



**MCDB&G**

**Molecular, Cellular, Developmental Biology and Genetics**

***Graduate Program Handbook***

***Applies to students who began Fall 2018***

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*The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes. The information in this handbook is available in other formats upon request.*

## **WELCOME TO THE GRADUATE PROGRAM IN MOLECULAR, CELLULAR, DEVELOPMENTAL BIOLOGY AND GENETICS.**

This handbook is designed to provide you with important information regarding course requirements, registration details, preliminary written and oral examinations, degree requirements, and health and dental insurance.

While graduate programs are officially distinct from departments, in practice programs rely on departments for financial assistance, office staffing, and space. The MCDB&G program works closely with the Department of Genetics, Cell Biology and Development (GCD).

### **PHD DEGREE REQUIREMENTS**

As a member of the MCDB&G graduate program, you are expected to follow the Student Academic Conduct Code (Appendix A) and specifically to:

- Actively pursue thesis research with adequate and timely progress
- Maintain a cumulative GPA of at least 3.0.
- Meet course requirements.
- Give a student research seminar once a year.
- Meet annually with your committee.
- Attend a student research seminar series and one regular departmental seminar series.
- Attend a regularly scheduled journal club.
- Fulfill TA requirements (2 semesters for PhD students or 1 semester for MD/PhD and JD/PhD students).
- Attend and present a poster at the annual MCDB&G Fall retreat.
- Participate and present a poster at MCSB recruiting activities.
- Maintain active status with the Grad School by registering every Fall and Spring.

Publication of thesis research: It is required that a student's Ph.D. Thesis encompasses substantial and novel research of high significance. To meet this requirement, students are expected to have at least one first author paper accepted for publication in a peer-reviewed journal within their research field, before being allowed to defend their work at the Final Oral Exam.

Note: In most cases at least 40 hours of thesis research per week, excluding coursework, will be required to make adequate progress towards the PhD degree.

### **CHANGE PROGRAMS – BMBB TO MCDB&G POLICY**

Students who switch from BMBB to MCDB&G may need to take an additional course, which is the most appropriate to their thesis study. The course should cover material within the scope of the program and be approved by the Student Review Committee.

### **CHANGE PROGRAMS – MCDB&G TO BMBB POLICY**

Students who switch from MCDB&G to BMBB are not required to take any additional courses.

### **Total credit requirements for PhD**

24 or more Total Credits

16 of your total credits must be graded A-F

24 Thesis Credits (MCDG 8888)

Complete all 48 credits by the end of the 2<sup>nd</sup> year

**Register for EXACTLY 14 credits each semester.** The number of thesis credits to register for each semester equals 14 minus the number of course credits taken that semester. If you register for more than 14 credits, you will be responsible for the excess tuition charge.

### **REQUIRED CORE COURSES (20 credits total)**

To complete a PhD in the MCDB&G program you must take the following courses:

MCDG 8920 Itasca (2 credits)

GCD 8131 Advanced Molecular Genetics and Genomics (3 credits)

GCD 8151 Cellular Biochemistry and Cell Biology (4 credits)

GCD 8161 Advanced Cell Biology and Development (3 credits) (half semester)

GCD 8171 Literature Analysis / Grant Proposal Writing Course (2 credits) (half semester)

GCD 8920 Computational Genomics (3 credits) **or** GCD 5005 Computer Programming for Cell and Developmental Biology (3 credits)

GCD 8401 Ethics, Public Policy, and Careers in MCB (1 credit)

MCDG 8900 Student Seminar (1 credit)

MCDG 8950 Teaching Practicum (1 credit) (TA assignments)

### **APPROVED ELECTIVE COURSES**

Elective Courses make up the remainder of your total credits so that you achieve a minimum of 24 Total Credits. You need to take enough Elective Courses graded A-F to reach the 16 credit minimum of A-F graded courses within the 24 Total Credits. As you might finish your 24 course and 24 thesis credits at the end of your second year, plan your elective courses carefully. If you need to take a course in your third year, discuss it with your advisor and DGS. Your goal, however, is to register for 1 credit starting your third year.

GCD 8008 Mammalian Gene Transfer and Genome Engineering (2 credits)

GCD 8073 Genetics and Genomics in Human Health (3 credits)

GCD 8111 Quantitative Microscopy (3 credits)

BioC 8005 Biochemistry: Structure and Catalysis (2 credits)

BioC 8006 Biochemistry: Metabolism and Control (2 credits)

BioC 8007 Molecular Biology of the Genome (2 credits) (half semester)

BioC 8008 Molecular of Biology of the Transcriptome (2 credits) (half semester)

Grad 8101 Teaching in Higher Education - Preparing Future Faculty (3 credits)

- Grad 8200 Teaching and Learning Topics in Higher Education (1 credit)
- MICA 8003 Immunity and Immunopathology (4 credits)
- MICA 8004 Cellular and Cancer Biology (4 credits)
- NSC 8211 Developmental Neurobiology (3 credits)
- PubH 6450 Biostatistics I (4 credits)
- SCB 8181 Stem Cell Biology (3 credits)

### OTHER ELECTIVE COURSE OPTIONS

**Must talk to advisor and gain approval from DGS before registering. Note: this is a partial list**

- BIOC 5309 Biocatalysis and Biodegradation (3 credits)
- BIOC 5528 Spectroscopy and Kinetics (4 credits)
- BIOC 5535 Introduction to Modern Structural Biology -- Diffraction
- BIOC 5536 Introduction to Modern Structural Biology - Nuclear Magnetic Resonance
- BIOC 5352 Microbial Biochemistry and Biotechnology (3 credits)
- BIOC 5361 Microbial Genomics and Bioinformatics (3 credits)
- BIOC 5444 Muscle (3 credits)
- CSCI 5461 Functional Genomics, Systems Biology, and Bioinformatics (3 credits)
- CSCI 5980/8980 Special Topics in Computer Science
- MATH 8540 Topics in Mathematical Biology (3 credits)
- MICA 8002 Structure, Function, and Genetics of Bacteria and Viruses (4 credits)
- OBIO 8012 Basic Concepts in Skeletal Biology
- PHCL 5111 Pharmacogenomics (3 credits)
- Stat 5021 Statistical Analysis (4 credits)

### YEAR-BY-YEAR INFORMATION REGARDING REGISTRATION

#### YEAR ONE

During your first year, you took the required core courses and some Elective Courses. It is important to make sure that you are on track for the Total Course Credits required for the PhD. You must also pay attention to the ratio of graded (i.e. A-F) vs. non-graded (i.e. S/N) courses. Finally, **YOU MUST register for EXACTLY 14** credits each semester (i.e. both fall and spring of year one). The number of thesis credits to register for each semester equals 14 minus the number of course credits taken that semester. If you register for more than 14 credits, you will be responsible for the excess tuition charge.

A **typical year 1** registration follows:

#### FALL

- |           |   |           |
|-----------|---|-----------|
| GCD 8131  | Advanced Genetics and Genomics                            | 3 crs A-F |
| GCD 8151  | Cellular Biochemistry and Cell Biology                    | 4 crs A-F |
| GCD 5005  | Computer Programming for Cell Biology (or 8920 in Spring) | 3 crs A-F |
| MCDG 8920 | Itasca  | 2 crs S/N |
| MCDG 8900 | Student seminar*  | 1 cr S/N  |
| MCDG 8888 | Thesis credits – <b>use to reach 14 credits</b>           |           |

#### SPRING

- |          |  |           |
|----------|--|-----------|
| GCD 8161 | Advanced Cell Biology and Development (half semester)      | 3 crs A-F |
| GCD 8171 | Literature Analysis/Grant Proposal Writing (half semester) | 2 crs A/F |

GCD 8920	Computational Genomics (or 5005 in Fall)	3 crs	A-F
GCD 8401	Ethics, Public Policy & Critical Evaluation in Mol. & Cell. Biol	1 cr	S/N
MCDG 8900	Student seminar*	1 cr	S/N
MCDG 8888	Thesis credits – <b>use to reach 14 credits</b>		

\*A minimum of 90% attendance is required to pass this course requirement (this is tracked and you will receive an N if you do not meet the attendance requirement). Also, you must evaluate one seminar speaker.

**You will not register for Summer Session.**

## YEAR TWO

Register for **EXACTLY 14** credits during fall and spring semesters. The number of thesis credits to register for each semester equals 14 minus the number of course credits taken that semester. If you register for more than 14 credits, you will be responsible for the excess tuition charge.

A **typical year 2** registration follows:

### FALL

Elective Courses	One or two (see above)	3-7 crs	A/F
MCDG 8900	Student seminar	1 cr	S/N
MCDG 8950	Teaching Practicum - if you have a TA assignment	1 cr	S/N
MCDG 8888	Thesis credits – <b>use to reach 14 credits</b>		

### SPRING

Elective Courses	Usually no more than one	3-4 crs	A/F
MCDG 8900	Student seminar	1 cr	S/N
MCDG 8950	Teaching Practicum - if you have a TA assignment	1 cr	S/N
MCDG 8888	Thesis credits – <b>use to reach 14 credits</b>		

## YEAR THREE AND BEYOND

You should have completed all the credits. However, if you need to take a course, you need advisor and DGS approval. **Register for MCDG 8444 FTE Doctoral for 1 credit** each Fall and Spring semester until completion of your degree. (FTE = full time equivalent student)



## VERY HELPFUL TOOL

### GRADUATE SCHOOL PhD COMPLETION STEPS, TIME FRAMES AND FORMS

The following steps are your responsibility. Everything is done online. Go to - <https://onestop.umn.edu/academics/degree-completion-steps>

#### **Submit Graduate Planning & Audit System (GPAS) planner**

- Submit at least one semester prior to your preliminary oral exam

#### **Assign Members to Preliminary Exam Committee**

- File online in your second year after your committee has been approved by the DGS

#### **Schedule Preliminary Oral Exam**

- Schedule online at least one week in advance
- Obtain Preliminary Oral Signature Report from Onestop

#### **Assign Members to Thesis Committee**

- File online at least one semester prior to final exam

#### **Download Graduation Packet**

- Log in and print packet - <http://www.grad.umn.edu/students/doctoral/index.html>
- Packet will include the Grad Application for Degree form and Reviewers' Report form

#### **Schedule Final Exam**

- Schedule online at least one week in advance

#### **Submit Reviewers' Report**

- Submit prior to your defense

#### **Submit Graduate Application for Degree**

- Found in your Graduation Packet
- Submit to One Stop by the first business day of anticipated month of graduation

#### **Submit Doctoral Final Exam Report**

- Submit no later than the last business day of anticipated month of graduation

#### **Thesis Formatting**

<https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp>

#### **Submit Dissertation**

- Submit by the last business day of anticipated month of graduation.  
<https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp>

#### **Commencement**

- The Commencement Ceremony is in May. Emails are sent to graduating students in March.

## COMMITTEE REQUIREMENTS

- You will assemble a Preliminary Exam Committee and once you have passed the prelim exam, you will assemble a Thesis Committee. The members of each committee can be the same faculty, or you can make changes after the prelim exam. However, the Preliminary Exam Committee members must be asked a second time for permission to be included on your Thesis Committee (i.e. assembling the Thesis Committee is a separate and formal process).
- You need to have a **5-member examination committee** (this includes your advisor)
- Three members, one of which is your advisor, must be a MCDB&G faculty member (major field)
- Two members must be graduate faculty members in another graduate program (minor field)
- Co-Advisors – If you have a co-advisor, at least one of your advisors must represent the major field. The other advisor may represent the major or minor field. Both must be on your committee and must be readers of your thesis. Note that in this case, your committee will be comprised of 6 members.

Check this website for which graduate programs faculty are members of -  
<https://apps.grad.umn.edu/programs/faculty.aspx>

Consult with your advisor about which faculty would be appropriate choices for committee members. Once you and your advisor have agreed on your selections, you need to contact potential committee members to check their availability and willingness to serve on your committee. Send list to Sue by the end of August. ***The DGS will assign the committee chair.***

### **Preliminary Exam Committee**

Once the DGS has approved your committee, go online to assign your oral prelim committee  
<http://www.grad.umn.edu/students/assignprelimcommittee/index.html>

### **Thesis Committee**

You must have approval from all your committee members for inclusion on the Thesis committee (even if they were a member on your Prelim Committee). Once the DGS has approved your Thesis Committee, go online to assign your Thesis Committee.  
<http://www.grad.umn.edu/students/assigndocfinalcommittee/index.html>

### **Thesis Reviewers**

Three thesis reviewers (readers) are required. Your advisor/s must serve as reviewers. One reviewer must be a member in MCDB&G. The other reviewer must be a member in another graduate program but they can also be a member in MCDB&G. The chair is not required to be a reviewer. Consult your PI regarding reviewer choices.

## MCDB&G Preliminary Examinations - An Overview

1. All MCDB&G students must participate in the Proposal Writing Course (GCD 8171) during the summer following the first year. The goal of this course is to provide students with practical experience in developing a research proposal that addresses a novel hypothesis.
2. Students must choose a Preliminary Examination Committee composed of 5 faculty (which includes the advisor) and get approval by the DGS. The list of potential committee member must be submitted by the first week of the Fall semester of the second year.
3. The Written Preliminary Examination will be taken in the Fall Semester of Year 2.
4. The Oral Preliminary Examination must be taken by the end of the Spring Semester in Year 2.

### PRELIMINARY WRITTEN EXAMINATION

The goal of the Preliminary Written Examination is to test your ability to independently (a) develop a novel hypothesis that addresses a significant problem, (b) develop a set of well-crafted experiments to test your hypothesis (c) interpret data obtained (d) anticipate difficulties and devise alternative strategies and (e) draw conclusions based on predicted experimental outcomes. NOTE: We understand that in the "real world" you would consult with your colleagues to refine your ideas and hypotheses. However, the goal of the written prelim is to evaluate your ability to do this on your own.

#### Exam Instructions

The Preliminary Written Examination should propose a novel hypothesis that addresses a previously unanswered question of biological significance and that describes a research plan that tests your hypothesis. The scope should be sufficiently narrow that it represents a 3-4 year project that can be completed by an individual, not a broad NIH grant to support 5-10 people. The proposed topic should be of significant importance such that the anticipated results would be suitable for publication in a leading journal in the field. You are encouraged to consider a wide range of techniques to evaluate the validity of your hypothesis.

Students will be asked to write a research proposal based on one of three papers that cover topics in the major fields represented by the MCDB&G program. The papers will be posted two days before the official start of the exam. The student will ***select one of these papers*** as the basis for their proposal and submit their choice to the Chair of the examination committee within 48 hours of the exam papers being posted. The completed proposal must be submitted two weeks after that.

The proposal must be of the student's own creation. Students ***may not*** consult with another student, colleagues or their advisor during the preparation of the exam or ask anyone to read/edit their proposal prior to submission. Students have complete freedom to take the problem in any direction they wish, but the hypothesis and proposed experiments must be grounded in the exam paper. Note that proposals that simply describe the same studies of a molecule (or closely related molecule) using a different model organism are not acceptable.

Note that you may seek help with your grammar and writing style at the Center for Writing, 15 Nicholson Hall or 9 Appleby Hall, <http://writing.umn.edu/sws/> E-mail: writing@umn.edu, Nicholson appointments and information: (612) 625-1893, Appleby walk-in center: (612) 626-1328.

**Format:** The proposal should include an NIH-formatted **Specific Aims page** (1 page, single-spaced). The **Research Strategy** (8-10 pages, double-spaced) should contain a **Background & Significance** section (1-2 pages) and a **Research Plan** (6-8 pages). The **Research Plan** should consist of one or two specific aims. The length restriction includes figures plus legends but does not include references. The entire proposal must have 1 inch margins all around, using an 11 or 12 pt Arial or Helvetica font.

**Evaluation:** The Preliminary Exam committee will evaluate the proposal within two weeks of submission. Each proposal will be reviewed by two primary reviewers who will provide detailed critiques and will also be read by a third member of the committee. The exam will be graded (20 pts for Specific Aims, 20 pts for Significance, 10 pts for Innovation, 50 pts for Research Plan) and each reviewer will submit a score. The final score will be the average of the three scores. The final scores will determine if the student earns a Pass with Distinction (95 or higher), Pass (90 or above) Pass with Revisions (70-90), Fail (69 or lower). The exam results will be reviewed and summarized by the head of the Student Review Committee who will notify the student and examiners of the outcome.

***Students will have ten days to revise and re-submit their proposals.***

The original three reviewers will evaluate the revised proposal within two weeks. The revised proposal must be rated Pass or Fail and two "Fails" means an overall failure. If the revised examination is rated as a Fail, then the MCDB&G Executive Steering Committee (ESC) will review the student's performance on the examination, their academic record and consult with the Chair of the Exam Committee, the Student Review Committee and the student's advisor. They will then determine if the student cannot continue in the program or if they may have a final opportunity to pass the Written Preliminary Examination.

## **PRELIMINARY ORAL EXAMINATION**

The goal of the Preliminary Oral examination is to examine a student's general knowledge in the core areas of the MCDB&G program and to test their problem solving skills, particularly in areas related to their written proposal, their own research area and completed course work. It is intended to be an open-ended examination.

The Oral Prelim must be taken within one semester of passing the Written Prelim, e.g. by the end of the Spring Semester of year 2. Contact all of your committee members to determine a date for the examination. All five committee members need to be present for the exam. Note that the advisor is to be a silent observer, not an active participant in the questioning. However, the advisor is a full voting member of the committee. Committee members may participate remotely as long as all conditions for remote participation in the exam are met.

Schedule your Oral Prelim with the Graduate School at least one week in advance of the exam - <http://www.grad.umn.edu/current-students-forms/formsdoctoral>. This generates the examination report form. An email will be sent to you with information on how to obtain the examination report

form. ***The student is responsible to return the examination report form back to the Graduate School within one day after the exam.***

***Send the following materials to your committee members a few weeks before your exam. Notify Sue (smk@umn.edu) of your exam date, time and place as soon as you can. She will send a reminder and instructions to your committee a day before your exam.***

Prepare the following materials for submission to the committee. **Put in ONE PDF file.**

(1) The final Written Preliminary Examination plus the reviews

(2) Specific Aims page of the proposal on thesis work.

This is the proposal that was developed during the Proposal Writing Course and submitted for a final grade. The Specific Aims may be revised before submission to the committee to reflect any changes in the goals/direction of the project since the original proposal was prepared.

Prepare a presentation for the exam:

A brief presentation of your written proposal. We suggest that you prepare a presentation that would take **NO MORE THAN 20 min** (uninterrupted); this would ideally constitute at most 10 slides. It is unlikely that you will complete this presentation because your committee will frequently interrupt you with questions. You should be prepared to use the whiteboard to diagram and explain your proposed research.

#### **Format of the Prelim Oral Exam**

The examining committee chair will excuse you before the exam starts and committee members will hold a brief discussion regarding your overall performance to date in the program (coursework, progress in lab) as well as your performance on the written prelim exam.

A typical time-line instructions given to the students are as follows - you will usually be given about 15-20 min to begin presenting your written prelim proposal before questioning starts. The portion of the examination devoted to the proposal will be approximately 45 min to 1 hour, including questions. This will be followed by ~45 min of general questions. These time limits are a general guide and your examiners will determine the timing.

The examination is intended to be open-ended and to examine the student's knowledge and problem solving skills, particularly in areas related to the written prelim proposal, the student's own research area and to course work that has been completed. In particular, members of the examining committee representing the minor or supporting program should evaluate the student for her/his breadth of knowledge.

Upon completion of the exam you will be excused and your committee members and the advisor will vote by secret ballot. This will be followed by a discussion and then a final vote. The final vote is tallied by the chair.

Committee members and the adviser can vote either Pass, Pass with Reservations or Fail. A majority vote determines the outcome of the exam. Procedures for lifting reservations must be specified by the committee members. These will be clearly explained to the student at the exam and a written summary of the requirements to lift the reservations will be sent to the student, the advisor, DGS and graduate student coordinator within 2 days of the exam. If the result is fail, **the prelim oral exam may be taken a second time only with unanimous approval (vote) of the committee, and the same exam committee must conduct the exam.**

**After The Exam** The Oral Examination Report form, *which is picked up by the student at OneStop*, must be signed and returned to OneStop by the student. If the result is pass with reservations or fail, a letter describing the basis for the examination committee's decision must accompany the report form. When the reservation has been completed, the chair is to inform the student coordinator who will inform the Graduate School.

## THESIS AND FINAL ORAL EXAM

Thesis formatting can be found at

<http://www.grad.umn.edu/students/ThesisSubmission/index.html>

Obtain a Graduation Packet at: <http://www.grad.umn.edu/current-students-forms/formsdoctoral>

- Once your thesis is approved by your advisor(s), distribute your thesis to your readers. Your readers must include your advisor(s) and in addition, one committee member in MCDB&G and one member in another graduate program. Since faculty are busy, you should try to give your readers a minimum of two weeks to read the thesis.
- Initiate the Reviewers' Report form online (link found in graduation packet)
- Readers will record their decision.
- If the thesis is judged to be unacceptable for defense, specific reasons will be communicated to the student in writing and the thesis will need to be revised.
- After the Thesis Reviewer's Report form has been submitted, schedule the final oral exam at least one week in advance at:  
<http://www.grad.umn.edu/current-students-forms/formsdoctoral>
- Once scheduled, you will receive an email with a link to complete the Final Exam form workflow.

This Final Examination is primarily the thesis defense, although the questions and discussion may cover related areas as well. The first portion of all final oral examinations is a one-hour seminar given by the student covering the thesis research. This seminar must be publicly announced and all interested faculty and students are invited. Following a brief period of questions from the audience, the second portion of the examination will consist of additional questions to the candidate from the members of the examination committee. The second section of the examination is not open to the public.

## TIMELY PROGRESSION TO DEGREE COMPLETION

The MCDB&G degree program expects that students will complete the research needed for the Ph.D. within 5 years. Students who have not completed their degrees after five years may petition the program to continue on, for up to the graduate school limit of 8 years after entry to the program, providing the advisor agrees to provide funding and supplies and the committee agrees that the additional time is required for satisfactorily completing the necessary work. The MCDB&G program will not guarantee stipend support after the summer semester of the 5th year in the program and official, unpaid leaves of absence will not be included when the student's time in the program is calculated.

Continuation in the MCDB&G program after year 5 may be granted according to the following procedures -

1) If all of the laboratory research for the Ph.D. is completed within the 5 year limit, the Director of Graduate Studies may grant a single 3 month writing extension for thesis preparation. This extension does not require a meeting of the student's Thesis Committee.

2) An extension for additional laboratory research totaling a maximum of one year may be granted to a student who is making satisfactory progress toward his/her Ph.D. degree as determined by the student's Thesis Committee.

Extension for additional research requires the student to meet in person with his/her Thesis Committee. An extension shall not be granted if, in the judgment of the student's committee, the student is not likely to complete a body of work sufficient for a Ph.D. thesis by the end of his/her sixth year.

Prior to the meeting the Student should update their Annual Progress Report, highlighting the work that needs to be done to complete the project. The student will then meet with their Thesis Committee to present their research progress, provide an outline of the work to be completed, the plan for performing this work and a timeline for experiments and writing a research paper and thesis.

The Thesis Committee will evaluate the plan and may recommend changes. Based on the presentation and discussion, the Student, Advisor and Thesis Committee then agree on a final plan and timeline. The Thesis Committee Chair will summarize the meeting and the agreed upon plan and send a letter to the DGS, the Student and Advisor and add this information to the Annual Progress Report.

3) A second extension may be granted to students for a maximum of one year based on the same rules and criteria outlined above. The meeting with his/her committee should take place at least 2 weeks before the expiration of the first extension.

After a second extension is approved, students will not be granted any additional extensions, however, a 3 month writing extension can be granted by the DGS.

If the second extension is not approved, the student may remain in the MCDB&G program until the end of the current semester, but no extension will be permitted.

#### **TERMINATION OF GRADUATE STATUS DUE TO UNSATISFACTORY PROGRESS**

Students who are not making satisfactory progress towards the degree will receive one formal warning from the DGS, Thesis Committee Chair and Advisor before the student is officially terminated from the MCDB&G program. The warning will detail the deficiencies in the student's performance and will outline steps that must be taken to remedy the concern and a time limit for correcting these deficiencies. Students must reply to this notification and agree to take the corrective steps outlined by the DGS, Thesis Committee Chair and Advisor.

## OTHER ESSENTIAL INFORMATION.

### **MCDB&G Student Research Seminar**

Second to fourth year students are required to present a Student Research Seminar each year. The aim of this seminar is to give each student the opportunity to present a formal seminar on your research and to give your committee the opportunity to assess your progress towards completion of the PhD degree.

All MCDB&G students are required to attend the MCDB&G Student Seminar each week. Students registered for MCDG 8900 are required to evaluate at least one student seminar speaker and attend a minimum of 90% of the seminars in order to receive a passing grade. .

### **Annual Committee Meeting**

Beginning in the second year, each student is required to meet at least once a year with their Thesis Committee, including the advisor, to discuss academic and research progress and plans. It is strongly recommended that this meeting be held immediately after their student seminar. Committee members should be notified immediately about the assigned date of the seminar and asked to attend a meeting following the talk. If scheduling conflicts prevent a majority of committee members from attending, the meeting should be scheduled for no later than one month after their seminar.

The student or any committee member may call for additional Thesis Committee meetings if problems are detected in academic or research progress or if the student could benefit from the committee's advice.

### **Annual Progress Report**

All students must complete the online Annual Progress Report, which will be maintained as a cumulative record (i.e. new pertinent information will be added each year) beginning in the second year. **This form can be found in your Google Drive** (Sue creates the form). The purpose of the form is to facilitate communication of each student's accomplishments and plans to their Thesis Committee and to provide a formal record of the committee's recommendations for the coming year.

**All students must submit a progress report to their committee at least 48 hrs PRIOR to their student seminar.** It should be routed to all committee members as well as the DGS and head of the Student Review Committee (Meg Titus). Even if you will not be meeting with your committee after your seminar, the progress report **MUST** be routed prior to your seminar.

Please be sure your Chair understands they need to fill in their section and send it to the committee members for their approval following the meeting. It is then signed by the chair, student and DGS.

Please know that your annual progress report and committee meetings are an important way for all of us to keep with your progress. The program would like to be ensure that students are having a successful training experience and are on track to graduate in a timely manner, or be aware of any issues or problems so that we can provide support and assistance if needed.



### **GCD Departmental Seminar Attendance (second year students)**

As second year students preparing for preliminary exams, one of the best ways to study for the oral and written components is by exposing yourselves to a broad array of scientific topics and techniques. To promote this, the MCDB&G Graduate Program requires second year students to attend GCD seminar and discuss with invited speakers as follows:

- Second year students will be given the list of invited speakers and will sign up to attend lunch with 3 speakers each semester.
- Second year students are required to attend seminar whether they will be going to lunch or not.
- One week before their visit, invited speakers will provide a paper on their research that is relevant to their seminar.
- Second year students will read the paper before seminar. This will allow you to familiarize yourself with the visiting scientist's research area and technical approach, and make it easier to focus on the experimental logic and findings during seminar.
- If you will be attending lunch with the speaker, as you read the paper be sure to identify specialized techniques, striking or confusing results, interesting conclusions, ideas for experiments, etc that you would like to discuss with them.
- Students who attend lunch can ask questions they have about the paper with the speaker.
- There is no course designation or credits involved. This activity is required as a component of the graduate program.

### **MCDB&G Retreat**

The GCD/MCDB&G annual retreat is every September. Second year students are encouraged to present a poster. Third year students and beyond are **required** to present a poster. Posters are judged and awards given.

### **MCDB&G Student Awards**

A number of competitive student awards (typically \$1,000 each) are awarded in the MCDB&G Program for the best performance, publications, and presentations etc. The recipients of these awards are announced at the MCDB&G/GCD Retreat. A fellowship award is a valuable addition to a student's resume. These awards are granted annually through a nomination process in which thesis advisors must prepare a brief letter of nomination and the students must provide a short research statement (1 page max). Information is sent from the DGS in the summer regarding these awards.

### **Teaching Requirements**

All PhD students will teach two semesters and MD/PhD and JD/PhD students will teach one semester, not to include the first and last years. The teaching requirement is intended to ensure that all students in the program have, as part of their graduate training, experience as instructors at the university level. You can express your preference for particular teaching assignments, although we may not be able to accommodate your choices. Credit for teaching is obtained by registering for 1 credit under the designator MCDG 8950, Teaching Practicum. You will receive a \$500 stipend for each TA assignment.

Since the second year students will be taking their written prelim exam in the Fall, they will not be assigned a TA for the Fall semester. They may choose a Fall semester course if they want, but

they need to be aware that its timing will overlap with the prelims. They can also delay TAing until the 3rd year starts.

There are two TA training sessions organized by the Department of Biology Teaching and Learning (BTL). All students are required to take these two orientation sessions. More information will be sent before the Fall semester starts.

- You should meet with the instructor of your assigned course before the course begins to discuss duties and expectations. Students will typically be expected to present at least one lecture or lab session.

TA duties can include:

- TAs for lecture courses usually hold weekly office hours to answer questions about material presented in lecture. You may also lead review session(s). You may be asked to assist the instructor in either preparing, critiquing or reviewing in-class or take home examinations. The course instructor should provide a detailed examination or answer key for the TA to use as a guide. The instructor should also be available to provide guidance when the TA has questions about grading an answer and should review the grading to ensure that student work is being evaluated appropriately.
- TAs for laboratory courses help supervise students and answer questions during laboratory exercises. You should also be available to answer student questions after class, although typically you do not hold office hours. Laboratory course TAs will typically assist the instructor in reviewing laboratory notebooks and in the design of one or more written assignments.
- TAs may be asked to assist the instructor in preparing some materials for the course, such as copying handouts, on a limited basis (such as when a handout is unexpectedly needed at the last minute).
- Instructors will be sent an evaluation form at the end of the semester that will be sent to you and placed in your file. If your TA report does not give you a passing grade, then you will have to do an additional TA.

### **Spoken English Test for Teaching Assistants (SETTA)**

All nonnative English-speaking students must demonstrate proficiency in spoken English appropriate to the demands of their teaching assistantship. Students need to have an English Language Proficiency (ELP) rating of 1. Students will have a rating of 1 if they scored 27-30 on the TOEFL iBT speaking section. If you did not, you need to take the SETTA test. The SETTA test MUST be taken in the Spring semester of the first year. For further detailed information see: <https://cei.umn.edu/spoken-english-test-teaching-assistants-setta>

### **Individual Development Plan (IDP)**

The [Individual Development Plan](#) is an ongoing exercise designed to guide your thinking about your long-term and short-term career plans. The Medical School and a graduate student committee have developed the IDP to be used by graduate trainees as part of their career development strategy. This plan is required by NIH for fellowship applications.

## **Preparing Future Faculty - GRAD 8101 and GRAD 8200 –**

### **Must be taken during the 1<sup>st</sup> or 2<sup>nd</sup> year**

Preparing Future Faculty (PFF) welcomes graduate and postdoctoral participants from all disciplines. PFF helps participants: acquire information about the teaching and learning process and the faculty role at a variety of institutions of higher education, gain a realistic perspective on the skills required for success as a faculty member, examine their fit with a teaching career in higher education, work with a faculty mentor in a teaching opportunity at a local college or university, demonstrate, document, and reflect on their teaching skills, and market themselves for faculty or other professional positions. To receive a letter of recognition and certificate of program participation from the Graduate School, participants must complete both courses. For information on program enrollment, contact PFF at 5-3811 or [pff@umn.edu](mailto:pff@umn.edu), or visit:

<https://cei.umn.edu/preparing-future-faculty-program>

### **Active status registration - GRAD 999**

GRAD 999 is a zero-credit, zero-tuition registration option intended for graduate students who have completed all coursework and thesis credit requirements, and who must maintain registration. Please talk to the Graduate Program Coordinator if you are considering registering for Grad 999. The College of Biological Sciences needs to approve the registration. To register for GRAD 999, complete this CBS form [Request to Register for GRAD 999](#). Registration of GRAD 999 is **limited to two semesters** which individual programs will track. If the petition is denied, the program may restrict enrollment. GRAD 999 registration cannot be used during the semester you wish to graduate.

**NOTE:** GRAD 999 cannot be used to meet any other requirements of the University or external agencies. Students must maintain full-time status to hold an assistantship, defer loans, and/or receive financial aid.

### **Leave of Absence**

<http://www.policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html>

If a leave of absence is necessary, you need to notify the DGS and the Graduate Program Coordinator. You must file a [Leave of Absence Request](#) with the College of Biological Sciences. Students who do not obtain a college-approved leave of absence prior to interrupting enrollment (excluding summer) may be terminated. Active status requires students to enroll for both fall and spring semesters.

Students with a college-approved leave of absence are eligible for reinstatement if they file a [Leave of Absence Reinstatement](#) form with the College of Biological Sciences prior to the term in which they intend to enroll. The student must re-enroll the term immediately following the expired leave (excluding summer), and must return to the same major and degree objective.

### **Vacation/Sick Leave Guidelines**

Graduate assistants receive paid leave for University holidays; however they do not qualify for paid vacation leave. **Vacation time can be arranged on an individual basis with your faculty mentor.** Graduate Assistants are entitled to paid sick leave, not to exceed two weeks (10 days) of consecutive pay for absences caused by illness or injury to themselves, a dependent child, or the dependent child of a same sex domestic partner. Students needing a leave of absence other than sick leave (e.g., due to military service, prolonged illness or complications after child birth), must contact the Director of Graduate Studies and Graduate Program Coordinator, to discuss options under University guidelines. For complete University policy, please see: <http://policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html>

### **Readmission**

<http://www.policy.umn.edu/Policies/Education/Education/MAPHDOBJECTIVES.html>

Students whose active student status has lapsed and who wish to resume graduate work must seek readmission to their graduate program. Readmission is not guaranteed, and colleges and programs may add conditions to the readmission (e.g., course grades older than a specified number of years may not be included in the degree plan).

<https://grad.umn.edu/current-student-toolkit>

### **Transfer Credits**

Students may request from the program and Graduate School transfer of graduate level course credits. Generally, MCDB&G will only allow transfer of 4 credits towards the degree but may allow more under the discretion of the DGS. Transfer of graduate credit is not allowed for courses taken before the awarding of a baccalaureate degree. At least 12 credits must be taken with MCDB&G courses.

### **Minor degree in another graduate program**

If a MCDB&G PhD student wishes to obtain a minor in another graduate program, you need approval from your advisor and DGS. Send the following to the DGS to be reviewed – approval email from advisor, approval email from the other program and program requirements to obtain a minor.

## **COMBINED DEGREE PROGRAMS**

### **MD/PHD PROGRAM**

<http://www.med.umn.edu/mdPhD/>

The MD/PhD Program combines coursework and biomedical research culminating in a dissertation and PhD degree and clinical training resulting in an MD degree. The goal of the MD/PhD Program is to link biomedical sciences and clinical practice to provide a basis for optimal research and patient care. MD/PhD students who have a strong, fundamental interest in the analysis of disease at the molecular and genetic level and who anticipate a career as a clinical or basic biomedical research are encouraged to pursue their PhD training with faculty in the Graduate Program in Molecular, Cellular, Developmental Biology and Genetics (MCDB&G). When students enter the MCDB&G program they are considered 2nd year students. The training is completed in the following sequence:

Phase 1 (years 1-2): Pre-clinical coursework. Students take extensive pre-clinical coursework, select an area of basic biomedical research, and choose an advisor to supervise the PhD dissertation. Three laboratory rotations are completed in Phase 1. MD/PhD students who choose to enter the MCDB&G Graduate Program are invited to participate in the MCSB Program Retreat

at Itasca (in August of year 2). MD/PhD students who enter an MCDB&G laboratory for their dissertation research must do so no later than the fall semester of their 3rd year.

Phase 2 (years 3-6): The student becomes a member of the MCDB&G program, functioning in every respect identically to those MCDB&G students admitted in the PhD Program. This includes attending MCDB&G retreats, journal clubs, laboratory meetings, research reviews, seminars, national and international meetings, and authoring original scientific papers. MD/PhD students are also eligible to hold elected office within the MCDB&G student governance system and represent the MCDB&G Program on University or College committees. Like all graduate students, MD/PhD students are encouraged to apply for private research fellowships and Graduate School Doctoral Dissertation Fellowships. During Phase 2, MD/PhD students are financially supported through a combination of fellowships, training grants and individual research grants. MD/PhD students are paid the stipend and have benefits identical to those MCDB&G students in the PhD Program. During Phase 2, the MD/PhD program requires the student to commit 4h/week over a 36-week period to clinic time with a physician scientist. Fulfillment of the PhD component of the MD/PhD Program with a degree in MCDB&G requires completion of specialty coursework, dissertation research culminating in the writing of a thesis, and satisfactory completion of both the Preliminary and Final Exams.

#### Coursework

For the PhD degree, the Graduate School requires 24 credits. 2/3 of the credits must be A/F. This requirement is only partially met by Medical school credits. MCDB&G requires that MD/PhD students complete a **minimum of 12 credits of coursework in the program**, which will be taken over the 1st and 2nd years of Phase 2, (years 3-4 of the MD/PhD program). These 12 credits will consist of several common required courses and 1-2 specialty elective course(s). MD/PhD students should plan their MCDB&G coursework in consultation with their advisor and then relay a plan to the DGS before entering the program.

#### Preliminary Exams & TA

Based on the student's background and after consultation with the advisor and DGS, the student will complete the requirements for the Written and Oral Preliminary Exams in the spring of either year 1 or year 2 of Phase 2. Following satisfactory completion of the Preliminary Exams, students will continue with full-time research, typically 3-4 years. During this time MD/PhD students will serve as a teaching assistant (TA) in an MCDB&G course for 1 semester during Phase 2. The TA assignment is determined by the DGS and may be either a laboratory- or lecture-based experience.

#### Final Oral Exam

At the end of Phase 2, students will complete their Final Oral Exam with Thesis Defense and be granted their PhD.

### **JD/MS OR JD/PhD PROGRAM**

<https://www.law.umn.edu/academics/degree-programs/dual-degrees>

The PhD and MS requirements for the JD/PhD and JD/MS are the same as those for students pursuing a PhD, with the important exception that some courses can be "cross counted" for credit in both programs. At least 12 credits must be taken with MCDB&G courses.

Application deadline is December 1<sup>st</sup>.

For PhD students, the written and oral prelim exams are generally taken late in spring semester of the first year in the PhD portion of the program.

## **MS DEGREE REQUIREMENTS**

The MCDB&G program does not admit students with the intention of obtaining a Master's degree. There are reasons, however, that students do choose the MS option after entering the PhD program. In this case, you can choose between a Plan A (with thesis) and a Plan B (non-thesis) degree. In either case, you will need a minimum GPA of 3.0 to graduate.

### **Typical Master's Degree Course Work**

**Years One and Two:** The course work plan varies depending on when you opt to switch to the MS program. Typically, courses taken during years 1 and 2 are the same as those taken by all other MCDB&G students. After the decision to switch to an MS track, you should meet with the DGS and advisor to make sure you have the correct distribution of credits to graduate with an MS degree.

### **Teaching experiences**

All MS students will TA one semester, not to include the first and last years. Credit for teaching experience is obtained through registration for 1 credit under the designator MCDG 8950, Teaching Practicum.

### **MS Degree Examining Committee**

Consists of three faculty members:

- Two members (one of whom is the advisor) must be members of MCDB&G.
- The third member of the committee must be a graduate faculty member in another graduate program

### **Time limit for earning degree**

All requirements for the master's degree must be completed and the degree awarded within the shorter of five calendar years after initial enrollment in the graduate program or the more restrictive time frame specified by the program.

Students who are unable to complete the degree within the time limits described above due to extraordinary circumstances may petition the program and collegiate unit for an extension of up to 12 months. Students must obtain the approval of their advisor and program DGS, and submit the petition letter by a deadline set by the program.

- If a petition is approved, the student is notified in writing of the expectations for progress and for the month/year of degree conferral.
- If the petition is denied, the student is notified in writing that he or she will be terminated from the graduate program.

Students who have been terminated under such circumstances may apply for readmission to the program, however readmission is not guaranteed.

## **PLAN A: Master's Degree with Thesis**

The Plan A option is intended for students who have completed a body of work of sufficient breadth and depth to warrant a Master's thesis. This does not need to rise to the level of a PhD thesis, but should represent a significant contribution to the field. **Degree completion steps** and instructions for preparing a Plan A Master's Thesis can be found at: <https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp>

### **Credit requirements for Plan A**

**20 or more course credits plus 10 Thesis Credits** (MCDG 8777)

2/3 of total course credits must be graded A-F

### **Thesis to Reviewers**

Once completed and approved by your advisor, distribute your Master's thesis to your Committee. You need to give your readers a minimum of two weeks to read the thesis. Your Committee will determine whether the thesis is acceptable for defense. If the thesis is judged to be unacceptable for defense, specific reasons will be communicated to the student in writing and the thesis will need to be revised.

### **Final Examination**

This Final Exam is primarily the thesis defense, although the questions and discussion may cover related areas as well. The first portion of final oral examinations is a one-hour seminar given by the student covering the thesis research. It is up to the student whether they want to make this seminar publicly announced and all interested faculty and students are invited or close it to only the committee members. The second portion of the examination will consist of additional questions to the candidate from the members of the examination committee. The second section of the examination is not open to the public.

## **PLAN B: Master's Degree Without Thesis**

In this case, the student needs to write a scholarly, original report on the subject of their choice. Usually, students select a topic directly or closely related to the project they have worked on in graduate school, either during a rotation or during their time spent in the laboratory they selected for their thesis work. The report should be approximately 15 pages in length.

### **Credit requirements for Plan B:**

**30 or more course credits.** Ten credits are chosen at the discretion of student and advisor.

2/3 of total course credits must be graded A-F

### **Project Report and Oral Examination**

- There is no official format for the Plan B report. It should be a scholarly and original document that thoughtfully discusses an important scientific topic that you and your advisor agree upon. It should include an introduction that explains the significance of the topic, a review of the literature or an analysis of a specific aspect of the area and a discussion regarding questions of current or future endeavors.
- Once completed and approved by your advisor, distribute your Plan B report to your Committee.

- The oral examination for a Plan B report is limited primarily to a discussion of the written document. The aim of this examination is to determine whether you have command of the subject you have chosen and can lead an in-depth discussion of the topic.

## **MINOR IN MCDB&G**

For a minor in MCDB&G, students need to take 12 credits in the program, graded A-F, and obtain a GPA not below 3.0 from these classes. The following courses are required, but substitutions may be allowed for these courses with the approval of the DGS:

GCD 8131 Advanced Genetics and Genomics  
GCD 8151 Cellular Biochemistry and Cell Biology  
GCD 8161 Advanced Cell Biology and Development  
GCD 8920-2 Computational Genomics OR GCD 5005 Computer Programming Biology

## **HELPFUL TOOL**

### **GRADUATION SCHOOL MASTERS COMPLETION STEPS, TIME FRAMES AND FORMS**

The following steps are your responsibility. Everything is done online. Go to - <https://onestop.umn.edu/academics/degree-completion-steps>

#### **Submit Graduate Planning & Audit System (GPAS) planner**

#### **Assign Members to Master's Final Exam Committee**

#### **Download Graduation Packet**

- Packet will include the Grad Application for Degree form and Reviewers' Report form

#### **Submit Graduate Application for Degree**

- Found in your Graduation Packet
- Submit to One Stop by the first business day of anticipated month of graduation

#### **Submit Reviewers' Report (Plan A only)**

- Submit prior to master's final exam to obtain the Final Examination Report form

#### **Submit Final Exam Report**

- Submit no later than the last business day of anticipated month of graduation

#### **Submit Thesis (Plan A only)**

- Submit by the last business day of anticipated month of graduation. Consult Graduation Packet for formatting guidelines

#### **Commencement**

- The Commencement Ceremony is in May. Emails are sent to all students in March



## **APPENDIX A - STUDENT ACADEMIC CONDUCT**

**Egregious misconduct is considered sufficient grounds for the assignment of a failing grade in a course or dismissal from the graduate program. Several examples of academic misconduct are given below:**

- Copying answers from another student's examination paper during a closed book examination.
- Consulting lecture notes, the textbook, or a summary of important notes to oneself (a crib sheet) while writing a closed-book examination.
- Copying answers from another student's examination paper for a take-home examination.
- Collaborating with other students in the course of developing answers to take-home examinations through discussion of the exam questions and their answers.
- Permitting someone else to read and/or copy your answers to a take-home examination in order that they might better understand the question.
- Submitting a paper written wholly or in part by someone else to meet course requirements for a term paper or other technical writing.
- Failing to adequately reference sources of information or ideas used in the preparation of a term paper or other technical writing.
- Submitting fabricated data in place of experimentally determined results in a laboratory experiment.
- Selectively modifying data points so that experimental results more closely approximate the expected result.
- Selectively reporting only one set of data from a collection of equally valid sets of data in order to support a favored hypothesis.

## **APPENDIX B – RESPECTFUL AND RESPONSIBLE CONDUCT**

The College of Biological Sciences is committed to fostering the education of students and postdocs in a welcoming and supportive environment. All students, postdocs, fellows, staff and faculty are expected to treat each other in a respectful, professional manner. We are all responsible for holding our student, postdoc, staff and faculty community to professional and respectful standards, both on and off campus (e.g. at University field stations, or during travel for conferences, meetings or field work). In addition to following University policies, we ask all members of CBS to support and adhere to our community norms of respectful and responsible conduct.

### **1. Harassment of any kind will not be tolerated. This includes both verbal abuse and sexual harassment.**

- We expect CBS community members to be civil when interacting with others in the lab, the field, and during social activities. Differences of opinions and points of view are normal and are encouraged in a scientific environment; however we have a responsibility to treat each other with respect. Avoid personal attacks when engaging in exchanges of ideas.
- Excessive drinking at CBS, departmental or graduate program events can create an environment in which harassment is more likely to occur and is prohibited. Intoxicated behavior by students, postdocs, staff or faculty will be reported to the dean, department head and DGS, as appropriate. In extreme cases, intoxicated individuals may be escorted from the event by the host or by campus security if necessary. These same behavioral expectations hold at field stations and on research or meeting travel away from campus.
- Sexual harassment is defined according to the [Board of Regents policy as](#) *“unwelcome conduct of a sexual nature under either of the following conditions:*

(a) *When it is stated or implied that an individual needs to submit to, or participate in, conduct of a sexual nature in order to maintain their employment or educational standing or advance in their employment or education (quid pro quo sexual harassment).*

(b) *When the conduct: (1) is severe, persistent or pervasive; and (2) unreasonably interferes with an individual's employment or educational performance or creates a work or educational environment that the individual finds, and a reasonable person would find, to be intimidating, hostile or offensive (hostile environment sexual harassment)."*

As a community, we believe that all CBS students, postdocs, staff and faculty should be provided a training environment and/or workplace that is free of unwelcome sexual innuendos or insinuations. Individuals in positions of relative power are expected to understand that those with less power may participate in, submit to, or fail to object to sexual conduct or other unprofessional conduct because they fear negative repercussions if they do not, and not because they are comfortable with the conduct. CBS community members are also expected to understand that individuals may perceive comments or touches in different ways. What one might consider light banter or an innocent touch may make another uncomfortable, or even be experienced as threatening or intimidating.

## 2. **What to do if you experience or witness inappropriate behavior:**

- If you have been subjected to sexual harassment or harassment based on your gender, race, religion, sexual orientation, gender expression, disability, national origin or other protected identity, we encourage you to report it to the [University's EOAA office](#), which will work with you to determine whether to address the concern through informal problem-solving or a formal investigation.
- If you have been subjected to other forms of harassment, bullying, abuse of power or other inappropriate behavior, we encourage you to report your concerns to your supervisor, Department or College Leadership, Human Resources, Office of Community Standards, or other appropriate reporting resource.
- The [Aurora Center](#) is a confidential resource that specializes in issues like sexual assault and relationship violence, but also sexual harassment. They may be able to provide support in situations where you are not yet ready to go to the University's EOAA office with a complaint. College, departmental, and program leadership can also be first points of contact; however they are required to report any sexual misconduct they learn of to the [University's EOAA office](#).
- Faculty, staff, postdoctoral researchers and fellows, and graduate assistants must report sexual harassment and other sexual misconduct that they learn about in the course of performing their job duties to the [University's EOAA office](#). Except, non-supervisory and non-Human Resources employees do not need to report sexual harassment directed at employees, although they are encouraged to do so. Upon receiving a report, the [University's EOAA office](#) staff will determine whether the issue needs to be investigated.
- Under [University policy](#), protections from retaliation are in place. While it is natural to be reluctant to report such incidents for fear of reprisal or creating problems for someone, reporting any incident of harassment is important to prevent further escalation and to hold our community accountable.
- If you become aware of harassment or if it is reported to you, it is appropriate to respect the privacy of the individuals involved to the greatest extent possible (keeping communication about it to the University's EOAA office and those who "need to know"). This is a common courtesy and will help protect the person who made the complaint from retaliation. Understand that sharing the identities of or information about complainants or witnesses beyond a "need to know" circle can, in some circumstances, constitute retaliation under [University policy](#).
- All reported incidents will be taken seriously, and referred to the appropriate entity.
- At College, departmental, or graduate program events both on and off campus, harassment of any form by students, postdocs, staff or faculty will not be tolerated and could result in removal from

the event by the host or campus security if necessary. The incident will be reported to the College, department and/or program leadership, and, in cases that involve sexual harassment, to the University's EOAA office. Individuals subjecting others to harassment in any College, department, or program-related activity (including the laboratory, classroom, or off-campus UMN-related trips) may be terminated from graduate student or graduate faculty status in the program, and/or subjected to disciplinary action at the College level.

3. **Resources are available to help students, postdocs, staff and faculty better understand the definitions of harassment and to obtain training in how to maintain an inclusive, harassment-free environment.**
  - [University policy on sexual harassment](#)
  - [EOAA Workshop and Training Schedule](#)
  - [Equity and Diversity Certificate Program](#)
  
4. **While the DGS (for graduate students), CBS Associate Dean for Graduate Studies (for graduate students and postdocs), CBS Associate Dean for Faculty (for faculty) and CBS HR (for staff) can serve as a reporting resource and a first point of contact, resources are also available for students, postdocs, staff or faculty who feel they need to report an incident or inappropriate experience to someone outside of the department, College, or graduate program.**
  - Anonymous reporting service, [Ureport](#) (administered by a service independent of UMN, can be used to anonymously report "any situation or University conduct you believe violates an applicable law, regulation, government contract or grant requirement, or University policy.")
  - [Student Conflict Resolution Center](#)
  - [Office of Conflict Resolution](#)
  - [EOAA Reporting Resources](#)
  - The [Aurora Center](#) (a confidential support resource)

We appreciate the commitment of our faculty, postdocs, staff and students to creating a safe and constructive environment. Our collective experience in class, in the laboratory and field, and at scientific/social events is important, and a comfortable climate is a big part of our College's success. We also have an obligation under University policy to provide the best possible experiences and opportunities for our students, postdocs, staff and faculty, while CBS community members each individually have a responsibility to bring constructive, collaborative behavior to our College. By working together as a respectful community, we can ensure that everyone finds the experience valuable, enriching, and positive.

## APPENDIX C - Code of Conduct

### College of Biological Sciences Code of Conduct

The MCDB&G Graduate Program is committed to fostering the education of students and postdocs in a welcoming and supportive environment. All students, postdocs, fellows, staff and faculty are expected to treat each other in a respectful, professional manner. We are all responsible for holding our student, postdoc, staff and faculty community to professional and respectful standards, both on and off campus (e.g. at University field stations, or during travel for conferences, meetings or field work). In addition to following University policies, we ask all members of CBS to support and adhere to our community norms of respectful and responsible conduct.

#### Expected Conduct

CBS has established the following standards of conduct:

- Act ethically and with integrity
- Be fair and respectful to others
- Be welcoming and inclusive of all people
- Manage, supervise, instruct, and advise responsibly
- Protect, preserve, and responsibly use University resources and property
- Promote a culture of compliance with legal requirements
- Preserve academic freedom
- Ethically conduct research, teaching, and community engagement
- Avoid conflicts of interest and commitment
- Carefully manage public, private, and confidential information
- Promote physical and mental health and safety

#### Sanctions for Unacceptable Behavior

Sanctions will be commensurate with the nature and severity of the offense, whether violations have been persistent, and the impact of the offense on any other people involved. Sanctions may include one or more of the following:

- Warning
- Probation
- Confiscation of goods possessed, used, or shared illegally or in an unauthorized manner
- Restitution
- Reassignment of work activities
- Paid or unpaid leave of absence
- Termination of employment

#### Unacceptable Behavior

CBS will take disciplinary action for the following offenses:

- Sexual harassment, sexual assault, stalking, and relationship violence
- Discrimination
- Retaliation
- Illegal or unauthorized possession, use, or sharing of weapons, drugs, or alcohol
- Unethical research, including falsification of data or information
- Scholastic dishonesty
- Unauthorized use, including misuse, of facilities, equipment, or services
- Theft, property damage, or vandalism
- Violation of University rules
- Violation of local, state, or federal laws

#### Reporting Misconduct

Report suspected or alleged misconduct to any or all of the following:

- A supervisor or instructor
- Departmental or Collegiate Leadership
- Human Resources in the College of Biological Sciences ([cbshr@umn.edu](mailto:cbshr@umn.edu))
- the Equal Opportunity and Affirmative Action (EOAA) Title IX office ([eoaa@umn.edu](mailto:eoaa@umn.edu))
- anonymously via the U Report system (1-866-294-8680, <https://compliance.umn.edu/report>)

If you report suspected or alleged misconduct, then the University of Minnesota has a policy that will protect you from retaliation. Note that all University employees are required to report sexual misconduct to the Title IX office.

## APPENDIX D. MCDB&G FACULTY AND THEIR RESEARCH 2019-20

<b>Kate Adamala</b>	We are combining top-down and bottom-up approaches to synthetic biology; we use tools of protein engineering and molecular biology, together with novel synthetic cell technologies, to understand and modulate biological processes in complex systems.	kadamala@umn.edu
<b>Frank Albert</b>	We study the genetics of complex traits: how variation in genome sequences influences individual molecular, cellular and organismal features. We also seek to understand the evolutionary forces that shape genomic diversity.	falbert@umn.edu
<b>Vivian Bardwell</b>	Transcriptional regulation in cancer and sex determination	bardw001@umn.edu
<b>Bruce Blazar</b>	Prevention of graft-versus-host disease (GVHD), development of new strategies to enhance immune recovery after transplantation. Prevention of tumor/leukemia relapse, gene therapy & tissue repair	blaza001@umn.edu
<b>Ran Blehman</b>	Population, evolutionary, and medical genomics; understanding how human genetic variation affects phenotypic diversity and complex disease; computational genomics and metagenomics	blehman@umn.edu
<b>Lihsia Chen</b>	Cell adhesion, signal transduction, cytoskeleton, and <i>C. elegans</i>	chenx260@umn.edu
<b>Duncan Clarke</b>	Yeast Cell Cycle Control.	clark140@umn.edu
<b>Sean Conner</b>	Clathrin-mediated endocytosis; mammalian intracellular membrane trafficking	sdconner@umn.edu
<b>Naomi Courtemanche</b>	Structure, assembly and dynamics of actin-based cytoskeletal networks	ncourtem@umn.edu
<b>Aaron Engelhart</b>	The research in the Engelhart laboratory is directed towards better understanding nucleic acid folding and function in order to advance two broad themes: 1) the development of novel nucleic acid-based imaging, analytical, and diagnostic technologies and 2) the elucidation of unanticipated roles for nucleic acids <i>in vivo</i> .	engel0213@umn.edu
<b>James Ervasti</b>	Molecular Basis of Muscular Dystrophy; Role of Actin in Cell Polarity	jervasti@umn.edu
<b>Michael Farrar</b>	Signal transduction and lymphocyte development	farra005@umn.edu
<b>Laura Gammill</b>	Cytoskeleton and Cell Motility, developmental mechanisms, neuroscience, and regulation of gene expression	gammi001@umn.edu
<b>Melissa Gardner</b>	Chromatin mechanisms and dynamics; Quantitative fluorescence microscopy	klein0091@umn.edu
<b>Dan Garry</b>	Regenerative medicine, cardiogenesis, and stem-cell biology	garry@umn.edu
<b>David Greenstein</b>	Fundamental and fascinating developmental processes of meiosis and fertilization using <i>C. elegans</i>	green959@umn.edu
<b>Tim Hallstrom</b>	How Rb/E2F1 mediated apoptosis is regulated in normal and cancer cells	halls026@umn.edu
<b>Rueben Harris</b>	The causes and consequences of programmed mutagenesis	rsh@umn.edu
<b>Tom Hays</b>	Cytoskeletal and cell motility, developmental mechanisms	haysx001@umn.edu
<b>Kristin Hogquist</b>	Molecular mechanism of cell-fate determination in T cells	hogqu001@umn.edu
<b>Peter Igarashi</b>	Kidney development, transcriptional regulation, microRNAs, primary cilia, polycystic kidney disease (PKD)	igarashi@umn.edu
<b>Stephen Jameson</b>	Development and regulation of “killer” T lymphocytes	james024@umn.edu
<b>Yasuhiko Kawakami</b>	Understanding the molecular and genetic mechanisms of vertebrate limb development and apply the study to elucidate the mechanisms of congenital limb in human and limb regeneration	kawak005@umn.edu
<b>Nobuaki Kikyo</b>	Nuclear reprogramming in somatic cell nuclear cloning and stem cells	kikyo001@umn.edu

<b>Dan Knights</b>	Our computational microbiology lab develops methods that bring precision medicine to the microbiome. We apply those methods to find patterns in microbial communities that predict and diagnose human diseases, and we use those patterns to develop novel therapeutics and diagnostics.	dknights@umn.edu
<b>Deanna Koepf</b>	Cell cycle regulation, Ubiquitination and proteolysis, Genetic mechanisms of tumorigenesis	koepf015@umn.edu
<b>Michael Kyba</b>	Stem Cell Biology: regulatory pathways, disease and therapies, Transcriptional control of mesoderm development	kyba@umn.edu
<b>David Largaespada</b>	Identification and understanding of genes involved in cancer development	larga002@umn.edu
<b>Gant Luxton</b>	Nuclear/cytoskeletal interactions; their formation, regulation and dysfunction in disease	gwgl@umn.edu
<b>Kim Mansky</b>	Focus on signaling and transcriptional mechanisms that regulate osteoclast differentiation	kmansky@umn.edu
<b>Lou Mansky</b>	Cell and molecular biology of HIV and HTLV	mansky@umn.edu
<b>Scott McIvor</b>	Gene therapy for genetic disease and cancer using viral and non-viral vectors	mcivo001@umn.edu
<b>Linda McLoon</b>	Craniofacial muscles in health and disease	mcloo001@umn.edu
<b>Joe Metzger</b>	Integrative systems biology of cardiovascular function, Cardiac genetic engineering and experimental cardiac gene therapy	metzgerj@umn.edu
<b>Branden Moriarity</b>	My lab works on pediatric cancer genetics, immunotherapy, and gene therapy using cutting edge technologies, including DNA transposons, TALENs, and CRISPR/Cas9.	mori0164@.umn.edu
<b>Chad Myers</b>	Computational biology and functional genomics - Machine learning for integrating diverse genomic data to make inferences about biological networks	cmyers@umn.edu
<b>Hiroshi Nakato</b>	Molecular and genetic analysis of Drosophila development	nakat003@umn.edu
<b>Tom Neufeld</b>	Developmental control of growth and cell proliferation in Drosophila	neufe003@.umn.edu
<b>Michael O'Connor</b>	Cell-cell interactions in growth, differentiation, and development	moconnor@umn.edu
<b>Rita Perlingeiro</b>	Mechanisms controlling lineage decision and reprogramming, and application to regenerative medicine	perli032@umn.edu
<b>Mary Porter</b>	Regulation of dynein-based motility	porte001@umn.edu
<b>Daniel Schmidt</b>	Our group invents and applies protein engineering technologies to study fundamental functional principles of natural and artificial living systems at a cellular level.	schmida@umn.edu
<b>Yoji Shimizu</b>	Lymphocyte and tumor cell adhesion, migration and signal transduction	shimi002@umn.edu
<b>Jeff Simon</b>	Animal development; control of gene expression; chromatin mechanisms	simon004@umn.edu
<b>Shiv Sivaramakrishnan</b>	Protein acrobatics - Study of protein function via protein engineering; Focus on cell signaling and motor proteins	sivaraj@umn.edu
<b>Nik Somia</b>	My laboratory is interested in understanding the lifecycle of retroviruses and use this information 1) to identify new drug targets for HIV, 2) to develop better vectors for gene therapy and 3) to use these vectors for gene discovery.	somia001@umn.edu
<b>Guisheng Song</b>	microRNAs in the pathogenesis of non-alcoholic fatty liver disease (NAFLD), obesity, insulin resistance and liver cancer, with the goal to develop novel therapeutic approaches for these disorders.	gsong@umn.edu
<b>Tim Starr</b>	Understanding the genetics of cancer in order to develop individualized, targeted therapies	star0044@umn.edu
<b>Meg Titus</b>	Molecular genetic analysis of unconventional myosin function	titus004@umn.edu
<b>Jakub Tolar</b>	Stem Cell Gene Therapy	tolar003@umn.edu
<b>Jop Van Berlo</b>	Role of cardiac progenitor cells in vivo during cardiac development	jvanberl@umn.edu
<b>Brian Van Ness</b>	Cancer transgenic mouse models and pharmacogenomics	vanne001@umn.edu
<b>Dan Voytas</b>	Plant genome engineering through homologous recombination; retrotransposable elements and genome organization	voytas@umn.edu

<b>Chester Whitley</b>	Evaluate retroviral-mediated gene transfer in hematopoietic cells and reversal of the disease process in vitro thus providing the impetus to initiate clinical trials of gene therapy	whitley@umn.edu
<b>Masato Yamamoto</b>	Cancer gene-therapy and virotherapy	yamam016@umn.edu
<b>David Zarkower</b>	Molecular genetics of sexual differentiation, germ cell development, and testis cancer	zarko001@umn.edu

## APPENDIX E. Safety Training, Stipends and Paychecks

1. **Safety Training:** Federal, state and local regulations require all graduate students to undergo safety training. Requisite training forms can be found at the Department of Environmental Health and Safety website: <http://www.dehs.umn.edu/>
2. **Stipends:** MCDB&G students receive a set annual stipend as determined each year by the executive committee. Any salary other than the set stipend (including bonuses) needs prior approval from the DGS.
3. **Paychecks:** University employees (including student employees) are paid on a delayed bi-weekly payroll system. Pay periods are 2-weeks long, beginning on a Monday and ending on Sunday, 14 days later. Direct deposit is required. To authorize direct deposit, go to your MyU account under My Pay.

## APPENDIX F: EMPLOYMENT INFORMATION AND TUITION BENEFITS

### Graduate Assistants Employment Office

Office of Human Resources, 200 Donhowe Building

Phone: 612-624-8647 Fax: 612-625-9801

email: [gaesinfo@umn.edu](mailto:gaesinfo@umn.edu)

<http://www1.umn.edu/ohr/gae>

Policy and guideline information pertaining to graduate assistantship employment is available online (<http://www1.umn.edu/ohr/gae>) or from your hiring department. **Please be aware you are responsible for knowing the policies and guidelines applicable to your appointment as a graduate assistant.**

If you have F-1 or J-1 visa status, federal law prohibits the University from employing you more than 20 hours per week (50% time) during scheduled class periods and finals weeks. Exceptions exist if you have been authorized for 'practical or academic training'. Consult with the Office of International Student and Scholar Services over these matters. Note that in most cases at least 40 hours of thesis research per week, excluding course-work, will be required to gain adequate progress to the PhD degree.

## APPENDIX G: HEALTH AND DENTAL INSURANCE BENEFITS

Graduate Assistant Health Benefits Office

N-323 Boynton Health Service

612-624-0627

email: [umshbo@umn.edu](mailto:umshbo@umn.edu)

<http://www.shb.umn.edu/>

Students taking at least six credits are required to carry hospitalization insurance. Graduate assistants with 25% appointments or more can obtain health and dental care benefits by enrolling in the Graduate Assistant Health Plan. **If you have coverage Spring semester, you will be automatically covered through the summer. You will have coverage to the end of your graduation month.** This is also true if you leave the program without graduating. You do have the option of purchasing continuing coverage at your own expense.

**A student with a 50% appointment will receive a 95% subsidy of premium for his or her own coverage. Students will be billed their portion of the premium costs once each term. Outside insurance** - If you already have insurance through your parents or spouse and you don't want to participate in the Graduate Assistant Health Plan, bring the name of your insurance company or HMO and your policy number to the Graduate Assistant Health Benefits office (N323 Boynton). **You must call their office (612-624-0627) every semester you register to tell them you have outside insurance.**

## **APPENDIX H: FELLOWSHIPS AND AWARDS**

A number of graduate fellowships and awards based on academic and research merit are available to new and currently enrolled grad students through the Graduate School, CBS or the Medical School.

### ***Graduate School Fellowships and Awards***

The Graduate School administers several fellowships and awards. For information on the following awards, go to <http://www.grad.umn.edu/fundingtuition>

#### *Doctoral Dissertation Fellowships*

Candidates must be nominated by the MCDB&G graduate program to an all-University Graduate School competition. Fellowships are awarded to students who have passed the written and oral prelim exams by March and will have completed all program coursework by the end of the spring semester of the year they will be nominated. The internal MCDB&G program deadline will be announced by email in January of each year.

#### *Best Dissertation Award*

Candidates must be nominated by the MCDB&G graduate program to an all-University Graduate School competition recognizing the University's top recent Ph.D. graduates by presenting 'best dissertation' awards. Current and former students who will have been awarded the Ph.D., or who will have successfully defended and officially submitted their dissertations to the Graduate School will be eligible to be nominated. The recipients receive an honorarium of \$1,000. The internal MCDB&G program deadline will be announced by email in March of each year.

#### *Bridging Funds for Externally Funded Fellowships*

The Graduate School provides supplemental funds for the recognition of outstanding students who successfully compete for selective national or international fellowships. Bridging funds can be used to augment external fellowships to ensure coverage of Graduate School tuition for the academic year (two terms) and twelve months of health insurance on the Graduate Assistant Health plan for eligible students. Requests can be submitted in January or August of each year. Contact the MCDB&G Graduate Program coordinator for more information.



### **Medical School Awards**

The Medical School administers several research awards each year. For information on the following awards, go to <http://www.med.umn.edu/about/honors-awards/student-awards>.

#### *Bacaner Research Award*

The Dr. Marvin and Hadassah Bacaner Research Award in the basic medical sciences recognize creative research. The \$1,000 award is offered annually to graduate students in the basic science fields. Eligible students are those who will complete all requirements for the Ph.D. degree no later than December of the year of nomination. The internal MCDB&G program deadline will be announced by email in January of each year.

#### *Milne Brandenburg Award*

The Beatrice Milne and Theodore Brandenburg Award recognizes exceptional thesis research by graduate students in the basic biomedical sciences. The Biomedical Sciences Ph.D. Graduate Programs Council in the Medical School will coordinate the selection process. The award will be presented in the spring and each award will include a \$6,000 award. Applicants must have at least one published or in press first-authored publication in a peer-reviewed scientific journal focused on the applicant's thesis research. The internal MCDB&G program deadline will be announced by email in January of each year.

### **College of Biological Sciences Fellowships**

#### *Ray C. Anderson Zoology and Genetics Fellowship*

This graduate research fellowship is intended to EEB and MCDB&G graduate students conducting research in genetics (broadly defined) as part of their thesis. Only students whose advisors are in CBS are eligible. The fellowship is for ~\$6,800 which will be used as part of the student's stipend. Information will be announced by email in March of each year.

#### *Carol H. and Wayne A. Pletcher Graduate Fellowship*

The Carol H. and Wayne A. Pletcher Graduate Fellowship supports a graduate student, with preference given to women, pursuing Ph.D. research in the College of Biological Sciences. It is a one-year, \$5,800 fellowship. The internal MCDB&G program deadline will be announced by email in August of each year.

Students may also submit applications for fellowships through agencies that are external to the University of Minnesota. Students should consult with their advisors about submitting applications for highly competitive fellowships from the NIH, NSF, American Heart Association, etc. **Submission of fellowship proposals to external agencies require consultation with your advisor and the GCD grants submission staff to coordinate the preparation and submission of proposals. Additional salary and/or bonus payments need prior approval from the DGS and HR.**

**Note: Always contact one of the GCD grants submission staff before submitting applications.**

## APPENDIX I. HELPFUL WEB ADDRESSES

- Graduate School Doctoral Degree: Performance Standards and Progress: <http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE.html>
- Graduate School website: <http://www.grad.umn.edu>
- Graduate School Handbook: [http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE\\_AP\\_PC.html](http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE_AP_PC.html)
- Advising, Counseling and Resolution: Advising and grievance resolution may be sought through your advisor, the Director of Graduate Studies, the Department heads, the Graduate School, and the University Senate Judicial Committee. The following links provide possible contacts:
  - Office for Students with Disabilities: <https://diversity.umn.edu/disability/>
  - University Counseling and Consulting Services: <http://www.uccs.umn.edu/>
  - Counseling and Advisory Services for International Students: <http://www.iss.umn.edu/>
  - University Grievance Office: <http://www1.umn.edu/ocr/>
  - Student Conflict Resolution Center: [www.sos.umn.edu](http://www.sos.umn.edu)
- Boynton Health Service: <http://www.bhs.umn.edu/>
- Council of Graduate Students (COGS), 303 Johnston Hall, <http://www.cogs.umn.edu>
- Graduate Assistant Health Benefits, N-323 Boynton Health Service, 612-624-0627 or email: [umshbo@umn.edu](mailto:umshbo@umn.edu), <http://www.shb.umn.edu/>
- Graduate Assistant Employment Office (GAE), 170 Donhowe Building, 612-624-8647 Fax: 612-625-9801, <http://www1.umn.edu/ohr/gae/>
- Graduate School Catalog: <http://www.catalogs.umn.edu/grad/index.html>
- Graduate School Student Services: One Stop office, Bruininks Hall, 612-625-3490, <https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp>
- Housing: <http://www.umn.edu/housing/>
- International Student and Scholar Services, 190 Hubert H. Humphrey Center (HHH), 612-626-7100, <http://www.iss.umn.edu/>
- Libraries: <http://www.lib.umn.edu/>
- MCDB&G Graduate Program: <http://mcdbg.umn.edu>
- Mutual Roles and Responsibilities for Faculty and Graduate Students Guidelines: [http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE\\_AP\\_PD.html](http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE_AP_PD.html)
- Parking and Transportation Services Office, 511 Washington Avenue SE, at 612-626-7275 or on the web at <http://www1.umn.edu/pts/>

- Registration: <http://onestop.umn.edu/onestop/registration.html>
- Center for Writing: <http://writing.umn.edu/sws/>

#### University of Minnesota Policy Statements:

- Graduate School Policies and Governance  
<http://policy.umn.edu/alphabetical-list-policies>
- Academic Code of Conduct:  
[http://regents.umn.edu/sites/regents.umn.edu/files/policies/Code\\_of\\_Conduct.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Code_of_Conduct.pdf)
- Board of Regents, Academic Freedom and Responsibility:  
[http://regents.umn.edu/sites/regents.umn.edu/files/policies/Academic\\_Freedom.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Academic_Freedom.pdf)
- Graduate Assistant Employment Policies:  
<http://policy.umn.edu/hr/gradstudentemployment>
- Student Conduct Code:  
[http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf)

#### **EQUAL OPPORTUNITY STATEMENT**

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Inquiries regarding compliance may be directed to the Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street S.E., University of Minnesota, Minneapolis, MN 55455, (612) 624-9547.