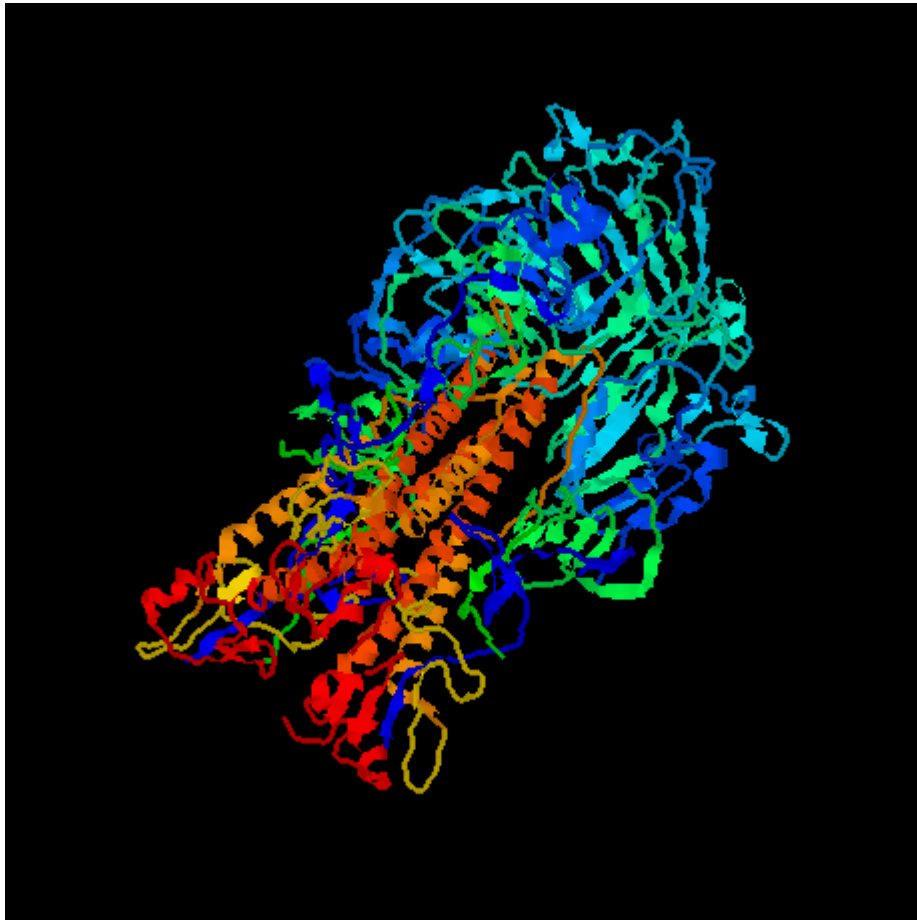


# MANUAL FOR STUDENTS

Ph.D. Program in Biochemistry



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**2007**

**FIGURE SHOWN ON THE COVER**

Cartoon depiction of the crystal structure of 1918 H1 Hemagglutinin virus protein  
(PDB ID: 1RUZ).

The image was designed using the visualization program RASMOL

by

**Michele Kirchner**

CUNY Ph.D. Biochemistry Doctoral Student

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## INTRODUCTION

Welcome to the Biochemistry Ph.D. Program at The Graduate School and University Center ('The Graduate Center'), CUNY. This program was established in 1967. It has a faculty drawn mainly from the Chemistry and Biology Programs. The faculty members are located on various CUNY senior college campuses. Together, they constitute one doctoral program offering lecture courses at The Graduate Center and conducting laboratory research at the senior colleges.

The doctoral courses are divided into two levels: those numbered 70000 are fundamental core courses and those numbered 80000 are advanced and special topics courses and seminars. Students are required to complete the core courses and two semesters of seminar during the first year. The core courses provide training in general biochemistry and in the modern techniques used in the biochemistry research laboratory. They also include a course in bioorganic chemistry and one in physical biochemistry. At the end of the first semester, which consists of up to 15 credits of graduate courses, students take the first part of the First Examination. At the end of the second semester, which consists of up to 15 additional credits, students take the second part of the First Examination. These examinations test the student's competence in the core material, especially in the biochemistry fundamentals.

Students then commence research work by choosing a research project of one of the faculty members on any campus. At the same time, they start taking elective courses in fields related to their interest, including two biology courses and at least six credits of advanced biochemistry courses, which are required. Within two years after passing the First Examination the student must demonstrate competence in the field by passing the Second Examination. The Second Examination is in the form of a research proposal, which the student prepares and defends before his/her Doctoral Dissertation Committee. Then, after the student has accumulated a total of 60 graduate credits s/he is advanced to candidacy with only the thesis to complete and defend before s/he is granted the Ph.D. degree.

Students are expected to acquire at least two semesters of college teaching experience. This experience may be in the form of teaching in the laboratory or in the classroom. This amount of teaching training is minimal for biochemistry students. Actually, many students are teaching

during the entire course of their graduate school tenure because teaching is the basic means of financial support. Student teaching is evaluated systematically each semester by permanent faculty. Students are apprised of their performance in teaching evaluation conferences.

A list of the subfields offered by the Biochemistry Program and the number of faculty active in each is available from the Executive Officer or from the Program's website at: <http://web.gc.cuny.edu/biochemistry/>. A list of the specific topics of current interest to the faculty is also available from the Executive Officer.

The Biochemistry Visiting Professor Program adds a unique dimension. From the beginning, at least two visiting professors each year have joined the Biochemistry doctoral faculty. As leaders in their respective fields, they participate in the teaching of advanced elective courses and are available for consultation with faculty and students. The presence of these outstanding scientists in the program not only generates great excitement but also serves to set the highest standards for faculty performance.

**Best wishes for your success!**

## **Topic 1: REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY**

The degree of Doctor of Philosophy is awarded for mastery of subject matter and demonstration of research ability. It is given in recognition of the candidate's superior attainments and ability in his or her major field. A student must maintain high academic standards to retain matriculated status in the doctoral program.

Normally, three or more years of full-time study and research beyond the bachelor's degree are needed to complete the doctoral program.

The following general requirements apply to the doctoral program in Biochemistry:

### **1.1 Credits**

- a. At least 60 credits of approved graduate work are required for the degree. Up to 30 credits taken at other universities may be transferred (see Appendix 1).
- b. Thirty credits of core courses, which are required of all students, are taken over 2 or 3 semesters of study.

### **1.2 First Examination**

Each student must pass the First Examination, Part I and Part II in order to continue in the Program. A student may take the examination only twice. Each part of the First Examination is a written examination testing the fundamental knowledge of biochemistry.

The First Examination, Part I must be taken at the end of the first semester, usually in January. The First Examination, Part II must be taken at the end of the second semester, usually in June. If a student fails or if the student misses the examination(s), the student may take the make-up examination(s) before the start of the following academic year, usually in August.

To pass the First Examination satisfactorily, the student must pass the two parts of the First Examination as well as attain a grade of "B" or better in both BICM 71010 and BICM 71020.

### **1.3 Second Examination**

The Second Examination is to be taken within two years after passing the First Examination. We recommend completion of the Second Examination by the end of the second year in the program so that you can be advanced to tuition Level III as soon as you have completed 60 credits. See Appendix 2 for format and procedures and Appendix 2A for a sample "Report of Second Examination" form. Forms and procedures are also available from the Biochemistry Program Office. Procedures are available online: <http://web.gc.cuny.edu/biochemistry/program/SecondLevelInfo.html>.

### **1.4 Advancement to Candidacy**

Before a student can be certified as a candidate for the doctoral degree (sample form, Appendix 3) he or she must have completed the following requirements: 60 credits of required course work (of which at least 30 credits must be taken at the City University) - including research toward the doctoral dissertation - with an overall "B" average (grade point average of 3.0), and must have passed the First Examination and the Second Examination.

### **1.5 Dissertation**

The student must complete a dissertation that embodies original research. The dissertation must be defended at an oral Final Examination (sample forms – Appendix 4 and 5) and be deposited, along with one electronic copy, in The Graduate Center's Mina Rees Library before the Ph.D. is granted.

In order to defend the dissertation, the student must have been advanced to candidacy. The student must be registered during the semester(s) the thesis will be defended and the degree is granted.

Required forms and procedures are available in the Biochemistry Program Office. Instructions for preparation of the doctoral dissertation can be found in Appendix 9 and on-line at: [http://library.gc.cuny.edu/INFO/doc\\_diss\\_ltr.htm](http://library.gc.cuny.edu/INFO/doc_diss_ltr.htm)

## **1.6 Satisfactory Progress**

Students must be making satisfactory progress toward the degree in order to maintain status at The Graduate Center and to be eligible for any financial assistance. A student is deemed not to be making satisfactory progress if he or she has a grade point average below 3.0, has accumulated more than two open grades (INC, INP, ABS, ABP, NGR), has completed more than 45 credits without having passed the First Examination, has received two “NRP” grades in succession, or has exceeded the time limit for the degree. (See also: [http://www.gc.cuny.edu/current\\_students/handbook/acadpol.htm#13](http://www.gc.cuny.edu/current_students/handbook/acadpol.htm#13) for further details.)

## **1.7 Human Subjects Research Approval**

All students conducting thesis research need to submit a “Dissertation Proposal Clearance: Human Participants” form (see Appendix 6) along with an abstract of the dissertation project. This form is sent to students by the Registrar when they advance to Level III. The completed form must be submitted to the Office for Research and Sponsored Programs (ORSP). For projects where human subjects are involved, the form must first be approved by The Graduate Center Committee on the Protection of Human Subjects (or other CUNY campus institutional review boards) prior to initiation of the research. Following approval the form must be submitted to the ORSP.

## **1.8 Time Limit for the Doctoral Degree**

All requirements for the degree must be completed no later than eight years after matriculation. A student who matriculates after completion of 30 credits of acceptable work must complete all requirements within seven years. A time extension can be requested.

## **1.9 Residence**

Doctoral students are expected to spend each semester in full-time residence at the City University of New York. This consists of a schedule of no fewer than 12 credits or the equivalent for each semester.

### **1.10 Teaching**

Students are expected to acquire at least two semesters of college teaching experience unless this requirement is waived by the Executive Officer. This experience may be in the form of teaching in the laboratory or in the classroom.

## Topic 2: ADVISEMENT OF NEW STUDENTS

A new student should make an appointment with the Executive Officer at The Graduate Center or with the Deputy Executive Officer on the campus to obtain information about the Biochemistry Ph.D. Program including program decisions, procedures about the First and Second Examinations, and the selection of a research mentor.

### 2.1 Executive Officer

EXECUTIVE OFFICER:  
Tel: 212-817-8086, Room GC 4312A

Professor Lesley Davenport  
[LDavenport@gc.cuny.edu](mailto:LDavenport@gc.cuny.edu)

ASSISTANT PROGRAM OFFICER:  
Tel: 212-817-8085, Room GC 4312

Ms. Judy Li  
[JLi2@gc.cuny.edu](mailto:JLi2@gc.cuny.edu)

### 2.2 Deputy Executive Officers

Following is a list of the Deputy Executive Officers at each campus:

<b>CAMPUS</b>	<b>DEPUTY EXECUTIVE OFFICERS</b>	<b>E-MAIL ADDRESS/TEL. NO.</b>
Brooklyn	Prof. Lesley Davenport	<a href="mailto:ldvnpport@brooklyn.cuny.edu">ldvnpport@brooklyn.cuny.edu</a> 718-951-5000 ext 2825
City	Prof. Mark Steinberg	<a href="mailto:marste@sci.ccnyc.cuny.edu">marste@sci.ccnyc.cuny.edu</a> 212-650-8560
Hunter	Prof. Frida Kleiman	<a href="mailto:fkleiman@hunter.cuny.edu">fkleiman@hunter.cuny.edu</a> 212-772-5377
Lehman	Prof. Manfred Philipp	<a href="mailto:manfred.philipp@lehman.cuny.edu">manfred.philipp@lehman.cuny.edu</a> 718-960-8648
Queens	Prof. Wilma Saffran	<a href="mailto:wilma.saffran@gc.cuny.edu">wilma.saffran@gc.cuny.edu</a> 718-997-4195
Staten Island	Prof. Krishnaswami Raja	<a href="mailto:raja@mail.csi.cuny.edu">raja@mail.csi.cuny.edu</a> 718-997-4091

### Topic 3: PROGRAM OF STUDY

In addition to the general Graduate Center requirements, the students must meet the following special requirements in Biochemistry.

#### 3.1 Core Courses

The core courses required of all doctoral students are:

<u>Semester</u>	<u>Course No.</u>	<u>Title</u>	<u>Credits</u>
Fall	71010	Advanced Biochemistry	3
	75000	Bioorganic Chemistry	3
	72010	Basic Seminar in Biochemistry	1
	71110*	Research Techniques in Biochemistry	4
	71120*	Research Techniques in Biochemistry	4
Total:			Up to 15 credits
Spring	71020	Advanced Biochemistry II	3
	77000	Physical Biochemistry	3
	72020	Basic Seminar in Biochemistry	1
	71110*	Research Techniques in Biochemistry	4
	71120 *	Research Techniques in Biochemistry	4
Total:			Up to 15 credits

\*See Appendix 7 for a detailed description of these courses or online at: <http://web.gc.cuny.edu/biochemistry/courses/71110.html>.

#### 3.2 Advanced Courses

After completing the core courses and passing the First Examination, students will take advanced doctoral courses in biochemistry (see Appendix 8 or <http://web.gc.cuny.edu/biochemistry/courses/index.html> for a description of courses), the biological sciences, and other disciplines selected with the approval of the student's mentor and Executive Officer.

3.2.1 Biochemistry: Students are required to take at least two advanced (BICM 80000-level) courses in Biochemistry totaling not fewer than six credits. Students are

advised to continue their participation in the advanced courses either for credit or as auditors.

3.2.2 Biological Sciences: Students are required to take at least two university graduate (BIOL/CHEM) courses in biological sciences. It is recommended that one of the courses be a course in molecular genetics. The courses should total not fewer than 6 credits.

3.2.3 Seminars: Students are required to take three credits of the BICM 81000 seminar and then to continue his/her participation in colloquium programs during his/her entire period of training.

3.2.4 Thesis Research: Students are urged to commence thesis research early, usually after passing the First Examination, and to register for BICM 82000 - Doctoral Dissertation Research - for which credits are variable. With approval of the Executive Officer, BICM 71130 may be taken to provide additional research experience until the First Examination is passed or until the student and mentor have agreed on the topic of the doctoral dissertation.

### 3.3 Required Examinations

3.3.1 First Examination: After completing the core courses during the first and second semesters in residence, the student must pass the First Examination, Part I and Part II at the end of the respective semesters. The student will take Part I of the First Examination at the end of the first semester and Part II at the end of the second semester. Copies of previous examinations are available from the Executive Officer.

To pass the First Examination satisfactorily, the student must pass the two parts of the First Examination as well as get a grade of "B" or better in both BICM 71010 and BICM 71020.

3.3.2 Second Examination: The student must prepare a research proposal and defend it before the Doctoral Dissertation Committee. At the defense, s/he must

demonstrate competence in the field of advanced biochemistry. See Appendix 2 for proposal format and procedures (see also: <http://web.gc.cuny.edu/biochemistry/program/SecondLevelInfo.html>). All forms and procedures are distributed to the student after passing the First Examination.

### **3.4 Dissertation**

The student must write a dissertation on an approved subject under the supervision of the mentor and the Doctoral Dissertation Committee. After the dissertation has been completed, the student is required to make an oral defense before the Doctoral Dissertation Committee. (See Topic 4 for instructions on the thesis defense and Appendix 9 for instructions on preparing the thesis or see the website: [http://library.gc.cuny.edu/INFO/doc\\_diss\\_ltr.htm](http://library.gc.cuny.edu/INFO/doc_diss_ltr.htm)).

### **3.5. Field Experience**

The student is expected to acquire at least two semesters of college teaching experience unless this requirement is waived by the Executive Officer. This experience may be in the form of teaching in the laboratory or the classroom.

## Topic 4: THE DOCTORAL DISSERTATION COMMITTEE

### 4.1 Selection of a Thesis Advisor and Committee

After satisfactorily passing the First Examination, a student must consult with members of the doctoral faculty in order to choose a thesis adviser. Students may not select adjunct professors as thesis advisers. A list of faculty research interests can be provided by the Executive Officer or can be found on the Program's website at <http://web.gc.cuny.edu/biochemistry/faculty/directory.html>.

When the student has established a mutually satisfactory understanding with a member of the doctoral faculty on the subject of his/her doctoral dissertation research, s/he must advise the Executive Officer promptly in writing. The thesis adviser must also notify the Executive Officer in writing of his/her acceptance of this responsibility (see Appendix 10 for a sample form).

The adviser, the student, and the Executive Officer will then recommend a committee to supervise the continuation of the student's doctoral program (see Appendices 11 and 12). All required forms related to dissertation committee selection are distributed to the student upon passing the First Examination.

### 4.2 Structure of the Doctoral Dissertation Committee

4.2.1 The Committee: The committee should be composed of at least five members; at least three of whom must be from the doctoral faculty at CUNY. One member, the student's thesis adviser, will serve as the chairperson of the committee. No more than three members of the committee can be from the home campus of the student. Depending on the topic of the thesis research, faculty members from other doctoral programs and/or from outside the CUNY faculty should be asked to serve on the dissertation committee.

4.2.2 Changes in Composition of Committee: Any change in the composition of the committee requires approval of the Executive Officer. The following rules apply:

- i. If a student changes advisor, a new committee will be formed.

- ii. An addition to an existing committee is generally acceptable.
- iii. A faculty member may withdraw from the committee (it is their privilege to do so). However, the faculty member must initiate the withdrawal.
- iv. When the chairperson of a doctoral dissertation committee can no longer serve in that capacity, the Executive Officer will act as the temporary chairperson.

### **4.3 Functions of the Doctoral Dissertation Committee**

The Doctoral Dissertation Committee is responsible for overseeing the progress of the thesis research, for advising the student on his/her thesis research, and for participating in the thesis defense and the final oral examination.

#### **4.3.1 Thesis Research Progress:**

- i. The student will meet with his/her thesis committee by the end of his/her second year in the program when s/he presents and defends his/her Second Examination. At this meeting, the Committee will review the progress of the student's thesis research.
- ii. Thereafter, the full committee should meet at least every other year to review the student's progress.
- iii. During intervening years, the student must meet with the committee members who are based at the student's home campus.
- iv. The student, his/her mentor, or members of the thesis committee can request a meeting of the full committee at any time.

#### **Please follow these procedures:**

- i. Prior to such meetings, the student must submit a written progress report to each member of his/her thesis committee and set up a date for the thesis committee meeting.
- ii. After the committee meeting, the mentor should return the form, "Report of Thesis Committee Meeting" to the Biochemistry Program Office, completed and signed (see Appendix 13 for a sample form).

#### 4.3.2 Thesis Defense:

- i. The thesis defense should be an open meeting.
- ii. All members of the faculty should be notified at least one week before the presentation (see Appendix 14). The Biochemistry Program Office notifies the faculty and students of the scheduled thesis defense date *via* email. If possible, notification of the thesis defense is also posted on the program's website unless otherwise instructed:  
(<http://web.gc.cuny.edu/biochemistry/announcements/index.html>).
- iii. A copy of the thesis should be available for at least two weeks in the Biochemistry Office prior to the defense so that the faculty can consult it.
- iv. The thesis defense can be scheduled at The Graduate Center or at the candidate's home campus as long as all faculty members agree to meet at the campus. Should one of the faculty members be unwilling or hesitant to meet at the campus, the defense must be held at The Graduate Center.

Three weeks prior to the defense, the candidate must find out when all members of the Doctoral Dissertation Committee will be available for the defense and submit this information to the Biochemistry Program Office. The Office, in turn, will notify the Office of the Provost of the oral defense. The Provost's Office will then invite each member of the Doctoral Dissertation Committee to serve at the examination.

## Topic 5: FINANCIAL ASSISTANCE

Financial assistance is available to doctoral students at The CUNY Graduate Center through a program of fellowships (both service-connected and non service-connected), grants, assistantships, traineeships, part-time teaching positions, loans, and college work-study assignments. Assistance is granted on the basis of need and merit, with need determined in accordance with uniform methodology procedures.

Additional information may be found in The Graduate Center's Bulletin or online at [http://www.gc.cuny.edu/admin\\_offices/finaid/index.htm](http://www.gc.cuny.edu/admin_offices/finaid/index.htm). Financial Aid forms are available in the Office of Financial Aid at The Graduate Center or may be downloaded from the above listed website: [http://www.gc.cuny.edu/admin\\_offices/admissions/admissions\\_pdfs/Appl\\_4\\_Finance\\_Assst.pdf](http://www.gc.cuny.edu/admin_offices/admissions/admissions_pdfs/Appl_4_Finance_Assst.pdf).

To receive financial assistance from The Graduate Center, the "Financial Aid Form" must be submitted to the Office of Financial Aid.

Most students are supported by a teaching appointment. Four types of teaching appointments are available (additional information can be found at: <http://www.psc-cuny.org/newsalaries.htm>):

<u>Graduate Assistant A:</u>	6-8 contact hours per week	*\$18,825 minimum per academic year
<u>Graduate Assistant B:</u>	3-4 contact hours per week	*\$9,811 minimum per academic year
<u>Graduate Assistant C:</u>	180 contact hours per year	*\$14,319 minimum per academic year
<u>Adjunct Lecturer</u>	Up to eight hours per week	*\$56.68 minimum per contact hour

(\*as of 9/19/07)

Teaching assignments are made by the participating colleges after admission has been granted.

Advanced graduate students are often supported by research grants of their mentor or by institutional or external fellowships.

## **Topic 6: PSC (UNION) BENEFITS FOR TEACHING AND RESEARCH ASSISTANTS**

Graduate Assistants and Adjuncts are eligible to join the Professional Staff Congress (see the PSC website for annual dues information: <http://www.psc-cuny.org>). Fellowship students working in the capacity of research assistants in the program should contact the Professional Staff Congress for procedural instructions for membership.

Membership entitles the student to: the Blue Cross/Blue Shield of Greater New York “Wrap Around” Program; loans; IRA accounts; savings accounts; and life insurance through the PSC/CUNY Federal Credit Union; special economic discount benefits for furniture; books; legal services; travel; and magazine subscriptions; to name a few. Further information about these benefits and services may be obtained online at <http://www.psc-cuny.org> and the Payroll Department at your campus.

### **6.1 Insurance Programs**

The Graduate Center offers a comprehensive Insurance Information Program to all students. Participation in any plan is entirely voluntary.

The Graduate Center also participates in a dental program in conjunction with the New York University Dental School.

Insurance information for all students is available in the Office of the Registrar, in the Office of the Vice President for Student Affairs, and in the Doctoral Student Council Office. Further information can also be found online at:

[http://www.gc.cuny.edu/current\\_students/StudentHealth/index.htm](http://www.gc.cuny.edu/current_students/StudentHealth/index.htm).

Students who are employed by the Research Foundation for at least 20 hours per week are eligible for full medical coverage through The Research Foundation of the City University of New York.

Teaching assistants can join a contributory health plan. See the benefits advisor in the Personnel Office at your campus.

See also Topic 18: Health Care and Appendix 25 for full information on plans available.

## Topic 7: TUITION AND FEES

### 7.1 Tuition and Fee Schedule

The tuition at the Graduate Center is charged on the basis of number of credits taken (please see schedule below) and the student level.

All tuition and fee schedules are subject to change without notice at any time upon action by The City University of New York, regardless of the tuition and fee schedules in effect at the time of pre-registration. Current information regarding tuition and fees can be accessed online at:

[http://www.gc.cuny.edu/current\\_students/tuition\\_curnt\\_stdnts.htm](http://www.gc.cuny.edu/current_students/tuition_curnt_stdnts.htm).

#### 7.1.1 Tuition Schedule (current as of Fall 2005)

<b>Level of Student (see below for definitions)</b>	<b>New York State Residents (rate per semester)</b>	<b>Out-of-State Residents and International Students (rate per semester)</b>
<u>Level I</u> Full-time: 7 credits or more/WIUs	\$2,860	\$560 per credit/WIU
Part-time:	\$325 per credit/WIU	\$560 per credit/WIU
<u>Level II</u> (full-time only)	\$1,793	\$3,983
<u>Level III</u> (full-time only)	\$710	\$1,423

#### 7.1.2 Student Levels

Students are classified for tuition purposes according to three levels defined as follows:

- i. Level I: First 45 credits of graduate work, fully earned and evaluated, which may include approved advanced standing transfer credits, and successful completion of the First Examination.

- ii. Level II: From the semester following completion of 45 credits, fully earned and evaluated, and successful completion of the Second Examination to Advancement to Candidacy.
- iii. Level III: From the semester following Advancement to Candidacy to completion of degree.

Third-Level doctoral students who wish to take additional courses for credit may register on a per-credit tuition basis at \$325 per credit for residents and \$560 per credit for non-residents. Per-credit charge for elective work is to be paid in addition to the \$710/\$1,423 per semester flat fee.

#### 7.1.3 Student Fees

Each student will be billed for a Graduate Center Student Activities Fee of \$41.60, a University Consolidated Services Fee of \$15.00 and a Technology Fee of \$75.00. These fees are nonrefundable.

### 7.2 **Petition for a Change of Level**

Students are responsible for ascertaining that their tuition level has been properly established.

Students who believe they have been billed inappropriately because of an inaccurate level designation must petition the Senior Registrar immediately, but no later than by the end of the third week of classes, for a reassessment of their level. Unless such a petition is filed by the deadline, no retroactive changes in level can be made. Special problems should be referred in writing to the Office of the Vice President for Student Affairs prior to the stated deadline.

### 7.3 **Residency**

For the purposes of determining tuition charges, a student is considered a resident of the State of New York if he or she has his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is

made, states his or her intention to live and maintain his or her principal place of abode permanently in New York State, and is not in the United States on any temporary visa.

Students who believe they have been billed inappropriately because of an inaccurate residency designation must petition the Senior Registrar immediately but no later than by the end of the third week of classes for a reassessment of their level. Unless such a petition is filed by the deadline, no retroactive changes in level can be made. Special problems should be referred in writing to the Office of the Vice President for Student Affairs prior to the stated deadline.

#### 7.4 University Fees

For up-to-date fee (and tuition) information please see the current Graduate Center Bulletin available online at:

[http://www.gc.cuny.edu/current\\_students/tuition\\_curnt\\_stdnts.htm](http://www.gc.cuny.edu/current_students/tuition_curnt_stdnts.htm)

Technology Fee	\$37.50/semester
University Consolidated Fee:	\$15.00/semester
Student Activities Fee	\$41.60/semester
Late Registration Fee	\$25.00
Late Payment Fee	\$15.00
Change of Course Fee	\$18.00
Duplicate ID Card	\$5.00
Duplicate Receipt Fee	\$5.00
Readmission Fee	\$10.00
Doctoral and Master's Application Fee	\$125.00
Microfilming and Binding of Doctoral Dissertation Fee	\$84.50
Dissertation Copyright Registration Fee (optional)	\$45.00
Thesis Binding Fee (Master's Thesis)	\$21.75
Diploma Fee	\$25.00
Transcript of Record Fee	\$7.00

## **Topic 8: GOVERNANCE PLAN OF THE Ph.D. PROGRAM IN BIOCHEMISTRY**

### **8.1 The Executive Committee**

The Executive Committee shall consist of the Executive Officer, at least three faculty members, and one student member. The doctoral faculty in biochemistry of each campus with six or more members (major campus) shall have one representative. All remaining faculty members together shall have one representative. The Executive Officer shall be one of the foregoing representatives. The faculty representatives, who also serve as Deputy Executive Officers at their respective campuses, shall be elected by the doctoral faculty of each major campus. The other faculty shall elect the remaining representative. The Executive Officer is appointed by the President of the Graduate Center. The student member shall be elected at large by the students of the Program. Each faculty and student representative shall have an alternate who will be elected by his/her constituency. An alternate, but no other person may vote at meetings of the Executive Committee in the absence of his/her representative. Faculty representatives are elected for three-year terms coincident with the term of the Executive Officer. The student representative is elected for a two-year term.

### **8.2 Standing Committees**

8.2.1 Admissions and Awards: The Executive Committee also functions as the Admissions and Awards Committee.

8.2.2 Curriculum and Examinations: The Curriculum and Examination Committee is composed of three faculty members, three students, and the Executive Officer. The faculty members, who serve three-year terms, shall be elected at large by the doctoral faculty. Candidates shall be nominated by the Executive Committee. The student representatives, who serve two-year terms, shall be elected by the students of the Program. No campus shall have more than one faculty member or student representative serving on the committee.

8.2.3 The Faculty Membership Committee: The Faculty Membership Committee shall be composed of the alternate members of the Executive Committee. This Committee shall review applications and make nominations for membership to the doctoral faculty. The Committee shall also review the continued membership

of all faculty members. Nominations for membership and recommendations for discontinuance shall be forwarded to the Provost after review by the Executive Committee. Criteria for nomination to the doctoral faculty are: (1) the promise of doing successful research in biochemistry or related disciplines; (2) teaching of doctoral courses; and (3) thesis research supervision. For continuance in the doctoral faculty, the faculty members are expected to be successful based on all three criteria, but at a minimum they should be outstanding according to one criterion.

### **8.3. Election Procedures**

The Deputy Executive Officers shall conduct the elections of faculty representatives to the Executive Committee and their alternates at their respective campuses. The faculty members not affiliated with a major campus shall elect a representative from their group by mail or e-mail. Faculty representatives to the Curriculum and Examination Committee shall be elected by the doctoral faculty by mail or e-mail.

Student representatives to all program committees shall be elected by mail or e-mail by all registered students of the Program. Candidates shall be nominated by the student members of the election committee, which is established by the Executive Committee to conduct the elections of representatives to the Graduate Council.

(Approved by Graduate Council, May 16, 1996)

## Topic 9: REGISTRATION INFORMATION

### 9.1 Registration Information

All CUNY doctoral students, regardless of where they are studying, can register and add/drop courses (graduate and approved undergraduate-level requirements) on-line through The Graduate Center's Student Banner Program. Electronic course permits and add/drops must be approved through the Biochemistry Program Office, Room 4312, 365 Fifth Avenue, New York, NY 10016.

All students are required to be in status each semester. This means that students must either be registered or be on an approved leave of absence. Information regarding registration procedures will be either mailed or e-mailed to each student.

The following Graduate Center and Program obligations must be fulfilled in order to register for subsequent semesters:

- a. Students must pay tuition and fees, if any, owed to the Graduate Center.
- b. Students must comply with immunization requirements for measles, mumps and rubella (if born after January 1, 1957). All students must fill out a Meningococcal Meningitis Vaccination Response Form (see Appendix 15).
- c. In addition, students who have passed the First Examination:
  - i. must have selected their thesis committee,
  - ii. must have submitted their annual thesis progress report, and met with their thesis committee.
  - iii. must have fulfilled their Second Examination requirement within the normal time limit.

### 9.2 Residence

At least 30 of the 60 credits required for the degree must be taken in residence at the City University. Students are expected to spend each year in full time residence after they have passed the First Examination, Parts I and II. Full-time students are expected to take a schedule of at least 12 credits or the equivalent per semester.

9.2.1 Full-Time Certification: A student may be certified full-time if:

1. S/he is enrolled for a minimum of 7 credits and is working half time in the department.
2. S/he is currently enrolled for BICM 90000 – 1 credit - Thesis Supervision, and is doing full-time research on his/her dissertation.
3. S/he is currently enrolled for fewer than 12 credits and is preparing for the First Examination or the Second Examination.

### 9.3 Credits

At least 60 credits of approved graduate work, including the First and Second Examinations, are required for the degree. For the remainder of the student's time in residence, the student must register each semester for BICM 90000 - Dissertation Supervision.

Normally, a student will not register for more than 12 credits. Any student who wishes to register for 12-15 credits must obtain permission from the Executive Officer. Registration for more than 15 credits requires the approval of the Executive Officer and the Vice President for Student Affairs.

### 9.4 Schedule Changes

Before registration, students should inform their advisers of the courses they plan to take. Should any changes in that schedule arise, students must inform their adviser and the Biochemistry Program Office immediately.

- a. No course can be added to the schedule after the third week of the semester.
- b. The dropping of a course requires the permission of the instructor and the Executive Officer. After the third week of the semester, a "dropped course" will appear on the student's record as a "W" grade (Appendix 16). No course may be dropped after the tenth week of the semester.

### 9.5 Transfer of Credit

A maximum of 30 acceptable graduate credits taken prior to admission to the Ph.D. Program in Biochemistry at the City University of New York may be applied toward the

degree provided the courses were completed with a grade of “B” or higher within an appropriate period preceding the time of application and are equivalent to comparable courses at the City University. An evaluation of previously earned credits will usually be made before the end of the student’s first year in residence. The student seeking transfer of credit should make an appointment to see the Executive Officer (see Appendix 1).

### **9.6 Auditing of Courses**

Students may audit courses as part of their course load for no additional tuition until 60 credits have been accumulated. After that, a student can take courses by auditing - which is tuition free – or they may take the course for credit by paying \$325/\$560 (in-state *versus* out-of-state/international) a credit.

For any audited non-required course, the student is not required to fulfill the requirements of the course but merely to attend. This is recorded on the transcript as “Audit” without a grade.

### **9.7 Incomplete Grades**

To resolve incomplete grades (INC), students must fulfill their obligations within ONE calendar year after the INC grade was assigned (Appendix 17). After one year, an incomplete grade will be automatically transformed into an INP (Permanent Incomplete). Permanent incompletes accrue no credit. Students will normally be regarded as not making satisfactory progress toward the degree if they have two or more incomplete courses on their record.

### **9.8. Maintenance of Matriculation**

To preserve continuity of the academic experience, a student who is not “on leave” must be registered either as:

- a. Attending courses,
- b. Working for thesis credits,
- c. Maintaining matriculation by enrolling in BICM 90000 Dissertation Supervision (1 credit).

### **9.9 Withdrawal**

Written notice of voluntary withdrawal from the Program (see Appendix 18 for a copy of the form) must be approved by the Executive Officer and the Vice President for Student Affairs. A “Request for Withdrawal” form may be down-loaded from the website:

[http://www.gc.cuny.edu/admin\\_offices/registrar\\_pdfs/Withdrawal.pdf](http://www.gc.cuny.edu/admin_offices/registrar_pdfs/Withdrawal.pdf).

### **9.10 Readmission**

To resume doctoral study, a former student must apply to the Admissions Office for readmission. The Vice President for Student Affairs must approve all applications for readmission. A special “Application for Readmission” form must be filed in the Office of the Registrar (see Appendix 19 for a sample copy of the form). The student must include the \$10 readmission fee, a letter outlining his/her plans for completing the Ph.D., and a letter of support from his/her advisor. Additionally, the form requires written endorsement from the Executive Officer. An “Application for Readmission” form can be down-loaded from:

[http://www.gc.cuny.edu/admin\\_offices/registrar\\_pdfs/Readmission.pdf](http://www.gc.cuny.edu/admin_offices/registrar_pdfs/Readmission.pdf)

### **9.11 Leave of Absence**

A leave of absence will be granted to a student wishing to interrupt doctoral study for up to one year. The leave request (sample form shown in Appendix 20) should be submitted to the Executive Officer in writing prior to the semester during which the leave will be taken. A request for a leave of absence must be approved by the Executive Officer who will forward the request to the Office of the Registrar. Requests must be cleared by the Director of Financial Aid, the Chief Librarian, the Bursar, the Business Office, the Director of the Office of International Students (if applicable), and the Director of Residence Life (if applicable). Retroactive leave requests will not be granted unless exceptional circumstances are demonstrated. Official leave of absence time is not counted toward the time limit for completion of degree requirements.

Requests for an extension of a leave of absence, for no more than one additional year, must follow the same procedure as indicated above.

During the period of a leave of absence, no changes in academic status, including such matters as the scheduling and taking of qualifying examinations, application for en-route degrees, and advancement to candidacy, may be effected. A "Request for Leave of Absence" form can be found at:

[http://www.gc.cuny.edu/admin\\_offices/registrar\\_pdfs/LeaveOfAbsence.pdf](http://www.gc.cuny.edu/admin_offices/registrar_pdfs/LeaveOfAbsence.pdf)

### **9.12 Interuniversity Doctoral Consortium**

Matriculated doctoral students who cross-register for doctoral courses not available at the Graduate Center in the graduate schools of arts and sciences of the following institutions: Columbia University (including Teachers College), Fordham University, New School University, New York University, Princeton University, Rutgers (State University of New Jersey), and Stony Brook (State University of New York) must have completed at least two semesters of graduate study at the Graduate Center. In addition, the courses available for cross registration should not normally be available at the Graduate Center and participation is subject to approval by the deans of the home and host institutions. An Interuniversity Cross-Registration Form is available from the Office of the Registrar, and must be approved the Executive Officer, course instructor, dean of the home university, and dean of the host university. All completed forms should be returned to the Office of the Registrar (see Appendix 21 for a sample form, or download from: [http://www.gc.cuny.edu/admin\\_offices/registrar\\_pdfs/ConsortiumForm.pdf](http://www.gc.cuny.edu/admin_offices/registrar_pdfs/ConsortiumForm.pdf)).

Further information is available on line at:

[http://www.gc.cuny.edu/current\\_students/handbook/doctoralPrograms.htm#7](http://www.gc.cuny.edu/current_students/handbook/doctoralPrograms.htm#7)

### **Topic 10: STANDARDS OF RETENTION**

Students' records will be evaluated at the end of each academic year, and matriculation may be terminated for unsatisfactory scholastic performance which is generally considered less than a "B" average and/or failure to meet other program requirements.

### **Topic 11: “EN-ROUTE” MASTER’S DEGREE**

The “en-route” Master’s degree is awarded by select senior colleges to enrolled doctoral students who have fulfilled appropriate requirements. These requirements include a minimum of 45 credits taken in the Biochemistry Ph.D. Program with an average grade of “B,” passing the First Examination, and satisfactory completion of a major research paper.

A major research paper is considered to be either:

- a. A published article where the student is a major co-author (to be decided in consultation with the mentor), or
- b. A thesis equivalent to a Master’s thesis approved by the advisor and one other faculty member.

The following courses are not counted toward the required 45 credits:

- a. Courses taken for “SP” or “P” credit.
- b. Advanced-standing credits for courses taken at other universities.

Those seeking the “en-route” Master’s degree should bring two copies of the published article/thesis with the mentor’s approval to the Biochemistry Program Office and ask the Executive Officer to initiate the application (see Appendix 22 for a sample copy of the form).

Please note that students must be in residence (registered) during the semester in which the degree will be awarded. Additional information about the “en-route” Master’s degree can be found in The Student Handbook, which is also available online at:

<http://www.gc.cuny.edu/current%5Fstudents/handbook/doctoralPrograms.htm#6>.

## **Topic 12: MASTER OF PHILOSOPHY**

The Graduate Center awards the Master of Philosophy degree (M. Phil.) to doctoral students who are advanced to candidacy. Students will receive from the Registrar, along with the usual notice of advancement, an “Application-for-Degree” form for the Master of Philosophy degree. Additional information about the Master of Philosophy can be found in The Graduate Bulletin, which is also available online at:

<http://www.gc.cuny.edu/current%5Fstudents/handbook/doctoralPrograms.htm#5>.

## **Topic 13: EMPLOYMENT AND CAREER COUNSELING**

### **13.1 The Biochemistry Program Student Career Counselor**

Students may make an appointment to meet with Professor Emeritus Charlotte Russell, who serves as the career counselor for biochemistry doctoral students. Professor Russell may be contacted directly by telephone or email, or alternatively through the Biochemistry Program Office.

CAREER COUNSELOR:	Professor Emeritus Charlotte Russell
Tel: 212-650-6681;	<a href="mailto:chrcc@scisun.sci.ccny.cuny.edu">chrcc@scisun.sci.ccny.cuny.edu</a>
Room GC 4316	

Listings of available full-time positions received by the Biochemistry Program Office are circulated to students *via* by e-mail.

### **13.2 Dossier and Employment Resources**

The Office of Student Affairs coordinates a dossier service for enrolled students and alumni desiring positions in either academic or other areas of employment. Copies of the dossiers, including reference letters, are mailed out to potential employers upon request. These files are permanently maintained for alumni of The Graduate Center. Because they contain confidential letters of reference, they provide valuable support for the students or alumni seeking positions. (See Ms. Judith Koster, Telephone: 212-817-7401, e-mail: [jkoster@gc.cuny.edu](mailto:jkoster@gc.cuny.edu)).

Listings of part-time positions are available for consultation in the Office of Financial Aid. Ms. Anne Johnson, Work Study Coordinator, is in charge of these listings. Other full-time job listings are available for review in the Office of the Vice President for Student Affairs.

### **13.3 Student Transcripts**

Requests for transcripts should be made through the Office of the Registrar (see Appendix 23 for a sample form). Student transcripts are issued once a year, during the summer. Request forms may be downloaded from:

[http://www.gc.cuny.edu/admin\\_offices/registrar\\_pdfs/Transcript.pdf](http://www.gc.cuny.edu/admin_offices/registrar_pdfs/Transcript.pdf)).

## **Topic 14: STUDENT TRAVEL AND RESEARCH FUND**

### **14.1 Purpose**

The Student Travel and Research Fund awards stipends (limited to one per academic year per student) of up to \$300 for the following:

- a. Registration expenses and travel expenses for attendance at professional conferences and seminars where the applicant is invited to present a paper or conduct a workshop.
- b. Research-related expenses such as out-of-town travel costs to a particular museum and duplicating costs incurred.
- c. Costs for research supplies such as laboratory materials.
- d. Dissertation-related expenses including materials, typing, and duplicating.

### **14.2 Eligibility**

Applicants must be matriculated students registered during the semester for which the stipend is requested.

### **14.3 Procedure**

Applicants can download or request from the Biochemistry Program Office an "Application for the Student Travel and Research Fund Award" (see Appendix 24 for a sample form). Include anticipated expenses and describe your reasons for requesting assistance. If the applicant is presenting a paper at a conference, a copy of the abstract should be attached to the application. The abstract must include a reference to the affiliation with The Graduate Center, CUNY in addition to the college affiliation. Return the completed form (and abstract) to the Executive Officer for endorsement:  
[http://www.gc.cuny.edu/current\\_students/studentTravel/studentTravel.pdf](http://www.gc.cuny.edu/current_students/studentTravel/studentTravel.pdf)

### **14.4 Awards**

Notice of an award is given after each completed application is reviewed both by the Director of Financial Aid and the Provost. The Provost's Office will notify you if an award is approved.

Stipends are paid upon presentation of receipts for expenditures after they have been incurred. Receipts must be submitted within two weeks after the end of the period for which they were requested. Additional information is available online at: [http://www.gc.cuny.edu/current\\_students/handbook/studentServices.htm#9](http://www.gc.cuny.edu/current_students/handbook/studentServices.htm#9).

### **Topic 15: DISSERTATION FELLOWSHIP AWARDS**

The Graduate Center offers a number of subject focused and general dissertation-year fellowships and awards for students completing their doctoral studies.

In most cases, it is assumed that the recipient of a dissertation-year fellowship will complete the dissertation during the fellowship year. In all cases, students who will have completed the dissertation, oral defense, and revisions within the first semester of the fellowship year will receive half the award. The student must complete a general "Dissertation Fellowship Application", available in the Office of the Provost or on-line at:

<http://web.gc.cuny.edu/provost/Forms/DissertationFellowshipsAppl.pdf>.

The deadline for applications is February 1 preceding the academic year that begins in the fall. All of the awards are contingent on renewal of funding and are offered in selected years. Unless otherwise noted, no service is required for these awards.

For details of eligibility for the dissertation fellowships, contact Ann Batiuk in the Office of the Associate Provost and Dean for Academic Affairs ([abatiuk@gc.cuny.edu](mailto:abatiuk@gc.cuny.edu); 212-817-7420) or consult the website:

<http://web.gc.cuny.edu/provost/Forms/DissertationFellowshipsAppl.pdf>.

## **Topic 16: HOUSING**

The Graduate Center's Office of Residence Life assists students in locating affordable housing within the New York City area. The office offers assistance to students regarding techniques for finding an apartment. It maintains listings of available rooms within households, apartments for rent or sublet, and spaces for students in shared lodgings. These listings are available at the Office of Residence Life, Monday through Friday, 9 a.m. to 5 p.m. The monthly cost of a rental share in Manhattan ranges from approximately \$850 per month, with lower-cost rentals located within commuting distance. Apartments in Manhattan are usually affordable by students only when shared.

For detailed information on housing, contact Mr. Haslyn Miller, the Assistant Director of Admissions, telephone number 212-817-7480 or by e-mail at [reslife@gc.cuny.edu](mailto:reslife@gc.cuny.edu). Additional information is available online at:

[http://www.gc.cuny.edu/current\\_students/handbook/studentServices.htm#3](http://www.gc.cuny.edu/current_students/handbook/studentServices.htm#3)

The New York Times is a valuable source of housing information. The Sunday Times (Real Estate section) is available on Friday evenings at some large newsstands (e.g., Times Square) and is generally available on Saturday (see also [NewYorkTimes.com](http://www.nytimes.com) website). The Village Voice (a free weekly newspaper) also lists available housing.

## Topic 17: HEALTHCARE

Information on The Graduate Center Wellness Center (<http://web.gc.cuny.edu/wellness/>), Voluntary Student Health and Accident Insurance Plans, and Hospital Clinic and Emergency Room Facilities located in Manhattan are available in the Office of Student Affairs (room 7206), Telephone No. 212-817-7400 and The Wellness Center (room 6422), Telephone No. 212-817-7020. Complete information is available in Appendix 25 or online at: [http://www.gc.cuny.edu/current\\_students/handbook/health.htm](http://www.gc.cuny.edu/current_students/handbook/health.htm)

The following has been prepared by the Office of Student Affairs: *The Student's Companion to the Bulletin of The Graduate Center*.

### Wellness Center / Student Health Services

Staffed by a nurse practitioner licensed to provide medical care (diagnosis, treatment, prescription-writing), Student Health Services provides episodic treatment, screenings, referrals, and general health and wellness programs. Students are seen by appointment or on a walk-in basis. Among the specific types of services available are basic physical examinations as well as gynecological and male health examinations and screenings (PAP smears; HIV and other STDs; cholesterol). Under some student health insurance programs the initial (free) consultation with the Nurse Practitioner satisfies the health insurance deductible. For further information about any services, or for an appointment, please contact Student Health Services, Telephone: 1-212-817-7020.

### Wellness Center / Psychological Services

In addition to providing direct short-term psychotherapeutic services free of charge, the Psychological Counseling and Adult Development Center (Telephone: 1-212-817-7020) maintains a referral listing of private practitioners as well as institutions offering psychological services. Some of these provide services to students for low or moderate fees. The center also offers seminars and workshops on specific psychological issues such as dissertation completion, writing anxiety, women's issues in graduate school, and stress reduction. Please feel free to call the counseling office for more information.

### Substance Abuse Counseling and Referral Services

The Graduate Center's Psychological Counseling and Adult Development Center (Telephone: 1-212-817-7020) maintains a confidential program of substance abuse counseling and referral services.

### Voluntary Student Health and Accident Insurance Plans

The Graduate Center offers insurance information for both part- and full-time students and for postdoctoral research fellows at The Graduate Center. Participation in any plan is entirely voluntary but is strongly recommended. General information brochures, application forms, and a health insurance research memorandum from the Office of the Vice President for Student Affairs are available in the Student Affairs Office and the Wellness Center. The health insurance memorandum, which does not endorse specific providers, details contact representatives, phone numbers, and/or mailing addresses for your follow-through efforts on all programs listed.

The Graduate Center participates in a dental program in conjunction with New York University's College of Dentistry. (Application forms are available with the insurance information in the public areas listed above.) In addition, commercial dental programs are noted in the health insurance memorandum described above.

The Graduate Center can facilitate communication between students and the insurance company representatives. Please call 1-212-817-7408 for further information or to make an appointment to discuss questions you may have. The Graduate Center provides only information on voluntary insurance programs and is not responsible for students' choices.

### Hospital Clinic and Emergency Room Facilities Located in Manhattan

The accompanying list of hospital clinic and emergency services is provided for your convenience. Students should call the hospitals directly for information about services and fees. This list is not intended to be all-inclusive and does not imply Graduate Center endorsement of any of these facilities. All area codes are "1-212" unless otherwise noted.

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Bellevue Hospital, 462 First Avenue, at 27 Street General Information	562-4141
Beth Israel Medical Center, First Avenue, at 16 Street (Petrie Division) General Information Emergency Room	420-2000 420-2840
Union Square East (Phillips Ambulatory Care Center) General Information	844-8000
Cabrini Medical Center, 227 East 19 Street, between Second and Third Avenues General Information Emergency Room	995-6000 995-6620
Lenox Hill Hospital, 100 East 77 Street, between Lexington and Park Avenues General Information Physician Referral Primary Care Emergency Room	434-2468 434-2046 423-3923 434-3030
The Mount Sinai Medical Center / The Mount Sinai Hospital, 1 Gustave L. Levy Place, Fifth Avenue and 100 Street General Information Physician Referral Emergency Room	241-6500 1-800-637-4624 241-7504
New York Hospital / Cornell Medical Center, 525 East 68 Street and York Avenue General Information Physician Referral Emergency Room	746-5454 1-877-9355 or 1-800-822-2694 746-5050
New York University's College of Dentistry, 345 East 24 Street, at First Avenue General Information	998-9800
New York University Medical Center / Tisch Hospital, 560 First Avenue, at 34 Street General Information Physician Referral Emergency Room	263-7300 1-888-769-8633 263-5550
St. Clare's Hospital, 426 West 52 Street General Information Emergency Room Physician Referral Family Health Spellman Clinic (AIDS)	459-8000 or 586-1500 459-8092 459-8665 265-8950 459-8130
St. Luke's-Roosevelt Hospital Center, 428 West 59 Street (Roosevelt Division), Amsterdam Avenue at 114 Street (St. Luke's Division) General Information Physician Referral or Questions	523-4000 1-888-445-0336

St. Vincent's Hospital and Medical Center of New York, Seventh Avenue at West 11 Street

General Information	604-7000
Emergency Room	604-7997
Physician Referral	1-800-999-6266
Clinic Information	604-8018

HIV Resources for Testing, Medical, and Educational Contacts, New York State HIV Information Service

General Information	1-800-541-2437
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Long Island Association for AIDS Care

General Information	1-877-TO-LIAAC (within Nassau/Suffolk) 1-631-385-AIDS (outside Nassau/Suffolk)
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Centers for Disease Control (CDC), National Aids Hotline

General Information	1-800-342-2437
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Gay Men's Health Crisis

AIDS Hotline	807-6655
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Hotline and Special Services Phone Numbers

Alcoholics Anonymous	647-1680
Alanon Intergroup Services	941-0094; 254-7230
AIDS Hotline (administered by the NYC Dept. of Health)	447-8200
Gay Men's Health Crisis Hotline	1-800-TALK-HIV (825-5448)
Special Victims Liaison Unit/Hot Line (confidential, nonrecorded telephone service answered by specially trained female New York City police detectives)	267-7273
Safe Horizon (abuse, rape, etc.) (24-hour number)	577-7777

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