The University of Texas at Austin
Cell and Molecular Biology Graduate Program Handbook

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PART I: OVERVIEW OF GRADUATE STUDY AT THE UNIVERSITY OF TEXAS AT AUSTIN

Welcome to the Cell and Molecular Biology Graduate Program

The Cell and Molecular Biology Graduate Program is housed in the Molecular Biology Building at 24th Street and Speedway Avenue on the campus of The University of Texas at Austin. The office can be reached at (512) 471-2150 or current students can the graduate coordinator at: barbaraw@mail.utexas.edu.

The Cell and Molecular Biology Graduate Program's US mailing address is:

The University of Texas at Austin
Cell and Molecular Biology Graduate Program
1 University Station, A4810
Austin, TX 78712-0160

The campus mailing address is: CMB Graduate Program, mail code: A4810.

The purpose of this handbook is to help you, as a Cell and Molecular Biology student, progress through your degree program as smoothly as possible with regard to the requirements of the Cell and Molecular Biology Graduate Program and the Graduate School.

Your Responsibilities as a Graduate Student

You are responsible for understanding the rules and policies that govern your academic degree. Use all resources available to you and plan well in advance to meet necessary deadlines. The Graduate Advisers as well as the Graduate Coordinator are available to answer questions.

The Graduate School web site (http://www.utexas.edu/ogs/) is an excellent resource that has extensive information on the requirements of graduate degrees at the University. The policies and requirements governing your graduate career are dynamic. You are well advised to stay in frequent contact with the Graduate Coordinator and ask whenever you have questions.

Two University catalogs are essential references: The General Information Bulletin and The Graduate Catalog. These catalogs are available at local campus bookstores, by calling 475-7555 or through the Registrar's website at http://www.utexas.edu/student/registrar/catalogs.

The Graduate School

As a graduate student you are admitted to both the Cell and Molecular Biology Graduate Program and the Graduate School of The University of Texas at Austin. All graduate degrees are the responsibility of the Graduate School.

The Office of Graduate Studies includes the Vice President and Dean of Graduate Studies and staff, plus about 100 Graduate Studies Committees. Each department or field of study offering a graduate degree has a Graduate Studies Committee that is composed of active assistant professors, associate professors, and full professors (tenured and tenure-track faculty). Each Graduate Studies Committee sets policy and supervises its graduate program. The Office of Graduate Studies can be reached at (512) 471-4511

Approximately 30 faculty members from various Graduate Studies Committees, plus six graduate students, serve as representatives in the Graduate Assembly, the legislative body of the Graduate School.

There is also a student organization concerned with issues related to graduate study, called the Graduate Student Assembly (GSA). Any graduate student is welcome as a member.

The College of Natural Sciences.

The Dean of Natural Sciences is Mary Ann Rankin, the Dean's office is located in W.C. Hogg 3.134, and can be reached at 512-471-3285.

The College of Natural Sciences consists of 35 Organized Research Units, of which the Institute for Cellular and Molecular Biology is one. The College also consists of nine departments: Astronomy, School of Biological Sciences, Chemistry and Biochemistry, Computer Sciences, Geological Sciences, Human Ecology, Marine Science, Mathematics, and Physics. The School of Biological Sciences is composed of four sections: Molecular Genetics and Microbiology, Molecular Cell and Developmental Biology, Integrative Biology, and Neurobiology.

The Institute for Cellular and Molecular Biology.

The Institute for Cellular and Molecular Biology (ICMB) is a multi-departmental research unit that serves as the academic home for the Cell and Molecular Biology Graduate Program. The director of the Institute is Alan M. Lambowitz, Ph.D**.** The Institute's office is located in MBB 1.200 and can be reached at (512) 471-4511.

The US mailing address for the Institute is:

The University of Texas at Austin
The Institute for Cellular and Molecular Biology
1 University Station 1, A4800
Austin, TX 78712 -0160

The campus mailing address is:

ICMB
mail code A4800.

PART II: STRUCTURE OF THE CELL AND MOLECULAR BIOLOGY GRADUTE PROGRAM

The Cell and Molecular Biology Graduate Program.

The Cell and Molecular Biology Graduate Program is administered through ~108 faculty members of the Graduate Studies Committee (GSC). These members are drawn from diverse departments, with faculty primarily from Chemistry and Biochemistry, Molecular Cell and Developmental Biology, Molecular Genetics and Microbiology, Neurobiology, Nutritional Sciences, Pharmacy, Physics and Biomedical Engineering.

Cell and Molecular Biology Graduate Program Administration

The following individuals currently administer the Cell and Molecular Biology Graduate Program:

Dr. Alan Lloyd	First Year Adviser	MBB 1.448BA	lloyd@uts.cc.utexas.edu	512-471-3530
Dr. Dean Appling	Continuing Adviser	WEL 4.230	dappling@mail.utexas.edu	512-471-5842
Dr. Karen Browning	GSC Chair	WEL 5.248	kbrowning@mail.utexas.edu	512-471-4562
Barbara Welch	Graduate Coordinator	MBB 1.220H	barbaraw@mail.utexas.edu	512-471-2150
Robin Dusek	Graduate Recruitment Coordinator	MBB 1.220F	robin.dusek@mail.utexas.edu	512-471-0934

Graduate Advisers

The Graduate Advisers are members of the GSC who are appointed by the Graduate Dean to advise and register all graduate students, maintain records, and represent the Graduate School in most matters relating to graduate students. Questions about degree requirements and academic policies should be directed to the appropriate Graduate Adviser.

GSC Chair

The GSC Chair oversees the executive committee of the GSC. The executive committee sets policy concerning academics and requirements for the graduate program.

Graduate Coordinator

The Graduate Coordinator is the person who actually does the work and knows what is going on! The Graduate Coordinator keeps the records on students and sees that forms are processed in a correct and timely manner. Most questions concerning routine procedures should be addressed to the Graduate Coordinator (CMB Graduate Office: MBB 1.220H 471-2150)

Graduate Recruitment Coordinator

The Graduate Recruitment Coordinator oversees the recruitment and admission of applicants to the Cell and Molecular Biology Graduate Program. The Graduate Recruitment Coordinator also serves as a back up to the Graduate Coordinator and can be reached at 512-471-0934 or in MBB 1.220F.

Cell and Molecular Biology Tracks and Track Requirements

As the faculty of the Cell and Molecular Biology Graduate Program has a wide range of research interests, the CMB Graduate Program is organized into six specialized “tracks.” These tracks are:

- Bioengineering, Bioinformatics and Biosensors
- Biochemical Technology and Drug Discovery
- Cell and Developmental Biology

- Molecular Genetics
- Neurobiology
- Structural Biology

At the end of your first year, after you are permanently assigned to a laboratory, you will join the track that interests you most. This is an important decision and should be made in consultation with your research adviser. The track will administer your qualifying exams and different tracks have different coursework requirements. Regardless of the track you join, your degree will be in "Cell and Molecular Biology".

Laboratory Rotations

Students are required to spend ~20 hours per week working in at least three different laboratories during their first nine months in the CMB program. The goal of the rotations is to broaden your lab experience and help you find the area and/or lab that interests you most. At the end of each rotation the faculty member completes a rotation evaluation of your laboratory research performance. These evaluations determine the grade you will receive for research hours in the spring.

2005/2006 Lab Rotation Schedule

First Rotation	October 10 - December 16
Second Rotation	January 2 - March 10
Third Rotation	March 20 - May 12

In September, The Cell and Molecular Biology Faculty Presentations provide you an opportunity to hear faculty members discuss their research. At the end of these presentations you will be asked to provide three names of faculty members with whom you wish to rotate in the first rotation period. Any faculty member with whom you wish to rotate must be a member of the CMB GSC. All the faculty presenting at the annual retreat as well as the Faculty Presentations, are members of the CMB GSC. A list of faculty accepting new students will be made available prior to selection of rotations.

Most faculty will not accept a rotation student unless that student has talked to them first and verified that the faculty is willing to sponsor them. Students are strongly encouraged to speak to any faculty with whom they wish to rotate prior to placing them on their request form

To facilitate this process, you will complete the online "Cell and Molecular Biology Rotation Request Form". The Graduate Adviser will assign the rotations for each period, based on your preferences, and the constraint that no lab may host more than two rotation students in a given rotation period. We utilize this mechanism to ensure equity and fairness.

Changes in an assigned rotation may be made only with permission of the first year Graduate Adviser.

A student who has not made arrangements for a permanent supervisor by the end of the first 12 months will be notified that the next 12 months is their last year in the program. If the student finds a permanent supervisor before the end of the 12 month period, the supervisor must petition the Graduate Adviser to allow the student to continue in the Ph.D. program. A student can change supervisors at any time, provided all persons concerned agree. The supervising professor must be a member of the Cell and Molecular Biology Graduate Studies Committee.

Core Course Descriptions

- **Genetics (MOL395F)**
  Basic principles of Mendelian and molecular genetics, and an exploration of the genetic toolbox using examples of analytic methods and modern manipulations; focus on the genetic analysis of model organisms; use of genetic tools in dissecting complex biological pathways, developmental processes and regulatory systems. An introductory course in genetics is strongly recommended.
- **Biochemistry (MOL395G)**
  Detailed consideration of the structure and function of proteins, with discussion of enzyme mechanisms

and kinetics, the biochemistry of energy production, and the metabolism of lipids and nucleotides. A one year undergraduate sequence in biochemistry is required.

- **Cell Biology (MOL395H)**
  Detailed consideration of mechanisms of growth control, cell regulation, mitosis, cell signaling, protein targeting, and the integration of these processes in various cellular processes.
- **Molecular Biology (MOL395J)**
  Detailed consideration of prokaryotic and eukaryotic mechanisms of DNA replication and transcription; post-transcriptional processing of transcription products; mechanism and regulation of the translation of messenger RNAs.

MOL 190, Seminar in Molecular Biology

First year students use papers relevant to core course topics to practice reading, presenting and discussing the primary literature.

Degrees Offered

The Cell and Molecular Biology (CMB) Graduate Program offers two degrees, the Ph.D. and the Master of Arts with Thesis. **The CMB graduate program is primarily for students seeking a Ph.D.**; however, under certain circumstances with the consent of the supervisor and graduate adviser, a Master of Arts with Thesis may be allowed.

Doctor of Philosophy

The Ph.D. program prepares you for a career in research by emphasizing scholarship and original research. By the submission of a dissertation you demonstrate that you are able to make a major contribution to knowledge of the field and indicate not only that you have a mature knowledge of the field but also that you can design and execute original research.

Academic Requirements for PhD

The Graduate Program in Cell and Molecular Biology expects incoming students to have successfully completed at least one year each of calculus, biochemistry, general physics, genetics and biology. You are expected to correct any deficiencies prior to applying to the program. You are urged to speak with the Graduate Adviser if you have any concerns about what courses you may need.

The requirements for a PhD degree from the Cell and Molecular Biology Graduate Program are:

1. Completion of the Cell and Molecular Biology core courses with a grade of at least a B (3.0). If less than a B is earned you may be allowed to retake the unit. Whether or not you will be allowed to repeat the course is at the discretion of the Graduate Adviser. The core courses cannot be taken more than twice. The core courses are: MOL 395F Genetics, MOL 395G Biochemistry, MOL 395H Cell Biology and MOL 395J Molecular Biology

2. Four semesters of Student Seminar (MOL 190)

3. Additional coursework required by track.

4. Admission to candidacy.

5. One semester as a teaching assistant is required by some tracks.

Qualifying Exams

Second-year students must pass the first part of their qualifying examination.

Before proceeding with Part 1 of the qualifying exam all four core courses must have been completed with a grade of 'B' or above and International Students must be certified by the ITA program as eligible for employment "with student contact."

Part 1: General Knowledge /Hypothetical Research Problem

Part 1 of the qualifying exam, better known as the "prelim", is a major milestone in the Ph.D. program. Its purpose is twofold:

1. to establish that you have sufficient breadth and depth of knowledge in Cell and Molecular Biology to be a research scholar
2. to determine that you can formulate reasonable research questions and propose effective strategies to address the questions.

The Part 1 is taken in the spring semester of your second year. If you have not passed all the core courses with a grade of 'B' or above your Part 1 exam will be delayed to the next fall or spring semester.

The Written Portion of the Part 1 Exam

A major portion of the Part 1 exam consists of a written research proposal based on a hypothesis driven research problem not related to your actual laboratory research. You will prepare two abstracts (250 words) that will be reviewed by your track representative. You will then be given approval to proceed with one of the abstracts and will have four weeks to prepare a NIH style research proposal. The written proposal should not be more than 10 single spaced pages and may not use a font size smaller than 12. Figures are not included in the page limitations. One week before the oral exam, you will submit four copies of the proposal to your track representative.

This written proposal is very important and every effort should be made to make it an exceptional document.

The Oral Portion of the Part 1 Exam

At the Oral Exam you will present and defend your written proposal orally and will be examined in terms of your ability to plan and carry out independent research. Your supervising professor does not ask questions during the exam, but participates afterward in discussion with the committee members concerning your performance. Your supervising professor leaves before the final deliberation.

Rules for the Part 1 Exam:

1. Students may *discuss* a topic or methodology with faculty members other than their own PI's.
2. Students are encouraged to have another student or post-doc (no faculty member) read their proposal for clarity, spelling, grammar, etc.
3. Students may practice their oral presentations for feedback to other students, journal clubs or their research groups but not to any faculty member.
4. The committee will consist of the track representative or their designate as chairman, one Cell and Molecular Biology GSC member from your track and one Cell and Molecular Biology GSC member from outside your track.
5. As a student, you will not have prior knowledge of the committee composition before the exam.
6. The student may not provide food or drink.
7. A student may only take the Part 1 exam twice.

Possible Outcomes of the Part 1:

In evaluating your performance during the Part 1 the committee considers not only your responses to questions during the exam but also your successful completion of coursework, prior research experience, as well as other evidence of academic success.
The following are the options available to the Part 1 committee when determining results of a student's Part 1 exam.

1. Pass - Continue to Part 2, the Dissertation Proposal.
2. Conditional Pass: Once the conditions listed by the Part 1 Committee have been satisfactorily met within the specified amount of time, you will be passed and allowed to proceed to Part 2. Failure to fulfill any conditions within the specified time will result in termination from the program.
3. Re-examination at a later date: You must complete specified conditions, and re-take the Part 1 at specified time.
4. Termination with permission to take a terminal Master degree: You may register only for courses counted toward the Master degree
5. Termination of work toward PhD: In this case, you may not re-register in the CMB Graduate Program.

Part 2: Dissertation Proposal

Within six months after passing the Part 1 exam, you will present your proposed dissertation research to a committee for approval.

Part 2 Committee

You will select your Part 2 committee in consultation with your supervising professor and with the approval of the Graduate Adviser. The committee ordinarily consists of five faculty members. At least one **must** be from outside your Graduate Adviser's academic unit (e.g., MGM, MCDB, Chemistry & Biochemistry). One member may be from outside the CBM Graduate Studies Committee, if specific expertise is needed for a project (e.g., engineering). The supervising professor chairs the committee. Once you have been admitted into candidacy, this committee will become the continuing dissertation committee and should meet yearly until your final defense.

If you elect to have a scholar from off-campus serve on the dissertation committee, the scholar must present his/her vita to the Graduate Adviser, as well as a letter stating his/her ability to serve on the committee at no expense to UT. An off-campus committee member must be appropriately credentialed to serve on a dissertation committee. The Graduate Adviser and Graduate Dean are most likely to approve the addition of such a committee member only under exceptional circumstances, and only if the expertise he/she offers cannot be provided by a faculty member on campus

It is sometimes necessary to change the membership of the dissertation committee prior to completion of the dissertation. The "Petition for A Change to the Doctoral Committee" form must be approved by the Graduate Adviser and the Graduate Dean. Changes for the sole purpose of constituting a more compliant committee will not be approved by either the Adviser or the Dean. Changes in the committee must be completed well in advance of the dissertation.

The Written Portion of Part 2

The written proposal should include a short review of the literature, a description of the goals, hypotheses to be tested, procedures to be used and a projected analysis of results. This document should be no longer than ten single-spaced pages. Consultation with your PI on this document is desirable for the appropriate content.

At least one week before meeting with the committee, you will distribute copies of the proposed dissertation to the committee. A copy for your student file must be supplied to the Graduate Coordinator.

The Oral Portion of Part 2

At the Part 2 meeting, you will present a short (30 minute) oral presentation on your proposed dissertation research. The presentation is followed by questions and suggestions from the committee.

Possible Outcomes of Part 2

1. Admission to candidacy for Ph.D. without conditions.
2. Admission to candidacy for the Ph.D. with conditions:
   Once you have met the conditions by the specified time, you may apply for candidacy.
3. Re-examination at a later date:
   In this case, you must successfully complete the specified conditions by the specified time and then retake Part 2.
4. Termination with permission to take a terminal Master degree:
   These students may register only for courses counted toward the Master degree.
5. Termination of work toward Ph.D.:
   At this point you may not re-register in the CMB Graduate Program.

Admission to Candidacy

Admission to Ph.D. candidacy has three main requirements:

- earning a B or above in each unit of the Cell and Molecular Biology Graduate core courses;
- passing Parts I and 2 of the Qualifying Exams (Prelims);
- completing the online application to candidacy form.

Annual Meetings with Dissertation Committee

The dissertation committee has three primary responsibilities:

- general supervision of your research
- monitoring your progress toward their degree
- certifying to the Graduate Dean that an acceptable dissertation has been submitted.

These goals are accomplished by **meeting annually** with your committee. An "annual report" form should be turned into the graduate coordinator after each meeting.

Although the supervising professor provides day-to-day guidance, all members of the committee are available for consultation and you should feel free to ask for advice.

The Final Oral Exam/Dissertation Defense

When the dissertation is in final form, it is circulated to the dissertation committee four weeks prior to setting the final oral exam. When each member of the committee has had an opportunity to read the draft and agrees that it is ready to defend, as indicated by signing the petition to schedule the defense, the student may schedule the final oral exam. The request is submitted to the Graduate School at least two weeks prior to the exam, following the Graduate School Graduation Procedures.

The defense consists of two parts. The first is a public seminar that is open to all faculty and students. Immediately following the seminar, the student meets privately with the dissertation committee to respond to questions from the committee members. If all members of the committee approve, the committee signs the Degree Certification form (gold form). The chairman of the GSC must also sign the Degree Certification form. This is the ONLY document that notifies the Graduate Dean of successful completion of the exam and is necessary for graduation.

Timeline of the Ph.D. Degree

First Year of Study

August	CMB New Student Orientation
Fall semester	Core Courses (Biochemistry; Genetics; Bio 398T) Student Seminar (Mol Bio 190) CMB Retreat Faculty Presentations Lab rotation 1 (October 10 – December 16)
Spring Semester	Core Courses (Cell Biology; Molecular Biology) Student Seminar (Mol Bio 190) Lab rotation 2 (January 2 – March Lab rotation 3 (March 20 – May 12) Choose a Permanent lab (end of May)
June	Start to work in newly assigned permanent lab
July	Join a CMB track

Second Year

Fall semester	Student Seminar (Mol Bio 190) Track Specific Requirements
Spring semester	Track Specific Requirements Part 1 of Qualifying Exam

Third Year

Fall semester	Student Seminar (Mol Bio 190) Track Specific Requirements Part 2 of the Qualifying Exam Admission to candidacy
Spring semester	Track Specific Requirements Annual meeting with committee

Fourth Year – Graduation

Fall semester	Track Specific Requirements
Spring semester	Track Specific Requirements Annual meeting with committee
Final semester	File for degree, deadline very early in semester—check dates Schedule final defense with committee Complete all forms, graduation procedures and meet all deadlines required by Graduate School.

Master of Arts with Thesis.

The Master of Arts with Thesis involves original research carried out under the supervision of a member of the Cell and Molecular Biology GSC and requires the permission of the research supervisor and the graduate adviser.

Academic requirements of the Master of Arts with Thesis

(1) Completion of the Cell and Molecular Biology Core Courses with a grade of at least a B (3.0). If less than a B is earned the student may be allowed to retake the unit. Whether or not the student will be allowed to repeat the course is at the discretion of the Graduate Adviser. The core courses cannot be taken more than twice. The core courses are:
- •MOL 395F Genetics
- •MOL 395G Biochemistry
- •MOL 395H Cell Biology
- •MOL 395J Molecular Biology

(2) Four semesters of Student Seminar (MOL 190)

(3) A laboratory course in Cell and Molecular Biology. The Graduate Adviser may waive this requirement on the basis of previous laboratory courses and experience.

(4) A total of at least 30 semester hours of course work with the following requirements:
21 hours must be graduate-level course work.
18 hours must be in the major area.
6 must be in supporting work.
Supporting work, often referred to as the minor, may be most any non-core biology/chemistry graduate or upper division course.

(5) All work counted for the MA must have been initiated no earlier than six years before the date of the degree.

(6) No more than six hours of Credit/No Credit courses. Approval of the Graduate Adviser is required prior to registration for a Credit/No Credit course.

(7) No course counted toward another degree may be counted towards a Master degree.

Master of Arts Committee

Your major professor and one other Cell and Molecular Biology GSC member will serve as readers of the thesis. It is your responsibility to arrange for the second reader. Any faculty member asked to be a reader should have an interest in the topic.

The readers must be allowed at least two weeks to read the thesis and return it to the student. Since revisions are often necessary, the earlier in the semester you get the thesis to the readers the better your chances of getting the thesis into the Graduate School on time.

Financial Support

The primary means of support through the University is through receipt of a University Fellowship, or an appointment as a teaching assistant (TA) or graduate research assistant (GRA). Appointment (at least half time) to any of the above titles qualifies you for resident tuition rates.

Graduate Research Assistants

Most faculty have research grants that allow them to appoint students as graduate research assistants. Students should check with their supervising professors concerning the availability of continued grant support.

Appointments to the title Graduate Research Assistant requires the following:
- •registration as a full time graduate student

- •GPA of 3.0 or above
- •no more than one grade of incomplete from earlier periods
- •fewer than 14 semesters of appointments to the above named titles

In addition to the above requirements, international students must have

- •English language certification and
- •attended the International TA/AI Orientation if appointed as a TA with student contact.

Teaching Assistants

The CMB program does not directly control any TA positions and continuing CMB program students must apply to Chemistry and Biochemistry and the School of Biological Sciences for TA positions. Requests for a TA position should be made by the **supervisor** (not the student) directly to the Department of Chemistry and Biochemistry or the School of Biological Sciences.

Appointments to the title Teaching Assistant requires the following:

- •registration as a full time graduate student
- •GPA of 3.0 or above
- •no more than one grade of incomplete from earlier periods
- •fewer than 14 semesters of appointments to the above named titles

In addition to the above requirements, international students must have

- •English language certification and
- •attended the International TA/AI Orientation if appointed as a TA or AI with student contact.

The maximum number of hours that a graduate student can be employed by the University is governed by the "quantity of work" rule; it states that first year graduate students may hold an appointment for up to 20 hours a week. Appointments in subsequent years can be for as much as 30 hours for any one title or combination of titles.

University Fellowships

Each year the Office of Graduate Studies accepts nominations from the Graduate Studies Committee for three students for consideration for University Fellowships. The Fellowship and Evaluation Committee makes these nominations. The Graduate Coordinator notifies all students of the fellowship competition via e-mail. Nominees are selected based on the applications submitted and on the graduate records of each applicant.

Competitive National Fellowships

Each year the Graduate Adviser will send out information on various competitive national fellowship programs (e.g., National Science Foundation Pre-doctoral Fellowships). If you qualify for these fellowships, you are strongly urged to apply. These fellowships are prestigious and will support you for several years of graduate education. You are also encouraged to explore and apply to fellowship programs on your own that you may be uniquely qualified for.

Student Loans

The Office of Student Financial Services (512 475-6282) administers several long-term loan programs as well as a short-term loan program for registration and other emergency needs.

PART III: GENERAL INFORMATON ON GRADUATE STUDY WITH THE CELL AND MOLECULAR BIOLOGY GRADUTE PROGRAM

Academic Integrity

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, and falsifying academic work, research, or records. See the General Information Bulletin, Appendix C, Institutional Rules on Student Services and Activities for additional information.

Contact Information

Mailboxes

Students are assigned a mailbox in the office suite of the Institute for Cellular and Molecular Biology, MBB 1.206. If you subsequently work with a faculty member in another building, you may find it more convenient to receive your mail there. Check with the appropriate departmental office and notify the Graduate Coordinator in Cell and Molecular Biology of where you would like to receive your mail. It is essential that all graduate students have a mailbox. Departmental and University notices, as well as outside mail are placed in these mailboxes. Mail should be checked regularly.

Change of Address and Phone Number

It is very important that you keep your local address up to date in the University computer system. Registration fee bills, fellowship checks, and official University correspondence are examples of items mailed to your local address. You can update your address at any time via UTDirect.

Also on UT Direct you should request to have your monthly payroll statements delivered electronically. This lessens the possibility of the statements being lost or used in identify theft.

Please verify that your local phone number is one where voice mail messages may be left and that your local mailing address is correct. All directory information should be updated regularly.

Email Information

The CMB Graduate Program and the University of Texas use e-mail as the primary method of communication with you. Whether we are communicating with you individually or with your entire class, it will be done via e-mail. If your e-mail is not accepting mail (full mailbox) or if you are not checking your e-mail often, you may miss important announcements and reminders.

Sign up for your free, UT e-mail address at mail.utexas service. Use of the UT e-mail system will assure that your email is not filtered out by anti-spam filters. Many commercial email addresses are filtered out and your email will not get through. When corresponding with you, CMB uses the official mail.utexas.edu addresses only .

Copier and Fax Access

To find which copier or fax machine you will regularly use, check with the laboratory in which you work or rotate. There are public copiers and fax machines available in Welch 2.228, Perry Castaneda Library and the Undergraduate Library.

English Certification for International Students

UT Austin conducts English Certification for TAs whose first language is not English and who will hold positions with student contact. The Cell and Molecular Biology Graduate Program requires this certification of all international students, regardless of whether the serve as teaching assistants.

All international students admitted to the Cell and Molecular Biology graduate program are anticipated to unconditionally pass the Oral English Proficiency Assessment and be "certified with student contact." Students must be certified to be employed "with student contact" before being admitted to candidacy.

This certification process includes three steps: the Oral English Proficiency Assessment, the ITA Communication Workshop and the ITA Course.

The ITA Oral English Proficiency Assessment

What is the Oral English Proficiency Assessment?

The assessment is a 20-minute test designed to measure your ability to communicate in English in an instructional setting. The test uses materials from your field of study and includes a variety of situations to demonstrate how well you speak English in the context of presenting information in your academic area to undergraduates. Assessments are conducted by the Texas Intensive English Program.

Who needs to take the Oral English Proficiency Assessment?

If your native language is not English, you will need to take and pass the Oral English Proficiency Assessment.

There are the following exemptions:

1. If you are a native English speaker from a country using English as its primary language (Australia, English-speaking Canada, New Zealand, The Republic of Ireland, South Africa, United Kingdom etc.).

2. If you have been a TA with teaching responsibilities at another U.S. University for at least two semesters and have received satisfactory evaluations from that University.

3. If you have a bachelor's degree or a high-school diploma from an accredited U.S. institution and have demonstrated satisfactory oral English proficiency to the graduate adviser of the hiring department.

How do students arrange to take the assessment?

Schedule an assessment by calling the Texas Intensive English Program at (512) 477-4511 or by sending e-mail to <ita.test@tiec.org>. Assessments are conducted by the Texas Intensive English Program (TIEP), located at 1103 West 24th Street.

Oral English Proficiency Assessment Results:

If you scored:	To be certified you need to:
250 or above (PASSED)	Take the ITA Workshop
230-250 (CONDITIONALLY PASSED)	Take the ITA Workshop and the ITA Course
below 230: (DID NOT PASS)	Schedule an appointment to retake the assessment next semester. Consider enrolling in Texas Intensive English Courses. Visit with Graduate Coordinator about options for English classes.

The ITA Workshop

This half day workshop presents information on communications, University policies and customs, American culture and values, the academic and social backgrounds of the undergraduates at UT, accepted teaching styles and teacher-student interactions, as well as referral and support systems for your students and for yourself.

The ITA Course

This course is designed to explore and enhance international teaching assistants skills in English communication through a variety of functional areas. Practice areas include pronunciation, vocabulary, fluency, reductions, presenting and summarizing information, and compensatory strategies. Intercultural communication topics relevant to teaching in U.S. universities will also be addressed. While enrolled in the ITA/AI course, the student may be appointed for an assistantship with student contact.

Graduation Deadlines

At the start of the semester in which you plan to graduate, you must apply to for your degree. Check the calendar in the Course Schedule for the exact date the Application for Graduation Form is due. There is a nonrefundable fee each semester the student applies to graduate.

There are several deadlines during the semester you wish to graduate. It is very important to follow the Graduate

School's graduation instructions carefully.. Failure to meet these deadlines may result in a postponement of graduation and the need to register for another semester. The Graduate School highly recommends that you meet their deadlines as early as possible to avoid the added inconvenience and crowding that is expected at the last minute.

Health Insurance

For complete health insurance information please refer to the Benefit Services: Insurance and Retirement Office at the North Office Building A, 101 E. 27th Street, or call 471-4343.

Graduate students receive the same health benefits as faculty and the University staff - if the University employs them. The University provides employees with a salary supplement called "premium sharing" to cover the costs of health insurance. This premium is automatically added and then subtracted from the employee's paycheck each month to help offset the cost of the insurance. To qualify for benefits, an employee must be appointed at least half time (20 hours per week) for a minimum period of four and one-half months.

All eligible employees are covered under the UT System Employee Heath Plan and may choose between two carriers. Benefits include medical and dental coverage and optional vision, life, accidental death and dismemberment, and long-term disability insurance. New employees have 30 days to choose between the different carriers and optional insurance coverage offered by the University. If no specific carrier or optional coverage is chosen during that time period, "automatic overage" will be assigned to the employee. Changes to an employee's coverage may be made only once per year, during the annual insurance enrollment/change period (July). The official period of coverage each year is from September 1 - August 31.

New employees at The University of Texas are requested to attend two sections of the New Employee Orientation Program created and presented by members of Human Resource Services

Students not employed by the University (i.e., fellowship recipients and training grant appointees) must purchase their own health insurance. The UT System sponsors a Student Health Insurance Plan. If you are interested in buying this insurance or for more information, call the Student Health Insurance Representative at 471-1040 or the UHS Cashier/Insurance Office (SSB 2.106)/

Please read below for additional information particular to teaching assistants, graduate research assistants, training grant appointees, fellowship recipients, and international students.

Healthcare Benefits for Teaching Assistants

New TAs must attend the orientation for TAs offered by the College of Natural Sciences each August. A package of benefits information, including descriptions of the different carriers and enrollment forms, will be distributed at the meeting. Enrollment forms should be submitted to the Office of Human Resources. New TAs will also receive a Handbook for TAs that will include additional information on health insurance.

Summer Healthcare Benefits for Teaching Assistants
Insurance coverage for a student appointed as a TA through May 31 will continue for the summer, even if he or she is not appointed during the summer. If the student has no summer appointment, premium sharing for June, July, and August will be added and then subtracted from the May paycheck.

Healthcare Benefits for Graduate Research Assistants

GRAs should go to the Office of Human Resources for a package of health care benefits and forms. Completed enrollment forms for UT employee insurance should be submitted to that office.

Summer Healthcare Benefits for Graduate Research Assistants
A student appointed as a GRA through May 31 will NOT have insurance coverage during the summer, unless he or she is appointed during the summer (from June 1 through August 31) and will hold an academic title the following fall. If the student does not hold a summer appointment, insurance coverage can only be maintained if

he or she pays the premium out-of-pocket.

Healthcare Benefits for Traineeship Recipients

Most training grants provide stipends for student health insurance. A student appointed to a training grant is usually responsible for finding an insurance carrier, but the training grant will reimburse the student or pay the carrier directly, up to a specified amount. Additional information on this type of coverage is available from the faculty member administrating the training grant.

Healthcare Benefits for Fellowship Recipients

Recipients of Continuing or Pre-emptive University Fellowships are not eligible for the UT System Employee Heath Plan. If you are interested in buying UT Student Insurance or for more information, call the Student Health Insurance Representative at 471-1040 or visit by the UHS Cashier/Insurance Office (SSB 2.106

Healthcare Benefits for International Students

All international students are required to maintain approved comprehensive health insurance. Insurance is also required for spouses and dependents accompanying these students. Therefore, all international students will be billed for the UT System Student Health Insurance unless they show proof of qualifying insurance and receive a waiver from the International Office. In addition, all new international students will be automatically enrolled in and billed for one month's additional, non-refundable premium so that they will have health insurance coverage during the orientation period prior to the beginning of their first semester.

An international student working as a TA or GRA should notify the International Office of their UT System Employee Health insurance so that he or she will not be billed for the student health insurance described above. However, the student may be charged for repatriation and medical evacuation benefits, if it is not covered in the employee health insurance. The additional one-month premium during the orientation period will also be charged since employee health insurance benefits are not available until September 1. Complete information on health insurance coverage for international students is available at the International Office.

Temporary Health Coverage

For students who are between permanent health plans because they are between employments, short-term medical insurance is available for a minimum period of coverage of 30 days and a maximum period of coverage of 185 days. Different premium rates are available. Further information is available at the Student Health Center, 471-1040

University Health Services

The Student Health Center is a fully accredited ambulatory health care facility that provides medical care and health education services for currently enrolled students. The medical staff includes physicians in general medicine as well as those certified in internal medicine, orthopedics, adolescent pediatrics, and family practice. The Health Center has its own pharmacy, laboratory, X-ray, and physical therapy facilities.

The Student Health Center is ordinarily open for medical evaluations and care from 7:00 a.m. to 8:00 p.m., Monday through Friday (9:00 a.m. to 5:00 p.m., Saturday through Sunday). For non-urgent situations, students are encouraged to make appointments. The student services fee paid at registration provides for an unlimited number of office visits with a physician or nurse practitioner. There is a charge for most other services, including prescriptions, lab tests, X-rays, physical therapy, immunizations, and after-hours care.

Holiday Schedules

Graduate students do not have the same break schedules as undergraduates. All CMB graduate students are paid continuously through the December, spring and May breaks, and thus, have the same work schedule and holiday schedule as University staff. The quietness of campus during the winter and spring breaks is very

conducive to working in the laboratory.

It is very important to notify the graduate adviser before taking any vacations or breaks of more than a few days. This is especially true for international students planning to leave the US for any period of time.

Leave of Absence

Students not yet admitted to candidacy must obtain authorization from the Graduate Adviser for a leave of absence. Once you've been admitted to candidacy you must receive approval for a leave of absence not only from the Graduate Adviser but also from the Vice President and Dean of Graduate Studies. The Vice President and Dean of Graduate Studies must also approve any leave of absence longer than two long-term semesters.

The maximum amount of time that may be requested is one or two long-term semesters. A leave of absence does not affect the time limit for completion of the Ph.D. afforded a student by the GSC.

While on leave of absence, a student may not receive advice and assistance from faculty members in the preparation of the dissertation and may not use services or facilities of the University.

If your request for a leave of absence is denied you must register and pay fees for the semester(s) in question, whether or not you will be on campus, in order to be continuously registered. In this case you will be billed for the number of hours for which you were last registered.

Libraries

Most library holdings in Cell and Molecular Biology are in the Life Science Library, located in the Main Building 220, and the Chemistry Library
, located in Welch Hall 2.132. A valid University of Texas ID is required to check out books and other materials. The copy machines in the libraries require cash or plastic cards. Check with your supervising professor about the system used in his or her laboratory to obtain copies of library materials.

The General Libraries provides an extensive array of electronic services to the UT Austin community. Most journals are available electronically through the UT library webpage. The library catalog, called UTNetCAT, is on-line and incorporates several other databases such as an encyclopedia and three large periodical indexes. UTNetCAT is accessible from any computer via a modem, from any computer connected to UTnet, and from library terminals. Two Electronic Information Centers (EICs), one in the Flawn Academic Center (FAC) and one in the Perry-Castañeda Library (PCL) Reference and Information Services Department, provide computers and printers for student, staff, and faculty use that are connected to the Internet, the General Libraries CD-ROM network, Lexis/Nexis, and a variety of other commercial and government databases. A valid UT ID is required for use of these services. The following Internet information services are available in most General Libraries units: GOPHER, UTINFO, Wide Area Information Server (WAIS), World Wide Web (WWW), File Transfer Protocol (FTP), USENET Newsgroups, and FREENETs. The General Libraries provides free classes throughout the year on how to use these information systems.

Offices and Keys

The supervising professor normally provides office space within their area for students in their labs. TAs are not ordinarily assigned additional office space. If a TA has not selected a supervising professor, a space will be provided for student office hours by the academic unit (SBS or Chemistry & Biochemistry).

Keys require a permit from the departmental office in which students are located. Keys are issued by the Lock and Keys Services (Service Building, room 101). Along with the signed key permit they will need to see a photo ID in order to issue your keys.

Parking

Graduate students who meet certain criteria are eligible to purchase an "A" parking permit. Purchase of a permit does not guarantee a parking place on any given day since the number of permits issued is greater than the number of available parking places.

The Parking and Transportation Services Office is located in the Trinity Parking Garage (TRG) at 1815 Trinity St. They can be reached at 512-471-PARK.

Registration

Registration for classes at the University is done online on a system referred to as ROSE (Registrar's On-line Services).

The Course Schedule

Detailed instructions on how to register can be found in the Course Schedule. The course schedule is published just before registration begins each semester. Both print and on-line editions list the courses to be offered each semester. They also give the unique number for each class, which you will need to know in order to register, and other essential registration information and instructions. In addition to the information in the printed schedule, the on-line edition indicates whether seats are available in each class.

Course Loads - Fall and Spring Semesters

Graduate students may register for a minimum of three hours and up to a maximum of 15 hours per semester. If the University employs you as a teaching assistant or graduate research assistant, you must be a full-time student. For these purposes, the graduate school defines full-time as nine hours for a long semester. International students must be registered on a full-time basis regardless of their employment status.

Course Loads - Summer Sessions

The graduate school does not require graduate students to register during the summer unless they hold academic appointments, receive fellowships or scholarships, hold training grant positions or have appointments as research assistants or graduate research assistants. Fellowship or scholarship recipients and training grant participants must be registered on a full-time basis during the summer, which is defined as three hours of graduate level work in any combination of six, nine, or twelve-week summer sessions. Teaching assistants and graduate research assistants must be registered a minimum of three hours during the session or sessions that they are appointed. The Immigration Service does not require international students to register during the summer unless their initial semester of graduate school occurs in the summer. In this instance, international students must be registered full time.

Registration for First Year Students

The graduate coordinator will register for you for your first semester in the Cell and Molecular Biology Graduate Program. All first semester CMB students are registered for two core courses (MOL 395F Biochemistry and MOL 395G Genetics) as well as MOL 190 Seminar in Molecular Biology, and Bio 398T (a required teaching course). This is the only semester that you will be registered for more than nine hours.

From the second semester on you will register for yourself. During your second semester you will take the other two core courses, MOL 395H Cell Biology and MOL 395I Molecular Biology, as well as MOL 190, Seminar in Molecular Biology and MOL 292 Research Problems.

Research problems is a course for which you register when, after registering for your all your classes, you still don't have the required nine hours. In that situation you would register for however many hours of research problems you need to bring your total number of hours for that semester up to nine. You will register for research problems as needed until you are admitted into candidacy. Once in candidacy you will register for dissertation

hours instead of research problems. Your grades for the research problems courses are determined by your supervising professor and are based on your lab performance. For first year students the grade is determined by the First Year Graduate Adviser and is based on evaluations of your laboratory rotations.

Registration for Continuing students

Registration for continuing students for the fall and summer semesters begins in April. Spring registration begins in October. A student employed by the University must be registered before the appointment can be processed so late registration may delay your initial paycheck.

Continuous Registration

All CMB graduate students must be continuously registered for all long semesters (spring and fall) until the completion of their degree.

Students with a break in attendance for one long semester or more (such as a leave of absence) must apply for readmission. This is done by completing an Application for Readmission form as soon as the Graduate School grants a leave of absence.

Late Registration

If you miss the registration deadline, you may register late by paying a late fee. Please note that you will be responsible for paying the late fee which can range between $25 and $200. Late registration takes place during the first four class days of each long semester and during the first two class days of each summer session. Check the Course Schedule for late registration procedures.

Registration Details for the Master of Arts Student

The last two semesters before graduation, you must register in thesis courses.

The two thesis courses are MOL 698A and MOL 698B. Two semesters before graduation you will enroll in 698A Thesis. MOL 698A may only be taken once and must be taken before MOL 698B. You can only enroll in MOL 698A via registration, it can not be added during adds and drops.

Students must be registered for 698B the semester in which the thesis is submitted.

Registration for Dissertation Hours

Once you've been admitted to candidacy you must register for dissertation hours every semester until you complete your degree. You will no longer register for Research Problems but instead will register for Dissertation Hours: 399R, 699R, 999R, 399W, 699W, or 999W.

The first semester after being admitted to candidacy you will register for the "R" course and then for the "W" course every semester after that until your degree is completed. Registration for an "R" course and a "W" course in the same semester is not permitted; the courses must be taken over at least two semesters. Registration for Mol 999R or 999W fulfills the 9-hour credit requirement for teaching assistants, graduate research assistants, or fellowship holders.

Out-of-State Tuition Waivers

Students who are not considered residents of Texas, and who are employed as teaching assistants or graduate research assistants, are eligible for out-of-state tuition waivers. These are very important as they remove the out-of-state portion of the tuition bill. The out-of-state tuition waiver is accessed through UTDIRECT and must be completed each semester before you register.

Recipients of a Continuing or Pre-Emptive University Fellowship should not complete this form as the Graduate

Coordinator will request waivers for these students.

99 Hour Rule

The 99 Hour Rule states that students with more than 99 hours of graduate credit are subject to payment of non resident tuition.

Registration Bars

A bar is placed on your record to prevent registration. Bars, along with other important registration information about your account, are listed on the Registration Information Sheet (RIS). It is important to check a week or two before registration to verify that there are no bars on your account.

Here are a few of the different types of bars that may appear on your record and how to clear them:

Financial Bar
In most cases, financial bars may be paid through "What I Owe" option on UT Direct or in person at the Bursar's Office, Main Building, Room 8. Financial bars can be placed by any UT office to which you owe money.

Non-financial Bar
Most non-financial bars must be resolved at the administrative office that imposed them. However, it is sometimes possible for the CMB graduate coordinator to help simplify the process, so check with her first. Most often these bars are placed by the University Health Services, the Graduate and International Admissions Office, the International Office or the Office of Graduate Studies.

Advising Bar
The Cell and Molecular Biology Graduate Program does not routinely place advising bars. If you have an advising bar please contact the Graduate Coordinator.

Safety Requirements

The University of Texas requires safety training for laboratory employees, which includes all CMB graduate students. Cell and Molecular Biology students are required to be in compliance with these safety classes prior to being assigned a rotation.

The required safety courses are:

- *Hazard Communication Online Training
- *Laboratory Safety Online Training
- Fire Extinguisher Use
- Radiological Health

The online training courses (*) should be completed prior to the first day of class but must be completed before the start of laboratory rotations.

The Fire Extinguisher Use and Radiological Health Courses are actual classes. These classes are offered during the orientation period. The Environmental Health and Safety Office can be reach at 471-3511

Student Records

On behalf of the GSC, the Graduate Coordinator maintains the official records of graduate students. It is your responsibility to insure that your records are current. Members of the Cell and Molecular Biology GSC, any person appointed to your dissertation committee, and the Graduate Coordinator have access to your file. No other person has access without your written permission unless the Graduate Adviser authorizes him or her. Those authorized by the Graduate Adviser are staff members whose assistance is necessary to carry out administrative responsibilities.

The following items are kept in each student's file:

A. Permanent Lab Form

B. Qualifying Exam Part 1 Results Form

C. Qualifying Exam Part 2 Results Form

D. Safety Certificates
(Hazard Communication, Radiological Health, Laboratory Safety and Fire Extinguisher)

E. Curriculum Vitae
Each student should prepare a CV in a standard format. This format is conventional and will be useful for other purposes, particularly job hunting. It should be updated every year - or more often in the case of momentous events. Keep it on a computer and updating will be easy.

F. TA Evaluations
Each time that you assist in a course, the supervising faculty member is requested to fill out an evaluation of your performance. One copy of the evaluation goes into your student file and another copy goes to the student. You may also ask that copies of your student evaluations be placed in your file. If you choose, you may prepare a statement that will be appended to the evaluation and to become part of the file.

G. Annual Meeting of Dissertation Committee Form
It is imperative that each Annual Meeting is documented and a copy of Annual Meeting Form be kept in your student file.

I. Admission Documents

J. Other items that provide a record of the student's activities and progress. Students are urged to place reprints of any published articles in their files. Information on awards, prizes, grants, etc., should also be given to the Graduate Coordinator.

Teaching Requirements

The Cell and Molecular Biology Graduate Program has a one semester teaching requirement for the class entering in the 2005/2006 year.