Requirements of the Molecular Biology, Genetics and Biochemistry Graduate Program:

Curriculum

During the first year, students take courses that cover fundamental concepts in molecular and cell biology, genetics and biochemistry. Students are required to take a total of four core courses during the first year of graduate study as follows:

Fall Quarter: Structure and Functions of Proteins

Winter Quarter: Structure and Biosynthesis of Nucleic Acids and Cell Biology or Molecular, Cellular & Developmental Neurobiology

Spring Quarter: Regulation of Gene Expression or Molecular Genetics or Developmental Genetics

In addition, students may take elective courses during the first two years of graduate study. The electives should be taken in the student’s area of specialization. Lists of electives that are offered by each track may be found at the MBGB web site for each track listing at:

http://www.bio.uci.edu/academic/grad/mbgb.html

Laboratory Rotations

All students are required to complete two laboratory rotations in two different laboratories during the first year. A rotation that was performed in a laboratory affiliated with the MBGB program during the summer before entry into the first year of the program will count as one of the two required rotations. Students may do more than two rotations and three rotations are strongly encouraged. Note that laboratory rotations, which are usually 8 credits, are graded as Satisfactory (S) or Unsatisfactory (U). A letter grade is not assigned. A grade of “S” will not be averaged in the student’s overall GPA. Rotation advisors do complete rotation evaluation reports that are part of the student’s file. All students must have selected a thesis advisor and entered the laboratory of the advisor by the end of the third quarter of the first year.
Faculty Advisors

All first year students should consult with the Program Director, Professor Sandri-Goldin, on any academic issues, including rotations, courses, graduate requirements, exceptions, etc. In addition, each of the six participating departments in the MBGB program has a faculty member who serves as the graduate advisor for that department and who can also answer questions on curricular and other requirements. Because students are not affiliated with a department during the first year of graduate study, the graduate advisors have agreed to aid first year students with questions and decisions regarding courses and rotations.

Ideally, an incoming student will have a research area of interest upon entering the program. The student may select an advisor from the list below to seek help in deciding upon laboratory rotations or for questions on elective courses. It would be best if the student selected the faculty advisor from the department that most closely fits the student’s research interests. However, any of the advisors listed below may be contacted by first year students who would like some guidance even if the student has not decided upon a particular research area. Either the Program Director or the graduate advisors can aid with selecting first quarter rotation labs AFTER the faculty have presented research summaries in the track presentations during Orientation. In addition, these advisors can also help students to choose appropriate elective courses that will be most beneficial depending on the area of research interest. Students should be aware that academic guidance concerning rotations, courses, requirements, grades, etc. can only be given by the Program Director, faculty advisors or other faculty members, such as the laboratory rotation mentor. The Program Administrator, Ms. Kimberly McKinney does not give academic guidance but can be consulted on administrative issues pertaining to student finances, requirements to establish residency, scheduling of TSE exams, scheduling of TA training etc.

The list of graduate advisors is shown below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Advisor</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Neurobiology</td>
<td>Dr. Martin Smith</td>
<td>x3463</td>
<td><a href="mailto:msmith@uci.edu">msmith@uci.edu</a></td>
</tr>
<tr>
<td>Biological Chemistry</td>
<td>Dr. Kyoko Yokomori</td>
<td>x1137</td>
<td><a href="mailto:kyokomor@uci.edu">kyokomor@uci.edu</a></td>
</tr>
<tr>
<td>Developmental and Cell Biology</td>
<td>Dr. Tom Schilling</td>
<td>x2479</td>
<td><a href="mailto:tschilli@uci.edu">tschilli@uci.edu</a></td>
</tr>
<tr>
<td>Microbiology and Molecular Genetics</td>
<td>Dr. Marian Waterman</td>
<td>x2885</td>
<td><a href="mailto:mlwaterm@uci.edu">mlwaterm@uci.edu</a></td>
</tr>
<tr>
<td>Molecular Biology &amp; Biochemistry</td>
<td>Dr. Rowland Davis</td>
<td>x5356</td>
<td><a href="mailto:rhdavis@uci.edu">rhdavis@uci.edu</a></td>
</tr>
<tr>
<td>Physiology &amp; Biophysics</td>
<td>Dr. James Hall</td>
<td>x7780</td>
<td><a href="mailto:jhall@uci.edu">jhall@uci.edu</a></td>
</tr>
<tr>
<td>MBGB Program Director</td>
<td>Dr. Roz Sandri-Goldin</td>
<td>x7570</td>
<td><a href="mailto:rmsandri@uci.edu">rmsandri@uci.edu</a></td>
</tr>
</tbody>
</table>

Preliminary Qualifying Exam

All students will take the preliminary qualifying examination at the end of the third quarter of the first year and have completed it by the start of the first quarter of the second year. The preliminary exam consists of two parts: a written research proposal on a topic related to but distinct from the student’s proposed thesis research topic, and an oral presentation of the proposal to a committee comprised of three MBGB faculty who are
qualified to judge the research area of the proposal. Students are assigned topics by the committee but may offer suggested topics. Three to four weeks is usually assigned to write the proposal. The oral presentation generally takes place one to two weeks after the proposal has been turned into the committee. If a student does not pass one or both parts of the preliminary exam, one or both parts may be taken again one time only. The committee shall determine when the exam should be retaken by the student in consultation with the program director. If a student does not pass the preliminary exam on the second attempt, that will result in automatic academic disqualification from the graduate program.

Teaching Requirement

It is an academic requirement for the Ph.D. degree in the Biological Sciences that all students must serve as Teaching Assistants for a total of three quarters. The teaching requirement begins in the third quarter of the first year of graduate study and is completed during the second year. To be academically qualified to serve as a Teaching Assistant (T.A.), a grade point average of 3.1 is required by the Division of Research and Graduate Studies at UCI. In addition, all students for whom English is not the first language must have passed the Test of Spoken English (TSE) exam. No exceptions will be made.

Additional Requirements

1. Test of Spoken English Exam

ALL students for whom English is not the first language MUST PASS the Test of Spoken English (TSE) exam by the third quarter of the first year of graduate study. Students who have not passed the TSE exam before entering the MBGB program MUST arrange to take the TSE as soon as they arrive at UCI and MUST continue to take the exam until a passing grade is achieved. If a student does not pass the exam, that student will not be allowed to teach and may not be able to take the Preliminary Qualifying exam. This could result in unsatisfactory progress towards the completion of the requirements for the Ph.D. degree. Please note that several attempts may be required to pass the TSE, therefore, students MUST take the TSE during the first quarter of the first year to allow sufficient time to retake the exam as often as needed during the first year of the program.

2. Employment outside of the MBGB Program

Employment while a graduate student in a doctoral program at the University of California is NOT ALLOWED in any capacity, not even part-time employment. This is a regulation of the University of California. Any student who has a job while holding an appointment as a graduate student in the MBGB program may be considered for automatic dismissal. Students should be aware that graduate study towards the Doctor of
Philosophy degree is a full time endeavor. For this reason, the UCI Division of Research and Graduate Studies does not allow students to pursue a doctoral degree on a part time basis. All Ph.D. students must be enrolled as full time students every quarter of their graduate training at UCI.

In addition to the requirements of the MBGB Graduate Program, the UCI Graduate Council has drafted and approved specific requirements and regulations for graduate study towards the Doctor of Philosophy degree at UCI. All students at UCI will be held to these requirements and regulations. These have been copied from the RGS Graduate Student Handbook and are detailed below:

A. Scholarship Requirements

1. Grading

a) Graduate Standard of Grading

For a graduate student, only the grades A+, A, A-, B+, B, and S represent satisfactory scholarship, and only course work in which these grades are received may be applied toward degree requirements. However, one UCI course in which a grade of B- is earned may be accepted by the petition process in partial satisfaction of the degree requirements if the student has a grade point average of at least 3.0 in all courses applicable to the degree. A grade point average below the B level (3.0 on a 4.0 scale) is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification.

Courses in which a grade below a B or a grade of U was received may be repeated only once. For the first 8 units of repeated graduate course work, only the most recently earned grades will be used in computing the student’s grade point average; thereafter, both the earlier and later grades will be used.

b) Satisfactory/Unsatisfactory (S/U) Grading

The grade Satisfactory/Unsatisfactory may be assigned to all participants in a graduate course with the prior approval of the Graduate Council. With the consent of the academic unit involved, individual study and research, or other individual graduate work undertaken by a graduate student may be evaluated by means of the grades Satisfactory or Unsatisfactory. A student cannot elect (S/U) grading. This grade is assigned by the instructor in accordance with the academic regulation cited above. A grade of (S) is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of (U) was assigned.

c) The Incomplete (I) Grade

The grade Incomplete (I) should be given only when a student's work is satisfactory but is incomplete because of circumstances beyond his or her control, and the
student has been excused in advance from completing the quarter's work. An Incomplete 
grade should be removed as soon as possible, and the number of ‘Incomplete’ grades 
accumulated by a student should be monitored and limited carefully. Although 
‘Incomplete’ grades do not affect the student's grade point average, they are an important 
factor in evaluating academic progress. The maximum amount of time that an instructor 
may allow for making up incomplete work is three quarters of enrollment, but stricter 
limits may be applied. If not made up within the time allowed, an (I) grade is recorded 
permanently.

d) The Withdrawal (W) Notation

By action of the Irvine Division of the Academic Senate amending Irvine 
Regulation 440, the Registrar will record on a student's permanent academic record a (W) 
notation for each course the student drops after the end of the sixth week of instruction in 
a quarter. Courses in which a (W) has been entered on a student's transcript will be 
disregarded in determining the grade point average.

2. Examinations

Repeat of Critical Examinations

The policy of the Graduate Council is that a graduate student shall have the option 
of a second examination in the event of an unsatisfactory performance on critical 
examinations, including first-year Ph.D. qualifying examinations, the Ph.D. candidacy 
exam, and the final examination on the Ph.D. dissertation. The second 
examination may have a format different from the first, but the substance ordinarily 
should be the same. A student whose performance on the second attempt is also 
unsatisfactory, or who does not undertake a second examination within a reasonable 
period of time, is subject to academic disqualification.

3. Removal of Deficient Grades and Repeat of Courses

A graduate student may repeat (once) a course in which a grade below B (3.0) or 
a grade of (U) was received. Only the most recently earned grade is used in computing 
the student's grade point average for the first eight units of repeated work; thereafter, both 
the earlier and the later grades are used. All units attempted and grades received remain 
part of the permanent record of the student.

4. Satisfactory Progress

A graduate student is expected to make satisfactory progress toward an approved 
academic objective, as defined by the faculty of the program in accordance with policies 
of the Graduate Council, and to maintain a satisfactory grade point average for all work 
undertaken while enrolled as a graduate student. It is important that the academic record 
of the student be assessed each quarter to confirm satisfactory progress. The Graduate
Dean should be informed of any action taken with regard to a student's academic record, and provided copies of any related correspondence with the student. Satisfactory progress is determined on the basis of both the recent academic record and overall performance. Student records should be reviewed with special attention to the following items:

1. At least a 3.0 cumulative grade point average.
2. Appropriate action taken on all Incomplete or (NR) grades.
3. Course enrollment each quarter for at least 12 graduate or upper-division units of credit, including credit for supervised teaching and research, unless part-time status or a Leave of Absence has been approved in advance by the Graduate Dean. In approved part-time status, enrollment for 8 units of credit toward the degree is expected each quarter.
4. Number of upper-division and graduate units completed toward degree requirements each quarter is at least 8 and no more than 16, unless an exception has been approved in advance.
5. Time in residence without advancement to candidacy for the Ph.D. within acceptable limits (ordinarily, no more than four years).

5. Unsatisfactory Progress and Academic Disqualification

A graduate student who has not demonstrated satisfactory progress is not eligible for any academic appointment, such as Graduate Student Researcher, or Teaching Assistant, and may not hold a fellowship or other award which is based upon academic merit.

a) Determination of Unsatisfactory Progress

- An overall grade point average below 3.0; or
- A grade point average below 3.0 in two successive quarters; or
- Fewer than 24 units completed and applicable toward the advanced degree requirements in the last three quarters; or
- Failure to complete required courses or examinations satisfactorily within the period specified by the graduate program; or
- Failure to pass a required examination in two attempts; or
- The appropriate faculty committee's evaluation that there has not been satisfactory progress toward completion of the thesis or dissertation.

Unsatisfactory academic progress may be determined on the basis of explicit requirements, but the professional judgment of the faculty upon review of all graduate work undertaken by the student is paramount.

b) Notice of Unsatisfactory Progress

It is very important to give students an early warning of unsatisfactory progress. Faculty advisors are urged to be direct in communicating with students having academic difficulties. Notices of unsatisfactory progress should be in writing to the student, with a copy retained in the academic unit files and a copy sent to the Graduate Dean. If requested to do so, the Graduate Dean will send a notice of unsatisfactory progress to the student. The purpose of the notice of unsatisfactory progress is to provide the student
with a period of time (usually at least one quarter) in which to make the necessary improvement in their academic status, and successfully complete their graduate studies.

c) Academic Disqualification

After consultation with the student's academic unit, the Dean of Graduate Studies may disqualify a student because of unsatisfactory academic progress. Graduate students are officially disqualified only by the Graduate Dean, with one exception: if a department has determined that a student who has been admitted to a Ph.D. program should receive a terminal Master's degree, the department may notify the student in writing that he or she will not be allowed to continue for the doctorate. The Graduate Studies Office should receive a copy of this correspondence.

B. Teaching Requirement

Most graduate programs require all graduate students pursuing the Ph.D. to acquire teaching experience at the post-secondary level under faculty supervision. This requirement is usually satisfied by service as a Teaching Assistant in undergraduate courses.

C. Registration and Enrollment

1. California Residency for Tuition Purposes

All new and returning students are required to complete and submit to the Registrar's Office a Statement of Legal Residence to determine their residency status. Questions about California residence, regarding out-of-state tuition fees, should be directed to the Residence Deputy in the Registrar's Office.

2. Continuous Registration

a) Continuous Registration Policy

A graduate student is expected to enroll for each regular academic session (fall, winter, and spring quarters) until all requirements for an advanced degree or credential have been completed, including final examinations and the submission of an approved thesis or dissertation. Registration at UCI consists of two separate steps: payment of fees, and enrollment through TELE, the telephone registration system. Both steps must be completed for the student to be officially registered. Registration procedures are outlined in the Schedule of Classes. Students are responsible for ensuring that their course enrollment is correct and completed by the sixth week of each quarter. Unless granted a Leave of Absence or approval to pay the Filing Fee in lieu of registration, a graduate student who does not register (pay fees and enroll in classes) for any quarter will be
considered to have withdrawn from the University, and student status and candidacy for any degree will lapse. A notice of lapse in student status will be sent to the "student" by the Office of Graduate Studies at the end of the quarter.

b) *Academic Leave of Absence for Graduate Students*

**Policy:**
A graduate student is expected to enroll for each regular academic session unless a formal leave of absence is granted. A student who has not attained the academic objective for which he or she was admitted and who fails to enroll or secure a formal leave, loses all graduate standing in the University. A leave of absence up to one year's duration may be granted if consistent with the student's academic objective and approved by both the Graduate Advisor and/or the Associate Dean (both signatures are required by the Schools of Engineering, Humanities, Social Sciences, and Social Ecology) and the Dean of Graduate Studies after review of the student's academic progress.

An academic leave of absence is intended to cover the temporary interruption of the student's academic program for appropriate reasons consistent with the student's academic program and University policy and guidelines. The student who will be absent from the campus while continuing to pursue graduate research or scholarly activity should register (in absentia if outside of the State of California). The student who must leave the academic program for more than three quarters should withdraw and apply for readmission at the time he or she expects to resume graduate study at UCI.

**Guidelines:**
1. A leave ordinarily may be granted when a student is to be away from the University of California for any of the following reasons: (a) serious illness or other temporary disability; (b) enrollment at another educational institution; (c) concentration on an occupation not directly related to the student's academic program; (d) responsibilities related to family obligations; or (e) temporary interruption of the student's academic program for other appropriate reasons.
2. Leaves of absence are limited to a total of three regular academic quarters.
3. Leaves of absence cannot be granted retroactively, prior to the beginning of the current quarter.
4. A leave of absence may not be granted if a student has not completed at least one quarter's work, or has not demonstrated satisfactory academic progress (please refer to the section on Satisfactory Progress).
5. A leave of absence may be terminated before the end of the approved leave period. Special approval is required for registration after the second week of instruction.

**Related Policies:**
1. While on a leave of absence, a student is not eligible for University fellowship support, University research grants, or financial aid. Leave of absence status may also affect eligibility for student housing. Students living on campus who are contemplating leave of absence should check with their housing office for information.
2. A student on leave may not hold an appointment as a Graduate Student Researcher, Teaching Assistant, or similar academic employment, and may not be employed by the University in any other capacity unless an exception is approved by the Graduate Dean.

3. A student on leave cannot take qualifying examinations for advancement to candidacy or final examinations for the degree. Ordinarily, unless an exception is approved in advance by the Graduate Dean, students may not receive academic credit for work done at another institution during the leave period.

4. Visa restrictions ordinarily preclude leaves of absence for students who are not permanent residents or citizens of the US.

5. A Cancellation/Withdrawal form must accompany the request if fees have been paid for the quarter the leave of absence is requested. The refund schedule is printed on the back of the form. The effective date for the refund is the date the form is submitted to the Office of Graduate Studies.

**Procedures:**

The *Request for Academic Leave of Absence* must be recommended by the student's academic unit and approved by the Dean of Graduate Studies. Forms should be submitted prior to the registration deadline (there is a grace period to the end of the second week of classes) for the quarter requested in order to avoid the payment of late service fees if the leave is not approved. A request for leave submitted after the end of the second week of classes must be accompanied by an explanation of the circumstances justifying the late request.

3. Enrollment Policies

a) *Full-Time Enrollment Policy*

   Full-time academic enrollment ordinarily is expected of graduate students at the University of California. Full-time study is defined as enrollment for at least 12 units of upper-division or graduate academic credit per quarter, including credit for supervised research or teaching. Graduate students may enroll in lower-division courses with the approval of their academic advisor, but such courses are not considered to be part of any graduate program. Full-time academic enrollment is required of all graduate students holding University-administered fellowships or academic appointments (TA's, GSR's, Associates).

b) *Course Load Limitations*

   Graduate students ordinarily should not enroll for more than 12 units per quarter in graduate courses, or 16 units in upper-division courses, or a proportionate number in combination. Course loads in excess of 16 units of graduate and/or upper-division credit must be approved in advance by the student's Graduate Advisor and will be monitored by the Graduate Dean.

4. Withdrawal
a) Withdrawal Between Quarters

If a student plans to withdraw after completing all academic work for the latest quarter of enrollment and prior to enrollment and fee payment for the subsequent quarter, a written notice of intent is appreciated but not mandatory. A student in good academic standing who intends to return within three quarters may apply for a Leave of Absence to avoid a lapse of student status.

b) Withdrawal After Registration and Fee Payment for a Quarter

A student who decides to leave the University after paying fees and enrolling for a regular academic session and before the end of that quarter, and wishes to cancel enrollment in all classes, must file the Cancellation/Withdrawal form. This form may be obtained from the Registrar's Office or the Office of Graduate Studies. Failure to do so will result in the assignment of failing grades in all courses in which the student is enrolled, and will jeopardize further academic standing.

Ordinarily, the Cancellation/Withdrawal form is submitted in person to the Office of Graduate Studies. In case of serious illness or an emergency, the Office of Graduate Studies should be notified by mail or telephone as soon as possible, so that appropriate and timely assistance may be provided.

A student in good academic standing who intends to return within a year may request a Leave of Absence to avoid a lapse of student status. The student who withdraws and has not been granted a Leave of Absence by the Graduate Dean must be readmitted in order to resume graduate study. Readmission must be approved by the graduate program the applicant wishes to enter (or reenter) and by the Graduate Dean. Readmission does not imply that all previous academic credit and examinations will be accepted, and does not reinstate a student as a degree candidate.

5. Lapse of Status/Did Not Enroll

Graduate student status will lapse if a student fails to pay required student fees and/or register by the end of the quarter, or if a Leave of Absence has not been approved. Student status may also lapse due to failure to comply with provisions of admission. A student who has failed to maintain his or her status will be officially notified by the Office of Graduate Studies. This written notice of lapse of student status will be sent at the end of the quarter in which the student did not pay fees and/or enroll.

Prior to resuming graduate study at the University, a student who previously withdrew or who failed to meet the continuous registration requirement must request readmission to the Office of Graduate Studies by submitting an Application for Admission with the non-refundable $40 application fee. Re-admission may be granted by the Dean of Graduate Studies on the recommendation of the academic unit. If readmitted, a student's previous academic work will be applied toward the requirements for an advanced degree only with the approval of the Graduate Advisor and the Graduate Dean. A readmitted student must satisfy the academic requirements in effect at the time of readmission.
AGREEMENT

I have read and understand the requirements and regulations for the Graduate Program in Molecular Biology, Genetics and Biochemistry.

__________________________________________
Print Name

__________________________________________
Signature

Date

*Please return this form to Kimberly McKinney (BSA-142) by September 27, 2002.