



**MCDBG**

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

***Graduate Program Handbook***

***Applies to students who  
began Fall 2021 and Fall 2022***

**THE UNIVERSITY OF MINNESOTA**

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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

Welcome to the Graduate Program in Molecular, Cellular, Developmental Biology and Genetics (MCDBG). 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 MCDBG program works closely with the Department of Genetics, Cell Biology and Development (GCD).

### I. MCDBG PhD DEGREE REQUIREMENTS

As a member of the MCDBG 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 MCDBG retreat
- Participate and present a poster at MCSB recruiting activities
- Meet with the Office of Professional Development before you schedule your oral exam, (second year in the program) and again in year four or five in preparation for graduation
- 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 MCDBG POLICY

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

### CHANGE PROGRAMS – MCDBG TO BMBB POLICY

Students who switch from MCDBG 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 (15-18 credits total)**

To complete a PhD in the MCDBG program you must take the following courses:

<b>Course #</b>	<b>Course Name</b>	<b># of credits</b>
MCDG 8920	Itasca	2
GCD 8131	Advanced Molecular Genetics and Genomics	3
GCD 8151	Cellular Biochemistry and Cell Biology	2 (1st half) 2 (2nd half) total 4
GCD 8161	Advanced Cell Biology and Development	2
GCD 8171	Literature Analysis / Grant Proposal Writing Course	2 (half semester)
GCD 8401	Ethics, Public Policy, and Careers in MCB	1
MCDG 8900	<a href="#">Student Seminar*</a>	1
* <a href="#">Student Seminar</a> - <b>Register for this course at least once</b> in the first two years. Attendance is required every semester you are in the program.		
<b>Additional Coursework Requirement</b>		
GCD 8141 <b>or</b> GCD 5005	Computational Genomics <b>or</b> Computer Programming for Cell and Developmental Biology	<b>3 or 3</b>

**For YEAR-BY-YEAR Registration Information - please see page 8-9.**

## 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.

<b>Course #</b>	<b>Course Name</b>	<b># of credits</b>
MCDG 8950	Teaching Practicum	1 (TA Assignments)
GCD 8008	Mammalian Gene Transfer and Genome Engineering	2
GCD 8073	Genetics and Genomics in Human Health	2
GCD 8111	Quantitative Fluorescence Microscopy	3
BioC 8005	Biochemistry: Structure and Catalysis	2
BioC 8006	Biochemistry: Metabolism and Control	2
BioC 8007	Molecular Biology of the Genome	2 (half semester)
BioC 8008	Molecular of Biology of the Transcriptom	2 (half semester)
Grad 8101	Teaching in Higher Education - Preparing Future Faculty	3
Grad 8200	Teaching and Learning Topics in Higher Education	1
MICA 8003	Immunity and Immunopathology	4
MICA 8004	Cellular and Cancer Biology	4
NSC 8211	Developmental Neurobiology	3
PUBH 6450	Biostatistics I	4
SCB 8181	Stem Cell Biology	3

Other examples of elective courses can be found here: [Other Elective Courses](#)

## YEAR ONE

During your first year, you take 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 8141 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 – use to reach 14 credits		

### SPRING

GCD 8161	Advanced Cell Biology and Development	2 crs	A-F
GCD 8141	Computational Genomics (or 5005 in Fall)	3 crs	A-F
GCD 8401	Ethics, Public Policy, and Careers in MCB	1 cr	S/N
MCDG 8900	Student seminar*	1 cr	S/N
MCDG 8888	Thesis credits – use to reach 14 credits		

\*Student Seminar: You are required to register for MCDG 8900 at least once in your first two years.

However, attendance is required each semester (this is tracked). Also, you must evaluate at least one seminar speaker.

### SUMMER

GCD 8171**	Literature Analysis / Grant Proposal Writing Course	2 cr	A/F
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\*\*Students will register for GCD 8171 in the Fall of Year 2, but you will take the course in the summer of your first year. MS Genetic Counseling/MCDBG PhD Joint Program students will register for this course in the Spring of Year 2, but will also take the course in the summer of your first year. **Students will not register for the 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
GCD 8171	Course actually taken in Summer between year 1-2	2 crs	A/F
MCDG 8888	Thesis credits – use to reach 14 credits		

### SPRING

Elective Courses	Usually no more than one	3-4 crs	A/F
GCD 8171** - GC MS Only	Course taken in Summer between year 1-2	2 crs	A/F
MCDG 8888	Thesis credits – use to reach 14 credits		



## **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)

## **HELPFUL TOOLKIT**

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

**The following steps are your responsibility. Everything is done online.**

[Degree completion steps | One Stop Student Services - Twin Cities](#)

#### **Fall of 2nd year: Assign Members to Preliminary Exam Committee**

- Your written exam committee will be assigned by the DGSs and the Preliminary Exam Director
- After the committee has been approved, you'll need to submit the members online to the Grad School

#### **Fall of 2nd year: Submit Graduate Planning & Audit System (GPAS) planner**

- Submit at least one semester prior to your preliminary oral exam (usually Fall semester), done after you have passed your written prelim.
- Submit your GPAS: <https://onestop.umn.edu/academics/gpas>. You do not need to add any courses to your GPAS, it should automatically pull all of the courses you've taken for the past 2 years. Simply just select submit.

#### **Early Spring of 2nd year:**

- After you have submitted and passed your written preliminary exam, schedule a time to meet with the Office of Professional Development (OPD). This should be completed before you schedule your oral exam.
- **Schedule your IDP meeting with the Office of Professional Development (OPD)**  
Congratulations on passing your written prelim! Now that you have reached this milestone, it is time to set up your required IDP meeting with the OPD. You can prepare for and schedule the meeting by filling out this [pre-meeting form](#). Once you complete the form, a link on the last page will direct you to pick your appointment time. This meeting usually takes ~30 minutes. Email the OPD staff ([umnmedopd@umn.edu](mailto:umnmedopd@umn.edu)) if you have any questions. Reminder: you must complete this meeting prior to scheduling your oral prelim - your committee will not be approved until this IDP meeting is complete. Visit [this link](#) for answers to other frequently asked questions.

#### **Late Spring: Schedule Preliminary Oral Exam**

- Once your GPAS is approved, you'll need to submit your oral exam committee members (can substitute some committee members from the written exam if you need to): <https://onestop.umn.edu/academics/examination-committees>.
- When your oral exam committee is approved, you can schedule your preliminary oral exam date: <https://onestop.umn.edu/academics/doctoral-oral-exam-scheduling>. Schedule online at least one week in advance, sooner is always better for your committee members.
- Once you schedule the exam date, you will be notified by OneStop to send your electronic form to your committee chair.
- **Materials for the Examining Committee (one week in advance):** Students send their committee members a **SINGLE PDF** consisting of:
  - Final Written Preliminary Exam
  - All of the Written Exam Reviews
  - A list of courses taken, indicating if they were required or elective
  - The Specific Aims page from your thesis proposal written for GCD 8171: (this page may be

updated to reflect any changes in the project, if necessary)

- **Prepared Material for the Oral Exam:**
  - Students should prepare a 20 minute slide presentation outlining their written prelim (background, major question being addressed, experimental aims, likely outcomes and significance)

### **Preparing for Graduation:**

Please follow these **DEGREE COMPLETION STEPS**:

1. Notify the GPC of your plans to graduate at the beginning of the semester in which you plan to finish your degree if possible.
  - a. (You may graduate in any month, but you should inform the GPC as early as possible to allow time to verify completion of all degree requirements.)
2. Record your Final Exam committee - **MCDBG requires at least 5 members**.
  - a. Complete at least one month prior to exam at: <http://z.umn.edu/examcommittees>
3. Apply to Graduate
  - a. Apply to graduate no later than the first day of the anticipated month of graduation.
    - Application instructions are available here: <http://z.umn.edu/degreeapplication>
    - Review the date ranges and deadlines for monthly graduation at: <http://z.umn.edu/graduation-month>
4. Initiate your Reviewers' Report Form
  - a. Initiate your Reviewers' Report form at least one week before your final exam at: <https://z.umn.edu/ReviewersReportForm>
    - All committee members designated as "reviewers" submit their responses before your final exam.
5. Schedule your doctoral final oral exam
  - a. Schedule your exam at least one week in advance at: <https://z.umn.edu/docexamsched>
  - b. You will be emailed a link to access your Final Exam form for graduate students after you have met all of the above requirements. Your record will also be reviewed for completion of coursework and adherence to policy.
6. Initiate your Final Exam Form for Graduate Students
  - a. You will receive an email from GSSP with your final exam form once all graduation requirements are complete. At least one day prior to your defense, initiate the form to your committee chair to fill out during your thesis defense.

### **GRADUATION**

7. Submit Final Exam Form for Graduate Students
  - a. The committee chair must submit the completed form no later than the last business day of your anticipated graduation month.
8. Initiate Thesis Dissertation Approval and Deposit Agreement
  - a. Prior to the last business day of the month, initiate your Thesis/Dissertation Approval Agreement at: <https://z.umn.edu/thesis-dissertation-approval-deposit>
    - i. Advisors must submit their approval no later than the last business day of the anticipated month of graduation, so please plan accordingly.
9. Submit your dissertation
  - a. Submit your dissertation to ProQuest no later than the last business day of the anticipated month of graduation
  - b. Ensure your dissertation meets University formatting guidelines and is free of errors prior to submission. Details about dissertation formatting requirements and submission are available at <https://z.umn.edu/thesissubmit>
  - c. You will receive an email within 5 business days either confirming approval or requesting revisions.
  - d. Any revisions must be completed and your dissertation approved by the last business day of the anticipated month of graduation, so please plan accordingly.

10. Your degree will be awarded on the last working day of the month in which you complete all requirements.

If you have any questions on the degree completion process, please contact the GPC or GSSP at [gssp@umn.edu](mailto:gssp@umn.edu)

The Universities policy on **Doctoral Degree Completion** criteria and procedures can be found at this [link](#).

### **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 MCDBG 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 have 6 members.
- The DGS will review the proposed committee membership for conflicts of interest (i.e. close collaborators) and diversity.

Check [here](#) for which graduate programs faculty are members of.

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 a list to the Graduate Program Coordinator by the end of August. ***The DGS will assign the committee chair.***

#### **Preliminary Exam Committee**

Once the DGS has approved your committee, and you have passed your written prelim (Fall), go online to assign your oral prelim committee (Spring). <https://onestop.umn.edu/academics/examination-committees>.

#### **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 and GSSP has approved your Thesis Committee, go online to assign your Thesis Committee. <https://onestop.umn.edu/academics/examination-committees>.

#### **Thesis Reviewers**

MCDBG requires five thesis reviewers (readers). This is different from [Graduate School requirements](#) which request only four. Your advisor/s must serve as reviewer(s). Three reviewers must be members of MCDBG. Two reviewers must be a member in another graduate program, but they can also be a member in MCDBG. The chair is not required to be a reviewer. 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 have 6 members. Consult your PI regarding reviewer choices.

## MCDBG Preliminary Examinations - An Overview

1. All MCDBG 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 members 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 MCDBG 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](mailto: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 MCDBG 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**

A student's continued success towards a PhD is dependent on establishing a broad foundation of knowledge and developing the ability to think and articulate ideas independently of their advisor. Students should understand that they are in a PhD training program, and that the oral prelim is designed for them to engage in a constructive scientific discussion with their faculty committee.

The goal of the Preliminary Oral examination is to examine a student's overall ability to think and formulate ideas independently as defined by the following two criteria -

(1) The student's ability to state and explain their hypothesis and research strategy with regard to the written exam topic, and use their knowledge-base of subject matter in MCDB&G to reason through their hypothesis and research strategy.

(2) The student's knowledge of general subject matter in the core areas of the MCDB&G program, as gained through the required core courses taken by the student during their first two years in the MCDB&G graduate program, and in the general area of the student's own research.

Materials for the Examining Committee. One week before the Oral exam students must send their committee members a **SINGLE PDF** consisting of:

- Final Written Preliminary Exam
- All of the Written Exam Reviews
- A list of courses taken, indicating if they were required or elective
- The Specific Aims page from your thesis proposal written for GCD 8171  
(this page may be updated to reflect any changes in the project, if necessary)

Prepared Material for the Oral Exam. Students should prepare a 20 min slide presentation outlining their written prelim (background, major question being addressed, experimental aims, likely outcomes and significance).

### **Oral Exam Format:**

The exam will consist of two parts - **presentation and examination of the Written Prelim** and questions on **general knowledge**. The exam will only focus on the written prelim and the student's knowledge of general subject matter related to the prelim topic, coursework and their thesis research area. The exam is expected to be approximately 2 hours in length but this is a general guide and the examiners will determine the timing.

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

The student will be invited back into the room and the exam will begin with a brief presentation of the written preliminary examination proposal by the student. They will be allowed to speak uninterrupted for 10 min. Committee members may then begin to ask questions related to presentation. The questioning is to be moderated by the Chair and the questions are expected to stem from the student's presentation and follow the flow of student and committee member interactions. Committee members should take turns asking questions (the first round of questions involves all committee members).

The advisor is a silent participant during the examination and may not ask any questions, make comments or assist the student in answering any questions.

The student will be excused from the room after the questioning is finished. The committee members as well as 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.

### **Oral Exam Outcome:**

Student performance in the exam is reflected in either an outcome of 'pass' or 'pass with reservations'. Both of these are reflective of a successful prelim exam.

A 'pass with reservations' indicates that there are one or more areas being evaluated by the committee where the student could use some additional mentoring or support. The committee will work together to provide constructive avenues for a student to complete any reservations within a 3-month time period. Examples of activities that support student development include: writing a brief report (1 page) on a specific topic, engaging in journal club/seminars, and auditing/enrolling in a course. The required activity must be appropriate for specifically addressing the deficiencies identified by the examiners.

Poor performance on the Oral Exam will result in a 'Fail'. The committee will discuss the basis for this outcome and then vote on whether or not the student may retake the Oral Exam. The committee must clearly define the basis for the 'Fail' and what the student should do to address the problems identified by the committee if a retake is granted.

### **Oral Exam Report:**

The Committee Chair will prepare a report summarizing the outcome of the Oral Exam and the basis for the decision should be sent to the DGS and Chair of the Student Review Committee.

If the decision is 'Pass' then a brief report highlighting the areas of the exam where the student performed particularly well and indicating any remaining areas where the student could benefit from improvement.

When the decision is 'Pass with Revision' or 'Fail' a concise, focussed report that describes the main deficiencies and steps needed to remediate the problems identified by the committee should be submitted. In the case of a 'Fail' the document should indicate whether or not the Committee approves a re-take. If not then the reasons for this decision should be carefully detailed. This report must be read and approved by all committee members.

### **Guidelines for Assessment:**

The areas of assessment that committee members will consider when evaluating a student's performance on the oral exam are listed below. In doing so, the committee should keep in mind that students are not expected to have highly expert knowledge in the area of their written proposal or in the methods being proposed. The committee should also be aware that the preliminary exam is not intended to be a comprehensive assessment of a student's knowledge. Evaluation of a student's knowledge should take into consideration the student's education, coursework, and the subject area pertaining to their proposal and thesis research.

### **The following aspects of a student's performance will be assessed:**

The committee will determine if the student's performance

- a) exceeds expectations,
- b) is sufficient,
- c) is approaching sufficiency or
- d) is insufficient in each category.

A rating of 'exceeds expectations' or 'is sufficient' in each category is required for a full 'Pass'.

**Critical thinking** - does the student show evidence of the ability to reason through a problem, including evaluating, examining and interpreting information and ideas describing likely outcomes and reasonable solutions?

**Scientific Premise** - is the hypothesis or project goal proposed by the student grounded on good evidence from the literature or current knowledge in the field? Will addressing the hypothesis or project goal make a significant contribution to the field? Do the proposed specific aims address the central hypothesis or objective?

**Feasibility** - Is the experimental design appropriate and justified? Does the student exhibit a clear understanding of the strengths and limitations of the approaches, techniques, and technologies that they propose to implement? Have they considered reasons why a particular approach might not succeed and can they propose viable alternative methods? Is the scope of the proposed project appropriate for a graduate student thesis project that could result in a first author paper in a good journal in the field?

**Rigor, reproducibility and interpretation** - Are the experiments properly designed with appropriate controls? Has the student considered sources of variability and error, appropriate means of replication, and statistical analysis?

Has the student considered what the resulting data will look like and how it will be analyzed? Do they describe a framework to interpret the results of their proposed experiments in terms of their stated hypothesis? Have they considered other possible outcomes and how these might be interpreted?

**Knowledge** - Does the student demonstrate appropriate conceptual and technical knowledge in the area of their research proposal? Does the student demonstrate broader knowledge in their field of study relevant for their thesis research?

**Overall presentation** - Does the student demonstrate organization, logical flow, clarity and accuracy of ideas during their presentation? Did their slides or illustrations effectively convey a good understanding of their proposed research? Were they able to articulate and defend their ideas to the committee? Did they accurately respond to questions, could they incorporate new ideas or information into their answers?

**Important Note to Committee Members:**

The oral prelim is often a stressful experience for students. Please review these suggestions to empower student participation and constructive dialogue.

- Please give the student at least 10 seconds to compose their thoughts after asking a question.
- If the student is unable to answer a question, it may be due to their lack of understanding of the question as framed. Please attempt to rephrase the question.
- (Committee chair) – If a student is unable to pursue a line of reasoning, please facilitate a different line of enquiry to continue to engage the student.
- (Committee chair) – If the student appears distressed, ask them if they need 5-10 min break

## **THESIS AND FINAL ORAL EXAM**

Thesis formatting can be found at [Thesis/dissertation submission and formatting | One Stop Student Services - Twin Cities](#)

Graduation Checklist: [Graduation checklist for grad students | One Stop Student Services - Twin Cities](#)

- 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 MCDBG 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:  
[Doctoral oral exam scheduling | One Stop Student Services - Twin Cities](#)
- 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.

Submit your thesis by the last working day of your anticipated month of graduation.



## **TIMELY PROGRESSION TO DEGREE COMPLETION**

The MCDBG 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 MCDBG 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 MCDBG 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 MCDBG 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 MCDBG 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**

### **MCDBG 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 MCDBG students are required to attend the MCDBG 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 third 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 yearly 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 the talk. **Note that second year students are not required to have a committee meeting, however, they or their advisor do have the option to request a meeting.**

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 will be shared with you by the Graduate Program Coordinator. You are responsible for filling out the form and sharing it with the rest of your committee.** 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.

Second year students must also submit a progress report that will be reviewed by their committee and the Student Review Committee.

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 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 MCDBG 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 the 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.

## **MCDBG Retreat**

The GCD/MCDBG 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.

## **MCDBG Student Awards**

A number of competitive student awards (typically \$1,000 each) are awarded in the MCDBG Program for the best performance, publications, and presentations etc. The recipients of these awards are announced at the MCDBG/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 sent from the DGS in the summer regarding these awards.

## **Teaching Requirements**

All PhD students will teach two semesters and both 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.

**2 Training sessions:** All students are required to take these two training sessions.

1. **Online CBS TA Training:** <https://training.umn.edu/courses/20146>
2. **Writing specific TA training:** For the last eight years, CBS faculty involved in UMN's Writing Enriched Curriculum have offered a required training workshop for graduate students serving as TAs in CBS courses. This workshop is designed to help TAs respond to student writing, create rubrics, and evaluate writing assignments. As you may recall, this year you had two options for completing this training, one in fall and another scheduled for spring. Note: Completion of either the fall or spring workshop will suffice to complete this training. You only need to complete it once.

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 (if applicable) thesis credit requirements, and who must maintain registration to meet the registration requirement. GRAD 999 enrollment serves only to maintain active student status. Students with GRAD 999 enrollment are not eligible for financial aid, and this status cannot be used for student loan

deferment. Students may not hold graduate assistantships while enrolled in GRAD 999. Find more information on how GRAD 999 may affect you: [Special registration categories for graduate and professional students](#).

**International students requesting to take GRAD 999: Please consult with ISSS prior to submitting this form.**

## LIMITS

- Master's students may register for GRAD 999 once (one semester) without requesting college permission.
- Doctoral students may register for GRAD 999 twice (two semesters) without requesting college permission.
- For these initial GRAD 999 registrations, consult with your graduate program coordinator for access to register for GRAD 999.

## Leave of Absence

### [Graduate Student Leave of Absence Policy](#)

Graduate students who experience circumstances that prevent them from maintaining active status through continuous registration (excluding summer term), and who, through consultation with their Director of Graduate Studies (DGS), advisor(s), and relevant offices determine that a leave of absence (LOA) is appropriate, must request a LOA from their college office. A leave may last up to two years.

To request a leave of absence:

- Consult with your faculty advisor and DGS.
- Check the guidance for leaves of absence on page two of the LOA request form and consult with your program coordinator.
- Develop a plan for your leave of absence: when your leave will start, when it will end, checkpoints along the way, what a return to the program and lab will entail.
- The DGS writes a letter outlining this plan.
- Submit the DGS letter along with the LOA request form to Sara Eliason, [seliason@umn.edu](mailto:seliason@umn.edu).

If your leave of absence is precipitated by a persistent medical condition that needs your attention, you may be eligible for a medical leave of absence with health care benefits. Please refer to the [Guidance for Granting Medical Leave of Absence with Health Care Benefits for Graduate Students in the College of Biological Sciences](#).

To return from a leave of absence:

- Consult with your faculty advisor and DGS.
- Revisit your leave of absence plan. Revise and solidify this plan, as appropriate, including
- Check the guidance for leaves of absence on the leave of absence reinstatement request form or consult with your program coordinator.
- The DGS writes a letter outlining your return from leave of absence plan.
- Submit the DGS letter along with the leave of absence reinstatement request form to Sara Eliason, [seliason@umn.edu](mailto:seliason@umn.edu).

## 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 childbirth), must contact the Director of Graduate Studies and Graduate Program Coordinator, to discuss options under University guidelines. For complete University policy, please see [information here](#).

## **Parental Leave**

Female graduate students may, upon request, take up to six weeks leave with pay related to the birth of a child and up to two weeks paid leave related to the adoption of a child. Male graduate students may, upon request, take up to two weeks leave with pay related to the birth or adoption of a child.

<https://policy.umn.edu/hr/parentalleave>

## **Readmission**

<https://grad.umn.edu/admissions/readmission>

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, MCDBG 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 MCDBG courses.

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

If a MCDBG PhD student wishes to obtain a minor or MS degree 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. *Please remember you must complete all course work for both programs in your first two years.*

## **Commencement**

The College of Biological Sciences and the Medical School holds a commencement ceremony for graduate students each year in May. The ceremony is open to graduates who have completed or nearly completed their degree. Students with pending degrees also may participate if they meet their program's criteria for commencement attendance.

*NOTE: Attending the commencement ceremony does not imply that you have officially graduated. Commencement is a separate process from submitting the graduate school application for a degree. Please inform the GPC if you will be attending the commencement ceremony.*

## **GRADUATE STUDENT APPOINTMENTS**

### **Stipend Support**

Appointments in the MCDBG Graduate Program come with a stipend (\$31,000 - 2021), \$32,000 starting Fall 2022 per year and benefits. Most graduate students will be appointed each semester to 1 of 3 positions, Research Assistant, Summer Research Assistant or PhD Research Assistant. Each of these appointments comes with special conditions/requirements as detailed below.

The financial support for graduate students comes from a variety of sources, with a general commitment to provide similar annual stipends for students at similar stages of their PhD career. Frequently, a student's stipend comes from two or more sources in a given year, and the sources may change from year to year. The most common source for the stipend is the student's thesis advisor, who will supply funds from a grant or other non-sponsored account to cover the student's stipend.

### **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. Direct deposit is required. To authorize direct deposit, go to your MyU account under My Pay. For pay calendar information, visit [here](#).

## Appointments, Work Hours and Expectations

The graduate appointment in the UMN payroll system is typically 50 percent of a “full time equivalent” (FTE). This designation is largely driven by federal and state tax designation and includes the student’s work as a graduate research assistant. The remaining hours (*no less than a formal FTE total of 40 hours per week*) are spent on time in class, working on class requirements, working on other program requirements such as the prelim exam and program-required TA time, and on meeting the goals of their thesis research. As such, a graduate student in training is anticipated to focus solely on their class, thesis research and TA responsibilities and have no other employment. Exceptions to this may be made under certain circumstances (e.g. serving as a course instructor at the U of MN or nearby educational institution) and require the approval of the thesis advisor and DGS.

With respect to the expectations for a successful graduate career, the following are established by the MCDBG Graduate Program as benchmarks for degree completion:

- Complete degree coursework requirements within two years of beginning graduate school
- Successfully complete the written and oral requirements for the Preliminary and Final PhD examinations
- Work full time on class, TA responsibilities and/or thesis research (minimum of 40 hr/wk)
- Develop independence during the PhD training period from being team member to project leader
- Publish at least one first author original research article in a peer-reviewed journal
- Maintain an organized research notebook and/or electronic data repository
- Develop intellectually and interact avidly with other graduate students in journal clubs, research symposia and seminars
- Develop leadership skills through mentoring, program activities and outreach
- Develop communication and presentation skills through oral and written vehicles
- Meet with the [Office of Professional Development](#) director, Sharolyn Kawakami-Schulz, Ph.D., starting your 2nd year of the program. Develop a career plan with attainable goals and objectives for activities following completion of a PhD degree.
  - Create an Individual Development Plan [myIDP](#)
  - More information from the Graduate School is available [here](#) and the Office of Professional Development [here](#).

Students should discuss with their thesis advisor additional lab-specific goals for the PhD degree.

## II. COMBINED DEGREE PROGRAMS & MINOR

### 1. MCDBG PhD/MS in Genetic Counseling Joint Program

[MCDBG PhD/MS in Genetic Counseling Joint Degree Program | College of Biological Sciences](#)

The PhD/MS in genetic counseling program emphasizes the integration of clinical genetics and research--to ensure excellence in both. The program features a special curriculum that facilitates the transition from the first year of formal graduate training and the transition from graduate training in genetic counseling back to Medical School. Students need to apply to both programs and be accepted by both admission committees.

### 2. 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 (MCDBG). When students enter the MCDBG 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 MCDBG Graduate Program are invited to participate in the MCSB Program Retreat at Itasca (in August of year 2). MD/PhD students who enter an MCDBG 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 MCDBG program, functioning in every respect identically to those MCDBG students admitted in the PhD Program. This includes attending MCDBG 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 MCDBG student governance system and represent the MCDBG 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 MCDBG 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 MCDBG 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. 16 of the credits must be A/F. This requirement is only partially met by Medical school credits. MCDBG 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 MCDBG 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 a MCDBG 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.

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

#### [Dual Degrees | University of Minnesota Law School](#)

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 MCDBG courses.

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

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

### **MS DEGREE REQUIREMENTS**

The MCDBG program does not admit students with the intention of obtaining a Master's degree. There are reasons, however, that students chose 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 MCDBG 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 MCDBG.
- 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: [☰ Degree Completion Steps: Master's Plan A](#)

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

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

16 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. [☰ Degree Completion Steps: Master's Plan B](#)

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

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

16 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. Students will give a presentation and should then be prepared to answer questions, as would happen in any Oral thesis exam (PhD or Plan A MS).

## **MINOR IN MCDBG**

For a minor in MCDBG, 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. **Please consult with the MCDBG DGS for admission approval. Obtain a student contract from the Graduate Program Coordinator.**

GCD 8131 Advanced Genetics and Genomics  
GCD 8151 Cellular Biochemistry and Cell Biology  
GCD 8161 Advanced Cell Biology and Development  
GCD 8141 Computational Genomics OR GCD 5005 Computer Programming Biology

## **GRADUATION SCHOOL MASTERS COMPLETION STEPS**

The following steps are your responsibility. Everything is done online. [Degree completion steps | One Stop Student Services - Twin Cities](#)

**Plan A:** [Degree Completion Steps: Master's Plan A](#)

**Plan B:** [Degree Completion Steps: Master's Plan B](#)

## **Commencement**

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

**\*Please contact the GPC ASAP for any questions regarding Master's completion.**

## **III. APPENDICES**

### **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 MCDBG 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, [Reporting Suspected Misconduct | University Compliance Program](#))

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: MCDBG FACULTY**

MCDBG Faculty and their research can be found [here](#).

#### **APPENDIX E. SAFETY TRAINING**

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: [Department of Environmental Health & Safety \(DEHS\) |](#)
2. **Potential Need for Training Completion:** If you will be needing access to open-format labs, such as NHH, MCB, MCRB, LRB/MTRF, WMBB, CCRB, or MRF, you will need to complete the training listed below:
  - a. [Radiation Safety Orientation Training 004](#)
  - b. [Bloodborne Pathogens Building Access Only \(UHS111\)](#)

*These specific courses must be completed, not a similar course in the same category. Once completed, please forward the email confirmations or provide physical proof of completion (screenshot of final page, etc.) to [one of our information desks](#). Access will not be granted until you provide us with proof that the training has been completed.*

c. **Supervisor Approval form:** This form can only be completed by the Principal Investigator (PI), manager, director or designated approver for the area you are requesting access to.

#### **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)

[Graduate Assistant Employment | Office of Human Resources](#)

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)

[Office of Student Health Benefits |](#)

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 in the Spring semester, you will be automatically covered through the summer. You will have coverage until 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 MCDBG 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 MCDBG program deadline will be announced by email in January of each year.

#### ***Best Dissertation Award***

Candidates must be nominated by the MCDBG 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 MCDBG 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 MCDBG 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 MCDBG 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 MCDBG 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 for EEB and MCDBG 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 MCDBG 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 requires 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 TOOLS & WEB ADDRESSES**

**Graduate School website:** <http://www.grad.umn.edu>

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 Judiciary Committee. The following links provide possible contacts:

- Office for Students with Disabilities: [UMN Disability Resource Center](#)
- University Counseling Services: <http://www.uccs.umn.edu/>
- International Student and Scholar Services: 190 Hubert H. Humphrey Center (HHH), 612-626-7100 [ISSS/UMN](#)
- Office of Conflict Resolution: <http://www1.umn.edu/ocr/>
- Student Conflict Resolution Center: [www.sos.umn.edu](http://www.sos.umn.edu)
- Boynton Health Service: <https://boynton.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), [Office of Student Health Benefits |](#)
- Graduate Assistant Employment Office (GAE), 170 Donhowe Building, 612-624-8647 Fax: 612-625-9801, [Graduate Assistant Employment](#)
- Graduate School Catalog: <http://www.catalogs.umn.edu/grad/index.html>
- Graduate School Student Services: One Stop office, Bruininks Hall, 612-625-3490, [Graduate Student Services and Progress \(GSSP\) | One Stop Student Services - Twin Cities](#)
- Housing: [UMN Housing & Residential Life](#)
- Libraries: [University of Minnesota Libraries: Libraries home](#)

- MCDBG Graduate Program: <http://mcdbg.umn.edu>
- Mutual Roles and Responsibilities for Faculty and Graduate Students Guidelines: [Doctoral Performance Policy](#)
- Parking and Transportation Services Office, 511 Washington Avenue SE, at 612-626-7275 or on the web at [Parking & Transportation Services | UMN Parking & Transportation Services](#)
- Registration: [Classes | One Stop Student Services - Twin Cities](#)
- Center for Writing: <http://writing.umn.edu/sws/>

#### **University of Minnesota Policy Statements:**

- Graduate School Policies and Governance: [All Policies](#)
- Academic Code of Conduct: [BOARD OF REGENTS: Academic Code of Conduct](#)
- Board of Regents, Academic Freedom and Responsibility: [Academic Freedom and Responsibility](#)
- Graduate Assistant Employment Policies: [Policy | Graduate Assistant Employment](#)
- Student Conduct Code: [BOARD OF REGENTS POLICY: Student Conduct Code](#)

#### **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, 274 McNamara Alumni Center, 200 Oak Street SE, University of Minnesota, Minneapolis, MN 55455, (612) 624-9547, email: [eoaa@umn.edu](mailto:eoaa@umn.edu).