

Boston University Chobanian & Avedisian School of Medicine Graduate Medical Sciences

Department of Biochemistry & Cell Biology

Graduate Programs Handbook 2024-2025

• Approved by the Curriculum and Student Affairs Committee of the Department of Biochemistry & Cell Biology; March, 2025

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Preamble

This guide is intended to provide graduate students and faculty members within the Department of Biochemistry & Cell Biology with a description of the department's graduate programs. This includes the department's program affiliated with the Ph.D. Program in Biomedical Sciences (PiBS) i.e. Biochemistry & Cell Biology/PiBS and the Ph.D. component of the M.D./Ph.D. program i.e. Biochemistry & Cell Biology. The Department of Biochemistry & Cell Biology Curriculum & Student Affairs Committee prepared this guide to describe expectations for progressing through these graduate programs.

It is the student's responsibility to be certain that all program requirements are fulfilled. As program requirements may change, students are advised to consult with their dissertation advisors and the director of graduate studies to be certain that they are in compliance with all policies and requirements and that all requirements will be completed by the expected date of graduation.

This handbook is intended primarily to describe departmental requirements/policies, not all of the additional requirements of either the PiBS or the M.D./Ph.D. program. As applicable (depending upon the program in which a student is matriculating), a student must also adhere to the guidelines of the PiBS, Graduate Medical Sciences (GMS), Boston University Chobanian & Avedisian School of Medicine, as well as Boston University policies at large. Some of the GMS guidelines are reiterated below but there are additional guidelines for such things as registration, academic conduct, leaves of absence including parental leave, pace of academic completion, complaint procedures for unlawful discrimination or harassment, disability accommodations and Family Educational Rights and Privacy Act (FERPA) that are applicable to all students; details can be found at http://www.bumc.bu.edu/gms/students/ and https://www.bumc.bu.edu/gms/files/2024/08/Student-Handbook-2024-2025-final.pdf.

GMS fair expectations for graduate students are described at <u>https://www.bumc.bu.edu/gms/academics/phd-programs/expectations/</u>.

Links to Boston University policies can be found at https://www.bu.edu/academics/policies/.

Boston University Equal Opportunity Office

The Equal Opportunity Office (EOO) is dedicated to advancing Boston University's commitment to fostering an environment where faculty, staff and students can engage in work and study free from unlawful harassment, discrimination, or access barriers. Students can contact EOO (<u>https://www.bu.edu/eoo/</u>) to speak to a confidential resource; to report harassment, discrimination or misconduct or to report a barrier to gaining access on campus.

For matters of Sexual and Gender-Based Misconduct (Title IX) students may also contact a GMS deputy Title IX coordinator:

Gwynneth Offner, PhD, Director, M.S. Medical Sciences Program (GMS)

- o goffner@bu.edu / (617) 358-9541
- Karen Symes, PhD, Assistant Dean of Student Affairs (MED)
- o symes@bu.edu / (617) 358-4578

1. Academic Requirements

The Ph.D. program requires 64 credits and the Ph.D. component of the M.D./Ph.D. program requires 32 credits (the specific requirements for the M.D. component of the program are not described in this handbook and the student is advised to consult with appropriate personnel in Boston University Chobanian & Avedisian School of Medicine). Some of these credits are taken as formal courses and the remainder are taken as research credits.

The specific requirements of the graduate programs for students entering the programs in 2024 are outlined below.

Program	Ph.D.	M.D./Ph.D.
*Total Credits	64	32
(Formal courses plus		
research credits)		
Course Credits	28	24
Required Courses	GMS FC711, FC712, FC713,	**GMS FC711-714
(Credits)	FC714	(12)
	Foundations in Biomedical	GMS BI777 (2)
	Sciences Modules I, II, III, IV	GMS FC762 (2)
	(12)	Biostatistics (2)
	GMS BI777 Techniques in	***Three elective
	Molecular Biology (2)	advanced courses (6)
	FC764 Professional Skills (2)	
	FC708 Professional	
	Development Skills (2)	
	GMS FC762 Critical	
	Thinking Biomedical	
	Research (2)	
	Biostatistics course (2)	
	***Three elective advanced	
	courses (6)	

Table I. COURSE REQUIREMENTS

* A maximum of 16 credits is allowed in any given semester; students must register for a minimum of 12 credits (full time) each semester

** Prior satisfaction of required coursework may be met by the first year Boston University Chobanian & Avedisian School of Medicine curriculum subject to prior approval by the Curriculum and Student Affairs Committee

***Elective courses offered by the Department of Biochemistry & Cell Biology are listed below. In lieu of electives from this list, a course in another department either within GMS or in related programs within Boston University can be substituted, upon pre-approval by the director of graduate studies.

Course number	Course name
GMS BI 778	Molecular Mechanisms of Cardiovascular Disease
GMS BI 793	Mass Spectrometry, Proteomics and Functional
	Genomics

Table II. ADVANCED BIOCHEMISTRY ELECTIVES

Program in Responsible Conduct of Research

In addition to the courses listed above, all graduate students are required to complete Boston University's Program in Responsible Conduct of Research. Details can be found at <u>http://www.bu.edu/orc/programs-committees/rcr/.</u>

Fair Expectations Document

Upon joining the lab, students and mentors should read the Fair Expectations for Graduate Students document (<u>https://www.bumc.bu.edu/gms/academics/phd-programs/expectations/</u>) and arrange a time to discuss and sign the document.

Seminars

Throughout their tenure, all students are required to attend the Department of Biochemistry & Cell Biology sponsored seminars, which include the regular seminar series and the student/post-doc seminars. Upon passing qualifying exams, students are required to present their dissertation research work at the department student/post-doc seminar series.

Registration and grades

*Note: content extracted or summarized from GMS websites and handbook

Registration and grading policies are in accordance with those dictated by GMS. An explanation of some of the grading policies is included below however additional information can be found at https://www.bumc.bu.edu/gms/academics/policies-procedures-handbook/grades-course-credits-incomplete-coursework-failing-grades/.

Students are also encouraged to consult the website with the GMS Policies, Procedures and Handbook for additional information (<u>https://www.bumc.bu.edu/gms/academics/policies-procedures-handbook/</u>).

Table III. GMS GRADING SYSTEM			
Grade	Explanation		
A to B-	Pass with credit		
C+ or below	Considered failure (graduate credit not granted)		
Р	Pass with credit		
F	Fail		
Ι	Incomplete, with additional work required		
Х	Unresolved status		
J	Registration in a following semester necessary to complete requirements		
AU	Audit		
Ν	No credit granted toward a graduate degree		
W	Withdrawal after grace period		
MG	Missing grade		

Courses with Pass/Fail grade assignment

If a student earns a grade of "Fail" in courses with Pass/Fail grade assignments, the course manager has the option to use the range of grades from a C+ to an F for final grade assignment.

Grade Changes

Grades, including incompletes, may not be changed after a period of one (1) year from the time the original grade was recorded. Grade changes are intended to correct inaccuracies arising from miscalculations and grading errors, as well as for make-up exams completed after grades have been submitted due to extenuating circumstances. A student's grade cannot be changed after a student has officially graduated from Boston University.

Incomplete Coursework and Failing Grades

When the expected coursework has not been completed within the semester of registration, a grade of I can be assigned if the student provides proof of extenuating circumstances. If a student doesn't complete coursework or request an incomplete grade in a timely fashion, a grade must be assigned. An incomplete grade cannot be submitted as an alternative to assigning a poor or failing grade. An incomplete grade automatically becomes an F unless coursework is completed within a specific timeframe to be determined in consultation with the course manager; this timeframe cannot exceed 1 year (12 months) from the time the grade of I is assigned. If the student cannot complete the work in the specified period of time, evidence can be presented to the GMS Associate Provost at least one (1) month before the specified completion date; the Associate Provost will decide whether to grant additional time to complete the coursework.

Grades of C+ or lower are failing grades and must be remediated in required PiBS courses. A student receiving failing grades in total of 8 or more credits will be automatically dismissed from GMS. Additionally, credits for any class in which a student earns a grade of C+ or lower will not be counted towards total earned credits.

Conflict Resolution Process

GMS expects that all students experience an environment that is professional, respectful and conducive to learning. For more information on expectations as well as procedures to follow should any student feel these expectations are not met, please consult the Appropriate Treatment in Graduate Education document that can be found at <u>https://www.bumc.bu.edu/gms/students/atge/</u>.

Note that students are encouraged to reach out to a trusted individual *e.g.* supervisor, mentor, advisor, dean, program director or department chair to discuss potential conflicts *e.g.* unprofessional behavior or mistreatment.

To report concerns, students may also submit an anonymous form found at <u>https://www.bumc.bu.edu/gms/academics/policies-procedures-handbook/appropriate-treatment-in-graduate-education-form/</u>.

Students may also meet confidentially with staff in the Boston University Office of the Ombuds (<u>http://www.bu.edu/ombuds/</u>).

Conditions and Consequences of Repeating a Course

Grades for every course in which a student registers, including repeated courses, will appear on the student's transcript. The credits from courses in which the student fails to achieve the minimum grade of B- are not counted toward the credit requirement for graduation, but the grade is factored into the student's overall grade point average.

Additional Requirements and Guidelines

Students must be registered for any regular semester or summer term during which a degree requirement is completed or when University facilities are used. Registration must be completed within the official registration period.

All students are required to be registered every semester at Boston University unless on an approved leave of absence as per the guidelines of the University. Any absence of greater than a total of 2 weeks per year requires approval of the dissertation advisor. Student stipends will be suspended during any extended leave.

All students are required to successfully complete coursework and to maintain a minimum cumulative grade point average (GPA) of B (3.0) or better in their courses. Students who fail required coursework or who fail to maintain a 3.0 grade point average will be placed on academic probation. The student has one year to rectify the deficiencies, to retake failed classes and/or to achieve a minimum average GPA of 3.0. If this is not achieved, the student will be dismissed from the program. Students on academic probation are not allowed to take departmental qualifying examinations or write/defend a dissertation.

GMS reserves the right to academically withdraw, suspend, or dismiss a student at any time for reasons of scholarship or conduct. Satisfactory academic standing will be assessed at both the program level by the standards set forth by the individual program and the GMS level by the academic standards set forth by GMS as discussed in GMS Policies and Procedures. Failure to meet the academic standards at the program level and/or GMS level(s) may result in suspension or dismissal.

All Ph.D. and M.D./Ph.D. students are required to complete laboratory rotations prior to choosing a laboratory in which to perform the dissertation research work. The minimum number of rotations required is dictated by PiBS or the M.D./Ph.D. program, as appropriate.

The Ph.D. and M.D./Ph.D. programs require the student to submit, present and defend a dissertation based on original laboratory research performed under the direction of a member of the Department of Biochemistry & Cell Biology. M.D./Ph.D. students must also work with the M.D./Ph.D. program leadership to ensure fulfillment of all requirements. Students are expected to finish the Ph.D. (or Ph.D. portion of the M.D./Ph.D. program) having made a significant contribution to their field of research. The expectation is for at least 1-2 first (or co-first) author peer-reviewed publications summarizing the work. Exceptions can be considered in consultation with the student's Dissertation Advisory Committee.

Ph.D. students in good standing are guaranteed 5 years of stipend support although it can be extended. Students have a maximum of 7 years to complete their degrees. Students may petition for additional time to the GMS Associate Provost/Dean in cases of extenuating circumstances as described at https://www.bu.edu/academics/gms/policies/academic-progress-and-graduation/.

Funding for the combined M.D./Ph.D. is described at <u>https://www.bumc.bu.edu/mdphd/admissions/funding/</u>. Students engaging in activities for substantial periods of time such that participation will interfere with the effective performance of their research must get approval of the dissertation advisor before committing to any such efforts.

A dissertation advisor can dismiss a student from the laboratory if the advisor determines that the student is not performing up to expectation. Once the student has been assigned a Dissertation Advisory Committee, this

committee can recommend that a student be dismissed from the program due to poor performance. In its role of ensuring that students within the program satisfy departmental requirements, the Curriculum and Student Affairs Committee handles any problems that may arise concerning student performance. The Curriculum and Student Affairs Committee considers the recommendations for dismissal from the dissertation advisor and/or the Dissertation Advisory Committee, and makes a final determination. If the Curriculum and Student Affairs Committee agrees with the recommendation for dismissal, a student may petition to the chair of the Department of Biochemistry & Cell Biology for reinstatement and if that appeal is unsuccessful, the student can then appeal to the Associate GMS Provost as per GMS guidelines as described at

https://www.bumc.bu.edu/gms/academics/policies-procedures-handbook/suspensions-or-dismissal-and-petitions/.

If the Curriculum and Student Affairs Committee disagrees with the recommendation for dismissal, recommendations as to how the student might proceed within the program will be made.

M.D./Ph.D. students will only be admitted into the Ph.D. component of the program if they are in good standing in the medical school (*i.e.* the student must be eligible for promotion to M3).

2. Laboratory Rotations and Dissertation Advisor Assignment

As per PiBS or M.D./Ph.D. guidelines, students conduct laboratory rotations to enable them to decide on a dissertation advisor/laboratory. Students who choose a dissertation advisor in the Department of Biochemistry & Cell Biology formally enter the department's Ph.D. program (either the Biochemistry & Cell Biology/PiBS Ph.D. program or the Biochemistry & Cell Biology Ph.D. component of the M.D./Ph.D. program. If a student wants to switch advisors, they must consult with, and get approval from, the program director and chair of the department as well as the GMS Associate Provost/Dean. Note that if a PhD student "believes that their relationship with their mentors or academic advisor is disrespectful, abusive, discriminatory, or characterized by other inappropriate behavior" GMS will follow the Appendex C-Side Letter: Transitional Assistance of the Boston University Graduate Workers Union (BUGWU) Collective Bargaining Agreement described at https://www.bu.edu/provost/students/enrollment-student-life/bugwu-information/.

3. Qualifying Examinations

As stated above, a student must have a grade point average of B (3.0) or better to take the oral and written qualifying exams. A student who does not meet these requirements has 1 year to correct the deficiency. If not corrected at that time, the student will be dismissed from the program. A student receiving a failing grade on either the written or the oral examination, can be given the opportunity to take a remediation examination at the discretion of the Qualifying Examination Committee (oral or written as the case may be) and the Curriculum and Student Affairs Committee i.e. both committees must approve, if all other requirements have been successfully completed. Failure on a make-up examination will result in dismissal from the Ph.D. program (or the Ph.D. component of the M.D./Ph.D. program).

All Ph.D. and M.D./Ph.D. candidates will take the Qualifying Exam in 2 parts:

1) Oral Examination

An Examination Committee comprised of Department of Biochemistry & Cell Biology faculty will administer individual oral examinations to each student. The exam will be administered after the spring semester of the 2nd year of matriculation into PiBS or the 1st year of matriculation into the Ph.D. portion of the M.D./Ph.D. program. The exam will be based on journal articles chosen by the Examination Committee. Study periods of approximately 10 business days will be provided for the oral qualifying exam. During this study period, students

will be excused from their research responsibilities. If a student fails the examination and is given the opportunity to retake it, a similar study period will be provided before the remediation exam.

2) Written Examination

The written qualifying exam entails preparing and submitting a Ruth L. Kirschstein Predoctoral Individual Predoctoral Individual National Research Service Award (NRSA) (F31) or a Ruth L. Kirschstein Individual Predoctoral NRSA for M.D./Ph.D. and other Dual Degree Fellowships (F30) as appropriate for the degreegranting program in which the student is matriculating. Upon passing the oral qualifying exam, a timeline for preparing the submission for an NIH deadline at the end of the next fall semester (i.e. the fall semester of the 3rd year of matriculation into PiBS or the 2nd year of matriculation into the Ph.D. portion of the M.D./Ph.D. program) will be developed. The timeline includes not only the date for submission of the application but also deadlines for each section of the proposal (including all associated forms), for distributing the proposal to the Dissertation Advisory Committee meeting, incorporating comments on the proposal from the committee members *etc*. Students will work with their dissertation advisors and the Office of Proposal Development as well as the Dissertation Advisory Committee to prepare all of the documents.

If a student's research is more appropriate for submission to another granting agency *e.g.* American Heart Association, a similar timeline will be set up to accommodate the agency's submission date; note that M.D./Ph.D. students must submit an F30, however they can submit another grant in addition. Ph.D. students not eligible for F30 or F31 awards *e.g.* international students, are encouraged to submit elsewhere however, if there are no other agencies to which the student can apply, the student will follow the same timeline and guidelines as those submitting the F30 or F31 but will not actually submit the proposal.

Upon holding the Dissertation Advisory Committee meeting and incorporating suggestions of the committee members into the grant proposal, the Dissertation Advisory Committee votes on whether the student passes the written qualifying exam; this vote is contingent upon actual submission of the proposal (except when submission is not possible as discussed above for international students in some cases). All members of the committee will vote on whether a student passes. If any members of the committee don't have a GMS Educator and Mentor appointment, they will have to obtain a special service appointment so as to participate in the vote.

4. Dissertation Advisory Committee

OVERVIEW: The role of the Dissertation Advisory Committee is to both advise and assess the student's progress throughout the dissertation research of the Ph.D. or M.D./Ph.D. program. The Dissertation Advisory Committee will participate in the assessment of the written qualifying exam (*i.e.* determining whether the student passes this exam as discussed above) and will be responsible for determining the acceptability of students' progress on their dissertation research. Failure to make acceptable progress in the research program will result in dismissal.

FACULTY COMPOSITION: The Dissertation Advisory Committee will consist of the student's dissertation advisor (first reader) and at least 4 other faculty members. Of the 5 committee members, at least 3 must have primary appointments in the Department of Biochemistry & Cell Biology, and at least 1 must have a primary appointment in another department within Boston University or another institution. The student and dissertation advisor will be responsible for contacting individual faculty members to ask if they agree to serve prior to the submission of the list for approval by the Curriculum and Student Affairs Committee chair (the chair consults with the Curriculum and Student Affairs Committee only if there are any concerns).

The student and dissertation advisor must appoint the Dissertation Advisory Committee's chair prior to the first meeting. The chair's primary appointment must be within the Department of Biochemistry & Cell Biology. The chair can be of any rank but must have prior experience serving on Dissertation Advisory Committees. The Dissertation Advisory Committee's chair cannot be the first or second reader. By the last Dissertation Advisory Committee meeting, the student and dissertation advisor must select the second reader.

FREQUENCY AND STRUCTURE OF MEETINGS: After successful completion of course work and the oral qualifying exam, and in conjunction with the timeline for working on the written qualifying examination (as described above), the Dissertation Advisory Committee will be convened. This meeting must be held no later than the fall term following passing of the oral qualifying exam *i.e.* even if the deadline for submission of the award for which the student is applying to meet the criteria of the written qualifying exam happens to be later than this. All documents for the written qualifying exam (including the scientific portions as well as the supplementary materials) must be submitted to the committee at least 2 weeks prior to the first meeting and the committee members will review the documents prior to the meeting. All committee members should be present at the meeting, however in an emergency, a quorum of 4 members is required to be in attendance. At the meeting, the student will present the work performed to date and plans for the dissertation research. At the end of the meeting, the student will be excused to allow discussion of the student's research and presentation. Within 2 weeks of the meeting, the committee's chair will supply the student with an approved meeting report form (see Appendix I), having first distributed it to get feedback from all members of the committee for their approvals. The report will include a detailed critique of the 1) fellowship/grant proposal with explicit advice on how to improve the proposal for submission, 2) presentation at the meeting and 3) plans for the dissertation research. The committee chair will discuss the meeting report with the student, who will be allowed to express concerns which can be noted on the form. The form will then be signed by the chair of the Dissertation Advisory Committee and the student, and then submitted to the Curriculum and Student Affairs Committee.

In consultation with the dissertation advisor, the student is responsible for taking the suggestions made by the committee into account in preparing the submission to the granting agency. As explained above, the final proposal will be sent to the committee members who will determine whether the student passes the qualifying exam. For a student unable to submit a proposal (*e.g.* an international student for whom there is no appropriate granting agency), the process will be the same as described for those submitting a proposal.

The Dissertation Advisory Committee will meet with the student every 9 months (or more frequently if determined by the Dissertation Advisory Committee or at the discretion of the dissertation advisor). The student can also request more frequent meetings. The student should submit a progress report (\sim 2-3 double spaced pages) including a reminder of the aims/goals of the project, a list of accomplishments reported at previous meetings, a description of revised goals and plans (if appropriate), responses to suggestions made at the last committee meeting, progress since the last meeting and plans for future work. The progress report should be presented to the committee members at least 1 week prior to the scheduled meeting date.

After giving the presentation at each meeting, the student will be excused to allow discussion of the student's research and presentation. Within two weeks of the meeting, the committee's chair will complete and distribute the meeting report form (see Appendix II) to all members of the committee for approval. Once the report is completed to the satisfaction of all committee members, the committee's chair will discuss the meeting report with the student, who will be allowed to express concerns which can be noted on the form. The form will then be signed by the chair of the Dissertation Advisory Committee and the student, and submitted to the Curriculum and Student Affairs Committee. Note that for M.D./Ph.D. students, if not on the Dissertation Advisory

Committee, the program's co-directors may attend an early meeting as guests as well as again in the fourth year to enhance communication and facilitate transition back to M3.

The final meeting of the Dissertation Advisory Committee will be to formally approve the student for writing the dissertation. The dissertation outline should be completed and approved at this meeting. Students are responsible for filing all of the appropriate forms in anticipation of the dissertation defense (final oral exam); see section 6. Further guidance can be found at https://www.bumc.bu.edu/gms/academics/research-thesis-dissertation/ and https://www.bumc.bu.edu/gms/academics/research-thesis-dissertation/ and https://www.bumc.bu.edu/gms/academics/research-thesis-dissertation/ and https://www.bumc.bu.edu/gms/academics/research-thesis-dissertation/ and https://www.bumc.bu.edu/gms/files/2023/09/2025-Graduation-calendar-PhD-2.pdf.

Any disputes or problems that might arise relating to the Dissertation Advisory Committee meetings should immediately be brought to the attention of the Curriculum and Student Affairs Committee.

The Dissertation Advisory Committee will, in most instances, become the Dissertation Committee. If any member of the Dissertation Committee is not a GMS Educator and Mentor at Boston University, a special service appointment must be obtained through GMS.

5. Dissertation

All graduate students within the Department of Biochemistry & Cell Biology are required to devote full time to a research program that will eventually lead to the dissertation. The dissertation advisor and the Dissertation Advisory Committee will judge an acceptable research program.

As described above, a Dissertation Advisory Committee meeting should be held for the presentation of the work to date when the student and dissertation advisor decide that the student is nearly ready to write the dissertation. The Dissertation Advisory Committee will then, in conjunction with the student and dissertation advisor, implement a specific plan for the student to curtail laboratory work and write the dissertation using the timeline advised below.

It is expected that the first reader should be reasonably satisfied with the complete contents of the dissertation within approximately 10 weeks from the beginning of the writing period. At this point, the first reader will approve the submission of the dissertation to the second reader. The second reader is expected to review the dissertation within approximately 2 weeks. The student is expected to complete the final corrections suggested by the second reader within 1 week and provide the first and second readers up to an additional week to re-review the dissertation, at which time the dissertation can be distributed to the members of the Dissertation Committee, who must be given at least 2 full weeks to review the dissertation prior to the date of the final oral exam.

The final oral exam will consist of an oral presentation of the research results open to all, and a separate dissertation defense meeting with the Dissertation Committee, which should follow the oral presentation. Any committee member who is not a GMS Educator and Mentor must get a GMS special service appointment. This requirement applies to Dissertation Committee members from outside of Boston University as well as anyone within Boston University who is not a GMS Educator and Mentor; note that this GMS appointment differs from the faculty member's department faculty appointment. In accordance with GMS guidelines, 4 out of 5 Dissertation Committee members must agree to pass the student. If a student fails the final oral exam, at the discretion of the committee, the student can be granted one additional opportunity to repeat it. A student not granted the opportunity to retake the exam or failing it upon retake will be dismissed. Once the Dissertation Committee has agreed to pass the student on the final oral exam, the student must make any required corrections to the dissertation and once these are approved, the dissertation must be submitted to the registrar as per GMS

guidelines, including the plagiarism check. Information on how to access the Turnitin software to check for plagiarism can be found at <u>https://www.bumc.bu.edu/gms/academics/research-thesis-dissertation/turnitin/.</u>

6. Graduation

GMS posts the guidelines and deadlines for dissertation preparation and associated paperwork that must be completed prior to graduation. See the guidelines below for Ph.D. students; for M.D./Ph.D. students, there is a specific timeline to return to M3 and students should discuss this with the M.D./Ph.D. directors or with a member of the Student Affairs Office approximately 1 year prior to the anticipated end of the PhD.

The timeline for submission of various forms is listed at

https://www.bumc.bu.edu/gms/files/2023/09/2025-Graduation-calendar-PhD-2.pdf. This includes submission of a Dissertation Prospectus Outline, Diploma Application, Dissertation Abstract and Schedule of Final Oral Examination forms. Deadlines for holding the final oral exam, dissertation format review and submission of format approved and signed dissertation are also included. The forms for submitting paperwork can be found at http://www.bumc.bu.edu/gms/students/student-forms/.

The director of graduate studies should receive a draft of the abstract prior to the student submitting it to GMS. Note that depending upon the graduation date, the deadlines are up to 7-9 months prior to graduation; it's crucial that students meet the deadlines so as to be eligible for graduation.

Additional important deadlines:

•In addition to the forms above, once the Dissertation Abstract form is submitted, the final oral exam should be scheduled (including the seminar and the dissertation defense). The administrative staff of the Department of Biochemistry & Cell Biology must be told of the final oral exam date at least 3 weeks prior to the date. Departmental staff will assist in scheduling rooms. It is advised that efforts be made to schedule the seminar in K103 (Department of Biochemistry & Cell Biology seminar room) and the final oral exam in K225 (Department of Biochemistry & Cell Biology conference room).

Appendix I Department of Biochemistry & Cell Biology Dissertation Advisory Committee Meeting Report Form (for first committee meeting)

Name of student:			
Date:			
Ph.D. start date:	Research start date:		
Committee members present	(identify chair):		
Essential points presented by	v student:		
Committee's detailed assessr	nent of grant proposal documents:		
Committee's detailed recomm	mendations for grant proposal:		
Committee concerns:			
Student concerns:			
Committee's overall impress	ion of dissertation research proposal, prog	gress to date ar	nd presentation:
Date recommended for next	meeting:		
This form was filled in by	(Committee chair signature)	(Date)	
This completed form was dis	scussed with(Student signature)	(Date)	
This form was submitted to t	he Curriculum and Student Affairs Comm	nittee	

(Date)

Appendix II Department of Biochemistry & Cell Biology Dissertation Advisory Committee Meeting Report Form (for meetings subsequent to the first)

Name of student:			
Meeting number:	_Date:		
Ph.D. start date:	Research start date:		
Committee members present (identif	fy chair):		
Essential points presented by student	t:		
Committee recommendations:			
Committee concerns:			
Student concerns:			
Committee's overall impression of p	progress:		
Has student completed all required c	oursework (including RCR)?		
Date recommended for next meeting	;:		
This form was filled in by	(Committee chair signature)	(Date)	
This completed form was discussed	with(Student signature)	(Date)	
This form was submitted to the Curriculum and Student Affairs Committee			

(Date)