

I. GENERAL PROGRAM INFORMATION

A. Advising and First-Year Curriculum

New graduate students have a common Fall semester curriculum, and in addition begin a series of rotations in research laboratories. Courses taken in the Spring semester depend on the degree sought, and students can discuss an appropriate course schedule with the Graduate Director, Graduate Program Assistant, and any member of the MB faculty. To guide your progress in the first year, your course work, teaching and laboratory rotations will be evaluated by the Evaluation Committee. Once you have selected the lab for your dissertation research, your graduate mentor will advise you on your progress.

B. Research Laboratory Rotations for New Students

Faculty Talks – All faculty members who are interested in taking a rotation student will have the opportunity to speak with new students. Faculty talks will take place **August 15-16**. You will be also provided with a list of faculty who are interested in taking students, but are unable to give a talk during this period.

Selection of Rotations – From **August 17-24**, new students will contact faculty members directly to set up appointments to discuss research and possible lab rotations.

By 5:00 PM on Thursday, August 24th, new students will turn in to the Graduate Program Assistant the names of the faculty members in whose labs you wish to rotate. Each lab rotation will last approximately nine weeks, schedule as follows:

1 st Rotation	August 28 – October 27
2 nd Rotation	October 30 – January 19
3 rd Rotation	January 22 – March 23

To reflect lab rotations, you will enroll in Advanced Study (**BIOL 985**) hours.

Completion of Rotations – **By March 23rd**, you will submit to the Graduate Program Assistant a ranked list of faculty members with whom you would like to work. Every effort will be made to allow you to join your first choice lab, although there must be mutual agreement between the student and faculty member. This mutual agreement will depend on your effort and performance during the rotation, the availability of continued financial support, the availability of space within the lab, and so on. If the first choice cannot be fulfilled, the second choice will be examined under the same constraints. Once a mutual agreement has been reached, new students will officially join research labs. The faculty member in charge of the lab will become your Major Advisor. Your Major Advisor will help advise you in selection of the best degree track to pursue. This decision is usually made by the beginning of your second year of study.

In rare instances a situation may arise such that you, your advisor, or both desire a change in Major Advisor. Before any action is taken by either party, the Graduate Director and your Graduate Committee will be apprised of the situation and discussion of the issue initiated. A resolution will be reached in a timely manner.

C. Enrollment Requirements

K.U. has on-line enrollment. Check out the Graduate Studies Enrollment page at <http://www.graduate.ku.edu/enrollment> and follow along.

The Department of Molecular Biosciences has established a minimum credit hour level of enrollment that is appropriate for normal progress (i.e., course work and research effort) and which is representative of faculty time required for a student's work towards an advanced degree. These requirements must equal, and may exceed the minimum credit hour enrollment limit set by Graduate Studies. Departmental enrollment requirements are as follows:

1. Ph.D. Enrollment Hours: Pre-Comprehensive Oral

Students who have not yet passed the Comprehensive Oral Exam are expected to enroll in at least **9** credit hours each fall and spring semester and **3** credit hours each summer session.

2. Ph.D. Enrollment Hours: 18-Hour Post-Comp Rule

After passing the Comprehensive Oral Exam, you must be continuously enrolled, including summer sessions, until all degree requirements are completed. According to Graduate Studies regulations, for the first 18 hours of post-comprehensive enrollment, the doctoral student must enroll in a minimum of **6** credit hours per semester and **3** credit hours per summer session. **Be sure that you enroll in BIOL 999 for the remainder of your studies.**

3. Ph.D. Enrollment Hours: Beyond the 18-Hour Post-Comp Rule

Students who have completed the 18-Hour Post-Comp requirement are now eligible to enroll in **fewer than 6 hours**. Before you do this, please see the Graduate Program Assistance to complete the necessary form.

4. M.A. Enrollment Hours:

Master's students are required to enroll in **9** hours each fall and spring semester. Those who have completed the required course work for their degrees must be continuously enrolled in the fall and spring semesters until they finish. While Graduate Studies does not require M.A. students to enroll for summer, if you have a GRA appointment for the summer, the Provost's Office requires that you enroll in **3** summer hours.

D. Academic Performance

Grading Systems - Graduate courses use the ABCDF grading system or the SU performance criteria (S = satisfactory performance and U = unsatisfactory performance). Thesis and dissertation research courses are graded with the latter.

Academic Standing - Only grades of "A" or "B" in graduate courses are considered satisfactory. If a grade of "C" or below is obtained, you will not receive graduate credit for this course and **the course must be retaken**. If your cumulative grade-point average falls below "B" (3.0 on a 4.0 scale), you are automatically placed on academic probation and will be required to raise your cumulative grade-point average to at least a "B" (3.0) during the next semester. Grades such as "P", "S", "U" and "I" are omitted from these calculations. Failure to meet this requirement may result in termination of your graduate study. In exceptional cases, the Graduate Admissions Committee (during your first year) or your mentor and research advisory committee (once you have chosen your dissertation lab) can request that Graduate Studies extend your probation for one additional semester, after which time the minimum standards must be met. Regardless of these decisions, you will not be allowed to hold a GTA or GRA appointment until probationary status has been removed.

Probationary Students: Students who enter the program on probation (an undergraduate overall grade-point-average between 2.75 and 3.0) must maintain a "B" (3.0) cumulative grade point average their first semester. Any student who fails to meet this requirement will not be allowed to enroll the next semester. Alternatively, upon recommendation by the Graduate Admissions Committee the Chairperson may request of Graduate Studies that probation be extended for one additional semester. If, after the second semester, a student who was originally admitted under probationary status fails to maintain a "B" (3.0) cumulative grade point average, the student will be dismissed from the graduate program.

E. Graduate Assistantships

As long as you are a student in good standing, the Department will provide a stipend for five years of graduate study. Unless you receive a graduate fellowship, you will be supported by the following mechanisms:

Graduate Teaching Assistantships (GTAs): GTAs are provided on a semester-by-semester basis. Students holding these appointments must make arrangements with their Major Advisor for summer appointments. The specific GTA is set by Departmental requirements and expertise of the student.

Graduate Research Assistantships (GRAs): Individual faculty may have Graduate Research Assistantships (GRAs) available from grant funds. GRAs are appointed for one semester at a time.

F. Tuition and Fees

If you hold a GTA slot, the University will pay all your tuition plus 3 graduate credit hours of campus fees. BE AWARE that you or your mentor will be responsible for the balance of your campus fees.

If you hold a GRA slot, your mentor is responsible for paying your tuition and fees. Please be sure to consult with your mentor in advance of payment deadlines.

G. Teaching

Teaching is a necessary component of an advanced degree education. Ph.D. graduate students are required to teach for at least two semesters. This requirement may be satisfied at any time during your tenure, but is usually fulfilled during the first year. You will be evaluated by the students in every class you teach. M.A. students may be required to teach for the duration of time in the graduate program.

H. Graduate Committees

It is your responsibility, in consultation with your Major Advisor, to identify faculty members to serve on your committee. The names of the members of your committee should be provided to the Graduate Program Assistant.

Ph.D. Graduate Advisory / Dissertation Defense Committee - Ph.D. students must establish a Graduate Advisory Committee by the beginning of the second academic year. This committee will consist of your Major Advisor, at least four additional faculty members from the Department, and one graduate faculty member from a *different* department on the Lawrence campus. Your Major Advisor will serve as the Chairperson of the Graduate Advisory Committee. Annual committee meetings are **mandatory** for graduate students. Each student is responsible for scheduling a committee meeting during each academic year. If a student cannot satisfy this requirement, the student will be considered "**Not in good standing.**" Annual report forms with signatures of committee members must be sent to the Graduate Program Assistant after annual committee meetings (see website).

Ph.D. Comprehensive Oral Exam Committee – This committee will consist of members of the Graduate Advisory Committee *without* your Major Advisor. The Chairperson of this committee will be elected by its members and will be responsible for all procedures associated with the exam.

M.A. Graduate Advisory Committee - The M.A. Graduate Advisory Committee will consist of at least three members. The Major Advisor is one of these members and will also serve as Chairperson of the committee. Annual committee meetings are **mandatory** for graduate students. Each student is responsible for scheduling a committee meeting within each academic year. If a student cannot satisfy this requirement, the student will be considered "**Not in good standing.**" Annual report forms with signatures of committee members must be sent to The Graduate Program Assistant after annual committee meetings. For the final thesis defense, committee members will serve as the Final Defense Committee and will decide if the student successfully defended the thesis.

I. Progress to Degree Forms

The Progress to Degree form (PTD) enables the University to track and collect vital information about students' progress to degree. Upon receiving the information from you, the Graduate Program Assistant will complete the necessary PTD form and forward it to Graduate Studies for approval. Thus, it is very important that you contact the Graduate Program Assistant when you do **ANY** of the following: **change degree status, form a committee, hold a committee meeting, schedule an exam, schedule a seminar, schedule a defense, or change degree program.** If you're not sure about something, please check with the Graduate Program Assistant.

J. Seminars

All graduate students will be expected to attend the weekly Departmental Seminar. These are generally speakers from outside the University. It is scheduled every **Monday at 3:30 p.m. in 1005 Haworth Hall** (unless otherwise noted).

After your first year, all graduate students will also be required to attend and enroll in ONE of the following specialized seminars:

BIOL 701 – Cellular and Molecular Proteins (CaMP)

BIOL 905 – Genetics of Development (GoD)