



Molecular and Cellular Biology | PhD Course Approval Form

Student Name: _____ Date: _____

Home Department: BIOS/PH6947 ___ CHEM/PH6946 ___ PBIO/PH6949 ___ DO/PhD ___

Term of Entry into the program: _____ MS degree in a related field: _____

Advisor Name: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Student Comments:

***Your PhD Course Approval Form should only include those courses with graded credit that apply to the PhD (do not include dissertation/research, seminar CR). All prior coursework for exemption review should be listed above in the comments section with supporting documentation attached with the form. Required Home Department coursework exemptions must have additional approval from the home department.**

MCB Curriculum Chair Comments:

MCB Curriculum Chair: _____ Signature: _____

PhD Graded Credit Course Form

Fall Semester			Spring Semester		
Year:			Year:		
Course	Title	Credit Hours	Course	Title	Credit Hours
MCB7410	Seminar		MCB 7410	Seminar	
		Total Hrs: ____			Total Hrs: ____

Fall Semester			Spring Semester		
Year:			Year:		
Course	Title	Credit Hours	Course	Title	Credit Hours
MCB7410	Seminar		MCB 7410	Seminar	
		Total Hrs: ____			Total Hrs: ____

Fall Semester			Spring Semester		
Year:			Year:		
Course	Title	Credit Hours	Course	Title	Credit Hours
MCB7410	Seminar		MCB 7410	Seminar	
		Total Hrs: ____			Total Hrs: ____

Fall Semester			Spring Semester		
Year:			Year:		
Course	Title	Credit Hours	Course	Title	Credit Hours
MCB7410	Seminar		MCB 7410	Seminar	
		Total Hrs: ____			Total Hrs: ____

Fall Semester			Spring Semester		
Year:			Year:		
Course	Title	Credit Hours	Course	Title	Credit Hours
MCB7410	Seminar		MCB 7410	Seminar	
		Total Hrs: ____			Total Hrs: ____

Total Graded Credit Hours: _____

Procedure:

1. **Meet with DAC to determine appropriate course plan for completion of your degree.**
2. **Complete the form with only PhD Graded Credit Coursework you plan to take and obtain committee member signatures for approval.**
3. **Under comments include Prior Coursework for exemption review and include explanation.**
4. **Deliver original CAS#5 and Course Approval Form to the MCB office for final approval by the MCB Curriculum Chair.**
5. **The MCB office will update the student's file and route copies to the student, the appropriate Home Department and Dean's office when required.**

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All MCB students must complete a **Graded PhD MCB Course Approval Form**. The form is to be completed in consultation with the student's Dissertation Advisory Committee (DAC). Within one week after the first meeting of the committee, the student should submit form [CAS#5 Dissertation Committee Information](#) and the **signed MCB Course Approval Form** to the MCB program office. Students in the **Environmental and Plant Biology** must also submit a **PBIO Course Approval Form** to the PBIO graduate chair. If a student is requesting exemption for a required course prior to the formation of his/her DAC, the student with the approval of his/her Advisor, will meet with the MCB Curriculum Chair for course exemption approval. Once the DAC is established, the student will have the committee review the Course Approval Form and provide signatures for final approval.

The Dissertation Advisory Committee will be formed by the end of the second semester of study in the MCB Program. A great deal of the responsibility for determination of the program of study of the student is left to the DAC. General and specific requirements are included in the PhD MU, and the DAC has the initial responsibility to ensure that these requirements are met. The student should meet with his/her DAC as soon as possible. (but no later than the beginning of the 3rd semester), to discuss the student's coursework and complete the course approval form.

Coursework: A student is required to complete a minimum of **30 graded credit hours** of graduate coursework unless he/she has previously earned a MS degree in a related field. A student entering the program with an earned MS degree is required to complete a minimum of **24 graded credit hours** of graded graduate coursework. Courses taken in foreign languages and undergraduate courses will not count toward the graded credit hours. The student's DAC has the responsibility of determining appropriate course work. The coursework chosen by the DAC has as one of its objectives the adequate preparation of the student for the comprehensive examinations. However, a required core curriculum for MCB students consists of Biochemistry - CHEM 5901 (4 credits) and CHEM 5902 (4 credits), Biological Research and Science Ethics – PBIO 5170 (1 credit) Molecular Biology - MCB 7200 (3 credits), Molecular and Cellular Biology Laboratory - MCB 7300 (3 credits) *Advanced Cell Biology - MCB 7600 (3 credits), Writing in the Life Sciences - PBIO 5180 (3 credits), and Seminar in Molecular and Cellular Biology - MCB 7410 (1 credit). These do not include your Home Department Requirements, students should consult their Home Department guidelines for compliance.

****Students who do not have an adequate background in cell biology may be required to complete PBIO 5310, Cell Biology, before enrolling in MCB 7600.***

A student who can demonstrate competency in any required course may be exempt from the requirement but only with the approval of his/her DAC and the MCB curriculum chair. *Depending on the requirements of the home department, competency may be demonstrated by having previously taken a similar course and earning a grade of B or better or by successfully completing a competency exam. This exemption does not give a student graded course credit for the course, but simply exempts him/her from taking the course, thus giving him/her flexibility in selecting courses that better meet his/her programmatic needs. At the first meeting of the DAC, a student in discussion with the DAC, should complete the **MCB Graded Course Approval Form** to indicate the coursework to be taken to satisfy the degree requirements.

See the [MCB PhD Memo of Understanding](#) for complete degree requirements.