

## **Biochemistry, Cell and Molecular Biology (BCMB) Graduate Concentration Guidelines – June 9, 2016**

1. The BCMB concentration adheres to the GSBS graduate program guidelines, including, but not limited to, those on qualifying exams, dissertation defense and credit hours. The following guidelines are additional, and apply specifically to BCMB.
2. There is no concentration oversight committee. The graduate advisor and the department chair will oversee the running of the concentration, and all major decisions will be made by a called meeting of the concentration faculty. Such major decisions include, but are not limited to, curriculum requirements, course directorships, and higher academic standards for the concentration.
3. The student's mentor and advisory committee are responsible for overseeing the student's progress. They will make the most substantive contributions to, and the most important decisions regarding the student's academic career.
4. The graduate advisor will meet with all BCMB students twice a year to monitor student progress and identify any problems within the concentration.
5. Student committee meetings are mandatory and will be required twice a year, without excuse. Scheduling is the responsibility of the student and the mentor. The GSBS office and the graduate advisor will monitor the committee meetings. The student is required to provide a handout to the mentor and committee at least one week before the meeting that summarizes the goals of the project and details of progress made since the last meeting.
6. Committee meeting minutes will be detailed. Minutes will specifically note any problems and demands made by the committee and/or mentor along with a timeline for addressing these issues.
7. Problems with students or their progress are expected to be documented in detail in the committee meeting minutes. Problems that cannot be resolved by the student, mentor and committee, will be resolved by a special meeting between the student, mentor, committee, graduate advisor and departmental chair.
8. In the second semester, students will take two of the three advanced BCMB courses: Advanced Cell Biology, Advanced Protein Biochemistry, Cancer Biology. The student is free to choose the courses taken. The mentor and committee can require the student to take additional courses as deemed necessary.
9. The graduate seminar course is mandatory for all concentration students. Students will have to sign the sign-in sheet for each seminar. BCMB faculty

members are expected to set a good example by attending at least 60% of seminars and are expected to sign a sign-in sheet.

10. All BCMB students must have their name on a manuscript that has at least been submitted before the student's defense. The manuscript must be in a peer-reviewed journal that is indexed by PubMed. A waiver can be granted by the student's mentor and committee if the data are deemed sufficient for such a manuscript, but there are compelling reasons for not submitting the manuscript before the defense date.

11. The rubric for committee meetings will have a question that asks whether the student is on track for graduation in five years. If the committee member answers "No," the reason must be explained and a means of addressing the problem must be stated.

12. Graduate student funding is not guaranteed after the 5<sup>th</sup> year.