

Department of Biochemistry and Molecular Biology

GRADUATE PROGRAM POLICIES & PROCEDURES

(Current Version 12/30/2021)

The Graduate Program in Biochemistry and Molecular Biology will follow, at a minimum, all established policy delineated in the Student Handbook of the College of Graduate Studies.

Below are some policies of particular note excerpted from the Student Handbook. The Department of Biochemistry and Molecular Biology reserves the right to stipulate policies or procedures more rigorous or specific than those in the Student Handbook. **Where they exist, such departmental policies and procedures have been inserted in bold in the appropriate section of this document.**

1. General Academic Regulations

Candidates for the Ph.D. degree in the biomedical sciences function under the general administration of the College of Graduate Studies and the direct supervision of the faculty of this College. Programs must comply with the requirements for an advanced degree set by the Graduate Council and the Graduate Faculty Organization of the College of Graduate Studies.

A total of 90 credit hours are required for the Ph.D. degree. A minimum of 30 credit hours is devoted to research and a minimum of 30 credit hours must be taken in program-approved didactic course work. **Six and three credits for advanced B&MB courses are required for Ph.D and Master students, respectively. The following courses are currently counted as advanced B&MB courses:**

- **B665 – Bioenergetics & Metabolism (2 credits).**
- **B647 – Gene expression & Epigenetics (2 credits).**
- **B664 – Protein sorting (1 credit).**
- **B666 – Protein Structure Determination (2 credits).**
- **GS628 – Systems Biology (4 credits)**
- **GS632 – X-ray Diffraction (4 credits).**
- **PHA615 – Apoptosis & Cancer Pharmacology (2 credits).**

It is possible that students use credits from some nanocourses (normally ½ credits per course) to fulfill their requirements for advanced B&MB classes. However, this needs to be approved by the departmental graduate committee. The committee will evaluate the depth and relevance of the courses to students' projects. No more than two nanocourses can be used as advanced B&MB credits.

Changes in curriculum and/or program requirements are at the discretion of the department, as deemed necessary, and may be made without prior notice. **A student's program requirements are deemed to be those in place at the time the student joins the program. The department's Graduate Program Committee and Department Chair are responsible for determining that a student has fulfilled all program requirements. Prior to registering for each semester,**

graduate students who have been accepted into a department can meet with the department Graduate Program Director (or his designee) to discuss his/her progress and secure a PIN for online registration.

A minimum course grade of “C” is required for graduate credit. An overall “B” average (3.0 grade point average) must be maintained. **Each student in this program must earn a B grade or above in all Biochemistry and Molecular Biology courses. Remediation is at the discretion of the Graduate Program Committee and Department Chair.** Grades in dissertation research credit hours (designated as the 700 series) are not included in the GPA. Other courses, as approved by the Graduate Council, which are evaluated "satisfactory" or "unsatisfactory" are also not included in the GPA if successfully completed but may be credited towards fulfilling the didactic requirements of a student's degree program. Any student who falls below the required 3.0 cumulative grade point average, in any semester, will automatically be placed on Academic Probation. A student on academic probation has one year to raise his/her cumulative grade point average to 3.0 or higher. Two consecutive semesters with an individual semester grade point average below 3.0 is grounds for dismissal. A student who has successfully completed all remediated didactic and research requirements must be removed from probation by the Graduate Council before he/she is allowed to defend his/her thesis. All notations of academic probation will be removed from the student's transcript when, having successfully completed all degree requirements, the student is awarded the degree.

A maximum of 4 laboratory rotations are allowed prior to acceptance into the Biochemistry and Molecular Biology Department other than for exceptional circumstances with express permission of the Chair. If a student is unable to match with a lab after 4 rotations, he/she will not be accepted into the Department of Biochemistry and Molecular Biology.

Attendance at all departmental seminars is required for all semesters until graduation for both MS and PhD students. PhD students must present one 30-45 min departmental seminar per year describing their research progress during the last year, starting in their 3rd year. MD/PhD students may be exempted from presenting during those times they are fulfilling requirements specific to the MD portion of their degree. They are highly encouraged to attend all departmental seminars.

In addition to coursework and passing the Qualifying Exam (detailed below), students in Biochemistry and Molecular Biology are required to submit at least one first-author or co-first author research paper (not a review article) for publication prior to the Dissertation Defense.

Other than for exceptional circumstances as determined and approved by the Graduate Program Committee, department policy does not allow for an off-cycle (spring semester) start for an entering student. This is due to the careful sequencing of required coursework.

2. Residency Requirement and Unscheduled Absence:

For the Doctor of Philosophy degree, at least one year (24 credit hours earned during a single academic year) must be spent in residence at the SUNY Upstate Medical University campus. A student must be registered in the semester which he/she defends his/her thesis.

Any unscheduled absence from the Academic Program of more than two days must be approved by the student's thesis advisor.

Any absence from the Academic Program for more than one week, especially for those traveling overseas, also needs to notify the departmental Administrator (Penny McPhilly) by e.mail for records filing purposes.

3. Ethics & Academic Integrity:

Scientific research must be conducted in accordance with the highest regard for standards of honesty. Misconduct of any nature in research is an anathema to the intrinsic goals of all scientific inquiry and dissemination of knowledge. The academic community cannot tolerate plagiarism, fraud, lying, or other types of malfeasance in the conduct of scientific research. Such activities undermine the foundations of our institutions, the fundamental concepts underlying scientific research, and the public's trust in the personal integrity of biomedical scientists. The faculty and administration of the SUNY Upstate Medical University (Upstate) are committed to preserving and encouraging an environment of creativity commensurate with the highest ethical standards of scientific research.

It is the responsibility of all graduate students in the Department of Biochemistry and Molecular Biology to familiarize themselves with the institution's research misconduct policies in particular institutional definitions of research misconduct. These policies can be found on the Research Integrity Office web page (under development). Briefly, Upstate Medical University defines research misconduct as including fabrication, falsification, and plagiarism in the recording of research results. However, other types of malfeasance are also considered research misconduct by institutional policies. A full description of research misconduct can be found in the institution's Policy for Responding to Allegations of Research Misconduct.

All graduate students have a responsibility to report observed, suspected, or apparent misconduct in research to the Research Integrity Officer. Allegations of research misconduct can be communicated to the Research Integrity Officer by letter, e-mail, verbally and/or by phone. If an individual is unsure whether a suspected incident falls within the definition of research misconduct, he or she may email the Research Integrity Officer at RIO@upstate.edu or go to the Research Administration Directory for more contact options (<http://www.upstate.edu/researchadmin/directory.php>) to discuss the suspected misconduct informally. At any time, a student may have confidential discussions and consultations about concerns of possible misconduct with the Research Integrity Officer, Department Chairperson, Dean of the College, or Vice President for Research and will be counseled about appropriate procedures for reporting allegations.

It is the Research Integrity Officer's, and the institution's responsibility to protect the anonymity of individuals that make allegations of research misconduct in good faith, and to protect individuals that make allegations of research misconduct in good faith from retaliation. An allegation is not in good faith if made with knowing or reckless disregard for information that would negate the allegation or testimony.

Examples of such violations of the Student Code of Conduct regarding academic dishonesty:

Taking Information

- Copying graded homework.
- Working together on a take home test or homework when specifically prohibited by the professor.
- Looking at another student's paper during an exam.
- Looking at notes when prohibited.
- Buying a term paper.
- Taking an exam out of the classroom whenever prohibited.

Tendering Information

- Giving your work to another to be copied.
- Giving someone answers to exam questions during the exam.
- After taking an exam, informing a person due to take that same exam of questions that appeared on the exam.
- Giving or selling a term paper or class work to another student.

Research Misconduct

- Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
- Fabricating is making up results and recording or reporting them.
- Falsifying is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is defined as the record of data or results that embody the facts resulting from scientific inquiry, including but not limited to laboratory records, both physical and electronic, research proposals, progress reports, abstracts, theses, oral presentations, internal reports and journal articles.
- Plagiarism (as defined below).

Plagiarism

- Appropriation of another person's ideas, processes, results or words, including confidential review of other's research proposals and manuscripts, without giving appropriate credit.
- Copying homework answers from your text and handing them in for a grade.

- Reproducing text or other works on an exam, term paper, homework, thesis, or dissertation without citing the source.
- Handing in a paper purchased from a term paper service.
- Handing in another's paper as your own.
- Taking a paper from an organization's files and handing it in as your own.

Conspiracy

- Planning/helping with one or more students to commit an act of academic dishonesty.
- Giving your term paper to another student who you know will plagiarize it.
- Unauthorized taking of materials (printed, A – V, slides, tapes, carousels, etc.) and intentionally denying fellow students access to those materials.

Misrepresentation

- Having another person do your assignments.
- Lying to a professor to increase your grade.

Bribery

- Offering money, any item, or service to a faculty member or any other person to gain academic advantage for yourself or another.

4. Time Limitation for Completion of Programs

The purpose of this limitation is to avoid undue delay in the completion of the degree requirements and to insure that course work and research is not outdated before the degree is granted. For the doctoral degree, no more than seven years may elapse between initial admission to the College and conferring of the degree. For the master of science degree, no more than five years may elapse between beginning of the program and conferral of the degree. If these time limits are exceeded, the degree is not awarded unless there is permission by petition to the Dean of the College of Graduate Studies. **Faculty mentors are expected to closely monitor student progression and regularly communicate to their students the expectation that they complete their degrees in a timely manner. Student stipends that are supported on departmental funds will not be provided beyond 5 years without extenuating circumstances and express written permission from the department Chair. Student stipends provided via grants, while at the discretion of the PI, are expected to be judiciously managed and to fall within the above time-frame.**

5. Off Campus Limitation for Dissertation/Thesis Completion

Students not in residence must complete their degree requirements within 6 months of leaving the dissertation/thesis research laboratory. If the 6 months is exceeded, the degree is not awarded unless there is permission by petition to the Dean of the College of Graduate Studies.

6. Student Advising and Advising Agreement

Once the student has been accepted into the Department of Biochemistry and Molecular Biology, his/her progress will be monitored regularly by the department's Graduate Program Committee as well as by the student's PI/Advisor. Graduate students are encouraged to seek the guidance of the advisor, the department's Program Director, the department Chair, and/or other faculty members as needed.

For effective advising, the student is required to sign the BMB Student Advising Agreement with her/his PI when first joining the lab. The Advising Agreement stipulates the responsibility of both the student and the PI during the course of thesis work. A signed copy of the Advising Agreement will be kept in the departmental Administrator's (Penny McPhilmy) office.

7. Qualifying Examination for Students in Doctoral Programs

The student becomes a candidate for the doctoral degree after passing a qualifying examination administered by a committee of the graduate school.

Prerequisites

Each doctoral program shall define required courses and other prerequisites which must be satisfactorily completed prior to the qualifying examination.

In addition to these minimal requirements, the student's advisor may establish other prerequisites appropriate to the course of study undertaken by the individual student.

Scheduling

The student shall schedule the examination soon after (or in middle of) completing the Research Design in BMB (or Grant Writing) course, which is usually in middle of the spring semester of the 2nd year. The student is expected to complete the examination before or at the early fall semester of his/her 3rd year). Exceptions require approval by the Dean.

Committee Composition and Conduct of the Examination

The proposed Qualifying Exam Committee is formed by the graduate student in consultation with the PI/advisor. The examining committee shall consist of at least *five* members, including the student's advisor. The committee will be approved and a chair appointed by the Dean of the College of Graduate Studies on recommendation of the student's advisor and Program Director. No more than three members of the committee shall have their primary appointment in the same primary Department as the student. **For Biochemistry and Molecular Biology students doing their thesis research in an adjunct faculty's lab, at least one member of the qualifying exam committee must have a primary appointment in Biochemistry and Molecular Biology.**

The chairperson of the examining committee shall not be a member of the student's Primary Department or Program, but must be a member of the Graduate Faculty Organization. The student's primary advisor will participate in all aspects of the exam but

will not have voting privileges. In extenuating circumstances, the exam may proceed with a minimum of four committee members, but only if a suitably qualified chairperson is present.

The proposed committee is submitted for approval to the Dean of Graduate Studies, who will also assign the committee chair (the chair will be an individual outside of the student's department or program). The dissertation advisor and student, in consultation with all the other committee members, will determine dates and times at which they can all participate in the exam. These dates and times must be communicated by the dissertation advisor, in writing, to each committee member who, in turn, must confirm in writing his/her continued commitment to participate. If a committee member cannot devote the required hours on the dates and times specified, either that committee member must be replaced with another faculty member approved by the Dean or other dates and/or times must be selected which allows all the committee members to fully attend. If a committee member later finds he/she cannot fully participate in the entire exam and it is not feasible to find a replacement, the oral exam can go forth with a few as four committee members, one of which must be the dissertation advisor, provided the remaining committee members and the student agree to do so. The oral exam must occur before the early fall semester of the student's third year of study. If a retest is necessary, it may occur after this deadline consistent with the time limitations noted below.

Nature of Examination

The examination shall cover areas appropriate to the student's training and research interests.

It is the student's responsibility to convene the first meeting of the committee to formulate the exam question and to finalize the exam schedule. This typically occurs ~7 weeks before the actual exam date. We encourage the students to get in touch with the chairperson to find out what the student should prepare for the meeting (e.g., the committee may want to read the Specific Aim page of your grant, or to give a short presentation).

The examination will consist of a written examination, and an oral examination.

1) Written Examination

Each graduate program may establish the format of the written part of the examination, subject to approval by the Graduate Council and Dean. Whatever the format, all members of the examining committee shall participate in formulating the tasks set for the student and shall evaluate all written material submitted by the student.

The format for the Biochemistry and Molecular Biology Department is:

a) The student will also submit a 10 page (excluding references) and single-spaced written answer to a question agreed upon by the examining committee. The references should be in the same style as in a NIH grant proposal. As for the grant

proposal, after the exam period has begun, the student is allowed to seek assistance ONLY FROM NON-FACULTY, AND ONLY ON ISSUES RELATING TO GRAMMAR.

b) A research proposal on the candidate's research area. The research proposal will include:

- Proposal Summary: ~25-30 lines.
- Specific Aim page: 1 page.
- Research Strategy: 8 pages.
- References: no page limit.
- Format specification – single line spacing; 11 points Arial or Helvetica; 8 points for font size in figure legends; one-half inch margins (1/2”) at top/bottom/left/right for all pages; use “et al.” in place of listing all authors when citing a reference in the text.

The student may use in part the product from a departmentally sanctioned grant writing course (Proposal Summary + 1 page Specific Aims + 6 pages of Research Strategy) but must include at least one new Specific Aim in addition to or replacing one of the Aims from their previous proposal. The final grant will be a maximum 8-page research strategy plus the Proposal Summary and Specific Aim pages (10 page total).

Once the exam has begun, the student is allowed to seek assistance ONLY FROM NON-FACULTY, AND ONLY ON ISSUES RELATING TO GRAMMAR.

The chair will specify the time at which written material (exam question and research proposal) are to be turned in to the examination committee. The student is required to complete the exam question and research proposal within three and two weeks respectively, in any order that the student prefers. The student will return to each examiner for evaluation on the due dates, the answer to the exam question and a copy of the research proposal. It is thus expected that all written material will be completed within 5 weeks of the student receiving their question, which is generally one week prior to the oral exam.

All parties, and colleagues, are required to report to the chair any suspicion of unethical behavior as outlined above in the section on “Ethics and Academic Integrity” in the preparation of the written documents. This includes any assistance that goes beyond grammatical help in addition to obtaining assistance from faculty. In such cases, disciplinary action will be determined by the Departmental Graduate Committee in consultation with the Departmental Chair and may include dismissal from the department.

2) Oral Examination

The committee shall meet at the call of the chair within two (2) weeks after the completion of the written section at which time the student shall be examined

orally. If the committee decides the written section(s) will not warrant a pass prior to the oral examination of the written section, a delay should not be given and the examination should continue. Three days prior to the examination date, all members of the committee must have read and voted on the acceptability of the written components. It is the Chair's responsibility to query the committee members as to their opinion on the written components. At the end of the oral examination, the student shall be evaluated on the basis of his/her performance on both the oral and written sections, and the committee shall take action as outlined below.

Voting Procedures

- 1) Each member of the examining committee, including the chairperson but excluding the faculty advisor, is entitled to one vote. For a committee member's vote to be counted, he/she must have participated in the entire exam and his/her vote must be cast in person. **The faculty advisor is allowed to participate in the exam and the discussion following the exam, but does not vote on the motions listed directly below.**
- 2) To reach a decision on any of the motions listed below, more than one-half of the committee members present must approve the motion. The vote shall be by ballot or roll call at the discretion of the chairperson.

Motions:

- a) Approve
- b) Approved pending completion of recommendation(s)
- c) Delay final action for no more than thirty (30) days for further examination or in order to take other action deemed appropriate by the examining committee. Further examination, may be either written, oral, or both, and may cover all or selected areas. Should the committee delay decision for reexamination or other appropriate action, final decision to approve or disapprove under this section rests with the examining committee.

If none of the above motions receive more than one half of the Committee's votes, the student is failed by the committee.

Additional Policies

- 1) Although the student's program or department may administer a departmental oral or written examination prior to the official graduate school qualifying examination, the results of the departmental examination shall not be considered a part of the graduate school examination.
- 2) If the committee delays action following an examination for the purpose of reexamining or other appropriate action, these actions shall not be considered as representing a failure.

3) If a student is failed by the committee, he/she may be reexamined after a minimum of sixty (60) days.

4) Failure on two (2) qualifying examinations shall result in automatic dismissal from the doctoral program at the end of the current semester. However, the department may petition to the Dean for permission to allow the student to continue toward the Master of Science degree.

8. Formation of the Dissertation Advisory Committee

The student will form a Dissertation Advisory Committee in the spring semester of his/her second year. Ideally, the Advisory Committee members are invited to the student's chalk talk during their grant writing course at the spring semester of second year. This advisory committee is chaired by the student's PI/advisor. The Dissertation Advisory Committee remains active throughout the student's candidacy and forms the core of the Dissertation Defense Committee. The Dissertation Advisory Committee consists of the PI/advisor, plus a minimum of 2 faculty members that are members of the Graduate Faculty Organization (or the equivalent from a sister institution). The Advisory Committee may include an off-campus member from another institution if that member is a recognized authority in the field of the dissertation research. {Note: If a student chooses to also include an off-campus committee member, the department commits only to cover the costs of lodging, meals & mileage in the northeast (not airfare) for that member to attend the defense. The costs of outside member travel to regular Dissertation Advisory Committee meetings, and any air travel, will be covered by the PI/advisor.} For Biochemistry and Molecular Biology students doing their thesis research in an adjunct faculty's lab, at least one member of the advisory committee must have a primary appointment in Biochemistry and Molecular Biology.

Students must hold Dissertation Advisory Committee meetings at least twice a year, starting from the fall semester after their qualifying exam and after the "work-in-progress" seminars in the department. It is the responsibility of the student to set up the meeting and coordinate the committee members' attendance. Students should make every effort to enable attendance by most committee members at each meeting; attendance by half or fewer committee members at a meeting may prompt a request by the Program Director or department Chair for an additional meeting. Students who do not schedule a Dissertation Advisory Committee meeting within the designated timeframe each year will be prevented from registering for the next academic year until the meeting is held.

At the conclusion of Dissertation Advisory Committee meeting, the PI/advisor will assist the 3rd year students to complete the student's form of Advisory Committee meeting report. Senior students are required to complete the report independently. The completed report together with the completed committee evaluation form will be signed by all the committee members and the student, and sent by the student to College of Graduate Studies, the department office, and the Dissertation Advisory Committee members.

9. Career Development Plan

During the second year in the lab before her/his first Dissertation Advisory Committee meeting, the student and her/his PI are required to develop together a Career Development Plan. The Career Development Plan should be updated annually and shared with the Dissertation Advisory Committee for discussion.

10. Format of Written Dissertation/Thesis

An essential requirement for the Master's or Doctoral degree from the College of Graduate Studies is the successful completion of a written dissertation followed by an oral defense. In keeping with the high academic and educational objectives of the College of Graduate Studies, the dissertation should constitute a cohesive scholarly work that reflects a student's original writing and independent research with a thorough understanding of the field of study. The dissertation should include a review of the relevant scientific literature that establishes the context in which the student's research work may be assessed. It should include a record of his/her laboratory experience and his/her intellectual contributions to the field. It should be clearly written and follow standards of superior scientific scholarship. **A majority of the members of the Dissertation Advisory Committee must give permission to the student to write before the defense can be scheduled, indicated by their signatures on the evaluation form expressing permission to prepare the dissertation. The written dissertation must conform to both Graduate School and departmental formatting rules. Compliance will be determined by a designate in the Biochemistry and Molecular Biology office.**

The "College of Graduate Studies Policy for the Written Dissertation" may be obtained from the Graduate Studies Office, Weiskotten Hall, Room 3122.

11. Dissertation Defense Committee Composition – Ph.D.

The Dissertation Defense committee shall consist of at least the three members of the Dissertation Advisory Committee (including the Advisor) and additional members with one coming from outside the institution (unless a waiver for the outside member is granted by the Graduate Dean) to a minimum of six members. For Biochemistry and Molecular Biology students doing their thesis research in an adjunct faculty's lab, at least one member of the dissertation defense committee must have a primary appointment in Biochemistry and Molecular Biology.

The final composition of the Defense committee must be approved and appointed by the Dean, who will also assign the chair, on recommendation of the PI/advisor and Program Director or Department Chair.

12. Scheduling of Defense and Acceptability of Dissertation/Thesis

The dissertation advisor and student, in consultation with all the other committee members, will determine a date and time at which they can all attend the entire defense proceeding which could be as long as four to five hours. This date and time must be communicated by the dissertation advisor, in writing, to each committee member who, in turn must confirm in writing his/her continued commitment to attend. If a committee member cannot devote the required hours on the

date and time specified, either that committee member must be replaced with another faculty member approved by the Dean or another date and/or time must be selected which allows all the committee members to fully attend. Having determined the dissertation date and time, if a committee member later finds he/she cannot fully participate and it is not feasible to find a replacement, the defense can go forth with a few as four committee members, one of which must be the dissertation advisor, provided the remaining committee members and the student agree to do so.

The chair/director of the student's department/program can choose to attend the defense as an observer. He/she can neither participate in the closed-door evaluation discussion nor in the voting. Any questions the department chair/program director might have about the procedure (as distinguished from the evaluation) must be addressed to the chair of the defense committee after the student leaves the examination room but before the final vote. If in the rare case these concerns about the procedure cannot be resolved, the defense will continue as usual with the committee's final vote remaining unofficial pending a review of the department chair's/program director's concerns by the Dean.

The dissertation/thesis, in final form, shall be submitted to the committee members two weeks prior to the defense.

Nature of the Defense

Prior to the defense in front of the committee, the candidate will present the dissertation material in a public, oral seminar. The defense shall then consist of an oral presentation to the committee of the most important findings and of questions by the examiners to establish the validity and significance of the dissertation/thesis submitted, as well as the candidate's ability to explain and defend his/her methods, findings and conclusions. The defense shall be open to interested individuals. The voting is closed, however, with only the committee participating.

Voting Procedures

A. Each member of the examining committee, including the chairperson, is entitled to one vote. For a committee member's vote to be counted, he/she must have participated in the entire defense and his/her vote must be cast in person.

B. To reach a decision on any of the first three motions listed below, more than one-half of the committee members present must approve the motion. The vote shall be by ballot or roll call at the discretion of the chairperson. Specific grading procedures are outlined below (d) for the motion to approve with honors.

Motions

- 1) Approve
- 2) Approved pending completion of recommendations.
- 3) Disapprove with recommendation for additional specified work to correct designated deficiencies.

4) "With Honors" requires a high quality performance in each of the four elements of the dissertation defense: the oral presentation (seminar), oral defense, quality of dissertation writing and quality of research. To determine whether this level of performance has been achieved, each of these categories will be graded separately as follows: 1) Inadequate, 2) Pass, 3) Above Average, 4) Outstanding. A final score will be determined from the average of these grades. Students achieving an outstanding grade (3.75 or higher) will be awarded the "With Honors" designation.

If none of the above motions receive more than one-half of the Committee's votes, the student is failed by the Committee. The future status of the student is determined by graduate council.

13. Final Requirements

Before the degree can be awarded, the student must deposit at the Graduate Dean's Office, at least five copies of the completed, approved, dissertation/thesis (the original plus four duplicates) with a completed Binding Form. The bound original plus one copy of the dissertation/thesis will remain in the library, and one bound duplicate will become the property of the student's program. The library will pay for its two copies and the department will pay for the advisor's, the student's, and the department's copies. The cost of having additional copies bound will be the responsibility of the student.

THOSE WHO CAN HELP YOU DURING YOUR STUDIES IN THE BMB PROGRAM:

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| 1) Your thesis advisor: | Supervising your scientific project
Providing advice on your thesis work |
| 2) BMB graduate program committee: | Drs. Stewart Loh, Wengyi Feng and Xin Jie Chen |
| 3) Dr. Patty Kane: | Departmental Chair |
| 4) Jennifer Brennan: | Office of Graduate School |
| 5) Penny McPhilmy: | Departmental Office |
| 6) Others in the department. | |