for departmental courses during the Fall and Spring of their second year in residence. Additional teaching opportunities are available through other departmental programs and outreach activities; and all graduate students are encouraged to expand their teaching experiences as allowed by their research progress. Students should discuss their required or planned teaching commitments with their major professor prior to requesting a formal assignment to a specific course.

Laboratory Rotations

Students on TA in the BMB program are required to do two, strongly encouraged to do three, and may elect to do four rotations in BMB affiliated laboratories. Rotations are expected to present the student with opportunities to work in the laboratory, learn research techniques, and participate in active research programs. Direct admit students are expected to be actively working in the laboratory of their major professor. ***All students should also sign up for 1 hour of BCMB 8070 (Laboratory Meeting) every semester in residence (Angie Stockton can provide the appropriate section during your rotations-the graduate director).*** All first year BMB students should register for BCMB 8035 both fall and spring semesters. Rotations will acquaint students with a range of research approaches, experimental techniques, and laboratory cultures. Even students who have already decided on a major professor will gain benefit from rotating through other laboratories. Rotations will last ~2 months. Specific start and end dates for each rotation will be posted by the

Graduate Affairs Committee to all students and professors in advance of the fall semester each year. The first rotation will begin no later than the first day of classes in the Fall.

At the conclusion of each rotation, students must write a summary of their research efforts. This summary should be no more than 300 words (*i.e.*, no more than one double-spaced page) and should describe the hypothesis, methods, and results of their rotation project. It is understood that not all rotations will yield results, but students should be able to communicate the purpose and techniques of their work. The report should be written by the student but discussed and approved by the rotation mentor. This report should then be e-mailed to Angie Stockton as a .doc or .pdf file, so that she can distribute it to the Graduate Affairs Committee for their review. Students should expect written feedback via email within 10 days from the Committee. Near the end of the spring semester, ***ALL*** first year students will be expected to give a 10 minute presentation, to be followed by 5 minutes of questions, that describes one of their rotations. For students directly admitted to a major professor's laboratory, this presentation should describe their research progress. The date and time for Rotation Talks will be set by the Graduate Affairs Committee and will be open to all faculty, staff, and students of the BMB program.

Post-Rotation Requirements

Students will join the laboratories of their major professor no later than the end of spring semester of their first year. At this point, they will register for BCMB 9000 instead of 8035. ***All students should also sign up for 1 hour of BCMB 8070 (Laboratory Meeting) every semester in residence (Angie Stockton can provide the appropriate section for your laboratory).*** The Laboratory Meeting Course serves an important function for most BMB laboratories, providing a forum for organizing the laboratory, discussing data, and exploring new concepts with the laboratory members and the major professor. Upon joining a laboratory, an executed "thesis mentor form" should be turned into Angie Stockton. http://www.bmb.uga.edu/home/graduate/phdforms.htm

Seminars

The BCMB8060 course (Biochemistry and Molecular Biology Seminar) consists of two parts, the BMB Regular Seminar Series and the BMB Graduate Student Seminar series. The Graduate Student Seminar Series, organized by the graduate students, provides a valuable opportunity for students to present their research progress to their peers. The Graduate Student Seminar Series meets Mondays at 11:10 a.m. ***All students are expected to give a Graduate Student Seminar on their thesis research and progress in their 3rd (Fall) and 4th (Spring) years of residence.*** This venue also provides students with experience in organizing and presenting data to a diverse audience. Specific guidelines and scheduling are provided to the students by the seminar committee. Students should find this invaluable for their future careers as they prepare seminars for meetings and job interviews. While it is expected that students will present their research progress during 8060, there is the possibility on rare occasions that some extreme situation arises that precludes the student from being able to discuss their research findings in a departmental setting. Lack or perceived lack of scientific progress does not constitute an extreme situation. If the student in consultation with their P.I. believes such a rare instance has arisen then they must get approval from the majority (at least 3) of their thesis committee members to not present a research seminar. In such a case, the student in consultation with their P.I. and thesis committee will choose a topic area related to their research endeavors to discuss during seminar. Furthermore, the student will make the seminar committee aware via email that they will be presenting a talk on a research area instead of their own research and copy in their entire thesis committee as well as the Director of Graduate Studies and Departmental Head at least two weeks before their scheduled seminar date. Since talking about one's

own research in a public venue is an important exercise in becoming an independent scientist, we strongly encourage the P.I. in these unfortunate cases to make such an opportunity available to their student(s) at such time as they feel it is appropriate.Evaluation forms will be distributed to all attendees at the Graduate Student Seminars and faculty members attending the seminar will be available to offer suggestions for improving student presentations. The BMB Regular seminar, organized by the faculty, meets Fridays at 3:30 p.m. ***All students should register for 2 hours of BCMB 8060 every semester for which they are enrolled and should attend a minimum of 75% of both the Regular Seminars and Graduate Seminars.*** In the case of an unavoidable conflict with coursework or teaching obligations, you must petition the Graduate Director to avoid registering for this course. All students should sign up for 2-hours of 8060. Students not presenting will receive a grade of either A or F depending on their attendance (as defined as a necessary percentage by the instructors of 8060—see course syllabus). Note, students presenting must still attend the appropriate number of seminars.

Journal Club

Many journal clubs are offered by various groups within the Department. These journal clubs meet at various times and are generally open to any interested student. It is the responsibility of the major advisor to make sure that all graduate students under their direction are participating in a journal club. ***All students should register for 1 hour of BCMB 8080 (Journal Club) every semester for which they are enrolled and should actively participate by giving presentations (Angie Stockton can provide the appropriate section for your laboratory.*** Journal Club participation provides important experience and a mechanism for students to stay current with the primary literature.

Major Professor

Major professors are selected by mutual agreement between a faculty member and the student. The rotation system is designed to help new students identify major professors appropriate for their research and educational goals. A major professor should be chosen by the end of spring semester of the first year and must be a member of the Graduate Faculty of UGA. Students may change major professors later if appropriate arrangements can be made, although this may result in an extension of the student's tenure in graduate school.

Graduate Advisory Committee

Every doctoral student, with the advice of his or her major professor, will select an Advisory Committee (also more generally referred to as the Thesis Committee) and have their first meeting by the beginning of the fall semester of the second year. Once the committee is formed, the "Advisory Committee for Doctoral Candidates" form must be submitted to the Graduate School through Angie Stockton in the BMB front office.

The Advisory Committee will have a minimum of 4 faculty members, including the student's major professor. The committee must be approved by the Graduate Affairs Committee and include at least two members of the BMB Department (regular faculty). A minimum of three members of the Advisory Committee must be members of the graduate faculty of UGA. Persons employed by The University of Georgia and who hold the following ranks may serve on doctoral committees: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Persons having the following ranks may not serve on doctoral committees in an official capacity: instructors, lecturers, and academic professionals. In addition to the regular committee members, a person having no official relationship with The University of Georgia may be appointed to serve as a voting member on the advisory committee of a graduate student on nomination by the graduate director and approval of the dean of the Graduate School. When

nominating a non-affiliated person, the graduate coordinator must submit the nominee's current resume with the appropriate forms and a letter addressed to the dean of the Graduate School explaining why the services of the non-affiliated person are requested. A person nominated must have distinguished credentials in the field of study. A non-affiliated person appointed to a graduate student's committee must attend meetings associated with the appointment.

The composition of the Advisory Committee can change over the course of the student's graduate career as needed to ensure that the most appropriate advice is available to guide the evolving thesis project. Changes in Advisory Committee membership should not violate the general guidelines for composition of the committee (see above). The Graduate Affairs Committee should be notified in writing of Advisory Committee changes as soon as possible, but before the first Advisory Committee meeting is held with the new members. A new "Advisory Committee for Doctoral Candidates" form will need to be filed with the Graduate School through Angie Stockton. The first meeting of the advisory committee will be held by the end of the fall semester of the second year to help the student design a plan of study and plan the qualifying exam. Permission to delay the first committee meeting must be obtained from the Graduate Affairs Committee. By the end of fall semester of the student's second year, a "Preliminary Doctoral Program of Study" form must be submitted to the Biochemistry Department through Angie Stockton.

Responsibilities of the Graduate Advisory Committee:

i. A student's Advisory Committee must meet at least once a year. The scheduling of meetings should be initiated by the student. Committee members are expected to provide as much flexibility as possible to meet this high priority need of the Graduate Program. Following each meeting, committee members must sign an "Annual Evaluation of BMB Graduate Students" form. These reports are required as part of the annual evaluation of graduate student progress.

ii. It is the expectation of the BMB Graduate Program that students should be able to complete their course of study within five years. The deliberations of the Advisory Committee should balance this goal against real progress in the student's thesis work to achieve the best possible outcome.

iii. The Advisory Committee will prepare, administer, and grade qualifying examinations.

iv. Members of the Advisory Committee should be available to the student for advice and guidance beyond the confines of the annual meeting. Students should expect that Advisory Committee members are a resource for both scientific considerations and also for discussing topics related to professional development.

Admission to Candidacy

Students must pass a comprehensive qualifying examination before becoming a candidate for the PhD degree (detailed below). The qualifying examination should be completed by the end of the Spring semester of the second year. Failure to take the qualifying exam by the end of the Spring semester will be considered inadequate progress and may affect the student's financial support, ability to register, and academic standing. In exceptional circumstances, a student may petition the Graduate Affairs Committee to delay taking the qualifying exam.

Qualifying Examinations

The qualifying exam is comprised of two parts: a written research proposal based on the student's proposed dissertation research, and an oral exam based on the presentation and defense of this proposal. The oral defense assumes mastery of a broad knowledge base related to the student's

proposed research. Therefore, student's should expect that oral exam questions from Advisory Committee members may range beyond the narrow boundaries of the written proposal, probing for evidence that the student has acquired comprehensive knowledge related to the biochemical and molecular principles of their thesis proposal. One purpose of this exam is to evaluate the student's ability to develop a practical and coherent experimental approach to a problem in their interest areas. Another purpose is to encourage students and their committee members to focus as soon as possible on developing a viable dissertation subject. At the discretion of the committee, additional work (written or oral) may be requested of the student to remedy deficiencies identified during the examinations. The qualifying exams will be graded pass or fail (no more than one dissenting vote). All members of the students Advisory Committee must assign a pass/fail grade to the written component and be present for the oral exam, either in person, or by teleconference, if necessary. If full attendance is not possible, contact the Graduate Director for allowable alternatives.

According to UGA Graduate School rules, the oral exam is a public exam. The Graduate School must be notified at least two weeks before the examination so that the Graduate School can publish notice of the exam, and send the required paperwork to the student's major professor for Advisory Committee signatures. This letter should be signed by the Graduate Director or Dissertation Advisor and should include the student's name, title of presentation, time, and place. Alternately and preferably, all the information can be e-mailed to Angie Stockton, at least three weeks before the planned examination date, for her to send to the Graduate School.

Research proposal guidelines. The written research proposal will take the form of the narrative portion of an NIH or NSF predoctoral grant proposal. The format of the proposal should generally follow NIH or NSF grant preparation instructions. Please use a font size of 11 or 12, single-spaced with numbered pages, and not less than ¾" margins all around. Total length should be at least 12 pages and not exceed 15 pages, including figures but excluding references. In general, the proposal should include the following:

i. A "Specific Aims" section that provides a short introductory paragraph or two, which presents the major hypotheses being tested, and 2-3 specific aims to be accomplished during the thesis work (1 page).

ii. A "Background and Significance" section that reviews the essential background related to the project and highlights the significance of the research. Progress and limitations in the field should be discussed. The student should demonstrate a comprehensive understanding of the relevant literature, but should also be concise, selectively discussing the most important experimental paradigms and key results in the context of the goals of the thesis proposal (4-6 pages).

iii. A "Preliminary Results" section is optional, but a minimal presentation of relevant results can be a valuable addition to assist the Advisory Committee's evaluation. The results need not be generated by the student's own efforts, but the work of others should be appropriately credited (0-2 pages).

iv. The "Experimental Design" section (6-9 pages) should outline specific experimental approaches that will be applied to each aim, including appropriate controls, possible outcomes, potential pitfalls, and alternative approaches. A short concluding section should provide a realistic timeline and an overview of the research priorities.

v. The total pages including Specific Aims, Background and Significance, Preliminary Results and Experimental Design should not exceed 15 pages.

vi. The proposal should be concisely written. Tables and Figures should be numbered, embedded in the text, clearly referred to in the text, and presented with informative legends

(included in page limit). The document should be completely referenced (Literature Cited) with full citations (not included in the page limit).

vii. The proposal **must** be presented via email and hardcopy to the Advisory Committee at least two weeks prior the oral preliminary exam. Failure to do so will require orals rescheduling.

The purpose of this proposal is to evaluate the student's ability to develop and present a coherent, logical, and well-thought-out research project in the area of their thesis research. Therefore, while the student may consult with their major professor regarding the written proposal prior to distributing it to their committee, the proposal should represent the student's independent work. It is expected that research progress may mandate changes in the aims and experimental approaches of the project. These evolving targets should be actively discussed in the annual Graduate Advisory Committee Meetings. It is important to note that a student can request an Advisory Committee Meeting at anytime. Committee meetings need not be limited to one per year. Students, in consultation with their major professor, are primarily responsible for obtaining the advisement needed to ensure timely progress toward completion of thesis research.

Oral exam guidelines. The oral exam will begin with the student delivering a formal oral presentation (~30 minutes) of the written research proposal. At any time during the presentation, the committee (and any other faculty members of the BMB Department who may be present) may question the student on any subject that they deem to be relevant to the proposal. In order for the oral exam to assess the student's own capacity for independent thinking, the major professor is discouraged from speaking during the exam. To this end, the senior-most member of the Advisory Committee will serve as the presiding chair of the oral examination. If deemed necessary by the presiding chair, the major professor may clarify some questions or may question the student in limited areas. Although there is no specified time limit, the oral exam generally lasts ~2 hours.

Qualifying exam grades. A student will obtain the grade of "pass" or "fail" for both the written and oral component of the qualifying exam. This assessment is based on the quality of the written proposal and the oral defense. No more than one dissenting vote is permitted and the major professor's vote of approval is required for the student to pass the examination. After completion of the oral examination, the Advisory Committee may determine that the student has a particular area (or areas) of weakness that requires remediation. In this case, the student may be required to successfully complete additional coursework, directed reading, and/or additional written work. The committee members may also require that the student rewrite the research proposal in part or in its entirety and/or orally defend the proposal again.

It is expected that some students may not receive a "pass" on both their written and oral component of the exam. A "pass" must be achieved by the student before the beginning of the 3rd Fall semester in residence or it will automatically be assigned as a "fail." Generally, this deadline means that the student will have the remainder of the spring semester and the summer semester to satisfy the requirements imposed by their Advisory Committee. If a "pass" has not been assigned by the Advisory Committee before fall semester of the third year in residence, the student will be considered to have not successfully achieved PhD candidacy and should work with their major professor, their Advisory Committee, and the Graduate Director to negotiate their relationship with the Graduate Program. In some instances, it may be appropriate for the student to complete the requirements for a Master's degree. In some instances, the student will not be allowed to continue in the program. In all cases of failed qualifying examinations, the Advisory Committee, the major professor, and the Graduate Director are collectively charged with the task of assessing the student's likely capacity to make timely progress toward completion of a defensible Master's thesis, and with the responsibility of providing reasonable guidance during the student's transition to other endeavors.

Formal Admission to candidacy. The student must petition for admission to candidacy following successful completion of the written and oral components of the qualifying examination. This petition requires filling out the appropriate Graduate School form, which is provided to the major professor prior to the oral examination. As part of their application for admission to candidacy, students must provide the Graduate School with their "Final Doctoral Program of Study". All forms should be turned into Angie Stockton, who will make sure that everything is in order and then submit them to the Faculty of the Department and the Graduate School. During the first faculty meeting of the Fall semester, each student seeking candidacy will be voted on by the Faculty and announcements of the results from the Chair and the Graduate Affairs Committee shall be sent out to the students. Following admission to candidacy, there is a two-semester minimum residency requirement before the student can graduate. Upon admission to candidacy, the minimum stipend for the student is increased based on the allowable level prescribed by the University of Georgia Board of Regents (from 45% to 47.5% of the full-time maximum—50% is the maximum allowed by the Georgia Board of Reagents for graduate students).

Program of Study and Recommended Course Sequences

A "Preliminary Doctoral Program of Study" form should have been completed by the student and filed within the Department by the end of the Fall semester of the second year. The "Final Doctoral Program of Study" will be developed in consultation with the major professor and the Advisory Committee. The Final Program should be forwarded to Angie Stockton, who will file it with the Graduate School upon successful completion of the qualifying exam. Course recommendations are further described below. Course requirements can be waived by the Graduate Affairs Committee, so long as the waiver is supported by the student's Advisory Committee.

Required of all PhD students:

i. All students are required to take at least 30 hours of 8000 level courses, including 3 hours of BCMB 9300 (Doctoral Dissertation) in the final semester.

ii. All students are expected to enroll for at least 15 hours each semester, except for summers and the semester they graduate. During those semesters they are expected to take at least 12 hours; the last semester must include 3 hours of BCMB 9300.

iii. All Students must enroll in GRSC 7700 (1 credit hour).

iv. All Students must enroll in BCMB 8060 (2 credit hours every Fall and Spring), BCMB 8070 (1 credit hour every semester), and BCMB 8080 (1 credit hour every Fall and Spring)

v. International students whose native language is not English (*i.e*., those required to take the TOEFL) are required to take the Test of Spoken English (TSE) or its institutional equivalent, the SPEAK Test, before being considered for a teaching assignment. Questions about these requirements should be directed to the Graduate Affairs Committee.

vi. BCMB 9000 (Doctoral Research) may be taken for up to 12 hours a semester (S/U).

vii. Doctoral students must be enrolled in BCMB 9300 the semester they graduate.

Summary of Required Course Work for all Graduate Students (a grade of B- or better must be obtained):

i. BCMB8005, 8010, 8020, and 8030 (12 hours total).

ii. At least one of the following electives: BCMB8040, CBIO8010, GENE8920, or CHEM6911/12.

iii. 6 hours of 8000 level electives. Possible elective courses are listed at: www.bmb.uga.edu/home/graduate/courselist.htm

iv. BCMB8060 (2 credit hours), all Fall and Spring semesters in residence.

v. BCMB8070 (1 credit hour), all semesters in residence.

vi. BCMB8080 (1 credit hour), all Fall and Spring semesters.

vii. BCMB9300 (3 credit hours), final semester in residence.

Typical Graduate Career, Courses (credit hours):

YEAR 1

Fall: GRSC7770 (1); BCMB8005 (1); BCMB8010 (4); Elective; BCMB 8060 (2); BCMB8070 (1); BCMB 8035 to 15 hours total. Complete any TA duties and 2 lab rotations.

Spring: BCMB8020 (4); BCMB8030 (3); Elective; BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); BCMB8035 to 15 hours total. Complete any TA duties and 1 or 2 lab rotations. Rotation/Research Presentation at end of Spring; Choose Major Professor.

Summer: BCMB8070 (1); BCMB9000 (11). Form Advisory Committee and hold first meeting.

YEAR 2

Fall: BCMB 8060 (2); BCMB8070 (1); BCMB8080 (1); Elective(s); BCMB9000 (to 15 hours total). Serve as Grader for BMB.

Spring: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); Elective(s); BCMB9000 (to 15 hours total). Serve as Grader for BMB and complete Qualifying Exam.

Summer: BCMB8070 (1); BCMB9000 (11). Address any requirements from Qualifying Exams and obtain candidacy.

YEAR 3

Fall: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); Elective(s); BCMB9000 (to 15 hours total). Present research progress in 8060 and hold Advisory Committee meeting (Fall or Spring).

Spring: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); Elective(s); BCMB9000 (to 15 hours total). Hold Advisory Committee meeting if not done in Fall.

Summer: BCMB8070 (1); BCMB9000 (11). Hold Advisory Committee meeting if not done in Fall or Spring.

YEAR 4

Fall: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); BCMB9000 (to 15 hours total). Hold Advisory Committee meeting (Fall or Spring).

Spring: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); BCMB9000 (to 15 hours total). Present research progress in 8060 and hold Advisory committee meeting if not done in Fall.

Summer: BCMB8070 (1); BCMB9000 (11). Hold Advisory Committee meeting if not done in Fall or Spring.

YEAR 5 AND BEYOND

Fall/Spring: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); BCMB9000 (to 15 hours total). Hold yearly Advisory Committee meeting. Sign up for BCMB9300 (3) in semester of anticipated graduation.

Summer: BCMB8070 (1); BCMB9000 (11). Hold yearly Advisory Committee meeting if not done in Fall or Spring. Sign up for BCMB9300 (3) in semester of anticipated graduation.

Assisting in Courses

All graduate students (Master's and Doctoral, TA and RA) must serve as graders for the Department during the Fall and Spring of their second year in residence. Departmental teaching needs vary from year to year. Therefore, the Graduate Director will annually inform students of their teaching assignments.

Dissertation

The decision of when a student is ready to defend falls under the purview of the Advisory Committee and requires no more than one dissenting vote. This will usually occur at a final committee meeting prior to the defense and requires a letter of intent to defend (Form letter available for "intent to defend" on the website). This notification letter, addressed and hand-delivered to Angie Stockton, must be signed by the Graduate Director or Dissertation Advisor (major professor), the advisory committee and a member of the Graduate Affairs committee and must include the student's name, the title, the time, and the place of the defense seminar. This letter must be hand delivered to Angie three weeks before the anticipated defense date so that she can notify the graduate school. Doctoral students must submit their dissertations to their major professors before distributing them to their Advisory Committees. The format of the dissertation falls under the discretion of the Advisory Committee. It may be written as a series of papers already published or ready for publication, bracketed by an introductory/background survey chapter and a concluding chapter that places the entire body of work in context and indicates reasonable future directions. Alternatively, the student may prepare a thesis that is not restricted by the practical boundaries imposed on the content of published papers. Chapters that present data unlikely to be published or that provide unique insight into any aspect of the project are welcome additions to a PhD thesis, so long as the Advisory Committee and the major professor concur regarding the value of the content. Once approved by the major professor, the dissertation must be submitted to the student's Advisory Committee members at least two weeks before the defense seminar is held. Failure to do so will result in cancellation of the defense date by the department. It is ***strongly encouraged*** that all dissertation defense seminars be held at 11:10 a.m. on a Wednesday in C-127. All students, staff, and faculty of the department are highly encouraged to attend the dissertation seminar. If it is not possible to hold the defense seminar at the advised time, the student and major advisor may petition the Graduate Director to hold the seminar at another time and venue. Following the seminar, the student should be prepared to defend the contents of the dissertation before their Advisory Committee members and any other BMB Department faculty member that might choose to participate. After the defense, students may be required by their Advisory Committee to make revisions to the dissertation prior to submitting the final copy to the Graduate School. Therefore, scheduling of defense seminars should take into consideration the possible need for completing revisions before the University's submission deadline.

BMB DEPARTMENT PHD DISSERTATION (OR MASTER'S THESIS) CHECKLIST

Date Completed	
_____	Application for Graduation submitted to Graduate School no later than Friday of the first full week of classes the semester of the anticipated graduation date through Angie Stockton.
_____	Dissertation/Thesis approved by major professor.
_____	Dissertation/Thesis submitted to Advisory Committee at least two weeks before scheduled defense.
_____	Arrangements made (through Angie Stockton) for C-127 Wednesday at 11:10 for final defense three weeks before defense. Arrangements made for a conference room after the defense.
_____	Seminar notice turned in to Angie Stockton. (Two weeks before the defense)
_____	Graduate School notified of date of Final Defense through Angie Stockton. Send time, place, title and names of Advisory Committee members. Must be received by Graduate School two weeks prior to exam date, so provide to Angie three weeks before exam date.
_____	Approval Form for Doctoral Dissertation (or Masters Thesis) and Final Oral Examination completed and turned in to Graduate School through Angie Stockton.
_____	Corrections (requested by Advisory Committee) on dissertation/thesis completed.
_____	Dissertation signed by major professor and Advisory Committee in BLACK INK.
_____	Signed dissertation/thesis format checked in thesis office (prior to making official copies). Should be done approximately two weeks before graduation. See electronic form at www.uga.edu/gradschool/academics/thesis_format_check.html.
_____	Official copies of dissertation/thesis made. For paper copies, be sure to contact the Tate Center Print and Copy Services.
_____	Applicable fees paid at Treasurer's Office. Keep receipt to show at Graduate School when submitting dissertation/thesis for approval.
_____	Complete electronic submission.
_____	Official copies of dissertation/thesis delivered (in a large envelope or box) to the periodicals desk in the basement of the new annex of the Main Library for binding.
_____	Arrange with major professor for handling of personal copies of dissertation/thesis.
_____	Laboratory space cleaned, departmental keys returned to, and Departmental Exit Survey completed and given to Angie Stockton (including your forwarding address).

3. M.S. DEGREE

Overview

The Department does not encourage applications for admission from students wishing to achieve a terminal Master's degree. However, the Department recognizes that, under certain circumstances, it may be advantageous to have guidelines in place for the granting of a terminal M.S. degree. In general, the course requirements for the M.S. degree are identical to the PhD degree. A final Master's thesis is required to achieve the degree. The nature and content of the thesis are determined in consultation between the student, the major professor, and the Advisory Committee. All programmatic requirements (seminar attendance, timely formation of Advisory Committee, presentation of thesis seminar, professional expectations) described for the PhD degree also apply to the MS degree.

Forms

Forms that must be submitted to the Graduate School or the department are available at the Graduate School web site (www.uga.edu/gradschool/forms&publications/currentstudent_forms.html), the BMB Department web site (http://www.bmb.uga.edu/home/graduate/phdforms.htm), or from Angie Stockton. Please remember that ALL forms are to be turned into Angie and she will make copies and then send them to the appropriate office.

Course Requirements

All Graduate School requirements for a master's degree must be completed within the six-year time limit beginning with the first registration for graduate courses listed on the program of study. Course requirements, with the exception of the qualifying exams, are the same as for the Ph.D. degree (see above) and consist of at least 30 semester hours of graduate-level courses. These 30 hours must include at least 21 hours of graduate course work exclusive of 7000 (research) and 7300 (thesis writing). Twelve of these 21 hours must be courses that are restricted to graduate students. The program of study must include a minimum of 3 hours of 7300 (thesis writing). The remaining six hours may be 7000 (research), 7300 (thesis writing), or any other appropriate graduate coursework. Courses not counting towards the program of study include GRSC 7770, GRSC 9270, and ELAN 7768/7769. All M.S. students are required to give a 3rd year seminar in the Fall and a 4th year seminar in the Spring if they are still in attendance.

Major Professor

The major professor for master's students must be a member of the Graduate Faculty of UGA. For further description of major professors, see discussion under Ph.D. degree. A major professor must be chosen by the end of the second semester of enrollment. Delay beyond this point in choosing a major professor must be approved by the Graduate Affairs Committee.

Master's Advisory Committee

Every master's student shall have a committee of four faculty members (a minimum of two MUST be BMB primary faculty, not adjunct) selected by the end of his or her third semester in graduate school. The committee will be formed in consultation between the student and the major professor. Once committee members are selected the "Advisory Committee for Master of Arts and Maser of Science Candidates" form must be submitted to the Graduate School through Angie Stockton in the BMB office. The functions of the advisory committee include evaluating the student's progress and approving the student's plan of study, advising the student on required research skills, guiding the

thesis research, administering the thesis defense and final examination, and evaluating and approving the student's master's thesis.

The advisory committee must include two BMB faculty members. The major professor and at least two other members of the Advisory Committee must be members of the Graduate Faculty of UGA. The fourth member may be a member of the graduate faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a fourth member upon approval by the departmental graduate faculty and the dean of the Graduate School. The fourth member can also be a faculty member of another institution with a terminal degree in his/her field of study.

The first advisory committee meeting should take place no later than the fall semester of the second year. Permission to delay the first committee meeting must be obtained from the Graduate Affairs Committee. After the first advisory committee meeting, the student should file the "Program of Study for Master of Arts and Maser of Science Candidates" form to the Graduate School.

Thesis Defense

Master's students must submit their theses to their advisory committees at least two weeks before their scheduled defense seminar and fill out the intent to defend form and hand deliver it to Angie in the BMB office with appropriate signatures three weeks before the defense. The major professor should approve the thesis before it is submitted to the committee. All thesis defenses should take place at 11:10 on a Wednesday in Room C127 Life Science Building. Following the oral presentation, the student should be prepared to defend the contents of the thesis before their advisory committee in a formal meeting and before any faculty member of the BMB Department.

Assisting in Courses

The requirement is the same as for Ph.D. students.

4. GRIEVANCE PROCEDURES

All graduate students have the right to have their grievances heard and to seek appropriate changes in their academic or research programs. Grievances regarding grades are handled through an appeal process that runs through the instructor to the Head of Department to the Dean's office of the relevant College. Grievances regarding the Graduate Program are initially handled through the Department. Should a grievance arise, the student's first course of action is to discuss it with their major professor and/or Advisory Committee. In addition to resolving interpersonal issues (mentor-student conflicts) and professional disputes (authorship, laboratory citizenship, etc.), the student's Advisory Committee may also be involved in resolving grievances related to the direction or endpoints of the student's thesis work. The student and faculty member (or members) involved must make every effort to resolve problems at this level. Only if the problem cannot be solved at this level should the student seek to present his or her grievance to the Graduate Director. The Graduate Director will determine whether the grievance should be referred to the Gradaute Affairs Committee or the Department Head for further evaluation. In any case, all students are entitled to have their grievance heard and to carry it forward, in succession, to the Graduate Affairs Committee, the Department Head, and the Graduate School. Grievances brought to the Graduate Affairs Committee should be presented in writing. The Graduate Affairs Committee will proceed forward as dictated by the nature of the grievance.

5. WHICH FORMS TO USE — AND WHEN

Form titles are in bold letters below and are available electronically, at the BMB Department (www.bmb.uga.edu/home/graduate/phdforms.htm) and Graduate School websites (www.uga.edu/gradschool/forms&publications/currentstudent_forms.html). Most forms are also available from Angie Stockton. Students meeting Graduate School deadlines must allow ample time to get the necessary departmental approval and signatures (*e.g.*, the major professor and Graduate Director) in advance. REMEMBER, all forms are to be turned in to Angie Stockton in the BMB front office of Life Sciences. Although the Graduate Director and Angie Stockton will advise students of deadlines whenever possible, **students hold the primary responsibility for being aware of Graduate School and Departmental requirements and filing appropriate forms on time.**

ROTATION REQUEST FORM Submit this form each time you rotate into a new laboratory.

THESIS MENTOR FORM Submit this form when you have decided on the laboratory you will be performing your thesis work in (also submit this form if you decide to change your major professor).

ADVISORY COMMITTEE FOR DOCTORAL CANDIDATES Submit this form when you and your adviser have decided on your committee, or when a change in the Advisory Committee membership is made.

PRELIMINARY DOCTORAL PROGRAM OF STUDY Take this form to your first committee meeting.

ANNUAL COMMITTEE MEETING PROGRESS REPORT Take this form to EVERY committee meeting.

FINAL DOCTORAL PROGRAM OF STUDY This form confirms that you have completed all your course requirements. Since the Graduate School must be notified at least two weeks before your orals, you must e-mail Angie Stockton with the title, time, and place of your oral presentation at least three weeks prior to the planned date of your oral examination. The Graduate School will send the final version of this form to your adviser and it will be signed by your committee at the conclusion of your qualifying examination.

APPLICATION FOR ADMISSION TO CANDIDACY DOCTORAL DEGREE This form is submitted after you pass your qualifying exam.

APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION Take this form to your final defense. This PDF includes the electronic thesis and dissertation (ETD) submission approval form. Since the Graduate School must be notified at least two weeks before your defense, you must e-mail Angie Stockton with the title, time, and place of your final defense three weeks prior to your defense.

Note: Completing degree requirements and graduation are not synonymous. The student must be registered during the semester in which degree requirements are completed, but need not actually graduate until the following semester. If a student wishes to graduate in the same semester in which degree requirements are completed, he or she must submit the thesis to the Graduate School for approval at least two weeks before the graduation date and must submit the thesis approval form to the Graduate School at least one week before the graduation date. If the student does not meet these deadlines, however, he or she is considered registered until the registration period for the next semester and may use that additional time to submit the thesis or dissertation and the approval form.

Registration for the subsequent semester will not be required and a letter will be received from the Graduate School stating that all degree requirements have been met and that graduation will occur the subsequent semester. Students receive periodic updates on their status from the Graduate School.

6. RESPONSIBILITIES OF THE MAJOR STAKEHOLDERS IN THE BMB GRADUATE PROGRAM

Responsibilities of Graduate Students

i. Know the University's policy and procedures on academic honesty and adhere to the University Student Honor Code: ***"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."*** The policies and procedures on academic honesty are described in **A Culture of Honesty** (available at www.uga.edu/ovpi/honesty/culture_honesty.htm) and all students hold the responsibility to understand and follow these guidelines.

ii. Meet all deadlines imposed by the Department and the Graduate School. The Graduate School provides the Graduate Director with a list of deadlines every semester. This list is forwarded to students by e-mail. University and Graduate School degree requirements are officially described in the Graduate School Bulletin and students are strongly advised to consult this resource as needed.

iii. Complete and file all necessary forms with the Graduate School in a timely manner. In many cases (described in this document) these forms can and should be filed through the Department (Angie Stockton). In all cases, any form submitted to the Graduate School should also be copied and provided to the Department.

iv. Actively contribute and participate in the overall graduate program of the Department. Such participation includes attending Departmental Seminars and other functions, contributing to graduate student and faculty recruitment, and engaging fully in the intellectual and academic life of the Department.

v. Assume a proactive nature in pursuing your goals for graduate education. The faculty and staff of the Department are strongly invested in the success of the program and are willing to help you fulfill your goals. But, keep in mind that this is YOUR graduate degree. The faculty and staff are here to help YOU help YOURSELF.

Responsibilities of the Graduate Affairs Committee

i. Monitor progress in the program as a whole to ensure that students are moving toward completion of their degrees. Students are expected to complete their doctoral degrees in five years. The GAC committee will evaluate student progress each year and may elect to meet with senior students, their major professor, and other members of their advisory committee as needed to ensure progress.

ii. Monitor the progress of first year students before selection of a major professor. The Graduate Affairs Committee will evaluate the progress of any student who has yet to identify a major professor by the end of the first summer semester. The Committee will vote as to whether unassigned students should continue in the Doctoral Program.

iii. Hear student appeals regarding programmatic grievances. Depending on the nature of the grievance, the Committee may involve the Department head, members of the Advisory Committee, and/or the major professor. The Grievance procedures should respect the integrity and concerns of all parties.

iv. Organize Departmental Orientation activities for incoming graduate students during the first weeks of the Fall semester.

v. Provide leadership for introducing innovation and initiating self-evaluation of the Graduate Program at all levels. The input of graduate students will be solicited whenever possible as changes in the program are considered. Likewise, graduate student initiatives for specific program modifications are welcome and are due full consideration by the Committee.

vi. Work together with the Graduate Recruiting Committee, faculty, and graduate students to enhance recruitment of new students.

vii. Identify opportunities for students to apply for external fellowships.

Responsibilites of BMB Faculty Members

i. Provide the best possible environment for graduate training in laboratories and courses.

ii. Welcome graduate students for rotations as laboratory resources allow, keeping in mind that rotations need not be a commitment to accept a student as a permanent lab member. Rotations should provide a broad range of opportunities for students to explore many aspects of biochemistry and molecular biology, independent of any long-term considerations.

iii. Serve on Graduate Advisory Committees as often as is reasonable. Service need not be restricted to the committees of students whose research is within a faculty member's area of expertise. An outside point-of-view can be valuable and all students should be able to effectively present their work to non-experts.

iv. Encourage students to attend all Departmental Seminars and other Departmental academic functions. Become a role model for seminar attendance.

v. Provide both scientific and professional mentoring as students move through their qualifying exams and develop into valuable laboratory colleagues. Encourage attendance at conferences and seek other opportunities for students to explore the best options for their future life beyond the Departmental Graduate Program.

PART D

APPENDICES

Deadlines for Award Nominations and
Requests for Travel Funds for Graduate Students

Note: some deadlines are based on those of the previous academic year and so are approximate. Check Angie Stockton or Graduate Director for exact date.

James Carmon Scholarships **3rd Tuesday in September**
A $4,000 academic year scholarship awarded each Fall to a graduate student whose dissertation/thesis research reflects state-of-the-art utilization of computer and/or networking technology in the sciences or creative arts.
Nomination By: Student's Departmental Graduate Director
Detailed Guidelines and Submission Forms: www.ovpr.uga.edu/forms/index.html#rf
Selection Body: Committee Appointed by the Vice President for Research

Excellence in Research by Graduate Students **November 17**
Funded and administered by the Graduate School, this award recognizes the quality and significance of graduate student research in five areas: Fine Arts; Humanities and Letters; Life Sciences; Mathematics and Physical Sciences; and Professional and Applied Studies. Awardees are recognized at the annual UGARF awards banquet. Students are nominated by their departments and recipients are selected by a faculty committee. Five awards are given annually in the amount of $1,000. ***Departments can nominate one student.***

Robert C. Anderson Memorial Award **1st Tuesday in December**
For excellence in research to a ***recent graduate*** of the UGA Graduate School. Two awards of are made annually, usually one in natural science, the other in any other field.
Nomination By: Major Professor with three other recommendations.
Detailed Guidelines and Submission Forms: www.ovpr.uga.edu/forms/index.html#rf
Selection Process: By Committee appointed by the Vice President for Research and the Dean of the Graduate School

Excellence in Teaching Award for Teaching Assistants Students **Mid January**
Nominated by their departments and recipients are selected by a faculty committee. Five awards are given annually in the amount of $1,000. ***Departments can nominate one student***.

Grad School Dissertation Completion Award **Early March**
Doctoral students in their final year of study are eligible for this award, which provides financial support for the final 10 months of doctoral work. Nominees from the BMB Department are selected by the Graduate Affairs Committee. To be considered for nomination, a ***student's major professor must inform the Graduate Affairs committee early in February***. After nomination to the Graduate School, nominees are evaluated by a panel of faculty from outside the student's home department. At the completion of the assistantship award, the student is expected to have finished their dissertation and graduated.

Deadlines for requests for <u>domestic</u> travel funds from the Graduate School (to be updated for 2008-2009 academic year)

For more information, go to www.uga.edu/gradschool/financial/travel.html.

Dates of travel	*Request deadline - Department*	*Request deadline – Grad School*
10/1/07 – 12/31/07	9/1/07	9/15/07
1/1/08 – 3/31/08	12/1/07	12/15/07
4/1/08 – 6/14/08	3/1/08	3/15/08
6/15/08 – 9/30/08	5/15/08	6/1/08

Requests for <u>international</u> travel funds from the Office of the Vice President for Research

For more information, go to www.ovpr.uga.edu/grantsandawards/fta.html.

Dates of travel	*Request deadline - Department*	*Request deadline – OVPR*
12/1/07 – 2/28/08	10/1/07	10/15/07
3/1/08 – 5/31/08	1/1/08	1/15/08
6/1/08 – 8/31/08	3/1/08	3/15/08
9/1/08 – 11/30/08	6/1/08	6/15/08

Typical Graduate Career, Courses (credit hours):

YEAR 1

Fall: GRSC7770 (1); BCMB8005 (1); BCMB8010 (4); Elective; BCMB 8060 (2); BCMB8070 (1); BCMB 8035 to 15 hours total. Complete any TA duties and 2 lab rotations.

Spring: BCMB8020 (4); BCMB8030 (3); Elective; BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); BCMB8035 to 15 hours total. Complete any TA duties and 1 or 2 lab rotations. Rotation/Research Presentation at end of Spring; Choose Major Professor.

Summer: BCMB8070 (1); BCMB9000 (11). Form Advisory Committee and have meeting.

YEAR 2

Fall: BCMB 8060 (2); BCMB8070 (1); BCMB8080 (1); Elective(s); BCMB9000 (to 15 hours total). Serve as Grader for BMB.

Spring: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); Elective(s); BCMB9000 (to 15 hours total). Serve as Grader for BMB and complete Qualifying Exams (written and oral).

Summer: BCMB8070 (1); BCMB9000 (11). Address any qualifying exam requirements and obtain candidacy.

YEAR 3

Fall: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); Elective(s); BCMB9000 (to 15 hours total). Present research progress in 8060 and hold Advisory Committee meeting (Fall or Spring).

Spring: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); Elective(s); BCMB9000 (to 15 hours total). Hold Advisory Committee meeting if not done in Fall.

Summer: BCMB8070 (1); BCMB9000 (11). Hold Advisory Committee meeting if not done in Fall or Spring.

YEAR 4

Fall: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); BCMB9000 (to 15 hours total). Hold Advisory Committee meeting (Fall or Spring).

Spring: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); BCMB9000 (to 15 hours total). Present research progress in 8060 and hold Advisory committee meeting if not done in Fall.

Summer: BCMB8070 (1); BCMB9000 (11). Hold Advisory Committee meeting if not done in Fall or Spring.

YEAR 5 AND BEYOND

Fall/Spring: BCMB8060 (2); BCMB8070 (1); BCMB8080 (1); BCMB9000 (to 15 hours total). Hold yearly Advisory Committee meeting. Sign up for BCMB9300 (3) in semester of anticipated graduation.

Summer: BCMB8070 (1); BCMB9000 (11). Hold yearly Advisory Committee meeting if not done in Fall or Spring. Sign up for BCMB9300 (3) in semester of anticipated graduation.