

*DEPARTMENT OF CELLULAR BIOLOGY*



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The University of Georgia

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Franklin College of Arts and Sciences

**2019-2020**

**GRADUATE STUDENT HANDBOOK**

A HANDBOOK OF PROCEDURES, POLICIES, AND PRACTICES  
Updated November 2019

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## **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 <http://isl.uga.edu/students/orientation.html>.

- **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 Paul Quick in the Center for Teaching and Learning at (706) 542-0534.

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 <http://ctl.uga.edu/pages/ta-policy>.

c. **Required Courses**

- **Graduate Seminar GRSC 7770** - All graduate students should enroll in Graduate Seminar GRSC 7770 (3 credit hours) in their first semester in residence. 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.

- **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 below 6.5 IELTS score test 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 23-24 TOEFL iBT speaking score or 6.5-7.0 on the IELTS must complete the 3-credit-hour language and cultural orientation course LLED 7769. Upon completion of LLED 7769 and with a recommendation from the LLED 7769 instructor, students with a 23 TOEFL iBT or a 6.5 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 time line.

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: <http://grad.uga.edu/calendar/teaching-lab-assistant-orientation>.
2. All graduate students should enroll in GRSC 7770 (3 credit hours) in their first semester in residence. (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 below 6.5 IELTS score test 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 23-24 TOEFL iBT speaking score or 6.5-7.0 on the IELTS must complete the 3-credit-hour language and cultural orientation course LLED 7769. Upon completion of LLED 7769 and with a recommendation from the LLED 7769 instructor, students with a 23 TOEFL iBT or a 6.5 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.

#### **f. Departmental Seminars**

The CBIO Regular Seminar series is scheduled to begin at 11:00 am on Tuesdays during the Fall and Spring semesters. All students should consider attendance at the Departmental seminar to be mandatory.



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. All students are entitled to have their grievance heard. Grievances brought to the Graduate Student Performance Committee should be presented in writing.

### **B.3. First Year Requirements**

#### **a. Core Coursework**

**In the first semester, all CBIO graduate students take the following courses to satisfy a common core requirement:**

CBIO 8113 0-2 hrs. Adv. Genetics, Cellular, and Biochemistry/Molecular Biology 1

CBIO 8114 0-2 hrs. Adv. Genetics, Cellular, and Biochemistry/Molecular Biology 2

GSRC 7770 0-3 hrs. Graduate Seminar

International Students may also be required to take:

LLED 7768 3 hrs. International Graduate Internship I

**In the second semester, all CBIO graduate students take the following courses to satisfy a common core requirement:**

CBIO 8213 0-2 hrs. Adv. Genetics, Cellular, and Biochemistry/Molecular Biology 2

CBIO 8214 0-2 hrs. Adv. Genetics, Cellular, and Biochemistry/Molecular Biology 2

International Students may also be required to take:

LLED 7769 3 hrs. International Graduate Internship II

**In the third semester or later, students must enroll in at least one of the following CBIO 8000 level Advance Core courses:**

CBIO 8100 4 hrs. Immunology

CBIO 8300 3 hrs. Developmental Biology

CBIO 8400 3 hrs. Cell Biology

CBIO 8500 4 hrs. Biology of Parasitism

CBIO 8520 3 hrs. Topics in Biochemistry and Molecular Genetics of Parasites

\*\*Additional coursework is as established by the student's committee.

### **b. Laboratory Rotations Policy**

1. 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.
2. 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.
3. All students must complete at least 2 rotations with 2 faculty members, and may select a major advisor at the end of the rotations.
4. 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.
5. 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.
6. Rotating students will receive feedback at the completion of each rotation.
7. Students must choose and be accepted into the laboratory of their Major Professor by the end of the last rotation.

8. Students in the cellular biology and biology education research (CBIO/BER) path must identify two faculty members who agree to work together as co-major advisors. During laboratory rotations, students should work with both cellular biologists and biology education researchers. A list of faculty members who have agreed to serve as co- major advisors for this type of path is provided below. The most current list can be found at <http://ils.uga.edu/faculty/by-interdisciplinary-groups/education/>.

**Department of Biochemistry and Molecular Biology:**

Erin Dolan (BER)  
David Garfinkel  
Natarajan Kannan  
Paula Lemons (BER)  
Amy Medlock  
Walter Schmidt  
Lance Wells  
Zachary Wood

**Department of Genetics:**

Tessa Andrews (BER)  
Norris Armstrong (BER)  
Allen Moore  
Andrea Sweigart

**Department of Cell Biology:**

Scott Dougan  
Mark Farmer  
Shannon Quinn  
Kojo Mensa-Wilmot  
Vasant Muralidharan  
Julie Stanton (BER)

**Department of Plant Biology:**

Peggy Brickman (BER)  
Shu-Mei Chang  
Lisa Donovan  
Jim Leebens-Mack  
Michelle Momany  
Kathrin Stanger-Hall (BER)

*BER = biology education researcher*

### c. Assignment of Major Advisor

A major professor should be chosen 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. Upon joining a laboratory, students should fill out the appropriate section of the lab rotation form and submit it to the Graduate Coordinator's Assistant.

For the CBIO/BER path, one major advisor who is a Cellular Biology faculty member will serve as the major professor for the student's cellular biology research, and the other major advisor will direct the student's biology education research. This BER mentor may be from any of the departments listed above. Students should select their co- major advisors by the end of their first year of graduate school.

### 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**

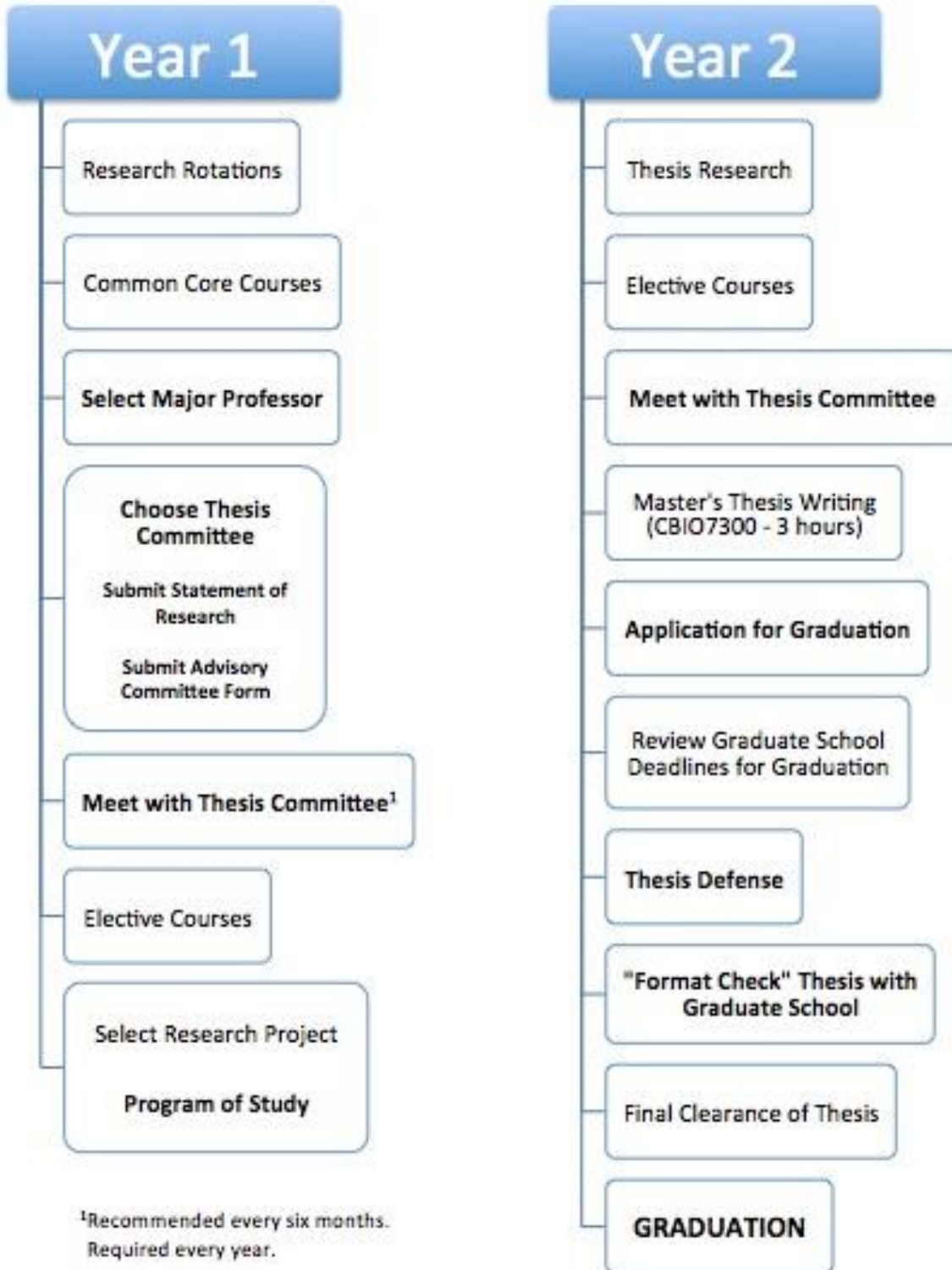
All Ph.D. students must develop a Preliminary Program of Study by the end of the first year of residence. Both Ph.D. students and Masters students must develop a Final Program of Study by the end of the third year of residence. Preliminary and Final Programs of Study, developed by the Major Professor and the graduate student and approved by the Advisory Committee, will be submitted to the Graduate Coordinator's Assistant who will prepare the necessary form for the Graduate Student Performance Committee and the Graduate Coordinator. The Preliminary and Final Programs of Study must be submitted on the proper form for approval by the Dissertation/Thesis Committee and signed by the Graduate Coordinator (see **Appendix 1** for a sample Program of Study).

**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) 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.

**h.**

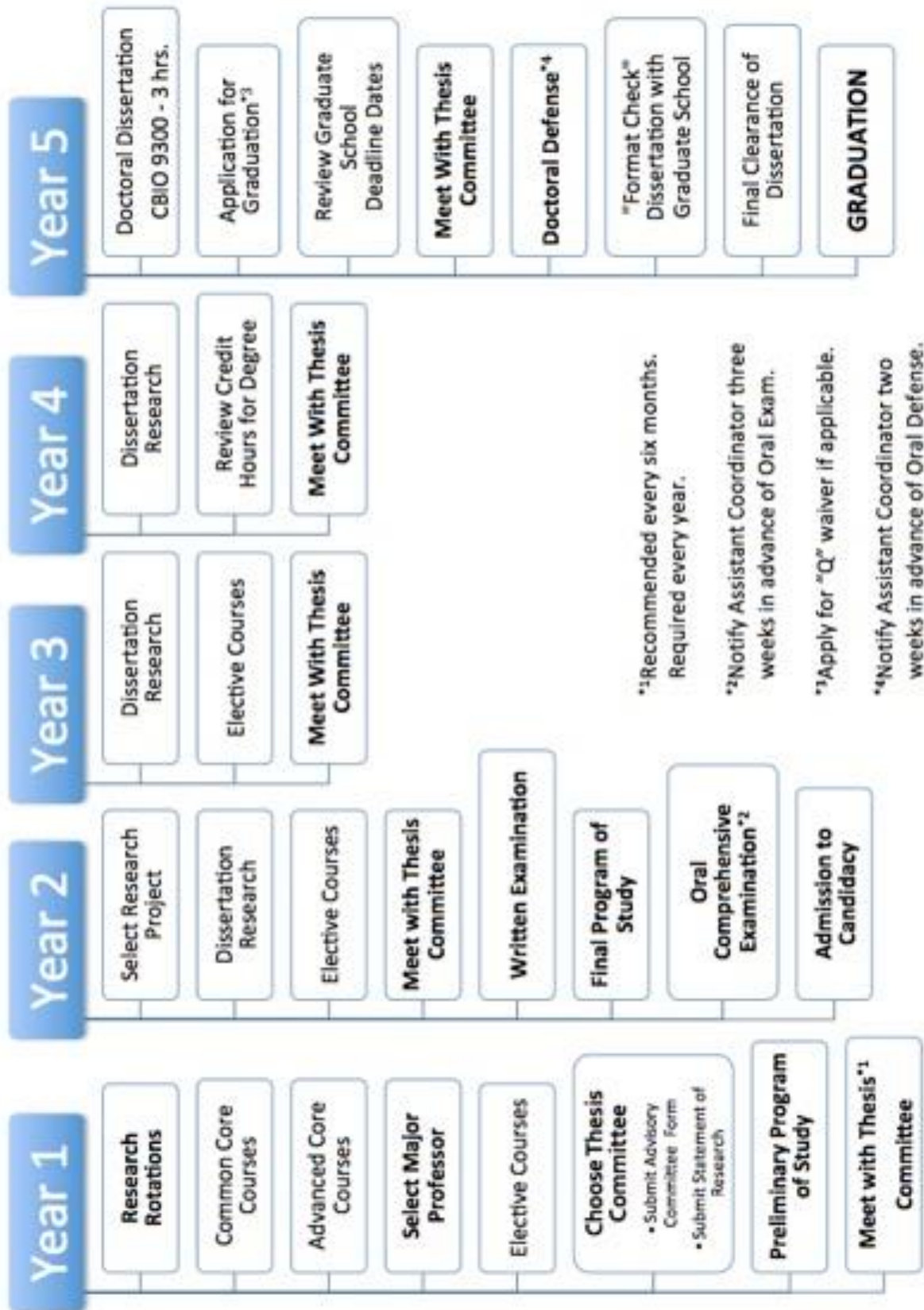
# MS STUDENTS' MILESTONES TOWARD GRADUATION





i.

# PHD STUDENTS' MILESTONES TOWARD GRADUATION



## 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 "Program of Study for Master of Arts and Maser of Science Candidates" form with the Graduate School.

#### 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 beginning with the first registration for graduate courses listed on the program of study. Department



funding will only be provided for a total of six years, after which alternative sources of funding must be found by the student should he or she wish to continue in the doctoral 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. 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 School by the end of fall semester of the student's second year through the Graduate Coordinator's Assistant.

### 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. The final program of study should be complete and signed by the major professor, committee members and graduate coordinator. Once the form is turn in to the Graduate Coordinator's Assistant, a copy will be processed for the student's file and the original will be submitted to the Graduate School **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.)

CBIO 8112/8114/ 8213/8214	total of 4 hrs.	Adv. Genetics, Biochemistry, and Cellular and Molecular Biology
GRSC 7770	3 hrs.	Graduate Seminar
LLED 7768 and/or	1-3 hrs.	International Graduate Internship 1 (Intl Students Only)
LLED 7769	1-3 hrs.	International Graduate Internship 2 (Intl Students Only)

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

CBIO 8100	3 hrs.	Advanced Immunology
CBIO 8300	3 hrs.	Developmental Biology
CBIO 8400	3 hrs.	Advanced Cell Biology
CBIO 8500	4 hrs.	Biology of Parasitism
CBIO 8520	3 hrs.	Topics in Biochemistry/Molecular Genetics of Parasites

**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.*

BCMB 8010	4 hrs.	Advanced Biochemistry and Molecular Biology
BCMB 8040	4 hrs.	Advanced Physical Biochemistry
BCMB/GENE 8120	2 hrs.	Advanced Topics in Gene Expression
BCMB 8130	2 hrs.	Advanced Topics in Glycobiology

BCMB 8140	3 hrs.	Advanced Topics in Genomics and Bioinformatics
BCMB 8150	3 hrs.	Adv. Topics in Cell Signaling and Cell-Cell Communication
BCMB 8160	2 hrs.	Adv. Topics in Biochemical Basis of Human Disease
BCMB/CHEM 8190	3 hrs.	NMR Spectroscopy of Biomolecules
BCMB/BINF 8210	3 hrs.	Computational Methods in Bioinformatics
BCMB 8300	3 hrs.	Advanced Proteomics
BCMB/CHEM 8330	3 hrs.	Biomolecular Simulations
BCMB/CHEM 8810	3 hrs.	Mass Spectrometry
BINF/BCMB 6005	2 hrs.	Essential Computing Skills for Biologists
BIOS 7010	3 hrs.	Biostatistics
CBIO/MIBO/IDIS 6100	3 hrs.	Immunology
CBIO 6500	3 hrs.	Medical Parasitology
CBIO/PBIO 6600	3 hrs.	Biology of Protists
CBIO 7360	1 hour	Teaching Internship in Cellular Biology
CBIO 8050-8050L	4 hrs.	Techniques in Modern Microscopy
CBIO 8080	3 hrs.	Biomedical Grant Writing
CBIO 8480	3 hrs.	Advanced Topics in Cell Biology
CBIO 9010	3 hrs.	Problems in Cellular Biology
CHEM 8350	3 hrs.	Physical and Biological Organic Chemistry
ERSH 6300	3 hrs.	Applied Statistical Methods in Education
ERSH 8310/STAT 6210	3 hrs.	Applied Analysis of Variance Methods in Education
ERSH 8320/STAT 6220	3 hrs.	Applied Correlation and Regression Methods in Education
ERSH 6600	3 hrs.	Applied Education Assessment
ERSH 7250	3 hrs.	Education Program and Project Evaluation
ERSH7600	3 hrs.	Construction of Educational Measuring Instruments
FANR/BINF/GENE 8140	3hrs.	Functional Genomics
GENE 8500	3 hrs.	Evolution and Development
GENE 8650	1 hour	Responsible Science
GENE 8920	3 hrs.	Nucleic Acids
GENE 8930	3 hrs.	Advanced Molecular Genetics
GENE/BINF 8940	3 hrs.	Applied Genome Analysis
GENE 8970	3 hrs.	Metazoan Genetics
GENE/MBIO 8980	2 hrs.	Prokaryotic Genetics
GRSC 8200	1 hour	Communication Research and Scholarship
GRSC 8550	1 hour	Responsible Conduct of Research
IDIS 8010	4 hrs.	Advanced Studies in Infectious Diseases
IDIS 8300	3 hrs.	Advanced Immunology: Innate Immunity
IDIS 8350	3 hrs.	Principles/Research Applications of Flow Cytometry
IDIS 8591	3 hrs.	Advanced Concepts of Virology
LLED 8550/QUAL 8550	3 hrs.	Writing up Qualitative Research
MBIO 8600	3 hrs.	Fundamental Processes of Prokaryotic Cell Biology
PBIO/BIOL/BINF 6550	3 hrs.	Bioinformatics Applications
PHRM 8010	3 hrs.	Biochemical Targets of Drug Design
PHRM 8190	3 hrs.	Cancer Biology and Therapy
PHRM 8230	4 hrs.	Drug Delivery Systems
PHRM 8600	3 hrs.	Drug Targets in Signal Transduction Pathways

PSYC 6440	3 hrs.	Experimental Design in Psychology
PSYC 6250	3 hrs.	Psychometrics
PSYC 8990	3 hrs.	Item Response Theory
PSYC 8990	3 hrs.	Hierarchical Linear Modeling
PSYC 8990	3 hrs.	Validity
QUAL 8400	3 hrs.	Qualitative Research Traditions
QUAL 8410	3 hrs.	Qualitative Research Designs
QUAL 8420	3 hrs.	Analyzing Qualitative Data
QUAL 8520	3 hrs.	Interviewing in Qualitative Research
QUAL 8575	3 hrs.	Mixed Methods Approaches to Research
STAT 6310	3 hrs.	Statistical Analysis I
STAT 6320	3 hrs.	Statistical Analysis II
STAT 6420	3 hrs.	Applied Linear Models
STAT 8200	3 hrs.	Design of Experiments for Research Workers
STAT 8250	3 hrs.	Multivariate Methods
STAT 8350	3 hrs.	Bayesian Data Analysis
STAT 8620	3 hrs.	Categorical Data Analysis and Generalized Linear Models
STAT 8630	3 hrs.	Mixed-Effects Models and Longitudinal Data Analysis
VPHY 8010	3 hrs.	Mammalian Cell Physiology
VPHY 8400	3 hrs.	Neurophysiology
VPHY 8460	3 hrs.	Molecular Pharmacology

### ***Completion of Degree Requirements***

CBIO 7000	6 hrs.	Master's Research
CBIO 7300	3 hrs.	Master's Thesis
CBIO 9000	6 hrs.	Doctoral Research
CBIO 9300	3 hrs.	Doctoral Dissertation
CBIO 9070	6 hrs.	Research Seminar in Cellular Biology

### **e. Written and Oral Examinations for Admission to Candidacy**

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

1. By the end of the summer of their second year 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 no more than 12 pages without references, typed, single spaced, including figures and tables. The proposal for a CBIO/BER student's written exam will have 3 additional pages on their biology education research project, bringing the total number of pages to 15 pages. 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)

**A member of the Advisory Committee other than the major professor will chair the exam.** The Major Professor will refrain from guiding or answering for the student. This applies also to exams that are postponed. Please make sure that you advise the Graduate Coordinator's Assistant of any postponing at least 3 weeks ahead of the rescheduled date in order to notify the Graduate School in a timely manner.

Please note that the Graduate School must be informed of the date, time, and location of the Oral Exam at least three weeks in advance and must receive the results within two weeks.

The Oral Exam will include discussion of the research proposal, but can cover any area of biology and current literature. You must be very familiar with any topic that you write about in your research proposal.

In addition to covering the research proposal, biology and its current literature, for students in the CBIO/BER path the oral examination will cover biology education research and its current literature.

The student must petition for admission to candidacy following successful completion of the Oral Examination and completion of the Program of Study.

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**



**Theses & Dissertations Guidelines:** <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

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.

**Submitting your documents:** <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/>

The submitted file must be named according to the following

convention<sup>[1][1][1]</sup><sub>[SEP][SEP]</sub>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.**

**ETD Format Check:** [https://gradschoolforms.webapps.uga.edu/form\\_types/5](https://gradschoolforms.webapps.uga.edu/form_types/5)

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

**ETD Final Submission:** <https://getd.libs.uga.edu/>

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 <http://ovpi.uga.edu/academic-honesty/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.

**Faculty Mentor Form** - Submit this form when you have decided on the laboratory you will be performing your thesis/dissertation work in (also submit this form if you decide to change your major professor).

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

**Advisory Committee Annual Evaluation**

**Cellular Biology Annual Progress Report**

**MS Program of Study** - Take this form to your first committee meeting. Consult the Graduate Coordinator's Assistant for help in filling in the form.

**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:

**Advisory Committee Appointment Form** (Master's and Doctoral candidates)

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

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

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

**Application for Admission to Candidacy Form** (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 . . . ?

Graduate Course Requirements	Carrie Harden - Biological Science 724A - cbgrad@uga.edu Dr. Scott Dougan (Graduate Coordinator) – Coverdell 206 - dougan@uga.edu
Registration, Student Forms	Carrie Harden - Biological Science 724A - cbgrad@uga.edu
Personnel, Payroll	Carrie Harden - Biological Science 724A - cbgrad@uga.edu
Notary Public	Carrie Harden - Biological Science 724A - cbgrad@uga.edu
Departmental Van	Robin Fowler - Biological Science 722A - rcfowler@uga.edu
Reimbursements for Expenses	Beverly Martin - Biological Science 724 - rcfowler@uga.edu
Photo Copying, Faxes, Keys, Travel reimbursements	Genia King - Biological Science 724 - gking@uga.edu
Grievances	Dr. Kojo Mensa-Wilmot (Department Head) - Biological Science 701 - cbiohead@uga.edu Dr. Jim Lauderdale (Performance Committee Chair) – Coverdell 256 - jdlauder@uga.edu
Computers, A/V Equipment, Department Listservs	Heath Tucker - Biological Science 716 - bioheath@uga.edu

- **Helpful Online Resources**

**Cellular Biology Department Website**

<http://cellbio.uga.edu>

**Email**

[http://eits.uga.edu/email\\_and\\_calendar/office365](http://eits.uga.edu/email_and_calendar/office365)

**myID Accounts**

Register for email account and university myID -

<https://managemyid.uga.edu:8443/IDMProv/portal/cn/GuestContainerPage/RequestMyID>

**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 - <http://www.uhs.uga.edu/caps/index.html>

**Student Health Insurance**

<http://www.hr.uga.edu/student-health-insurance>

**Office of International Education**

<http://oie.uga.edu> and [visahelp@uga.edu](mailto: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://managemyid.uga.edu:8443/IDMProv/portal/cn/GuestContainerPage/RequestMyID>

All students have been included in the Cellular Biology student email group ([cbiograds@listserv.uga.edu](mailto:cbiograds@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](mailto:cbioall@listserv.uga.edu) - Everyone on the lists below  
[cbiofaculty@listserv.uga.edu](mailto:cbiofaculty@listserv.uga.edu) - All CBIO faculty  
[cbiograds@listserv.uga.edu](mailto:cbiograds@listserv.uga.edu) - All CBIO graduate students  
[cbiooffice@listserv.uga.edu](mailto:cbiooffice@listserv.uga.edu) - All CBIO Office Staff  
[cbiopostdocs@listserv.uga.edu](mailto: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/ejournals/>

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 Robin Fowler (Biological Science 724) 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 \$25,000 for the 2014-2015 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 \$11,694 per semester. Students holding assistantships pay program fees of \$1123 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 GPA 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**

<b>Year</b>	<b>Semester</b>	<b>Coursework and Comments</b>	<b>Credit Hours</b>	
<b>First</b>	<b>Spring</b>	CBIO8050/8050L - Techniques in Modern Microscopy	4	
		CBIO 8113/8114 - Advanced Cellular Biology 1	4	
		CBIO 9070 - Research Seminar Cellular Biology	1	
		CBIO 9000 - Doctoral Research	3	
		LLED 7768 - Graduate Internship I - International Graduate Student Only	3	
	<b>Select and be accepted by Major Professor</b>			
	<b>Summer</b>	CBIO 9000 - Doctoral Research	7	
		CBIO 9030 - Current Literature Cellular Biology	1	
		CBIO 9040 - Laboratory Group Meeting	1	
		<b>Form Thesis Committee.</b> Forms must be turned into the Graduate Coordinator's Assistant.		
<b>Hold First Advisory Committee Meeting.</b>				
<b>Preliminary Program of Study.</b> Forms must be turned into the Graduate Coordinator's Assistant.				
<b>Second</b>	<b>Fall</b>	CBIO 8213/8214 - Advanced Cellular Biology 2	4	
		CBIO 9000 - Doctoral Research	4	
		CBIO 9070 - Research Seminar Cellular Biology	1	
		GRSC 7770 - Graduate Seminar	3	
		LLED 7769 - Graduate Internship II - International Graduate Student Only	3	
	<b>Spring</b>	CBIO 8080 - Biomedical Grant Writing	3	
		CBIO 9000 - Doctoral Research	8	
		CBIO 9070 - Research Seminar Cellular Biology	1	
	<b>Summer</b>	CBIO 9000 - Doctoral Research	7	
		CBIO 9030 - Current Literature Cellular Biology	1	
CBIO 9040 - Laboratory Group Meeting		1		
<b>Hold Advisory Committee meeting if not done in Fall or Spring..</b>				
<b>Final Program of Study.</b> 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.				
<b>Written Examination.</b> 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.				
<b>Third</b>	<b>Fall</b>	GENE 8940 - Genome Analysis	3	
		CBIO 9000 - Doctoral Research	8	
		CBIO 9070 - Research Seminar Cellular Biology	1	

	<b>Spring</b>	CBIO 9000 - Doctoral Research	11
		CBIO 9070 - Research Seminar Cellular Biology	1
	<b>Summer</b>	CBIO 9000 - Doctoral Research	7
		CBIO 9030 - Current Literature Cellular Biology	1
		CBIO 9040 - Laboratory Group Meeting	1
		<b>Hold Advisory Committee meeting if not done in Fall or Spring.</b>	
		<b>Oral Comprehensive Examinations.</b> Once the exam results are completed, turn form into the Graduate Coordinator's Assistant.	
		<b>Application to Candidacy.</b>	
<b>Fourth</b>	<b>Fall</b>	BIOS 7010 – Biostatistics	3
		CBIO 9000 - Doctoral Research	8
		CBIO 9070 - Research Seminar Cellular Biology	1
	<b>Spring</b>	BCMB 8120 - Advanced Topics in Gene Expression	2
		CBIO 9000 - Doctoral Research	9
		CBIO 9070 - Research Seminar Cellular Biology	1
	<b>Summer</b>	CBIO 9000 - Doctoral Research	7
		CBIO 9030 - Current Literature Cellular Biology	1
		CBIO 9040 - Laboratory Group Meeting	1
		<b>Hold Advisory Committee meeting if not done in Fall or Spring.</b>	
<b>Fifth and Beyond</b>	<b>Fall</b>	BCMB/BINF 8210 - Computational Methods in Bioinformatics	2
		CBIO 9000 - Doctoral Research	9
		CBIO 9070 - Research Seminar Cellular Biology	1
	<b>Spring</b>	CBIO 9000 - Doctoral Research	11
		CBIO 9070 - Research Seminar Cellular Biology	1
		<b>Review Deadline Dates with the Graduate School in anticipation of graduation.</b>	
	<b>Summer</b>	CBIO 9300 - Doctoral Dissertation	9
		CBIO 9030 - Current Literature Cellular Biology	1
		CBIO 9040 - Laboratory Group Meeting	1
		<b>Hold Advisory Committee meeting if not done in Fall or Spring.</b>	

## 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

Name of Student: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Date of Matriculation: \_\_\_\_\_ Degree Objective: \_\_\_\_\_

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

<b>Effort:</b>	Poor	Barely Adequate	Average	Very good	Excellent
<b>Progress of project:</b>	Poor	Barely Adequate	Average	Very Good	Excellent
<b>Quality of Research:</b>	Poor	Barely Adequate	Average	Very Good	Excellent
<b>Development of technical skills:</b>	Poor	Barely Adequate	Average	Very Good	Excellent

**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*

**Writt**

**en 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:

<b>NAME (printed)</b>	<b>SIGNATURE and DATE</b>	<b>PASS</b>	<b>FAIL</b>
_____ (Major Advisor)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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:

<b>NAME (printed)</b>	<b>SIGNATURE and DATE</b>	<b>PASS</b>	<b>FAIL</b>
_____ (Major Advisor)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

Advisory Committee for MA & MS

- Original
- Revised

Reset Form

**Advisory Committee for Master of Arts and Master of Science Candidates**  
 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)

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

Name	Student Full Name	CAN # (810)	810 000 000
Address	Local Address	Degree	PhD
		Major	Cellular Biology

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

Major Professor Full Name	Major Professor
Committee Member Full Name	Member
Committee Member Full Name	Member

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

Graduate Coordinator <small>(Name &amp; Signature)</small>	Graduate Coordinator Name	Date	
Graduate Dean		Date	



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

Reset Form

- Original
- Revised

### Advisory Committee for Doctoral Candidates

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)

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

Name	<input type="text" value="Student Full Nameq"/>	CAN # (\$10)	<input type="text" value="810 000 000"/>
Address	<input type="text" value="Local Address"/>	Degree	<input type="text" value="PhD"/>
	<input type="text"/>	Major	<input type="text" value="Cellular Biology"/>

#### Student's Committee

(Please type major professor and committee members' names)

Major Professor Graduate Faculty 1-a	<input type="text" value="Major Professor Full Name"/>	Co-Major Professor (if any) Graduate Faculty 1-b	<input type="text" value="Co-Major Professor Full Name"/>
Graduate Faculty Member 2	<input type="text" value="Committee Member Full Name"/>		
Graduate Faculty Member 3	<input type="text" value="Committee Member Full Name"/>		
<small>Additional members may be added at the department's discretion</small>			
<input type="text"/>			
<input type="text"/>			

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 required 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

Graduate Coordinator (Name & Signature)	<input type="text" value="Graduate Coordinator Name"/>	Date	<input type="text"/>
Graduate Dean	<input type="text"/>	Date	<input type="text"/>

Note: The written and oral comprehensive examinations are administered to determine if the candidate is qualified to continue for the doctorate and should be held as soon as the Doctoral Advisory Committee feels that the student's qualifications for doctoral work can be evaluated. When the student has passed the written comprehensive examination, plan should be made to hold the oral comprehensive examination. The examination must be announced by the Graduate School. The Graduate Coordinator must notify the Graduate School of the time and place of the examination at least two weeks before the selected date. Immediately after the oral comprehensive examination, the major professor reports the results of the committee's evaluation of the written and oral comprehensive examinations to the Graduate School. A form for this purpose is provided by the Graduate School.

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**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.

Program of Study for Master of Arts and Master of Science Candidates

**Reset Form**

**Program of Study for Master of Arts and Master of Science Candidates**

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)

Name  CAN # (810)

Address  Degree

Major

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

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
*CBIO8130	1	S	201108								
CBIO8010	4	A-	201108								
CBIO8920L	2	S	201108								
CBIO8920L	2	S	201108								
etc.											

**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 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 master's thesis. (Human subjects information available at <http://www.ovpr.uga.edu/hso/>)

Student's Signature (all students must sign) Date

Research Skills Requirement (if applicable)

Departmental Requirements

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

Name (Typed)	Signature	Date
Major Professor Full Name (Chair)	<input type="text"/>	<input type="text"/>
Committee Member Full Name	<input type="text"/>	<input type="text"/>
Committee Member Full Name	<input type="text"/>	<input type="text"/>

**APPROVALS**

Graduate Coordinator  Date

(Name & Signature)

Graduate Dean  Date

Courses start to expire at the beginning of:  GPA

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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

**Reset Form**

**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**

Name  CAN # (810)

Address  Degree

Major  Minor

**Relevant Master's or Other Graduate Degree Courses**

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Doctoral Courses**

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
*CBIO6130	1	S	201108	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CBIO8010	4	A-	201108	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CBIO8920L	2	S	201108	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CBIO8920L	2	S	201108	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
rtc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Research Skills Requirement (if applicable)

Departmental Requirements

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

Graduate Coordinator  Date

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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

**Reset Form**

**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)

Name  CAN # (810)   
 Address  Degree   
 Major

**Relevant Master's or Other Graduate Degree Courses**

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Doctoral Courses**

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

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
*CBIO8130	1	S	201108	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CBIO8010	4	A-	201108	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CBIO8920L	2	S	201108	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CBIO8920L	2	S	201108	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
										<b>TOTAL HOURS</b>	<input type="text"/>

Research Skills Requirement (if applicable)

Departmental Requirements

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

<input type="text" value="Committee Member Full Name"/>	<input type="text" value="Major Professor Full Name"/> (Chair)
<input type="text" value="Committee Member Full Name"/>	<input type="text" value="Committee Member Full Name"/>
<input type="text" value="Committee Member Full Name"/>	<input type="text" value="Committee Member Full Name"/>

**APPROVALS**

Graduate Coordinator  Date

Graduate Dean  Date

Courses start to expire at the beginning of:  GPA

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**Admission to Candidacy Form**

Application for Admission to Candidacy

**Reset 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	<input type="text" value="Student Full Name"/>	CAN # (810)	<input type="text" value="810 000 000"/>
Address	<input type="text" value="Local Address"/>	Degree	<input type="text" value="PhD"/>
	<input type="text"/>	Major	<input type="text" value="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.ovpr.uga.edu/hso/>)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

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)	<input type="text" value="Major Professor Full Name"/>	Date	<input type="text"/>
Graduate Coordinator (Name & Signature)	<input type="text" value="Graduate Coordinator Name"/>	Date	<input type="text"/>
Graduate Dean	<input type="text"/>	Date	<input type="text"/>

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### Thesis/Dissertation Defense Form

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

APPROVAL FORM FOR MASTER'S THESIS

#### APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES

The University of Georgia

Graduate School 320 E. Clayton Street, Suite 400, Athens, GA 30602

**Reset Form**

**Part I: Submission of thesis to advisory committee**

The Thesis Of:

CAN # (810):  Degree:  Major:

Entitled:

is submitted for examination by the masters advisory committee.

Major Professor:  Date:

**Part II: Approval / Disapproval of thesis (to be signed by the members of the advisory committee).** The master's advisory committee has read and reports the following action on the above thesis. At least two of three members must approve the thesis before the final defense may be held.

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

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

Do not sign below unless the question regarding human subjects has been answered.

Master's Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapproved	Date
<input type="text" value="Major Professor Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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.** (To be signed by members of the advisory committee. Two positive votes are required for approval of both the defense of the thesis and the examination).

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

Master's Advisory Committee (type name and sign)	Thesis Defense Date: <input type="text" value="01/11/2011"/>		Final Exam (if applicable) Date: <input type="text" value="01/11/2011"/>	
	Oral Pass	Oral Fail	Final Exam Pass	Final Exam Fail
<input type="text" value="Major Professor Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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:  Date:

Graduate Coordinator:  Date:



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

**APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION**

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

Reset Form

**Part I: Submission of dissertation to the advisory committee.**

The Dissertation Of:

CAN # (810):

Entitled:

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:  Date:

**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

Do not sign below unless the question regarding human subjects has been answered.

Doctoral Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapproved	Date
<input type="text" value="Advising Professor Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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:

Doctoral Advisory Committee (type name and sign)	Passed	Failed
<input type="text" value="Advising Professor Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Committee Member Full Name"/>	<input type="checkbox"/>	<input type="checkbox"/>

Graduate Coordinator:  Date:

**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:  Date:

### 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.



The Graduate School  
THE UNIVERSITY OF GEORGIA

### Electronic Thesis and Dissertation (ETD) Submission Approval Form

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

[Please Type] Student Name: Example Student  
(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



## 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) - <http://grad.uga.edu/index.php/incoming-students/orientation-info-fair>
- [Orientation for International Students](http://isl.uga.edu/students/orientation.html) - <http://isl.uga.edu/students/orientation.html>
- [Orientation for Teaching Assistants](http://wwwctl.uga.edu/pages/ta-policy#orientation) - <http://wwwctl.uga.edu/pages/ta-policy#orientation>
- [New Student "To-Do" List](http://grad.uga.edu/index.php/incoming-students/information-for-new-students/incoming-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://busfin1.busfin.uga.edu/bursar/schedule.cfm) - <https://busfin1.busfin.uga.edu/bursar/schedule.cfm>
- [Student Health Insurance](http://www.hr.uga.edu/student-health-insurance) - <http://www.hr.uga.edu/student-health-insurance>
- [Financial Assistance](http://grad.uga.edu/index.php/current-students/financial-information) - <http://grad.uga.edu/index.php/current-students/financial-information>
- [Fellowships/Scholarships](http://grad.uga.edu/index.php/current-students/financial-information/fellowships-scholarships) - <http://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) - <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) - <http://grad.uga.edu/index.php/current-students/important-dates-deadlines>
- [Program Forms](http://grad.uga.edu/index.php/current-students/forms) - <http://grad.uga.edu/index.php/current-students/forms>
- [Graduate Enrollment Policy](http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy) - <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy>
- [International Student Life](http://isl.uga.edu) - <http://isl.uga.edu>
- [Student Services](http://grad.uga.edu/index.php/current-students/student-services) - <http://grad.uga.edu/index.php/current-students/student-services>
- [TA Handbook](http://wwwctl.uga.edu/teachingassistant/handbook) - <http://wwwctl.uga.edu/teachingassistant/handbook>
- [Academic Honesty](http://ovpi.uga.edu/academic-honesty) - <http://ovpi.uga.edu/academic-honesty>
- [Non-Discrimination & Anti-Harassment Policy](http://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy) - <http://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>
- [Resource Links](http://grad.uga.edu/index.php/current-students/resources) - <http://grad.uga.edu/index.php/current-students/resources>
- [Graduate Student Listserv archive](http://listserv.uga.edu/archives/grad-school.html) - <http://listserv.uga.edu/archives/grad-school.html>

### Policies and Procedures

- [Academic Regulations and Procedures](http://grad.uga.edu/index.php/current-students/policies-procedures/academics) - <http://grad.uga.edu/index.php/current-students/policies-procedures/academics>
- [Graduate Bulletin](http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c) - <http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c>
- [Oral Exams / Defenses](http://grad.uga.edu/index.php/current-students/policies-procedures/oral-comps-dissertation-defenses) - <http://grad.uga.edu/index.php/current-students/policies-procedures/oral-comps-dissertation-defenses>

- [Theses / Dissertations](http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview) - http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview
- [Commencement Information](http://grad.uga.edu/index.php/current-students/commencement) - http://grad.uga.edu/index.php/current-students/commencement
- [Degree Programs](http://grad.uga.edu/index.php/current-students/policies-procedures/academics/degree-programs) - http://grad.uga.edu/index.php/current-students/policies-procedures/academics/degree-programs

### Financial Information

- [Student Accounts Information](http://grad.uga.edu/index.php/current-students/financial-information/student-accounts) - http://grad.uga.edu/index.php/current-students/financial-information/student-accounts
- [Tuition and Fees](https://busfin1.busfin.uga.edu/bursar/schedule.cfm) - https://busfin1.busfin.uga.edu/bursar/schedule.cfm
- [Travel](http://grad.uga.edu/index.php/current-students/financial-information/travel-funding) - http://grad.uga.edu/index.php/current-students/financial-information/travel-funding

### Student Research

- [External Grants](http://www.ovpr.uga.edu/osp/funding/external) - http://www.ovpr.uga.edu/osp/funding/external
- [Research Compliance](http://www.ovpr.uga.edu/compliance) - http://www.ovpr.uga.edu/compliance
- [Faculty Research Expertise](http://fred.ovpr.uga.edu) - http://fred.ovpr.uga.edu

### Professional Development

- [Emerging Leaders Program](http://grad.uga.edu/index.php/current-students/professional-development/emerging-leaders-program) - http://grad.uga.edu/index.php/current-students/professional-development/emerging-leaders-program
- [Teaching Portfolio Program](http://ctl.uga.edu/pages/graduate-schools-portfolio-program) - http://ctl.uga.edu/pages/graduate-schools-portfolio-program
- [University Teaching Certificate](http://grad.uga.edu/index.php/current-students/professional-development/university-teaching) - 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) - 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) - http://grad.uga.edu/index.php/current-students/professional-development/poster-presentations

### Student Organizations

- [Graduate Student Association](https://gsa.uga.edu) - https://gsa.uga.edu
- [Graduate and Professional Scholars](https://gaps.uga.edu) - https://gaps.uga.edu
- [List of Organizations](http://grad.uga.edu/index.php/current-students/student-organizations) - http://grad.uga.edu/index.php/current-students/student-organizations