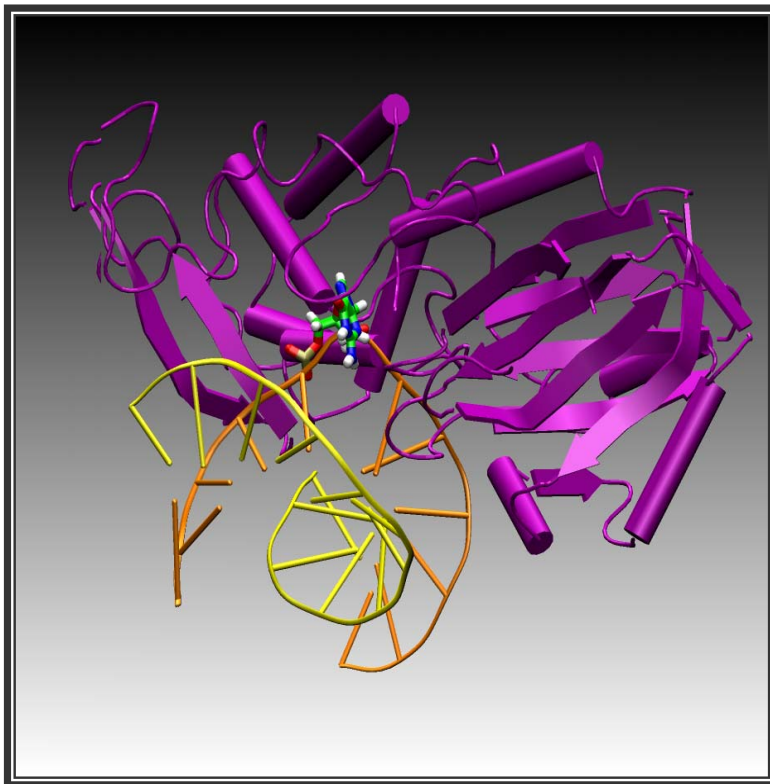


**MOLECULAR BIOPHYSICS
GRADUATE PROGRAM
Florida State University**

From the dissertation of Irina Carbone 2009



DNA glycosylase bound to an oligonucleotide

**STUDENT
HANDBOOK**

Effective AUGUST 2009

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

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

PHILOSOPHY:

The Graduate Program in Molecular Biophysics is designed to transform an individual from student to professional scholar. Graduate education is the sole mission of this program. Thus, every effort is made to provide both financial and professional support for qualified graduate students. The goal of such support is to facilitate progress toward the degree while contributing to the teaching and/or research effort of the University.

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REQUIREMENTS FOR THE DEGREE

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

- 1) Complete the course requirements outlined below;
- 2) Teach at least one semester in a Department recommended by your Major Professor and Doctoral Supervisory Committee;
- 3) Attend a seminar series each Fall and Spring semester throughout your graduate career, and present at least one seminar each year in the program.
- 4) Successfully complete the written and oral components of the preliminary doctoral examination;
- 5) Successfully present and defend a doctoral research proposal (prospectus examination) approved by your Major Professor and Doctoral Supervisory Committee;
- 6) Complete a minimum of 24 semester hours of dissertation credit after admission to doctoral candidacy;
- 7) Submit, publicly present, and successfully defend a dissertation;
- 8) The University requires that your degree be completed within five calendar years from the time you are admitted to candidacy by passing the preliminary exam. You must make an official request to extend the completion time.

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

HOW TO GET THERE FROM HERE

I. ACADEMIC ADVISING

First semester advising by the MOB Director will take place during the week before classes begin.

A typical schedule for the first semester would be:

- A. Rotations.
- B. Two core courses or, if necessary, a combination of required courses and background courses in biochemistry or physical chemistry (see page 3).
- C. Ungraded seminar (see page 4).

Second and third semester advising during the first year will be provided by the MOB Director. Afterwards, your Major Professor and Doctoral Supervisory Committee will provide guidance.

II. ROTATION

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

You must first meet with six to eight professors from the MOB faculty to discuss their research and the possibility of doing a lab rotation under their supervision. Afterwards, you will arrange to complete rotations with three professors.

Each rotation will last 8 to 10 weeks, and must be completed by the end of the second semester in the Program. Credit for rotations is obtained by registering for MOB 5905 D.I.S. – Rotation.

Your MOB Lab Rotation Interview Form must be submitted to the MOB Coordinator by the fourth week of classes for approval by the MOB Program Director.

III. MAJOR PROFESSOR

At the end of Rotations and **by the end of the second semester**, you must select a Major Professor and have the professor notify the MOB Coordinator by memo or e-mail of your selection.

IV. DOCTORAL SUPERVISORY COMMITTEE

During the third semester, you will contact faculty members to serve on your Doctoral Supervisory Committee and submit the signed Doctoral Supervisory Committee form to the MOB Coordinator.

A. Committee composition (five faculty total):

1. Major Professor;
2. At least two, but no more than three other MOB faculty members;
3. The fifth member must be a representative-at-large from outside of the department granting doctoral directive status to your major professor, not affiliated with the MOB Graduate Program and tenured;
4. All committee members must have doctoral directive status;
5. One member (not your major professor) is selected to be the chairman of the committee;
6. Your choice of Major Professor and Supervisory Committee members must be approved by the MOB Graduate Program Committee.

B. Your Committee is responsible for:

1. Guiding your research program in adherence to University and MOB policies and procedures;
2. Establishing your Program of Studies for MOB Program Committee approval (see below);
3. Reviewing your progress and submitting either an Annual Pre-candidacy Student Academic Progress Report or Doctoral Candidate Academic Progress Report to the MOB Program Committee by April 30th of each year;
4. Administering your Preliminary Doctoral Exam and Thesis Prospectus Defense and notifying the MOB Graduate Office by memo or e-mail of the results (Pass/Incomplete/Fail);
5. Functioning as the examining committee for your dissertation defense.

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

V. PROGRAM OF STUDIES

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

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

Committee on review of the Program of Studies.

VI. ANNUAL REVIEWS

The University requires all graduate students to be evaluated annually. A completed Progress Report is electronically submitted to the Graduate School and a record is kept in a student's permanent file. The first year review is conducted by the MOB Program Committee at the beginning of the third semester in residence. For students entering in the fall, this is normally the next summer semester.

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

VII. REQUIRED COURSES

- A. MOB 5905 D.I.S. – (Major Prof) Beginning with your second year, this course accounts for the time you will spend in your Major Professor's lab until you pass both the Preliminary Doctoral Exam and the Thesis Prospectus Defense.
- B. You are required to have a minimum of one semester of both Biochemistry and Physical Chemistry. The requirement can be met by taking these courses at FSU or equivalent courses from other institutions. If taken at FSU, the courses may be taken on a Pass/Fail basis upon request.
- C. You must complete a series of graduate core courses consisting of:
 - BCH 5505 Structure and Function of Enzymes (Fall)
 - BCH 5745 Chemical and Physical Characterization of Biopolymers (Fall)
 - PCB 5137 Advanced Cell Biology (Spring)
 - PSB 5077 Responsible Conduct of Research (Fall or Spring)
- D. You must complete a minimum of nine hours of elective coursework. These courses are selected by you in consultation with your Major Professor and Doctoral Supervisory Committee, and listed on your Program of Studies. The courses must be directly associated with progress towards your degree program, and can be selected from among those offered in Chemistry, Biology, Neuroscience, Math, Engineering, Physics and others. It is recommended that the following course also be considered as an elective:
 - BSC 5936 Scientific Communication (S/U) (Spring)

VIII. TEACHING REQUIREMENT

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

- A. You must teach at least three contact hours a week for one semester, typically in the home department of your Major Professor. A grading assignment cannot substitute for this requirement.
- B. If English is not your native language and you are not fluent in spoken English, you must demonstrate your competency by passing the SPEAK test with a score of 50 or above **during your first term in residence**. To arrange to take the [SPEAK test](#), contact Dr. Maria Beatriz Mendoza, at 644-4797, mmendoza@admin.fsu.edu. Any student demonstrating a serious deficiency in English must register in and pass ENS 4405r – Spoken English for

International Teaching Assistants before a teaching assignment can be made.

- C. **During Summer term**, if you plan to teach either the following fall or spring term, you must notify the MOB Coordinator in writing and enroll in the appropriate departmental class for TAs (usually held during the week before fall classes begin). Students who plan to teach in the Chemistry Department have to register for CHM 5945 for fall term.
- D. After you fulfill the teaching requirement, the MOB Coordinator will submit a Certification of Completion form to your permanent electronic file.

IX. SEMINAR REQUIREMENT

You must register for seminar in both Fall and Spring every year of your graduate career. You must also present a minimum of one seminar every year. During the first two years, this presentation is made in the "Students for the Effective Communication of Science" seminar series, which is student-organized and ungraded. Each subsequent year, the presentation is made by registering for graded seminar (BCH6896-letter grade) the term you are scheduled to present. During the term you do not present a graded seminar, you must register for ungraded seminar (BCH 6897-S/U). **Titles, dates and venues of all presentations must be submitted to the MOB Coordinator in writing.** Enrollment is not limited to the Biochemistry/Biophysics series on Tuesdays, but can include the Physical Chemistry series, Neuroscience series, etc.

EXCEPTION: The academic year in which you present your Preliminary Doctoral Examination, Thesis Prospectus Defense and Dissertation Defense, you may enroll in ungraded seminar both terms, as these are open, public presentations.

X. GRADUATE EXAMINATIONS

Preliminary Doctoral Exam and Thesis Prospectus Defense must be passed successfully before you can be admitted to candidacy. You should check with your Doctoral Supervisory Committee well in advance of any examination to ensure all members will be available to participate. **When you complete each exam, the Chair of your Doctoral Supervisory Committee must notify the MOB Coordinator by memo or e-mail.**

After passing both exams, you are admitted to candidacy by completing an Admission to Candidacy form which is signed by the Director of the MOB Program and then submitted by the MOB Academic Coordinator to the College of Arts and Sciences.

The grades for these courses are P (pass), I (incomplete) or F (fail) – not S/U. If you are unable to complete an exam during the term in which you enrolled, you will receive an incomplete grade. **Do not register for the course again:** the grade does not automatically change to "fail". Instead, when the exam is passed, your Major Professor will fill out a grade change form. (The option to retake all or part of the exam or to complete other work in fulfillment of exam deficiencies is at the discretion of your Doctoral Supervisory Committee.)

The MOB Program Committee will consider extending the deadlines for completing these exams on an individual basis upon your written request describing the reasons for the delay.

A. Preliminary Doctoral Exam (MOB 8964 - 0 hours) (Written and Oral Components)

This exam is normally completed during the fall semester of the second year in residence.

Typically, you meet with your Doctoral Supervisory Committee to plan the exam schedule; the Committee determines the content and format of the exam, which consists of a set of questions, each committee member is responsible for designing and writing one question. Your answers are evaluated by your committee and an oral defense of the answers is to be

completed 2-3 weeks after the answers have been submitted. Your committee chair must notify the MOB Coordinator of the grade status after the oral defense.

You must attain a grade of "Pass" before you can enroll in Thesis Prospectus Defense.

**B. Thesis Prospectus Defense (MOB 8965 - 0 hours)
(Written and Oral Components)**

The exam consists of a written formal grant proposal, or prospectus, in the NIH or NSF format, describing preliminary results and proposed experiments. You are expected to complete this requirement within six months of passing your preliminary exam.

The prospectus is to be submitted to your Doctoral Supervisory Committee for evaluation at least two weeks in advance of the oral presentation. This is scheduled as a public seminar and the MOB Coordinator needs to be notified of your title, date, time, and location 2 weeks before the event as well.

After the oral presentation, you will be challenged by your Committee in a closed session to offer an oral defense of your prospectus. Your committee chair must notify the MOB Coordinator of the grade status after the oral defense.

You must attain a grade of "Pass" before you can enroll in Dissertation hours.

XI. DISSERTATION (MOB 6980 – 1-12 hrs. per semester, min. 24 hrs.)

After being admitted to candidacy you will begin taking dissertation hours. University policy requires a minimum of 24 hours of dissertation before you can graduate. It is possible to "retroactively" add MOB 6980 and drop DIS hours (*i.e.* MOB 5905, etc.) for the semester in which MOB 8965 is passed if it is within 1 month of the beginning of the term. This is useful if you think you will be able to graduate within 2 more semesters. If not, you should begin taking dissertation hours in the following semester.

XII. DISSERTATION DEFENSE (MOB 8985 - 0 hours)

Dissertation Defense consists of a public seminar presenting your dissertation research and a subsequent oral examination administered by your Doctoral Supervisory Committee. Make sure all of your committee will be present for your defense; you may need to replace members that are not available on that date.

A. Check with the [Graduate Studies Office](#) (BlackBoard GradSpace) for timelines of defense completion for a specific semester. You will need to register for graduation and submit forms required (Dissertation Research Approval form, Defense Announcement form) by a certain date determined by the Registrar's Office prior to your defense.

B. "Academic courtesy requires that a preliminary draft of the dissertation be submitted to each member of the supervisory committee at least four weeks before the date of the oral examination." (See [FSU Graduate Student Handbook](#) in BlackBoard GradSpace/Publications)

C. Provide the MOB Coordinator with the title, date, time, location of your defense so that notices may be posted in the appropriate buildings and via e-mail.

D. Provide each member of your doctoral supervisory committee with a completed copy of the dissertation at least one week before the defense is to be held.

E. Obtain the Doctoral Supervisory Committee Dissertation Defense Report (MOB Website, forms) and Outside Committee Member Dissertation Defense Report forms (Blackboard/GradSpace/Theses,Treatise,andDissertation/Forms&Documentation) prior to your defense.

1. Doctoral Supervisory Committee Dissertation Defense Form. This form requires the signatures of your Doctoral Supervisory Committee members, and it is most efficient to have them sign after the defense. The original, signed copy is to be submitted to the MOB Coordinator's Office, 116 KLB, Mail Code 4380, within one week of the defense.
 2. Outside Committee Member Dissertation Defense Report Form. You must submit the original, signed copy of the Defense Report and the Grade Change form, to the Clearance Adviser in the Office of Graduate Studies. A copy of the report must be submitted to the Dean of Graduate Studies, the Dean of the College of Arts and Sciences, and the MOB Graduate Office within one week of the defense.
- F. After successfully defending the dissertation, the student should submit the dissertation manuscript on disk, in .PDF format and in final form to the Manuscript and Final Clearance Advisor in 408 Westcott. A disk copy must also be submitted to the MOB Graduate Office.

GRADUATION GUIDELINES

I. REGISTRATION

You must be registered the final term in which your dissertation is completed for a minimum number of semester hours (determined by the Dean of Arts and Sciences) even if you have completed all other requirements for the degree in previous semesters. A waiver will be provided even though that number may be well below a normal full course load. However, this is specifically for final term enrollment: if for some reason the dissertation is not completed and you must enroll for an additional term, you must enroll for a full course load to receive a waiver.

II. DEGREE APPLICATION

During the first two weeks of the term in which you expect to receive a degree, you must apply for your diploma in the Graduate Section, Registrar's Office and obtain the Final Degree Clearance form. Before a degree can be posted, this form must be signed by the Cashier's Office, Major Professor, Program Chair, Associate Dean of Arts and Sciences, and Dean of Graduate Studies.

If you realize you are unable to complete your defense during the semester you had planned, you must self-delete from that semester's graduation list by going to the Registrar's Office and completing the required paperwork.

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

III. REQUIRED FORMS, DOCUMENTS AND FEES

After the defense, you must submit to the Manuscript and Final Clearance Advisor the completed Final Term Degree Clearance Form, a UMI abstract, a placement information card, the Survey of Earned Doctorates Questionnaire, a microfilming agreement form, one original, signed signature page and two paper copies of the title page of the manuscript, and a completed and signed ETD Access Agreement form. Deadline dates of manuscript submission are posted in the academic calendar in the *Directory of Classes*. All students must pay the Cashier's Office a fee for microfilming.

FINANCIAL SUPPORT

First year MOB students are supported by the MOB Program. Support in subsequent years is paid from the grant funds of your Major Professor or from a fellowship, e.g., American Heart Association. In the event that grant funds are not available, your Major Professor may petition the MOB Program Committee for continued support for you.

It is MOB Program policy that Ph.D. students supported by MOB Program funds may only be supported through the fifth year in the program. **To continue support for a sixth year, you must submit a petition to the MOB Program Committee explaining the reason for the delay and requesting a sixth year of support.** Additionally, your Major Professor must write a letter justifying the request. The MOB Program Committee will review the request, and notify you and your Major Professor, in writing, of their decision.

A. RESEARCH ASSISTANTSHIP

1. U.S.: After arriving in Tallahassee, check in with the MOB Coordinator to complete appointment paperwork. Be sure to bring your social security card and driver's license with you.
2. International: The very first place on campus to visit is the International Center at 107 S. Wildwood, 644-1702. Center personnel will advise you on the procedures you must follow regarding securing a US social security card and health insurance. Afterward, check in with the MOB Coordinator to complete appointment paperwork. Be sure to bring your visa, I-94, I-20, and the letter you will receive from the US Social Security Office when you apply for a social security number.

It may take 2-3 weeks to get your paperwork processed: you may not receive a paycheck until several weeks after starting classes and the research assistant work. Retroactive pay for the period worked is included in the first paycheck. Because of the possible delays in your initial appointment, you should be prepared to cover a month to six weeks of expenses, including payment of fees.

Paychecks are distributed bi-weekly on Fridays. All personnel are required to have paychecks direct-deposited. Direct deposit authorizes paychecks to be deposited directly into a bank account specified by you. Forms are available at your banking facility. They are also printed on the back of the paycheck statement. Complete the information and forward it to the address specified on the form.

B. WAIVERS

1. Matriculation Waivers

All full-time students are eligible for a waiver of most of their matriculation fees. You are responsible for activity, athletic, health fees, etc.

2. Out-of-State Tuition Waivers

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

The MOB Coordinator inputs waivers into the University database during a 2-week period ending on the 5th day of classes. You must register for a full course load (9 to 12 hours, determined by the Dean, College of Arts and Sciences) before the waiver can be initiated. You should register for a full course load during regular registration and not wait until drop/add to bring your course load up. It is still possible to rearrange the classes during drop/add as long as the total hours remain at the full course load level.

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

Waivers will not be issued for any courses not applicable toward the Ph.D. degree, undergraduate courses not required by the Ph.D. program, nor any courses dropped or added after the fifth day of class without the approval of the MOB Program Director.

C. HEALTH INSURANCE SUBSIDY

In addition to the FSU health insurance subsidy, a yearly subsidy is available to you from the MOB Graduate Program, the amount of which is contingent on available funds. Students purchasing their own insurance or who are covered under a spouse's insurance program are included. Submit your receipt to the MOB Coordinator for reimbursement.

D. STUDENT TRAVEL

Policies

First year students are provided \$1000 for conference travel, e.g., Biophysical Society, each of the first two academic years. The funds may be used even though you are not presenting research at the conferences. Unused funds do not roll over into the next academic year.

Beginning with the third year, students **traveling to present research** are provided up to \$600 toward travel expenses each academic year by the MOB Program. If funds become limited, priority will be given to students who did not use the travel award the previous year. Unused funds do not roll over into the next academic year. Advanced students traveling to present research may also apply to the Congress of Graduate Students (COGS): 644-7166, or use their major professor's grant funds, or any other travel grants available for their use.

MOB Procedures

At least 10 working days before travel begins, submit a Travel Expense Worksheet to the MOB Coordinator. An online Travel Authorization will be processed using the information from the worksheet.

IMPORTANT: If you want to receive any kind of advance of travel funds, the deadlines can be up to 30 days prior to the beginning of travel. Check with the MOB Coordinator.

OTHER REALLY HELPFUL STUFF

I. BUILDING ACCESS

To receive keys to various labs and the office where your desk is (initially in Rm. 417), and to gain access to the Kasha Laboratory Building after hours, you must have a Key Request form signed by the MOB Program Director. After you and the director sign it, take it and your FSU ID card to Mrs. Carolyn Moore, Rm. 117. She will enter your ID card into the building access system and let you know how to obtain your keys from the Key Bank.

II. CHANGE OF ADDRESS OR NAME

Notify the MOB Coordinator of any address or name change. Update your information on line through the OMNI HR/Self-Service system. You must also complete a new W-4 card and fax your new social security card, reflecting the address/name change, to Human Resources.

III. COMPUTER ACCESS

KLB/MOB computer and e-mail accounts are set up for you once your appointment is approved. Return the New User Account Form to Michael Zawrotny, Rm. 415, 644-0069, zawrotny@sb.fsu.edu. Once your account is established, give your e-mail address to the MOB

Coordinator and the Front Desk Secretary.

You will also receive, separately, an FSU ID that provides access to many of the administrative services on campus such as Blackboard and OMNI.

IV. DESKS

You have been assigned a desk in the MOB area in 417 KLB. After you select a Major Professor, you will transfer to a desk in that professor's area.

V. DROP/ADD

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

VI. FSU ID CARD

You must get your ID card from the FSU Card Center after you have been accepted by FSU. It serves as your entry into the KLB and other research buildings after hours, bank card, library card, pre-paid vending card, ATM card and long distance calling card. The FSU Card Center is located under the Woodward Street parking garage, 644-7777.

VII. HEALTH

Immunization Policy

No student is allowed to register until the required student health history and accompanying immunization information has been accepted by Thagard Student Health Services

Thagard Student Health Center, 425 Health Center, 644-6230.

Provides primary outpatient medical care to students and dependents 13 years and older. Health-fee paying students may see a health professional free.

Because the health center does not provide inpatient care or perform major surgery, and because the Counseling Center does not see patients on a long-term basis, it is strongly recommended that all students purchase health and accident insurance. Health care services provided outside the University are at the patient's expense.

The Student Government Health Insurance Program

Provides low-cost health insurance to supplement services provided at the health center. Review the information provided by FSU's Student Insurance Management Information System: <http://studentinsurance.fsu.edu/>. Currently there are two options for health insurance for students ranging in price from \$929 to \$1250 per year.

International students with Visa Status of J-1, J-2, F-1, F-2 must meet insurance guidelines set by the Board of Regents. Please review the information provided in the brochure at: <http://studentinsurance.fsu.edu/International%20Plan%20Brochure.pdf> and <http://studentinsurance.fsu.edu/InternationalComparables.htm>.

For additional information you can contact Thagard Student Health Center at 850-644-4250 and healthcompliance@admin.fsu.edu.

VIII. INTERNATIONAL CENTER

International Student Center, 107 South Wildwood (call for building hours) 644-1702.

The International Center provides orientation and assistance settling into the

campus/community, counseling regarding F-1 and J-1 visa status, housing referrals, personal, social security and financial matters and serves as the University's responsible officer with the U.S. Immigration and Naturalization Service and the United States Information Agency. **The Center is the very first stop international students should make when arriving on campus.**

IX. PROBATION, ACADEMIC

If your cumulative grade point average for courses taken at FSU falls below 3.0 at the end of a term (not counting S/U courses), you will be considered not in good standing by the University and placed on academic probation. If a 3.0 cumulative GPA is not attained by the end of the next full term of enrollment, you will not be permitted to register for graduate study, even as a special student.

Reinstatement is possible, by petition of your major professor, in cases in which a cumulative GPA of 3.0 is very likely by the end of the next semester.

X. RESIDENCY

You must be a resident of the State of Florida for one year before gaining official resident status.

General steps to take upon arriving in Tallahassee:

Immediately file a Declaration of Domicile form at the Leon County Courthouse, Clerk of the Circuit Court, Room 123. A valid Florida Driver's license and a \$11.00 fee are required.

Obtain the following:

- Florida voter's registration
- Florida driver's license
- Florida vehicle registration
- Florida automobile insurance

Other documents which *may be requested* at time of application for residency:

- Employment memo/Statement of Independence form obtained from Coordinator
- Letter from a local bank
- Membership in a Florida Organization
- Rent receipts

Applications for residency, along with supporting documents, must be submitted to the Residency Section of the Registrar's office prior to the last day of registration for the term for which resident status is sought.

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

Consult the [2005-2007 FSU Graduate Bulletin](#),

<http://registrar.fsu.edu/bulletin/grad/apdefault.htm> , or the Graduate Studies or Registrar's office for more information.

For additional information refer to the [The Graduate School](#) (<http://gradstudies.fsu.edu/>), The [FSU Professional and Graduate Handbook](#); and the [FSU Graduate Bulletin](#).

XI. TRANSCRIPTS

To request an official transcript, the Registrar's office needs a written request accompanied by \$5.00 per copy. The request should include your name, Social Security number, dates of attendance and the address to which the transcript should be sent. Unofficial transcript copies are free and available on the web at the following address:

<https://campus.fsu.edu/webapps/login/> . If information is incorrect on a transcript, contact the

Posting Section at 644-5087.

MOB FACULTY DIRECTORY

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AVAILABLE GRADUATE STUDENT FORMS

MOB BLACKBOARD SITE:

1. Annual Review – Pre-candidacy Student Academic Progress Report
2. Annual Review – Doctoral Candidate Academic Progress Report
3. Defense Announcement – Graduate Studies
4. Dissertation Defense Report – Doctoral Supervisory Committee
5. Dissertation Defense Report – Outside Committee Member
6. Key/Card Access Authorization Form
7. MOB Lab Rotation Interviews
8. MOB Travel Expense Worksheet
9. New User Computer Account Form
10. Program of Studies – Molecular Biophysics Graduate Program

MOB GRADUATE OFFICE (106 KLB)

1. Admission to Candidacy
2. Annual Review – Pre-candidacy Student Academic Progress Report
3. Annual Review – Doctoral Candidate Academic Progress Report
4. Candidacy Extension Request
5. Certification of Completion – Graduate Teaching Degree Requirement
6. Defense Announcement – Graduate Studies
7. Dissertation Defense Report – Doctoral Supervisory Committee
8. Dissertation Defense Report – Outside Committee Member
9. Dissertation Prospectus/Topic Approval
10. Doctoral Supervisory Committee
11. First Year Student Evaluation
12. IMB Key/Card Access Authorization
13. MOB Lab Rotation Interviews
14. MOB Travel Expense Worksheet
15. New User Computer Account Form
16. Program of Studies – Molecular Biophysics Graduate Program

ARTS AND SCIENCES DEAN'S OFFICE (110 LON)

1. Application for Reinstatement to Graduate Study
2. Tuition Waiver Policy Exception Request

GRAD STUDIES WEBSITE – <http://www.gradstudies.fsu.edu/forms.html>

1. Candidacy Extension Request – copy must be provided to the MOB Coordinator
2. Defense Announcement – copy must be provided to the MOB Coordinator
3. Dissertation Prospectus/Topic Approval Form – copy must be provided to the MOB Coordinator
4. Dissertation Research Grant Application
5. Dual Enrollment Request
6. Electronic Thesis, Treatise and Dissertation Preparation
7. Employment Request (for University Fellowship)
8. Exception Request (other than Extension Request)
9. Health Insurance Supplement Refund Request
10. In-state Residency Classification Form
11. In-state Residency Form for Graduate Assistants
12. Submission Forms – ETC Manuscript Clearance

REGISTRAR WEBSITE – <http://registrar.fsu.edu/services/formlist.htm>

1. Drop/Add Tuition Refund Appeal
2. Graduate S/U Grade Request – copy must be provided to the MOB Coordinator
3. Residency
4. Transcript Request

QUICKLIST

Faculty simultaneously engage in teaching, research and service, and part of graduate education is to learn to do more than one thing at the same time. **Thus, it is the student's responsibility to meet the requirements according these deadlines.**

| <u>Requirement</u> | <u>Action</u> | <u>Latest Deadline</u> |
|---------------------------|---|--|
| Advisement | Meet with MOB Program Director for 1st semester enrollment guidance | Last registration day of 1st semester* in residence |
| Rotations | 1. Rotation Interview Form submitted to the MOB Graduate Office for approval by the Program Committee 2. Work a maximum of ten weeks in three different labs | By end of 4th week of classes By end of 2nd semester in residence |
| Major Professor | Notification by memo to MOB Graduate Office of selection | At end of rotations (end of 2 nd semester 2nd semester in residence) |
| First Year Review | Progress report by MOB Program Committee | Early in 3rd semester in residence |
| Supervisory Committee | Submit Doctoral Supervisory Committee form to the MOB Graduate Office for approval | During 3rd semester in residence |
| Program of Studies Form | Submitted to the MOB Graduate Office for approval by the MOB Executive Committee | By end of 3rd semester in residence |
| Residency | Application for State of Florida Residency for domestic students | By end of 3rd semester in residence |
| SPEAK Test | International students must pass with a score of 50 before the teaching requirement can be met | By end of 3d semester in residence |
| Annual Review | Progress report to MOB Executive Committee by the Supervisory Committee | April 30 of each year beginning with the second year in residence |
| Teaching Requirement | Teach at least 3 contact hours a week for 1 Semester | Must be completed during the 2 nd or 3 rd year in residence |
| Preliminary Exam | Written and oral defense components | 2nd semester of 2nd year in residence |
| Thesis Prospectus Defense | Written and oral defense | Within 6 months of completion of Prelims |
| Admission to Candidacy | Prepare and submit Admission to Candidacy form to MOB Graduate Office | On completion of the Thesis Prospectus Defense |
| Dissertation | Submitted to Clearance Office. Be sure to check with the Clearance Advisor in 408 WES | Not later than 5 calendar yrs after date of admission to doctoral candidacy status |

*There are 3 semesters each calendar year, *vis.*, Fall, Spring and Summer.

