



## Molecular and Cellular Biology

### PhD Course Completion Plan

#### Instructions:

1. Meet with your advisor to determine the appropriate courses for completion of your degree. See the [MCB PhD Memo of Understanding](#) for complete degree requirements. Please pay careful attention to the additional requirements for your Home Department ([MCB PhD Memo of Understanding](#), page 5)
2. Complete the form attached.
  - a. Include only graded courses you plan to take for your PhD.
  - b. Do NOT include research/dissertation hours or seminars, colloquia, or journal clubs for which you earn credit (CR) but not a letter grade (A, B etc.).
  - c. If you have previously taken MCB required courses at Ohio University, list these on the front page with the grade earned and attach your DARS report. **Please note:** if you have taken courses at OU and earned a grade of B or better, you will not have to take them again, HOWEVER, those hours do NOT count toward the 30 graded credit hours you need to complete your PhD (or 24 graded credit hours for a PhD with a prior MS or 15 graded credit hours for a DO/PhD).
  - d. If you have taken courses at other universities which you feel are equivalent, you may request exemption from the OU course with approval from the advisor, DAC and MCB curriculum chair. If you wish to request an exemption, you must apply in writing to the MCB curriculum chair, include the course outline/syllabus showing topics covered and a copy of your transcripts indicating the grade received. These requests will be reviewed by the MCB curriculum committee. **Please note:** The hours do NOT count toward the 30 graded credit hours you need to complete your PhD (or 24 graded credit hours for a PhD with a prior MS or 15 graded credit hours for a DO/PhD). Exemption from required courses allows for flexibility in selecting courses.
3. Review the course plan with your Dissertation Advisory Committee (DAC) and obtain committee member signatures to indicate their approval.
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.



OHIO  
UNIVERSITY

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 (yes/no): \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Signature: \_\_\_\_\_

If you have previously taken courses at **Ohio University** that are required courses for MCB, please list them here and attached your DARS (e.g. CHEM 4/5901):

**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: ____

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:**