

UNIVERSITY OF ROCHESTER
SCHOOL OF MEDICINE AND DENTISTRY

GRADUATE STUDIES HANDBOOK

for the

DEGREE PROGRAM

in

GENETICS

AND

THE GENETICS, GENOMICS AND DEVELOPMENT CLUSTER

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1.0 FIRST YEAR REQUIREMENTS FOR STUDENTS IN GENETICS, GENOMICS AND DEVELOPMENT CLUSTER (GGD)

1.1 Preface

The Genetics, Genomics and Development (GGD) Cluster is primarily responsible for education and counseling in the first year of graduate studies, with some continuing responsibilities for graduate student education in subsequent years. During this initial year students fulfill core course requirements and perform laboratory rotations. Following the first year of study, students enter the degree-granting program of choice. Students in the GGD cluster may enter any of the following Ph.D. degree-granting programs: Biochemistry, Molecular and Cell Biology; Biological Engineering; Biophysics, & Structural Biology; Cardiovascular Science; Cellular & Molecular Basis of Medicine; Neuroscience; Pathways of Human Disease and Toxicology.

Basic information about the first year of study is found on the following pages. Information concerning each degree-granting program at the University of Rochester is summarized in the Graduate Bulletin, which is updated every two years. Both students and advisors will need to consult these sources. Policy, of course, continues to evolve in response to the changing needs of the graduate programs and the students in them. Thus, it is wise to verify any crucial decisions with the Graduate Studies Coordinator.

1.2 Courses Required in the First Year of Study:

A total of 120 credit hours are required for the Ph.D. This number reflects credit hours obtained for course work, attendance and participation in topical seminars, and credit hours awarded for satisfactory research work relating to the thesis project. Program course requirements are meant to be sufficiently flexible to accommodate students with diverse backgrounds and career goals. Students should consult with the Cluster Director for curriculum advice. Certain courses or their equivalent constitute a Core Curriculum for the GGD Cluster and are specifically required in the first year:

Fall Semester

<u>Course number</u>	<u>Title</u>	<u>credits</u>
IND 408	Biochemistry	5
IND 409	Cell Biology	4
IND 501	Ethics & Professional Integrity	0
GEN 503	Genetics Seminar	1*
GEN 595	Ph.D. Research Rotation	6
Total		16

Spring Semester

<u>Course number</u>	<u>Title</u>	<u>credits</u>
IND 410	Molecular Biology & Genetics	4
GEN 504	Genetics Seminar Series	1*
GEN 595	Ph.D. Research Rotation	**
--- ---	Additional Spring Elective	4-5
Total		16

* Required each semester throughout the course of study

** The number of credits given for GEN 595 varies depending on if an elective is taken and how many credits is given for the elective. A total of 16 credits per semester must be maintained.

1.2.1 Electives

Degree programs generally require additional courses. Please consult individual degree-program handbooks for curriculum requirements.

Cluster students may choose take the one of two required electives in the first Spring semester. Elective courses selected by the student, should reflect the specific interests of the individual student and the requirements for specific degree-granting program that the student is interested in. A wide variety of courses are available for consideration and the student is instructed to consult the appropriate degree-granting program handbook for a listing of additional required as well as approved elective courses. It should be noted that course offerings change constantly and the student should consult a current Graduate Studies catalog and course schedule (available on the WEB at <http://listener.uis.rochester.edu/> and from the Graduate Studies Coordinator in the Offices of Graduate Education).

For a listing of approved electives for the Ph.D. in Genetics Program see section 2.2.2 of this handbook and consult the Cluster Director.

1.2.2 Genetics Seminar Series Requirement

All students will register for the Department of Biomedical Genetics student seminar series: Gen 503 (Fall)/504 (Spring). Credit will be awarded for attendance at a minimum of 60% of the seminars in each semester. If a student fails to attend 60% of the student seminars in a given semester, he/she will be given an “I” (incomplete) for the course. In the following semester, the student must attend the number of seminars missed in the previous semester in addition to the 60% requirement. If the requirement is not met in the following semester an IE grade will be recorded on the student’s permanent record.

1.2.3 Student Rotations (GEN 595)

All first year students are required to complete three laboratory rotations during the first year. At the beginning of the academic year, faculty members will present short (15 minute) informal lectures to the incoming students describing their research activities. The goals of this series are to acquaint students with ongoing research in the cluster and to alert them to opportunities for their laboratory rotations and future Ph.D. research. **Attendance at these lectures is critical for selection of laboratory rotations.**

Students sign up for laboratory rotations by submitting a list of their choices to the GGD Cluster Director. Every effort will be made to accommodate the students’ wishes. Students are expected to complete 3 projects in 3 different laboratories representing more than one area of interest before requesting assignment to a laboratory in which their Ph.D. research project will be completed. If advisable, a student will complete an additional rotation before requesting assignment.

Laboratory rotations are as follows:

Rotation #1: the first Monday in October through the Monday before Christmas.
Rotation #2: the first Monday in January through the end of Spring Break.
Rotation #3: the first Monday after Spring Break through the third Friday in May.
Ideally, students will begin in the permanent laboratory by June 1.
Rotation #4 (when a 4th rotation is necessary): the first working day in July through the last working day in August.

Students will be evaluated at the end of each rotation period. **A copy of the written evaluation will be kept on file and the original will be sent to the Office of Graduate Studies.** This will also be used to fulfill the progress report in the first year.

1.3 Radiation Certificate

All students are to pass Health Physics Radiation Safety tests 1 and 2 by December 1 of their first year such that they qualify as an Authorized User of Radioisotopes. Radiation certification does not count toward the 30 hours of course credit necessary for the Ph.D.

2.0 Ph.D. IN GENETICS PROGRAM REQUIREMENTS

2.1 Preface

This Handbook summarizes the major features and policies of the program leading to the Ph.D. in Genetics. Students may enter this program through any of the Graduate Education in Biomedical Sciences clusters. Since many of our students will enter the Ph.D. programs from the GGD cluster, information for the first year requirements for that cluster are also included in this handbook to provide a single volume reference for the student. The general features of the graduate experience at the University of Rochester are summarized in the Graduate Bulletin, which is updated every two years. Both students and advisors will need to consult both sources, though it is our intent to provide the salient features here. Policy, of course, continues to evolve in response to the changing needs of the graduate programs and the students in them. Thus, it is wise to verify any crucial decisions with the Graduate Education Coordinator.

Although the Ph.D. in Genetics is primarily a research degree, it also represents a certain breadth of training in areas that are not directly related to the thesis research project. This is best attained by taking formal courses, attending and participating in various seminar programs, teaching assistantship, and research activities (including publication).

The Ph.D. Program in Genetics is an interdepartmental degree program administered through the Department of Biomedical Genetics in the School of Medicine and Dentistry. Dr. Land is currently Graduate Studies Director for the Program in Genetics. Students who have completed an undergraduate degree in science and at least one undergraduate course in genetics (ie Biology 121 – Genetics or its equivalent) may enter the laboratory of any faculty with approval of the Graduate Studies Director.

Upon acceptance, the student will follow the general requirements set forth below. In addition, the student will be subject to the requirements of the advisor's sponsoring department.

2.2 Courses

A total of 120 credit hours are required for the Ph.D. Of these, a minimum of 24 credit hours of course work and 6 credit hours of topical seminars (i.e. GEN 503/504) are required, with the remaining credit hours awarded for satisfactory research work relating to the thesis project. Program course requirements are meant to be sufficiently flexible to accommodate students with diverse backgrounds and career goals. Students should consult with their advisor or the Graduate Studies Director for curriculum advice (students in their first year of studies are advised by the GGD Cluster Director). Certain courses or their equivalent are specifically required. Course descriptions may be found at:
<http://listener.uis.rochester.edu/Registrar/CourseInfo/catalog.html>

2.2.1 Courses required in the first two years of study:

<u>Course number</u>	<u>Title</u>	<u>credits</u>	<u>Season</u>
IND 408	Advanced Biochemistry	5	Fall
IND 409	Cell Biology	4	Fall
IND 501	Ethics & Professional Integrity	0	Fall
IND 410	Molecular Biology and Genetics	4	Spring
GEN 507	Advanced Genetics	4	Fall
GEN 503	Genetics Seminar	1	Fall*
GEN 504	Genetics Seminar	1	Spring*
GEN 595	Ph.D. Research Rotation (Completed in the first 18 months) or Ph.D. Research	1-6	Fall/Spring*
--- ---	2 Additional Elective s	1-6	

* Required each semester throughout the course of study and includes yearly presentations beginning at the end of year 2

2.2.2 Approved Electives:

Fall Semester

<u>Course number</u>	<u>Title</u>	<u>credits</u>
BIO 426	Developmental Biology	4
BPH 509	Molecular Biophysics (alternating years)	5
MBI 473	Immunology	3

Spring Semester

<u>Course number</u>	<u>Title</u>	<u>credits</u>
GEN 508	Genomics and Systems Biology	4
IND 407	Structure and Function of Cell Organelles	4
IND 411	Methods in Structural Biology	5
IND 443	Eukaryotic Gene Organization & Expression I	4
IND 447	Signal Transduction	4
MBI 421	Microbial Genetics	3
MBI 456	General Virology (alternating years)	4
BCH 412	Advanced Topics in Biological Macromolecules	5

2.2.3 Exemptions from Course Work Requirements

All entering students concerned with exemptions from core courses may appeal to the Program Steering Committee to determine whether an exemption is appropriate. The student may be asked to meet with the Course Director to determine whether or not the exemption is warranted.

2.3 Additional Requirements - Second Year

2.3.1 Teaching Assistantship

Each student will be required to act as a teaching assistant for one semester. Usually, this will be during the second year. However, for those students for whom English is a second language, the teaching assistantship can be delayed until the third or fourth year. Students are welcome to request a specific teaching assignment and every effort will be made to honor the request.

2.3.2 Choosing a Research Advisor

After completing three research rotations (ideally by June 1st), students may submit their choices for thesis advisor to the Department Office. Every attempt will be made to place the students in their first-choice laboratory, but limitations of space and funding may, in very rare cases, make it necessary to assign a student to his/her second choice. If a student does not feel prepared to choose a thesis advisor at this time, he/she may elect to do an additional rotation in the summer after the first year.

In the unusual situation where a student wishes to select a thesis advisor who is not a member of the GGD Cluster, the student has two options. First, the student may request to join the cluster/degree program of the intended thesis advisor. That cluster must approve the request of the student. The second option is that the student remains in the GGD Cluster degree program with a GGD faculty member as a co-advisor. The co-advisor must have sufficient knowledge in the proposed area of research to provide substantive advice and guidance to the student.

The first option of changing to the cluster/degree program of the advisor is encouraged. It is considered in the best interest of the student. The second option of remaining in the GGD cluster with a co-advisor will be considered and approved by the Program Director in unusual circumstances.

Once the advisor is selected the student will then follow the curriculum, procedures, rules and regulations of their chosen Ph.D. program.

2.3.3 Choosing a Thesis Advisory Committee

Choose a Thesis Advisory committee at the beginning of the second year (see section 4.0).

2.3.4 Presenting the First Student Seminar

Experience in organizing research data, interpretation of data, synthesis of information from diverse sources, and presentation to an audience of scientific colleagues represents valuable preparation for a career in science, whether in an academic or industrial setting. Therefore, students will be required to present a yearly seminar in the Genetics Seminar series beginning in their second year of studies

2.3.5 Qualifying Exam

By the end of the second year, complete the Qualifying Exam (see Section 3.0 for more details). **Paperwork for the Qualifying Exam must be provided to the coordinator's office at least 15 working days prior to the examination date.** To prepare for this deadline, please meet with the department coordinator/secretary. Students must have completed a minimum of 30 credit hours of course work at the time of the Qualifying Exam, of which no more than 6 may be credits of research.

2.4 Additional Program Requirements – Third and Succeeding Years.

- Ph.D. research and thesis preparation.
- Yearly student seminar presentation.
- 6 seminar and/or poster presentations are required during the course of studies. Presentation at the student Seminar Series or in another approved seminar course will fulfill this requirement. Presentation at a University poster day and presentations made at national meetings may also be used to fulfill the requirement. **An abstract or outline of each presentation is required for the file in the Department Education Office.**

3.0 QUALIFYING EXAMINATION PREPARATION AND REGISTRATION

The purpose of the Qualifying Examination is to determine whether the student is qualified and competent to continue work toward a Ph.D. in Genetics. It is not intended as a test of the proposed research problem or of the supporting experimental data, but rather as a means of determining the potential of the student for independent thought, his or her comprehension of the general field and capacity for exploiting a relevant problem in a scientifically sound manner.

For students in the Genetics Program, the procedure involves preparation by the student of a written Ph.D. thesis research proposal. Because a career in science will undoubtedly involve submission and defense of research projects (whether in an academic or industrial setting) we recommend using a modified NIH proposal outline as described below (2.6). **The Qualifying Examination must be taken before the end of the second year. Extension of this deadline must be approved in writing by the Cluster Director.**

The student's thesis advisory committee should already be selected by the time of the qualifying exam. This committee, with an additional member who will replace the student's advisor, will

carry out the qualifying examination. The advisor(s) should be present during the examination but will not be a voting member of the committee. There will be four (4) voting members: one from the GGD Cluster, two primary faculty members from the Department of Biomedical Genetics, and one from outside the GGD Cluster. The Senior Associate Dean for Graduate Education will choose which of these will serve as Chair of the committee. For more information see "Thesis Advisory Committee" section 4.0.

3.1 Suggested Outline for Qualifying Examination Research Proposal

Double-spaced pages. A title and abstract page, required at the time of registration, should be included in addition to the sections listed below.

A. Specific Aims: State concisely and realistically what the research described in the proposal is intended to accomplish and/or what hypothesis is to be tested.

B. Background and Significance: Briefly sketch the background to the proposal and critically evaluate existing knowledge. State concisely the importance of the research described in the proposal by relating the specific aims to longer-term objectives.

C. Preliminary Studies: This section should summarize what work has been done by the student and others to indicate that the proposal is realistic and significant in scope. Graphs, diagrams, tables, and charts relevant to this section can be included as "Appendix" material.

D. Proposed Strategy and Experiments: Discuss in detail the experimental design and the procedures to be used to accomplish the specific aims of the work described in the proposal. Describe the protocols to be used and a tentative timetable for the investigation. Include the means by which the data will be analyzed and interpreted. Describe new methodology and its advantage over existing methodology. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Include information about species of animals to be used. Parts A-D of the proposal must not exceed 15 pages total. **The chairman of the qualifying committee or any of its members may reject a proposal that exceeds the page limit and require it to be rewritten before the exam will commence.**

E. References: Use a standard journal format that includes all authors and the title of the article.

F. Appendix: Graphs, diagrams, tables, and charts supporting the proposal should be included in this section.

3.2 Qualifying Examination Format

The student is expected to present an overview of the thesis research proposal for the first 15-20 minutes using blackboard, slides, overhead projector or a computer projector presentation. The committee will then examine the student orally. A typical examination

will take between two and three hours. The candidate is judged on: the written and oral presentation; a grasp of the fundamental issues; the ability to apply the background from formal course work to problems related to the proposal; and a demonstration of critical assessment of results. It is important to recognize that while the written proposal serves as a focus for the oral examination, questions about related areas can be raised.

3.3 Program For The Degree Of Master Of Science Form

A complete Program for the Degree of Master of Science form (available in the department office) must be filed at the time of the Qualifying Examination proposal is submitted, setting forth the requirements for the student's degree. This form must list all formal courses (both specifically required and electives), seminars and research credits that the student must complete in order to obtain the Master of Science degree. Students must have completed a minimum of 30 credit hours of course work at the time of the Qualifying Exam, of which no more than 6 may be credits of research.

All core courses must be completed prior to scheduling the Qualifying Exam. However, in certain instances, if the 2nd elective or the teaching assistantship has not been completed the exam may be scheduled. In this case the degree will be held and not be conferred until the requirements are met.

Students in the Ph.D. Program in Genetics receive a "Plan B" Masters Degree after passing the Ph.D. Qualifying Examination.

Procedure: The Program for the Degree of Master of Science form is initiated in the department office along with the other forms needed to register the qualifying exam. The advisor and the program director must sign the forms. The department office must turn in the completed forms and documentation required to **requester the qualifying exam in the Office of Graduate Education at least 10 full working days before the exam. Therefore, the student must schedule the time and location, hand in the M.S thesis title, abstract and other department forms to the coordinator at least 15 full working days before the scheduled exam.** The student should provide the following:

1. A list of the members of the thesis advisory committee.
2. Date, time and place for the proposed qualifying exam.
3. One copy of the M.S. thesis title page.
4. One copy of the M.S. thesis abstract.
5. Signed Advisor Approval of Title form

3.4 Results of the Qualifying Examination

The Chair of the examining committee or the committee as a whole will discuss with the student the strengths and weaknesses of the qualifying exam performance and will inform the student whether or not he/she has passed. The Chair will also complete a written report that will be given to the program coordinator.

In the event that a student fails the examination, the GGD faculty will review the student's performance and make a recommendation to the Senior Associate Dean of Graduate Education regarding action.

4.0 THESIS ADVISORY COMMITTEE

Following selection of the research advisor, the student's thesis advisory committee is selected at the beginning of the second year. The thesis advisory committee performs several functions. It may help the student choose specific elective courses in preparation for the chosen field of research. It provides advisory input during the development of the thesis research project with respect to scientific merit, techniques and methodology, relevant literature, etc. It gives final approval of the specific program presented for the thesis topic to be developed and (with exception of the advisor/advisors) participates in the Qualifying Examination. The advisory committee also mediates in case of tension between the advisor and the student. Finally, it, along with a representative appointed by the Dean's Office, is the examining committee for the thesis defense. Committee members may also provide more complete guidance in the selection of final courses in preparation for research and assist the thesis advisor. During the second year, the student and the research advisor must submit a list of suggested committee members to the Program Coordinator. This research advising committee must be approved by the Graduate Advisory Committee.

The thesis advisory committee should consist of at least four members: 1) the research advisor, 2) at least one primary member of the Department of Biomedical Genetics, 3) an additional member of the GGD cluster and 4) one faculty member from outside the GGD Cluster. At least one member of the advisory committee should have trained a graduate student through completion of the Ph.D. Additional committee members may be included from either within or outside the University if it is considered useful or necessary. Thus, the minimum size of the committee will be four members, but five (or more) is quite possible. In the case of joint co-advisors, a minimum of five members may be required. All members of the committee must be tenured or tenure track research faculty.

5.0 YEARLY PROGRESS REPORT AND RESEARCH REVIEW

A yearly progress report must be submitted to the Graduate Studies Coordinator. The original copy is submitted to Senior Associate Dean for Graduate Studies by June 1 of each academic year in order to have stipend funding approved for the following year. Students should plan to meet with their thesis advisory committee and provide a Graduate Student Research Review form (forms are available in the department office) to the Office of Graduate Education during each academic year. In the first year of studies, the laboratory rotation evaluations will be used to fulfill this requirement.

The annual meeting with the thesis advisory committee is usually set up on the same day as the student's seminar.

6.0 THESIS PREPARATION AND REGISTRATION

A booklet entitled "The Preparation of Doctoral Theses" is available on www.rochester.edu/theses/. It is the responsibility of the student to see that style; format,

margins, paper, binding, etc. are in accordance with University regulations. The student should be aware that the Dean of Graduate Studies has a deadline each year by which time a thesis must be registered in order to allow graduation at the next Commencement. This date is typically the first week in April although students must notify his office by February 1 of their intent to register a thesis before the deadline. It will usually take at least three months to prepare the thesis after all experimental work is complete and the most common mistake is not allowing adequate time for preparation of illustrations, typing, review by the advisor and thesis advisory committee and for registration in the Graduate Dean's Office.

The student must meet with the Director of the Ph.D. Program to discuss & view draft version of defense. ***Director's approval is required prior to setting the date of defense.***

Registration with the office of the Associate Dean of Graduate Studies must take place at least 20 working days before the final exam not including the date of registration or defense (in the summer 25 days are required)*. Therefore, at least 25 working days before the final exam (30 days in the summer) the student should bring the following to the Departmental Office for processing:

1. A list of the members of the thesis advisory committee.
2. Date, time and place for the proposed final exam.
3. One copy of the Ph.D. thesis title page.
4. One copy of the Ph.D. thesis abstract.
5. Signed Advisor Approval of Title form

The Departmental Graduate Coordinator in the Education office will provide the student with the additional required forms. The student will also be given termination forms at the time of the exam to complete before departure. The completed forms will be turned in to the Office of the Associate Dean for Graduate Studies. An appointment will be made for the student to meet with the Registrar before formal registration with the Dean of Graduate Studies. At registration, the student must bring to the office of the Dean of Graduate Studies a copy of the thesis to be given to the outside member appointed to the committee. All other committee members should also receive a copy of the thesis at this time.

***Registration deadlines vary; therefore check in the Department Office for a schedule of dates for the academic year. In addition final exams may not be scheduled during specific periods, e.g. August through mid-September.**

6.1 Program for the Degree of Doctor of Philosophy Form

A Complete Program for the Degree of Doctor of Philosophy form (available in the department office) must be filed at the time of the Thesis Examination proposal is submitted, setting forth the requirements for the student's degree. This program must list all formal courses (both specifically required and electives), seminars and research credits that the student must complete in order to obtain the Ph.D. The total number of hours should be at least 120, although a student who completes

his/her thesis prior to achieving this total can graduate provided that only research credit is lacking.

7.0 FINAL EXAMINATION AND TERMINATION

Before the exam, the student's advisor will receive confirmation of the scheduling of the exam and name of the Chairperson of the Examining Committee appointed as the representative of the Dean of Graduate Studies.

The format of the Final Examination for the Ph.D. is as follows. The first hour of the exam is a formal seminar open to the public. The student's presentation should last 50 minutes and 10 minutes are allowed at the conclusion for questions from the audience. Notes, slides, charts, and the usual visual aids for a seminar are permitted. The student and the Examining Committee will then adjourn to a private session where the second part of the exam will be conducted. Using oral examination, the committee will scrutinize the student's comprehension, execution, description and interpretation of the research described in the thesis.

After successful completion of the Final Examination and after making any required corrections in the thesis, the student must submit one corrected copy of the thesis to the office of the Associate Dean. This copy must be unbound in a manila envelope with the student's name and department marked plainly on the outside. In addition, one bound copy must be submitted to the Department Office.

A Termination Form should be completed and returned to the Department Office with a copy of the student's C.V. after the defense. The termination date will determine when the stipend payment will cease. The student should discuss this with his/her advisor.

8.0 M.D./Ph.D. PROGRAM

M.D./ Ph.D. program students usually enter the Ph.D. portion of their combined degree work after the basic science years of the M.D. curriculum. During the second year of the M.D. program, they should discuss the Ph.D. Program with prospective faculty advisors and the Genetics Program Director. It is optimal for the student to complete two research rotations before choosing a permanent advisor.

A total of 90 credit hours are required for the Ph.D. M.D./ Ph.D. Students are granted 30 credits toward the 90 credit-hour requirement for the Ph. D. on the basis of their basic science curriculum. Program course requirements are meant to be sufficiently flexible to accommodate students with diverse backgrounds and career goals.

8.1 Curriculum

All of the following courses are required:

GEN 507 (4 credits)	Advanced Genetics	Fall
IND 410 (4 credits)	Molecular Biology and Genetics	Spring
IND 501 (0 credits)	Ethics in Research	Fall
GEN 503/504 (1 credits)	Genetics Seminar*	(each semester)

GEN 595

Ph.D. Research

(each semester)

** Required each semester throughout the course of study and Includes yearly presentations beginning at the end of year 2

8.2 Electives:

One elective is required. Below is a list of approved electives. Other electives may be approved by the advisor and the program director.

Fall Semester

BIO 426 (4 credits)	Developmental Biology
BPH 509 (5 credits)	Molecular Biophysics
MBI 473 (3 credits)	Immunology

Spring Semester

BCH 412 (5 credits)	Advanced Topics in Biological Macromolecules
GEN 508 (4 credits)	Genomics & Systems Biology
IND 407 (4 credits)	Structure and Function of Cell Organelles
IND 411 (5 credits)	Methods in Structural Biology
IND 443 (4 credits)	Eukaryotic Gene Organization & Expression I
IND 447 (4 credits)	Signal Transduction
MBI 456 (4 credits)	General Virology (odd numbered years)

8.3 Other Requirements

- A) Two research rotations should be conducted prior to joining a laboratory for dissertation research. Students are encouraged to complete these rotations during the first two years of the M.D. program.
- B) The Qualifying Examination is required at the end of the second year of the Ph.D. studies.
- C) The teaching assistant requirement is waived.
- D) At least one meeting per year with the thesis advisory committee (normally held after the student's Genetics Seminar presentation).
- E) A satisfactory thesis must be written and successfully defended.

9.0 M.S. PROGRAM IN GENETICS

No terminal M.S. Program is offered.

10.0 GENERAL POLICY

A) Space: The Department of Biomedical Genetics provides office space for students with computer access. Once a research advisor has been chosen, the student will usually be given a desk in the advisor's laboratory.

B) Copying, Supplies, etc. In the first year of studies, the dean's office will provide a limited amount of support for copying charges. In the second and subsequent years of studies, the advisor's account should pay for work-related supplies, copying, etc.

C) Travel: Students may apply for very limited travel funds toward the end of their program to attend national or international meetings. Advisors are usually responsible for travel support.

D) Vacations: Graduate students in both programs are supported by fellowships or research grants from a variety of sources, both internal and external, and each agency has slightly different regulations regarding vacations. In general, most state that fellows and trainees are expected to engage in full-time study and are entitled only to official University Holidays (New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the Friday Following Thanksgiving Day, Christmas Day). Semester breaks are not to be considered holidays and any absence during those times must be approved in advance by the advisor. The Department must submit monthly time reports on all graduate students and these are subject to close scrutiny by auditors from both the governmental accounting office and the University. Unjustified absences can jeopardize our already sparse funds. **Thus, every student should inform his or her advisor of any absence and an absence of more than two weeks must be cleared with the Education Office in advance. Students will not receive stipends if absent without authorization.**