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MBIO GRADUATE PROGRAMS SUMMARY

The Microbiology and Molecular Biology Department offers four graduate degrees:

- Doctor of Philosophy (PhD) in Microbiology
- Doctor of Philosophy (PhD) in Molecular Biology
- Master of Science (MS) in Microbiology
- Master of Science (MS) in Molecular Biology

**Microbiology** graduate programs emphasize a combination of research experience and interdisciplinary course work. Research emphases includes cancer biology, immunology, medical microbiology, microbial pathogenesis, microbial ecology, microbial genetics/physiology, and virology.

**Molecular Biology** graduate programs offer a comprehensive and interdisciplinary degree program, supported by faculty and courses from other departments within the College of Life Sciences as well as the Department of Chemistry and Biochemistry in the College of Physical and Mathematical Science.

Completion of a degree prepares graduates for further study at other universities; employment in educational, industrial, medical, and research institutions; or postdoctoral research opportunities leading to careers as research or academic scientists.
PHD DEGREE REQUIREMENTS

LENGTH OF TIME TO COMPLETE DEGREE
Five years (usual time); eight years (university limit)

CREDIT-HOURS
- 54 credit-hours total (At least 18 didactic credit-hours, at most 18 research credit-hours, and 18 dissertation credit-hours)
- PhD after MS: 36 credit-hours total (18-coursework, 18-dissertation)

COURSE REQUIREMENTS
- Biol-503, Research Orientation, 1 credit, offered fall only
- MMBIO 661, Molecular Biology of the Cell, 3 credits, offered fall only
- MMBIO 662, Genomics, Molecular Evolution, and Developmental Biology, 3 credits, offered winter only
- At least one of the following core classes:
  - MMBIO 623, Immunology, 2 credits, offered fall of odd years
  - MMBIO 624, Microbial Pathogenesis, 3 credits, offered fall of even years
  - MMBIO 625, Molecular Virology, 2 credits, offered winter of odd years
  - MMBIO 626, Advanced Microbial Genetics, 2 credits, offered winter of even years
- MMBIO-691R, Graduate Seminar (1 hr)
  (attend every fall & winter semester, but only register for it one time)
- Stat-510, Intro to Statistics for Grad Students, or equivalent (3 hours)
- MMBIO 799R, PhD Dissertation course (18 hrs)
- One of the following Quantitative Skill Courses:
  - CHEM 468, Biophysical Chemistry, 3 credits, offered winter only
  - CHEM 489, Structural Biochemistry, 3 credits, offered on demand
  - STAT 535, Applied Linear Models, 3 credits
  - STAT 641, Introduction to Statistical Theory, 3 credits, offered F,W,Sp,Su
- Elective courses, as approved by committee (For a listing of all MMBIO graduate courses offered, see page 22 in this Handbook)

Note: Audit courses cannot be counted for enrollment verifications or program credit. For limits on transfer credit, senior credit, post-baccalaureate studies credit, and undergraduate credit, see the current BYU Graduate Catalog.

FORMATION OF ADVISORY COMMITTEE
The advisory committee is to advise, direct, and approve the graduate student's program, both the academic work and the research work. Each committee member, not just the chair, is involved in training and mentorship of assigned students. Careful evaluation, rigorous review of student research and instruction, and regularly scheduled meetings can ensure a quality experience. Students should feel free to meet with committee members individually or as a committee as frequently as help and advice are needed. The student is required to take the initiative in the formation of the committee, and to initiate the scheduling of all committee meetings, which will typically take place during the months of November and May.

The student is temporarily assigned to be advised by the graduate coordinator at the time of acceptance into the graduate program. In consultation with the graduate coordinator, the
student must choose a permanent graduate advisory committee by the 2nd progress report (May of the first year). Members comprising the advisory committee are selected by the student in consultation with the committee chair (the student’s research advisor), and approved by the graduate coordinator. The advisory committee is formally organized as signatures are recorded on Form 3, Program of Study for Graduate Students. This form is turned in to the graduate secretary.

The PhD advisory committee is comprised of a minimum of five faculty members:

- 1 chair (faculty research advisor/mentor, from MMBIO department)
- 2 or 3 faculty from MMBIO department
- 1 or 2 faculty from another relevant department

All members of the committee should be present at committee meetings. For progress review meetings, if one member cannot attend, then the student can talk with that member individually to give updates and get a signature, if the advisor approves. However, for qualifying exam and defense meetings, all members must be present.

**SEMI-ANNUAL PROGRESS REVIEWS**

Twice a year, in November and May of each academic year, graduate students meet with their advisory committee in a formal progress review meeting.

The typical student procedure for this review is as follows:

1. Pick up Form A, Graduate Progress Review, from the graduate secretary & answer questions 1-9 in writing.
2. Schedule the date, time, and location of the meeting with the advisory committee.
3. After the progress review meeting, return the signed Form A to the graduate secretary.

Progress review meetings may serve multiple functions during the first two years:

- **The Program of Study** (see below) must be approved in progress review #2 (May of first year)
- **The Prospectus** (see below) must be defended and approved in progress review #3 (November of second year)
- **The Qualifying Exam** (see below) must be conducted during progress review #4 (May of second year)

In every progress review, progress is rated “Satisfactory,” “Marginal,” or “Unsatisfactory.” A satisfactory rating recommends continuation in the program. Marginal or unsatisfactory ratings require the committee to list the changes and requirements a student needs to meet within a specified period of time, to remedy the problem(s).

- A marginal rating recommends another review be held within 60 days to determine whether or not the student making progress and can remain in the program.
- Two marginal/unsatisfactory ratings in a row result in termination of student’s program
- When no evaluation is submitted, the university considers this “unsatisfactory.”

The student is suspended when there is no reasonable prospect for them to complete degree requirements, such as lack of progress on research and/or a low GPA.
PROGRAM OF STUDY
The program of study is a list of classes that meet both the program’s requirements and the student’s personal area of focus and interest. This list is determined by the student with the advisor’s guidance, and is approved by the advisory committee and the graduate coordinator. It is the responsibility of the student and the advisory committee to ensure that all of the prerequisite requirements have been completed.

Students submit these courses on Form 3, Program of Study for Graduate Students. They are due at the time of their 2nd progress review (May of First year). The form is signed by committee members and turned into the graduate secretary.

If it becomes necessary during the course of a graduate program to alter the course plan, the “Request for Study List Change” Form 3b should be completed, signed, and turned in to the graduate secretary.

Students registering for classes not on their Program of Study list need to get their advisor’s approval.

PROSPECTUS
Plans for the prospectus should be formulated by the student in consultation with, and then approved by, the advisory committee. It becomes the outline of the student’s dissertation. Any major change in research direction requires a new prospectus and approval by the advisory committee.

A general format for a prospectus would include:

- Background information
- The topic or organism to be studied
- Clear statement of objectives and hypothesis to be tested
- How the objectives will be tested
- Methods and materials to be used, including alternatives if some experiments fail
- Expected results and timeline
- Bibliography

Generally, a dissertation prospectus will be 10 to 15 pages in length.

When your committee approves your prospectus, they should sign Form B, Prospectus. This form, along with a copy of your prospectus, should be turned into the graduate secretary. The deadline for the prospectus is progress review #3 (November of the 2nd year) for PhD students.

QUALIFYING EXAM
The qualifying exam advances a PhD student to candidacy. It should be taken no later than the student’s fourth progress report (May of their second year).

The Qualifying Exam consists of two parts:
1. Outside grant proposal.
   a. Student writes up aims for 3 different topics, and the committee chooses one. The topics must be different than the topic the student is working on for his/her PhD degree.
b. Student then writes the grant proposal, using NIH or NSF format (time frame is 3 weeks)
c. The exam committee evaluates the proposal (time frame is 2 weeks)

2. Oral Comprehensive Exam Defense
a. Student defends grant proposal within two weeks after submission to the advisory committee.
b. Student takes oral comprehensive exam on coursework and acquired knowledge (time frame: immediately after the evaluation of the outside grant proposal)

Judging the Qualifying Exam

- Who:
  - This exam is judged by an exam committee, composed of the student’s advisory committee plus one other faculty member, for a total of 6 members (5 advisory members and one outside member). This committee must also have one graduate committee member on it. If the graduate committee member is not on the student’s advisory committee, then he/she will become the outside member.
  - The senior member of the committee, who is not the advisor, will conduct the exam.

- Results: The committee may vote to “pass,” “pass with qualification,” “recess,” or “fail” the student.
  - It is possible to “stop” the exam at any point if two or more examiners vote to recess. This permits the candidate to reschedule the exam a second time. If the student does not pass the exam the second attempt, the student will be terminated from the program.
  - If two or more examiners vote to fail, the examination is failed and the graduate degree program of the student is terminated.

Reporting the Exam: Form D, Qualifying Exam, is signed and submitted to the graduate secretary.

Note: A student who completes coursework and departs early, but prior to the dissertation defense, is required to take the qualifying exam before leaving campus.

APPLICATION FOR GRADUATION

- **When:** The beginning of the final semester of a student’s program. Check the university deadlines (page 24, or relevant graduating year)
- **How:** Complete all information on Form 8a (found on the Grad Studies website, www.byu.edu/gradstudies or the graduate secretary)
  - Get signature of the department chair and graduate coordinator
  - Submit form to graduate secretary by deadline.

FINAL RESEARCH REVIEW MEETING

The final review of the student’s research is held with the advisory committee (in conjunction with the final semi-annual progress review) to assure both the student and the committee that the body of research is satisfactorily completed, and the writing of the dissertation is underway. The student should present a final draft of the dissertation to his/her committee members soon after this meeting.

This meeting is held prior to scheduling the dissertation defense. The recommended time to schedule this review meeting is at the Final Progress Review, which would be in May for most students.
As with all advisory committee meetings, it is the responsibility of the student to initiate and schedule it.

**WRITING THE DISSERTATION**

Students can begin writing their dissertation/thesis as soon as their project has matured sufficiently and they have the approval of their advisor. Writing and continually revising along the way helps to clarify thinking and creates a better dissertation/thesis document.

Check the university requirements on “Minimum Standards for Submitting Dissertations...” Form ADV11. (It can be found online at [www.byu.edu/gradstudies/forms/forms.php](http://www.byu.edu/gradstudies/forms/forms.php).

Information includes requirements for format, style, preparing work for departmental approval, and preparing and submitting copies, forms and fees to the library.

The final version of the dissertation should include the following:

1. Title page
2. Committee-approval page
3. Final reading approval/acceptance page
4. Abstract page
5. Table of Contents
6. List of Tables
7. List of Figures
8. Thorough introduction, including background information from the published literature.
9. Research chapters*
10. Summary/discussion of findings
11. Complete bibliography
12. Appendices. Unpublished data may also be included.

*If a PhD student has at least two accepted first author publications they can opt to include copies of those manuscripts in lieu of research chapters. If the manuscripts have been reviewed, accepted by the journal, and are “in press” it is acceptable to bind copies of the final manuscripts instead of waiting for the reprints. The final manuscript must appear in letter quality print.

**DISSERTATION DEFENSE**

The dissertation defense is conducted when the student has written his/her dissertation and is prepared to defend it. Normally this is during the last semester the student is on campus.

The defense is conducted in two sessions: The presentation, and the oral defense. The BYU academic community is invited to listen and ask questions at the presentation. The oral defense (which immediately follows the oral presentation) is held in closed session, during which the advisory committee members are allowed to ask questions and vote on the student’s performance. The senior member of the committee, who is not the advisor, will conduct the defense.

Students are responsible for scheduling the date, time, and place *at least two weeks in advance* of the defense. To schedule the defense, the student needs to:

1. Check for university deadlines *(page 24 for the 2009-2010 year)*
2. Obtain “Department Scheduling for Final Oral Examination, Form 8c” (You can get this form from the graduate studies website or the graduate secretary)
3. Get approval from your advisory committee. This includes completing and getting committee signatures on Form 8c.

4. Returning Form 8c to the graduate secretary **at least two weeks in advance of the scheduled date.**

5. Place a copy of dissertation in the department office for interested individuals to read. Copies should also be given to all members of the student’s advisory committee two weeks prior to the defense.

The advisory committee will communicate the results of the defense to the graduate coordinator and graduate secretary, using Forms 9 and 10 (will be sent to your department mailbox when you schedule your defense). Depending on the results, the advisory committee will assist with any revisions that may be necessary.

The advisory committee may vote to “pass,” “pass with qualification,” “recess,” or “fail” the student. If the decision is to “pass with qualification,” the advisory committee may require minor revisions of the dissertation or strengthening of the candidate’s preparation in subject matter areas. When these qualifications are cleared, and the committee has properly recorded the clearance with the Office of Graduate Studies, the student is judged to have passed the examination.

If two or more examiners vote to recess, the examination is stopped and postponed. This permits the candidate to reschedule (with the department and the Office of Graduate Studies) a second and final examination. The new examination cannot be held sooner than one month after the recessed examination. In addition, the second examination must be convened with the original committee. If the student does not pass an exam for a second time, the student will be terminated from the program.

If two or more examiners vote to fail, the examination is failed and the graduate degree program of the student is terminated.

**AFTER DEFENDING**

- Complete “Approval for Submission of Dissertation, Thesis, or Selected Project, form 8d” (will be sent to your department mailbox when you schedule your defense) including required signatures
- Submit both form 8d and dissertation copies to the Lee Library, 2060 HBLL, and pay your binding fees, which is $15 per paper bound book. Paper copies are given to the department and Committee Chair. Two copies (either paper or electronic) are given to the library. For instructions on submitting an electronic version, go to [http://etd.byu.edu](http://etd.byu.edu). By submitting electronically, students do not have to pay the $30.00 binding fee for the two library copies.
- Check your ABC report for any “T” grades given for dissertation or research courses. A diploma will not be granted unless these have been changed to passing grades. A change-of-grade form will be sent to you for this purpose when you schedule your defense.
MS DEGREE REQUIREMENTS

LENGTH OF TIME TO COMPLETE DEGREE
MS Degree: Two years (usual time); five years (university limit)

CREDIT-HOURS
30 total credit-hours (At most 6 research credit-hours and 6 thesis credit-hours)

COURSE REQUIREMENTS
• Biol-503, Research Orientation, 1 credit, offered fall only
• MMBIO 661, Molecular Biology of the Cell, 3 credits, offered fall only
• MMBIO 662, Genomics, Molecular Evolution, and Developmental Biology, 3 credits, Offered winter only
• At least one of the following core classes:
  o MMBIO 623, Immunology, 2 credits, offered fall of odd years
  o MMBIO 624, Microbial Pathogenesis, 3 credits, offered fall of even years
  o MMBIO 625, Molecular Virology, 2 credits, offered winter of odd years
  o MMBIO 626, Advanced Microbial Genetics, 2 credits, offered winter of even years
• MMBIO-691R, Graduate Seminar (1 hr) (attend every fall & winter semester, but only register for it one time)
• Stat-510, Intro to Statistics for Grad Students, or equivalent (3 hours)
• MMBIO 699R, MS Thesis course (6 hrs)
• Recommend to choose at least one:
  o Chem 584, Biochem Lab, Proteins (3 hrs) [offered Fall & Winter]
  o Chem 586, Biochem Lab, Nucleic Acids (3 hrs) [Offered Fall & Winter]
• Elective courses, as approved by committee (For a listing of all MMBIO graduate courses offered, see page 22 in this Handbook)

Note: Audit courses cannot be counted for enrollment verifications or program credit.
For limits on transfer credit, senior credit, post-baccalaureate studies credit, and undergraduate credit, see the current BYU Graduate Catalog.

FORMATION OF ADVISORY COMMITTEE
The advisory committee is to advise, direct, and approve the graduate student’s program, both the academic work and the research work. Each committee member, not just the chair, is involved in training and mentorship of assigned students. Careful evaluation, rigorous review of student research and instruction, and regularly scheduled meetings can ensure a quality experience. Students should feel free to meet with committee members individually or as a committee as frequently as help and advice are needed. The student is required to take the initiative in the formation of the committee, and to initiate the scheduling of all committee meetings, which will typically take place during the months of November and May.

The student is temporarily assigned to be advised by the graduate coordinator at the time of acceptance into the graduate program. In consultation with the graduate coordinator, MS students must choose a permanent graduate advisory committee by their 1st progress report (November of the first year). Members comprising the advisory committee are selected by the student in consultation with the committee chair (the student’s research advisor), and approved by the graduate coordinator. The advisory committee is formally organized as signatures are recorded on Form 3, Program of Study for Graduate Students. This form is turned in to the graduate secretary.
The Master’s program advisory committee is comprised of a minimum of three faculty members:

- 1 chair (faculty research advisor/mentor, from MMBIO department)
- 1 faculty from MMBIO department faculty
- 1 faculty from either MMBIO department faculty or another relevant department

All members of the committee should be present at committee meetings. For progress review meetings, if one member cannot attend, then the student can talk with that member individually to give updates and get a signature, if the advisor approves. However, for all examination and defense meetings, all members must be present.

**SEMI-ANNUAL PROGRESS REVIEWS**
Twice a year, in November and May of each academic year, MS students meet with their advisory committee in a formal progress review meeting.

The typical student procedure for this review is as follows:

1. Pick up Form A, Graduate Progress Review, from the graduate secretary and answer questions 1-9 in writing
2. Schedule the date, time, and location of the meeting with the advisory committee
3. After the progress review meeting, return the signed Form A to the graduate Secretary

Progress review meetings may serve multiple functions during the first two years:

- **The Program of Study** (Form 3) must be approved in progress review #1 (November of first year)
- **The Prospectus** (see below) must be defended and approved in progress review #2 (May of first year)
- **The Coursework Exam** must be conducted during progress review #4 (May of second year)

In every progress review, progress is rated “Satisfactory,” “Marginal,” or “Unsatisfactory.” A satisfactory rating recommends continuation in the program. Marginal or unsatisfactory ratings require the committee to list the changes and requirements a student needs to meet within a specified period of time, to remedy the problem(s).

- A marginal rating recommends another review be held within 60 days to determine whether or not the student can begin making progress and remain in the program.
- Two marginal/unsatisfactory ratings in a row result in termination of student’s program
- When no evaluation is submitted, the university considers this “unsatisfactory.”

A graduate student is suspended when there is no reasonable prospect for them to complete degree requirements, such as lack of progress on research and/or a low GPA.

**PROGRAM OF STUDY**
The program of study is a list of classes that meet both the program’s requirements and the student’s personal area of focus and interest. This list is determined by the student with the advisor’s guidance, and is approved by the advisory committee and the graduate coordinator. It is the responsibility of the student and the advisory committee to ensure that all of the prerequisite requirements have been completed.
Students submit these courses on Form 3, Program of Study for Graduate Students. They are due at the time of their 1st progress review (November of first year). The form is signed by committee members and turned in to the graduate secretary.

If it becomes necessary during the course of a graduate program to alter the course plan, the “Request for Study List Change” Form 3b should be completed, signed, and turned in to the graduate secretary.

Students registering for classes not on their program of study list need to get their advisor’s approval.

**PROSPECTUS**

Plans for the prospectus should be formulated by the student in consultation with, and then approved by, the advisory committee. It becomes the outline of their thesis. Any major change in research direction requires a new prospectus and approval by the advisory committee.

A general format for a prospectus would include:

- Background information
- The topic or organism to be studied
- Clear statement of objectives and hypothesis to be tested
- How the objectives will be tested
- Methods and materials to be used, including alternatives if some experiments fail
- Expected results and timeline
- Bibliography

Generally, a thesis prospectus will be 5 to 6 pages in length.

When the advisory committee approves the prospectus, they should sign Form B, Prospectus. This form, along with a copy of the prospectus, should be turned into the graduate secretary. The deadline for the prospectus is progress review #2 (May of the first year) for masters students.

**COURSEWORK EXAM**

The coursework exam (for MS students) tests the knowledge gained from the classes the student has taken.

It should be taken when coursework is completed, but no later than the second year of the program. It cannot be taken on the same day that the thesis defense is held.

Judging the exam is by the student’s advisory committee.

- The senior member of the committee, who is not the chair, conducts the exam.
- The committee may vote to “pass,” “pass with qualification,” “recess,” or “fail” the student.
- It is possible to “stop” the exam at any point if two or more examiners vote to recess. This permits the candidate to reschedule the exam a second time. **If the student does not pass the exam the second attempt, the student will be terminated from the program.**
- If two or more examiners vote to fail, the examination is failed and the graduate degree program of the student is terminated.
The student is responsible to schedule the date, time and location of the exam. This includes:

1. First, getting approval from advisory committee to schedule the exam.
2. Schedule the date, time, and location for the exam. Remember, it cannot be held on the same day as the thesis defense.
3. Take Form C, "Coursework Exam," with you to the meeting.
4. The advisory committee will return the completed form to the graduate coordinator, who signs it and turns it into the graduate secretary.

Note: A student who completes coursework and departs early, but prior to the thesis defense, is required to take the coursework exam before leaving campus.

APPLICATION FOR GRADUATION

- **When**: The beginning of the final semester of a student’s program. Check the university deadlines (page 24, or relevant graduating year)
- **How**: Complete all information on Form 8a (found on the grad studies website, www.byu.edu/gradstudies or the grad secretary)
  - Get signature of your department chair and graduate coordinator
  - Submit form to graduate secretary by deadline.

FINAL RESEARCH REVIEW MEETING

The final review of the student’s research is held with the advisory committee (in conjunction with the final semi-annual progress review) to assure both the student and the committee that the body of research is satisfactorily completed, and the writing of the thesis is underway. The student should present a final draft of the thesis to his/her committee members soon after this meeting.

This meeting is held prior to scheduling the thesis defense. The recommended time to schedule this review meeting is at the final progress review, which would be in May for most students.

As with all advisory committee meetings, it is the responsibility of the student to initiate and schedule it.

WRITING THE THESIS

Students can begin writing their thesis as soon as their project has matured sufficiently and they have the approval of their advisor. Writing and continually revising along the way helps to clarify thinking and creates a better thesis document.

Check the university requirements on “Minimum Standards for Submitting Dissertations...” Form ADV11. (It can be found online at www.byu.edu/gradstudies/forms/forms.php. Information includes requirements for format, style, preparing work for departmental approval, and preparing and submitting copies, forms and fees to the library.

The final version of the thesis should include the following:

1. Title page
2. Committee-approval page
3. Final reading approval/acceptance page
4. Abstract page
5. Table of Contents
6. List of Tables
7. List of Figures
8. Thorough introduction, including background information from the published literature.
9. Research chapters*
10. Summary/discussion of findings
11. Complete bibliography
12. Appendices. Unpublished data may also be included.

*If a MS student has at least one accepted first author publication, he/she can opt to include this manuscript in lieu of research chapters. The final manuscript must appear in letter quality print.

THESIS DEFENSE
The thesis defense is conducted when the student has written his/her thesis and is prepared to defend it. Normally this is during the last semester the student is on campus.

The defense is conducted in two sessions: The presentation, and the oral defense. The BYU academic community is invited to listen and ask questions at the presentation. The oral defense (which immediately follows the oral presentation) is held in closed session, during which the advisory committee members are allowed to ask questions and vote on the student’s performance. The senior member of the committee, who is not the chair, conducts the defense.

Students are responsible for scheduling the date, time, and place at least two weeks in advance of the defense. To schedule the defense, the student needs to:

1. Check for university deadlines (page 24 for the 2009-2010 year)
2. Obtain “Department Scheduling for Final Oral Examination, Form 8c” (You can get this form from the graduate studies website or the graduate secretary)
3. Get approval from your advisory committee. This includes completing and getting committee signatures on Form 8c.
4. Returning form 8c to the graduate secretary at least two weeks in advance of the scheduled date.
5. Place a copy of dissertation in the department office for interested individuals to read. Copies should also be given to all members of the student’s advisory committee two weeks prior to the defense.

The advisory committee will communicate the results of the defense to the graduate coordinator and graduate secretary, using Forms 9 and 10 (will be sent to your department mailbox when you schedule your defense). Depending on the results, the advisory committee will assist with any revisions that may be necessary.

The advisory committee may vote to “pass,” “pass with qualification,” “recess,” or “fail” the student. If the decision is to “pass with qualification,” the advisory committee may require minor revisions of the dissertation or strengthening of the candidate’s preparation in subject matter areas. When these qualifications are cleared, and the committee has properly recorded the clearance with the Office of Graduate Studies, the student is judged to have passed the examination.
If two or more examiners vote to recess, the examination is stopped and postponed. This permits the candidate to reschedule (with the department and the Office of Graduate Studies) a second and final examination. The new examination cannot be held sooner than one month after the recessed examination. In addition, the second examination must be convened with the original committee. If the student does not pass an exam for a second time, the student will be terminated from the program.

If two or more examiners vote to fail, the examination is failed and the graduate degree program of the student is terminated.

AFTER DEFENDING

- Complete "Approval for Submission of Dissertation, Thesis, or Selected Project, form 8d" (will be sent to your department mailbox when you schedule your defense) including required signatures
- Submit both form 8d and thesis copies to the Lee Library, 2060 HBLL, and pay your binding fees, which is $15 per paper bound book. Paper copies are given to the department and committee chair. Two copies (either paper or electronic) are given to the library. For instructions on submitting an electronic version, go to http://etd.byu.edu. By submitting electronically, students do not have to pay the $30.00 binding fee for the two library copies.
- Check your ABC report for any “T” grades given for thesis or research courses. A diploma will not be granted unless these have been changed to passing grades. A change-of-grade form will be sent to you for this purpose when you schedule your defense.
SUPPLEMENTARY INFORMATION

GETTING ORIENTED

SOME PEOPLE YOU’LL WANT TO KNOW
• Dr. Brent Nielsen, MMBIO Chair, Office 775A-WIDB
• Dr. Rich Robison, Graduate Coordinator, Office 851 WIDB
• The Department Secretary, Office 775-WIDB
• Elaine Rotz, Graduate Secretary, 767 WIDB (General Q&A person and form-collector)

MMBIO DEPARTMENT OFFICES
• 775 WIDB, Department Secretary, 422-7403
• 773 WIDB, Student Secretaries, 422-2889
• 773-A WIDB, Department Conference Room
• 767 WIDB, Advisor & Graduate Secretary, 422-4293, mmbio@byu.edu, See Elaine for grad questions and forms
• 723-A WIDB, Department Board Room

GETTING A BYUID CARD
• ID Center, 2310-WSC (Wilkinson Student Center)
• Used to check out books in the library, pay for copies, take tests at the Testing Center, or as a “Signature Card” (debit card on campus)

DEPARTMENT MAILBOX
• Located on the west wall in 773 WIDB
• Periodically check for notices, etc.

GRADUATE & FACULTY LOUNGE
• Located in 723 WIDB
• Access by key pad code (See Department Secretary for code)
• Contains chairs, refrigerator, microwave, sink, and TV. Graduate students are responsible for keeping the room and appliances neat and clean.

KEYS AND CODES
• Codes: For access to the copy machine and the grad lounge, contact the Department Secretary. For access to a lab, contact the faculty member responsible for that lab.
• After-hours access to WIDB: Contact Department Secretary for a form, then obtain authorization from your faculty advisor. The Widtsoe building is accessed with a student’s BYU-ID card, not a key.

ROTATIONS
Rotations allow students to spend a period of time in two or more faculty labs, giving them broader exposure to faculty research interests as well as getting to know faculty members prior to joining a lab. Which lab to rotate in, and the duration of the lab experience, is flexible. Lab rotations can be made with any eligible faculty of choice, if space is available. Students should take the initiative in asking faculty members for rotation experiences as well as determining their length. Students can receive credit for MMBIO-695R for this research experience. MS students not already committed to a lab are given the option to do rotations during the first semester of their program (two rotations
are typical). PhD students who are financially supported by the department, are strongly encouraged to do rotations during the first two semesters of their program (three rotations are typical). After rotations are completed, a mutual decision between student and faculty is reached regarding the choice of advisor.

**MMBIO DEPARTMENT FUNCTIONS/ACTIVITIES**

Graduate students are invited to and expected to attend the following:
- Fall Faculty/Grad Student Pot-Luck Picnic
- The MMBIO-690R seminars held during the fall & winter semesters
- Fall Turkey Fest
- Spring BBQ
- Graduate Retreat

**GRADUATE RETREAT**

A graduate retreat is held annually to allow each student to present research findings. Presentations are directed to the graduate faculty and to other graduate students and interested individuals. The presentations are evaluated by faculty members and feedback is provided to students. The retreat normally lasts a full day and **attendance is mandatory.**

**COLLEGE AND DEPARTMENT FACILITIES**

- **A120-A138 CLFB-** In the **Microscopy Lab** a researcher can accomplish all standard electron optics procedures. The laboratory has transmission and scanning electron microscopes equipped with X-ray microanalysis capabilities, plus accessory equipment for freeze-fracture, freeze-drying, and necessary support facilities, including confocal laser scanning microscopy.

- **442 WIDB – The Computer Center.** Open access during the hours that the building is open. Contains about 48 computers, 2 or 3 printers and a scanner. Fee charged for scanner use and for copies printed. (Your Signature Card is used to pay for these items.)

- **873 WIDB - The Research Instrumentation Core Facility** (aka RIC) houses specialized equipment for use by researchers at BYU. It is equipped with a flow cytometer analyzer and sorter, imaging systems for gels and blots, high-speed centrifuge, plate readers for fluorescence, luminescence, absorbance and radioactivity detection, fluorescent microscope with digital imaging capacity, nanodrop spectrophotometer, microarray scanner, and gas chromatography microbial identification system. Dr. Sandra Burnett is the Director of the Lab. For further information please visit the website at [http://ricfacility.byu.edu](http://ricfacility.byu.edu).

- **690 WIDB - The DNA Sequencing Center.** Equipment includes 454 Life Sciences Genome Sequencer, Applied Biosystems 3730xi DNA Analyzer, Applied Biosystems 3100 Genetic Analyzer, Parallab 350, Genetix QPix2XT, and Sequencher Software. For more information go to [http://dnasc.byu.edu/indexResources.asp](http://dnasc.byu.edu/indexResources.asp)
ENROLLMENT AND REGISTRATION REQUIREMENTS
For additional information see the current BYU Graduate Catalog

REGISTRATION
The current “class schedule” bulletin contains complete registration instructions, deadlines, and a list of classes offered, including times, instructors, and locations. This can be found online at www.byu.edu under the “Favorites” link, listed on the lower left of the page.

CONTINUOUS ENROLLMENT
The department expects graduate students to be continuously enrolled until all program requirements are completed.

• **New students:** must enroll for at least 2 credits in first semester or term of their graduate program.
• **Everyone:**
  o Enroll a minimum of 6 credits per year
  o Receive acceptable grades (no E’s, E’s, D’s, W’s, UW’s or I’s)
  o Satisfactory semi-annual progress reports
• **PhD candidates:** In addition to the above requirements, PhD candidates must register for at least two consecutive 6-credit semesters on BYU campus during their program.
• **International students:** Immigration law required minimum enrollment of 9 credits each fall and 9 credits each winter, until all class work is completed. Then minimum enrollment is 2 credits each fall and each winter semesters. Immigration does not require Spring & Summer enrollment. However, you must still have the minimum of 6 credits per year.

LOSS OF CONTINUING STATUS
If continuous status is lost, you will need to fill out an “Application to Resume Graduate Study” form and pay the $125.00 application fee.

LAST SEMESTER
Two hour minimum registration is required for all graduate students during the semester or term in which the student finishes his/her graduate program. If a student is finishing in August, they may register for 2 hours in Spring term, 2 hours in Summer term, or 1 hour in each Spring & Summer term.

INTERUPTION OR TERMINATION OF PROGRAM
Students may interrupt their study, as well as be terminated from their program, under conditions listed on pages 19-20 of this handbook. There is a process for review of termination.
FINANCIAL ASSISTANCE

DEPARTMENT ASSISTANTSHIPS
The Department offers two types of financial stipends: Research Assistantships (RA) and Teaching Assistantships (TA).

Newly admitted PhD students are usually awarded department assistantships. To receive continued departmental funding, these students must:
1. Be a degree-seeking, continuously-enrolled PhD graduate student
2. Have & maintain a 3.0 GPA (cumulative program GPA)
3. Maintain satisfactory progress towards their degree
An annual departmental assistantship consists of one semester as a TA and one semester as an RA funded by the department, and one semester RA funded by the advisor. If the advisor is unable to fund the student, a TA position will be provided by the department.

Newly admitted MS students are not awarded department assistantships. They are, however, given preferential TA hiring opportunities, based upon availability, with a pay base slightly higher than those of undergraduate TA students.

Students who are funded by assistantships should be registered for a minimum 2 hours of credit each fall and each winter semester and a minimum 1 hour of credit each spring and each summer term.

LENGTH OF TIME FOR DEPARTMENTAL SUPPORT
The maximum length of time a student may receive financial support from the department is two year (6 semesters) for masters students, and 5 years (15 semesters) for Ph.D. students.

TUITION SCHOLARSHIP
If a tuition scholarship is awarded, it is only for those classes required for a degree (on the student's program of study list). If a student desires to take a course for personal interest, he/she will to pay for it. However, if a student is enrolled full-time (8.5 credits per semester or 4.5 credits per term) they may elect to add a class of their choice, since there will be no added tuition costs to the department.

All graduate students may attend religion courses without cost or credit by completing the “Graduate Student Request for No-Cost/No-Credit Religion Course” form found on the Grad Studies Web site.

BYU MEDICAL INSURANCE
If an insurance scholarship is awarded, the premium payment is paid for the student only. It does not cover spouse or children.

NON-DEPARTMENT FINANCIAL AID
BYU Financial Aid Office offers Pell Grants and Stafford Loans. BYU Graduate Studies Office offers research fellowship awards and mentoring grants. You may also check with faculty members for other externally funded projects.

STUDENT OUTSIDE EMPLOYMENT
Outside employment is discouraged. Maximum time and resources should be used for student progress towards a degree. However, if it is necessary, a short memo from the student with endorsement by his/her Advisor should be submitted for approval to the Graduate Coordinator.
OTHER POLICIES

HEALTH INSURANCE
BYU offers medical insurance through the BYU Student Health Program. Current premium rates for the 2009-2010 year are: $212 for a single student and $378 for a married student. Dependents and maternity benefits will cost extra. Further information can be found at their website: http://health.byu.edu. If you click on DMBA under the “Student Health Plan at the top menu, you can review the Handbook.

Students who receive an insurance scholarship from the department, must contact the Student Health Services office and sign-up for insurance. MMBIO does not pay insurance scholarship for dependents.

INTERNATIONAL STUDENTS
An international graduate student is required to enroll in at least 9 semester hours of credit each fall and each winter semester. Once all course work is complete, the student should request a memo from the graduate secretary to the International Office which certifies that all course work is complete. The student is then required to enroll for only thesis (699R) or dissertation (799R) credit, which may be as few as two credits per semester.

The International Office (relaying Immigration and Naturalization rules) does not require spring and/or summer enrollment. However, international students must still comply with university requirements of registering for at least 6 credit-hours per academic year (fall semester through summer term).

International students can only work a maximum of 20 hours per week during the fall and winter semesters. See the International Office regarding any other limitations or restrictions.

An international student should keep in contact with the International Services Office for the varying requirements of the Immigration and Naturalization Office and their respective countries. The International Services Office is at 1351 WSC, phone number 422-2695, email at intloff@byu.edu, and website at www.international.byu.edu.

INTERRUPTION OR TERMINATION OF PROGRAM
Students must get approval from the department chair and graduate coordinator before they interrupt their graduate program. The length of time from the start of graduate study, the interrupted time, and the completion of the degree must be within the university’s degree time limits, which are 5 years for M.S. programs and 8 years for Ph.D. programs.

A student may then resume study with:
• Approval of the department and graduate dean
• Submission of Form 1a, Application to Resume Graduate Study
• A $125.00 non-refundable processing fee
• Reapplication of Honor Code Commitment form
• New Financial Certification Form (for International students)

A student who wishes to terminate or withdraw, should contact their advisor first and then the Discontinuance Office, B-150 ASB.

Termination of graduate status may result if a student:
1. Fails to satisfactorily complete the conditions of acceptance.
2. Fails to fulfill the university’s minimum registration requirements.
3. Makes a request to withdraw (with the intent to pursue a degree at another university, for personal reasons, or in response to department recommendation).
4. Receives two consecutive marginal and/or unsatisfactory rating in a semi-annual progress review and/or is unable or unwilling to comply with conditions placed upon him/her.
5. Fails to make satisfactory progress toward a graduate degree, as deemed by the department or university.
6. Fails the departmental qualifying exam including grant proposal requirements (for a PhD degree student) or coursework oral exam (for Master’s degree students)
8. Violates the university’s standards of conduct or Honor Code.
9. Exceeds the time limit (5 years for master’s, 8 years for doctoral).

A student may request a review of termination by contacting the department chair in writing. A student who has made significant progress on a PhD degree but is terminated from that program, can petition to convert to a master’s program. A student who wishes further consideration may request review by the college dean. A final request for review may be made to the university graduate dean.

UNIVERSITY POLICIES
Brigham Young University desires to provide personnel and students with a work and academic environment free from discrimination, including any form of unlawful sexual harassment or inappropriate gender-based behavior. If you encounter sexual harassment or gender-based discrimination, please talk to your advisor, contact the Equal Opportunity Office at 422-5895, or contact the Honor Code Office at 422-2847.

Students are expected to uphold the honor code commitment while attending the Brigham Young University. This includes honesty; obeying the laws and campus policy; living a chaste and virtuous life; respecting others, abstaining from alcohol, tobacco, coffee, and abusive substances; and encouraging others. The Honor Code is online at http://honorcode.byu.edu/The_Honor_Code.htm.

BYU is committed to providing reasonable accommodation to qualified persons with disabilities. If you have any disability that may adversely affect your success, please contact the University Accessibility Center at 422-2767. Services deemed appropriate will be coordinated with the department.

Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others that is included in one's own work. Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by the department. Inadvertent plagiarism, whereas not in violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community.

Brigham Young University, is an educational institution affiliated with The Church of Jesus Christ of Latter-day Saints. Within this context of religious preference, Brigham Young University considers equal opportunity and nondiscrimination to be fundamental to its mission, goals, and objectives.
# LIST OF FORMS

Forms can be obtained from the graduate secretary in 767 WIDB. Graduate studies forms can also be found online at: [www.byu.edu/gradstudies](http://www.byu.edu/gradstudies), click on “Forms & Resources” tab.

<table>
<thead>
<tr>
<th>Form</th>
<th>What is it used for</th>
<th>When to use it</th>
<th>Where to find it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 3 – Program of Study</td>
<td>Listing of approved: 1) program courses &amp; 2) committee members</td>
<td>PhD-Progress Review #2 Masters – Progress Review #1.</td>
<td>Online at <a href="http://www.byu.edu/gradstudies">www.byu.edu/gradstudies</a></td>
</tr>
<tr>
<td>Form 3b – Program of Study Change</td>
<td>To change: 1) courses or 2) committee members</td>
<td>As needed</td>
<td>Online at <a href="http://www.byu.edu/gradstudies">www.byu.edu/gradstudies</a></td>
</tr>
<tr>
<td>Form 8a – Application for Graduation</td>
<td>Notification of plans to graduate &amp; address to send diploma</td>
<td>Refer to “Graduation Deadlines” p.18</td>
<td>Online at <a href="http://www.byu.edu/gradstudies">www.byu.edu/gradstudies</a></td>
</tr>
<tr>
<td>Form 8c – Schedule of Final Oral Exam</td>
<td>Schedule date &amp; place &amp; title for thesis or dissertation defense</td>
<td>Two weeks prior to dissertation/thesis defense</td>
<td>Online at <a href="http://www.byu.edu/gradstudies">www.byu.edu/gradstudies</a></td>
</tr>
<tr>
<td>Form 8d – Dept. Approval of Thesis or Dissertation</td>
<td>Requirement for submitting thesis or dissertation</td>
<td>Signed by committee when you pass your defense.</td>
<td>Online at <a href="http://www.byu.edu/gradstudies">www.byu.edu/gradstudies</a></td>
</tr>
<tr>
<td>Form 9 – Member Evaluation of Final Exam (Masters)</td>
<td>Individual committee members evaluate your defense</td>
<td>At the thesis defense</td>
<td>Sent to you by gradstudies after you schedule your defense</td>
</tr>
<tr>
<td>Form 9doc – Member Evaluation of Exam (PhD)</td>
<td>Individual committee members evaluate your defense</td>
<td>At the dissertation defense</td>
<td>Sent to you by gradstudies after you schedule your defense</td>
</tr>
<tr>
<td>Form 10 – Report of Committee Action on Final Exam</td>
<td>Graduate Committee’s evaluation of thesis or dissertation defense</td>
<td>At the dissertation or thesis defense</td>
<td>Sent to you by gradstudies after you schedule your defense</td>
</tr>
<tr>
<td>Request for No-cost/No-credit religion course</td>
<td>Audit religion classes without cost</td>
<td>As desired</td>
<td>Online at <a href="http://www.byu.edu/gradstudies">www.byu.edu/gradstudies</a></td>
</tr>
<tr>
<td>Minimum Standards/Template for Thesis or Dissertation</td>
<td>Examples of Format for writing thesis or dissertation</td>
<td>Before you begin writing your thesis or dissertation</td>
<td>Online at <a href="http://www.byu.edu/gradstudies">www.byu.edu/gradstudies</a></td>
</tr>
<tr>
<td>ETD Submission</td>
<td>Instructions for submitting electronic thesis/dissertation</td>
<td>As desired</td>
<td>Online at <a href="http://www.byu.edu/gradstudies">www.byu.edu/gradstudies</a></td>
</tr>
<tr>
<td>Form A – Graduate Progress Review</td>
<td>Confirm committee reviews held</td>
<td>November and May</td>
<td>Grad Secretary, 767 WIDB</td>
</tr>
<tr>
<td>Form B – Prospectus Document</td>
<td>Committee approves your Prospectus</td>
<td>PhD-3rd Progress Review Master’s – 2nd Prog.Review</td>
<td>Grad Secretary, 767 WIDB</td>
</tr>
<tr>
<td>Form C – Coursework Exam</td>
<td>Committee rules on coursework exam</td>
<td>Master’s – 4th Progress Review</td>
<td>Grad Secretary, 767 WIDB</td>
</tr>
<tr>
<td>Form D – Qualifying Exam</td>
<td>Committee rules on comprehensive exam</td>
<td>PhD – 4th Progress Review</td>
<td>Grad Secretary, 767 WIDB</td>
</tr>
</tbody>
</table>
# GRADUATE COURSES LIST

<table>
<thead>
<tr>
<th>MMBIO Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
<th>Offered</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>510</td>
<td>History of Microbiology &amp; Molecular Biol.</td>
<td>2</td>
<td>Winter Even Yrs</td>
<td>Lives and historical settings of major contributors to the development of sciences of micro and molecular biology. Importance of ground-breaking discoveries in basic &amp; applied science emphasized.</td>
</tr>
<tr>
<td>513</td>
<td>Philosophy of Biology</td>
<td>2</td>
<td>Fall Even Yrs</td>
<td>Epistemological, metaphysical, and ethical issues in the bio sciences. Philosophical questions re: theory of evolution, fitness, adaptationism, units of selection, systematic, socio-biology and evolutionary ethics.</td>
</tr>
<tr>
<td>515</td>
<td>RNA-Mediated Gene Regulation</td>
<td>2</td>
<td>Fall Odd Yrs</td>
<td>Current advances in studies on RNA processing, including RNA splicing and editing, riboswitches, ribozymes, and the role of small RNAs in RNA interference and regulation of gene expression.</td>
</tr>
<tr>
<td>518</td>
<td>Select Pathogens</td>
<td>2</td>
<td>Fall Odd Yrs</td>
<td>Current literature dealing with special pathogens</td>
</tr>
<tr>
<td>551R</td>
<td>Current Topics in MMBIO</td>
<td>1-3</td>
<td>On demand</td>
<td>Readings from current literature on a specific topic; student presentations and discussions.</td>
</tr>
<tr>
<td>557</td>
<td>Genes and Cancer</td>
<td>2</td>
<td>Winter Odd Yrs</td>
<td>Molecular basis of human cancers, emphasizing oncogenes, tumor suppressor genes, chromosomal instability, hereditary cancers, chemical and physical carcinogens, and viral carcinogenesis.</td>
</tr>
<tr>
<td>623</td>
<td>Immunology</td>
<td>2</td>
<td>Fall Odd Yrs</td>
<td>Current Topics in Immunology</td>
</tr>
<tr>
<td>624</td>
<td>Microbial Pathogenesis</td>
<td>3</td>
<td>Fall Even Yrs</td>
<td>Pathology of viral, parasitic, and bacterial diseases.</td>
</tr>
<tr>
<td>625</td>
<td>Molecular Virology</td>
<td>2</td>
<td>Winter Odd Yrs</td>
<td>Molecular mechanisms of virus architecture, attachment and entry pathways, replication strategies, oncogenesis, evolution, &amp; mechanisms of pathogenesis</td>
</tr>
<tr>
<td>626</td>
<td>Adv. Microbial Genetics</td>
<td>2</td>
<td>Winter Even Yrs</td>
<td>Molecular genetic basis of prokaryotic and eukaryotic microbial cellular structures, metabolism, and behavior. Lecture and discussion of primary literature.</td>
</tr>
<tr>
<td>661</td>
<td>Molecular Biology of the Cell</td>
<td>3</td>
<td>Fall</td>
<td>Life Science principles including biochemistry of proteins and nucleic acids, cellular structure, cell signaling, and gene regulation as a foundation for PhD level research.</td>
</tr>
<tr>
<td>662</td>
<td>Genomics, Molecular Evolution and Developm'l. Bio</td>
<td>3</td>
<td>Winter</td>
<td>Molecular Life Sciences including genetics, of model organisms, developmental genetics, molecular evolution, genomics, and bioinformatics.</td>
</tr>
<tr>
<td>651R</td>
<td>Special Topics in MMBIO</td>
<td>1-3</td>
<td>On demand</td>
<td>Readings from current literature on specific topics.</td>
</tr>
<tr>
<td>691R</td>
<td>Graduate Seminar</td>
<td>1</td>
<td>Fall and Winter</td>
<td>Presentations by selected speakers from the College, Department, and outside of the university</td>
</tr>
<tr>
<td>695R</td>
<td>Research</td>
<td>1-18</td>
<td>F,W,Sp,Su</td>
<td></td>
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<tr>
<td>699R</td>
<td>Master’s Thesis</td>
<td>1-9</td>
<td>F,W,Sp,Su</td>
<td></td>
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<tr>
<td>799R</td>
<td>PhD Dissertation</td>
<td>1-9</td>
<td>F,W,Sp,Su</td>
<td></td>
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## GRADUATE FACULTY LIST

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Phone 422-</th>
<th>Room WIDB</th>
<th>PhD Date and Institution</th>
<th>Research Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brad Berges</td>
<td>8112</td>
<td>891</td>
<td>2005 U of Pennsylvania</td>
<td>Viral Infections of Humanized Mice</td>
</tr>
<tr>
<td>Donald P. Breakwell</td>
<td>2378</td>
<td>799</td>
<td>1992 Purdue U.</td>
<td>Soil Microbiology and Microbiology Education</td>
</tr>
<tr>
<td>Laura Bridgewater</td>
<td>2434</td>
<td>591</td>
<td>1995 George Washington U.</td>
<td>Tissue-specific Transcriptional Regulation</td>
</tr>
<tr>
<td>Sandra Burnett</td>
<td>1310</td>
<td>791</td>
<td>2000 U of Kentucky</td>
<td>Immunology, virology, Hematopoiesis</td>
</tr>
<tr>
<td>David Erickson</td>
<td>1981</td>
<td>893</td>
<td>2003 U of Calgary</td>
<td>Bacterial Pathogenesis</td>
</tr>
<tr>
<td>R. Paul Evans</td>
<td>3259</td>
<td>571</td>
<td>1983 Medical College of Virginia</td>
<td>Molecular Biology</td>
</tr>
<tr>
<td>Joel Griffitts</td>
<td>7997</td>
<td>788</td>
<td>2004 U. of California at San Diego</td>
<td>Plant Microbe Interactions; Symbiotic Nitrogen Fixation</td>
</tr>
<tr>
<td>Julianne Grose</td>
<td>4940</td>
<td>751</td>
<td>2003 U of Utah</td>
<td>Yeast carbon metabolism</td>
</tr>
<tr>
<td>Alan R. Harker</td>
<td>3582</td>
<td>775-A</td>
<td>1982 U. of Utah</td>
<td>Microbial Ecology and Evolution</td>
</tr>
<tr>
<td>F. Brent Johnson</td>
<td>2331</td>
<td>887</td>
<td>1970 B.Y.U.</td>
<td>Virus Biology</td>
</tr>
<tr>
<td>Steven Johnson</td>
<td>9170</td>
<td>757</td>
<td>2004 Yale University</td>
<td>Nucleosomes, Gene Reg., Chromatin, &amp; Epigenetics</td>
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<tr>
<td>William R. McCleary</td>
<td>6215</td>
<td>875</td>
<td>1990 U.C. Berkeley</td>
<td>Bacterial Signal Transduction</td>
</tr>
<tr>
<td>Brent Nielsen</td>
<td>1102</td>
<td>891</td>
<td>1985 Oregon State U</td>
<td>Plant/Organelle Molecular Biology</td>
</tr>
<tr>
<td>Kim L. O’Neill</td>
<td>2449</td>
<td>855</td>
<td>1986 New University of Ulster, N. Ireland</td>
<td>Oncology, Immunology</td>
</tr>
<tr>
<td>Brian Poole</td>
<td>8092</td>
<td>857</td>
<td>2004 Pennsylvania State U.</td>
<td>Cell-virus interactions</td>
</tr>
<tr>
<td>Richard A. Robison</td>
<td>2416</td>
<td>851</td>
<td>1988 B.Y.U.</td>
<td>Bacteria/Molecular Pathogenesis; Host immune responses</td>
</tr>
<tr>
<td>Eric Wilson</td>
<td>4138</td>
<td>795</td>
<td>2000 Montana State University</td>
<td>Immunology</td>
</tr>
</tbody>
</table>
# GRADUATION DEADLINES, 2009-2010

**Graduate Studies**  
B-356 ASB, Provo, UT 84602-1139  
Tel: (801) 422-4091  
Fax: (801) 422-0270  
Email: gradstudies@byu.edu  
Web: http://www.byu.edu/gradstudies

**Graduation Deadlines for Graduate Students**  
2009-2010 School Year

**NOTE:** THESE DEADLINES ARE FIRM. STUDENTS SUBMITTING MATERIALS AFTER THESE DEADLINES WILL BE CONSIDERED FOR GRADUATION IN THE FOLLOWING SEMESTER. PLEASE CHECK WITH YOUR DEPARTMENT. THEY MAY HAVE SET DEADLINES EARLIER THAN THOSE LISTED BELOW.

<table>
<thead>
<tr>
<th>Dec 2009</th>
<th>April 2010</th>
<th>Aug 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 25</td>
<td>Jan 29</td>
<td>May 28</td>
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<tr>
<td>Oct 9</td>
<td>Feb 12</td>
<td>Jun 11</td>
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<tr>
<td>Oct 30</td>
<td>Feb 19</td>
<td>Jun 18</td>
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<td>Nov 13</td>
<td>Mar 5</td>
<td>Jul 2</td>
</tr>
<tr>
<td>Nov 20</td>
<td>Mar 12</td>
<td>Jul 9</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Mar 19</td>
<td>Jul 16</td>
</tr>
<tr>
<td>None</td>
<td>Apr 22</td>
<td>Aug 12</td>
</tr>
<tr>
<td>None</td>
<td>Apr 23</td>
<td>Aug 13</td>
</tr>
</tbody>
</table>

**Last day to apply for graduation. Submit the Application for Graduation (Form 8a) to your department.**

**Last day departments may enter Applications for Graduation (Form 8a) in AIM (ADV01).**

**Last day to schedule a final oral examination (defense of dissertation, thesis, or selected project*) with your department using the Department Scheduling of Final Oral Examination (Form 8c) and to submit a copy of the work to your department. This copy will be made available for the university community in advance of your defense.**

**Last day to have a final oral examination (defense of dissertation, thesis)***

**Last day to submit dissertation, thesis, or selected project* and Approval for Submission of Dissertation, Thesis, or Selected Project (Form 8d) to the dean of your college for signature. For ETDs, the document in PDF format must be submitted online by logging into the ETD submission site. The dean’s office will then review and approve the ETD.**

**Last day to submit final printed copies and/or ETD of dissertation, thesis, or selected project* with Form 8d to the Library Administration Office (2060 HBLL). Last day to complete any remaining requirements for a degree including payment of fees, submitting grade changes for I's, T's, etc. and for departments to enter examination results (oral or written) on the computer (ADV08).**

**Graduation — university commencement**

**Graduation — college convocations**

**PLEASE NOTE:**
1. December graduates are invited to participate in April Graduation exercises.
2. All students in dissertation, thesis, or selected project* programs must use Form 8c to schedule the final oral examination at least two weeks before the exam. Final examinations may not be held during the "interim period" between semesters or terms.
3. Ample time should be allowed to make corrections in dissertations, theses, or selected projects* after the final oral defense and before the deadline for turning in the final paper copies or ETD to the library.
# PHD DEGREE STUDENT CHECKLIST

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Date</th>
<th>Item</th>
<th>Form</th>
<th>Date Completed</th>
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<td>Progress Reports and Other Required Items</td>
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<td>Fall</td>
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<td>November</td>
<td>Progress Review #1</td>
<td>Form A</td>
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<td>Progress Review #2</td>
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<td>Prospectus</td>
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<td>Form B</td>
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<td>Apply for Graduation</td>
<td>Form 8A</td>
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<td>Schedule Dissertation Defense</td>
<td>Form 8C</td>
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<td>Hold Dissertation Defense</td>
<td>Forms 9</td>
<td>and 10</td>
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<td>Submit Dissertation and pay fees</td>
<td>Form 8D</td>
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*Specific Deadlines given by the University and MUST be met. See current year of “Graduation Deadlines for Graduate Students, Form ADV 8” for those dates.
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<td>Coursework Exam</td>
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### Thesis and Graduation Requirements

* First Month of Final Semester
  * Apply for Graduation
    * Form 8A

* Two weeks prior to Thesis Defense
  * Schedule Thesis Defense
    * Form 8C

* Third month into final semester
  * Hold Thesis Defense
    * Forms 9 and 10

* Two weeks after Defense
  * Submit Thesis and pay fees
    * Form 8D

*Specific Deadlines given by the University and MUST be met. See current year of “Graduation Deadlines for Graduate Students, Form ADV 8” for those dates.