

University of Alabama at Birmingham

**CELL BIOLOGY
GRADUATE PROGRAM**

**STUDENT HANDBOOK
2006/2007**

CELL BIOLOGY
GRADUATE STUDENT HANDBOOK
2006/2007

Graduate Program Director	Program Coordinator
Dr. James F. Collawn	Rene Eubank
Phone: (205) 934-1002	Phone: (205) 975-7145
FAX: (205) 975-5648	FAX: (205) 975-5648
e-mail: jcollawn@uab.edu	e-mail: eubank@uab.edu

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DESCRIPTION

The Department of Cell Biology is an active research unit at the University of Alabama at Birmingham. The main goals of our Department are to sustain our excellence in research and graduate training, as well as to provide outstanding professional teaching. The research success of individual faculty members in our Department is reflected by the recognition that they have received both nationally and internationally. The faculty publish in highly respected peer-reviewed journals, and many serve on editorial boards and scientific study sections. Current funding in the department is over eleven million dollars. The primary and secondary faculty members are enthusiastic participants in the core Cell and Molecular Biology (CMB) first year graduate program and in the first year Graduate Training Program in Neuroscience for incoming graduate students. Graduate students may enter the Cell Biology Department through either of these feeder programs or the M.D./Ph.D. program, or alternatively through direct admission to the Cell Biology Graduate Program with appropriate faculty sponsorship. The Department of Cell Biology currently has 89 graduate students.

Cell Biology Faculty are housed in several research buildings that include the McCallum Basic Health Sciences Building, Tinsley Harrison Towers, Volker Hall, and the Kaul Human Genetics Center with a combined laboratory space exceeding 40,000 square feet. The laboratories are well equipped with state-of-the-art equipment, and are in close proximity to the Lister Hill Library. As a service to the scientific community at UAB, the Department of Cell Biology provides first-rate core capabilities in electron microscopy, light microscopy, and digital image analyses.

Cell biology has entered a new era in which recently developed techniques are rapidly beginning to unravel the basic principles of cell function. The aim of the Graduate Program in Cell Biology is to prepare a new generation of investigators who will contribute to this progress. First-year students participate in the Cellular and Molecular Biology (CMB) Program, a unified laboratory research, lecture, and seminar program staffed by faculty from the Departments of Biochemistry & Molecular Genetics, Cell Biology, Microbiology and Neurobiology, as well as several clinical departments of the School of Medicine. Other students enter the Cell Biology Program through either the M.D./Ph.D. Training Program or the Program in Neuroscience. The Cell Biology curriculum emphasizes (a) the multidisciplinary and quantitative aspects of modern biomedical sciences; (b) a diversity of laboratory research training experiences; and (c) the development of skills in scientific literature appreciation, writing, and speaking. Advanced students are primarily engaged in research, but also take courses and tutorials in specialized areas of interest, participate in seminars, and have opportunities to gain teaching experience while satisfying other requirements of their doctoral programs. Students carry out their research in state-of-the-art laboratories occupied by the faculty. In addition, the department maintains core laboratories for light and electron microscopy, microspectrometry, tissue culture, biochemistry, graphics, and computer analysis.

Faculty research interests include cell motility; immunopathology; cellular and molecular immunology; mechanisms of endocytosis; epithelial cell biology; structure and function of cartilage, muscle, and ocular tissues; structure of extracellular matrix and its impact on gene expression and involvement in human genetic diseases; cytokine regulation of gene expression; transmembrane signaling; structure and function of the cytoskeleton; neuroimmunology; neurobiology of sensory and motor systems; cardiovascular regulation; developmental biology; signal transduction and oncogenesis; and oncogenes and tumor suppressors.

CELL BIOLOGY PRIMARY FACULTY

NAME	RANK	PHONE	ADDRESS	E-Mail
Benveniste, Etty N.	Professor & Chair	4-7667	MCLM 395 0005	tika@uab.edu
Marchase, Richard B.	Professor & Associate Dean	4-1294	MCLM 690 0005	marchase@uab.edu
Chen, Xinbin	Professor	5-1798	MCLM 656 0005	xchen@uab.edu
Fuller, Gerald, M.	Professor	4-7596	MCLM 680 0005	gmfuller@uab.edu
Mayne, Richard	Professor	4-2053	THT 958A 0006	rmayne@uab.edu
Morrow, Casey	Professor	4-5705	KAUL 802 0021	caseym@uab.edu
Noe, Bryan D.	Professor	5-8257	HUC 504 1150	bnoe@uab.edu
Salter, E. George	Professor	4-6704	NVH 228 0019	gsalter@uab.edu
Sztul, Elizabeth S.	Professor	4-1465	MCLM 668 0005	esztul@uab.edu
Woods, Anne C.	Professor	4-1548	THT 946A 0006	awoods@uab.edu
Wyss, J. Michael	Professor	4-6086	THT 950A 0006	jmwyss@uab.edu
Collawn, James F.	Associate Professor	4-1002	MCLM 350 0005	jcollawn@uab.edu
Serra, Rosa	Associate Professor	4-0885	MCLM 306 0005	rserra@uab.edu
Sha, Bingdong (Ben)	Associate Professor	4-6446	MCLM 364 0005	bdsha@uab.edu
Yoder, Bradley K.	Associate Professor	4-0994	MCLM 656 0005	byoder@uab.edu
Zehren, Steven J.	Associate Professor	4-4404	NVH 231 0019	szehren@uab.edu
Bebok, Zsuzsanna	Assistant Professor	4-4715	MCLM 768 0005	bebok@uab.edu
Chang, Chenbei	Assistant Professor	5-7229	MCLM, 360 0005	cchang@uab.edu
Cotlin- Fraser, Laura	Assistant Professor	4-5341	NVH 220 0019	lcotlin@uab.edu
Lin, Fang Tysr (Fannie)	Assistant Professor	5-5060	MCLM 360A 0005	flin@uab.edu
Marqués, Guillermo	Assistant Professor	5-8851	MCLM 670 0005	gmarques@uab.edu
Miller, Michael	Assistant Professor	6-0296	THT 928 0006	mamiller@uab.edu
R. Shane Tubbs	Assistant Professor	933-9914	NVH 230 0019	rstubbs@uab.edu
Ansardi, David	Res. Asst. Professor	5-6613	THT 977-0006	dansardi@uab.edu
Bounelis, Pam	Res. Asst. Professor	4-9693	MCLM 692 0005	bounelis@uab.edu
Hong, Jeong S.	Res. Asst. Professor	5-8497	MCLM 771 0005	jhong@uab.edu
Qin, Hongwei	Res. Asst. Professor	4-2753	MCLM 392 0005	hqin@uab.edu

CELL BIOLOGY SECONDARY FACULTY

NAME	RANK	PHONE	ADDRESS	E-Mail
Bedwell, David	Professor	4-6593	BBRB 432 2170	dbedwell@uab.edu
Benos, Dale J.	Professor & Chair	4-6220	MCLM 706 0005	benos@uab.edu
Blalock, J. Edwin	Professor	4-6439	MCLM 896 0005	blalock@uab.edu
Curcio, Christine A.	Professor	325-8632	EFH H020 0009	curcio@uab.edu
Frank, Stuart J.	Professor	4-9856	BDB 731 0012	sjfrank@uab.edu
Garvery, W. Timothy	Professor	4-6103	WEBB 232 3360	garveyt@uab.edu
Gillespie, G. Yancey	Professor	4-7227	THT 1032 0006	yancey@uab.edu
Gladson, Candeece	Professor	5-7847	LHRB 567 0007	gladson@uab.edu
Guay-Woodford, Lisa	Professor	4-7308	ZRB 624 0007	lgw@uab.edu
Johnson, Gail	Professor	4-2465	SC 1011 0017	gvwh@uab.edu
Jope, Richard S.	Professor	4-7023	SC 1057 0017	jope@uab.edu
Kinney, F. Cleveland	Professor	4-6054	CPM 409F 0018	ckinney@uab.edu
Kimberly, Robert	Professor	4-5306	THT 429 0006	rpk@uab.edu
Kudlow, Jeffrey E.	Professor	4-4116	BDB 756 0012	kudlow@uab.edu
MacDougall, Mary	Professor	6-5122	SDB 702A 0007	macdouga@uab.edu
McDonald, Jay	Professor	4-4303	WP P220 7331	mcdonald@uab.edu
Murphy-Ullrich, Joanne	Professor	4-0415	VH 668 0019	Murphy@uab.edu
Roth, Kevin	Professor	4-5802	SC 961 00019	karoth@uab.edu
Siegal, Gene P.	Professor	4-6608	KB 506 6328	gsiegal@uab.edu
Sontheimer, Harald	Professor	5-5805	CIRC 545C 0021	hws@uab.edu
Welch, Danny	Professor	4-2956	VH G019-A 0019	danwelch@uab.edu
Agarwal, Anupam	Associate Professor	6-6670	ZRB 614 0007	agarwal@uab.edu
Balkovetz, Daniel F.	Associate Professor	4-0107	LHR 668 0007	balkovet@uab.edu
Bullard, Daniel C.	Associate Professor	4-7768	VH 413 0019	pike@uab.edu
Carroll, Steven L.	Associate Professor	4-4496	SC 843 0017	scarroll@uab.edu
Hagood, James S.	Associate Professor	4-3574	ACC 620 0011	jhagood@uab.edu
Li, Xiaohua	Associate Professor	4-1196	SC 1075 0017	xili@uab.edu
Pike, Martin M.	Associate Professor	4-0030	ZRB 308 0007	mpike@uab.edu
Ruden, Doug	Associate Professor	4-7402	RPHB 623 0022	douglasr@uab.edu
Ruppert, Michael J.	Associate Professor	5-0556	WTI 570 3300	mruppert@uab.edu
Ruppert, Susan	Associate Professor	4-9581	WTI 558 3300	sruppert@uab.edu
Schwiebert, Erik M.	Associate Professor	4-6235	MCLM 740 0005	eschwiebert@uab.edu
Schwiebert, Lisa M.	Associate Professor	4-3969	MCLM 966 0005	lschwieb@uab.edu
Theibert, W. Anne B.	Associate Professor	4-7178	CIRC 576A 0021	theibert@uab.edu
Wang, Shu-Zhen	Associate Professor	325-8640	EFH DB 104 0009	szwang@uab.edu
Zhou, Tong	Associate Professor	4-8909	LHRB 465 0007	tzhou@uab.edu
Chesnokov, Igor	Assistant Professor	4-6974	KAUL 552 0024	ichesnokov@uab.edu
Crawford, David	Assistant Professor	4-5263	ACC 512 0011	dfc@uab.edu
Jao, Kai	Assistant Professor	6-4198	KAUL 768 0024	kjiao@uab.edu
Javed, Amjad	Assistant Professor	6-5124	SDB 714 0007	javeda@uab.edu
Lesort, Mathiew J.	Assistant Professor	4-2442	SC 1079 0017	mlesort@uab.edu
Lin, Weei-Chin	Assistant Professor	4-3980	WTI 520A 3300	wclin@uab.edu
Moates, J. Michael	Assistant Professor	4-9819	BDB 731 0012	mmoates@uab.edu

CELL BIOLOGY

Nabors, Louis Burt	Assistant Professor	4-1813	RWUH B030 3280	bnabors@uab.edu
Pozzo-Miller, Lucas	Assistant Professor	4-0100	CIRC 429 0021	lucasp@uab.edu
Prince, Lawrence	Assistant Professor	4-4680	NHB 525 7335	lancesp@uab.edu
Rayner, Julian	Assistant Professor	4-5804	BBRB 567 2170	jrayner@uab.edu
Timares, Laura	Assistant Professor	4-7545	VH 509 0019	timares@uab.edu
Zhang, Huang-Ge	Assistant Professor	5-9940	LHRB 462 0007	hgzhang@uab.edu
Zhang, Jianhua	Assistant Professor	6-5153	SC 961 0017	zhanja@uab.edu

CELL BIOLOGY

CELL BIOLOGY GRADUATE STUDENTS

Name	Campus Address	Phone #	E-Mail	Mentor
1. George Atkinson	MCLM 313-0005	4-7668	atkinsgp@uab.edu	Benveniste
2. Brandi Baker	MCLM 313-0005	4-7668	bjbaker@uab.edu	Benveniste
3. Dorothy Balshuweit Mosley	MCLM 313-0005	4-7668	dbalsh@uab.edu	Benveniste
4. Brandon Beagle	SC 1061-0017	4-2465	brbeagle@uab.edu	Johnson
5. Subhashini Bolisetty	ZRB 614-0007	6-6690	subhashini@uab.edu	Agarwl
6. Ravindra Boddu	KAUL 632-0024	5-6128	rboddu@uab.edu	Guay-Woodford
7. Emily Brantley	MCLM 313-0005	4-7668	ecb5980@uab.edu	Benveniste
8. William Brooks	ACC 512-0011	4-6612	wbrooks@uab.edu	Crawford
9. Chan-Hyun Byun	WP P 210-7331	4-4303	bchman@uab.edu	McDonald
10. Voraratt Champattanachi	MCLM 683-0005	4-1349	vchampattanachai@uab.edu	Marchase
11. Gozde Colak	SC 1061-0017	4-2465	gcolak@uab.edu	Johnson
12. Jon Cowan	BDB 731-0012	4-9856	jcowan@uab.edu	Frank
13. Wenjun Cui	MCLM 364-0005	4-9856	wjcui@uab.edu	Sha
14. James Davenport	MCLM 639-0005	4-0995	dav@uab.edu	Yoder
15. Lugin Deng	BDB 731-0012	4-9856	lqdeng@uab.edu	Frank
16. Huiping Ding	SC 1061-0017	4-2465	hpding@uab.edu	Johnson
17. Uros Djekic	KAUL 830-0024	4-5706	uros@uab.edu	Morrow
18. Philip Dolan	SC 1061-0017	4-2465	dolanp@uab.edu	Johnson
19. Jonathan Edmonds	MCLM 665-0005	5-8868	edmondsw@uab.edu	Miller
20. Tae-Yeon Eom	SC 1051-0017	4-7023	tyeom@uab.edu	Joep
21. Hua Fan	BBRB 432-0005	4-3980	fanhua@uab.edu	Bedwell
22. Rebecca Fazio Goldstein	MCLM 335-0005	4-5435	rfazio@uab.edu	Collawn
23. Tony Filiano	SC 1061-0017	4-2465	psu099@uab.edu	Johnson
24. Robert Grabski	MCLM 657-0005	4-1499	rgrabski@uab.edu	Sztul
25. Soner Gundemir	SC 1061-0017	4-2465	gundemir@uab.edu	Johnson
26. Sung Min Han	THT 967-0006	6-2095	han@uab.edu	Miller
27. WenLong Han	KAUL 830-0024	4-5706	hanwl@uab.edu	Morrow
28. Kelly Harms	MCLM 655-0005	5-1799	mcnaugkl@uab.edu	Chen
29. Paul Harms	MCLM 338-0005	5-7239	pwharms@bosco.meis.uab.edu	Chang
30. Scott Helton	MCLM 644-0005	5-1799	esh@uab.edu	Chen
31. Shih Rong Ho	BDB 756-0012	4-4116	srho@uab.edu	Kudlow
32. Junbin Hu	MCLM 364-0005	4-9856	hujunbin@uab.edu	Sha
33. Wen Jiang	WIT 570-3300	4-9581	wenjiang@uab.edu	Ruppert
34. Stephen Jordan	BBRB 567-2170	4-5804	SJJORDAN@uasom.uab.edu	Rayner
35. Matthew Jones	BBRB 567-2170	4-5804	mljones@uab.edu	Rayner
36. Ratnakar Josyula	MCLM 364-0005	4-6447	ratnakar@uab.edu	Sha
37. Asta Jurkuvenaite	MCLM 335-0005	4-5435	asta@uab.edu	Collawn

CELL BIOLOGY

Name	Campus Address	Phone #	E-Mail	Mentor
38. Maureen Kelly	KAUL 830-0021	4-5706	mckelly@uab.edu	Morrow
39. Nam Chul Kim	MCLM 670-0005	5-8868	discus@uab.edu	Marques
40. Yun-Ju Lai	MCLM 337-0005	5-5060	yjlai@uab.edu	F. Lin
41. Travis Laver	MCLM 313-0005	4-7668	tl1@uab.edu	Benveniste
42. Jonathan Lehman	MCLM 609-0005	4-0995	lehman@uab.edu	Yoder
43. Sun Jung Lee	MCLM 313-0005	5-5648	sunjee@uab.edu	Benveniste
44. Xingnan Li	TI 570-3300	4-9581	xingnan@uab.edu	Ruppert
45. Xinrui Li	THT 429-0006	4-5306	arielxr@uab.edu	Kimberly
46. Yang Li	LHRB 466-0007	5-7510	yangli@uab.edu	Tong Zhou
47. Victor Lin	LHRB 466-0007	5-7510	vlin@uab.edu	Tong Zhou
48. Shiyun Ling	TI 520A-3300	4-3980	syling@uab.edu	Weei-Chin Lin
49. Jia Liu	MCLM 683-0005	4-1349	jjliu@uab.edu	Marchase
50. Zhaoli Liu	WIT 570-3300	4-9581	zlliu@uab.edu	Ruppert
51. Kimberly Loesch	BDB 762-0012	4-9856	kaloesch@uab.edu	Frank
52. James Machamer	MCLM 670-0005	5-8868	jmach@uab.edu	Marques
53. Tori Matthews	SC 1051-0017	4-2465	tam79@uab.edu	Johnson
54. Gordon Meares	SC 1051-0017	4-7023	mearegp@uab.edu	Joep
55. Kaihong Mi	SC 1051-0017	4-2465	khmi@uab.edu	Johnson
56. Anna Mleczko McCulley	KAUL 820-0024	4-5706	annam@uab.edu	Morrow
57. Paramita Mookherjee	SC 1051-0017	4-2465	pmook@uab.edu	Johnson
58. Na Ni	KAUL 830-0024	4-5706	nina2002@uab.edu	Morrow
59. Shuyi Nie	MCLM 338-0005	5-7239	synie@uab.edu	Chang
60. Jason Paik	TI 520A-3300	4-3980	paik@uab.edu	Weei-Chin Lin
61. Matthew Palmer	KAUL 83-0024	4-5706	mpalmer@uab.edu	Morrow
62. Ashka Pandya	WIT 570-3300	4-9581	apandya@uab.edu	Ruppert
63. Yingjuan Qian	MCLM 644-0005	5-1799	yingjuan@uab.edu	Chen
64. Kevin Roarty	MCLM 305-0005	4-0919	kroarty@uab.edu	Serra
65. Qingmin Ruan	SC 1051-0017	4-2465	qmruanc@uab.edu	Johnson
66. Ritu Saxena	LHRB 514-0007	6-5706	ritus@uab.edu	McDonald
67. Hwaseon Seo	MCLM 305-0005	4-0919	shs0626@uab.edu	Serra
68. Dongmei Sun	THT 946-0006	4-9460	dosun@uab.edu	Woods
69. Mianen Sun	SC 1051-0017	4-7023	mainen@uab.edu	Joep
70. Mariya Sweetwyne	VH 668B-0019	4-0415	sandu@uab.edu	Murphy-Ullrich
71. Thomasz Szul	MCLM 657-0005	4-1499	szultom@uab.edu	Sztul
72. Jiahui Tao				Sha
73. Ling Tian	BDB 756-0012	4-4116	lingtian@uab.edu	Kudlow
74. Christy Tower	MCLM 657-0005	4-1499	ctower@uab.edu	Sztul
75. Ken Walls	SC 961-0019	4-8344	kcwalls@uab.edu	Roth
76. Erin White	WTI 520-3300	4-3980	edwhite1@uab.edu	Weei-Chin Lin
77. Corey Williams	MCLM 609-0005	4-0995	coreyw@uab.edu	Yoder
78. Marlene Winkelbauer	MCLM 609-0005	4-0995	mew2713@uab.edu	Yoder

CELL BIOLOGY

Name	Campus Address	Phone #	E-Mail	Mentor
79. Yunkun Wu	MCLM 364-0005	4-6447	ykwu@uab.edu	Sha
80. Ming Yan	MCLM 364-0005	4-6447	myan@uab.edu	Sha
81. Ning Yang	BDB 731-0012	4-9856	nyang99@uab.edu	Frank
82. Youfeng Yang	THT 928-0006	6-2095	yangyf@uab.edu	Miller
83. Wanfeng Yu	KAUL 830-0024	4-5706	wanfengy@uab.edu	Morrow
84. Chris Yuskaitis	SC 1051-0017	4-7023	cjy@uab.edu	Joep
85. Xueyan (Snow) Zhao	MCLM 313-0005	4-7668	zhaoxy@uab.edu	Benveniste
86. Ying Zheng	BDB 756-0012	4-9856	zhengy@uab.edu	Kudlow
87. Wei Zhong	LHRB 462-0007	5-7510	wzhong@uab.edu	T. Zhou
88. Xiaolin Zhu	MCLM 337-0005	5-5060	xiaolin@uab.edu	T. Garvey
89. Xiaoyuan Zhu	MCLM 683-0005	4-1349	zhuxy@uab.edu	Chatham

NEW GRADUATE STUDENT INFORMATION***Appointment***

Diane Moxley, the department financial officer, will appoint you as a graduate student at UAB. Please make arrangements to meet with her upon your arrival to UAB (for direct admits) or upon transferring to Cell Biology (CMB, Neuroscience and M.D./Ph.D. students). A valid driver's license and social security card are required to complete your appointment papers.

Foreign Nationals

Upon arrival to the U.S., you should visit the Center for International Programs at UAB. They will provide you with a temporary social security number. Please provide your social security number, a valid passport, visa and I-94 to Diane Moxley. You should apply for a permanent social security number as soon as possible. A copy of your permanent number should be presented to Diane Moxley and Rene Eubank when received from the Social Security Administration.

Contact: Diane Moxley, Department of Cell Biology
Location: McCallum Building, Room 388
1918 University Boulevard
Telephone: 205-934-0984

Contact: Lisa Scott, Center for International Programs
Location: Hill University Center, Room 318
1400 University Boulevard
Telephone: 205-934-3328

Orientation

UAB provides orientation for all new students at the beginning of each Fall Semester. You will be notified by campus mail as to the date and time. It is imperative that you attend this orientation. Paychecks will not be issued if health insurance and tax information is not provided along with the appointment papers to the Payroll Department.

Health Insurance

Students are required to have health insurance, which is paid for by the mentor. You must go to UAB's Health Office and complete health insurance enrollment forms. If you currently have insurance, you must take verification of that policy to the Student Health Office for exemption from UAB's health insurance.

Contact: Rebecca Hallman
Location: Community Health Services Building, Room 301
933 South 19th Street
Telephone: 205-934-3580

Payroll

W-2 and W-4 income tax forms must be completed at the Payroll Department. Direct deposit slips can also be obtained at this office. Diane Moxley will provide you with an exemption form for city and state taxes. Your paycheck will be processed after all tax forms, health insurance and personnel appointment papers have been submitted.

Contact: Payroll Department
Location: Administration Building, Room 280
701 South 20th Street
Telephone: 205-934-4523

UNIVERSITY GRADUATE SCHOOL ADMINISTRATION

Dean	Dr. Bryan Noe	504 HUC	5-8852
Director of Graduate School Operations	Julie Bryant	511 HUC	4-8227
Assistant Director	Susan Noblitt	511 HUC	6-5696
Director of Educational Services Professional Development Program	Dr. Julia S. Austin	511 HUC	5-6539
Program Manager	Wanda H. Jordan	511 HUC	4-2495
Sr. Student Services Assistant	Lynn Bryant	511 HUC	4-8104

RECORDS AND REGISTRATION

Registrar's Office E-mail: REGISTRAR@UAB.EDU		207 HUC	4-8222
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CELL BIOLOGY DEPARTMENTAL OFFICES

Chairman	Dr. Etty (Tika) Benveniste	MCLM 395	4-7667
Administrative Associate	Cheryl Lyles	MCLM 395	5-0734
Business Officer	Diane Moxley	MCLM 390	4-0984
Financial Associate	Deborah Sewell	MCLM 388	4-0895
HRM Specialist	Alex Boles	MCLM 388	4-6590
Administrative Associate CB Seminar Series	Maxine Rudolph	MCLM 684	4-4182

CELL BIOLOGY GRADUATE PROGRAM ADMINISTRATION

Program Director	Dr. James F. Collawn	MCLM 350	4-1002
Program Coordinator	Rene Eubank	MCLM 350	5-7145

REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN THE DEPARTMENT OF CELL BIOLOGY

1. A mentor will be identified, usually during the summer following your first academic year at UAB. A Change of Program form can be obtained from the CMB, Neuroscience or Cell Biology Graduate Program offices. This must be signed by the Director of your current program, the Director of the Cell Biology Program and by yourself and brought to the Cell Biology Graduate Program office (MCLM 350).
2. In consultation with the mentor (and with the advice of the Cell Biology Graduate Program Director, if desired) the curriculum for the second academic year will be decided upon. In Fall and Spring semesters throughout the graduate program, the student will be required to enroll for a total of 15 hours including 1 hour of an appropriate journal club and 1 hour of Cell Biology Seminar. In the Summer term, the student should register for 10 hours. The remainder of the hours not mandated will include any make-up courses required, advanced courses, and either non-dissertation research (CB 798) (prior to passing your qualifying examination) or dissertation research (CB 799) (after the qualifying exam). The Graduate School requires that the student take a minimum of two terms after passing the qualifying exam before he/she can graduate.
3. The Cell Biology Department requires all of its students to achieve grades of "B" or better in all the CMB core courses (for those admitted through CMB or directly into Cell Biology) or in all the Neurosciences core courses (for those admitted through the Neurosciences program). Failure to complete this requirement by the end of the second year will be grounds for dismissal, although exceptional circumstances will be considered. Additional advanced courses that are appropriate for the student's goals are required (see below). The decision as to which courses would most benefit you should be decided upon in consultation between the student, mentor and/or committee.
4. All Cell Biology students must take three advanced courses, at least one of which should be offered by the Department of Cell Biology. Additional courses are not limited to those offered by the Cell Biology Department. In addition, it is required that all Cell Biology students remain an active participant in the departmental seminar series and a journal club through his/her graduate studies. The journal club need not be offered by the Cell Biology Department, but must be a registered course. It is also required that students take the course "The Principles of Scientific Integrity" (GRD 717). At some point after passing the Qualifying Exam, the student must also present data in the Cell Biology student seminar series.
5. In collaboration with your mentor, a committee responsible for judging your qualifying examination must be named during your second year. Provide the names of the committee members and a title for your research to the CB Graduate Program office. Shortly after the committee has been formed and approved by the Graduate School, an initial committee meeting must be held. The purpose of this meeting is to discuss the student's research objectives, and to

decide if the student is ready to proceed with the qualifying examination. If the committee is in agreement that the student is ready, an approximate date for the qualifying examination should be agreed upon. The membership of the committee must include your mentor and at least four other graduate faculty members. Three of the five committee members will have primary or secondary appointments in Cell Biology. For those who entered through the Neurosciences program, at least three of the members must be affiliated with that program. The committee is subject to approval by the Cell Biology Graduate Program Director (Dr. Collawn) and Dean of the Graduate School (Dr. McClintock).

6. The student must form his/her thesis committee by the end of their 2nd year in Graduate School. It's recommended that the qualifying exam be taken before the end of the 2nd year as well, but this will be left to the discretion of the mentor and the thesis committee as to whether or not the student is ready.
7. After passing the qualifying examination, the student must meet at least once a year with the dissertation committee. This committee can be the same as that for the qualifying examination, but can be changed, in consultation with the mentor. Notification of any changes must be sent to the Cell Biology Graduate Program Director, and approved by the Dean of the Graduate School. The composition of the committee should be as above. The student should prepare a brief written summary to include specific aims (approximately 1 page), background (approximately 1 page) and work in progress (approximately 3 pages). In addition, the student should have an updated C.V. indicating publications and meetings attended as well as a copy of his/her most recent transcript. Copies of all of the above should be distributed to all committee members one week prior to the meeting as a basis for the meeting, and a copy forwarded to the Cell Biology Graduate Program Director following each of these meetings. The mentor must submit a brief summary of the major points arising from the meeting to the Cell Biology Graduate Program Director. These committee meetings are mandatory. It is especially important for the student to keep his/her committee members current on his/her research since the committee members, in conjunction with the mentor, will determine when the student is ready to graduate. It is the student's responsibility to notify the Cell Biology Graduate Program Office of the date of the committee meetings. This information is needed to track the student's progress.
8. If after completion of the qualifying exam and 3 advanced courses, a student can leave the Ph.D. program and obtain a master's degree in Basic Medical Science. This is not a degree from the Cell Biology program, but rather a degree from the graduate school, and is only awarded under unusual circumstances. Furthermore, this degree will only be awarded to students who have completed the above requirements, and who also have approval from the Cell Biology Chair, Program Director, mentor, and the thesis committee.
9. In general, a student should have two first-author publications (either in press or submitted) prior to the thesis defense. Exceptions to this rule may be justified by the thesis committee.

10. Once a student enters into a Cell Biology Laboratory (after completing the core curriculum) and officially becomes a Cell Biology Graduate Student, he or she will receive 5 years of support by the mentor. The stipend is not an entitlement and will be evaluated on a yearly basis for research progress and thesis committee evaluation. After 5 years (6 years total in graduate school), the student will have to petition their Graduate committee for an extension of their graduate stipend. Both the Graduate committee and Drs. Collawn and Benveniste will have to approve this extension. The extension will be for 1 year and must be re-approved each subsequent year. Obviously, this does not insure that the student will complete their thesis during this timeframe, but may mean that the student will have to complete their thesis work without benefit of a stipend. Exceptions to this rule include maternity leave or an extended illness. Those students that transfer to another laboratory during their thesis work would be evaluated based on the recommendations of their new thesis committee and with the approval of Drs. Collawn and Benveniste.
11. Rules for the final preparation of your dissertation and graduation requirements are available from the Graduate School and may be obtained from the Graduate School website under the UAB website (<http://main.uab.edu/>).
12. Once a “final” version of the dissertation has been completed, copies should be distributed to all committee members two weeks prior to a “private defense”. At that meeting, the dissertation will be defended by the student in an oral presentation. A form prepared by the Graduate School (available through the UAB website) should be requested at least five days prior to the defense. This form, signed by all committee members to confirm successful defense, must be copied to the Cell Biology Graduate Program Director. One copy should be retained by the student. A date will then be set for a public defense, which should be scheduled at the time of the Cell Biology Seminar on a Wednesday at 3:00 PM. Please check the schedule for Cell Biology Seminar, available on the UAB website under the Department of Cell Biology to determine available dates. Contact Maxine Rudolph (ext. 4-4182) to schedule the date for your public defense; then notify the Graduate Program Director’s office, which in turn will notify the Graduate School and arrange for publication of the defense. The Graduate School must be notified at least ten days prior to the public defense.

**PLAN I GRADUATE SCHOOL
GRADUATION DEADLINE DATES
FOR STUDENTS COMPLETING A THESIS/DISSERTATION**

SEMESTER	DIPLOMA DATE	DEADLINE FOR APPLICATION FOR DEGREE	LAST DAY FOR FINAL DEFENSE OF THESIS or DISSERTATION *	GRADUATE SCHOOL FORMAT ACCEPTANCE
Spring 2006	May 6	January 27	April 7	No later than 10 days following the defense
Summer 2006	August 12	June 9	July 7	No later than 10 days following the defense
Fall 2006	December 16	September 8	November 3	No later than 10 days following the defense
Spring 2007	May 5	January 26	March 30	No later than 10 days following the defense
Summer 2007	August 11	June 8	July 6	No later than 10 days following the defense

***Request for Approval Forms must be submitted online no later than 10 days before your public defense date.**

**** Make an appointment with the Graduate School. Bring the final, committee approved version of your thesis or dissertation and your style guide. If you are using a journal as a style guide, bring a copy of at least two recent articles from that journal and a copy of the Instructions to Authors. If you are using the reprint option, in addition to the two recent articles from your style journal, also bring a copy of your own published article(s) as it appeared in print.**

It is the student's responsibility to see that the above deadlines are met. Students cannot be cleared for graduation until all paperwork has been processed, all grades have been finalized, and all fees have been paid. Fee payment receipts for binding, copying, and if applicable, microfilming and copyrighting, must be submitted to the Graduate School Office.

Note:

Failure to meet these deadlines will require the filing of a **"NEW"** Application for Degree Form (reorder) and registration for course hours for the following semester. The new application for degree form (approved at the departmental level and submitted to the Graduate School) must be submitted by the deadline posted above.

Questions concerning the above dates and requirements should be directed to the Graduate School.

GUIDELINES FOR THE QUALIFYING EXAMINATION LEADING TO ADMISSION TO CANDIDACY FOR THE PH.D. DEGREE IN CELL BIOLOGY

Before the end of the second year of graduate study each student will be given an examination, which, if passed, shall lead to his/her admission to candidacy for the Ph.D. degree. This exam will consist of two parts:

- Part 1: A written proposal describing a detailed research plan. The student should formulate an original hypothesis, detail specific questions to be studied, provide preliminary data if available, and describe the general experimental approaches that will be used.
- Part 2: An oral examination during which the examining committee will question the student on the research proposal, and general knowledge in the broader areas of cell biology. Student should bring a copy of his/her latest transcript.

I. Timetable.

- i. During the second year of graduate school, each student must, with the mentor, have formed an examining committee. After approval of the committee by the Dean of the Graduate School, an initial committee meeting must be held shortly thereafter. At this meeting the student should present plans for the content and timing of the qualifying examination.
- ii. The student should plan to take the qualifying examination before the end of the second academic year. While it is recommended that students should take the qualifying exam by the end of the 2nd year, this will be left to the discretion of the mentor and the thesis committee. It is imperative, however, that the thesis committee be formed prior to the end of the second year.
- iii. Not less than two weeks prior to the examination, the completed research proposal should be submitted to each member of the examining committee. At this time, notification of the pending examination date and venue should be submitted to the Department of Cell Biology Graduate Program Director.

II. The Examining Committee

The student's research proposal will be judged by five faculty members, including the student's mentor. One of the committee members (not the mentor) will serve as the examining committee's chairperson. The faculty members serving on the committee will be chosen by the student in consultation with his/her mentor and should be knowledgeable in the area of the research proposal. Of the five faculty, three should have primary or secondary appointments in Cell Biology. For those

who entered through the Neurosciences Program, at least three of the members must be affiliated with that program. The other examiner(s) must be a member of the graduate school faculty at UAB.

Subject to approval by the Department of Cell Biology Graduate Program Director, it is also possible to include on the Committee an examiner who holds a comparable rank at an institution other than UAB.

III. The Written Proposal

The topic chosen for the research proposal may form the basis of (but is not limited to) the student's planned dissertation research. It is the responsibility of the student and the mentor to ensure that the proposal, although possibly drawing on the mentor's work, contains original thought and composition. The student is encouraged to obtain copies of actual NIH, or NIH-style, proposals written by members of his/her committee in order to learn what is expected in writing a research proposal. Students may also obtain copies of other students proposals for organizational information. This proposal shall conform to NIH R01 guidelines with regard to organization. In addition, the total length should be limited to 25 pages (including figures).

IV. The Oral Examination

The student will present an oral summary of the research proposal. This presentation should be no longer than 30 minutes in length, and should proceed without interruption. The student is permitted to use both prepared visual aids and the blackboard to illustrate important points of the proposal. After this presentation, the student will be questioned by each member of the committee (except the mentor) regarding the content of the proposal and general scientific knowledge relevant to the research area. The chairman of the committee will be the arbiter in determining the time and extent of each line of questioning. The mentor will not be an advocate for the student, who will be expected to respond independently to the questions raised.

V. Evaluation of the Examination

In order to pass the examination a student should have:

1. Identified a significant and original scientific problem;
2. Formulated a testable hypothesis;
3. Written a clear and concise experimental design that addresses the problem;
4. Defended his/her ideas orally in an effective manner before the examining committee;
5. Demonstrated an understanding of the background to the problem in its widest sense, including an ability to critically read and evaluate current scientific literature.

The student will be evaluated in three areas:

1. Quality of the written proposal;
2. Quality of the oral presentation;
3. Breadth and depth of knowledge in research area and relevant areas.

After the oral examination the committee will evaluate the student's performance, then reach a consensus to determine whether the student has:

1. Passed without condition;
2. Passed with condition; or
3. Failed the examination.

If the student has passed with condition, it is the responsibility of the committee to specify to the student the remedial conditions required for admission to candidacy. These may take the form of additional course work, a directed readings course with a faculty member whose expertise lies in an area of the student's identified weakness, more seminar courses to sharpen the student's oral presentation skills, or re-writing parts of the proposal. If the student fails the examination, another proposal examination may be scheduled by the committee but the decision as to whether or not a "failed" student is given the opportunity to be retested or is asked to leave the graduate program is the province of the examining committee in consultation with the Graduate Program Director in Cell Biology. The student is allowed to appeal a decision for dismissal to the Graduate Program Director and/or the Chairman of the Department of Cell Biology.

**Department of Cell Biology Graduate Program
Qualifying Examination Evaluation**

Student: _____
Mentor: _____
Date: _____
Committee Member: _____
Chair: _____

Evaluation of Qualifying:

A. Written Proposal

B. Oral Presentation

C. Breadth and Depth of Knowledge in Research Area and Relevant Areas of Cell Biology

Recommendation:

Pass Pass with condition Fail

Registration

Students should register for a total of 15 hours for the Fall and Spring terms and 10 hours for the Summer term. Memos regarding registration are sent to you each term approximately three-four weeks prior to the final day of registration. It is imperative that you register for your classes on time. If you know that you will be away during the class registration period, contact the Graduate Program Director prior to your leaving so that appropriate arrangements can be made. Late registration requires the signature of your advisor and the instructor of the class and cannot be done over the phone. If you do not register on time, FICA taxes will be deducted from your paycheck for the entire term.

GRADUATE CURRICULUM IN CELL BIOLOGY**(for CMB and direct admit students)**

YEAR 1	Fall	CMB 1: Biomolecules	CMB 700A	4 h
		CMB 2: Genes	CMB 701A	4 h
		CMB 3: Cells	CMB 702A	3 h
		Methods and Logic	CMB 712A	1 h
		Laboratory Methods (3 hr biweekly)	CMB 707	1 h
		Non-Dissertation Research (Direct Admit)	CB 798	2 h
	Spring	CMB Modules (Choose 1 Class per Module)		
		Module 1: (1/4/07 – 2/2/07)	CMB 4	3 h
		Module 2: (2/5/07 - 3/2/07)	CMB 5	3 h
		Module 3: (3/5/07 - 3/30/07)	CMB 6	3 h
		Module 4: (4/9/07 - 5/4/07)	CMB 7	3 h
		Non-Dissertation Research (Direct Admit)	CB 798	3 h
	Summer	Non-Dissertation Research	CB 798	10 h

APPOINTMENT OF PERMANENT MENTOR**(for Neuroscience students)**

YEAR 1	Fall	Biomolecules	NEUR 700	4 h
		Genes	NEUR 701	4 h
		*Introduction to Neurobiology	NEUR 704	4 h
		Cells	NEUR 705	3 h

CELL BIOLOGY

	Lab Rotation I	NEUR 715	3 h
	Seminar I	NEUR 780	1 h
*Class is taught prior to Fall Semester			
Spring	Cellular & Molecular Neuroscience	NEUR 702	3 h
	Signaling	NEUR 703	3 h
	Integrative Neuroscience	NEUR 710	5 h
	Lab Rotation II	NEUR 717	3 h
	Seminar II	NEUR 781	1 h
Summer	Lab Rotation III	NEUR 717	10 h

APPOINTMENT OF PERMANENT MENTOR

YEAR 2	Fall	Principles of Scientific Integrity	GRD 717	3 h
		Cell Biology Seminar	CB 747	1 h
		Non-dissertation research	CB 798	10 h
		Journal Club	_____	1 h
	Spring	Cell Biology Seminar	CB 747	1 h
		Journal Club	_____	1 h
		Non-dissertation research	CB 798	_____
		*Advanced Course	_____	_____
	Summer	Non-dissertation research	CB 798	10 h

**APPOINTMENT OF GRADUATE COMMITTEE
QUALIFYING EXAMINATION/ADVANCE TO CANDIDACY****

YEAR 3	Fall	Cell Biology Seminar	CB 747	1 h
		Journal Club	_____	1 h
		Non-dissertation research	CB 798	_____
		*Advanced Course	_____	_____
	Spring	Cell Biology Seminar	CB 747	1 h
		Journal Club	_____	1 h
		Non-dissertation research	CB 798	_____
		*Advanced Course	_____	_____
	Summer	Non-dissertation research	CB 798	10 h
YEAR 4	Fall	Cell Biology Seminar	CB 747	1 h

CELL BIOLOGY

	Journal Club		1 h
	Dissertation research	<u>CB 799</u>	13 h
Spring	Cell Biology Seminar	CB 747	1 h
	Journal Club		1 h
	Dissertation research	<u>CB 799</u>	13 h
Summer	Dissertation research	CB 799	10 h

*Students are required to take 3 advanced courses after the Fall Semester of their second year through the end of their studies.

**Students are required to give a Cell Biology Student Seminar after they have advanced to candidacy.

2006-2007 Academic Calendar**Fall 2006**

Apr 10 - Apr 14	Early Assigned Time Registration
Apr 10 - May 30	Early Web (ACCESS) Registration
Apr 17 - May 30	Early Open Registration
Jul 24 - Jul 28	Assigned Time Registration
Jul 24 - Aug 21	Web (ACCESS) Registration
Jul 31 - Aug 21	Open Registration
Aug 22 - Aug 30	Registration After Classes Begin
Aug 22	Classes Begin
Aug 24	Financial Aid Disbursement
Aug 29	Last Day to Drop
Aug 30	Last Day to Add
Sep 1	Last day to submit undergraduate Application for Degree for Fall commencement
Sep 1	First Payment Deadline
Sep 4	Labor Day Holiday
Oct 3	Final Payment Deadline
Oct 23	Last Day to Withdraw (undergraduate)
Nov 22	No Classes Held
Nov 23 - Nov 26	Thanksgiving Holidays
Dec 6	Last Day of Class
Dec 6	Last Day to Withdraw (graduate)
Dec 7 - Dec 8	Weather Make-up Days
Dec 9 - Dec 15	Final Exams
Dec 16	Graduation/Diploma Date
Dec 18	Grades Due
Dec 19	Grades Available on ACCESS

Spring 2007

Nov 6 - Nov 10	Assigned Time Registration
Nov 6 - Jan 3	Web (ACCESS) Registration
Nov 13 - Jan 3	Open Registration
Jan 4 - Jan 12	Registration After Classes Begin
Jan 4	Classes Begin
Jan 11	Last Day to Drop
Jan 12	Last Day to Add
Jan 15	Martin Luther King, Jr. Holiday
Mar 7	Last Day to Withdraw (undergraduate)
Mar 11 - Mar 17	Spring Break
Apr 25	Last Day to Withdraw (graduate)
Apr 25	Last Day of Class
Apr 26 - Apr 27	Weather Make-up Days
Apr 28 - May 4	Final Exams
May 5	Graduation/Diploma Date
May 7	Grades Due
May 8	Grades Available on ACCESS

Summer 12-Week Session 2007

Apr 9 - Apr 13	Assigned Time Registration
Apr 9 - May 8	Web (ACCESS) Registration
Apr 16 - May 8	Open Registration
May 9 - May 17	Registration After Classes Begin
May 9	Classes Begin
May 16	Last Day to Drop
May 17	Last Day to Add
Jun 20	Last Day to Withdraw (undergraduate)
Aug 3	Last Day to Withdraw (graduate)
Aug 3	Last Day of Class
Aug 4 - Aug 10	Final Exams
Aug 11	Graduation/Diploma Date
Aug 13	Grades Due
Aug 14	Grades Available on ACCESS

MISCELLANEOUS INFORMATION***Financial Aid***

Because the pursuit of the Ph.D. degree is a full-time activity, all Cell Biology graduate students are supported by stipends and do not have any mandatory teaching duties in the classroom or laboratory. Continuous registration and satisfactory academic standing during all terms is required. All students accepted into the program can expect to receive a stipend of \$21,000/year plus payment of all tuition, single-coverage insurance and fees. Students may not seek outside employment.

Department of Cell Biology Website

A great deal of information regarding the Department of Cell Biology may be obtained from our website located under the UAB website (<http://main.uab.edu>). Follow the path Departments/Academic/Cell Biology. Here you may learn about research interests of the faculty, see the schedule of the Cell Biology Seminar Series, obtain updates to this handbook and follow links that may be of interest to Cell Biology students.

Student Activities

The students themselves, some seven years ago, requested a seminar series of their own. Therefore, we have a once a month lunch time meeting, where a student presents a research seminar. The students learn presentation skills that they will need later in their careers. Attendance at this function is mandatory for all Cell Biology students. If there is a reason that you cannot attend a certain seminar, it is your responsibility to call the Program Office ext. 5-7145) so that your absence may be excused. It is mandatory for each Cell Biology student to give a seminar at least once in their graduate career; this is done after advancement to candidacy.

Cell Biology Seminar Series (CB 747) a class offered during Fall and Spring Semesters must be taken by all students after completing their first year core curriculum. The seminars are held each Wednesday, 3:00 PM – 4:00 PM in BBRB170. Again, attendance is mandatory; excessive unexcused absences will affect your grade point average. A schedule of speakers is available at the Department of Cell Biology website.

Graduate Student Association (GSA)

The Graduate Student Association provides monetary travel awards for attending academic conferences, money for interlibrary loan requests, and \$40 vouchers for thesis copying. In addition, the GSA acts as a sounding board for student issues such as: Health Insurance, Parking, Campus Safety, and Career Services. All graduate students are welcome to attend the monthly GSA meetings that are held the first Wednesday of each month, 5 P.M., HUC Room 413. Call the GSA office at 4-4717 if you have any questions.

Lister Hill Library

Hours: Monday - Friday, open at 7:30 A.M. Monday - Thursday, closes at 11:00 P.M. Fridays, close at 7:00 P.M. Saturday, 8:30 A.M. - 5:00 P.M. and Sunday, 2:30 P.M. - 11:00 P.M.

Student Health

The Graduate Student Association and the Student Health Services (SHS) have compiled the following key information for the graduate/professional students who are covered under the SHS-provided medical center student insurance policy. This information is not meant to be comprehensive. Please consult the actual policy for details.

What to do if you get sick:

- ◇ Go to the SHS located on the 3rd floor of the Community Health Services Building, 933 South 19th Street. The hours are Monday - Friday, 8 A.M. - 4:30 P.M. with the preferred walk-in hours of 8-9 A.M. and 12-1 P.M. It is advisable to call in advance to make an appointment at 934-3580.
- ◇ Please note that all specialist referrals have to be issued from the SHS. There will be a \$10 co-payment for specialist visits.
- ◇ Call 934-3580. There is a physician on call 24 hours from Monday to Friday to give medical advice.

Emergency within Birmingham...

- ◇ Go to the UAB emergency room when possible.

Emergency away from Birmingham...

- ◇ Call SHS and ask for instructions.
- ◇ Please note that the insurance coverage is not as comprehensive outside UAB Medical Center; please refer to the policy for details.
- ◇ If the injury/sickness is not an emergency, we advise you to wait until you come back to Birmingham to see a SHS physician.
- ◇ Call 934-3580. There is a physician on call 24 hours from Monday to Friday to give medical advice.

If you get a bill or a letter from a collection agency...

- ◇ Open and read immediately. If you have a question, contact Ms. Rebecca Hallman at SHS and bring the bill to SHS.