

Graduate Student Handbook

PhD Program
2020-2021

UC San Diego

BIOLOGICAL SCIENCES

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I. Overview of the Program

Philosophy and Goals of the Graduate Program

The philosophy of the PhD program is to provide world-class research training in the basic biological sciences to equip a diverse group of trainees for a variety of scientific careers ranging from academia and industry to education, communication, or policy. Core principles of the program are to be student centered and attuned to the goals of the trainee.

The core curriculum focuses on development of core competencies and transferable skills in critical thinking, communication, and leadership. The first year prepares students for the core of the PhD program, the development of intellectual independence and creativity through original thesis research, guided by a thesis advisor and committee. Students have a high degree of flexibility in choice of thesis advisor through the rotation program. Throughout the program, there is strong emphasis on engaged mentoring through regular committee meetings, annual reports and Individual Development Plans. As a central hub of the thriving San Diego biosciences community, the program maintains strong partnerships with other campus units and programs through joint faculty appointments, organized research units, and research collaborations, enabling a wide range of [interdisciplinary opportunities](#). The mission is to conduct leading edge research in the basic biological sciences. Major areas of emphasis currently include structural biology, cell biology, developmental biology, neurobiology, immunology, microbiology, virology, plant biology, ecology, and evolutionary biology. Research in the Division has emphasized studies using model organisms or in vitro mechanistic approaches, with human studies and clinical research concentrated in other departments or in the Health Sciences. Current and future areas of growth include quantitative biology, data science, and the biological consequences of climate change.

Our training philosophy embraces the following principles:

- Rigor, reproducibility, and responsibility as hallmarks of high-quality science
- Commitment to quality mentorships, student mental health, and well-being
- Equity, Diversity and Inclusion as integral to program admissions and retention
- Open science practices valuing multiple research outputs and holistic assessment of scholarly excellence
- Communication and outreach as key aspects of scientific training

As a doctoral program embedded in a large undergraduate instructional unit, our approach incorporates substantial training in teaching methodology and best practices. Our philosophy remains that teaching and research are interdependent facets of engaged scholarship.

Training Faculty

Program [faculty, including Adjunct faculty at the Salk Institute](#), are members of 1 of 4 [Academic Sections](#). (Note that in University policies mentioned in this Handbook, Academic Sections are equivalent to Departments).

Cell & Developmental Biology Section
Ecology, Behavior & Evolution Section
Molecular Biology Section
Neurobiology Section

II. Diversity

Commitment and Inclusion

In Chancellor Pradeep Khosla's Strategic Plan for UC San Diego, Diversity is listed as a top priority. The Plan cites as a goal:

Cultivating a diverse and inclusive university community that encourages respectful open dialogue, and challenges itself to take bold actions that will ensure learning is accessible and affordable for all.

In alignment with Chancellor Khosla and his vision for UC San Diego, the Division of Biological Sciences considers Diversity as paramount to our success. It is a culture that creates a foundation of respect and provides for vision and innovation within our Division. We believe that diversity and academic excellence are not divergent, but rather greatly depend on each other. The research taking place at UC San Diego in the life sciences and across STEM profoundly impacts the future of the Division, UC San Diego, our community, and beyond. As envisioned in UC San Diego's [Strategic Plan](#), we consider it critical to support communications, programs, and resources to build a COMMUNITY of INCLUSION and RESPECT that will drive innovation and excellence in academia and research. Through our collective efforts, the Division is leading the way by example on the UC San Diego campus. We are pleased to offer various resources of empowerment by way of programs, initiatives, and people who are in place to help our community learn, teach, research, and engage with one another at the highest level.

I encourage you to stay involved with our efforts and contact our [diversity committee representatives](#) with your ideas and insights.

Dr. Gentry Patrick

Director of Mentorship and Diversity Division of Biological Sciences, UC San Diego

Division of Biological Sciences Diversity Committee

[The Diversity Committee](#) is comprised of faculty representatives, staff representatives, postdoctoral scholars, and graduate student representatives. It is the divisional central point for all diversity matters pertaining to undergraduate and graduate students, faculty and staff. The committee bears key responsibility in supporting the Division of Biological Sciences in:

- Developing a shared and inclusive understanding of diversity
- Creating an environment characterized by equal access and respected participation of all groups and individuals regardless of cultural, ethnic, racial, gender, age, language, religious, differences, abilities and disabilities, socioeconomics, and sexual orientation.

International Students

The Division of Biological Sciences shares the campus vision to cultivate an inclusive and globally-engaged University community where all international students achieve their academic, personal, and professional goals. This commitment is demonstrated in recruitment, with financial stewardship, in advising, and through initiatives designed to support the student experience and engagement. Biological Sciences seeks to be a campus leader in creating a welcoming community where all have the opportunity to thrive and to advance global education and research.

III. General Expectations

UC San Diego Principles of Community

The University of California, San Diego is dedicated to learning, teaching, and serving society through education, research, and public service. Our international reputation for excellence is due in large part to the cooperative and entrepreneurial nature of the UC San Diego community. UC San Diego faculty, staff, and students are encouraged to be creative and are rewarded for individual as well as collaborative achievements. Each member of the campus community is expected to practice the [UC San Diego Principles of Community](#), as individuals and in groups.

To foster the best possible working and learning environment, UCSD strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the university and the well-being of its constituents. UCSD faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

- We value each member of the UCSD community for his or her individual and unique talents, and applaud all efforts to enhance the quality of campus life. We recognize that each individual's effort is vital to achieving the goals of the university.
- We affirm each individual's right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.
- We value the cultural diversity of UCSD because it enriches our lives and the university. We celebrate this diversity and support respect for all cultures by both individuals and the university as a whole.
- We are a university that adapts responsibly to cultural differences among the faculty, staff, students, and community.
- We acknowledge that our society carries historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs. Therefore, we seek to foster understanding and tolerance among individuals and groups, and we promote awareness through education and constructive strategies for resolving conflict.
- We reject acts of discrimination based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs, and we will confront and appropriately respond to such acts.
- We affirm the right to freedom of expression at UCSD. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality, and respect.
- We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.
- We are committed to the enforcement of policies that promote the fulfillment of these principles.

We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the university and those communities we serve. By working together as members of the UCSD community, we can enhance the excellence of our institution.

Technical Abilities

Technical Abilities are the essential competencies required of all graduate students to matriculate, to progress through the curriculum and to meet the requirements for graduation from the Division of Biological Sciences Graduate Program. The abilities need to be met by all students, with or without reasonable accommodations. The abilities are outlined below and include physical, cognitive, communication, interpersonal, and professional.

To be qualified for participation in the graduate program, you must meet both our academic and technical competencies, with or without reasonable accommodation.

Physical - A graduate student must be capable of performing the experimental work required by the graduate program to which he/she has applied or entered. The specific requirement will vary from program to program, and will vary according to the specific research area within a program.

Cognitive - A graduate student must have the critical, problem-solving skills required in the proposed field of study. He/she must have the ability to think independently and to reason, identify patterns, analyze, quantify, integrate, conceptualize, and synthesize data and ideas. He/she will approach problems effectively by recognizing ill-defined and well-defined problems and articulate problems clearly with colleagues and professors.

Communication Abilities - A graduate student must be able to communicate effectively with, and to receive communication from, members in his/her research group and fellow scholars in relevant academic fields.

Interpersonal Attributes - A graduate student must possess the maturity and self-discipline required for full participation in degree requirements and completion of the program of study. Candidates need to be able to develop mature, sensitive, and effective relationships with colleagues and have the interpersonal skills to interact positively with people from all levels of society, ethnic backgrounds, and beliefs.

Professional - A graduate student needs to be able to consistently display respect for self and others, and show diligence, dedication and reliability. He/she needs to function effectively under multiple priorities and take responsibility for themselves and his/her behavior. He/she must abide by the code of ethics outlined by the University and the profession of study.

Student Conduct

As a UC San Diego student you are subject to the policies applying to campus activities, organizations, and students. These policies and procedures are administered by the [Office of Student Conduct, studentconduct@ucsd.edu](mailto:studentconduct@ucsd.edu). The [Student Conduct Policies and Procedures](#) articulate the University's expectations regarding standards of conduct in student life and community ethics. These regulations, which apply to both undergraduate and graduate students, are intended to resolve student conduct matters in an informal administrative setting consistent with due process standards. They apply to students as individuals, as members of organizations, and to the student organizations themselves, where appropriate.

Integrity of Scholarship

UC San Diego promotes and supports a culture of academic integrity. Students should review and adhere to the [UC San Diego Senate Policy on Integrity of Scholarship](#).

To uphold academic integrity, students shall:

- Complete and submit academic work that is their own and that is an honest and fair representation of their knowledge and abilities at the time of submission.
- Know and follow the standards of the class and the institution.

Thus, no student shall engage in an activity that undermines academic integrity or facilitates academic integrity violations by others. This includes, but is not limited to, the following behaviors:

- a) No student shall procure, provide, or accept any material that contains questions or answers to any examination or assignment unless the student's possession of the material has been authorized by the instructor.
- b) No student shall complete, in part or in total, any academic work (e.g., examination, assignment, paper) or obtain academic credit (e.g., attendance, participation) for another person.
- c) No student shall allow any academic work or academic credit to be completed or obtained, in part or in whole, for themselves by another person.
- d) No student shall plagiarize or copy the work of others and submit it as their own work.
- e) No student shall employ aids in undertaking course work or in completing any exam or assignment that are not authorized by the instructor.
- f) No student shall alter graded class assignments or examinations and then resubmit them for regrading without the instructor's permission.
- g) No student shall submit substantially the same material more than once without prior authorization from the instructor, such as a paper that was written and submitted in another class.

Research Ethics and Integrity

As part of a community of researchers, students are expected to engage in the responsible conduct of science. The [Research Ethics Program](#) provides required training in the area of Scientific Ethics. Other University policies governing integrity of research can be found at <http://adminrecords.ucsd.edu/ppm/docs/100-4.html>. These address Research Misconduct, defined as Fabrication, Falsification, or Plagiarism in proposing, performing, or reviewing research, or in reporting research results. Some key points are:

- Any individual affiliated with UC San Diego has a responsibility to act if he or she suspects Research Misconduct has occurred. Appropriate actions may include raising questions, seeking perspective from peers or more experienced individuals (including campus ombudspersons), or making an Allegation of Research Misconduct to the Department Head or Research Integrity Officer.
- Individuals associated with UC San Diego are expected to cooperate with Research Integrity Officers and other institutional officials in the review of Allegations of Research Misconduct and the conduct of Inquiries and Investigations into such Allegations, including providing evidence or materials relevant to the Allegations. It is the policy of UC San Diego to respond fully and fairly to all Allegations of Research Misconduct and to comply with the reporting requirements of applicable funding agencies.

Other University policies govern research-related issues such as conflict of interest, export control, intellectual property, biosafety, and the use of human and animal subjects.

Research Safety Requirements

Safety is paramount for all graduate students in the program. Students, staff and faculty are each responsible for safe research practices and for compliance with Divisional and campus safety policies.

The [Safety Assistance](#) pages are a resource for all Division safety policies, practices, and guidelines. Please especially note:

- [Graduate Student Checklist](#) - This checklist describes 'first steps' in meeting safety training requirements for graduate students working in a Division of Biological Sciences research space and/or engaging in related activities.
- [Research-Specific Requirements](#) – Some research requires additional safety training. This includes use of vertebrate animals, biohazards, controlled substances, lasers, radiation, and other equipment. The required additional safety training should be scheduled well in advance of any planned experimental work.
- Students working in off-campus locations such as the Salk Institute are subject to additional local safety policies.

Student Computing Responsibilities

As a UC San Diego student you are issued an official ucsd.edu email account, which requires you to know and adhere to Acceptable Use Policies. Failure to follow the [Acceptable Use Policy \(AUP\)](#) may lead to the loss of student computing privileges. When you sign your Statement of Intent to Register, you agree to follow the AUP.

Follow these practices to protect your account and your computer.

Take the required UC Cyber Security Awareness Fundamentals training.

Use and protect your ucsd.edu email account:

- All official program and campus communication will be via email to your ucsd.edu address, so check your ucsd.edu email regularly.

Protect your information:

- [Update your computer regularly.](#)
- Use [Internet firewall and anti-virus protection.](#)
- Keep your account information, passwords, and network access private. Never share your account information
- [Create safe passwords.](#)
- Read more about [UC San Diego's network security standards.](#)
- Use your account for class and personal work only.

Biological Sciences IT Services can provide additional support on network and device security.

Research Data Security

Data generated using University resources or using federal funding, may be subject to additional security requirements. Students are responsible to become familiar with and carefully execute the data security protocols of the labs in which they are working. Consultation with the Principal Investigator and [Research IT Services](#) (as needed), is encouraged.

Intellectual Property and UC Patent Acknowledgment

UC employees, persons not employed by the university but who use UC research facilities, and persons who receive gift, grant or contract funds through the university are all required to sign the [University Patent Acknowledgment](#). This would include all students in the PhD program. The Patent Acknowledgment assigns inventions and patents to UC, except those resulting from permissible consulting activities without use of university facilities. Persons signing the [Patent Acknowledgment](#) agree to disclose promptly all potentially patentable inventions to UC.

Good Academic Standing

Throughout your PhD training you are expected to maintain [good academic standing](#), which means that you meet the following standards:

- Maintain a minimum GPA of 3.0 in upper division and graduate level coursework at UCSD.
- Do not accumulate more than eight units of unsatisfactory grades (U or F) overall.
- Be registered in at least 12 units of graduate-level coursework each quarter at UCSD, other than when on an official leave of absence.
- Have a current annual evaluation on file.
- Make satisfactory progress in your course of study, including coursework, thesis research classes, your research project as delineated in your annual evaluations, and graduate instructional apprentice performance.
- Meet all required time limits as described below.

Failure to maintain these standards may result in probationary status with the Biological Sciences Graduate Program and/or with the Dean of the Graduate Division, which could lead to dismissal from the program. Your continued financial support is also contingent on maintaining good academic standing.

Good standing is a requirement to:

- retain academic and staff appointments
- retain fellowship, scholarship, or traineeship appointments
- advance to candidacy for a graduate degree
- take a leave of absence
- receive a graduate degree from UCSD
- participate in the University Extension Complimentary Enrollment Program

Normal progress toward the degree, Time Limits, and Timeline to Degree

Normal progress toward the degree means that you are expected to move through a series of milestones necessary to obtain your PhD at a reasonable pace and at the level of performance described in the preceding section.

Under normal circumstances, the established time period in which students are expected to complete requirements for the PhD is five years. This is called the *Normative Time*. The goal of the UCSD [Time to Doctorate Policy](#) and associated time limits is to encourage completion of the PhD in a timely manner, and to stimulate thesis advisors and students to work collaboratively on ensuring that program requirements and other milestones are met.

To complete a dissertation within the *Normative Time*, a student in the standard track curriculum should adhere to the following timeline:

Summary Program Timeline:

The Academic Year is generally considered to include October 1 – June 30. A detailed timeline can be found in Section [V. Academic Requirements for PhD Degree](#).

YEAR 1:

- Participate in Boot Camp (*BGGN 208*)
- Participate in the Orientation Seminar “Graduate School Fundamentals” (*BGGN 200*)
- Complete Core Course Sequence, including CORE I, CORE II (2 courses), Bioinformatics, Biostatistics, and Communications.
- Conduct Four Laboratory Rotations
- Select Thesis Advisor and begin Thesis Research
- *Take Comprehensive Exam by June 30 of Year 1*

YEAR 2:

- Continue Thesis Research
- Participate and present in the Graduate Research Seminar (*BGSE 205*)
- Complete Elective Courses
- Participate in the Scientific Ethics Course (*BGGN 207*)
- Fulfill first of three Instructional Apprentice Teaching Experiences (*BGGN 500*)
- Select Core Doctoral Committee (‘Thesis Committee’)
- *Schedule Thesis Proposition Examination by June 30 of Year 2*

YEAR 3:

- Continue Thesis Research
- Participate and present in Graduate Research Seminar (*BGSE 205*)
- Fulfill second of three Apprentice Teaching Experiences
- *Select remaining members of Doctoral Committee and advance to Candidacy by June 30 of Year 3, OR:*
- *Conduct annual Evaluation Meeting with Core Doctoral Committee*

YEAR 4:

- Continue Thesis Research
- Present a poster during the Divisional Retreat
- Participate and present in Graduate Research Seminar (*BGSE 205*)
- Fulfill last of three Apprentice Teaching Experiences
- *If not advanced in Year 3, select remaining members of Doctoral Committee and advance to Candidacy by June 30 of Year 4, OR*
- *If advanced in Year 3, conduct annual Evaluation Meeting with Final Doctoral Committee*

YEAR 5:

- Complete Thesis Research
- Conduct Pre-Defense Thesis Evaluation Meeting at annual meeting with Final Doctoral Committee
- Prepare Doctoral Dissertation (written thesis)
- *Defend Thesis*

IV. Academic Requirements for PhD Degree

Detailed Program Timeline

A [program timeline](#) is also available for review online.

First Year

The three major components of the First Year are designed to guide you to becoming an independent, creative researcher, emphasizing the six core competencies.

1. **Laboratory rotations.** A series of six-week rotations allows you to sample research across the biological sciences and obtain mentored training in general and specialized research methods and approaches. Laboratory research meetings and research seminars provide training in effective scientific communication, while also introducing you to the research community at UCSD and the Salk Institute, including advanced graduate students, postdoctoral researchers, and prospective thesis advisors. Students will complete a minimum of four lab rotations, two in the Fall quarter and two in the Winter quarter. If necessary, students may conduct one or two optional additional rotations during the Spring quarter.
2. **Core curriculum.** Courses on critical thinking in molecular/cell biology and genetics/organismal biology, and on bioinformatics, biostatistics and scientific communication (or for EBE track students, lectures in modern topics in Ecology, Behavior and Evolution) provide an advanced foundation in these fundamental disciplines and skills.
3. **Elective coursework** (taken Year 1 and/or 2). Flexibility for you to pursue your individual interests is provided not only through rotations, but also through elective courses. We recommend elective courses be taken after you have chosen your thesis research topic.

Milestones of your First Year:

- Selecting a thesis advisor.
- Selecting your Core Thesis Committee: three faculty members who will be part of your network of advisors.
- Completion of [First Year Core Curriculum](#) as specified for your chosen track
- Passing the First-Year Comprehensive Exam.

Selecting an Advisor

Students should aim to select their thesis advisor by the end of rotation 4 or 5. It is very important that the thesis advisor be selected no later than the end of June (i.e., no later than end of rotation 6). Any student who has been unable to identify a thesis advisor by the end of June will need to petition with the Graduate Committee for permission to carry out an additional short rotation into July. Any student who has not successfully identified a thesis advisor by September 1 will be dismissed from the program. Please review the [Thesis Advisor](#) section for details.

Summer

During the summer months you will not be enrolled in courses. You are expected to focus exclusively on your thesis research.

Examination

All students are required to take a First-Year Comprehensive Examination by the last week of June. For details please go to the *Examination* section.

Second Year

You should have selected your thesis advisor before the beginning of your second year. Additional requirements are the selection of your Core Thesis Committee (see more about this under the *Advising* section) and conducting your Proposition Examination at the end of the Second Year.

Through the Proposition Exam, you will demonstrate your general competence in the broad area of your research, and your ability to synthesize the factual information and training techniques absorbed through coursework and seminar research. You must demonstrate that you have identified an important, challenging, and tractable research problem of sufficient scope, and that you have a substantial command of the relevant literature.

Coursework

Throughout all three academic quarters you will be actively engaged in your *Thesis Research* (BGGN 299) and you will participate in *Lab Research Meetings* (BGRD 200). In addition, you will carry out your first *Apprentice Teaching Assignment* (BGGN 500) and should enroll in the *Graduate Student Seminar* (BGSE 205) for your specific research affinity. You also must complete your elective requirements (at least two 4-unit elective courses), which you may have initiated in Year 1.

You must complete training in the responsible conduct of research, by enrolling in [Scientific Ethics](#) (BGGN 207), offered during the Spring quarter. This course covers topics such as research misconduct, data management, social responsibility, and whistleblowing.

Depending on your chosen track, you may have to enroll in additional formal courses. Furthermore, your thesis advisor may recommend that you deepen your knowledge and understanding of certain academic fields by taking additional formal courses.

Summer

During the summer months you will not be enrolled in courses. You are expected to focus exclusively on your thesis research.

Examination

Last, but not least, you are expected to complete your *Second Year Proposition Exam* by June 30. For details, please go to the *Examination* section, and for details about the committee composition, please see the *Policies* section.

Third Year

If your research progresses well, you should be able to advance to candidacy by the end of the Third Year. You may, however, postpone your advancement to candidacy and therefore schedule your annual meeting with your Core Thesis Committee. This will allow you and your committee to review and assess the status of your research and together you will develop the trajectory of your research for the following year.

Coursework

Throughout all three academic quarters you will be actively engaged in your *Thesis Research* (BGGN 299) and you will participate in *Lab Research Meetings* (BGRD 200). In addition, you

should expect to fulfill a second quarter of *Apprentice Teaching training* and should be enrolled in the *Graduate Student Seminar* (BGSE 205).

Summer

During the summer months you will not be enrolled in courses and you are expected to focus exclusively on your thesis research.

Advancement to Candidacy (Qualifying Exam) or Annual Evaluation Meeting

You may take your qualifying exam and [advance to candidacy](#) by the end of your Third Year, June 30. In your qualifying exam you should present a research proposal that has the potential to make original contributions to your field. You should have gathered sufficient preliminary data to establish the feasibility of carrying out your proposed research within normative time limits.

Your Qualifying Exam requires your Final Doctoral Committee of 5 faculty members.

In view of the unpredictable rates of research progress, you have until June 30 of your Fourth Year to advance to candidacy. If you opt for not advancing by the end of your Third Year, you must schedule your Annual Evaluation meeting with your Doctoral Committee instead. For further details on the Doctoral Committee and the Annual Evaluation process see the *Annual Evaluation and Examination* section and *Academic Policies* section. International students are required to Advance to candidacy by the end of their third year.

Fourth Year

During your Fourth Year, you must advance to candidacy if you have not done so already.

Fourth year students are expected to present a poster at the Divisional Retreat in the Fall. This is a condition of receiving your annual travel allowance in your fifth year and beyond. See the [Professional Travel Opportunities](#) in the *Financial Support* section for details.

Coursework

Throughout all three academic quarters you will be actively engaged in your *thesis research* (BGGN 299) and you will participate in *Lab Research Meetings* (BGRD 200). In addition, you should expect to fulfill a third quarter of *Apprentice Teaching training* and should be enrolled in the *Graduate Student Seminar* (BGSE 205).

Summer

During the summer months you will not be enrolled in courses. You are expected to focus exclusively on your thesis research.

Examination

If you advanced to candidacy at the end of your third year, you must schedule your annual meeting with your Doctoral Committee. If you did not advance to candidacy in your third year, then you must take the qualifying exam by the end of your fourth year (June 30).

Fifth Year

The Fifth Year of your PhD training should be the culmination of your graduate career. You should have produced a body of original research that represents substantial new contributions to biological sciences and which will be publishable in a high quality peer-reviewed journal. You must present your thesis research in writing (your Doctoral Dissertation), and demonstrate your ability to communicate your research via a public thesis defense (Final Examination).

Coursework

Throughout all three academic quarters you will be actively engaged in your *Thesis Research* (BGGN 299), and you will participate in *Lab Research Meetings* (BGRD 200). In addition, you should be enrolled in the *Graduate Student Seminar* (BGSE 205).

Summer

During the summer months you will not be enrolled in courses. You are expected to focus exclusively on your thesis research.

Examination

By the end of your fifth year, you should be ready to prepare, defend, and file a doctoral research thesis. The written thesis dissertation is prepared in strict accordance with policies and procedures established by the Graduate Division: [Dissertation and Thesis Submission](#). Additional information can be found in this [handbook](#).

Program Requirements

Overview

Doctoral students in the Biological Sciences PhD Program must complete prescribed coursework, laboratory training, independent thesis research classes, seminars, ethics training, and participate in college level teaching in order to fulfill all requirements for a PhD degree. Through their graduate student career, students must make [normal progress](#) and must maintain [good academic standing](#).

Students have the option to participate in more specialized [curricular tracks](#). Tracks in Ecology, Behavior & Evolution, Microbiology, Quantitative Biology, Bioinformatics, and Multi-Scale Biology, and Anthropogeny are currently available. Certain tracks are Degree Specializations that will be denoted on your diploma.

Although the specific prescribed coursework is contingent on the selected curricular track, all students are expected to complete the following:

Boot Camp

Boot Camp (BGGN 208) is an intense seminar/laboratory course that runs for about two weeks—just before the regular classes begin in the Fall quarter. The purpose of Boot Camp is to introduce you to biological concepts, research, and critical thinking at the graduate level. Furthermore, the camp will allow you to get to know your fellow classmates and will acquaint you with many faculty members.

Orientation Seminar: “Graduate School Fundamentals”

The quarter-long orientation course (BGGN 200) will cover fundamental issues graduate training in the biological sciences, including campus resources, research design, ethical issues in research, scientific publishing and review, career planning, and grant preparation.

- Other required courses (see tracks below)
- BGGN 207 – Scientific Ethics (Spring Year 2)
- BGSE 205 – Graduate Research Seminar (Enroll Year 2 and beyond)
- BGGN 298 or BGGN 299 – [Rotation Laboratory Projects](#) or Thesis Research (All Years)
 - BGGN 298 is taken during the Rotation Laboratory Projects Laboratory (four) during the Fall and Winter quarters of the First Year (except for students admitted through the Direct Admit program), with up to two in the Spring of the first year if needed
 - BGGN 299 is completed during Thesis Research, after Advisor selection
 - BGRD 200 – Research Discussion accompanying BGGN 299
- Two 4-unit elective courses during your First or Second Year
- BGGN 500 – Introduction to College Biology Education (Enroll in this class during first of three Graduate Instructional Assistant assignments)
- Three total [Instructional Assistant](#) assignments, one in support of a teaching laboratory class
- Annual Meetings with your Doctoral Committee (‘Thesis Committee’).

The requirement for Rotation projects (BGGN298) is waived for Direct Admit students or for students entering from the Medical Scientist Training Program.

Students are expected to pass all courses with a grade of “B” or better. In consultation with the First-Year Advisor or Thesis Advisor and the Chair of the Graduate Committee, students may elect to take

additional graduate courses or seminars in particular areas. Some students may also be advised to take additional undergraduate courses for remedial purposes.

In your First Year Exam you will be expected to demonstrate graduate level knowledge and critical thinking skills in the areas of the Core Curriculum, namely Cell and Molecular Biology, Genetics and Organismal Biology, Bioinformatics, and Biostatistics. It is expected that you will acquire this through reading of scientific literature and by going to seminars, in addition to participating in core classes.

Graduate Courses

Students are expected to attend all sessions of graduate courses. Any personal travel during the academic year should be scheduled to avoid missing classes.

Graduate courses are listed in the Schedule of Classes in the 200 series; they may be conducted in any of several ways:

- as advanced lecture courses,
- as seminars in which faculty and students present critical studies of selected problems within the subject field,
- as independent reading or study courses under faculty supervision, and
- as research units

Description of Coursework Requirements, by Curricular Track

During the first year, all entering students pursue a rigorous academic program consisting of a sequence of graduate core courses ('core curriculum').

Standard Track

Most students in the program follow the standard track. If you are a student in the Standard Track you will take the following courses:

Required Core Courses

- BGGN 208 – Biological Sciences Boot Camp
- BGGN 200 – Orientation Seminar: Graduate School Fundamentals
- BGGN 205 – Communicating Science to the Public
- BGGN 206A – Concepts of Reasoning and Experimentation (CORE) I
- BGGN 206B – Concepts of Reasoning and Experimentation (CORE) II
- BGGN 207 – Scientific Ethics
- BGGN 213 – Foundations of Bioinformatics
- BGGN 216 – Biostatistics
- BGGN 298 or BGGN 299 – Rotation Laboratory Projects or Thesis Research
- BGGN 500 – Introduction to College Biology Education (concurrent with first GIA appointment)
- BGSE 205 – Graduate Research Seminar (Year 2 and beyond)

Elective Courses

- Complete years 1 or 2; preferably after identifying a thesis lab
- Not all electives are offered each year
- In addition to the approved elective courses, students may petition for alternate 4-unit graduate level courses to count toward the elective requirement.

Ecology, Behavior & Evolution (EBE) Track

Students in the EBE Biology Track will take two elective courses in the first year; BGGN 203 and BGGN 204 are recommended.

Electives are drawn from the advanced graduate courses and undergraduate elective courses. EBE students should consult their First-Year Advisor and Section Chair to determine the most appropriate courses to take the first year.

Required Courses

- BGGN 200 – Graduate School Fundamentals
- BGGN 207 – Scientific Ethics
- BGGN 208 – Biological Sciences Boot Camp
- BGGN 298 or BGGN 299 – Laboratory Projects or Thesis Research
- BGGN 500 – Introduction to College Biology Education
- BGSE 205 – Graduate Research Seminar (Year 2 and beyond)

Elective Courses

- BGGN 203 – Topics in Ecology, Behavior and Evolution
- BGGN 204 – Topics in Community and Population Ecology
- Other graduate level or undergraduate level courses as recommended by faculty advisor

Students should also refer to the [EBE PhD Program Guidelines](#) in **Appendix 1** of this handbook. Students in the EBE Track may elect to take the courses of the Standard Track as additional coursework.

Microbiology Track

Students who choose to focus on Microbiology will follow the following sequence of courses:

- [Standard Track Core Courses](#)
- BGGN 238A – Integrative Microbiology I
- BGGN 238B – Integrative Microbiology II
- BGGN 298 or BGGN 299 – Rotation Laboratory Projects or Thesis Research
- BGGN 500 – Introduction to College Biology Education
- BGSE 205 – Graduate Research Seminar (Year 2 and beyond)

Students are welcome to take any other offered electives if they choose, but none are required.

Quantitative Biology (qBio)

Quantitative Biology refers to the use of quantitative approaches, both experimental and theoretical, to discover the organizational principles of living systems. The goal is to establish a quantitative, predictive understanding of the physiological behaviors of biological organisms in terms of the molecular parts.

Students are admitted through their home program (Biological Sciences, Biomedical Sciences, Chemistry/Biochemistry, Physics, or BioEngineering) then request admission to the qBio Specialization upon advancement to candidacy.

[More information on the Quantitative Biology Specialization](#)

The expected course sequence is:

Year 1 – Required Courses

Standard Track Core Courses

qBio

- PHYS 254 – qBio seminar (F, W, S)
- PHYS 259A – Reading in Methods for Quantitative Biology (F)
- BGGN 259 – Reading in Quantitative Physiology (W, S)
- BGGN 214 – Introduction to Quantitative Biology (Can be taken Year 1 or 2)
- PHYS 270A – Experimental Techniques for Quantitative Biology (S)

Year 2 – Biology Required Courses

- BGGN 207 – Scientific Ethics (S)
- BGGN 299 – Thesis Research in Biology (Every quarter)
- BGGN 500 – Introduction to College Biology Education
- BGSE 205 – Graduate Research Seminar (Every quarter)

Year 2 – qBio Elective Courses (two required electives from below or upon approval)

- BGGN 212 – Introduction to Quantitative Evolutionary Biology
- BENG 235 – Molecular Imaging and Quantitation in Living Cells
- BNFO 284 – Nonlinear Dynamics in Quantitative Biology (alternate years)
- PHYS 239 – Spatiotemporal dynamics in Biological Systems
- PHYS 273 – Information Theory and Pattern Formation in Biological Systems
- PHYS 275 – Fundamentals of Biological Physics
- PHYS 276 – Quantitative Molecular Biology
- PHYS 277 – Physical Biology of the Cell
- MAE 263 – Mechanics Inside the Cell

Bioinformatics and Systems Biology

Students who select the Bioinformatics Specialization must satisfy the requirements for both the Division of Biological Sciences and the Bioinformatics & Systems Biology Graduate Programs. Interested Biological Sciences Ph.D. students must first complete the program's Standard or EBE track, then complete the Bioinformatics course requirements.

[Bioinformatics & Systems Biology Program Requirements](#)

Multi-Scale Biology

Students who select the interdisciplinary Specialization in Multi-Scale Biology track must satisfy the requirements for both the Division of Biological Sciences and the UCSD Interfaces Graduate Training Programs.

Interested Biological Sciences Ph.D. students must first complete the program's Standard, EBE or Microbiology Tracks, then complete the Multi-Scale Biology course requirements.

[UCSD Interfaces Multi-Scale Biology Program Requirements](#)

Anthropogeny

A transdisciplinary graduate specialization in Anthropogeny is available for Ph.D. students in the Biological Sciences and other disciplines. Information on requirements for this specialization is available through the [Center for Academic Research and Training in Anthropogeny](#) (CARTA). The specialization provides students an opportunity to specialize in research and education on the origins of humans. Top areas include:

- Human and Primate Genetics and Evolution
- Paleoanthropology and Hominid Origins
- Mammalian and Primate Neurosciences
- Primate Biology and Medicine
- Language and Cognition
- Nature-Nurture Interactions in Explaining Language and Cognition
- Human and Primate Society and Culture
- Comparative Developmental Biology of Primates
- General Theories for Explaining Humans

Interested Biological Sciences Ph.D. students must first complete the program's Standard, EBE or Microbiology Tracks, then complete the Specialization in Anthropogeny's course requirements.

[Information on the UCSD Specialization in Anthropogeny](#)

Immunology

- Complete all course work and other requirements for the biological science doctorate
- Completion of 2 of the following 3 courses: Graduate Immunology (BGGN 225) and Pathogens and Host Defense (BIOM253); BGGN 232 (Innate Immunity)
- Completion of a Bioinformatics for Immunologists course
- Thesis research must be completed in an approved immunology laboratory

Laboratory Rotation Program (BGGN 298)

The primary goal of the Rotation Program is to aid in your choice of laboratory and advisor for your thesis research. Your choice of labs for rotation should be guided not only by affinity with their research area but also whether the lab is likely to take additional PhD students at the end of the rotation period.

Rotations may also be taken with the aims of gaining expertise in particular technical skills, however this should be agreed with the host lab in advance. Rotations should not be solely designed around technical training or data production, but should develop conceptual understanding and broader research skills.

General guidelines

- You must enroll in and complete at least **four six-week rotation projects** (BGGN 298: Laboratory Projects in Biology) **with four different [Biological Sciences faculty](http://biology.ucsd.edu/research/academic-sections/index.html)** during Fall and Winter quarter of your First Year.
- The four required rotations must be completed with faculty members of the *Affiliated Doctoral Program in Biological Sciences between the Division of Biological Sciences at UCSD and the Salk Institute*. You will find the names of those faculty members on our website: <http://biology.ucsd.edu/research/academic-sections/index.html>.
- Rotation choices must be submitted online and approved by the PhD program coordinator
- If you wish to rotate with a faculty member who is not a member of the Biological Sciences graduate program you may do so after completing the four mandatory rotations. Only UC San Diego ladder-rank faculty are eligible to serve as rotation advisors.
- Students may not repeat a rotation with a faculty member until they have completed the required four rotations.
- All four rotations must be completed before you can formally identify a thesis advisor and join his/her lab. If after four rotations you have been unable to identify a thesis advisor, you are allowed to participate in up to two additional rotations. It is important to identify your thesis advisor no later than June 30 (end of rotation 6). If you have been unable to identify a thesis lab by June 30 you need to petition for permission to perform additional short rotation(s) to identify a thesis lab as soon as possible. Any student who has not selected a thesis advisor by September 1 will be dismissed from the program.

Establishment of Rotation Assignments

First year PhD students select the labs in which they will rotate by the following procedure.

1. A list of faculty accepting students in rotation is provided to incoming students in the summer.
2. Students begin contacting faculty about a month prior to the beginning of fall quarter to arrange *the first rotation only*.
3. Upon identifying a lab for rotation, students communicate with the staff Program Coordinator (copy to PI) for approval.
4. Rotation assignments are available for viewing by all students on a shared online document.
5. For subsequent rotations, students should begin contacting faculty a few weeks before the start of the next rotation.

It is essential that you **meet with those faculty members with whom you wish to complete a rotation project to ensure that a viable project is available, and that the lab is 'in principle' taking new PhD students**. Not all faculty are able to take rotation students every year. A lab's capacity for new students

may change during the course of the year so regular communication with prospective labs is recommended.

Rotation Assignment Conflicts

If more than one student wishes to rotate in a lab at the same time the affected students should consult with the Graduate Student Representatives and the Graduate Committee Chair. The Chair of the Graduate Committee may allow two graduate students to rotate together in the same lab. In those cases, the students must have received permission from the rotation faculty advisor before the rotation period begins.

Rotation Evaluation

Your performance in each rotation will be evaluated by your rotation faculty member. Prior to submitting the evaluation, your rotation faculty will meet with you to discuss his/her assessment of your accomplishments, your potential for scientific research, and your ability to communicate ideas. The evaluation will also include the rotation faculty's suggestions concerning your future research contribution in the program, and a one-paragraph summary of his/her evaluation, which you will be asked to review. A sample copy of the rotation evaluation is available from the Graduate Coordinator.

These rotation evaluations, together with your performance in the formal coursework and in the First Year Comprehensive Examination, allow the Graduate Committee Chair to assess your academic progress during the First Year.

Lab Reviews

Students are asked to provide a written review of each rotation ('lab review'). Part of the review will be shared with your Rotation Advisor. You may also include comments that will be reviewed in confidence by the Graduate Chair. The Biology Program uses this information to monitor the effectiveness of each Advisor in providing a meaningful rotation experience.

Graduate Instructional Apprentice Experience

A primary goal of the Division's PhD program is to provide graduate students with training and mentorship in research and teaching. Introducing students to the teaching of science at the collegiate level provides them with a complete set of research and instructional skills required for a successful academic career. The Division expects that all students, regardless of career path, will develop a high regard for excellence in teaching as well as research.

The [Graduate Instructional Apprentice](#) (GIA) teaching requirement provides each student with significant practical experience in college level instruction. This experience will increase a student's ability to convey ideas accurately and persuasively in a variety of contexts as it hones the skills required to make presentations with poise and impact.

Students are expected to assist in three classes; typically, a lecture course during the second year, a laboratory course in the third year, with choice of a lecture or a laboratory course in the fourth year of the program. In addition to practical classroom experience under the direct supervision of a biology course instructor, students will complete the BGGN 500 seminar as part of training, concurrent with the first assignment.

Students complete an application for GIA positions in the early summer preceding years 2, 3, and 4, in preparation for the assignment in the upcoming academic year. Final assignments are made with consideration to the student's preferred class assignment, the class instructor's preferences, and the number of available positions in the class. Assignments are confirmed in late summer for the upcoming academic year.

V. Enrollment, Registration, Grades

TRITONLINK, Web-Registration, and Enrollment

You should familiarize yourself with the [TRITONLINK](#) website. From there you can access the quarterly UCSD Schedule of Classes, plan a course schedule, enroll in classes, add and drop classes (within posted deadlines), and change units or grading options (within posted deadlines). You can also look up grades, check enrollment and registration status, check billing statements, pull up unofficial transcript or order official transcripts.

To access TRITONLINK, you must use a Personal Access Code (PAC). The PAC does not change during the duration of your residency. If you forget or lose your PAC, you must go in person to the Registrar with a photo ID in order to obtain a new one.

Students are responsible for knowing the deadlines for [enrollment, registration, leaves of absence](#), and withdrawals. Students are expected to pay any fees or tax withholdings assessed as a result of missing deadlines. Deadlines for Fall, Winter, and Spring quarters are listed in the *Academic Calendars* on TRITONLINK.

For the first quarter in the graduate program, please note the Registrar's enrollment and registration deadlines for new graduate students; in subsequent quarters, follow the deadlines for continuing graduate students.

WEBREG via TRITONLINK is used to enroll in classes. You are *officially registered* at UCSD when you have *enrolled in classes and all required fees and tuition each quarter have been paid*. If you do not register, you are considered withdrawn from the program unless you are on an approved [leave of absence](#).

You will be charged a late fee of \$50 if you have not enrolled in courses by the published enrollment deadline. Enrollment after the second week of classes requires a special request and approval. Additionally, late enrollment will trigger late payment of fees. This means that late enrollment results in a \$50 late enrollment fee plus \$50 late payment fee, for a total of \$100 late fees. Students are responsible for this late fee; it cannot be paid by the program.

Enrollment will be canceled if all mandatory registration fees have not been paid by the end of the second week of classes.

Finally, if you do not register by the deadlines you may be subject to up to 8.95% tax withholding from each stipend payment that quarter (see [Financial Support](#) section).

Summer

There is no official Summer quarter. You will not enroll in courses during the summer terms.

Grading Policy and Procedures

Biological Sciences students are expected to complete coursework with a grade of A or B in courses with letter grade evaluation format and an S (Satisfactory) for the non-letter grade courses. Receiving a C grade or a U (Unsatisfactory) is considered unsatisfactory performance for a graduate student.

Students should give particular attention to the policies and procedures relating to the following grade options: Incomplete (I), In Progress (IP), and No Report/No Record (NR). Failure to follow grading policies and procedures can lead to unnecessary hardships, such as jeopardizing continued financial support at UCSD. Official grading policy information can be found at <https://students.ucsd.edu/academics/exams-grades-transcripts/grades/about.html>

The No Report/No Record (NR) Grade

If a blank appears on the transcript, it means that the Registrar did not receive a grade for the student on the grading sheet submitted by the instructor. Some reasons for this are (1) the grading options for the course did not correlate with the grade that the instructor assigned, (2) the student may have entered an incorrect course code on the enrollment request, thus, he/she is enrolled in the wrong course, or (3) the instructor did not report a grade.

It is the student's responsibility to remove a No Report/No Record (NR) grade before the end of the following quarter or it lapses to an F or U grade. Be sure to seek assistance from the PhD coordinator to make certain an NR grade is cleared.

Grade Appeal Procedures

Students may find procedures for appealing grades at <http://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Regulations/502> and in the *Conflict Resolution and Student Appeals* section of this handbook.

Registration Holds

Students who are unable to register for classes will not be able to maintain eligibility to receive financial support. Students are strongly encouraged to pay attention to notices regarding enrollment and financial obligations, to avoid having registration holds placed on their account. Holds are always posted to a student's record via TritonLink: [Holds](#): Find out if and why you have a hold, and how to get it removed. Holds may be placed for academic or non-academic reasons.

Non-Academic

After suitable warning, a student may be barred from further registration for a variety of nonacademic reasons, including failure to comply with official notices, to settle financial obligations when due, to provide final undergraduate transcripts, or other related matters.

Academic Reasons

Academic [holds](#) and disqualification are determined by the Dean of the Graduate Division in consultation with the student's department, and normally relate to unsatisfactory academic performance, e.g., failure to maintain a grade-point average of 3.0 or better; failure to meet departmental criteria of performance; failure to advance to candidacy or complete the degree within established time limits; accumulation of more than eight units of F or U grades; or failure to comply with conditions set at the time of admission to a graduate degree program.

VI. Advising

Many sources of advice and mentorship are available, including faculty advisors, program staff, and student peer mentors:

1. Faculty Advisors
 - *First-Year Advisor*
 - *Thesis Advisor (Doctoral Committee Chair)*
 - *Evaluation Head of Doctoral Committee (Committee member who will lead all thesis committee meetings)*
 - *Doctoral Committee members*
 - *Chair of the Graduate Committee*
2. Staff Advisors in the Student and Instructional Services Office
 - a. PhD Program Coordinator
 - b. Manager of Graduate Student and Instructional Services
3. [Peer Mentors](#)

First-Year Advisor

Role

Your *First-Year Advisor* provides guidance and support — especially during the critically important time when choosing a thesis advisor! They will be familiar with the graduate program requirements as well as your stated research field of interest. You should meet with your *First-Year Advisor* during the first or second week of the Fall quarter to discuss your prior course record and other relevant experiences in experimental biology. On the basis of this discussion, your advisor might make recommendations regarding possible rotation laboratories and coursework.

Subsequently, you should meet with your *First-Year Advisor* once per quarter throughout your first year to discuss your progress in coursework and in the rotation program. You should discuss possible changes in your research interest and how those changes affect your course and rotation selections.

Your *First-Year Advisor* will be encouraged by the program to contact you before the beginning of the Fall quarter to set up the first meeting, but please make sure to take the initiative to reach out to your *First-Year Advisor* to have these meetings.

Selection

The Chair of the Graduate Committee assigns a *First-Year Advisor* to each incoming student. If necessary, you may request to change advisors. This request is to be submitted to the Graduate Committee.

Thesis Advisor

Role

Selecting your *Thesis Advisor* to supervise your PhD thesis research and to chair your doctoral committee is a crucial step in your graduate student career. Students are advised to enter into the student/advisor relationship carefully and only after they have given considerable thought to their own advising needs. You should have selected your thesis or doctoral advisor by the end of June of the first year, and no later than September 1 at the beginning of the second year.

You and your thesis advisor should set up a program of formal research and courses that will develop your depth of knowledge in the area of the dissertation project and to give you the breadth necessary for a wide range of careers in the biological sciences. This should include:

- Guidance in the selection of a feasible research project, with an emphasis on its potential for independent and original research.
- Ensuring that you are making progress in meeting all program requirements.
- Ensuring that you develop your ability to communicate ideas through journal clubs and group research meetings, the divisional seminar program, and through participation as a graduate instructional apprentice in appropriate courses.
- Serving as chair of your Doctoral Thesis Committee.

You should agree on a process of regular communication with your Thesis Advisor, and we recommend that such communications be documented. To guide you in your progression through the program, you will receive an annual evaluation from your thesis advisor and committee, but evaluations are not restricted to this format. The annual evaluation will be reviewed by the Chair of the Graduate Committee and it will become part of your file. For detailed information, please see the *Annual Evaluation and Examination* section of the handbook.

Selection

Selecting your PhD Thesis Advisor is a crucial step in your graduate student career. It is one of the most important elements in maintaining normal progress toward your PhD degree. Your advisor assumes responsibility for guiding your research and your progress in meeting degree requirements. Some criteria you may wish to consider:

- The prospective advisor's research interests and expertise
- Compatibility of work style and personality
- Availability of the advisor for regular meetings and timely communication
- Track record in training previous PhD students

When selecting an advisor, students are strongly encouraged to have several conversations with the faculty member to determine if the relationship is a good match. Students should also talk to other students who have worked with the advisor, weighing their judgment carefully, as personality and work styles differ among students. Peers can be a good resource for learning more about the potential advisor's approach to communication, problem solving, time management, and conflict resolution.

Your Thesis Advisor may be any ladder rank (Assistant Professor, Associate Professor, Professor Series) faculty member of the Division of Biological Sciences, a participating Adjunct faculty member of the Salk Institute, an adjunct member of the Division of Biological Sciences, or any ladder-rank member of the UCSD faculty. As described before, we expect that you will have selected your PhD Thesis Advisor by the time you have completed your first-year comprehensive examination at the end of June, or by September 1, at the latest.

The Orientation Seminar will include a session on how to choose a thesis advisor. In addition, we recommend the following Counseling & Psychological Services mini-workshop resources, especially "Working with Advisors," found here: <http://caps.ucsd.edu/online/grad/advisors/>

Co-Advisors / Co-Mentors

Students may have a co-advisor/co-mentor, either by necessity based on committee composition rules, or by choice of the student and advisor, based on common research endeavors, but one of these advisors should be designated as the primary mentor. Students should consider many of the same criteria when choosing a co-mentor, and should work closely with the program coordinator to ensure compliance with Divisional and campus policies surrounding co-mentorship.

Thesis Committee Membership and Selection

Note that for the purposes of this Handbook, 'Thesis Committee' means 'Doctoral Committee'.

Committee Evaluation Head

Role

You will select a member of your thesis committee to serve as *Evaluation Head*. The Evaluation Head, not your primary thesis advisor, will lead all your thesis committee meetings and examinations. This will encourage an objective review of your performance and of your research project. The faculty serving as the Evaluation Head will be an additional mentor to turn to during your graduate career.

The *Committee Evaluation Head* leads your annual committee meeting and prepares your evaluation. The annual evaluation is a written (online) report, due within a week after your annual meeting with your thesis committee, addressing the following key issues:

- Your research progress
- Key suggestions of the committee
- Concerns (if any)

Selection

In consultation with your advisor, you will pick your *Doctoral Committee Evaluation Head* by your second-year proposition exam.

Doctoral Thesis Committee Members

Role

The Doctoral Thesis Committee ('Thesis Committee') is charged with advising on and evaluating your research progress throughout the remainder of your graduate studies. You will meet with your Thesis Committee at least once a year (every Spring quarter) to review your research progress. During these meetings the committee evaluates your progress, provides feedback, and contributes to your annual evaluation. Your committee should also provide input on the appropriate end point for your thesis research. Committee members are available as sources of advice, including confidential advice in situations where conflict may arise with your thesis advisor. We encourage you to build strong professional relationships with each committee member and to communicate with them regularly.

Selection of Core and Final Thesis Committee Members

During your second year you will select a Core Thesis Committee of at least three faculty members, including your Thesis Advisor. The Core Thesis Committee conducts the Proposition Examination (2nd year exam).

During your Third or Fourth year you will select at least two additional faculty, to form your Final Doctoral Thesis Committee. The Qualifying Exam (3rd or 4th year) and the Thesis Defense require all the members of your Final Doctoral Committee.

No later than your Fourth Year, and at least three weeks prior to [Advancement to Candidacy](#), you should complete the membership of your Final [Doctoral Committee](#), including the committee member who will serve as the Evaluation Head. The Evaluation Head is responsible for facilitating the annual committee meeting and preparing the student's [Annual Evaluation](#) as described in the next section.

Committee members should have research expertise relevant to the student's thesis work and should be able to provide impartial expert advice on the student's research. The student's Thesis Advisor should be actively consulted during the process of committee constitution. Questions regarding the specific details of committee eligibility and selection should be directed to the Biology PhD program coordinator.

Doctoral Committee Composition Guidelines

Per UCSD Academic Senate Regulation 715:

"A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student's chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student's major department."

In the Biological Sciences Program these regulations are implemented via the following Doctoral Committee guidelines:

1. The committee will consist of three faculty from the BioSci PhD program* and two outside faculty ('3+2'), **OR** four faculty from the BioSci graduate program* and one outside faculty ('4+1').
** Note: Faculty participating in the Biological Sciences graduate program are listed in the [Faculty Directory](#).*
2. The Final Doctoral Committee must have at least one *outside* tenured member (non-Adjunct Associate or Full Professor rank faculty at UC San Diego, who is not a member of the Division of Biological Sciences graduate program). The outside tenured member cannot serve as the Chair of the Doctoral Committee.
3. If a committee is composed of four faculty from the Biological Sciences graduate program and one outside tenured member, at least one of the four Biology members must be from a [Biological Sciences Academic Section](#) other than the Section in which the student's thesis advisor is appointed*.
** Note: For students in the EBE track, four committee members may be from the EBE section as long as they represent at least two different research specialties.*
4. Doctoral committees may have only one Adjunct member, unless the student's Thesis Committee Chair (Thesis Advisor) is an Adjunct faculty from the Salk Institute. In such cases, the committee can have up to two Adjunct members.
5. Any number of additional members can be added to the committee.

6. Students may choose to delay selecting the outside tenured member until they are ready to advance to candidacy. In this case, the student will schedule their annual meetings with the other four members of the committee until the Advancement to Candidacy Examination (3rd or 4th year). To successfully advance to candidacy, and for all meetings after the candidacy exam, the student must meet with their final five-member committee.
7. The [Committee Membership Eligibility](#) table from the Graduate Division is a helpful resource.
8. Biological Sciences requests approval for the appointment of the doctoral committee by the Dean of the Graduate Division. The Dean reviews nominees, gives the final approval of the committee, and issues letters of confirmation.

At any time, a student may request a change in the composition of the doctoral committee as long as the change is within the general guidelines listed below. The student should submit a written (email) request to reconstitute the doctoral committee to the PhD Program Coordinator, who will submit the request for review and approval of the Graduate Committee Chair and the Graduate Division.

Graduate Committee

The Graduate Committee oversees all academic aspects of the Graduate Program and is responsible for the development and implementation of Division-specific policies; policies regarding program funding and other resources are decided in consultation with the Dean's office. The Graduate Committee consists of faculty representatives from the four Sections in the Division, at least one faculty from the Salk Institute, and three PhD students elected as the senior GSA representatives. The committee also includes staff representatives from the Graduate Student and Instructional Services office.

The Chair of the Graduate Committee is responsible for the organization and activities of the committee, which include not only the evaluation and continued improvement of existing programs and policies, but also the creation of new programs. In addition, the Chair serves as an advisor to the graduate students for general issues as well as any specific individual needs of the students.

The Chair also serves as the official liaison with the Graduate Division. Acting in this capacity, the Chair signs all program-related correspondence with the Graduate Division. This includes everything from routine petitions, such as Advancement to Candidacy forms, to requests for exception to policy. While your requests may be initiated by your Thesis Advisor, they will not be accepted unless accompanied by an endorsement from the Chair of the Graduate Committee.

Staff Advisors: Graduate Student and Instructional Services

The Graduate Student and Instructional Services Staff, located in Pacific Hall first floor, are available to assist with clarifying program requirements, navigating policy and procedure, and connecting with campus resources. Do not hesitate to reach out to them with questions or concerns. Contact information is available on the website <http://biology.ucsd.edu/administration/units/sis/index.html> and in the [Key People](#) section of this manual.

VII. Annual Evaluations and Examinations

Annual evaluations are intended to provide critical assessment and encouragement throughout the program, working together with the student to ensure progress to degree according to the program timeline.

Annual Evaluations ([‘Spring Evaluations’](#))

All students are required to receive written annual evaluations. At the end of your first year your Thesis Advisor, with input from your First-Year Advisor, will conduct the evaluation.

From your second year on, you are required to have an Annual Evaluation Meeting with your doctoral committee (see [Doctoral Committee](#) for details) during the Spring quarter or early summer, no later than July 31.

You are responsible for scheduling your Annual Evaluation Meetings; we recommend these be scheduled as far in advance as possible.

Note: In the second year, the Proposition Exam takes the place of the annual evaluation meeting. The Qualifying Exam (Advancement to Candidacy) takes the place of the annual meeting for the year in which it is conducted.

Annual evaluation meetings should provide genuinely informative and useful feedback, highlighting progress and challenges, and should result in an agreed plan for the upcoming year. Annual Evaluation meetings serve to evaluate research accomplished, and to define and refine goals and expectations, aiding as milestones along the path to degree.

The assessments of Thesis Committee Members and the Evaluation Head are an important component of the official annual evaluation. The Program Director and the Graduate Committee Chair review all evaluations before they are submitted to the Dean of Graduate Studies. Having current annual evaluations on file is one of the requirements for maintaining good academic standing.

Annual Written Report

Prior to each annual meeting, you need to provide each committee member with a written report that includes:

- A discussion of any changes in goals, specific aims, or experimental design
- A concise description of studies conducted, the results obtained, and their significance
- Discussion of any negative results or technical hurdles
- Research objectives for the coming year
- The progress report should be 3-5 pages in length, including any Figures

The report will help guide the meeting discussion, and will be informed by the following milestones:

- [2nd Year Proposition Exam](#)
- 3rd year Advancement to Candidacy or update
- 4th year plan-to-graduation using the [4th Year Exam Feedback Form](#)
- 5th year and beyond: update, pre-defense meeting, or thesis defense

Note that the written report for the Proposition Exam has additional requirements listed below.

Individual Development Plan (IDP)

In addition to preparing for the committee meeting portion of the Annual Evaluation, all students in the program (2nd year and beyond) will work with their thesis advisor to develop an **Individual Development Plan (IDP)**. These are meant to help you define your career goals and identify skills that need to be developed to help you be successful in graduate school and beyond.

Several templates are available:

- UCSD IDP form (<https://postdoc.ucsd.edu/training/idp.html>)
- AAAS & Science IDP (<http://myidp.sciencecareers.org/>)
- Biological Sciences form (http://biology.ucsd.edu/files/education/grad/GSIS_Forms/Grad_IDP.pdf)
- EBE students should consult with their advisor regarding appropriate format or alternative

You should finalize your IDP and meet with your mentor(s) (which could include your thesis advisor and others) **before your Spring committee meeting**. An IDP is required for all trainees supported by US federal funds, which effectively means all students. You do not have to share the IDP with the committee, but your Thesis Advisor will need to verify that the IDP is complete on the online annual evaluation form.

Annual Committee Meeting

The [Committee Evaluation Head](#) will lead the Annual Evaluation meeting. Although the thesis advisor is a member of the committee, they have the option of not attending the research presentation portion of the annual meetings in order to foster student independence. If the advisor opts to attend the research presentation, they should not answer questions or otherwise comment. If the advisor doesn't attend the yearly research presentation, it is expected that they will consult with the committee and student immediately afterward.

The Committee Evaluation Head will, in writing, summarize the committee's suggestions, note any issues, and provide an overall assessment of your progress. The written evaluation will be submitted via the online Evaluation Tool after the meeting. The evaluation will be available to you for review and comment.

Students should notify the PhD Coordinator prior to the Annual Evaluation Meeting to ensure proper documentation with the Graduate Division.

Note:

If a student advances to candidacy between January and March, the candidacy exam will replace the annual meeting for that year.

First Year Comprehensive Exam Detail

All students are required to take a First Year Comprehensive Examination. The exam tests general knowledge and skills in biological sciences with emphasis on material covered in the core curriculum. Performance on the exam, along with performance on rotations and in the core courses, will be used to determine your ability to synthesize ideas, interpret facts, and think logically.

In some cases, after evaluating a student's first year performance (course work, laboratory rotations, and comprehensive exam), the Graduate Committee may place the student on a probationary status. Removal of probationary status may require activities such as retaking the exam, defending an oral proposition, additional IA responsibilities, coursework in areas in need of improvement, or other measures the Graduate Committee deems necessary. Unsatisfactory performance in multiple areas of the first year curriculum may result in dismissal.

Students in all Tracks (except EBE) will complete this exam by writing a 2-page research proposal, in a format akin to an NIH specific aims page. In addition to the 2-page proposal, a summary figure and a statistical appendix will also be required. Students will select 2-3 research papers as the foundation for the proposal and will use this as a springboard to generate an interesting next research question and an experimental strategy. Students are encouraged to seek feedback on their proposal prior to submission from a variety of sources including; thesis advisors, rotation advisors, graduate student peers, lab colleagues, and/or instructors/proctors for the exam.

Proposals will be evaluated based on:

1. Whether the research question is interesting and well-defined
2. Whether at least two alternative possibilities are outlined for how the investigated process might work
3. Whether the proposed experiments are clearly described
4. Whether different possible experimental outcomes are delineated and what different outcomes would mean in terms of a model for how the process works are explained
5. Whether the proposal figure is clear and helps provide insight into points (2) - (4) above

Statistical Appendix:

The statistical appendix will be separately evaluated. Students should describe the proposed statistical methods (determination of sample size, sampling procedures, data analysis, statistical tests, corrections etc.) including assumptions that went into any power analysis cited as the basis for N, should state any data inclusion/exclusion criteria, and justify the proposed statistical method used to draw conclusions from each experiment.

The **EBE First Year Exam** is a qualifying exam used to determine the student's ability to synthesize ideas, interpret facts, and think logically. The exam will have both written and oral phases. Please consult the [EBE PhD Program Guidelines](#) in **Appendix 1** for details.

Second Year Proposition Examination Detail

The [2nd Year Proposition Exam](#) will focus on your thesis research project and will include both a written report and an oral defense. It will take place in lieu of the annual meeting with your thesis committee.

The goals of the Proposition Examination are:

- to test knowledge of the field in which you plan to carry out research, including familiarity with relevant literature
- to critically assess a research proposal, including specific aims and an outline of experimental approaches

Core Thesis Committee members will assess student's knowledge of their chosen area of thesis research as well as relevant background and general knowledge in the biological sciences. Students are expected to have developed appropriate communication skills to explain their research question(s) clearly and succinctly, in writing and verbally. Students should be able to demonstrate to the committee the ability to:

- Develop original and creative approaches to their research question
- think critically about their planned research strategy
- propose an experimental plan that is feasible within the timetable of a PhD thesis
- Anticipate potential difficulties and possible solutions
- Discuss possible outcomes and interpretations

The Core Thesis committee will assess the student's progress in developing intellectual independence from their Thesis Advisor, the student's autonomy in the research project, and that student and thesis advisor are in agreement about the scope and the general direction of planned work.

No later than one week prior to the Proposition Examination, students will submit a written proposal to the committee for their review, with a courtesy copy to the Graduate Committee Chair and the Graduate Program Coordinator.

Format: The format of the written portion of the exam will follow that of an NIH NRSA individual pre-doctoral (F31) fellowship proposal. As such, you and your advisor can use this as a basis for submitting a proposal to the NIH. The proposal should be 6 pages maximum and include the following sections:

- Specific Aims (1 page)
- Research Strategy (6 pages, including Figures):
 - Significance
 - Preliminary Studies
 - Approach
- Rigor & Reproducibility (either as a separate paragraph, or included in the Research Strategy)
- Literature Cited (including titles, all authors; not counted in the page limit)

For additional information on preparing and submitting an NRSA application for individual fellowships to NIH, the student and/or mentor should review this guide: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/fellowship-forms-f.pdf>

Advancement to Candidacy Exam (Qualifying Exam)

The goal of the Advancement to Candidacy or Qualifying Examination is to demonstrate substantial progress on the thesis research and a coherent course to the completion of the research. Students should have significant and substantive findings that will result in a peer reviewed publication.

Students are encouraged to advance to candidacy and complete your qualifying exam by the end of the third year. Students **must** advance to candidacy no later than the end of the fourth year.

All five members of the doctoral committee must be present for the Advancement to Candidacy Exam (Qualifying Exam). Prior to the meeting, the student will submit the [written report](#) which will be orally defended before the committee.

If a student changes labs and thesis advisors, they will be expected to form a new doctoral committee and advance to candidacy again (if they have already advanced with their former committee). Students in this situation should consult the Graduate Committee Chair to discuss the timeline for advancing to candidacy with the new committee.

Pre-Thesis Defense Evaluation Meeting

A Pre-Thesis Defense Evaluation Meeting is conducted when students have begun the writing process and are ready to begin preparing for defense. This meeting should be held approximately one to three months before the planned defense date, and involves a review of research that will be included in the dissertation and thesis defense. No program paperwork is required for this meeting, but a written outline of the proposed content of the chapters of the dissertation should be presented, along with a preliminary thesis defense presentation. The draft may be shared with the committee in advance of the meeting. The committee decides whether there is sufficient material for the student to proceed with defense of the thesis.

Written Doctoral Dissertation and Oral Thesis Defense ('Final Examination')

Students are required to document their thesis research in a written Doctoral Dissertation, and to defend data and conclusions via an oral Thesis Defense. The final version of the Dissertation must conform to the format and procedures outlined in UCSD's [Preparation and Submission Manual for Doctoral Dissertations and Master's Theses "Bluebook"](#).

Students are expected to circulate copies of a complete draft dissertation, including all figures and tables, to all members of their Thesis Committee **at least four weeks** before the scheduled Thesis Defense. Students should arrange to meet with each committee member in order to discuss and address any questions or criticism prior to the public Defense to help ensure that each committee member agrees that the student is prepared for Final Examination. See also, <https://grad.ucsd.edu/academics/preparing-to-graduate/dissertation-thesis-submission.html>

The Thesis Defense, also known as the Final Examination, is an oral examination conducted by the Final Doctoral Committee (Academic Senate Regulation 715). Thesis Defenses must be announced publicly. The format of the Defense will normally consist of a public lecture followed by a closed meeting of the Thesis Committee with the candidate.

Doctoral Degree Filing Requirements

The Report of the Final Examination is a form initiated by the Student and Instructional Services office, signed by members of the doctoral committee and the chair of the Graduate Committee. The Dissertation/Thesis Signature Page is initiated by the student, concurrent with the final report. The report and the signature page for the dissertation are usually signed at the time of the dissertation defense. Both are signed via [DocuSign](#).

Dissertation Embargo

Approved Dissertations are submitted to the Graduate Division. The final version of the Dissertation is made available to the University of California community and to scholars worldwide via the UCSD Libraries. When submitting the final dissertation to the Graduate Division, students are required to submit a release form stating their preference for the timing of the release of the dissertation, which can be immediately or after a period of embargo (typically 1-2 years). In many cases, students and advisors request that the dissertation be embargoed in order to have data published before the dissertation is made public. **It is the responsibility of the Thesis Advisor to contact the Graduate Division to request any extension of the embargo.** Written endorsement by the Chair of the Graduate Committee will be required for approval of any extensions.

Degree Conferral

Your PhD diploma will be dated as of the last day of the quarter in which all requirements, including any current course work, are satisfactorily completed. If you wish to participate in [Commencement](#) ceremonies, please refer to deadlines posted by the Graduate Division. Diplomas are mailed by the Registrar's Office four to six months after degree conferral. A Letter of Completion, which confirms that all degree requirements have been met, will be available within two weeks of filing the final paperwork for the doctoral degree provided that there are no grades pending.

Alumni

Biological Sciences alumni are invited to connect and engage with fellow alumni and friends of the University, via the [Biological Sciences Alumni Network](#) and the broader campus [Graduate Alumni](#) community. With tools such as [Alumni Email for Life](#) and the myriad of online professional networks, it has never been easier to stay connected to your UC San Diego network, explore [student achievement data](#), review [program outcomes](#), and more.

VIII. Financial Support

Annual Stipend

The Division of Biological Sciences supports all PhD students by providing an **annual stipend**. The annual stipend may consist of funds from various sources, including research grants, fellowships, traineeships, and TA funds, awarded as traineeships, fellowships, and/or salary awards. Although international students are not eligible for support from Federal training grant funds, they may be supported from other fund sources.

2020/2021 Student Support Summary

Stipend ¹ :	\$ 34,000.00 (<i>non-EBE students</i>)
Stipend ¹ :	\$ 30,000.00 (<i>EBE students</i>)
Resident tuition/fees ² :	\$ 17,355.12
Non Resident tuition/fees ² :	\$ 17,355.12
Non-resident supplemental tuition ³ :	\$ 15,102.00

¹ Composed of salary and/or stipend.

² Includes payment of your health insurance (SHIP). Current [rates](#) are for 2020-2021 academic year and are subject to change in subsequent years.

³ Non-Resident Supplemental Tuition (NRST) is required for non-California residents. Per [UCOP policy](#), an international doctoral candidate will receive a 100% reduction in non-resident supplemental tuition beginning with the first quarter following advancement to candidacy for a maximum of three consecutive years.

The stipend level is set by the program and does not reflect a specific % time worked. The funding sources include campus funds, individual fellowships, training grants, and faculty research grants. The BioSci student support model guarantees a minimum stipend level throughout the program, irrespective of funding source.

Health Insurance

UC SHIP, the Student Health Insurance Plan, is provided for enrolled students. Please refer to [Student Health Services](#) for [plan details](#).

Establishment of California Residency

The Biological Sciences Program will pay one year of non-resident tuition for US citizens who are non-California residents. It is the responsibility of the non-resident student to become an official resident of the State of California at the end of their first year in order to be exempt from non-resident tuition in subsequent years.

Students who do not establish California residency will be responsible for their nonresident tuition (currently \$15,102/year). **You should begin the process to establish residency immediately following your arrival to California.** To qualify for residency, the student must demonstrate that he/she has resided in California for at least one year. Residency is established by severing residential ties with other states and creating them with California: getting a California driver's license and/or registering your car with the state; establishing a residence; registering to vote; and/or paying California taxes. For detailed information please see [Residence for Tuition Purposes](#). Questions regarding your application should be directed to the Residence Deputy at residence deputy@ucsd.edu.

The Division covers non-resident tuition for international students until they Advance to Candidacy. Students will receive a 100% reduction on NRST beginning with the first quarter following advancement for a maximum of three consecutive years. Program policy requires international students to advance by the end of their third year.

Fellowships

Students are expected to apply for pre-doctoral fellowships either from extramural (non-UCSD) agencies or from intramural sources. Information on fellowship opportunities is at the [Graduate Division website](#). Biological Sciences' student award recipients, as well as calls for nominations for select awards can be found on the [Graduate Student Awards](#) page.

If you are awarded extramural funding in the form of a fellowship (e.g., NSF, AHA, NIH, HHMI, Ford Foundation, home country agency) which provides stipend and/or fee support, you may be eligible for a bonus of up to \$3,000 above your standard Biology graduate stipend. The bonus is awarded each year you receive extramural funding, as follows.

<u>Fellowship amount</u>	<u>Bonus amount</u>
\$10,000–\$24,999	\$1,500
>\$25,000	\$3,000

- Bonuses are paid by the student's faculty advisor, or the Division if the student is in rotation.
- The maximum stipend a student can receive is \$37,000 unless the fellowship award specifically calls for a higher stipend.
- Awards / Fellowships that are generated by the Division or UCSD as opposed to the student do not qualify for the bonus or any additional support. Examples include, but are not limited to, the Cota Robles and San Diego Fellowships.
- Certain awards are paid directly to the student in addition to existing support, such as the Summer Graduate Teaching Fellowship.

Training Grant Support

Students may be supported through one of several federal training grants. The main training grant for Biological Sciences students is the Pathways in Biological Sciences (PiBS) NIH training grant; others include QBio, Genetics, Cancer Biology. Details of current training grants are on the program web site.

- Training Grant support is typically for 2 years (usually years 2 and 3)
- Students on a training grant that provides travel and/or research funds for trainees will receive the appropriate allowance. Under NO circumstances are tablets/smart phones acceptable purchases on a training grant allowance.
- The PiBS TG Directors select trainees at the end of their first year, after they have selected a lab; other training grant application cycles may vary.
- Training grant support typically involves additional training components, on top of BioSci Program requirements.
- Only US citizens or permanent residents are eligible for federal training grant support.

Grant Writing Resources

Proficiency in writing grant applications is an essential skill for all PhD trainees and is covered in the Scientific Communication first year core course.

UCSD's [Office of Contract and Grants Administration](#) (OCGA) offers tools to both faculty and graduate students to help them in the grant writing process. Please visit the OCGA website for more information.

Professional Travel Opportunities/Conferences

The Division of Biological Sciences encourages students to travel to scientific meetings and considers such meetings an important educational experience. Travel can be supported when adequate funding is available.

In general, the Division's travel allowance for students is as follows.:

- Second-year students may receive up to \$300, or up to \$500 if they are presenting.
- Third-year students and beyond are eligible for travel support of up to \$500.

Any amount exceeding the maximum allowance is the student's and/or their advisor's responsibility. The annual allowance DOES NOT carry forward to the next fiscal year (July 1–June 30). In addition, the next year's allowance cannot be used to pay current year expenses.

- Students with fully funded outside awards (NSF, for example) may receive an additional allowance if outlined in the award. These students are also eligible to receive the Division allowance.
- Students on a training grant that provides travel and/or research funds for trainees will receive the appropriate allowance.
- All international travel must be pre-approved.

A student is NOT eligible for the annual travel allowance (\$500) for the fifth year and beyond if that student does not present a poster at the Divisional Retreat during their fourth year. If a student misses presenting a poster at the Divisional Retreat during their fourth year, that student can participate during their fifth year to regain eligibility for full travel allowance for the sixth year.

Pre Travel Procedure:

Contact the advisor's Faculty Assistant. If the advisor is an Adjunct Professor (Salk, Scripps) or from a non-Biology lab, contact the Division's Graduate [Financial Assistant](#).

You will be given a Travel Event Number to use if you opt to book your travel arrangements through a campus travel organization. This eliminates out-of-pocket costs for airfare or registration.

Advances may be requested to pay the vendor directly (airfare, registration, hotel deposit). You must allow at least 10 working days for a check to be generated.

Car Rental - When using a rental car, remember that the Division does not reimburse for any type of insurance or for additional drivers. You will be reimbursed for rental fees, sales tax, gas, and other mandatory expenses. Rental cars cannot be prepaid.

Meal Allowance - Rates are as follows: you will be reimbursed for the amount of your ITEMIZED receipts up to \$62.00 per day. Please note: The University reserves the right to deny reimbursement for meal expenses in the case of insufficient justification. If travel lasts less than 10 hours or is a local trip, meals will not be reimbursed. Alcohol charges are not reimbursable per University policy.

Students on federal training grants:

If you are on a federal training grant you must provide a copy of the brochure or flyer that stipulates whether or not food will be served at the conference you are attending.

Airfare – Use US carriers (when possible) - even for international travel. You must submit your airfare receipt even if you charged your airfare to the University. The receipt from your passenger ticket book is your airfare receipt. Email confirmation (for e-ticketless travel) is also acceptable as long as the itinerary and airfare total are included.

Receipts – Receipts are submitted via upload through [Concur](#).

All expenses for each trip must be accounted for on one travel voucher. The same person should be in charge of preparing all paperwork for the entire trip.

Please do not share expenses with other graduate student travelers. Only pay for the expenses that you incur; otherwise, there may be a delay in receiving your reimbursement.

For questions regarding travel, please contact Division's Graduate [Financial Assistant](#).

Employment Status

Because some stipend is disbursed in the form of salary award, many students are entered in to the campus payroll system and must comply with applicable policy. However, campus status is always first and foremost, that of a student. As such, thesis research and other work leading to the award of credit hours are recognized as academic activities, in accordance with the University's [credit hour policy](#).

Graduate status requires a minimum enrollment of 12 units, corresponding to 36 hours per week engagement in academic activities.

UC graduate student employment policy, enforced by the Graduate Division, states that a full-time graduate student may be employed a maximum of 50% time (20 hours per week) during the academic year and up to 100% time (40 hours per week) during the summer months. Exceptions to the 50% time limit may be requested by petition, usually only for approved campus employment, e.g. Graduate Division or Community Center internships.

Students receive public funds in the form of a stipend and tuition/fee support to allow full time pursuit of their thesis research. Additional employment is discouraged, other than TAships or approved University positions as mentioned above. Students who feel it is necessary to find outside work must receive permission from their doctoral advisor and Chair of the Graduate Committee.

Graduate Student Employment Status while appointed as GIA

Biological Sciences PhD students who are completing program requirements as a Graduate Instructional Apprentice (GIA) are entered in the payroll system as 0% Teaching Assistants, in compliance with the collective bargaining agreement, and serving as a payroll system indicator of eligibility for provisions of the Academic Student Employee (ASE) contract during that time period.

<https://grad.ucsd.edu/financial/employment/ases/index.html>

General Tax Statement

The Tax Reform Act of 1986 changed the tax code so that most graduate student support is taxable income. Students appointed as teaching assistants and graduate student researchers (fully taxable income) will complete the W-4 Tax Withholding Allowance Certificate to indicate the amount of federal and state taxes to be withheld from monthly salary payments. For students with fellowships (providing a monthly stipend and usually full fees), any stipend funds used for registration fees, or for books, supplies, and equipment required for courses of instruction are non-taxable. All remaining fellowship stipend funds are taxable. For students who are US citizens or permanent residents, taxes are not withheld from stipend payments and students should submit quarterly tax payments for federal (1040 ES) and state (540ES) taxes. For International students receiving salary or stipend payments, federal tax withholding is mandatory unless the provisions of an income tax treaty cover the income. Tax treaties apply to federal but not California State taxes. All fee and tuition payments from scholarships, fellowships, traineeships, research assistant tuition and fee remission, teaching assistant health insurance/fee remission and in-candidacy fee offset grants are non-taxable. Graduate Student Tax Information is available at <https://grad.ucsd.edu/financial/tax-information.html>.

Employment Appeals

A student holding an academic appointment, such as a Graduate Student Researcher, may appeal an action relating to his or her employment in accordance with appeal rights described in Academic Personnel Manual Policy 140, which is available online at <http://www.ucop.edu/academic-personnel-programs/files/apm/apm-140.pdf>. An appeal by a teaching assistant, reader, or tutor is covered by the ASE/UAW contract. The UC Personnel Policy Manual, which is available online at <http://policy.ucop.edu/doc/4010417/PPSM-70>, covers appeals by graduate students holding non-academic appointments on campus.

Short-Term Student Emergency Loan

All registered students who are not currently receiving need-based financial aid (Federal Perkins Loan, University Loan, Minimum Grant, or Opportunity Grant) are eligible to apply to this short-term emergency loan. Limited funds are loaned in small amounts to help students in critical short-term emergencies, and usually must be repaid within thirty days. There currently is a service charge of \$20.00 per emergency loan, and students must be enrolled in at least six units. Applications and further information are available from the Financial Aid Office.

Financial Aid and Scholarships Office

Student Services Center, 3rd Floor North: <https://students.ucsd.edu/finances/financial-aid/>

The graduate division of [Student Financial Solutions](#) administers all need-based financial aid for graduate students. This includes Federal Stafford loans (Subsidized and Unsubsidized) and Graduate Opportunity grants. All other financial support for graduate students is detailed in Section V, Graduate Student Financial Support.

All students interested in need-based financial aid must submit a Free Application for Federal Student Aid (FAFSA) electronically at the [FAFSA website](#). The financial aid application deadline for UCSD funding is March 2 prior to the academic year. Students applying after the deadline are still eligible for Federal Stafford loan consideration. See the Financial Aid Timeline for Graduate Students at <https://students.ucsd.edu/finances/financial-aid/applying/timelines/graduate.html>.

IX. Additional University Policies & Procedures

Email

The University has established electronic communication as the recognized and official means by which University officials may, at their discretion communicate with students. Every student is expected to establish an account, regularly monitor the account for official communications, and take action as needed. Notices from departments, programs, the Graduate Division, the Financial Affairs Office, Bursar's Office, and other campus entities are considered to be delivered and students are considered notified when emails are posted to students' UCSD email accounts.

UC San Diego now offers alumni [Email for Life](#), a new and improved email service that allows you to send and receive @ucsd.edu messages to your personal or business mailbox of choice after your graduation.

English Language Proficiency Testing

All international graduate students at UC San Diego are required to demonstrate a high level of oral and aural competence in the English language before they may be appointed as an instructional assistant (IA). This is a [UC San Diego Graduate Division policy](#), established in compliance with the California [English Proficiency in Higher Education Act](#).

[The English Language Program for International Instructors](#) (ELP-ii) helps international graduate students establish their linguistic readiness to work as instructional Assistants (IAs) and assists them in developing their teaching skills by administering the English language proficiency test and offering language proficiency courses and workshops.

Graduate students may satisfy the language proficiency requirement and be cleared to IA in one of the following ways:

- achieve a score of 28-30 on the Test of English as a Foreign Language (TOEFL) within the past 2 years
- achieve a score of 8.5-9.0 on the International English Language Testing System (IELTS) within the past 2 years
- achieve a score of 83-90 on the Pearson Test of English (PTE) within the past 2 years
- hold an undergraduate degree from an English-speaking college or university
- pass the English Language Certification Exam (ELCE) administered at UC San Diego

The **English Language Certification Exam (ELCE)** is a 15-minute live interview and teaching simulation. Please note that students with a TOEFL speaking score of 22 or below will need to complete preparatory instruction in order to qualify to take the exam.

Details on qualifying and preparing for the exam can be found here:

<https://engagedteaching.ucsd.edu/educators/grad-students/elpii/language-proficiency.html>

FAQs are here: <https://commons.ucsd.edu/educators/ELP-ii/faq.html>

Biology students who need to take the ELCE will be notified by the program coordinator who will also facilitate the scheduling of the exam. Students are required to earn a Pass on the English Language Certification Exam by the end of Spring quarter of their first year.

Leaves of Absence (LOA)

Graduate students are eligible for a maximum of three quarters of [leave](#), with departmental approval. The leave policy applies to leaves taken for medical or personal reasons, without distinction. A student who leaves the University for no more than three quarters with the intention of resuming study during a later quarter must file a formal Leave of Absence, Extension and/or Withdrawal form prior to leaving the campus.

Graduate students must have completed at least one quarter of academic residence and be in good standing (GPA 3.0 minimum or equivalent and no more than eight units of U or F grades) to be granted a leave. A student on leave of absence status cannot make use of University facilities or faculty time, be employed at UCSD, UCSD Medical Center, or UC Extension, or hold a fellowship, traineeship, assistantship, or similar appointment at UCSD.

A student who must leave the graduate program for a specific period of time with the intention of resuming study later may do so only with the approval of his/her advisor and the chair of the Graduate Committee. Leaves of Absence should be coordinated with the [Graduate Student & Instructional Services team](#), and must be processed through that office prior to leaving campus.

Individuals returning from a leave of absence must notify the Graduate Committee in writing of their intention to return one quarter in advance. This letter should be emailed, c/o Program Coordinator. Graduate students are eligible for a maximum of three quarters of leave. Refer to the Graduate Division for more information on [Leave of Absence/Withdrawal](#).

Parental Leave of Absence

A graduate student who is bearing a child, who has primary responsibility for the care of an infant or child under the age of five, and is in good academic standing may request an additional 3 quarters leave of absence (follow the same procedures, but specify "parenting" or "maternity" on the leave form as the reason). Students are entitled to no more than three quarters parenting leave, regardless of the number of children.

Childbirth Accommodation for Doctoral Students

Recognizing the special challenges involved in balancing participation in Doctoral programs and childbearing, the University and the Graduate Division are committed to supporting policies, programs, and services to financially assist graduate students through childbirth while they pursue their academic goals. Refer to the [policy](#) and [petition](#) for more details.

Leave of Absence and Filing Fee

If a student is on an approved leave of absence and has completed all requirements except the final reading of the dissertation, thesis, or the final examination, he/she is eligible to petition to pay a filing fee in lieu of registering and paying all required fees in the final quarter. The filing fee applies to both residents and nonresidents. The student is required to file a General Petition for this purpose.

International Students on a Leave of Absence

International students are discouraged from taking Leaves of Absence. International students may wish to consider a [Reduced Course Load](#). International students in F and J visa status who will take a leave of absence from UC San Diego for one or more quarters are required to report their LOA to the International Students & Programs Office (ISPO) prior to their proposed leave, and a failure to do so will have a negative impact on your immigration status. All requests for a leave of absence for international students require ISPO approval prior to the Graduate Division consideration. The usual requirements of departmental approval and campus regulations apply. Please refer to the [International Students & Programs Office](#) more details.

Master's Degree

The Division of Biological Sciences does not admit students to the PhD Program with the intention of awarding a Master of Science degree. However, on occasion, a student who has completed the following requirements may petition for a Master's Degree:

1. Minimum residency of six quarters.
2. Satisfactory completion of the core curriculum.
3. Satisfactory completion of the lab rotation schedule.
4. Satisfactory completion of the Proposition Examination.
5. Acceptance of a thesis or approved write up of completed research. The nature of the written work is to be determined by the advisor. The written work is evaluated by the thesis advisor.

The Master of Science degree is awarded as a terminal degree.

Conflict Resolution and Student Appeals

Occasionally interactions between students, staff, and faculty result in misunderstandings, disputes, and/or differences of opinion. In the majority of instances these differences can be resolved as a result of an informal discussion between the persons involved. Students are encouraged to approach program staff, peer mentors, or faculty advisors (e.g. Graduate Committee members) to discuss such issues in confidence and to facilitate informal conflict resolution.

In instances where informal resolution is unsuccessful, students have various formal avenues for complaint resolution. Graduate students are encouraged to contact the [Assistant Dean, Graduate Student Affairs in the Graduate Division](#) for information and assistance with the [resolution of conflicts](#).

Important Points:

- Attempt to resolve the matter informally at first. Most disputes are the result of poor communication and/or misunderstandings.
- Attempt to resolve the matter immediately.
- Try to be rational, objective, and assume good faith. Do not allow emotions to interfere with finding a resolution.
- Be solutions-focused. Know your desired outcome. Be objective in this assessment and direct in any requests.
- Keep complete and accurate notes of the situation and the steps you have taken to find a resolution. Develop a file for these documents.
- Avoid being aggressive or accusatory. This only hinders the process.
- Know the appropriate policies. Consult the departmental handbook, UCSD General Catalog, or campus policies.

Academic Appeals

Department and program faculty have primary responsibility for maintaining the excellence of graduate programs, and are in the best position to judge their students' academic performance. A student may [appeal a final exam result or course grade](#) only if he or she believes that non-academic criteria that were not directly reflective of academic performance in the course were used in determining the result. As detailed more completely in the "[Grade Appeals](#)" section of the Academic Senate Regulations, a student appeal of an academic performance decision should first be made to the individual faculty member or instructional assistant who made the decision, and should be made within one month of the decision or within the first month of the following regular academic quarter. If this does not result in a resolution that is satisfactory to the student, he or she may appeal to the department or program chair.

Within twelve months of action by UCSD with which the student disagrees, such as denial of a right to withdraw, dropping or adding a class, or other decisions related to the student's transcript, a student may petition the Dean of Graduate Division for review. Petitions pertaining to matters that occurred in excess of twelve months in the past shall be presented directly to the Committee on Educational Policy of the UCSD Academic Senate, available at the Academic Senate Office noted above.

Non-Academic Appeals and Grievances

A student may appeal an action or inaction of his or her department, program, individual faculty member, or UCSD administrator. Examples include those actions taken on grounds not relating to a student's academic performance that affects a student's educational status, program of study, financial support, or access to services. Generally, non-academic decisions may only be challenged if due process was not followed in arriving at the decision or the decision was motivated by personal prejudice.

A non-academic appeal may be submitted to the department or program chair, individual faculty member, or administrator within one month of the date of learning of the action or the date that the student should have reasonably known of the action.

If an appeal to an individual faculty member or administrator is not resolved to the student's satisfaction, he or she may then submit a written appeal to the department or program chair, who shall attempt to adjudicate the case with the faculty member or administrator and the student within two weeks.

If the appeal is not resolved to the student's satisfaction, he or she may then attempt to resolve the matter through written appeal to the Dean of Graduate Division, who will attempt to adjudicate the case within two weeks. The Dean may take the appeal to the Graduate Council for review, which may extend the time required to reach a final resolution.

The student's request for the Dean's review should include a written statement describing the nature of the grievance, along with copies of any and all documents in his or her possession supporting the grievance. Students are encouraged to contact the [Assistant Dean, Graduate Student Affairs in the Graduate Division](#) for assistance with the appeal process.

Other Appeals

Grievances concerning violations of student rights are managed by the [Office for Student Conduct](#). Examples of violations of students' rights include those affecting rights to privacy or protection from discrimination.

As with other appeals, a complaint should be made promptly to the decision-maker, if known to the student. If an appeal to an individual faculty member or administrator is not resolved to the student's satisfaction, he or she may submit a written appeal to the appropriate committee, governmental body, unit manager, supervisor or designated representative for review and disposition. Such appeal must be made not later than one hundred (100) calendar days from the date of the incident causing the grievance. If the appeal at this level is not resolved to the student's satisfaction, the appeal may be continued as described in the [Student Conduct Code](#) procedures.

Appeal and other rights for students accused of violating UCSD policies and procedures are outlined in the UCSD Student Conduct Code at <https://students.ucsd.edu/sponsor/student-conduct/regulations/22.00.html>.

Disqualification from the Program

Graduate students who are not in good academic standing for any reason are subject to probation and/or [disqualification](#) from further graduate study. Your continued financial support is also contingent on maintaining good academic standing.

X. Support Services

Campus Safety

Campus safety is everyone's responsibility. From personal to group safety, you'll find excellent resources here: <https://students.ucsd.edu/campus-services/campus-safety/index.html>

- If someone is in immediate medical danger or is a threat to themselves or others – call 911 or 858-534-HELP
- [Campus Emergency Contacts](#)
- [Emergency Status Website](#)
- National Suicide Prevention Lifeline: 24/7 crisis counseling 1-800-273-8255.
- [Biological Sciences Safety Assistance](#)
- [Safe Rides and Escorts](#)

Graduate Division

Student Services Center, 4th Floor North

<http://grad.ucsd.edu/>

The UC San Diego Graduate Division provides a wide range of services to prospective and existing UCSD graduate students and campus departments on all graduate education matters including diversity outreach and recruitment; graduate admissions; enhancing the quality of graduate student life; student financial support, fellowships, and traineeships; graduate student advising and advocacy; retention programs; development and oversight of graduate degree programs; interpretation and application of policies and common standards of high quality in graduate programs across campus; collaboration with Graduate Council and Graduate Student Association; administrative oversight of the Teaching and Learning Commons; and coordination of graduate commencement activities.

Grad Life

[Grad Life](#) is a resource hub for all UC San Diego graduate students. The Grad Life website and social media accounts are managed by the Grad Life Intern, a current graduate student working out of the Graduate Division. The Grad Life Intern works in collaboration with campus organizations, faculty, staff and students to bring essential programming, resources and communication to UC San Diego graduate students in an effort to improve the overall campus environment.

Prevention of Harassment and Discrimination

The University of California, San Diego, is committed to creating and maintaining a community in which all persons who participate in university programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation.

The full [UC San Diego Nondiscrimination Policy Statement](#), as well as other related [Policies & Procedures for Students](#), may be obtained from the Office for the Prevention of Harassment and Discrimination or online through <http://ophd.ucsd.edu/>.

Office for the Prevention of Harassment and Discrimination

The [Office for the Prevention of Harassment and Discrimination](#) (OPHD) provides education to the entire UCSD community and provides assistance in investigating and resolving complaints. If you or someone you know has a question about harassment or discrimination of any kind, including sexual violence or harassment, please contact OPHD. You may leave a confidential voicemail at (858) 534-8298, email ophd@ucsd.edu, or visit them at 201 University Center on the main campus at the corner of Gilman Drive and Myers Drive. OSHPP office hours are Monday through Friday 8:00 am to 4:30 pm. Emphasis is on prevention and early resolution. Visit ReportBias.UCSD.edu for more information.

CARE at the Sexual Assault Resource Center

CARE at SARC is the UC San Diego confidential advocacy and education office for sexual violence and gender-based violence (dating violence, domestic violence, stalking). <https://care.ucsd.edu/>

CARE provides violence prevention education for the entire UCSD campus and offers free and confidential services for students, staff and faculty impacted by sexual assault, relationship violence and stalking.

Professional Development

Career Services Center

CSC helps UCSD graduate students fulfill their career goals through a variety of services and resources including career advising, job listings and job fairs, on-campus recruiting, reference materials, and career consultants. Electronic resources include the Center's Online Career Lab where students can access career information on the Internet and CSC's web site at <http://career.ucsd.edu/>. Online registration is required to use CSC. CSC also sponsors workshops designed especially for graduate students on topics such as alternative careers, job talks, CV writing, interviewing, and networking.

Preparing Future Faculty

<http://www.preparing-faculty.org/>

Teaching + Learning Commons

<http://commons.ucsd.edu/>

UCSD Biological Sciences Alumni LinkedIn Group

<https://www.linkedin.com/groups/2319549/>

grAdvantage

<https://gradlife.ucsd.edu/academic-professional/grAdvantage/index.html>

Links to Outside Source Information

Science - Next Wave: The career development resource for scientists

<http://sciencecareers.sciencemag.org/>

On Being a Scientist: Responsible Conduct in Research: A publication from the National Academy of Sciences

http://www.nap.edu/openbook.php?record_id=4917

Re-envisioning the Ph.D.

https://depts.washington.edu/envision/project_resources/concerns.html

A website sponsored by the University of Washington and funded by the Pew Charitable Trusts designed to answer the question How can we re-envision the PhD to meet the needs of the society of the twenty-first century?

UC San Diego Business Cards

Doctoral students can order official UCSD business cards from the campus [IMPRINTS](#) shop. Interested students must obtain a letter from the program that states they are authorized to have a UC San Diego Business Card. Students can obtain this letter from the Biology Graduate Student & Instructional Services Office (GSIS). To order cards, visit the link above and fill out the on-line form if one is an Imprints customer and has a user ID. If not, one can fill out a hardcopy form and take it in to Imprints. The program does not pay for the cost of business cards, so interested students will need to pay from their own funds.

Student Health Services Center (SHS)

Located on Library Walk across from the Price Center

<http://studenthealth.ucsd.edu>

Comprehensive primary health care is provided without charge or at low cost during the academic year and summer for all full time students who have paid registration fees. Student Health Services is fully accredited by AAAHC. Students are encouraged to seek advice on any health problem. Professional and confidential attention is assured. **Most services require an appointment.** There are same-day appointments available for urgent needs. Advanced appointments are available for routine care. Consult the website for current hours.

Incoming students will not be covered by UCSD Health Insurance until September 1 of the year they are entering the program.

Counseling & Psychological Services (CAPS):

Galbraith Hall (Revelle College), Room 190

<http://caps.ucsd.edu/grad.html>

Counseling & Psychological Services provides individual, group, couples, and family psychotherapy to registered undergraduate and graduate students, including students of the Medical School and the Scripps Institution of Oceanography. Services are free of charge to currently enrolled students who have paid their registration fees. During the summer, students who were enrolled the previous Spring quarter and are intending to return in the Fall quarter are eligible for services.

Appointments and After-Hours Assistance: (858) 534-3755

A staff consisting of counseling and clinical psychologists, a social worker, and a consulting psychiatrist provides assistance to students who may be experiencing academic, psychological, marital, family or vocational problems. Individual and group counseling, psychotherapy, marriage or relationship counseling, family therapy, interpersonal, dynamic, cognitive-behavioral, and hypnotic techniques are available. Groups focusing on issues such as stress management, test taking anxiety, sexuality, procrastination, ethnicity, assertiveness, and social-skills building are formed throughout the year. A variety of support groups designed specifically for graduate students is also offered and announced quarterly.

Wellness Program

UC San Diego supports students in achieving a more balanced and healthy lifestyle in the areas of intellectual, physical, occupational, emotional, social, spiritual, financial, and environmental wellness:

<http://wellness.ucsd.edu>

What is Wellness?

Wellness is an expanded idea of health. Wellness is the pursuit of optimal health, encompassing physical, emotional, intellectual, spiritual, occupational, financial, social, and environmental well-being. Below is a short description of the eight areas of wellness.

The 8 Dimensions of Wellness

- 1. Emotional Wellness**
Having high self-esteem and confidence, satisfying relationships, a support network, and staying optimistic.
- 2. Environmental Wellness**
Learning and contributing to the health of the planet and a sustainable lifestyle. The ability to recognize our responsibility for the quality of the air, the water and the land. The ability to make a positive impact on our environment, be it our homes, our communities or our planet. Helping to eliminate or reduce or protect one's self from exposure to toxic chemicals.
- 3. Financial Wellness**
Maintaining a balanced budget for expenses while also practicing money-saving techniques.
- 4. Intellectual Wellness**
Getting the most out of classes and education by asking questions, being open to new ideas, learning new skills, and studying effectively.
- 5. Occupational Wellness**
The ability to get personal fulfillment from our jobs or our chosen career fields while still maintaining balance in our lives. Our desire to contribute in our careers to make a positive impact on the organizations we work in and to society as a whole.
- 6. Physical Wellness**
Maintaining optimal health by getting enough sleep, eating healthy, exercising, and avoiding unhealthy habits.
- 7. Social Wellness**
Having a supportive social network, contributing to society, and valuing cultural diversity.
- 8. Spiritual Wellness**
Knowing one's purpose in life, finding joy in everyday life, practicing honesty, and seeing beauty in life.

Students with Dependents (Parents and Caretakers)

There are a variety of resources available to assist students with finding affordable care for children and other dependents, as well as a childcare reimbursement program for qualified students. Fellow student parents are also often a good source of information. The Student Council and GSA Representatives are available to assist with connecting you to other student parents and lists of resources.

General Resources:

<https://students.ucsd.edu/well-being/wellness-resources/student-parents/index.html>
<https://grad.ucsd.edu/financial/employment/benefits/support-for-student-parents.html>
<http://blink.ucsd.edu/go/babysitting>
<https://worklife.ucsd.edu/babysitting/>
<https://blink.ucsd.edu/HR/services/covid-19/families.html>
<https://www.healthforcalifornia.com/>

Groups that share resources. Facebook groups are not officially sanctioned by UC San Diego:

- <https://blink.ucsd.edu/sponsor/pgca/index.html>
- <https://www.facebook.com/Kids-of-UCSD-students-learning-and-childcare-co-op-215670809851180/>
- <https://www.facebook.com/groups/1992925447666752/>
- <https://www.facebook.com/groups/796891060430437/>
- <https://www.facebook.com/groups/1767544943492755/>

Office for Students with Disabilities

University Center 202

<https://students.ucsd.edu/well-being/disability-services/index.html>

The primary objective of the Office for Students with Disabilities is to integrate these students into general campus programs and activities, and encourage their independence within and outside the campus community.

The following services are available to meet the individual needs of students with disabilities:

- Disability management advising
- Academic support coordination: readers, interpreters, note takers, lab/library assistants
- Equipment repair service
- On-campus transportation
- Special parking coordination
- Special on-campus housing coordination
- Registration/enrollment assistance
- Test-taking arrangements
- Resource library
- Liaison with the California State Department of Rehabilitation
- Referrals to resources, services and agencies
- Campus accessibility map (CAM)

Documentation of disability will be required for the delivery of most of these services.

Office of the Ombuds

<https://ombuds.ucsd.edu/>

The UCSD Office of the Ombuds provides confidential, neutral, and informal dispute resolution services for the UCSD community. The office is available to assist faculty, staff, students, non-Senate academics, postdoctoral trainees, and employees of UCSD Healthcare (UCSD Medical Center and related facilities) who seek guidance with the resolution of academic or administrative issues and disputes. Its services supplement, but do not replace, other administrative processes at the University. The office works to facilitate communication and assist parties in reaching mutually acceptable agreements in order to find fair and equitable resolutions to concerns that arise at the university.

The Ombuds Office also reports general trends of issues and provides feedback throughout the organization, and advocates systems change when appropriate without disclosing confidential communications.

The Ombuds Office operates independently of ordinary line and staff structures. The office reports to the Chancellor's office for administrative and budgetary purposes, but not regarding the substance of matters discussed in the office. Its services supplement other administrative processes and formal grievance procedures available at the University. When providing services, the Ombuds staff adhere to The International Ombudsman Association Code of Ethics and Standards of Practice which may be found on our website.

Contact the office by phone at (858) 534-0777 or (619) 471-0777 to schedule an appointment to meet with an ombudsperson.

Housing

<http://hdh.ucsd.edu/arch/pages/>

Housing, Dining and Hospitality operates several housing complexes open to graduate students. Visit the website for an overview of the various options and to apply for housing. To be eligible for a housing lease, a student must be enrolled in a university recognized, degree granting program, and carry at least twelve (12) units per quarter.

Off-Campus Housing

Visit [Commuter Resources](#) for information on off-campus housing.

University Libraries

<http://library.ucsd.edu>

The UCSD libraries consist of Geisel Library and the Biomedical Library.

Graduate Student Resources

The library offers a wide range of resources to help graduate students make the most efficient use of all the electronic information resources available to them. An overview of resources is available at <https://library.ucsd.edu/ask-us/grad-students.html#resources>.

Access to electronic journals

UCSD Libraries provide access to most electronic journals via the California Digital Library. Many journal articles are open-access, or can be accessed via PubMed Central or equivalents. Off-campus access to pay-walled resources requires use of the campus VPN.

Course Reserves

Course reserves for graduate level courses are available at each library and online. Visit <https://library.ucsd.edu/borrow-and-request/course-reserves/for-students.html> for more information.

Reference Services

Reference services are available at each library to provide assistance to students with course needs and research activities. Reference service is generally available during weekday hours; availability of weeknight and weekend reference service varies among campus libraries.

Interlibrary Loan (ILL) Services

The purpose of Interlibrary Loan (ILL) is to provide support to UCSD faculty, students, and staff by borrowing books, journal articles, government publications, technical reports and other materials not owned by the UCSD libraries from other libraries, both within UC and throughout the world. Requests may also be made in person, by phone, by email, or by campus mail. UCSD faculty, students and staff are also eligible for direct borrowing privileges at other UC campuses and at most Stanford libraries. Please contact the Library Information Desk, (858) 534-2528, or visit the Interlibrary Loan website at <https://library.ucsd.edu/borrow-and-request/interlibrary-loan/index.html> for more information.

Library Copy Services

As a companion to Interlibrary Loan, the library also offers copies of articles in journals owned at UCSD but not available electronically in full text. Information can be found at <https://library.ucsd.edu/borrow-and-request/borrowing.html#Scan-Articles-and-Book-Chapters>.

Transportation Services

Parking on the UCSD campus, like most other universities, can be a problem; there is a shortage of parking spaces and tickets are regularly issued to all illegally parked vehicles. [Parking permits](#) are required for all motor vehicles, including motorcycles and mopeds, parked on University property (including quarter breaks and other times when classes are not in session). Visit [Transportation Services](#) for information on parking and alternative transportation.

Campus Shuttle Services

Students, faculty, and staff can ride free [campus shuttles](#) that serve campus, medical centers, and key points off campus. Be prepared to show your campus ID to the driver upon request.

Disabled Parking Spaces

UCSD maintains hundreds of [Disabled Parking](#) (DP) spaces. A DP plate or placard can be used in metered parking (with no fee), and in DP spaces without a UCSD permit. DP placards must be displayed.

XI. Other Services/Centers/Resources

Box Office

Located in the Price Center, the [UCSD Box Office](#) sells tickets for events both at UCSD and off-campus. Discount tickets to area theaters and local attractions are also available. Tickets can be purchased in person or online.

Print Services

Several printing services are available on campus. Imprints, the University provider for copies, poster and other printing services, manages over 700 photocopiers on campus. Imprints has various full-service locations on campus with varying hours. Call (858) 534-3020 or see their website at <http://imprints.ucsd.edu>.

Student Legal Services

[Student Legal Services](#) provides assistance to students regarding legal issues. Any UCSD student anticipating or currently facing a legal problem, such as personal injury, hate crimes, family law, bankruptcy, landlord/tenant and property damage, immigration, or any other type of legal problem, is entitled to free services. SLS offers individual appointments, group counseling/workshops, and academic legal resources. Visit the website for detailed information.

Postal Center

The [UCSD Postal Center](#) is located next to the Passport Office on Greenhouse Lane in Campus Services Complex, building 'A'. For hours and services available, visit the website.

UC San Diego Passport Office

Get your U.S. Passport at one of two locations on the UC San Diego campus. Hours and services vary by location. See link for details.

<https://blink.ucsd.edu/facilities/services/general/personal/passports.html>

University Bookstore

The University Bookstore makes available an extensive selection of books, including textbooks required for UCSD courses, supplementary reading materials, paperback books, technical reference books, medical books, and a wide variety of general-interest trade books. In addition, the bookstore carries a full line of sundries and gifts, including personal items, magazines and newspapers, clothing, posters, school supplies, electronic calculators, computers, software, and art and engineering supplies. For bookstore hours, call (858) 534-7323 or visit <https://ucsandiegobookstore.com>.

Recreation Facilities

[UCSD Recreation](#) offers students, faculty, and staff a broad scope of recreational, instructional and competitive programs designed to promote a lifestyle of health and fitness. Whether your interest is in aquatics, intramural sports, master's running, swimming, or triathlon, there are programs and opportunities for everyone. See the website for classes, program, and more.

Automobile Registration

If you are in the process of becoming a [California resident](#), you must register your vehicle. If the car is registered in your name and you are a resident of the state in which you purchased it, license plates will generally continue to be valid until the expiration date, but for no longer than one year from the date first used in California. This is true even though the license plate may be valid for more than one year in your home state. For further information on vehicle registration contact the Department of Motor Vehicles at <http://www.dmv.ca.gov>.

Driver License

If you drive a vehicle and establish residency in California, you must obtain a California driver license within ten days after your arrival in San Diego. Proof of Auto Insurance is also required in San Diego. Visit [Department of Motor Vehicles](#) for locations and information.

Voting

To register, US citizens must be at least eighteen years of age and a resident of San Diego County for one day or more with a permanent address. For further information on voting, visit the Registrar of Voters website at www.sdvote.com. Students who plan to establish California residency should first consult with the residency deputy in the UCSD Office of the Registrar prior to making arrangements to vote by absentee ballot in their home state. Students are strongly encouraged to actively participate in the community; voting is one way to do so.

May want to link to the student voter site? <https://students.ucsd.edu/student-life/involvement/voter.html>

XII. Grad to Grad: Student Support and Resources

Graduate Student Representatives

Each year, three representatives are elected by the students to act in a leadership role within the division and to represent the division in the [Graduate Student Association](#). The representatives are invited to attend Biology Graduate Committee meetings, and may be asked to gather and present information on graduate student opinion on a range of issues, including graduate program policy and decisions. The graduate representatives also organize departmental social events and seminars. Current representatives may be reached at biogradreps@ucsd.edu.

Graduate Student Representative Responsibilities:

- Serve on the Biology Graduate Committee. This committee oversees matters concerning our graduate program. It's composed mostly of faculty and staff; the three senior reps are the only student representation. This is the best way to voice student concerns on a variety of topics that students deal with (e.g., thesis committee structure, rotation issues, coursework, etc.).
- Make recommendations for Instructional Assistant assignments.
- Procure money for biology student events (e.g., happy hours).
- Utilize the GSA Department Per Capita Budget in a way that benefits fellow biology graduate students.
- Serve as liaison for the larger biology graduate student population and divisional leadership.
- Chair Biology Graduate Student Council and hold elections for each year's representatives.
- Complete information on the duties and expectations, as defined by the students, are here: https://docs.google.com/document/d/1OOCrOaTjFHty6VKf_cZSe3yo5rAPhIODrAHT9-90dQ/edit

Social Representative Responsibilities:

- Serve as liaison for the larger biology graduate student population and the Senior Representatives.
- Organize and plan happy hours and other social activities. Get to know the new class of 1st year students to help set them up so they can be involved and meet people.

Biology PhD Graduate Student Council (BPGSC)

[BPGSC](#) aims to characterize, vocalize, and advocate for the rights, concerns, and objectives of students enrolled in the Division of Biology's PhD. Graduate Program at UC San Diego. The BPGSC will facilitate communication between the student body and the faculty and administration of the Biology Division, with the goals of improving accountability and transparency and increasing PhD graduate student access to social, personal, academic, and professional resources. The BPGSC is charged with collecting input from the PhD program's graduate student body, conveying suggestions and concerns to the Biology Graduate Committee, managing student funds, providing social, academic, and professional programming, and maintaining an institutional record of policy changes relating to graduate students.

Graduate Student Association

Price Center West, Room 404

The Graduate Student Association (GSA) represents the interests and concerns of UCSD graduate and professional students at campus, systemwide, local, state, and national levels. GSA also sponsors social activities and other campus events. <https://students.ucsd.edu/sponsor/gsa/index.html>

Peer Mentoring

What is the Mentorship program all about?

The Biology Graduate Student mentorship program matches an incoming first year Biology PhD student with an upperclassman mentor. The goal is for mentors to help guide their mentee through the first year of the PhD program by listening to the mentee's concerns and questions as well as providing another student perspective and opinion.

What is the time commitment for participants of the mentorship program?

- Mentors and mentees will be required to meet monthly for the first year and quarterly thereafter. They will be treated to coffee courtesy of the division at Art of Espresso (details will be provided on how to access this benefit).
- Attendance at an introductory dinner for mentors and mentees to meet.
- Mentors will be encouraged to attend all Boot Camp social events.
- Mentors will be strongly encouraged to attend the Biology retreat to get to know their mentee at these events.
- Attendance at two more program-wide social events later in the year will be encouraged for mentors and mentees. In November, we will have a social event such as a happy hour to encourage discussions about rotation planning and how coursework/social life is progressing. Late in the following April, a second event will be held for mentors and mentees to focus on advising lab choice.

The mentorship program IS...

- a chance to get to know other students in the program and network between the classes
- an informal setting in which to discuss issues relating to the first year of grad school – rotations, classes, choosing a lab, etc.
- an opportunity to make new friends and have fun

The mentorship program is NOT...

- meant to provide official university advice regarding your PhD degree or replace academic advising
- a substitute for medical services or advice
- a substitute for professional mental health services, such as counseling
- meant to provide legal advice

XIII. Events and Activities

Annual Retreat

The Division organizes a retreat each fall that fosters interactions among program faculty, postdoctoral researchers and students. It is expected that all students will attend the retreat each year and participate in all of the scientific sessions. Students are required to present a poster at the retreat in their fourth year. The retreat is typically held off campus over several days and features lectures, discussion groups, and social events.

Seminars

The Division holds seminars throughout the academic year that encourage peer support, and give students a chance to develop skills, such as public speaking, lab skills, or to promote a health and well-being.

Division Socials

Division socials give students and faculty a chance to socialize in a casual setting. They are held throughout the academic year and sponsored by the division, the Graduate Student Association (GSA) or individual labs.

Connections

Connections, organized by the Diversity Committee, is an informal gathering of students, postdocs, faculty, and staff, designed to facilitate getting to know one another better and promote a stronger sense of community within the Division.

XIV. Key People

Biological Sciences Student and Instructional Services Office

Pacific Hall, First Floor

Hours: Monday – Friday, 8 am – 12 pm and 1 – 4:30 pm

Closed: Tuesday, 8 am – 1 pm

Phone: (858) 534-0557

biogradprog@ucsd.edu

Graduate

Natalie Noles

nnoles@ucsd.edu

Manager, Graduate Student and Instructional Services

(858) 246-2078

Daily operation, administration and management of graduate student and instructional services.

Melody Bazyar

mbazyar@ucsd.edu

PhD Program Coordinator

(858) 534-0181

Ph.D. student advising, Ph.D. thesis committees/defense, evaluations, first year rotations, graduate curriculum, student progress tracking.

Trevor Guidinger

tguidinger@ucsd.edu

PhD Admissions and Recruitment Coordinator

(858) 534-7396

Ph.D. recruitment and admissions, application inquiries and tracking, admissions analysis, participant in external outreach and recruitment events

Graduate Financial Support

Lien Ngo

lnngo@ucsd.edu

Graduate Financial Analyst

(858) 822-0292

Graduate student support planning and analysis, student and faculty financial advising, training grant coordination.

Irish Fontan-Basinga

ifontanbasinga@ucsd.edu

Graduate Financial Assistant

(858) 534-0641

Graduate student support processing, student financial advising, graduate student travel, verification letters/forms

Kathryn Gorman

biota@ucsd.edu

IA Program & Staffing Coordinator

Oversight and administration of the Instructional Assistant program: GIA, TA, Tutor, UGIA, Reader.

Graduate Student Representatives

Graduate Student Association Reps

Senior Reps, biogradreps@ucsd.edu:

[Cong Dinh](#)

[Danny Heinz](#)

[Tara Spencer](#)

Social Coordinators:

[Laura Beebe](#)

[Rimma Levina](#)

Peer Mentorship Program Student Coordinators

[Zach Goldberg](#)

[Christina Liem](#)

Biology Student Council Representatives

2nd Year Representatives:

Reina Bassil

Saroj Gourkanti

3rd Year Representatives:

Ivy Fernandes

Katelynn Kazane

4th Year Representatives:

Nicholas Nelson

Olcay Soyalan

5th Year Representatives:

Jenny He

Kaito Kikuchi

6th+ Year Representatives:

Anna Guzikowski

Gina Powers

Graduate Committee Chair

Andrew Chisholm

Chair of the Graduate Committee

(858) 534-7783

adchisholm@ucsd.edu

EBE PhD Program Guidelines

XV. Appendix 1: EBE Ph.D. Program Guidelines

FIRST YEAR

The general policies and procedures in the Division of Biological Sciences are available at:

<https://biology.ucsd.edu/education/grad/phd/requirements/index.html> and in the **Division of Biological Sciences Graduate Student Handbook (Bio-GSH)**. However, there are some differences, which are tailored to the needs of EBE students. Please read the Bio-GSH first and then this description of the EBE requirements. *Unless otherwise stated in this document, all aspects of the EBE PhD program conform to Division policies described in the Bio-GSH.*

Goals for the EBE First Year: Demonstrate to the faculty that the student has sufficient and appropriate academic depth and breadth to conduct a superior research program.

Probable Thesis Advisor: Each First Year EBE student has a probable Thesis Advisor. The student should contact this advisor at the start of Orientation in September.

Initial Assessment: *Before the start of the Fall quarter*, each First Year EBE student will meet with their probable Thesis Advisor to review the student's academic and research achievements, discuss goals, and formulate a first year training proposal (including coursework requirements and potential rotations). Each student will formulate a first year plan with their probable Thesis Advisor and other members of their Initial Assessment Group. This plan will be sent to the EBE chair and a copy will be placed in the student's file with the probable Thesis Advisor.

Required Components of the First Year: The process will be completed by *June 30*. Students who do not complete these components may be placed on probation by the Biology Graduate Committee (or the Dean of Graduate Studies), lose their financial support, or be dismissed from the program. Any petition for delay must be pre-approved by the Division and by the Graduate Division. Please see the Bio-GSH for details.

1. Students will rotate by enrolling in BGGN 298 (Laboratory Projects in Biology) in Fall and Winter quarters and notify the PhD Graduate Coordinator of which lab they are rotating in. At a minimum, students must complete **four 6-week rotations in at least two laboratories**. The goal of rotations is for the student to receive mentored training in general and specialized research methods that will be useful for the student's research. Duration a rotation, laboratory research meetings and research seminars also provide training in effective scientific communication and introduce students to the research community at UCSD, including advanced graduate students, and postdoctoral researchers. The student's probable Thesis Advisor must approve all rotations
2. The first four rotations can be with any UCSD or Salk faculty, but at least one rotation must be with your probable Thesis Advisor. The first rotation is set during your Initial Assessment. Subsequent rotations can be set during the Initial Assessment or as the year progresses. Rotations should be completed before the student begins preparations for their First Year Exam.
3. In their first year, students must take a minimum of two graduate courses that are not on the list of excluded courses. **Excluded courses: BGGN 200, 205, 208, 297, 298, 299, 500, and any BGJC, BGRD, or BGSE course.**
4. Students must regularly attend the weekly EBE seminar series.
5. If items 3 and 4 would severely compromise a student's research or training, the student may request a limited exemption from the Initial Assessment Group, justifying how their alternative activity is more useful to their goals. This exemption cannot completely release the student from all coursework and seminar attendance requirements during their first year.
6. Complete the First Year Exam.

Optional First Year Components: These options may be mandated at the student's Initial Assessment Group. They supplement, but cannot replace, required components.

1. Taking specific undergraduate courses for letter grades to acquire desired expertise.
2. Serving as a Graduate Instructional Apprentice or a Teaching Assistant. *EBE students may also teach for financial support, but this teaching for support follows a different set of guidelines (see EBE Graduate Program Support).*

Fellowships & Grants

All students are encouraged to apply for fellowships and grants, beginning in their First Year.

EBE PhD Program Guidelines

THE EBE FIRST YEAR EXAM

All students are required to take a First Year Comprehensive Examination. Along with performance on rotations and in required courses, exam results will be used to determine the student's ability to synthesize ideas, interpret facts, and think logically. It will also assess the student's knowledge and scientific background in the *basic tenets of their field(s)*. The nature of the First Year Exam may vary with the student depending on their scientific maturation. The exam will have both written and oral phases.

Exam committee: The student must assemble a three-person First Year Exam committee consisting of the student's proposed Thesis Advisor and at least two regular (not adjunct or emeritus) EBE professors. As specified by Division rules, *the committee will be chaired by an Evaluation Head who is not the proposed Thesis Advisor*. The Evaluation Head gives the student written instructions on the written portion and fills out evaluation paperwork.

Written portion: The First Year Exam will include a written piece of original scholarship on a topic or topics set by the First Year Exam committee. The purpose of the written portion is to assess depth, critical thinking and creativity and to facilitate the student's thesis research plans. All work must be completed within six weeks or within a realistic deadline set by the committee. The nature of the written portion (review, grant proposal, theoretical model, etc.) and its length will be specified in advance. Preparation for the First Year Exam does not excuse the student from participating fully in the other First Year duties (i.e., coursework, rotations, seminar attendance, etc.).

Oral exam: The oral exam will not be more than 3 hours long. Its purpose is to assess the student's overall breadth and depth in their stated areas of interest. The First Year Exam will require students to exhibit *broad general knowledge of their field, including key, foundational concepts*. Topics will be identified by the committee members and given to the student at least three months in advance. Students may also request that committee members suggest topics or readings prior to the exam. All committee members must be present (physically or via video or teleconferencing) during the exam.

The disciplines within EBE are diverse, and the Thesis Advisor and First Year Exam Committee may therefore tailor a different set of guidelines for the First Year Exam. However, all First Year Exams must have written and oral components that test a student's knowledge of foundational concepts and the ability to synthesize ideas, interpret facts, and think logically.

Scheduling of the First Year Exam: The First Year Exam may be completed between March 1 and June 30 of the student's first year. The student and their probable Thesis Advisor will consult on the best time. The exam must be completed before June 30 to satisfy university reporting requirements.

Timeline: Students must first meet with each member of their First Year Exam committee well ahead of the potential exam date to determine each committee member's required exam material. The student must submit their completed written portion by a realistic deadline set by the committee (typically within six weeks). The oral exam will be held within the following two weeks to give Committee members time to read and evaluate the paper before the Exam. An example timeline is shown in **Table 1**.

Results of the First Year Exam: At the conclusion of the oral exam and in the presence of the student, the committee members will each assess the student's overall performance as **satisfactory** or **unsatisfactory**. Students will **pass** the First Year Exam if they receive two or more **satisfactory** assessments. Students receiving two or three **unsatisfactory** assessments will subsequently meet with the EBE Graduate Program Committee member and the EBE chair to decide on a course of action. Occasionally, an exam may be "continued" for a short period of time to allow a student to address a specific academic weakness. The Evaluation Head must file the necessary exam report with the Graduate Program Chair of the Division of Biological Sciences.

In some cases, after evaluating a student's first year performance (course work, laboratory rotations, and comprehensive exam), the Graduate Committee may place the student on a probationary status. Removal of probationary status may require activities such as retaking the exam, defending an oral proposition, additional IA responsibilities, coursework in areas in need of improvement, or other measures the Graduate Committee deems necessary. Unsatisfactory performance in multiple areas of the first year curriculum may result in dismissal.

Who is the exam chair?

For the EBE First Year Exam, the primary thesis advisor is the chair of the committee and signs on the line marked "chair".

EBE PhD Program Guidelines

Table 1. Suggested timetable for the First Year Exam. The First Year exam must be completed before June 30th.

Date	Action
February 15 th	First Year Exam Committee membership finalized.
March 1 st	Student meets with First Year Exam Committee to receive instructions on exam format and general topics.
April 1 st	Student receives topics for the written portion
May 15 th	Written portion due (committee members have 2 weeks to evaluate the written portion)
June 1 st	Oral exam

**EBE PhD Program Guidelines
FIRST YEAR INITIAL ASSESSMENT FORM**

Student's name:

Date:

Faculty members of the Initial Assessment Group:

Goals for the First Year: (1) to demonstrate to the faculty that the student has sufficient academic breadth and is capable of conducting a superior research program in EBE at UCSD and (2) to identify areas in which student skills and knowledge can be strengthened.

Means of achieving goals may include:

1. Taking specific undergraduate courses for letter grades to acquire desired expertise.
2. Taking a minimum of two graduate courses (other than BGGN 200, 208, 297, 298, 299, 500, or any BGJC, BGRD, or BGSE course) in their first year.
3. Rotating through labs (minimum of four 6-week rotations).
4. Taking the First Year Exam.
5. Serving as a Graduate Instructional Apprentice or a Teaching Assistant

All students must complete 3 and 4 unless a special, limited exemption is granted

RECOMMENDATIONS:

Undergraduate courses:

Graduate courses:

Required courses

BGGN 200: Graduate School Fundamentals (2 units, Fall quarter only)

BGGN 208: Biological Sciences Graduate Boot Camp (4 units, Fall quarter only)

BGGN 298: Laboratory Projects in Biology (rotations: 12 units recommended per quarter, register Fall, Winter, and Spring)¹

¹*Consult with your probable Thesis Advisor to determine the appropriate number of units. Hours of work per week correspond to the total time required for a given course, including study, preparation, etc. First year students should not take BGGN 299, BGSE 205, or the Ethics Course series. Students must take a minimum of 12 units per quarter.*

Additional courses (cannot include BGGN 200, 205, 208, 297, 298, 299, 500, or any BGJC, BGRD, or BGSE course).

Suggestions:

BGGN 203 (Topics in Ecology, Behavior, and Evolution, 3 units)²

BGGN 204 (Topics in Community and Population Ecology, 3 units)²

²*Not necessarily offered each quarter*

Rotations (four rotations in a minimum of two labs)

- 1.
- 2.
- 3.
- 4.

Rotations 2-4 are tentative assignments that may be changed with the agreement of the probable Thesis Advisor

Other recommendations:

IA assignments:

Exemptions (with justifications, attach sheets as necessary):

Each Initial Assessment group will specify the individual student's first year requirements in writing. Copies of this form are given to the student and their advisor and placed in the student's file.

EBE PhD Program Guidelines
EBE FIRST YEAR EXAM ASSESSMENT FORM

Student's name:

Date:

Members of the First Year Exam Committee:

The First Year Exam is a qualifying exam. Along with performance on rotations and in required courses, it will be used to determine the student's ability to synthesize ideas, interpret facts, and think logically. It will also assess the student's knowledge and scientific background in the *basic tenets of their field(s)*. The nature of the First Year Exam may vary with the student depending on their scientific maturation. The exam will have both written and oral phases. ***The thesis advisor will summarize the comments of the exam committee.***

Comments on the written exam

(attach additional pages if necessary)

Comments on the oral exam

(attach additional pages if necessary)

Satisfactory / Unsatisfactory

Thesis Advisor signature	/	Print Name	Date
S/U_____			
Committee member signature	/	Print Name	Date
S/U_____			
Committee member signature	/	Print Name	Date
S/U_____			
Committee member signature	/	Print Name	Date
S/U_____			
Committee member signature	/	Print Name	Date
S/U_____			
Committee member signature	/	Print Name	Date
S/U_____			
Student signature	/	Print Name	Date

PLEASE SUBMIT THIS FORM TO THE GRADUATE PROGRAM CHAIR OF THE DIVISION OF BIOLOGICAL SCIENCES

EBE PhD Program Guidelines SUBSEQUENT YEARS

Please refer to the Bio-GSH for topics not covered here. Unless otherwise stated in this document, all aspects of the EBE PhD program conform to the Division's policies as described in the Bio-GSH

Coursework

Once the student has formally selected a Thesis Advisor, they will actively engage in thesis research (enroll in BGGN 299 and BGRD 200 each quarter) and participate in lab research and/or discussion meetings (enroll in BGRD course(s) specified by their Thesis Advisor). All EBE students are expected to attend the weekly EBE seminar series and enroll in BGSE 205 (Graduate Research Seminar) on a regular basis unless they are away from campus. Students typically fulfill the Bioethics Training requirement during the second year by taking Scientific Ethics (BGGN 207) in spring quarter. In the second year and beyond students must enroll in BGSE 205 in each quarter.

It is very important for students to enroll in the correct course to avoid a permanent F or U grade on their transcripts. Errors must be corrected before the drop deadline. Petitions cannot eliminate or change grades due to student negligence. Failing grades can lead to the loss of financial aid or changes in visa status, where applicable. Please see the Bio-GSH and the UCSD Graduate Student Handbook (<http://grad.ucsd.edu/academics/index.html>) for more details.

Teaching

Students must fulfill three Apprentice Teaching Experiences (as a Graduate Instructional Apprentice enrolled in BGGN 5xx courses) during their first four years. This is the minimum requirement for all students in the Division of Biological Sciences PhD program. *EBE students may also teach for financial support, but this teaching for support follows a different set of guidelines (see EBE Graduate Program Support).*

Annual Exams

Beginning in the second year, students must hold an annual meeting with their doctoral committee, typically May or June but no later than July 31. **Table 2 gives an example timeline.** *Failure to hold this meeting and submit the committee's assessment to Student and Instructional Service staff will result in termination of financial support.* Details are described in the Bio-GSH.

Second Year EBE students are expected to complete the **Second Year Proposal Exam** by July 31 (a graduate school deadline). The principle aims of this exam are for the student 1) to present a defensible dissertation proposal with a summary of the general experimental approaches to be used and 2) to demonstrate proficiency in the background literature relevant to the field in which they plan to carry out research. This exam is conducted by the student's Core Doctoral Committee (see Bio-GSH), which is composed of the student's Thesis Advisor and at least two other faculty. The Thesis Advisor will fill out the evaluation paperwork. The written and oral components of this exam will consist of a student research proposal *written in an appropriate grant proposal format and presented orally*. The oral exam will not exceed 3 hours.

If a student's research is sufficiently developed, they are encouraged to use the Second Year Proposal Exam or their third year annual exam to satisfy the requirements of the university's Advancement to Candidacy Exam. Please see the Bio-GSH for rules and all details. Paperwork must be filed in advance. The thesis advisor and Core Doctoral Committee shall determine with the student if advancement to candidacy is appropriate. The Advancement to Candidacy exam must be passed no later than the end of the student's 4th year and requires the formal constitution of the entire Doctoral Committee (a process that takes several weeks) and scheduling through the Division's Graduate Student Services office. Please contact the PhD graduate coordinator for details. Students should consult their Thesis Advisors to determine the best time for Advance to Candidacy. For international students, advancing to candidacy in their second year can have implications for their support, particularly if they exceed the normal 5 years. Please consult with the Graduate Division for details.

Who is the exam chair?

For the following exams (first year, third year, advancement to candidacy, etc.), the primary thesis advisor is the chair of the committee and signs on the line marked "chair". **For the 2nd year exam form and this form alone, the thesis advisor signs on the line marked "thesis advisor" but cannot be the evaluation head.** The evaluation head must be a different member of the committee.

Table 2. Suggested timetable for the Second Year Exam. The Second Year exam should normally be completed before July 31st.

Date	Action
May 15 th	Core Doctoral Committee membership finalized.
June 1 st	Student receives instructions on the exam.
July 15 th	Written portion due (committee members have 2 weeks to evaluate the written portion)
July 31 st	Oral exam.

EBE PhD Program Guidelines

Need Help?

Never hesitate to seek help from the EBE Graduate Committee representatives (student and faculty) or the EBE Chair if you need advice on the policies and regulations; we are all here to help you succeed. The student will obtain all necessary forms by contacting the PhD Graduate Coordinator.

Contacts (2020-21)

EBE Graduate Committee member: James Nieh (jnieh@ucsd.edu)

EBE Chair: Jonathan Shurin (jshurin@ucsd.edu)

PhD Graduate Coordinator: Melody Bazyar (mbazyar@ucsd.edu)

Graduate Committee Chair of the Division of Biological Sciences: Andrew Chisholm (adchisholm@ucsd.edu)

IA Program & Staffing Coordinator: Kathryn Gorman (kagorman@ucsd.edu) *for questions about serving as an Instructional Assistant*