

MOLECULAR BIOPHYSICS GRADUATE PROGRAM

Florida State University

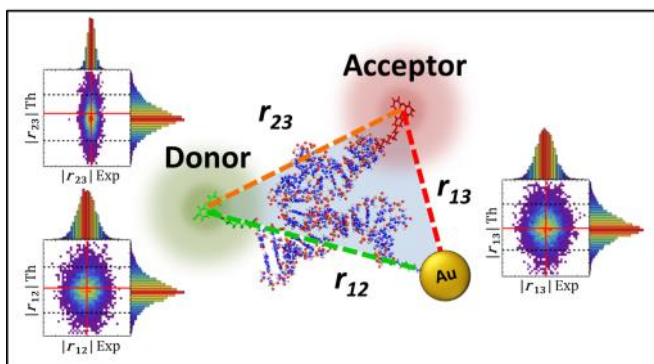


Image from the Thesis of Ryan Riskowski

STUDENT HANDBOOK

2016-2017

Cover illustration courtesy of Dr. Wei Yang and Dr. Donald LD Caspar.

The Yang lab in collaboration with Donald Caspar uses advanced simulation techniques to look at the assembly mechanism of the coat proteins of the Tobacco Mosaic virus.

MOLECULAR BIOPHYSICS GRADUATE PROGRAM FLORIDA STATE UNIVERSITY



PHILOSOPHY

The Graduate Program in Molecular Biophysics is designed to transform an individual from student to professional scholar. Awarding of the degree signifies that the individual is qualified to join the community of scholars and is recognized as an authority in the discipline. Graduate education is one of the most important missions of this program. Every effort is made to provide both financial and professional support for qualified graduate students. The goal of such support is to facilitate progress toward the degree while contributing to the teaching and research effort of the University.

This handbook contains information useful to both graduate students and faculty. It is important to point out two significant and sometimes interactive features. They are rather standard academic practices and are not unique to our program:

1. Generally, students complete the requirements in the MOB Student Handbook dated the year in which they enter the program, **or** those of any subsequent year's Handbook, but may not combine requirements from different years except at the discretion of the MOB Program Committee, and then only for sound academic reasons presented in advance. Continuing students who are unsure of their requirements should consult the MOB Graduate Office.
2. Students are expected to satisfy all requirements within the specified time lines, except when it is impossible to do so for reasons beyond their control. In such cases, which should be identified in advance, the MOB Program Committee can exercise discretionary authority either to waive the requirement or to approve an extension or substitution.

In addition to information in this booklet, the student should seek out information from The Graduate School and "GradSpace", which is their Blackboard site (sign up at campus.fsu.edu → Organizations). The Graduate School provides an additional handbook for all University graduate students and is an excellent reference for both students and faculty.

Table of Contents

Requirements for the Degree	5
How to Get There From Here	5
I. Academic Advising	5
II. Lab Rotations	6
III. Major Professor	6
IV. Doctoral Supervisory Committee	6
V. Program of Studies	7
VI. Annual Reviews	7
VII. Required Coursework	7
VIII. Teaching Requirement	8
IX. Seminar Requirement	8
X. Graduate Examinations (MOB 8964 & 8965)	9
XI. Dissertation (MOB 6980)	9
XII. Dissertation Defense (MOB 8985) and Graduation	10 11
Financial Information	11
Funding, Paychecks, Assistantships Paperwork	11
Waivers, Health Insurance Subsidy, Travel	12
Other Helpful Information	13
MOB / IMB Website address	13
Activate Your FSUID, Get FSU ID Card	13
Building Access / Keys to Rooms	13
IMBPeople Email List, Desk Assignment	13
Computer Access & WiFi	14
Health Info, Counseling Services and Health Insurance	14
Center for Global Engagement	14
Drop/Add, Athletic and Recreation Facilities	14
Academic Probation,	15
Conflict Resolution, Getting In-State Residency	15
Ordering Transcripts	15
MOB Faculty Directory	16
2015-2016 Calendar and Rotation Schedule	18
Quick List of Expectations	Inside Back Cover

REQUIREMENTS FOR THE DEGREE

Students with very different backgrounds in the sciences are admitted to the MOB Graduate Program and some may need to take additional courses to provide an adequate background for graduate training. A minimum of one semester each of biochemistry and physical chemistry is strongly recommended. You must also complete a series of graduate core courses and an additional nine hours of elective courses. The overall requirements for the Ph.D. degree are:

- 1) Complete the course requirements (see Section VII, page 7).
- 2) After rotating through at least 3 labs, select an advisor with whom you would like to pursue your research project and discuss with MOB Director.
- 3) Teach at least one semester.
- 4) Attend a seminar series each Fall and Spring semester throughout your graduate career, and present at least one seminar each year in the program.
- 5) Successfully complete the written and oral components of the preliminary doctoral examination.
- 6) Successfully present and defend a doctoral research proposal (prospectus examination) approved by your Major Professor and Doctoral Supervisory Committee to advance to candidacy.
- 7) Complete a minimum of 24 semester hours of dissertation credit after admission to doctoral candidacy;
- 8) Submit, publicly present, and successfully defend a dissertation;
- 9) Note: The University requires that your degree be completed within five calendar years from the time you are admitted to candidacy. You must make an official request to extend the completion time.

NOTE: It is your responsibility to make sure all steps are complete and that steady progress is being made.

HOW TO GET THERE FROM HERE

NOTE: Learn about “my.FSU.edu” and “Blackboard”. Many transactions at FSU are conducted through these sites. Most of the forms you will need are available in the MOB Organization section of Bb and on our website www.biophysics.fsu.edu —> Contacts & Forms.

I. **ACADEMIC ADVISING**

First year students meet with the MOB Director soon after arrival for a general MOB welcome and orientation. The MOB Coordinator can assist with advising students in their second and third semesters. At the end of the second semester, the student determines the lab he or she wants to join. After the professor has agreed, advising will be handled by the major professor and supervisory committee .

A first semester resembles this:

- Laboratory rotations (MOB5905-1)
- Usually 1 core course and 1 elective
- Structural Biology/Biochem Seminar

A second semester resembles this:

- Laboratory rotations (MOB5905-1)
- Usually 1 core course and 1 elective
- Structural Biology/Biochem Seminar
- Responsible Conduct in Research

II. ROTATIONS

First year students are required to complete at least three lab rotations with MOB faculty to aid in the selection of a Major Professor.

Early in the semester, attend Research Talks by MOB Faculty in their home department to get information about their labs. During the first 2 weeks of your first semester meet with six to eight professors from the MOB faculty to discuss their research and the possibility of doing a lab rotation under their supervision. After these interviews select the labs in which you will rotate.

Your MOB Lab Rotation Interview Form should be submitted to the MOB Coordinator by the end of the second week of classes for approval by the MOB Program Director. If you are uncertain about the last rotation contact the MOB Coordinator for guidance.

Rotations last approximately 6 weeks, and should be completed by the end of the second semester in the Program. A fourth optional rotation may be done if a student has not found a major professor after the initial rotations. Register for MOB 5905 D.I.S. – Rotation. See the current year schedule at the end of the Handbook.

III. MAJOR PROFESSOR

At the end of Rotations and **by the end of the second semester**, you must select a Major Professor and have the professor notify the MOB Coordinator by memo or e-mail that he or she agrees to serve as your advisor.

IV. DOCTORAL SUPERVISORY COMMITTEE

During the third semester (typically the Summer of your first year), you will contact faculty members to serve on your Doctoral Supervisory Committee and submit the signed Doctoral Supervisory Committee form to the MOB Coordinator.

A. Committee composition (five faculty total):

1. Major Professor;
2. At least two, but no more than three other MOB faculty members;
3. One member is the University Representative, who must be tenured with Graduate Faculty status and not a member of the MOB faculty.
4. Three of the other four members must hold Graduate Faculty Status; one member may hold Co-Doctoral Status if both the Major Professor and MOB Program Director are in agreement regarding this member.
5. One member (not your major professor) is selected to be the Chair of the committee;
6. Your choice of Major Professor and Supervisory Committee members must be approved by the MOB Graduate Program.

B. Your Committee is responsible for:

1. Guiding your research program in adherence to University and MOB policies and procedures;
2. Establishing your Program of Studies for MOB Program Committee approval (see p. 7);
3. Reviewing your progress and completing a progress report (Annual Review form) by April 30th of each year;
4. Administering your Preliminary Doctoral Exam and Thesis Prospectus Defense and notifying the MOB Graduate Office by memo or e-mail of the results (Pass/Incomplete/Fail);
5. Functioning as the examining committee for your dissertation defense.

You should assemble your committee as early as possible to discuss and establish your Program of Studies, set the date for Comprehensive Exams, and determine the timeline for fulfilling the teaching requirement.

V. PROGRAM OF STUDIES

Your Program of Studies is tailored to meet your individual needs and lists all necessary courses you have taken and intend to take to ensure competence in the area of research involved, including elective courses. **By the end of the third term in residence**, you must prepare the Program of Studies form in consultation with your Major Professor and Doctoral Supervisory Committee. The form is then submitted, with appropriate signatures, to the MOB Program Committee for approval. The approved Program of Studies form will be kept in your permanent file in the MOB Graduate Office and a copy returned to you.

Regarding coursework waivers and deadlines, it is important to note that your Major Professor and Committee can **recommend** by memo to the MOB Graduate Committee that a particular requirement (e.g., teaching) has been satisfied. However, they are not authorized to waive a requirement, nor to postpone a deadline. That decision is made by the MOB Program Committee.

VI. ANNUAL REVIEWS

The University requires all graduate students to be evaluated annually. A completed Progress Report is electronically submitted to the Graduate School and a record is kept in a student's permanent file. The first year review is conducted by the MOB Program Committee at the end of the second semester in residence.

In subsequent years, annual reviews are carried out by the student's supervisory committee. Comments are solicited from the student's advisor and following the committee meeting, the committee chair will provide a brief summary. It is your responsibility to arrange the meeting with your Committee to discuss progress, and make sure the completed and signed form is returned to the MOB Coordinator by April 30th for entry into your permanent file. Any delay to this schedule must be approved by the MOB Program Director.

VII. REQUIRED COURSES

- A. MOB 5905 D.I.S. – (Major Prof) Beginning with the summer of your first year, this course (Directed Individual Study) accounts for the time you will spend in your Major Professor's lab until you pass both the Preliminary Doctoral Exam and the Thesis Prospectus Defense. Variable credit hours as needed.
- B. If there is the need for the incoming student to take a background course in biochemistry or physical chemistry these courses can be taken on a pass/fail basis.
- C. You must complete a series of graduate core courses consisting of:
 - BCH 5505 Structure and Function of Enzymes
 - BCH 5745 Chemical and Physical Characterization of Biopolymers
 - PSB 5077 Responsible Conduct of Research (Spring)
 - PCB 5137 Advanced Cell Biology (Spring)
- D. You must complete a minimum of nine additional hours of graded elective coursework. These courses are selected by you in consultation with your Major Professor and Doctoral Supervisory Committee, and listed on your Program of Studies. The courses must be directly associated with progress towards your degree program, and can be selected from among those offered in Chemistry, Biology, Neuroscience, Math, Engineering, Physics and others.

VIII. TEACHING REQUIREMENT

This requirement is typically fulfilled during the second year in the program in order for you concentrate on completing coursework and choosing a research area during your first year and on dissertation research in later years.

- A. You must teach at least three contact hours a week for one semester, typically in the home department of your Major Professor. A grading assignment cannot substitute for this requirement.
- B. The SPEAK (Speaking Proficiency English Assessment Kit) test evaluates English speaking ability of non-native speakers. It is a locally administered test given once each semester. A score of 50 or higher is required to teach. Students who score lower must take classes in spoken English (offered through the FSU Center for Intensive English Studies) each semester until they score 50. Students may be able to initially teach a lab with a score of 45, but must take English classes concurrently until they achieve a 50 or pass the EAP4831 course with a score of 90. Students usually teach during their second year in the program, so should pass this test by the end of the first year. The requirement is waived with a score of 26 or higher on the spoken portion of the IBTOEFL.
- C. To teach in Chemistry or Biology you must enroll in the appropriate departmental class for Teaching Assistants (TAs). These classes are generally all day classes held during the week before Fall classes begin. Future Chemistry Department TAs register for CHM 5945 for Fall term of their 2nd year. Biology Dept. TAs attend a similar class, but do not formally register for it. Contact the Biology representative at gradinfo@bio.fsu.edu to indicate your intention to take the Biology class.
- D. Notify the MOB Coordinator as soon as you know which semester you intend to teach. We must contact the Chemistry and Biology Departments to determine if they have TAs available.
- E. After you fulfill the teaching requirement complete the Teaching Certification form available on the MOB Blackboard site. This will be added to your permanent electronic file. If you have documented previous teaching experience and your major professor and committee do not require you to teach, a request to waive the teaching requirement can be submitted. The final decision rests with the discretion of the MOB Program Committee.

IX. SEMINAR REQUIREMENT

You must register for and attend the Structural Biology/Biochemistry Seminar in both Fall and Spring every year of your graduate career.

You must present a minimum of one seminar every year. During the first two years, this presentation is made in the "Students for the Effective Communication of Science" (SECS) seminar series, which is student-organized and ungraded. (Although you do not register for the SECS series, MOB students are expected to attend each week.) Each subsequent year, the presentation is made by registering for the graded Structural Biology/Biochemistry seminar (**BCH6896-letter grade**) the term you are scheduled to present. Notify the MOB Coordinator of your seminar title.

During the terms you do not present a graded seminar, you must register for ungraded seminar (**BCH 6897-S/U**)

EXCEPTION: The year in which you present your Preliminary Examination, Thesis Prospectus Defense and Dissertation Defense, you may enroll in ungraded seminar both terms.

X. GRADUATE EXAMINATIONS

There are two parts of the MOB Graduate Examinations and registration is through MOB 8964 and MOB 8965. After completing both exams successfully, students are admitted to candidacy. An Admission to Candidacy form is signed by the Director of the MOB Program and submitted by the MOB Academic Coordinator to the College of Arts and Sciences and the Registrar.

When the student has completed each exam, the Chair of the Doctoral Supervisory Committee must notify the MOB Coordinator by memo or e-mail.

A. Preliminary Doctoral Exam (Written and Oral Components)

This exam is normally completed during the spring semester of the second year in residence. Students meet with their Supervisory Committee to plan the exam schedule; the Committee determines the content and format of the exam, which usually consists of sets of questions from individual members of the committee. The student answers one set each week for 4 to 5 weeks. Answers are evaluated by the committee and an oral defense of the answers is held 2-3 weeks after all answers have been submitted. Following the successful oral defense the Prelim Exam Approval Form (signed by all committee members) is submitted to the MOB Coordinator.

B. Thesis Prospectus Defense (Students register for both MOB 8964 - 0 hrs and MOB 8965 - 0 hrs the semester they present their Prospectus Defense)

The exam consists of a written formal grant proposal, or prospectus, in the NIH or NSF format, describing preliminary results and proposed experiments. Students are expected to complete this requirement within 6 months to one year after successfully completing the preliminary exam.

The prospectus is submitted to the Doctoral Supervisory Committee for evaluation at least two weeks in advance of the oral presentation. This is scheduled as a public seminar and the MOB Coordinator needs to be notified of the title, date, time, and location two weeks before the event so appropriate advertisement can be done. MOB students are required to hold their presentation in KLB 112, unless they have secured the agreement of the IMB Director or the MOB Director to meet elsewhere.

After the public presentation, the student is challenged by the Committee in a closed session to offer an oral defense of the prospectus. Following the successful defense the Dissertation Prospectus Approval Form (signed by all committee members) is submitted to the MOB Coordinator. The student also prepares the Admission to Candidacy form which is signed by the Program Director and then submitted to the MOB Coordinator.

Note: The grades for these courses are P (pass), I (incomplete) or F (fail) – not S/U. If a student does not complete the exam during the term in which he or she registered for it, an incomplete grade is given. MOB 8964 and 8965 will then be dropped from that semester and the student will register again in the semester that the exam is passed.

The MOB Program Committee may extend the deadlines for completing these exams on an individual basis upon written request describing the reasons for the delay.

XI. DISSERTATION HOURS

(MOB 6980 1-12 hrs. per semester, min. of 24 hrs. required)

After being admitted to candidacy you will be eligible to register for Dissertation hours instead of DIS hours. University policy requires a minimum of 24 hours of Dissertation before you can graduate. Up to a certain point in the semester you are allowed to switch from DIS to Dissertation hours after being admitted to candidacy.

XII. DISSERTATION DEFENSE and GRADUATION

Dissertation Defense consists of a public seminar presenting your dissertation research and a subsequent oral examination administered by your Doctoral Supervisory Committee.

- A. **Register for MOB 8985 (0 hrs.)** with your major professor as the instructor of record. Notify the MOB Coordinator the semester before you expect to graduate so a course can be created for you. You must be registered in the final term in which your dissertation is completed. If you are receiving your stipend you will register as a full time student. If not, you may be able to register for fewer hours.
- B. **Know your dates and deadlines.** The Graduate School publishes specific timelines for each semester (BlackBoard/GradSpace/Manuscript Clearance). Find all necessary forms through this link, including the "Dissertation Forms Checklist". Call 644-0045 if you aren't sure about anything.
- C. **Apply for graduation** online during the 3 week window at the start of each semester. (*Login at my.fsu.edu - from the "my academics" tab select "more..."; then Apply for Graduation.*) This starts the graduation process and is **in addition** to registering for Dissertation Defense (MOB 8985).

- D. **Set your date**, which should be in plenty of time to meet all deadlines. Make sure all of your committee members will be present for your defense; you may need to replace members who are not available on that date.

Program Policy: All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. The committee must all agree to this latter participation method.

- E. **Submit the Defense Announcement form** online 2 weeks prior to your defense.
- F. **Notify the MOB Coordinator** of the title, date, time, and location of your defense so notices can be posted in the appropriate buildings and via e-mail.
- G. **Submit your initial manuscript electronically to Manuscript Clearance** before defense for "Initial Format Review." See the date deadline on the Manuscript Clearance website.
- H. **Provide a copy** to each member of the supervisory committee a **minimum of two weeks** before the date of your defense. Check with each member to determine whether they prefer to receive their copy earlier than this time frame. The university recommends 4 weeks in advance of the defense.
- I. International students must submit a **"Final Term Form" to the Center for Global Engagement**. This is signed by the MOB Coordinator as the Academic Advisor.
- J. **Take these forms to your defense:**
 - "Manuscript Signature Form"
 - "University Representative Doctoral Defense Report"
 - "Final Degree Clearance Form"(Find forms on "Blackboard/GradSpace/Manuscript Clearance/Forms").
(Note—all forms are due to Manuscript Clearance Office, 3rd floor of Westcott, by 5 pm on the day of the Final Manuscript Submission Deadline. This includes the Univ. Rep. report so if you are cutting it close have the Coordinator be involved in submitting all the documents. In this case, don't rely on the Univ. Rep. to get their report in on time.)
- K. The **"Manuscript Signature Form"** is typically signed by the members of your Committee immediately after a successful defense. A member of the committee should submit the original, signed copy to the MOB Coordinator, who will forward it to the Graduate School (Rm. 314 Westcott) in a sealed envelope or hand deliver if time is of the essence. The student should not handle this form after it is signed.

- L. The original, signed copy of the “**University Representative Doctoral Defense Report Form**” should be submitted by the Univ. Rep. to the Manuscript Clearance Advisor in the Graduate School (314 Westcott) within one week after the defense. He or she also submits a copy to the College of Arts & Sciences. The MOB Coordinator can submit this form at the request of the University Representative.
- M. **Submit the final manuscript electronically to Manuscript Clearance** for final clearance. After final clearance, provide a disk copy or email a pdf to the MOB Coordinator. While bound copies are no longer required we would be very pleased to include yours in the MOB dissertation library if you choose to provide one.
- N. **Review the Dissertation Forms Checklist** and make sure you have completed all required online surveys.
- O. **The original, signed “Final Degree Clearance Form”** is taken by the student to the College of Arts and Sciences (in Longmire Bldg.) for signature, and then dropped off at the Graduate School Manuscript Clearance (Rm. 314 Westcott Bldg. 644-0045). After assuring that all requirements have been met, the form will be forwarded to A&S and the Registrar for inclusion in the student’s permanent file.
- P. **Congratulations!**

FINAL NOTES ON GRADUATION

A. **All forms and clearance procedures must be completed within 60 days of the date of your defense**, or you will have to re-defend and start the process over. There are NO EXCEPTIONS.

B. If you will not complete your defense during the semester for which you applied, you must self-delete from that semester’s graduation list by contacting the Registrar’s Office. You will have an “Incomplete” for MOB 8985 which will be changed when you Pass. Do not re-register for this class.

C. If you previously filed for your diploma but did not receive the degree, the application procedure must be repeated and you will be assessed a reapplication fee to cover diploma processing costs.

FINANCIAL INFORMATION

I. BASIC INFORMATION ABOUT YOUR FUNDING: MOB students are completely supported by the MOB Program for the first two semesters of their first year. Support in subsequent semesters is paid from the grant funds of the Major Professor or from a fellowship, e.g., American Heart Association. The Major Professor may require the student to teach if a TA position is available from the professor’s home department. Securing funding for the student after the first 2 semesters is the responsibility of the Major Professor.

PAYDAYS are bi-weekly on Fridays. All FSU personnel are required to have pay deposited directly into a bank account specified by you. There is no option to be issued a paper paycheck.

PAYCHECKS: New students should be aware that processing initial paperwork and getting on the payroll could take several weeks. Retroactive pay for the period worked will be included in the first paycheck. Because of possible delays in your initial appointment, be prepared to cover four to six weeks of expenses, including fees.

II. SETTING UP YOUR RESEARCH ASSISTANTSHIP

1. **Domestic Students:** After arriving in Tallahassee, check in with the MOB Coordinator to complete appointment paperwork. Be sure to bring your social security card and driver's license or other government issued photo ID.

2. **International Students:** The very first place on campus to visit is the Center for Global Engagement (formerly known as The International Center) at 110 S. Woodward Ave., 850-644-1702. They will advise you on the procedures to follow to get a US social security card and health insurance. Afterward, check in with the MOB Coordinator to complete appointment paperwork. Be sure to bring your visa, I-94, I-20, and the letter you will receive from the US Social Security Office when you apply for a social security number.

III. WAIVERS

1. Matriculation (Tuition) Waivers

All full-time students are eligible for a waiver of most of their matriculation fees. You are responsible for activity, transportation, athletic, health fees, etc. These fees cover such things as access to recreation facilities, student parking permits, riding FSU and all city buses, access to Thagard Wellness Center, all without additional payment.

2. Out-of-State Tuition Waivers

- a. All full-time international students are eligible for a waiver of most of the out-of-state tuition fees.
- b. Domestic students who are non-Florida residents are eligible for an out-of-state waiver **for one year only**. If you do not file for and receive Florida residency status, you will be responsible for 100% of out-of-state fees.

3. Waiver Schedule

The MOB Coordinator processes tuition waivers. You must register for a full course load (9 to 12 hours, determined each semester by the Dean of the College of Arts and Sciences) before the waiver can be initiated. You will be notified of the number of hours for which you should register.

4. Signature Required

You must sign a waiver receipt each term, acknowledging that you understand and accept the conditions associated with the tuition waiver.

Waivers will not be issued for any courses not applicable toward your Program of Studies, undergraduate courses not required by the Ph.D. program, or any courses dropped or added after the fourth day of class without the approval of the MOB Program Director.

IV. HEALTH INSURANCE SUBSIDY

The Graduate School offers a health insurance reimbursement to students who select one of the FSU sponsored insurance plans. Please refer to their website for more information (<http://gradstudies.fsu.edu/Funding-Awards/Health-Insurance>). In addition to The Graduate School contribution, the MOB Graduate Program provides a partial reimbursement for the remainder of the premium, contingent on available funds. Submit your receipt to the MOB Coordinator when requested. (Also see p. 14 for more information on Health Insurance requirements.)

V. FUNDING FOR STUDENT TRAVEL

1. MOB Travel Policies:

MOB students typically receive a Professional Development Allowance of \$2000 for use in the first two years in the graduate program. This amount has varied over the years and is set annually by the MOB Director. Examples of professional development activities are attendance at scientific conferences or workshops.

Beginning with the third year, students who travel to present research conducted at FSU on which they are first author are eligible for up to \$600 each year, depending on the availability of funds. If funds become limited, priority will be given to students who did not use the travel award the previous year. This money does not roll over to the next year. Additional travel assistance for graduate students is available through the FSU Congress of Graduate Students (COGS).

2. MOB Travel Procedures: KNOW THE RULES & PLAN EARLY

At least 5 working days before travel begins, submit a Travel Worksheet to the MOB Coordinator (MOB Blackboard site/Documents/Forms). A Travel Authorization (T-Auth) must be processed before you leave on the trip. To receive a cash advance, submit paperwork 25 days in advance.

Read the Travel Brochure available in on the website under Contacts & Forms.

"Everything You Always Wanted to Know About Travel but Were Afraid to Ask"

THE MOB / IMB WEBSITE: www.biophysics.fsu.edu

OTHER HELPFUL INFORMATION

ACTIVATE YOUR FSUID

Your FSUID provides access to many of the administrative services on campus through my.fsu.edu. This portal allows access to Blackboard and other interfaces for classes, registering, department and FSU information as well as OMNI (Personnel and Financials). Go to <http://dos.fsu.edu/newnoles/> for instructions on activating your ID and getting your FSU email address.

FSU ID CARD

This is the official photo identification card for FSU. Take your FSU issued "EMPLID", and driver's license or passport to the FSU Card Center located near the FSU Bookstore. 850-644-7777. The card serves as your key entry into KLB and other research buildings after hours, your library card, and can be set up as a debit card, pre-paid vending card, ATM card and long distance calling card. The FSU Card gains you access to many facilities around campus.

BUILDING ACCESS

To receive keys to various labs and the office where your desk is located and to gain access to the Kasha Laboratory Building after hours, you must have a "Key/Card Access Form" signed by the MOB Program Director or Coordinator as PI. You also need a signature confirming that you have joined the IMBPeople Email Group (see below) Take this completed form and your FSU Card to Regina Ware in Rm. 118 KLB. You will be directed to the FSU key office after receiving approvals.

"IMBPEOPLE" EMAIL GROUP

This allows for communication between everyone associated with the Kasha Laboratory Building: Faculty, PostDocs, Students and Staff. Sign up on the IMB website—>Core Facilities—>Computer Resources Facility (on the right)—>Maillist: IMBPeople Submit the form and then look for a confirmation email. You must respond to that email or you will not be added to the list.

EMPLOYMENT OUTSIDE THE PROGRAM

Graduate studies should be engaged as a full-time endeavor. Students who are supported on a qualifying assistantship are expected to be fully engaged with their studies. Additional employment or activity, especially outside the Program is discouraged to ensure timely completion of one's degree. Requests for additional or outside, employment or activity will be evaluated for conflicts of interest in accordance with the Graduate Student Collective Bargaining Agreement.

COMPUTER ACCESS

Take the “New User Computer Account Form” to Dr. Michael Zawrotny, Rm. 415. Your account is typically ready within 24 hours. The network and other resources are for teaching and research use in accordance with FSU policy and State of Florida legislation.

Setting up secure WIFI on your personal laptop—You will need your FSUID and password. For specific instructions go to ITS.fsu.edu—>Network—>Scroll to FSU Campus Wifi—>Click on FSUSecure (not FSUGuest)—>Find your device on the right for instructions.

HEALTH and HEALTH INSURANCE

Immunization Policy No student is allowed to register until the required student health history and accompanying immunization information has been accepted by Thagard Student Health Services. All students must show proof of immunization for measles.

Thagard Wellness Center, 960 Learning Way, 644-6230. Provides primary outpatient medical care to students and dependents 13 years and older. Health-fee paying students may see a health professional at no additional charge.

The health center does not provide inpatient care or perform major surgery. Health care services provided outside the University and not covered by your health insurance are at the patient's expense.

Counseling Free and confidential counseling is available at the University Counseling Center (644-2003, located in the Askew Student Life Building). A 24-hour crisis line is available at 224-6333 or 1-877-211-7005.

Health Insurance Requirements and Options

Every full-time Florida State University student must show proof of acceptable health insurance prior to registration once each year. Please review the information at The Graduate School site and Thagard Wellness Center site. The University offers health insurance plans for domestic and international students. Other insurance is acceptable as comparable if it meets minimum requirements as listed at the Student Health Insurance website.

Note: New federal guidelines allow individuals up to age 26 to stay on their parents' health care plan. For additional information please contact Thagard Wellness Center at 850-644-4250 and healthcompliance@admin.fsu.edu.

CENTER FOR GLOBAL ENGAGEMENT (previously called International Center)

Located at 110 South Woodward Ave. 850-644-1702. CGE provides orientation and assistance settling into the campus community, counseling regarding F-1 and J-1 visa status, housing referrals, personal, social security and financial matters and serves as the University's responsible officer with the U.S. Immigration and Naturalization Service and the United States Information Agency.

DROP/ADD

You may drop/add courses during the first four days of classes each semester with no financial penalty unless a change in the number of hours impacts your waiver. You must notify the MOB Coordinator of any schedule changes.

ATHLETIC AND RECREATION FACILITIES

All students have access to the Leach Center (pool and exercise facility near KLB) and other recreation facilities (for ex., FSU Reservation on Lake Bradford, Intramural Sports) at no additional cost. See <http://fsu.campusrec.com/> for more information.

CHANGE OF ADDRESS, CONTACT INFORMATION OR NAME

Notify the MOB Coordinator immediately of these changes.

Update your information online through the OMNI HR/Self-Service system. You must also complete a new W-4 form (for tax withholding) for Human Resources showing new address and/or name. A new social security card with a new name must also be submitted to FSU HR.

ACADEMIC PROBATION

If your cumulative grade point average for courses taken at FSU falls below 3.0 at the end of a term you will not be permitted to register for graduate study, even as a special student. Reinstatement is possible, by petition of your major professor, in cases in which a cumulative GPA of 3.0 is very likely by the end of the next semester.

CONFLICT RESOLUTION

Substantive disagreements on interpretation or application of degree requirements or other rules should generally be brought first to the next higher authority for resolution. Thus, disagreements between student and major professor should be brought to the full supervisory committee. The Program Director may resolve more persistent conflicts with the advice of the Dean of the Graduate School.

RESIDENCY (For Domestic Students Only)

You must be a resident of the State of Florida for one year before gaining official in-state resident status. Please refer to guidelines set by The Graduate School.

Prior to the first day of classes file a Declaration of Domicile form at the Clerk of the Circuit Court, 313 S. Calhoun St.. A government issued picture ID and a \$15.00 fee are required. A valid ID or driver's license from another state is acceptable, but you must get a Florida ID or driver's license within 30 days.

Obtain as many of the following as possible as evidence of residency, dated prior to the first day of classes

- Florida driver's license or Florida ID card (primary document)
- Florida voter's registration (last 4 digits of Social Security Number needed)
- Florida vehicle registration and Florida automobile insurance

Other documents to keep for submittal at time of reclassification:

- Lease or mortgage document in your name (primary document)
- 12 months of utility bills in your name (secondary document)
- 12 months of bank statements in your name (secondary document)

Applications for residency, along with supporting documents, must be submitted to the Residency Section of the Registrar's office prior to the last day of registration for the term for which resident status is sought (normally submitted Summer of your first year)

Students who are eligible for Florida residency but have failed to change their residency status will be liable for the out-of-state tuition cost.

TRANSCRIPTS

Official transcripts are available through the Registrar's office for \$5.00 per copy. Unofficial transcript copies are free and available on the FSU Blackboard site/secure apps. If information is incorrect on a transcript, contact the Posting Section at 644-5087.

DESKS

Desks for first year students are available in the MOB area in 417 KLB. After you select a Major Professor, you will transfer to a desk in that professor's area.

MOB FACULTY DIRECTORY

- Hank Bass**, Biology; Ph.D., NC State, 1992.
- Richard Bertram**, Mathematics; Ph.D., FSU, 1993.
- Michael Blaber**, Biomedical Science; Ph.D., UC-Irvine, 1990.
- P. Bryant Chase**, Biology; Ph.D., U/Southern California, 1984.
- Timothy A. Cross**, NHMFL and Chemistry; Ph.D., Pennsylvania, 1981.
- Debra A. Fadool**, Biology; Ph.D., U/Florida, 1993.
- Piotr G. Fajer**, Biology; Ph.D., Leeds (England), 1983.
- Samuel Grant**, Chemical & Biomedical Engineering; Ph.D. Univ. Illinois, 2001.
- Jamila Horabin**, Biomedical Sciences; Ph.D. Duke, 1987.
- Yoichi Kato**, Biology; Ph.D., Nagoya City U, Japan, 1997.
- Laura Keller**, Biology; Ph.D. University of Virginia, 1980.
- Thomas Keller**, Biology; Ph.D., University of Virginia, 1981.
- Hong Li**, Chemistry; Ph.D., Rochester, 1994.
- Timothy M. Logan**, Chemistry; Ph.D., Chicago, 1991.
- Alan G. Marshall**, NHMFL and Chemistry; Ph.D., Stanford, 1970.
- Michael Mascagni**, Computer Science; Ph.D. NYU, 1987.
- Brian Miller**, Chemistry; Ph.D., UNC-Chapel Hill, 2001.
- Amy Q. X. Sang**, Chemistry; Ph.D., Georgetown University, 1990.
- Scott Stagg**, Chemistry; Ph.D. Univ. of Alabama at Birmingham, 2003.
- Branko Stefanovic**, Biomedical Sciences; Ph.D., FSU, 1991.
- Oliver Steinbock**, Chemistry; Ph.D., Georg-August-Univ.Göttingen (Germany), 1993.
- M. Elizabeth Stroupe**, Biology; Ph.D., Scripps University, 2003.
- Geoffrey F. Strouse**, Chemistry; Ph.D., Univ. of N. Carolina at Chapel Hill, 1993.

Kenneth A. Taylor, Biology; Ph.D., Univ. of California at Berkeley, 1975.

Wei Yang, Chemistry; Ph.D., SUNY-Stony Brook, 2001.

Hong-Guo Yu, Biology; Ph.D., University of Georgia, 2000.

Huan-Xiang Zhou, Physics; Ph.D., Drexel University, 1988.

Yi Zhou, Biomedical Sciences; Ph.D., University of Minnesota, 1994.

Fanxiu Zhu, Biology; Ph. D., Wuhan University—China, 1995.

MOB AFFILIATED FACULTY

(Affiliated faculty may mentor students as co-advisors with MOB Faculty)

David M. Gilbert, Biology; Ph.D., Stanford, 1989.

Cathy W. Levenson, Biomedical Science and Neuroscience; Ph.D., Chicago, 1993.

James M. Olcese, Biomedical Sciences; Ph.D., Marquette University, 1979.

Hengli Tang, Biology; Ph.D., Univ. of California at San Diego, 1998.

PROFESSORS EMERITI

D. L. D. Caspar, Professor of Biological Science, retired; Ph.D., Yale, 1955.

Penny Gilmer, Professor Chemistry and Biochemistry, retired; Ph.D.

Kurt G. Hofer, Professor of Biological Science, retired; Ph.D., Vienna, 1965.

Kenneth Roux, Professor of Biological Science, retired, Ph.D. Tulane, 1974.

Thomas Roberts, Professor of Biological Science retired, Ph.D. Notre Dame, 1976.

De Witt Sumners, Professor of Mathematics, retired; Ph.D., University of Cambridge (England), 1967.

PROGRAM DIRECTOR

Hong Li, Chemistry; Ph.D., Rochester, 1994. 207 KLB. 644-6785

hongli@sb.fsu.edu

ACADEMIC COORDINATOR

Jana Sefcikova, 106 KLB. 644-1012 jsefcikova@fsu.edu

2015—2016 Fall Schedule of Events

(to supplement the FSU Graduate Calendar)

- August 7 New MOB Student Orientation
9:00 am—12:00 pm
- August 7—21 Core Facilities Training (“bootcamp”)
- August 17—27 Registration for new students
- August 18 New Graduate Student Orientation
8:00 am—4:45 pm HCB Bldg.
- August 24 Fall Semester starts
- Aug. 24 - Sept. 4 Faculty interviews for rotations
- September 2 Welcome and Poster Session
3:00—4:30 pm 112 KLB
- December 11 Fall Semester ends
- January 6 Spring Semester starts
- February 18—20 Prospective students visit
- February 27 - March 2 Biophysical Society Meeting, Los Angeles
- March 7—11 Spring Break
- April 12 Kasha Seminar and Award Ceremony
- April 20 Confirm Major Professor & Lab
- April 30 First year progress reports/Annual Reviews due
- May 1 Spring Semester ends

2015-2016 Rotation Schedule

Faculty Interviews	Rotation 1	Rotation 2	Finals	Holidays
8/24-9/4 (at least 8)	9/7-10/16 6 wks	10/19- 12/4 6 wks	12/7-12/11	12/14-1/5

Quick List for MOB Graduate Program

Requirement	Action	Timeline
Advisement	Meet with MOB Program Director for 1st semester enrollment guidance	No later than the last registration day of 1st semester* in residence
Rotations	Work approx. 6 weeks in at least three different labs	By end of 2nd semester in residence
Major Professor	Notification by email to MOB Graduate Office of selection;	At end of rotations (end of 2 nd semester in residence)
First Year Review	Progress report by MOB Program Committee	Early in 3rd semester in residence
Supervisory Committee	Submit Doctoral Supervisory Committee form to the MOB Graduate Office for approval	During 3rd semester in residence
Program of Studies Form	Submit to the MOB Graduate Office for approval by the MOB Program Committee	By end of 3rd semester in residence
Residency (domestic students)	Application for State of Florida Residency for domestic students	Prior to the first day of classes of 2nd year
SPEAK Test	International students must pass with a score of 50 or higher	By end of 3rd semester in residence
Annual Review	Progress report to MOB Executive Committee by the Supervisory Committee	April 30th of each year beginning with the second year in residence
Teaching Requirement	Teach at least 3 contact hours/week for 1 semester; submit signed form to MOB Graduate Office after completion	Must be completed during the 2nd or 3rd year in residence
Preliminary Exam	Written and oral defense components	2nd semester of 2nd year in residence
Thesis Prospectus Defense	Written and oral defense components; submit signed form to MOB Graduate Office	6 months to 1 year after completion of Prelims
Admission to Candidacy	Submit signed Admission to Candidacy form to MOB Graduate Office	On completion of the Thesis Prospectus Defense
Dissertation	Submitted to Clearance Office. Check with the Clearance Advisor	Not later than 5 calendar years after date of admission to doctoral candidacy status
*There are 3 semesters each calendar year: Fall, Spring and Summer.		

Rotation 3	Rotation 4a (opt.)	Break	Rotation 4b	Finals
1/11-2/19 6 wks	2/22-3/5 2 wks	3/7-3/11	3/1-4/8 3 wks	4/25-4/29

MOB

Graduate Policy Committee

Proposal to implement a Policy for Dismissing a Graduate Student (for reasons other than GPA)

Implementation date: Immediately

Dismissal (for reasons other than GPA) statement

(Language to be added to the Graduate Academic Regulations and Procedures Section of the Bulletin-Page 96; starting Fall 2024)

Policy for Dismissing a Graduate Student (for reasons other than GPA)

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School.

Dismissed students will not be permitted to register for further graduate study, including registering as non-degree students, in the degree program or college from which they had enrollment terminated.

Graduate students who have been dismissed from one degree program may seek admission to another degree program but will not be readmitted or allowed to add the dismissed degree program back as a second major or degree. This includes seeking admission into a different degree program that shared a joint pathway with the dismissed degree program.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair (or unit head), in the department/unit or single-unit college level and may occur for a number of different reasons.

As specified by university policy, Graduate policy, or within the unit's Graduate Student handbook, reasons may include but are not limited to,

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline.
- Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
- Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts, internship work, etc.).
- Failure to meet artistic or creative performance standards.
- Failure to be approved for an Extension of Time (EOT).

- Failure to complete important degree milestone requirements within a reasonable period of time.
- Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy, etc.
- Failure to complete the doctoral degree or make timely progress towards the research or writing of their treatise or dissertation.
- Failure to complete the master's degree or make timely progress towards the research or writing of their thesis, or the production of their thesis-equivalent creative project.

In addition, please note that suspension or expulsion from the university may result if a student is found responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome from a Student Conduct Code charge for which a student is found responsible.

Graduate program handbooks **must** provide information about failure to meet specific milestone or behavioral requirements. Students who are dismissed for reasons other than grades may follow the General Academic Appeals process if they have evidence that academic regulations and procedures have been improperly applied.

Reasoning for the Policy Proposal

Currently, the Graduate Bulletin has no one clear section with language that pertains to graduate students who receive a dismissal (for reasons other than GPA). It only covers the process and procedures for students who are placed on academic dismissal. However, FSU has a number of existing policies that lead to student dismissal. These are contained in a variety of places throughout the Graduate Bulletin, the Student Conduct Code, the Academic Honor Policy, units' Professional Standards statements, and more. It is in students' best interest to have one clear policy that informs them of the standards to which they will be held, as well as who to contact for additional information.

In addition, this language reflects existing practice for dismissal procedures (for reasons other than GPA). It was carefully tailored and vetted by The Graduate School, Registrar's Office, the Office of Faculty Development and Advancement, the Faculty Senate Steering Committee, and FSU's General Counsel. Upon approval, the Graduate School will be providing additional guidance to Academic Dean's Offices on such dismissal procedures, as well as offer a dismissal letter template to streamline the document creation process and provide more convenience and consistency.
