DEPARTMENT OF CELLULAR BIOLOGY

The University of Georgia

Franklin College of Arts and Sciences

2024-2025

GRADUATE STUDENT HANDBOOK

A HANDBOOK OF PROCEDURES, POLICIES, AND PRACTICES
Updated May 2024
TABLE OF CONTENTS

A. The Academic and Research Missions of the Department of Cellular Biology

B. Department of Cellular Biology Graduate Student Information
   1. Incoming Students
      a. Pre-Arrival and Post-Arrival Checklists
      b. Orientation
         i. International Students
         ii. Graduate School Orientation
         iii. Teaching and Laboratory Assistants
         iv. Department of Cellular Biology Orientation
      c. Required Courses
   2. All Students
      a. Good Standing Policy
      b. Academic Probation
      c. Academic Appeals
      d. Annual Progress Reports
      e. Teaching and Laboratory Assistantships
      f. Departmental Seminars
      g. Outside Employment
      h. Grievance Procedures
   3. First Year Requirements
      a. Core Coursework
      b. Laboratory Rotations Policy
      c. Assignment of Major Advisor
      d. Thesis or Dissertation Advising Committee
      e. Statement of Research
      f. Preliminary Program of Study
      g. Post-Rotation Requirements
      h. MS Students’ Milestones Toward Graduation
      i. Ph.D. Students’ Milestones Toward Graduation

C. Degree Requirements
   1. Masters Degree
      a. MS Course Requirements
      b. Major Professor
      c. Masters Thesis Advisory Committee
      d. Thesis Defense
   2. Doctoral Degree
      a. Course Requirements
      b. Major Professor
      c. Dissertation Advisory Committee
      d. Final Program of Study and Recommended Course Sequences
      e. Written and Oral Examinations for Admission to Candidacy
      f. Dissertation Defense
3. Thesis and Dissertation Guidelines and Forms

D. Responsibilities of the Major Stakeholders in the CBIO Graduate Program
   1. Graduate Students
   2. Graduate Student Performance Committee
   3. Faculty Members

E. Which Forms to Use and When

F. Administrative Procedures
   1. Who do I ask about…?
   2. Communications
   3. Office Supplies and Equipment
   4. Electronic Journals
   5. Departmental Vehicles
   6. Stipend, Fees and Health Insurance
   7. Travel Funding

G. Appendices
   1. Example of a Ph.D. Program in Cellular Biology
   2. Sample Department Programs Forms
   3. Sample Graduate School Program Forms
   4. UGA Graduate School Links
A. ACADEMIC AND RESEARCH MISSIONS OF THE DEPARTMENT

Research in the Department of Cellular Biology focuses on the biogenesis of cells, the development of animals, and the role of cells in health and disease.

- Cell Structure and Function: Cytoskeleton, cell motility, cell cycle, chromatin, gene expression, organelle biogenesis, protein traffic, neurons, and hormone action.

- Developmental Biology: Development of the embryo, cell fate determination, differentiation and morphogenesis, stem cells, neurons, perception, and behavior.

- Parasite Biology: Parasite cell and molecular biology, host-parasite interactions, and parasite metabolism.

- Infection and Immunity: Immune response and memory, pathogenesis, cellular bases of host defense, lymphocyte migration, and cellular immunology.

- Cellular Biology of Disease: Cellular mechanisms of cancer, Alzheimer’s, aniridia, lysosomal storage disease, Chagas disease, and alcoholism.

The Department of Cellular Biology occupies state-of-the-art research and teaching space on the UGA main campus. Our laboratories and programs are well funded through federal and private research grants, including a National Institutes of Health (NIH) Graduate Student Training Grant.

Students are guided by experienced investigators, who serve as mentors, thesis committee members, and colleagues. The goal of our training program is to help students develop into highly skilled and intellectually independent scientists. Beginning students receive a solid background through rigorous course work.

Laboratory rotations provide hands-on training and the opportunity to choose a mentor. Once settled into a laboratory, students focus on research and publication of their findings.

The Department provides competitive financial support through a variety of teaching and research assistantships.
B. CELLULAR BIOLOGY GRADUATE STUDENT INFORMATION

B.1. Incoming Students

a. Pre-Arrival and Post-Arrival Checklists – visit the Graduate School website at http://grad.uga.edu/index.php/incoming-students/information-for-new-students/information-for-new-students/incoming-student-to-do-list for a list of tasks to complete prior to arrival on campus and shortly following your arrival.

b. Orientation – most orientation sessions are held one to two weeks prior to the start of fall classes.

- **Orientation for International Students**
  
  All new and transfer international students are required to attend orientation for International Students, which is held in the Fall semester prior to the Graduate School orientation. This Orientation and Information Fair is hosted by the International Student Life Office and includes sessions on Social Security, housing, and registration information. There is a registration fee for this program and accommodations are available. Details can be found at The Graduate School website under https://grad.uga.edu/index.php/incoming-students/orientation-for-international-students/.

- **Graduate School Orientation**

  The Graduate School holds an Orientation and Information Fair for all incoming graduate students in the fall semester prior to the start of classes. Attendance is required. Orientation is an opportunity for students to learn about key components of their graduate education experience from the Dean of the Graduate School, members of the Graduate School staff, and representatives of key campus units. Details can be found at The Graduate School website under http://grad.uga.edu/index.php/incoming-students/orientation-info-fair/.

- **Graduate Teaching and Laboratory Assistants Orientation**

  All new graduate teaching and laboratory assistants who will have instructional responsibilities during the year are required to attend the Orientation for Graduate Teaching and Laboratory Assistants. This includes laboratory and teaching assistants as well as other graduate classifications that will be serving as instructors. This orientation is generally held the day after the Graduate School Orientation. If you have specific questions regarding the orientation please contact the Center for Teaching and Learning at gradteach@uga.edu.

  International students who are required to submit TOEFL or IELTS scores for admission to the Graduate School can only be designated as instructor of record if they have a TOEFL iBT speaking score of at least 25 or an IELTS score of 7.5. International graduate students with lower scores are eligible to teach in different capacities but must comply with the policies in section V of the UGA TA Policy. Note: the minimum speaking score for graduate school admission does not qualify students to teach for all teaching assignments. Complete information on the TA policy can be found at https://ctl.uga.edu/grad-student/ta-policy/.
c. Required Courses

- **Graduate Seminar GRSC 7770** - All graduate students should enroll in Graduate Seminar GRSC 7770 (3 credit hours) during the first semester as a Teaching Assistant. This course provides graduate teaching assistants with knowledge of pedagogical approaches and available support systems. This course is a non-traditional format: Students meet with faculty members on a regular basis. Note: this course cannot be used to fulfill requirements on the program of study for a graduate degree.

- **GradFIRST Seminar GRSC 7001** - All graduate students are required to take a GradFIRST Seminar (or the ILS equivalent) during their first year. GradFIRST Seminars are discussion format classes that consider the following required topics: Planning your graduate education roadmap, getting the most out of graduate mentoring, grievance procedures and conflict resolution, ethical conduct of research and scholarship, promotion of mental health and well-being, Career exploration and planning for success after graduate schools. Additional information will be tailored by the instructors of individual sections according to their interests. These topics may include, but are not limited to the following: Science Communication, Grant Writing and seeking external funding, Advocacy/Public Policy, Data Visualization, Academic writing and reviewing skills, Community-engaged research/scholarship. The first semester ILS courses satisfy this requirement.

- **LLED 7768 and LLED 7769**
  - Students who have no formal language score are required to enroll in LLED 7768 for language evaluation and must take the TOEFL iBT or IELTS before being considered for a teaching assignment. Students with low or no formal language score may team-teach in a course-related lab or breakout sessions if a native English speaker is on-site at all times as a co-instructor.
  - Students with a speaking score of 20-22 TOEFL iBT or a IETLS score test of 6.5 or below must successfully complete the 3-credit-hour language skills courses LLED 7768 and LLED 7769. Such students will need to retake tests and achieve requisite scores to be in compliance with policy.
  - Students with a 23-25 TOEFL iBT speaking score or 7.0-7.5 on the IELTS must complete the 3-credit-hour language and cultural orientation course LLED 7769 and the English Placement Evaluation that can be found at [https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_3ad3U3BxOy8HpuU9](https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_3ad3U3BxOy8HpuU9). Dependant on the English Placement Evaluation results, upon completion of LLED 7769 and with a recommendation from the LLED 7769 instructor, students with either a 23-25 TOEFL iBT speaking score or 7.0-7.5 IELTS score may teach in limited and closely monitored assignments (e.g. laboratory teaching, graders, language teaching in native language). Students with a 24 TOEFL iBT or a 7.0 IELTS score and an LLED recommendation may be considered for any teaching assignment. GTAs and GLAs who are only assisting in a classroom or lab may take LLED and GRSC classes concurrently with their assignment.
B.2. All Students

a. Good Standing Policy
Students must follow the requirements of (i) the Department and (ii) the Graduate School to remain in good standing. Specifically, students must:

- Have a Major Advisor or be actively engaged in research rotations
- Receive a grade of B or higher in CBIO 8113/8114/8213/8214
- Maintain a cumulative graduate course average of 3.0 or above
- Submit an annual progress report by June 15th of each year
- Be admitted to candidacy by the end of the third year in residence
- Maintain satisfactory performance (i.e. obtain a grade “S”) in research rotations and research courses (CBIO 7000 and CBIO 9000)
- Hold annual thesis/dissertation advisory committee meetings
- Complete all requirements and defend the thesis/dissertation by the end of the third year (M.S.) or the end of the sixth year (Ph.D.)

b. Academic Probation
The Graduate School and/or the department may place graduate students who do not maintain good standing on academic probation. The Graduate School places students with a cumulative graduate course average below 3.0 for two consecutive terms on academic probation. They must attain a 3.0 or higher semester graduate grade average each succeeding semester that their overall cumulative graduate average is below 3.0. These students are no longer on probation when their cumulative graduate grade average is 3.0 or above. If they make below a 3.0 semester graduate grade average while on probation, the Graduate School dismisses them from the program.

The Cellular Biology Graduate Student Performance Committee reviews all students annually and will perform ad hoc review of students who are not in good standing. Students may also be recommended for ad hoc review by their thesis/advisory committee. The protocol for evaluation of students is: (1) the full GSPC reviews the student along with the student records and accompanying documentation; (2) for students who are not in good standing, the GSPC makes an independent recommendation in writing to the Department Head who makes the final decision whether to place the student on probation with guidelines to correct deficiencies, including a plan/timeline for mentoring and successful completion, or whether to submit a recommendation to dismiss the student to the Dean of the Graduate School. Students who are under review by GSPC have the option of meeting with the committee to discuss the matter and/or to provide additional information. Students placed on probation by the Department will be given specific information regarding the deficiencies, the corrective actions that must be taken, and a timeline.

In all cases of academic probation, the Department Head may also rule that the student receive a reduced stipend, since the department guaranteed stipend is predicated on maintenance of good standing. Further, the department retains the right to place a hold on a graduate student’s records such that the student cannot register, and thus not continue in the program if corrective actions are not completed within the timeline that is specified.
c. Academic Appeals

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 Coordinator, then to the Graduate Student Performance Committee.

Decisions about “good standing” are special and will be handled according to the policy described under that section.

d. Annual Progress Reports

All students must submit an annual progress report by June 15th of each year. Students who are planning on graduating during Summer or Fall semester of that year must still file an annual progress report. One essential requirement for meeting progress expectations is that students will have had a thesis committee meeting every year beginning in the second year. 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. Both the Annual Progress Report and Annual Committee Meeting forms are available from the departmental office.

e. Teaching and Laboratory Assistants

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

1. 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. Details about this workshop can be found at the Graduate School's website under the link: https://ctl.uga.edu/grad-student/tA-orientation/.

2. All graduate students should enroll in GRSC 7770 (3 credit hours) during their first semester as a TA. (This is a University of Georgia and Departmental requirement and does not count toward your 30 hrs. of graduate coursework.)

3. International GTAs and GLAs whose native language is not English (i.e., those required to take the TOEFL for admission to the UGA Graduate School) are required to take the TOEFL iBT or IELTS before being considered for a teaching assignment.

- Students who have no formal language score are required to enroll in LLED 7768 for language evaluation and must take the TOEFL iBT or IELTS before being considered for a teaching assignment. Students with low or no formal language score may team-teach in a course-related lab or breakout sessions if a native English speaker is on-site at all times as a co-instructor.
• Students with a speaking score of 20-22 TOEFL iBT or a IELTS score test of 6.5 or below must successfully must successfully complete the 3-credit-hour language skills courses LLED 7768 and LLED 7769. Such students will need to retake tests and achieve requisite scores to be in compliance with policy.

• Students with a 23-25 TOEFL iBT speaking score or 7.0-7.5 on the IELTS must complete the 3-credit-hour language and cultural orientation course LLED 7769 and the English Placement Evaluation that can be found at https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_3ad3U3BxOy8HpU9. Dependant on the English Placement Evaluation results, upon completion of LLED 7769 and with a recommendation from the LLED 7769 instructor, students with a 23-25 TOEFL iBT speaking score or 7.0-7.5 IELTS score either may teach in limited and closely monitored assignments (e.g. laboratory teaching, graders, language teaching in native language) or may be considered for any teaching assignment. GTAs and GLAs who are only assisting in a classroom or lab may take LLED and GRSC classes concurrently with their assignment.

f. Departmental Seminars

The CBIO Regular Seminar series (CBIO 9070) is scheduled to begin at 11:10 am on Tuesdays during the Fall and Spring semesters. Attendance at the Departmental seminar is mandatory for all students. For your own professional development and as a courtesy to the speakers and hosts, you should attend seminars regularly.

Student M.S. and Ph.D. defenses are scheduled throughout the semester and will normally take place in the Biological Sciences Building or Paul D. Coverdell 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 an opportunity to celebrate the scientific achievements of one of the Department’s students. Attendance at these seminars is highly encouraged.

g. Outside Employment

Employment outside the Department is strongly discouraged. 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.

h. 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 about 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 about 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. This includes interpersonal issues (mentor - student conflicts) and professional disputes (authorship, laboratory citizenship, etc.). Only if the problem cannot be solved at this level should the student seek to present his or her grievance to the Graduate Coordinator. The Graduate
Coordinator will determine whether the grievance should be referred to the Graduate Performance Committee or the Department Head for further evaluation.

Students may also contact the University Ombudsperson for Students: [https://eoo.uga.edu/policies-resources/the-ombudspersons/](https://eoo.uga.edu/policies-resources/the-ombudspersons/)
Charisse Harper
706-542-8544
charper@uga.edu

i. Student Hardship

Resources for students who experience hardship due to unforeseen health and/or family circumstances can contact Student Care and Outreach ([https://sco.uga.edu/](https://sco.uga.edu/)).

325 Tate Student Center
Athens, GA 30602
706-542-7774
sco@uga.edu

j. Sexual Assault

Faculty are mandated reporters of sexual assault and harassment. The University policies on sexual assault can be found at UGA’s Equal Opportunity Office website, [https://eoo.uga.edu/title_ix_sexual_misconduct/smpolicy/](https://eoo.uga.edu/title_ix_sexual_misconduct/smpolicy/).

**Resources for Sexual Assault:**
UGA’s Sexual and Relationship Violence Preventions 24hr confidential hotline: 706-542-SAFE (7233). Confidential advocates may be reached at this number.

The Cottage Sexual Assault Center (24hr confidential hotline): 877-363-1212.

The National Sexual Assault Hotline: 1-800-656-4673.

Reporting on-campus assaults: the University Police Department at 911, or 706-542-2200.

Reporting off-campus assaults: Athens-Clarke County Police Department at 911, or 706-613-3330.

Health Resources:
Whether or not the police are called, the survivor is encouraged to obtain medical treatment. Medical providers in the Athens, Georgia, area include:

**University of Georgia’s Health Center**
55 Carlton Street (intersection of East Campus and College Station Roads)
Athens, Georgia 30602
706-542-1162
University of Georgia’s Gynecology Clinic
55 Carlton Street (intersection of East Campus and College Station Roads)
Athens, Georgia 30602
706-542-8691

St. Mary’s Hospital
1230 Baxter Street
Athens, Georgia 30606
706-389-3000

Piedmont Athens Regional Medical Center
1199 Prince Avenue
Athens, Georgia 30606
706-475-7000

Athens-Clarke County Health Department
345 North Harris Street
Athens, Georgia 30601
706-389-6921

B.3. First Year Requirements

a. Core Coursework

Programs of study for both MS and PHD students must include a total of at least 30 hours of coursework. MS students are required to take a cumulative total of 12 hours of coursework at the 7000 level or above, excluding research and/or thesis writing. PhD students are required to take a cumulative total of 20 hours of coursework at the 8000/9000 levels, excluding research and/or thesis writing. Students with an interest in biology education research have two options: (1) they may pursue research in both cellular biology and biology education research, through the CBIO/BER path, or (2) they may solely do biology education research for their thesis or dissertation. Note that the Graduate School requires both Doctoral and Master’s Students to take 21 hours of classes, excluding research and/or thesis writing. Doctoral students who received an MS degree from UGA are required to take 16 hours of coursework at the 8000/9000 levels, excluding research and/or thesis writing. These courses comprise the core coursework for our program. Students should register for a total of 18 credit hours per semester.

NOTE: GRSC and LLED do not count toward the total hours of required coursework for the degree.

Core Curriculum

Choose 1 (MS) or 2 (PhD) of the following courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIO 8113</td>
<td>2 hrs.</td>
<td>Adv. Genetics, Cellular, and Biochem./Molecular Biology 1a</td>
</tr>
<tr>
<td>CBIO 8114</td>
<td>2 hrs</td>
<td>Adv. Genetics, Cellular, and Biochem./Molecular Biology 1b</td>
</tr>
<tr>
<td>CBIO 8213</td>
<td>2 hrs.</td>
<td>Adv. Genetics, Cellular, and Biochemistry/Molecular Biology III</td>
</tr>
<tr>
<td>CBIO 8214</td>
<td>2 hrs</td>
<td>Adv. Genetics, Cellular, and Biochemistry/Molecular Biology IV</td>
</tr>
</tbody>
</table>

Choose 1 (MS and PhD) of the following courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIO 8100</td>
<td>4 hrs.</td>
<td>Advanced Immunology</td>
</tr>
<tr>
<td>CBIO 8300</td>
<td>3 hrs.</td>
<td>Advanced Developmental Biology (4 hrs pending CAPA approval)</td>
</tr>
<tr>
<td>CBIO 8400</td>
<td>3 hrs.</td>
<td>Advanced Cell Biology (4 hrs pending CAPA approval)</td>
</tr>
<tr>
<td>CBIO 8500</td>
<td>4 hrs.</td>
<td>Biology of Parasitism</td>
</tr>
</tbody>
</table>
CBIO 8520 3 hrs.  Topics in Biochemistry and Molecular Genetics of Parasites
(4 hrs pending CAPA approval)
CBIO9010 2 hrs or more  Problems in Cellular Biology

Additional Required Courses
CBIO 7000/9000 6 hrs  Master’s/Doctoral Research
CBIO 7300/9300 3 hrs  Thesis/Disertation Writing (last semester)
CBIO 9040 1 hr  Laboratory Meeting (every semester)
CBIO 9070 1 hr  Cellular Biology Seminar (each Fall/Spring semester)
GRSC 7770 0-3 hrs Graduate Seminar (concurrent with first TA assignment)
GRSC 7001 1 hr  GradFIRST Seminar (or ILS equivalent)
LLED 7768 3 hrs.  International Graduate Internship I (International students only)
LLED 7769 3 hrs.  International Graduate Internship II (International Students only)
GRSC 8550 1 hr  Responsible Conduct of Research (required for all students, usually in first semester)

b. Laboratory Rotations Policy
1. All students are required to perform at least 2 laboratory rotations (CBIO 6130). For doctoral students entering the department via the ILS portal, this requirement is satisfied by the ILS rotations. Masters students and doctoral students directly admitted into the Department are required to take at least 2 rotations in their first semester, each must be a minimum of 6 weeks in length.
2. The goals of student rotations are: a) to provide opportunities for incoming students to learn about the research interests of professors in the department and the manner in which the laboratories pursue these interests; b) to gain some breadth of training and/or to gain experience with a research technique; and c) to allow faculty to meet incoming students.
3. Since the period of the rotation is relatively short, the primary emphasis is on effort and learning. Rotation students are expected to engage in projects energetically and intellectually.
4. All students must complete at least 2 rotations with 2 faculty members, and may select a major advisor at the end of the rotations.
5. The precise dates of rotations for students directly admitted into the Cellular Biology Department are determined by negotiations between the PI and student, and do not necessarily correlate with the dates for students in the ILS program. The schedule of rotations is as follows: a) the first 3 weeks of fall semester are for new students to adjust to coursework, the new campus, and assignments; b) 6 weeks for each rotation; c) the third rotation, if elected, will commence at the completion of the second rotation and extend into the Spring semester. Students who have made up their mind about the first rotation are permitted to begin prior to the fourth week of the semester.
6. Each student will submit a written report at the end of each rotation to the Graduate Coordinator’s Assistant. The written rotation report 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 and discussed and approved by the rotation mentor. This report should then be e-mailed to the Graduate Coordinator’s Assistant as a .doc or .pdf file, so that it can be distributed to the Graduate Student Performance Committee for review.
7. Rotating students will receive feedback at the completion of each rotation.
8. Students must choose and be accepted into the laboratory of their Major Professor by the end of the
last rotation.

9. Students pursuing interdisciplinary research, including, but not limited to, students in the CBIO/BER program, may identify two faculty members who agree to work together as co-major advisors. During laboratory rotations, CBIO/BER students are encouraged to work with both cellular biologists and biology education researchers. A list of faculty members who have agreed to serve as major advisors or co-major advisors for the BER path is provided below, but other faculty (https://ils.uga.edu/faculty/faculty-by-department-institute/) may be willing to serve, if asked.

**Department of Biochemistry and Molecular Biology:**
Belen Cassera  
Erin Dolan (BER)  
David Garfinkel  
Natarajan Kannan  
Paula Lemons (BER)  
Amy Medlock  
Walter Schmidt  
Lance Wells  
Zachary Wood

**Department of Cell Biology:**
Oshri Avraham  
Scott Dougan  
Mark Farmer  
Jim Lauderdale  
Rachel Roberts-Galbraith  
Shannon Quinn  
Vasant Muralidharan  
Julie Stanton (BER)  
Tatiane Russo-Tait (BER)  
Molly Bolger (BER)

**Department of Genetics:**
Tessa Andrews (BER)  
Norris Armstrong (BER)  
Brendan Hunt  
Allen Moore  
Andrea Sweigart

**Department of Plant Biology:**
Peggy Brickman (BER)  
Shu-Mei Chang  
Lisa Donovan  
Chan Hyun Khan  
Jim Leebens-Mack  
Michelle Momany  
Kathrin Stanger-Hall (BER)  
C.J. Tsai

**BER = biology education researcher**

---

c. Assignment of Major Advisor

Students entering via the ILS portal are admitted to the Department after they have chosen their Major Advisor. Other doctoral students and MS students should have assigned their major professor no later than the end of spring semester of the first year. Major professors are assigned by mutual agreement between a faculty member and a student. The rotation system is designed to help new students identify major professors appropriate for their research and educational goals. Students may change major professors later if appropriate arrangements can be made. Students considering such a change should consult with the Graduate Coordinator to discuss these arrangements. **Upon joining a laboratory, students should submit their selection to the Graduate Coordinator’s Assistant.**

d. Thesis or Dissertation Advising Committee

Every student, with the advice of his or her major professor, will select a Dissertation (Ph.D. candidates) or Thesis (Masters candidates) Advisory Committee by the end of the first summer in the program. **A form announcing the Advising Committee for all degree Candidates must be submitted to the Graduate School through the Graduate Coordinator’s Assistant in the CBIO office.**
e. Statement of Research

A statement of Research (1-2 short paragraphs) must be submitted with the form appointing faculty to serve on the Advisory Committee. This Statement of Research guides the GSPC in evaluating the appropriateness of the proposed Advisory Committee.

f. Program of Study

All Ph.D. students must develop a Preliminary Program of Study by the end of the first year of residence. Both Ph.D. students and Masters students must develop a Final Program of Study by the end of the third year of residence. Preliminary Programs of Study, developed by the Major Professor and the graduate student and approved by the Advisory Committee, will be submitted to the Graduate Coordinator’s Assistant, using the necessary form. The Preliminary Program of Study must be submitted on the proper form for approval by the Dissertation/Thesis Committee and approved by the Graduate Coordinator (see Appendix 1 for a sample Program of Study). The Final Program of Study must be submitted by the graduate student in GradStatus, using form G138 – Program of Study found at gradstatus.uga.edu. The student should indicate to the Graduate Coordinator’s Assistant when the form is submitted. The Graduate Coordinator’s Assistant will obtain approval by the Dissertation/Thesis Committee and the Graduate Coordinator.

g. Post-Rotation Requirements

After a major advisor has been assigned, students must register for CBIO 9000 (Ph.D candidates) or CBIO 7000 (Masters candidates). All students are encouraged to sign up for 1 hour of CBIO 8040 (Laboratory Meeting) and CBIO 8030 (Journal Club) as appropriate (The Graduate Coordinator’s Assistant can provide the appropriate section for your laboratory). The Laboratory Meeting Course serves an important function for most CBIO laboratories, providing a forum for organizing the laboratory, discussing data, and exploring new concepts with the laboratory members and the major professor.
**MS STUDENTS’ MILESTONES TOWARD GRADUATION**

**Year 1**
- Research Rotations
- Common Core Courses
- Select Major Professor
- Choose Thesis Committee
  - Submit Statement of Research
  - Submit Advisory Committee Form
- Meet with Thesis Committee
  - Recommended every six months. Required every year.
- Elective Courses
- Select Research Project
  - Program of Study

**Year 2**
- Thesis Research
- Elective Courses
- Meet with Thesis Committee
- Master’s Thesis Writing (CBIO7300 - 3 hours)
- Application for Graduation
- Review Graduate School Deadlines for Graduation
- Thesis Defense
  - "Format Check" Thesis with Graduate School
- Final Clearance of Thesis
  - GRADUATION
Summary of Deadlines and Requirements for Graduate Students

I. Forming Your Advising Committee
1. Email the Graduate Coordinator’s Assistant a complete list of who will sit on your committee when it is decided.
2. Attach to the email a short (less than a page) summary of your research project as it currently stands. This is your Statement of Research.
   • This Statement of Research is not submitted to the Graduate School. Its purpose is to guide the GSPC in evaluating the appropriateness of the proposed Advisory Committee.
   • The GSPC must approve your committee before your first meeting is held.

II. A Committee Meeting Form must be completed and submitted to me for each and every committee meeting that you hold. It can be found on the CBIO website. **Always check with the Graduate Coordinator’s Assistant before your meeting to make sure that there is nothing additional that you need to complete at that time.**

III. Deadlines for Your Oral Exam
Oral Exams must be announced to the Graduate School ahead of time. The Graduate School requires the following timetable:
1. Your Final Program of Study **MUST** be submitted **AT LEAST 5 WEEKS** before the scheduled date of your Oral Exam.
2. The details of your Oral Exam, including the date, time, and location (room and building), **MUST** be given to me **AT LEAST 3 WEEKS** before it is to be held.

IV. Deadline for Your Defense
Dissertation Defenses must be announced to the Graduate School ahead of time. The date, time, location (room and building), and title of your Defense **MUST** be given to me **AT LEAST 3 WEEKS** before it is to be held.

V. Good Standing Policy
Consequences for not remaining in Good Standing can include a decrease or withholding of stipend, probation, and/or dismissal from the program. To remain in good standing, students must:
   • have a Major Advisor or be actively engaged in research rotations
   • receive a grade of B or higher in CBIO core classes
   • maintain a cumulative graduate course average of 3.0 or above
   • submit an annual progress report by June 15th of each year
   • be admitted to candidacy by the end of the third year in residence
   • maintain satisfactory performance (i.e., obtain a grade “S”) in research courses (GRSC 8000, CBIO 7000, and CBIO 9000)
   • hold an Advisory Committee meeting at least once per year

   • Register for a minimum of 18 hours every Fall or Spring semester, and a minimum of 9 hours every Summer semester.

   • Register for CBIO 9070 every Fall and Spring semester. Not only is this a required course, it also will ensure that you meet the 21 hours requirement of 8000/9000 (or 7000/8000/9000 for MS) hours exclusive of research and thesis writing.
C. DEGREE REQUIREMENTS

C.1. Masters (MS) Degree

To obtain a MS, student must complete

- 30 hours of course work
- Establish a Thesis Advising Committee
- Submit written thesis proposal
- Write a thesis consisting of original research performed under supervision of the major professor

a. Course Requirements

In addition to the core required courses, additional electives are taken to meet all graduate school requirements for the MS degree, including:

- 12 hours of 7000/8000/9000 level course work (exclusive of 6 hrs. masters research, independent study courses, and thesis writing).
- A minimum 30 hours of course work overall (including 6 hrs. doctoral research and 3 hrs. of thesis writing).

All Graduate School requirements for a masters degree must be completed within a three-year time limit beginning with the first registration for graduate courses listed on the program of study. Department funding will only be provided for a total of three years, after which alternative sources of funding must be found by the student should he or she wish to continue in the masters program.

b. Major Professor

A Major Professor must be selected by the end of the first year of residence. Delay beyond this point in choosing a major professor must be approved by the Graduate Student Performance Committee.

c. Masters Thesis Advisory Committee

Every MS student shall have a committee of three faculty members selected by the end of his/her second semester in graduate school. The committee is formed by agreement between the student and the Major Professor. Once committee members are selected, the “Advisory Committee for Master of Arts and Master of Science Candidates” form must be submitted to the Graduate School through the Graduate Coordinator’s Assistant.

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 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 in writing from the Graduate Performance Committee. After the first advisory committee meeting, the student should file the Final Program of Study in GradStatus, using form G138 – Program of Study found at gradstatus.uga.edu.
d. Thesis Defense
MS students must submit their theses to their advisory committees at least two weeks, and notify the Graduate Coordinator’s Assistant at least three weeks, before their scheduled seminar. The major professor should approve the thesis before it is submitted to the committee. 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 CBIO Department.

C.2. Doctoral (Ph.D.) Degree

To obtain a PhD, student must:
- Complete 30 hours of coursework,
- Establish a Dissertation Advising Committee
- Submit a final Program of Study
- Be admitted to candidacy
  - Pass a written exam
  - Pass oral examination
- Submit a dissertation, and defend the dissertation in public

a. Course Requirements

In addition to the core required courses, additional electives are taken to meet all graduate school requirements for the Ph.D. degree, including:
- 16 hours of 8000/9000 level course work (exclusive of 6 hrs. doctoral research, independent study courses, and dissertation writing).
- A minimum 30 hours of course work overall (including 6 hrs. doctoral research and 3 hrs. of dissertation writing).
- Students that enter the Ph.D. program and hold a BS degree only must take an additional 12 hrs. of graduate coursework only open to graduate students.

Entering Ph.D. Program with BS:

28 hrs. of coursework with a minimum of 16 hrs. at the 8000/9000 level
6 hrs. CBIO 9000 - Doctoral Research
3 hrs. CBIO 9300 - Doctoral Dissertation

Total hours of Coursework: 37

Entering Ph.D. Program with MS:

16 hrs. of coursework at the 8000/9000 level
6 hrs. CBIO 9000 - Doctoral Research
3 hrs. CBIO 9300 - Doctoral Dissertation

Total hours of Coursework: 30

All Graduate School requirements for a doctoral degree must be completed within a six-year time limit
b. **Major Professor**
A Major Professor must be selected by the end of the first year of residence. Delay beyond this point in choosing a major professor must be approved by the Graduate Student Performance Committee.

c. **Dissertation Advisory Committee**
Every student, with the advice of his or her major professor, will select a Dissertation Advisory Committee by the end of the first summer in the program. A form announcing the Dissertation Advisory Committee for Doctoral Candidates must be submitted to the Graduate School through the Graduate Coordinator’s Assistant in the CBIO office.

The Dissertation Committee will have a minimum of 4 faculty members, including the student’s major professor. The committee must be approved by the Graduate Student Performance Committee and include at least two members of the CBIO Department (regular faculty). A minimum of three members of the Advisory Committee must be members of the graduate faculty of UGA. Students in the CBIO/BER path should have at least two biology education researchers on the Advisory Committee. 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 coordinator 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.

The composition of the Dissertation 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 an evolving thesis project. Changes in Dissertation Committee membership should not violate the general guidelines for composition of the committee (see above). The Graduate Student Performance Committee should be notified in writing of Dissertation 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 the Graduate Coordinator’s Assistant.

The first meeting of the advisory committee must be held by the end of the Summer 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 Student Performance Committee.

A form describing the Preliminary Doctoral Program of Study must be submitted to the Graduate
Coordinator’s Assistant by the end of fall semester of the student’s second year.

**Functions of the Dissertation Advising Committee:**

- A student must call a meeting of his/her Advisory Committee at least once a year. The student is responsible for organizing the meeting. Following each meeting, committee members must complete and sign an “Annual Cellular Biology Dissertation/Thesis Committee Advisement Form.”
- Students should aim to complete their course of study in five years. The deliberations of the Advisory Committee should balance this goal against real progress in the student’s research in order to achieve the best possible outcome.
- The Advisory Committee will prepare, administer, and grade qualifying examinations.
- Members of the Advisory Committee can advise and guide a student beyond the confines of the annual meeting. Students should consider an Advisory Committee as a resource for both scientific deliberations, and also for advice on professional development.

d. **Final Program of Study**

The final program of study must list all graduate courses relevant to the doctoral program and be submitted by the graduate student in GradStatus, using form G138 – Program of Study found at gradstatus.uga.edu. The student should indicate to the Graduate Coordinator’s Assistant when the form is submitted. The Graduate Coordinator’s Assistant will obtain approval by the Dissertation/Thesis Committee and the Graduate Coordinator prior to application for admission to candidacy.

**OUTLINE of PROGRAMS of STUDY:**

**Core** (All students in the program must take these courses in the first year.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIO 8112/8114</td>
<td>4 hrs. (PhD) or 2 hrs (MS)</td>
</tr>
<tr>
<td>GRSC 7001</td>
<td>1 hr</td>
</tr>
<tr>
<td>GRSC 7770</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>LLED 7768 and/or</td>
<td>1-3 hrs.</td>
</tr>
<tr>
<td>LLED 7769</td>
<td>1-3 hrs.</td>
</tr>
</tbody>
</table>

**Area-specific Advance Core Courses** (All students must take at least one of these courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIO 8100</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>CBIO 8300</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>CBIO 8400</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>CBIO 8500</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>CBIO 8520</td>
<td>4 hrs.</td>
</tr>
</tbody>
</table>

**Other Possible Graduate Courses** (All students are required to take 21 hrs. of graduate coursework.)

*This is not an exhaustive list – only an example of some of the courses available.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCMB 8010</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>BCMB 8040</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>BCMB/GENE 8120</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>BCMB 8130</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>BCMB 8140</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>BCMB 8150</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>BCMB 8160</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>BCMB/CHEM 8190</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>BCMB/BINF 8210</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>BCMB 8300</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>BCMB/CHEM 8330</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>BCMB/CHEM 8810</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>BINF/BCMB 6005</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>BIOS 7010</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>CBIO/MIBO/IDIS 6100</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>CBIO 6500</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>CBIO/PBIO 6600</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>CBIO 7360</td>
<td>1 hour</td>
</tr>
<tr>
<td>CBIO 8050-8050L</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>CBIO 8080</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>CBIO 8480</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>CBIO 9010</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>CHEM 8350</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>ERSH 6300</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>ERSH 8310/STAT 6210</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>ERSH 8320/STAT 6220</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>ERSH 6600</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>ERSH 7250</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>ERSH7600</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>FANR/BINF/GENE 8140</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>GENE 8500</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>GENE 8650</td>
<td>1 hour</td>
</tr>
<tr>
<td>GENE 8920</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>GENE 8930</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>GENE/BINF 8940</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>GENE 8970</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>GENE/MBIO 8980</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>GRSC 8200</td>
<td>1 hour</td>
</tr>
<tr>
<td>GRSC 8550</td>
<td>1 hour</td>
</tr>
<tr>
<td>IDIS 8010</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>IDIS 8300</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>IDIS 8350</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>IDIS 8591</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>LLED 8550/QUAL 8550</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>MBIO 8600</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>PBIO/BIOL/BINF 6550</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>PHRM 8010</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>PHRM 8190</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>PHRM 8230</td>
<td>4 hrs.</td>
</tr>
</tbody>
</table>
Before a student can become a PhD candidate, he or she must pass a comprehensive qualifying exam, which is composed of two parts: a written exam and an oral exam. Both exams are evaluated by the advisory committee of each student. The exams must be scheduled by March 1st and completed by May 31st of the student’s second year. An extension beyond May 31st may be requested in writing to the graduate coordinator. Students should keep in mind that most faculty have limited availability during the summer months. Once the oral exam is scheduled, students must let the graduate coordinators assistant know of the details so the Graduate School can be informed.

**Time Table for the Written and Oral Exams**

1. In the Spring of their second year, doctoral students will submit their Written Exam for distribution to the Dissertation Advisory Committee.
2. A grant proposal in the student’s future area of study serves as the written examination (see below). The proposal is an exam, and should be the student’s own work. Other individuals may read, but should not edit, the paper. However, it is understood that discussion with other laboratory members including the major advisor are appropriate formative learning experiences.

3. The Advisory Committee will make a decision within 2 weeks after receipt of the written proposal whether to schedule the oral examination.

4. In some cases, the Advisory Committee will allow the student one opportunity to rewrite the proposal, incorporating changes based on input from the committee. The revised proposal must be submitted no later than 3 weeks after the request for revisions is provided to the student.

5. At the conclusion of the Oral Examination, the committee will report the student’s performance on the Written and Oral Examinations for Admission to Candidacy.

6. The Oral Exam should be completed preferably by the end of Summer Semester of the second year, and certainly by the end of Fall Semester of the third year.

7. Students who enter the program in a semester other than the Fall semester will be expected to have completed written and oral examinations preferably within two full years in the program, and certainly within 2 years and one semester.

8. The supplemental salary above the 2/9 level will be withheld from those students who do not keep to the time frame and thus are not “students in good standing”. Upon successful completion of the written and oral examinations, the supplemental salary will be reinstated.

• **Instructions for the Written Examination**

The Written Examination will take the format of a grant proposal. The proposal should be divided into seven sections: Abstract; Specific Aims; Background and Significance; Preliminary Studies; Proposed Experiments; Timetable; References. The proposal should be in 12 point font (or equivalent size, e.g. 11 point Arial), and minimum of 6 pages, but no more than 12 pages including figures and tables, without references. The proposal for a CBIO/BER student's written exam will have an additional section on their biology education research project, of a minimum 6 pages in length. The proposal shall be typed single spaced, margins must be at least 0.6” in all directions. Follow the format below:

1. **Abstract** (1 page or less single spaced). Provide a brief introduction. State the broad, long-term objectives and specific aims of the proposal. Summarize approaches to be employed, and the impact of the studies. The Abstract is a succinct description of the proposed work. It must be complete, especially when separated from the proposal.

2. **Specific Aims** (1 page maximum). State the objectives of the research proposal and the hypotheses to be tested. Describe the research design and approaches for achieving these goals. Integrate the specific aims into the overall goals and hypotheses to be tested. Justify the importance of each specific Aim.
3. **Background and Significance** (1-2 pages suggested). Focus on the literature that is most relevant to your research. Mention work published prior to your proposal. Include citations to important papers. State concisely the importance of the research described in this application by relating the specific aims to broad and significant long-term objectives. Use figures and diagrams as needed. For Significance, address how does your project address an important problem in the field? If the aims of the project are achieved, how will scientific knowledge, technical ability, and/or clinical practice be improved?

4. **Overall Impact** Explain how the project will exert a *sustained* powerful influence on the research field.

5. **Preliminary Studies/Progress Report** (0-2 pages suggested). Provide preliminary studies pertinent to your proposed work. Include information that will help to establish your experience and competence for performing the proposed experiments. Preliminary studies are not necessary for the proposal, but may include your own work or others' unpublished work from your laboratory. Be sure to credit the appropriate individuals.

6. **Research Design and Methods** (6-8 pages suggested). Address the following points for each aim or question:

   i. State the question to be investigated clearly. You can have sub-aims. Describe procedures to be used to obtain the data.
   ii. Order your experiments logically, to help a reader follow your thinking.
   iii. Describe statistical procedures by which the data will be analyzed (if appropriate).
   iv. State possible experimental outcomes, interpretation, and a proposed plan of action corresponding to each possible outcome.
   v. Potential experimental difficulties should be discussed together with alternative approaches that could achieve the desired aims.

7. **Timetable for the project** (1 page maximum).

8. **References** List literature cited at the end of the proposal. Each citation must include names of all authors, titles, book or journal, volume number, page numbers, and year of publication. Figures and Tables for the Introduction, Preliminary Data, and Research Design and Methods sections should be included in the text, and accompanied by detailed legends so that the figures can be understood without reference to the text.

The Result of this Written/Proposal Exam must be signed and marked as Pass/Fail on the form and sent to the Graduate Coordinator’s Assistant in the Cellular Biology office once all committee members have reviewed the exam.

- **Instructions for the Oral Examination**

  (Note that the Oral Examination is required only for Doctoral Students. Master's candidates may schedule a committee meeting to discuss the written proposal, but the proceedings will not be a part of the examination)

  At the beginning of the Oral Exam, a member of the Advisory Committee other than the major
professor will be chosen as the Chair of the exam. The Major Professor will refrain from guiding or answering for the student, but may ask the student questions. The Oral Exam is expected to last about two hours, but not more than three hours, and may be less than two hours at the discretion of the committee. The exam will consist of questions covering both specific and general knowledge for the student to complete his or her proposed research.

To start the discussion, the student will give a presentation that summarizes the proposed research. There is no standard format for this presentation, which may be a powerpoint slide or on the whiteboard. There is no maximum nor minimum number of slides required, but the presentation should describe the proposed work in sufficient at least as much detail as is in the Written Proposal. Students in the CBIO/BER path must also cover their biology education research in their presentation. Faculty may interrupt the presentation at any time to ask questions about the project or any area of biology and current literature. There is no an expectation that students will get through all the slides in the presentation. Each committee member, including the advisor, must submit their grade of pass/fail before the meeting adjourns, and should provide the student with any additional feedback they feel is necessary.

Students who enter the CBIO/BER path after passing written and oral exams on their cellular biology research will defend a research proposal for their biology education research.

- **Time Limit on Candidacy**

  The dissertation must be completed within five years following Admission to Candidacy in order to qualify for graduation. If a doctoral student's candidacy expires after the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

f. **Dissertation Defense**

  To graduate from the Ph.D. program, a student must be in residency for two semesters after Admission to Candidacy and successfully defend a dissertation.

  Candidates for the doctorate must present a dissertation on some subject connected with their major field of study. The dissertation must represent original research, independent thinking, scholarly ability, and technical mastery of a field of study. Its conclusions must be logical, its literary form must be acceptable, and its contribution to knowledge should merit publication.

  When the student’s Major Professor has approved the dissertation, he/she will distribute copies of the dissertation to the members of the Dissertation Advisory Committee, will schedule a final oral defense, and will notify the Graduate Coordinator’s Assistant of the oral defense time and location a minimum of 3 weeks before its proposed date. Written assent of 3 of the 4-committee members (other than the Major Professor) will be required before a dissertation will be approved as ready for a final defense. If the Advisory Committee declines to approve the dissertation, the Major Professor will notify the student and the Graduate School. The dissertation, signed by the Major Professor, must be submitted to the Dean of the Graduate School for his approval no later than two weeks prior to graduation. Once the Advisory Committee has approved the dissertation and the final oral examination has been passed, the dissertation
must be submitted to the Graduate School for final approval no later than the last day of classes of the semester. Dissertations that are not submitted by this deadline must be defended again and approved by the Advisory Committee before the Graduate School will consider them for final approval. Students must register for a minimum of three semester hours of dissertation credit under the course CBIO 9300. Instructions for typing the dissertation may be obtained in the Graduate School. Please contact the Graduate Coordinator’s Assistant with the title, date, place and time of the Dissertation Defense three weeks in advance to notify the Graduate School of the Defense.

C.3. Thesis and Dissertation Guidelines and Forms


A doctoral student in CBIO/BER path may have a typical five-chapter dissertation where the first chapter is an introduction and the last chapter is a conclusion. This leaves three data chapters. Students may have two data chapters from their cellular biology research and one data chapter from their biology education research. The dissertation should include one publishable paper in cellular biology and one publishable paper in biology education research. The degree earned in the CBIO/BER path is a Ph.D. in Cellular Biology.


The submitted file must be named according to the following convention:
lastname_firstname_middle_initial_yearthenmonthofgraduation_degreeacronym.pdf

For example: doe_john_b_201012_phd.pdf

DO NOT submit your document for format check or final approval without naming it in the appropriate manner detailed above.


You must have a format check done before you can submit your official copy.


Submit only your corrected (Format Checked) thesis or dissertation.

*Please note: proofreading changes cannot be made to the document once it has been accepted as final. Please make sure that you are happy with the document you submit and do not submit until you are sure no additional edits to the content will be needed.

If you would like paper copies of your thesis or dissertation, Print and Copy Services at the Tate Student Center will print and bind your thesis or dissertation in the traditional black hard cover with gold lettering. Please do not make copies or pay for binding before contacting the Tate Center Print and
Copy Services.

Graduation. Diplomas will be mailed approximately six to eight weeks after graduation. Address changes, if necessary, should be made with the Office of the Registrar to ensure receipt of diplomas.

Graduate School Forms:
Forms that must be submitted to the Graduate School are available at the Graduate School web site (http://grad.uga.edu/index.php/current-students/forms)

Please remember that ALL forms are to be turned into the Graduate Coordinator’s Assistant and she will make copies for your department file and then send them to the appropriate office. It is strongly advised that you meet with the Graduate Coordinator’s Assistant BEFORE preparing any official forms or obtaining signatures so that he/she can ensure that the forms have been filled out correctly.

D. RESPONSIBILITIES OF THE MAJOR STAKEHOLDERS IN THE CBIO GRADUATE PROGRAM

D.1. Graduate Students

a. 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 https://honesty.uga.edu/Academic-Honesty-Policy/).

b. Meet all deadlines set by the Department and the Graduate School. The Graduate Coordinator’s Assistant posts a copy of the Graduate School deadline dates outside of the main Cellular Biology office on the CBIO Graduate Student’s Bulletin Board. The Form will also be distributed by email to students. The Graduate School provides a list of deadlines every semester on their website (http://grad.uga.edu/index.php/current-students/important-dates-deadlines).

c. 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 (Graduate Coordinator’s Assistant). In all cases, any form submitted to the Graduate School should also be copied and provided to the Department.

d. Attend Departmental Seminars, and try to be a good citizen of the department.

e. Be proactive in pursuing your goals for graduate education. The faculty and staff of the Department can help you fulfill your goals, but keep in mind that this is YOUR graduate degree. It is your responsibility to navigate the program successfully.

f. Ensure that you are in good standing, academically and in your research work. Failure to do so invites undesirable actions that might include dismissal from the program.

D.2. Graduate Student Performance Committee

a. Monitor progress in the program as a whole to ensure that students are moving toward completion of their degrees. Students are expected to complete doctoral degrees in five years. The GSPC 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.
b. Monitor the progress of first year students before selection of a major professor. The Graduate Performance 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.

c. Hear student appeals regarding program 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.

d. Organize Departmental Orientation activities for incoming graduate students during the first weeks of the fall semester.

e. 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.

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

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

D.3. Cellular Biology Faculty Members

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

b. 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 cellular biology, independent of any long-term considerations.

c. Serve on Thesis 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.

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

e. 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.

E. WHICH FORMS TO USE AND WHEN

Form titles are in bold letters below and are available electronically on the Graduate School website: http://grad.uga.edu/index.php/current-students/forms

The Cellular Biology Department Graduate Coordinator’s Assistant will provide you with all departmental forms.

REMEMBER, all forms are to be turned in to the Graduate Coordinator’s Assistant in Cellular Biology Main Office. It is strongly advised that you meet with the Graduate Coordinator’s Assistant BEFORE preparing any official forms or obtaining signatures so that he/she can ensure that the forms have been filled out correctly. Although the Graduate Coordinator and the Graduate Coordinator’s Assistant will advise students of deadlines
whenever possible it is the student’s responsibility to submit Graduate School and Departmental forms on time.

Forms that remain in the Cellular Biology Department:

**Rotation Assignment Form** - Submit this form each time you begin a new rotation.

**Statement of Research** (must be accompanied with the Advisory Committee selection for both Master’s and Doctoral candidates)

**Advisory Committee Annual Evaluation**

**Cellular Biology Annual Progress Report**

**Preliminary Program of Study Form** (Doctoral candidates) – Take this form to your first committee meeting. Consult the Graduate Coordinator’s Assistant for help in filling in the form.

**Written Comprehensive Exam Form**

Forms that are submitted to the Graduate School:

**Change of Degree Objective** (Master’s and Doctoral candidates)

**Program of Study** (Master’s candidates)

**Final Program of Study** (Doctoral candidates)

**Thesis Defense and Final Examination Approval** (Master’s candidates)

**Dissertation and Final Examination Approval** (Doctoral candidates)

**Electronic Thesis and Dissertation (ETD) Submission** (Master’s and Doctoral candidates)

The following forms do not travel through the Graduate Coordinator’s office:

- Change in Graduation Date
- Request for Transfer Credit Form
- Withdrawals after Drop/Add
- Overload Requests
- Requests to lift flags for test scores, transcripts, etc.

These forms should be mailed directly to:

**Enrolled Student Services**
**Graduate Records Office**
320 E. Clayton Street
Suite 400
Athens, GA 30602

**F. ADMINISTRATIVE PROCEDURES**

**F.1. Who Do I Ask About . . . ?**

<table>
<thead>
<tr>
<th>Graduate Course Requirements</th>
<th>- Biological Science 724A - <a href="mailto:cbgrad@uga.edu">cbgrad@uga.edu</a> (Graduate Coordinator) – Coverdell 206 - <a href="mailto:dougan@uga.edu">dougan@uga.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration, Student Forms</td>
<td>- Biological Science 724A - <a href="mailto:cbgrad@uga.edu">cbgrad@uga.edu</a></td>
</tr>
<tr>
<td>Personnel, Payroll</td>
<td>- Biological Science 724A - <a href="mailto:cbgrad@uga.edu">cbgrad@uga.edu</a></td>
</tr>
</tbody>
</table>
Notary Public
- Biological Science 724A - cbgrad@uga.edu

Departmental Van
- Biological Science 722A – cecilyc@uga.edu

Reimbursements for Expenses
- Biological Science 724 – cbgrad@uga.edu

Photo Copying, Faxes, Keys, Travel reimbursements
- Biological Science 724 – cbgrad@uga.edu

Grievances
Department Head - cbiohead@uga.edu
Dr. Jim Lauderdale – Coverdell 256 - jdlauder@uga.edu

Computers, A/V Equipment, Department Listservs
Franklin College Office of Information Technology
https://franklin.uga.edu/office-information-technology
(706) 542-9900

• Helpful Online Resources

Cellular Biology Department Website
http://cellbio.uga.edu

Email
http://eits.uga.edu/email_and_calendar/office365

myID Accounts
Register for email account and university myID - https://eits.uga.edu/access_and_security/myid/

Athena
Online course registration, student account and transcript information - https://athena.uga.edu

Parking Services
Register and pay parking tickets online; obtain your permit on your first day - http://parking.uga.edu

Health Center
Clinic services, hours and contact numbers - https://www.uhs.uga.edu

Counseling and Psychiatric Services
Services, hours, and contact numbers - https://www.uhs.uga.edu/caps/welcome

Student Health Insurance
https://hr.uga.edu/students/student-health-insurance/

Office of International Education
http://oie.uga.edu and visahelp@uga.edu

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

Science Library:
Hours, holdings, online journals and literature services - http://www.libs.uga.edu
UGA library list of online journals - http://www.libs.uga.edu/ejournals

Graduate School
Forms, contact info, and policies (remember that all forms listed on pg. 24 should be turned into Graduate Coordinator’s Assistant - she will turn them in to the graduate school for you and make a copy for your Cellular Biology records) - http://grad.uga.edu

Student Newspaper and Local Newspaper
Red & Black (an independent student newspaper) - http://www.redandblack.com
Athens Banner Herald - http://www.onlineathens.com

F.2. Communication

Electronic Mail
All faculty, staff, and graduate students need a university email account. To obtain a UGA “myID”, go to https://eits.uga.edu/access_and_security/myid/

All students have been included in the Cellular Biology student email group (cbiografts@listserv.uga.edu). This email address is used for sending messages to all graduate students. Please make sure you use your uga email account to interact with the Assistant to the Program.

cbioall@listserv.uga.edu - Everyone on the lists below
cbiofaculty@listserv.uga.edu - All CBIO faculty
cbiografts@listserv.uga.edu - All CBIO graduate students
cbiooffice@listserv.uga.edu - All CBIO Office Staff
cbiopostdocs@listserv.uga.edu - All CBIO post-docs

The above mailing lists are to be used only for posting professional information. 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 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.

Mail (Biological Sciences Bldg. and Paul Coverdell Bldg.)
Campus and US mail is delivered and picked up daily. Please remember to affix proper postage to non-campus mail.
F.3. Office Supplies and Equipment
See any staff member in the main office - Biological Science Bldg or Erica Young in the Coverdell Bldg.

F.4. Electronic Journals
The UGA library list of online journals can be found at: http://www.libs.uga.edu/eqjournals/
Many other reference sources: http://www.galileo.peachnet.edu/

F.5. Departmental Vehicles
A limited number of state vehicles are available for purposes related to Departmental or research needs. See Cecily Hill (Biological Science 722A) for details and procedures.

F.6. Stipend, Fees, and Health Insurance
Students are supported with research assistantships, University-supported fellowships, and teaching assistantships. Cellular Biology stipends are $34,422.90 for PHD and $30,980.61 for MS for the 2024-2025 academic year. All assistantships provide for remission of in-state and/or out-of-state tuition fees. Students in good standing are guaranteed support for at least three years (M.S.) or five years (Ph.D.).

Tuition and fees are waived to $25 for students on assistantship, normally $12,593 per semester. Students holding assistantships pay program fees of $1133 per semester. Every student must have health insurance. The University of Georgia pays a portion of your mandatory Health Insurance. International Students are required to pay the SEVIS fee.

F.7. Travel Funding

ATTENTION GRADUATE STUDENTS: YOU MUST PRESENT ANY QUESTIONS OR MATERIALS TO GRADUATE COORDINATOR’S ASSISTANT BY THE PREVIOUSLY POSTED DEADLINE BEFORE ANY TRAVEL REQUEST ARE COMPLETED.

A student receiving an invitation to present a paper at a professional meeting within the Continental United States may submit a travel request through their department to the Graduate School. The following guidelines will be used in considering all such requests:

1. First preference will be given to doctoral students. A request from a master’s student will be considered ONLY if the department does not offer a doctoral degree.
2. The meeting or conference must be of regional or national importance.
3. Approval of travel requests will be limited to one trip per student per fiscal year.
4. The student must possess a minimum GGPA of 3.50 based on at least five semesters of full time graduate study at UGA with no grades of “Incomplete”.
5. Funding will not be provided to students employed as instructors or classified employees.
6. The applicant must be registered for classes during the semester of his/her travel. If a student is traveling between semesters, he/she must also be registered for the semester following travel.
7. The request must be accompanied by evidence that the student's research has been accepted for presentation and by an abstract of the research to be presented.
8. Travel support provided by any other party (department) must be listed on the Travel Authority form being submitted to the Graduate School.

The above criteria are minimum for applying for travel funds. Do not assume that meeting these criteria’s will automatically guarantee funding.

The amount of the award will be based on such factors as prevailing costs at the meeting site, distance traveled, whether the meeting is national or regional and the availability of funds. No student will be reimbursed more than the actual cost of the trip.

**International Travel - The Office of the Vice President for Research**

Travel grants are for doctoral students who are at an advanced stage in their graduate program and are presenting results of their dissertation findings. Students wishing support for international travel should contact their Graduate Coordinator in order to submit their request to the Office of the Vice President for Research. Students receiving an invitation to present a paper at a professional meeting within the continental United States may submit a travel request to the Graduate School. Contact the department’s graduate coordinator concerning the guidelines applicable to these travel grants. (See the Office of the Vice President for Research’s website for more information).
### G. APPENDICES

#### G.1. Example of a Ph.D. Program in Cellular Biology

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Coursework and Comments</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Spring</td>
<td>CBIO8050/8050L - Techniques in Modern Microscopy</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 8113/8114 - Advanced Cellular Biology 1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9070 - Research Seminar Cellular Biology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9000 - Doctoral Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LLED 7768 - Graduate Internship I - International Graduate Student Only</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>CBIO 9000 - Doctoral Research</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9030 - Current Literature Cellular Biology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9040 - Laboratory Group Meeting</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Form Thesis Committee.</strong> Forms must be turned into the Graduate Coordinator’s Assistant.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Hold First Advisory Committee Meeting.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Preliminary Program of Study.</strong> Forms must be turned into the Graduate Coordinator’s Assistant.</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>Fall</td>
<td>CBIO 8213/8214 - Advanced Cellular Biology 2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9000 - Doctoral Research</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9070 - Research Seminar Cellular Biology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GRSC 7770 - Graduate Seminar</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LLED 7769 - Graduate Internship II - International Graduate Student Only</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>CBIO 8080 - Biomedical Grant Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9000 - Doctoral Research</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9070 - Research Seminar Cellular Biology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>CBIO 9000 - Doctoral Research</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9030 - Current Literature Cellular Biology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9040 - Laboratory Group Meeting</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Hold Advisory Committee meeting if not done in Fall or Spring.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Final Program of Study.</strong> To be completed and signed by Major Professor and Advisory Committee. Once the exam results are completed, turn form into the Graduate Coordinator’s Assistant.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Written Examination.</strong> Contact the Graduate Coordinator’s Assistant for form. Once the exam results are completed, turn form into the Graduate Coordinator’s Assistant to place in student’s file.</td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td>Fall</td>
<td>GENE 8940 - Genome Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9000 - Doctoral Research</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBIO 9070 - Research Seminar Cellular Biology</td>
<td>1</td>
</tr>
</tbody>
</table>
Spring
- CBIO 9000 - Doctoral Research
- CBIO 9070 - Research Seminar Cellular Biology

Summer
- CBIO 9000 - Doctoral Research
- CBIO 9030 - Current Literature Cellular Biology
- CBIO 9040 - Laboratory Group Meeting

Hold Advisory Committee meeting if not done in Fall or Spring.

Oral Comprehensive Examinations. Once the exam results are completed, turn form into the Graduate Coordinator’s Assistant.

Application to Candidacy.

Fourth

Fall
- BIOS 7010 – Biostatistics
- CBIO 9000 - Doctoral Research
- CBIO 9070 - Research Seminar Cellular Biology

Spring
- BCMB 8120 - Advanced Topics in Gene Expression
- CBIO 9000 - Doctoral Research
- CBIO 9070 - Research Seminar Cellular Biology

Summer
- CBIO 9000 - Doctoral Research
- CBIO 9030 - Current Literature Cellular Biology
- CBIO 9040 - Laboratory Group Meeting

Hold Advisory Committee meeting if not done in Fall or Spring.

Fifth

and

Beyond

Fall
- BCMB/BINF 8210 - Computational Methods in Bioinformatics
- CBIO 9000 - Doctoral Research
- CBIO 9070 - Research Seminar Cellular Biology

Spring
- CBIO 9000 - Doctoral Research
- CBIO 9070 - Research Seminar Cellular Biology

Review Deadline Dates with the Graduate School in anticipation of graduation.

Summer
- CBIO 9300 - Doctoral Dissertation
- CBIO 9030 - Current Literature Cellular Biology
- CBIO 9040 - Laboratory Group Meeting

Hold Advisory Committee meeting if not done in Fall or Spring.
G.2. Sample Department Program Forms

Annual Cellular Biology Dissertation/Thesis Committee Advisement Form

Graduate students in Cellular Biology are required to meet with their Thesis or Dissertation Committees at least once a year. The purpose of these meetings is to monitor progress toward her/his degree objective. The student should receive written feedback regarding her/his progress each year. This form should be completed at each annual meeting.

Student's Name: ___________________________ Meeting Date: _______________________

Month/Year of Matriculation: _______________ Degree Objective (circle one): MS Ph.D.

Admitted to Candidacy (please circle one): YES / NO

1. Is this student progressing at a satisfactory rate toward the completion of their degree objective?
   - Student does not appear to be progressing
   - Student is progressing but at a rate below expectations
   - Student is meeting committee expectations
   - Student is exceeding committee expectations

2. Major achievements in the last year (e.g. completed admission to candidacy; meeting presentation or research lecture; published manuscript; awards for teaching and/or research).

3. Comments for the student regarding progress in the program.

4. Can you provide a tentative date for this student to graduate?
   - No
   - Yes Tentative Date:

Signature of Major Advisor: ___________________________ Date: _______________

Signatures of Committee Members:
_____________________________________________________________________
_____________________________________________________________________

Signature of Graduate Student: ___________________________ Date: _______________

PLEASE SUBMIT THIS AND ALL OTHER RELEVANT FORMS TO CARRIE HARDEN
First Year Graduate Student Evaluation Form  
Department of Cellular Biology, University of Georgia

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Evaluator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Matriculation:</td>
<td>Degree Objective:</td>
</tr>
</tbody>
</table>

**RESEARCH:**
How would you rank this student’s performance in the lab?

<table>
<thead>
<tr>
<th>Effort:</th>
<th>Poor</th>
<th>Barely Adequate</th>
<th>Average</th>
<th>Very good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress of project:</td>
<td>Poor</td>
<td>Barely Adequate</td>
<td>Average</td>
<td>Very Good</td>
<td>Excellent</td>
</tr>
<tr>
<td>Quality of Research:</td>
<td>Poor</td>
<td>Barely Adequate</td>
<td>Average</td>
<td>Very Good</td>
<td>Excellent</td>
</tr>
<tr>
<td>Development of technical skills:</td>
<td>Poor</td>
<td>Barely Adequate</td>
<td>Average</td>
<td>Very Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

**Comments:**

Signature of Evaluator: ________________________________ Date: ____________

*Rev August 2, 2012*
TEACHING ASSISTANT EVALUATION FORM
Department of Cellular Biology, University of Georgia

Name of Student: 
Evaluator: 
Course ID: 
Semester: 

TEACHING:
Please evaluate this student's performance as a teaching assistant:

Poor    Barely Adequate    Average    Very Good    Excellent

Comments: 

Signature of Evaluator: ___________________________  Date: ________________

Rev August 2, 2012
**Written Comprehensive Exam Form**

**REPORT ON WRITTEN COMPREHENSIVE EXAMINATION**
**FOR MS CANDIDATES**
**DEPARTMENT OF CELLULAR BIOLOGY**

The written comprehensive examination for ____________________________
(Student name)

was held on ____________________________.
(Dates)

The examining committee submits the following report:

<table>
<thead>
<tr>
<th>NAME (printed)</th>
<th>SIGNATURE and DATE</th>
<th>PASS</th>
<th>FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Major Advisor)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report received by Graduate Coordinator on ____________________________.
(Date)

**REPORT ON WRITTEN COMPREHENSIVE EXAMINATION**
**FOR PHD CANDIDATES**
**DEPARTMENT OF CELLULAR BIOLOGY**

The written comprehensive examination for ____________________________
(Student name)

was held on ____________________________.
(Dates)

The examining committee submits the following report:

<table>
<thead>
<tr>
<th>NAME (printed)</th>
<th>SIGNATURE and DATE</th>
<th>PASS</th>
<th>FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Major Advisor)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report received by Graduate Coordinator on ____________________________.
(Date)
G.3. Sample Graduate School Program Forms

Advisory Committee Approval Form

Master of Arts/Master of Science: The advisory committee for the Master of Arts and Master of Science must consist of a minimum of three members. The chair and at least one other member must be members of the Graduate Faculty of the University of Georgia. The third 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, academic professional, 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 third member upon approval by the departmental Graduate Faculty and the dean of the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study (see *Non-affiliated Persons on Advisory Committees*). No more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority must be members of the Graduate Faculty.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Local Address</td>
</tr>
<tr>
<td>Degree</td>
<td>PhD</td>
</tr>
<tr>
<td>Major</td>
<td>Cellular Biology</td>
</tr>
</tbody>
</table>

Student's Committee
(Please type major professor and committee members' names)

<table>
<thead>
<tr>
<th>Major Professor</th>
<th>Major Professor Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Member</td>
<td>Committee Member Full Name</td>
</tr>
</tbody>
</table>

The three-person committee, in consultation with the student, is charged with planning and approving the student's program of study, advising the student on required research skills, guiding the thesis research, reading and approving the thesis, and administering the thesis defense and the final examination over the program of study. The major professor and at least one of the other members of the Advisory Committee must be members of Graduate Faculty. This form should be submitted to the Dean of the Graduate School before the end of the first semester of residence of a prospective candidate for the degree.

**APPROVALS**

<table>
<thead>
<tr>
<th>Graduate Coordinator</th>
<th>Graduate Coordinator Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Dean</th>
<th>Date</th>
</tr>
</thead>
</table>

*Revised May 2024 Page 41 of 52*
Doctoral: The doctoral committee must consist of a minimum of four members of the Graduate Faculty, including the student’s major professor, who will serve as chair of the committee. Additional voting members, with proper rank, may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study.

Advisory Committee for Doctoral Candidates

The University of Georgia
Graduate School 230 E. Clayton Street, Suite 400, Athens, GA 30602
(Please submit this original TYPED form and one (1) copy of this form to the Graduate School)

As Graduate Coordinator, I recommend the appointment of the three members listed below as the Doctoral Advisory Committee for:

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Full Name</th>
<th>CAN # (S10)</th>
<th>Degree</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>810 000 000</td>
<td>PhD</td>
<td>Cellular Biology</td>
</tr>
</tbody>
</table>

Student’s Committee
(Please type major professor and committee members' names)

<table>
<thead>
<tr>
<th>Major Professor Graduate Faculty</th>
<th>Major Professor Full Name</th>
<th>Co-Major Professor of any Graduate Faculty</th>
<th>Co-Major Professor Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Faculty Member 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Faculty Member 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Faculty Member 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member Full Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member Full Name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional members may be added at the department’s discretion

The committee must consist of a minimum of three members of the graduate faculty, including the student’s Major Professor, who will serve as the chair of the committee. This committee, in consultation with the student, is charged with planning and approving the student’s program of study, arranging the comprehensive written and oral examinations, advising the student on research skills, approving the subject for the dissertation, approving the completed dissertation, and approving the defense of the student’s research. This form should be submitted to the Dean of the Graduate School before the end of the first year of residence of a prospective candidate for the degree.

APPROVALS

<table>
<thead>
<tr>
<th>Graduate Coordinator (Name &amp; Signature)</th>
<th>Graduate Coordinator Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Program of Study Form

Master of Arts/Master of Science: 30 hrs. of coursework required for the MS degree. 12 hrs. of coursework open only to Graduate Students. Exclude thesis and research courses in this total.

<table>
<thead>
<tr>
<th>Course Prefix#</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
<th>Course Prefix#</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIO6130</td>
<td>1</td>
<td>S</td>
<td>201108</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBIO4010</td>
<td>4</td>
<td>A</td>
<td>201108</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBIO620L</td>
<td>2</td>
<td>S</td>
<td>201108</td>
<td>CBIO420L</td>
<td>2</td>
<td>S</td>
<td>201108</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL NUMBER OF HOURS

HOURS OPEN ONLY TO GRADUATE STUDENTS: exclude thesis and research courses in this total.

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC Room 600) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my data collection using human subjects will negate the use of that data for my master’s thesis. (Human subjects information available at http://www.ogr.mc.edu/oscr)

Student’s Signature (all students must sign) Date

Research Skills Requirement (if applicable)

Departmental Requirements: GRSC7700 - 3 - 201108; LLED7766 - 3 - 201108; LLED7060 - 3 - 201202

Master’s Advisory Committee: (Please type all names, sign, and date)

<table>
<thead>
<tr>
<th>Name (Typed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Professor Full Name (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member Full Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member Full Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPROVALS

Graduate Coordinator (Name & Signature) Date

Graduate Dean Date

Courses start to expire at the beginning of

This page was last modified on 07/26/2016 - Questions and/or comments to gradinfo@uga.edu - Copyright by The University of Georgia
Doctoral: A preliminary program of study, developed by the student and major professor and approved by a majority of members of the advisory committee, must be submitted to the graduate coordinator by the end of the student's first year of residence (the preliminary program of study is not submitted to the Graduate School). Return to the Graduate Coordinator's Assistant once completed. Form will be kept in the students file.
Preliminary Doctoral Program of Study

The University of Georgia
Graduate School 320 E. Clayton Street, Suite 400, Athens, GA 30602
This form is for Departmental Use only - Do Not Submit to the Graduate School

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Full Name</th>
<th>CAN # (810)</th>
<th>810 000 000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Local Address</td>
<td>Degree</td>
<td>PhD</td>
</tr>
<tr>
<td>Major</td>
<td>Cellular Biology</td>
<td>Minor</td>
<td></td>
</tr>
</tbody>
</table>

Relevant Master’s or Other Graduate Degree Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Hours</th>
<th>Course #</th>
<th>Hours</th>
<th>Course #</th>
<th>Hours</th>
<th>Course #</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Doctoral Courses

<table>
<thead>
<tr>
<th>Course Prefix. #</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
<th>Course Prefix. #</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
<th>Course Prefix. #</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CBIO6130</td>
<td>1</td>
<td>S</td>
<td>201108</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBIO8010</td>
<td>4</td>
<td>A-</td>
<td>201108</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBIO8920L</td>
<td>2</td>
<td>S</td>
<td>201108</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBIO8920L</td>
<td>2</td>
<td>S</td>
<td>201108</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>rto</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Research Skills Requirement (if applicable)

Departmental Requirement: GRSC7770 - 3 - 201108; LLED7768 - 3 - 201108; LLED0769 - 3 - 201202

Doctoral Advisory Committee: (Please sign and date) (Chair)

Graduate Coordinator Date

This page was last modified on 07/26/2010 - Questions and/or comments to gradinfo@uga.edu - Copyright by The University of Georgia
30 hrs. of coursework is required for the Ph.D. degree (12 hrs. of coursework open only to Graduate Students if student does not hold a MS degree). Exclude dissertation and research courses in this total. Final Program of Study must be submitted before oral comprehensive examinations can be scheduled.

### Final Doctoral Program of Study

The University of Georgia
Graduate School 320 E. Clayton Street, Suite 400, Athens, GA 30602

(Please submit this original TYPED form and one (1) copy of this form to the Graduate School)

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Local Address</td>
</tr>
<tr>
<td>Degree</td>
<td>PhD</td>
</tr>
<tr>
<td>Major</td>
<td>Cellular Biology</td>
</tr>
</tbody>
</table>

### Relevant Master’s or Other Graduate Degree Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Hours</th>
<th>Course #</th>
<th>Hours</th>
<th>Course #</th>
<th>Hours</th>
<th>Course #</th>
<th>Hours</th>
<th>Course #</th>
<th>Hours</th>
</tr>
</thead>
</table>

### Doctoral Courses

Please use * to designate 6000 and 7000 level courses open only to graduate students.

<table>
<thead>
<tr>
<th>Course Prefix#</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
<th>Course Prefix#</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
<th>Course Prefix#</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>C700610</em></td>
<td>1</td>
<td>S</td>
<td>2011/08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C7006201</td>
<td>1</td>
<td>A</td>
<td>2011/08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C7006202L</td>
<td>2</td>
<td>S</td>
<td>2011/08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C7006203L</td>
<td>2</td>
<td>S</td>
<td>2011/08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL HOURS

**Research Skills Requirement (if applicable)**

**Departmental Requirements**


### Doctoral Advisory Committee: (Please type all names, sign, and date)

- Major Professor Full Name (Chair)
- Committee Member Full Name
- Committee Member Full Name
- Committee Member Full Name

### APPROVALS

- Graduate Coordinator (Sign & Signature)
- Graduate Coordinator Name
- Date

- Graduate Dean
- Date

Course start to acquire at the beginning of
- GPA
Admission to Candidacy Form

Application for Admission to Candidacy for Doctoral Degrees

The University of Georgia
Graduate School 320 E. Clayton Street, Suite 400, Athens, GA 30602
(Please submit three (3) copies of this form (one original and two copies) to the Graduate School)

A prospective Doctoral candidate must be admitted to candidacy one full semester before the date of graduation

Name: Student Full Name

Address: Local Address

Degree: PhD

Major: Cellular Biology

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC, Room 606) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my data collection using human subjects will negate the use of that data for my doctoral dissertation. (Human subjects information available at: http://www.ohrpr.uga.edu/hrp)

Student's Signature (all students must sign) Date

Certification and Recommendation of the Department: Please check all appropriate items

☐ We have examined the entire graduate record of the student named above. An average of 3.0 (B) has been maintained on all graduate courses taken and on all completed graduate courses on the Program of Study. No course with a grade below C has been accepted as part of the Program of Study.

☐ Written and oral comprehensive examinations have been passed as part of the Program of Study.

☐ A dissertation prospectus has been approved (if required for Candidacy).

☐ The residence requirement has been met.

We recommend that this student be admitted to candidacy for the degree indicated.

APPROVALS

Major Professor
(Name & Signature)

Major Professor Full Name Date

Graduate Coordinator
(Name & Signature)

Graduate Coordinator Name Date

Graduate Dean

Date

This page was last modified on 07/26/2016
Questions and/or comments to gradinfo@uga.edu
Copyright by The University of Georgia

Revised May 2024 Page 47 of 52
# Thesis/Dissertation Defense Form

Previous Notification Required: The Graduate Coordinator’s Assistant will provide this form two weeks before your defense.

## Part I: Submission of thesis to advisory committee

<table>
<thead>
<tr>
<th>The Thesis Of:</th>
<th>Student Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN #: (810)</td>
<td>810 000 000</td>
</tr>
<tr>
<td>Degree:</td>
<td>MS</td>
</tr>
<tr>
<td>Major:</td>
<td>Cellular Biology</td>
</tr>
<tr>
<td>Examinations:</td>
<td>Student Will Provide Title</td>
</tr>
</tbody>
</table>

The thesis is submitted for examination by the master's advisory committee.

**Major Professor:** Major Professor Full Name  
**Date:** 01/11/2011

## Part II: Approval / Disapproval of thesis (to be signed by the members of the advisory committee).

Did this student use human subjects in his/her research?  
Yes [ ]  No [ ]

If so, proceed the project number [ ] and date approved by IRB [ ]

<table>
<thead>
<tr>
<th>Master's Advisory Committee (type name and sign)</th>
<th>Approved</th>
<th>Suggested Changes</th>
<th>Disapproved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Professor Full Name</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Committee Member Full Name</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Committee Member Full Name</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Note: If the advisory committee declines approval of the thesis as ready for the final defense, the major professor will notify the student.

## Part III: Oral Defense and Final Examination.

The Master's Advisory Committee reports the following results of the defense of the thesis held on:

<table>
<thead>
<tr>
<th>Thesis Defense Date</th>
<th>Final Exam (if applicable) Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/11/2011</td>
<td>01/11/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master's Advisory Committee (type name and sign)</th>
<th>Oral Pass</th>
<th>Oral Fail</th>
<th>Final Exam Pass</th>
<th>Final Exam Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Professor Full Name</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Committee Member Full Name</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Committee Member Full Name</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

## Part IV: Final Approval.

<table>
<thead>
<tr>
<th>Major Professor:</th>
<th>[ ]</th>
<th>Major Professor Full Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Graduate Coordinator:</th>
<th>[ ]</th>
<th>Graduate Coordinator Name</th>
<th>Date</th>
</tr>
</thead>
</table>
Doctoral: The doctoral defense examination is announced by the Graduate School on the Graduate School Website, therefore, the Graduate Coordinator’s Assistant will notify Enrolled Student Services of the date, time, place, title, and names of the committee members at least three weeks prior to its administration.

### Approval Form for Doctoral Dissertation and Final Oral Examination

**The University of Georgia**
Graduate School 320 E. Clayton Street, Suite 400, Athens, GA 30602

<table>
<thead>
<tr>
<th>Part I: Submission of dissertation to the advisory committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Dissertation Of: [Student Full Name]</td>
</tr>
<tr>
<td>CAN #: [810 000 00]</td>
</tr>
<tr>
<td>Entered: [Student Will Provide Title]</td>
</tr>
</tbody>
</table>

is submitted for examination by the doctoral advisory committee. The Graduate School has been notified in writing of the date of the oral defense.

| Major Professor: [Advising Professor Full Name] | Date: 11/01/2011 |

**Part II: Approval / Disapproval of dissertation (to be signed by the members of the advisory committee).** The doctoral advisory committee reports the following action on the above dissertation. There can be only one dissenting vote.

*Did this student use human subjects in his/her research? [ ] Yes [ ] No*

*If so, provide the project number and date approved by IRB* 

<table>
<thead>
<tr>
<th>Doctoral Advisory Committee (type name and sign)</th>
<th>Approved</th>
<th>Suggested Changes</th>
<th>Disapproved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Advising Professor Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Note: If the advisory committee declines approval of the dissertation as ready for the final defense, the major professor will notify the student.

**Part III: Oral Defense and Final Examination.** (To be signed by members of the advisory committee. Only one dissenting vote is permissible for approval of both the defense of the dissertation and the examination). The Doctoral Advisory Committee reports the following results of the defense of the thesis held on:

| Dissertation Defense Date: 11/01/2011 |

<table>
<thead>
<tr>
<th>Doctoral Advisory Committee (type name and sign)</th>
<th>Passed</th>
<th>Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Advising Professor Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[Committee Member Full Name]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Part IV: Final Approval.** (To be completed only when advisory committee members have approved suggested changes in Part II). The suggested changes have been completed satisfactorily.

| Major Professor: [Advising Professor Full Name] | Date: |

---

*Revised May 2024 Page 49 of 52*
Electronic Thesis and Dissertation Submission Approval Form

Make sure that you have checked a Release Option. The Student and Major Professor will sign and date form.

Electronic Thesis and Dissertation (ETD) Submission Approval Form

Submit to Graduate School with your ETD Defense Form. Make sure all signatures are provided.

Example Student

[Please Type]

Student Name:

(Last) (First) (Middle)

CAN Number (810): 810 000 000

Major: Cellular Biology

Degree Name: PhD

Document Title:

Graduate Student Will Provide Title

ETD Release Options

Check one of the following:

☐ 1. Provide open and immediate digital access to the ETD.
☐ 2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.
☐ 3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive prepublication/post publication policies. Requires PRIOR approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.

Student Agreement

I hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee.

Student Signature: ___________________________ Date: ________________

Major Professor Approval: ______________________ Date: ________________

Type Major Professor’s Name: ____________________________

Advising Professor Full Name

1/7/2013

Revised May 2024 Page 50 of 52
G.4. UGA Graduate School Links

The UGA Graduate School and UGA administrative offices have an abundance of information available on their websites for both incoming and current students. To access the information click the links below or copy and paste the url provided.

**Incoming Students**

- **Graduate School Orientation** - http://grad.uga.edu/index.php/incoming-students/orientation-info-fair
- **Orientation for International Students** - https://grad.uga.edu/index.php/incoming-students/orientation-for-international-students/
- **Orientation for Teaching Assistants** - https://ctl.uga.edu/grad-student/ta-orientation/
- **New Student "To-Do" List** - http://grad.uga.edu/index.php/incoming-students/information-for-new-students/incoming-student-to-do-list
- **Tuition and Fees** - https://osfa.uga.edu/costs/
- **Student Health Insurance** - https://hr.uga.edu/students/student-health-insurance/
- **Fellowships/Scholarships** - https://grad.uga.edu/index.php/current-students/financial-information/fellowships-scholarships/
- **New Student FAQ** - http://grad.uga.edu/index.php/incoming-students/information-for-new-students/new-student-faq

**Current Students**

- **Important Dates and Deadlines** - http://grad.uga.edu/index.php/current-students/important-dates-deadlines
- **Program Forms** - http://grad.uga.edu/index.php/current-students/forms
- **Graduate Enrollment Policy** - https://grad.uga.edu/index.php/current-students/enrollment-policy/
- **International Student Life** - https://isl.uga.edu
- **Student Services** - http://grad.uga.edu/index.php/current-students/student-services
- **Academic Honesty** - https://honesty.uga.edu/
- **Graduate Student Listserv archive** - http://listserv.uga.edu/archives/grad-school.html

**Policies and Procedures**

- **Graduate Bulletin** - http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c
Financial Information
- **Student Accounts Information** - http://grad.uga.edu/index.php/current-students/financial-information/student-accounts
- **Tuition and Fees** - https://osfa.uga.edu/costs/
- **Travel** - http://grad.uga.edu/index.php/current-students/financial-information/travel-funding

Student Research
- **External Grants** - https://research.uga.edu/research-matters/fellowships-student-opportunities/
- **Research Compliance** - https://research.uga.edu/research-matters/compliance/
- **Faculty Research Expertise** - https://research.franklin.uga.edu/bigdata/faculty-research-expertise-database-fred

Professional Development
- **Emerging Leaders Program** - http://grad.uga.edu/index.php/current-students/professional-development/emerging-leaders-program
- **Teaching Portfolio Program** - https://grad.uga.edu/index.php/teaching-portfolio/
- **University Teaching Certificate** - http://grad.uga.edu/index.php/current-students/professional-development/university-teaching
- **Professional Development Seminars** - http://grad.uga.edu/index.php/current-students/professional-development/professional-development-seminars
- **Poster Printing** - http://grad.uga.edu/index.php/current-students/professional-development/poster-presentations

Student Organizations
- **Graduate Student Association** - https://www.gsauga.org/
- **Graduate and Professional Scholars** - http://gaps.uga.edu/purpose.html
- **List of Organizations** - http://grad.uga.edu/index.php/current-students/student-organizations