

# **GDBBS POLICY AND PROCEDURES MANUAL**

## **POLICIES AND PROCEDURES AS DEVELOPED AND APPROVED BY THE GDBBS EXECUTIVE COMMITTEE AND ADVISORY COUNCIL**

**2020-2021**

**Revised 11/11/2020**

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# **I. THE GRADUATE DIVISION OF BIOLOGICAL AND BIOMEDICAL SCIENCES (GDBBS)**

## **A. GDBBS MISSION STATEMENT**

The major responsibility of the Division is the oversight of graduate education in the biological and biomedical sciences, including the recruitment, admission, support, and academic counseling of graduate students. The Division advises the academic Deans of the University on policies regarding graduate education in biological/biomedical science, and on measures for further development of life sciences at Emory. The Division also assists the faculty in obtaining outside sources of support for graduate education. In these capacities it functions as a special arm of the Laney Graduate School. With respect to other organizational units within the University, it is important to note that the Division is synergistic, not competitive, with its constituent Departments, which retain their traditional prerogatives in all areas except graduate education, where their collective interests are represented by the Division. (Source: Blue Book; Proposal for Establishment of the GDBBS, January, 1988)

## **B. GOVERNANCE AND OVERSIGHT OF THE GDBBS**

Unless otherwise specified, the rules and guidelines governing the GDBBS are the same as those of the Laney Graduate School (LGS) and are outlined in the current LGS Handbook available on the Web at (<http://gs.emory.edu/handbook/academic-affairs>). GDBBS-specific guidelines, rules and regulations are promulgated in consultation with three oversight committees, the Advisory Committee, the Executive Committee, and the LGS Executive Council. Matters of particular import or broad impact may be submitted to the full GDBBS faculty for a vote. The Director of the Division reports to the Dean of the Laney Graduate School and consults with the Dean of the School of Medicine (SOM), the Dean of the College of Arts and Sciences, the Dean of the School of Public Health, and the Director of the Yerkes National Primate Center, who together form the Deans' Council - a body who evaluates progress within the Division.

### **1. The GDBBS Advisory Committee**

The GDBBS Advisory Committee is appointed by the Dean of the Laney Graduate School and usually consists of the Chairpersons of the Departments where a significant number of GDBBS faculty members hold their primary appointments. Current members include the Chairs of the SOM Basic Science Departments (except Biomedical Engineering), the Departments of Biology, Neurology, Medicine, Psychiatry and Behavioral Sciences, Dermatology, and Pathology and Laboratory Medicine, as well as the Director of the Yerkes National Primate Center. This committee is advisory, but is consulted on major policy issues and changes to the composition or administrative structure of the Division.

### **2. The GDBBS Executive Committee**

The major policy making body governing the GDBBS is the Executive Committee. It consists of the elected Directors of each GDBBS Program and the Director of the M.D./Ph.D. program. The committee meets regularly to discuss issues that arise and to set policy and procedures for the Division.

## **C. GDBBS OFFICE STAFF RESPONSIBILITIES**

You can find contact information at <http://www.gdbbs.emory.edu/contact>.

### **Administrative Assistant**

- Assistant to the Division Director
- Maintains listservs, online event calendar, and basic website updates
- Coordinates Faculty Appointment applications
- Assists with database entries and updates
- Arranges meetings and prepares minutes
- Responds to general phone and email inquiries
- Monitors office supply levels and places orders
- Handles mail delivery, pickup and distribution

### **Assistant Director of Student Affairs**

- Collaborates with the Division Director, Program Directors, Directors of Graduate Studies, Program Administrators, and the Laney Graduate School staff to identify and assist students with resolving academic, mental health, and career challenges.
- Connects students and faculty members to student support resources on campus
- Coordinates health and wellness initiatives and programs
- Designs and conducts orientation for new students
- Plans and oversees the annual GDBBS Awards Banquet
- Keeps GDBBS Director and Programs abreast of current policy and changes that occur with GDBBS and the Laney Graduate School in relation to the impact on students
- Organizes and advises the Division Student Advisory Council (DSAC)
- Coordinates the Teaching Assistant Training and Teaching Opportunity (TATTO) Program and monitors participation in the Jones Program in Ethics (JPE) requirement for GDBBS students
- Registers transient, special standing, undergraduate, and BS/MS students for graduate courses
- Maintains student records and facilitates and tracks the flow of Laney Graduate School student forms through the programs through GDBBS to Laney Graduate School
- Keeps track of the academic progress of students from orientation to graduation
- Facilitates final degree completion processes and commencement activities for GDBBS students

### **Business Analyst I**

- Manages FileMaker Pro databases, Web Interface, and websites
- Works with database developers to design, test, and deploy system modifications
- Curates database profiles for GDBBS faculty, students, and alumni
- Synthesizes data from PeopleSoft, NIH, PubMed, etc. for faculty and student training records
- Prepares data reports, analysis, and audits
- Oversees Training Grant application process and produces Data Tables

### **Business Manager**

- Projects budgets and administers all GDBBS accounts
- Handles all accounts payable/receivable
- Process financial aid for students
- Coordinates health insurance payment and compliance with LGS policies

- Processes payroll changes, updates, etc.
- Processes student and staff hires
- Oversees office day-to-day operations, i.e. copier maintenance, building maintenance, etc.
- Processes PDS forms

## **Director of Recruitment and Admissions; Assistant Director of Operations**

- Manages recruitment and admissions for the GDBBS and its eight PhD programs
- Advises and corresponds with prospective students and applicants
- Represents the GDBBS at recruitment fairs, hosts campus visits and participates in panel discussions
- Coordinates the Emory presence at large recruitment conferences and school visits involving multiple science programs
- Manages marketing by working with various vendors to develop and maintain online listings, and works with a marketing company to develop Search Engine Optimization and Pay-Per-Click marketing strategies
- Develops promotional materials, including writing content, collaborating with the designer and proofreading for a wide variety of publications
- Assists with the GDBBS websites
- Works with the Business Analyst to manage the administration of the GDBBS FileMaker Pro databases; manages the FileMaker Pro development budget
- Manages and organizes the annual Emory University-Laney Graduate School STEM Research and Career Symposium
- Performs data analysis for various reports and to determine the effectiveness of recruitment strategies
- Supervises the Program Administrators

## **Program Administrators**

- Coordinates recruitment for their Program, including organizing interviewee travel, accommodations and visitation schedule; managing program and faculty communication with applicants; assuring that all application materials are complete; supporting the Program's admissions committee, and forwarding appropriate paperwork to the GDBBS for processing
- Assists in management of the Program web site and GDBBS calendar
- Manages Program budget, prepares reimbursement requests, reviews monthly account balances, and forward all appropriate paperwork to the GDBBS for processing
- Serves as the first point of contact for Program students, keeps the Program and GDBBS informed of any student issues that could impact student performance, or when their status changes
- Keeps students informed of deadlines and makes sure appropriate forms are completed
- Organize Program meetings and events for faculty and students as required
- Distributes class and grade rosters and registration information, informs the GDBBS of any grade changes and defense announcements, and registers incoming students for the fall semester

### ***D. COURSE BUDGETS***

The GDBBS supports academic courses that are broadly attended by students from more than one Program. The current policy is:

- Funds will only be awarded to courses with a history of registration by students from at least four GDBBS Programs and where no single program accounts for more than 50% of the students.
- Outside speakers will generally not be supported. Exceptions may be made if there is extensive student

contact (outside of the lecture period) between the speaker and students from several Programs.

- Funding is renewable by annual application at least six weeks prior to start of the class. Send a memo to the Director of the GDBBS and include: the course number and name of the course director, a course syllabus, number of students registered (or projected) and their Programs, and a description of how the money will be used.

## **II. GRADUATE TRAINING PROGRAMS**

### ***A. INTERDISCIPLINARY PROGRAMS***

The Division is currently composed of eight interdisciplinary Programs, each leading to the Ph.D. degree. Each Program concentrates on a major research area in contemporary biology or medicine. Training foci are based upon the realization that an interdisciplinary approach is essential not only for the solution of research problems, but also for successful competition in modern biological and medical research. Students may select a dissertation advisor from among any of the GDBBS faculty members.

As of September 2015 there are eight GDBBS Interdisciplinary Programs:

- Biochemistry, Cell and Developmental Biology (BCDB)
- Cancer Biology (CB)
- Genetics and Molecular Biology (GMB)
- Immunology and Molecular Pathogenesis (IMP)
- Microbiology and Molecular Genetics (MMG)
- Molecular and Systems Pharmacology (MSP)
- Neuroscience (NS)
- Population Biology, Ecology and Evolution (PBEE)

### ***B. M.D./PH.D. PROGRAM (MSTP)***

Medical students pursuing the combined M.D./Ph.D. degree may affiliate with any Ph.D. program in the Emory University Laney Graduate School, the Emory/Georgia Institute of Technology Biomedical Engineering Ph.D. program or the Georgia Institute of Technology Bioengineering Ph.D. Program. Following the second year of medical school and after passing Step 1 of the U.S. Medical Licensing Examination, M.D./Ph.D. students are admitted into a graduate training program where they begin working on the Ph.D. under the direction of a dissertation advisor. Students in the graduate years present cases and journal articles at the clinical research conference as well as satisfy all the academic requirements of their chosen program of graduate study.

The names of those students training in the GDBBS should be forwarded to the GDBBS by the MSTP program administration as soon as possible, but no later than January 15th. MD/PhD students receive 9 months of stipend

support from the GDBBS. Beginning in their second year of graduate studies (G2) the stipend will be derived from the advisor or other non-GDBBS sources.

### **C. NEW PROGRAM APPLICATIONS**

Application can be made at any time to form a new graduate training program. New program applications should provide information sufficient to judge how well such a Program can fulfill the requirements described below. Each of the following sections **MUST** be included. After approval by the Division a formal New Program Proposal must be submitted to the Dean of the Laney Graduate School following their guidelines.

#### **1. Participating Faculty**

List all faculty who have agreed in writing to become part of the proposed training Program.

For each Faculty member:

- Indicate which existing Program that faculty would resign from (if necessary) in order to comply with the requirement that faculty be members of only two Programs.
- Indicate whether each faculty member currently holds, or is eligible for, a Laney Graduate School appointment through the GDBBS or another academic unit of the University.
- Indicate the history of external, peer-reviewed research support for the past 5 years. Include dates and number of student slots that grant has supported. Include predoctoral training grants with which the faculty member is associated, and any individual fellowships supervised.
- Include the written guidelines that will be used for evaluating faculty participation, and a clear statement of how non-participating faculty will be removed from the Program. Each prospective faculty member should be furnished with a copy of this statement and agree to fulfill these minimum expectations.

#### **2. Student Pool**

The expected applicant pool should be described. If the proposed Program will compete with existing Emory Programs for the same applicant pool, this should be discussed. If the area of training is targeted at a new applicant pool, the numbers and qualifications of the applicant pools of comparable institutions should be described.

#### **3. National Need for Training in the Program Area**

Describe the need for training in this area.

- Are there training grants available?
- Is there industrial sponsorship of such training?
- What other comparable institutions have training Programs in this area and how many students do they train in this area?
- Is there a national need for more Ph.D.s in this area?
- Is Emory uniquely equipped or able to train such students?



#### **4. Course Curriculum**

Define the required course curriculum, including a sufficient number of advanced courses to meet the training needs of students in the Program. For existing courses, give the IBS numbers. For any new courses, complete the forms for new course proposals.

Discuss any overlap of curriculum with existing graduate Programs.

Describe the required examinations and their format (i.e., Masters equivalency, qualifying, candidacy, etc.). When will they be taken and how are they evaluated?

Describe the expected performance of students on these examinations and the procedures governing retakes, appeals or dismissal if students fail to meet these expectations.

#### **5. Administration**

Describe the administrative structure of the Program. For each major administrative position, include the names of individuals who have agreed to serve the first term if the Program is approved.

Describe the procedures to be used to evaluate and interview applicants.

Describe the procedures for advising first-year students, for assigning laboratory rotations, and for selection of Ph.D. advisors.

#### **6. Election of Program Directors and DGS**

The Division Director must review and approve the appointment of any Program Director or DGS before the appointment is officially confirmed. Send an email to the GDBBS Director, and copy Maureen Thomas and the Program PA. Nominees for these positions should be concurrent or past members of the Program Executive Committee (EC), or have the strong support of the current Program Director.

The appointment may be handled in one of two ways. The appointment may come from within an existing Program EC, in which case the Program must submit the name and CV of the appointee to the Division Director prior to the appointment being finalized. The Program may also hold an open nomination and open election process with the full faculty. In this case the Program must submit each nominee's name and CV to the Division Director for review and approval before announcing the nominees to the full faculty for their vote. Final approval comes from the Dean of the Laney Graduate School.

The Division requires that an open election be held for at least one seat on the Program EC at least once each year. This allows for new faculty to join the EC and begin to learn about the Program leadership responsibilities. This also ensures that new voices and new ideas have the opportunity to be heard.

The Director and DGS are elected for 3-year terms, and programs should make every attempt to stagger elections so that both the Director and DGS are not rotating off at the same time. Final approval comes from the Dean of the Laney Graduate School.

## **D. EVALUATION OF GDBBS PROGRAMS**

### **1. Introduction**

Implicit in the Divisional structure is the assumption that from time to time it may be necessary to restructure Graduate Programs in order to accommodate changing local and national needs. Programs that have lost their vigor or competitiveness need to be refocused. Likewise, it may become advantageous to form new graduate Programs or expand existing ones. To respond to such needs and to assure optimal use of training funds and faculty it is necessary to have uniform and realistic expectations for Graduate Programs. The performance of our Graduate Programs should be periodically reviewed for fulfillment of these expectations.

The following guidelines govern the evaluation of the performance of Programs within the GDBBS. Criteria are suggested that can be used to evaluate the adequacy and effectiveness of existing Programs with regard to Training Faculty, Student Pool, National Need, Course Curriculum, and Administration. It is expected that successful Programs will meet all of these criteria during each review. Generally, an application for a new training area would be expected to document how the proposed Program would meet or exceed the criteria used to evaluate existing Programs.

### **2. Review Mechanism**

The Director of the Division will appoint a three or four member Ad Hoc Review Committee. All Ad Hoc Committees will specifically exclude current Program Directors and Departmental Chairs, although their views may be sought by the committee for evaluation of Programs. At least two individuals from outside the university will be included in the Ad Hoc Review Committees. Each Review Committee will review individual Programs when requested by the GDBBS Director, with the expectation that each Program will be reviewed every five years. In addition, the Director of the Division may request a review of a Program at any time. The reports of each Review Committee will be forwarded to the GDBBS Director and the GDBBS Advisory Committee. After formal acceptance of the report by the Advisory Committee the report will be available for inspection by any interested faculty member.

Programs that fail to meet the minimal criteria will be placed on probation and required to correct any insufficiencies identified by the Review Committee within one year. The Division Director will recommend to the Deans of the Laney Graduate School and School of Medicine that Programs with a history of such problems will be phased out. In this event, the Program will cease to admit new students and will maintain active administrative functions only until all enrolled students finish their degree requirements.

The GDBBS Advisory Council will review new Program proposals and make recommendations to the Director, based on the capability of any proposed new Program to meet the criteria outlined below.

### **3. Program Review Criteria**

#### **a) Programs Should Have an Adequate Number of Participating Faculty**

Faculty will be limited to membership in two Programs. Individual faculty can request an exception to this rule by submitting a written request to the Executive Committee of the Division. If approved, application may be made for membership to an additional Program.

Programs should have a minimum of 12 faculty who are eligible to serve as primary dissertation advisors according to Laney Graduate School regulations, and who have had peer-reviewed extramural support for a minimum of 3 of the last 5 years, or are in years 1 or 2 of a three year or longer term grant.

The Program must have written guidelines for evaluating faculty participation, and a clearly documented mechanism for removal of non-participating faculty from the Program. It is required that Programs routinely review their faculty every other year, at a minimum.

### **b) Programs Should be Able to Recruit, Matriculate, and Graduate High Quality Students**

**Qualified Applicant Pool** - For at least 2 of the previous 3 years a Program should have received a minimum of 20 applications from prospective students who meet both GDBBS minimum requirements and NIH requirements for predoctoral fellowship trainees.

**Qualified Matriculating Pool** – At least 90% of the students admitted to a Program should meet minimal GDBBS requirements.

**Student Progress** - A minimum of two-thirds of the students admitted should finish the Ph.D. degree. Students should complete all requirements for the Ph.D. degree within an average of 5.5 years.

### **c) National Need for Training in the Program Area**

The following examples are among the ways in which Programs can demonstrate a national need and market for the students they train:

- **Training Support** - Program faculty should be associated with successful predoctoral training grants, or as sponsors of individual student fellowships. Association with a training grant by a particular faculty member would be counted in each Program with which that faculty person is affiliated.
- **Employment Prospects for Graduates** - Evidence of employment opportunities for Program graduates should be documented. This might include a summary of job advertisements in international journals, professional society announcements, requests for research proposals in the training area, availability of training grant funds, or industrial support of training in the Program area.
- **Employment History for Graduates** - A large proportion of Program graduates should be employed in scientific careers. Employment history of graduates should be collected by the Division office biannually and be made available to the Ad Hoc Committee to be included in the review.

### **d) Curriculum**

**Core Curriculum** - Programs should have a defined core curriculum. Advanced courses in the curriculum should be distinct from those of other Programs. Both core and advanced courses should be offered on a regular basis; preferably every year for core courses and at least every other year for advanced courses.

**Advanced Courses** - Programs should offer a number of advanced courses sufficient to fulfill the educational needs of its students. These should be specifically listed and may include courses taught by Division faculty from other Programs.

## **e) Administration**

Programs should show continued ability to provide faculty to fill the positions of Program Director, DGS, Recruiters, and Executive Committee members.

### **E. PROGRAM BUDGETS**

#### **1. Program Administrative Budgets**

Each Program is allocated an administrative budget. Currently the allocation is \$310 per student enrolled in the Program as of September 1st of each academic year. Students in year 7 and beyond do not count toward the per student calculation.

#### **2. Program Recruitment Budgets**

In addition to the core administrative budgets each program receives a recruiting budget. Each Program is allocated \$1,545 per slot allocated (e.g., 5 slots allocated = \$7,725 recruitment budget). Slot allocations are not made until the official university budget is released each year, usually in mid-February.

#### **3. Program Expenditures (Signature and Approval Process)**

Program funds should only be expended for activities that directly benefit and involve students. When meals are to be charged to program funds there must be participation by at least a subset of the program students. If it is important that only faculty be in attendance then other sources of funding must be used.

Allowable expenditures for meals charged to GDBBS speedtypes are limited to \$60 per person attending the meal. University policy must also be followed.

Payment Services requires that all payment requests be routed through the Division office for signature.

#### **4. Deficits in the Program Budget**

When a Program budget is overdrawn at the end of any academic year, the following year's budget is reduced by the amount of the overage.

#### **5. Surpluses in the Program Budget**

When a Program Budget has a balance greater than \$3,000 at the end of any academic year, the program may request that the surplus be carried over. A written request with a justification of how surplus funds will be expended must be submitted to the Director of the GDBBS for consideration. Any balance of \$3,000 or less will automatically be carried over to the next academic year.

### **F. GDBBS TRAINING GRANTS**

Successful competition for training grants on the part of any Program is an integral component that contributes to the success of the Program. When a training grant pays the stipend of a student who would otherwise be the responsibility of the GDBBS in the first 21 months, our philosophy is that it is only fair to repay the program where that student resides with additional funding for slot(s) in the following year(s). Training grants also provide funding for tuition and health insurance, etc. and students who are supported on training grants at any point in their training also result in partial funding toward additional slots because portions of the training grant funds paid

to the LGS are returned to the Division. These points are taken into consideration during the slot allocation process.

To assist Programs in preparing training grant applications, the GDBBS office staff maintains comprehensive databases on GDBBS applicants, matriculated students, GDBBS graduates, and GDBBS faculty along with information about their research interests and experience in educating both predoctoral and postdoctoral trainees. These databases are updated regularly and contain output layouts formatted to comply with the tabular formats that are required for NIH training grant applications. In consultation with training grant P.I.s, the GDBBS office staff prepares all of the tabular components of these applications and some of the text for the narrative sections, thereby saving the faculty members involved a significant amount of time and effort in the preparation of the application.

Because preparation of a training grant application is exceedingly time consuming, *the GDBBS office requires a six month lead time prior to the submission deadline* to be able to adequately meet all of the requirements necessary to prepare a competitive application. Accordingly, a log of renewal schedules for each training grant held by GDBBS Programs is maintained in the GDBBS office. The Program Administrator and the training grant P.I. are contacted six months prior to submission deadline for their respective grant application renewals to alert them to the pending deadline and begin the communication process between the GDBBS office staff and the Program faculty. This lead time is necessary to obtain updated information with which to populate the appropriate databases and to allow accurate completion of the required training tables.

## **G. STUDENT ADMISSIONS PROCEDURES**

### **1. GDBBS Slot Allocation Procedure**

The GDBBS slot allocation procedure takes into account the training grants and individual student fellowships that support students and help defray costs. We recognize the amount of time and effort that the training grant PI puts into writing the grant, and the work that goes into an individual student fellowship. When a training grant or student fellowship pays the stipend of a student who would otherwise be the responsibility of the GDBBS in the first 21 months, our philosophy is that it is only fair to repay the program where that student resides in the following year(s). This amount is calculated in phase I, and the stipend paid by the grant or fellowship is capped at the standard GDBBS stipend level for calculation purposes since this is the amount that relieved the GDBBS budget. The remaining slots are distributed in phase II based on the non-stipend training grant and fellowship money that supported students, the training grant eligible applications and the capacity of the faculty to train, all of which are equally weighted. All students are admitted as full-time students and occupy a slot.

#### **a) Phase I: Determining the Distribution of Slots for the GDBBS**

The final number of GDBBS student slots available (T) for the upcoming year is set in February after that year's budget is set. To calculate the total slots available for general distribution (A):

- T is reduced by Director's discretionary allocations. The criteria for allocation of Director's discretionary slots may vary from year to year. These positions are usually reserved for truly exceptional applicants or to accomplish specific goals outside the allocation procedure.
- M.D./Ph.D. trainees who are in their M2 year and will become G1 students in the upcoming fall semester are handled separately from the slot allocation procedure.
- The total slots available for general distribution (A) is further reduced by the number of training grant and fellowships that supported student stipends in the first 21 months that would otherwise be the responsibility of the GDBBS. The dollar amount for each program is totaled and the equivalent value of

a slot is determined. Each program can redeem full slots, with any remainder carrying forward to the next year (e.g., 1.80 slots provides 1 slot for the current year calculation, with .80 carryover to the following year). These slots are removed from the total available slots up front in recognition that these sources relieved the GDBBS from paying the stipends in the first 21 months that otherwise would have been the responsibility of the GDBBS, and is listed as “grant repayment” on the spreadsheet.

- If a Program over-subscribes its slot allocation in any one year, it loses an equivalent number of slots from future slot allocations. If a Program under-subscribes its slot allocation it can carry the under-subscribed slots over to future years. The number of under-subscriptions must be added, or oversubscriptions subtracted, in calculating the number of allocable slots (A).

In summary, the total slots available for general distribution (A) is given by:

$A = T - \text{Directors discretionary} - \text{training grant/fellowship repayments in the first 21 months} +/- \text{under/oversubscriptions}$

## **b) Phase II: Distribution of Slots to the Programs**

The remaining slots (A) are then distributed based on three criteria:

- Fellowship and Training Grant Slots: all financial support provided by training grants and individual fellowships, outside of stipend support in the first 21 months, is totaled for each program. This includes tuition, fees, and health insurance.
- Training Grant Eligible Applications. To assure that Programs emphasize recruitment of training grant eligible students, and because only an extremely small proportion of international students are interviewed, only training grant eligible applicants are counted.
- Stipend Support Available: This number represents the ability of the faculty to support the stipends of new students, and could be determined by a direct survey of the faculty or from a survey conducted by each program Director.

These three criteria are weighted equally and are scaled to the number of slots remaining to be distributed (A). The total of these three categories are then added to give a total allocation for each program. The number of Director’s slots, non-GDBBS funded slots, grant repayment slots and time to degree adjustment (and possibly IMSD slots) are then added back in to give the total slot allocation per program. MD/PhD students are added in to give the target enrollment for the year.

In some situations funding is provided on a yearly basis (e.g., Winship Cancer Institute), with stipends provided for students who are currently in year one or two. In these situations slots are awarded up front as a full slot based on the commitment from the funding source. In situations where year 2 funding is not provided, it is the responsibility of the program to provide a half slot to cover year 2 funding.

## **2. Slot Recovery**

### **a) A Student Leaving in the First Year**

If a student withdraws or is dismissed before the beginning of the second year the Program receives a half slot rebate. It is the responsibility of the Program Director to request the half slot rebate and provide the name of the student who left. In the case where a student goes on medical leave during their first year the slot must be held until the student officially withdraws, after which the Program Director can then request a half slot rebate. No rebate will be given once a student has started their second year.

## **b) A Student Switching Programs in the First Year**

If a student changes Programs in the first year then the new Program will assume the cost of the slot.

### **3. Admission of Students Not Receiving a GDBBS Stipend**

If a matriculating student is fully supported by the PI, then the student does not count against the program's slots (the typical case is when a faculty member moves to Emory). If the faculty member does not fulfill his/her financial obligation such that the GDBBS has to support the student, then the program bears that cost in the slot allocation process.

- If these funds come from faculty member's funds, he/she can choose to credit this support to the Program or to receive credit in their individual Stipend Reserve Fund account (see below). If the investigator elects to receive a credit in their individual Stipend Reserve Fund, then no slot credit is given to the program.
- Once these students arrive they become part of the GDBBS and deserve the same financial and intellectual commitment as students admitted under the normal mechanism. If the source of a non-GDBBS stipend is a faculty member's funds, special precautions need to be enacted that assure the student is not pressured or coerced to choose that faculty member as an advisor. Of course such an arrangement would only be entered into if there were a strong likelihood that the student will affiliate with the funding faculty member, but the faculty member must realize that there is a finite chance that the student will change their mind. Prior to admission under such an arrangement the faculty member must submit a letter to the Director of the GDBBS (with copies to the student and the Program) stating that the student is free to choose rotations and an advisor in the same way as all other students.

### **4. Offers of Admission after April 15**

The Dean of the Laney Graduate School must approve any offers of admission that a Program wishes to make after April 15. The Program must submit a letter requesting late admission before an offer of admission can be made. This letter should outline the reasons the Program believes the applicant will succeed in graduate work and explain why the offer of admission is being made so late.

Letters requesting admissions after April 15 must be sent to the Director of the Division for prior review. If the Director approves the decision of the Program, he/she will forward the recommendation to the Dean of the Laney Graduate School.

### **5. Fellowships**

#### **a) George W. Woodruff Fellowship**

The George W. Woodruff Fellowship is open to degree applicants to the Laney Graduate School who plan to pursue programs of doctoral study and who have demonstrated outstanding academic achievement. Fellowships are awarded solely on the basis of merit. To be considered for a Woodruff Fellowship, complete applications for admission to the Laney Graduate School, including all transcripts, recommendations, required test scores, and the statement of purpose, must be received by the GDBBS by the published deadline.

The George W. Woodruff Fellowship covers tuition and fees and will provide a \$5,000 stipend supplement for five years.

## **b) Centennial Scholars Fellowship (CS)**

The Centennial Scholars Fellowship is given to applicants who have demonstrated outstanding academic achievement and who will contribute to the development of a richly diverse student body. To be considered for the Centennial Scholars Fellowship, applicants must be U.S. citizens or permanent residents who plan to pursue a program of doctoral study.

## **c) The Laney Graduate School Fellowship (LGSF)**

The Laney Graduate School Fellowship is offered by the Laney Graduate School in conjunction with the GDBBS Programs. All interviewed applicants are eligible for the award.

The LGSF covers tuition and provides a \$2,500 stipend supplement for five years.

## **6. Summer Admission of Incoming Students**

All students will begin in the Fall semester.

## **7. Registration of Continuing Students**

Continuing students should consult with their DGS, their faculty advisor, and/or dissertation committee, as appropriate depending on their stage in training, and register online prior to the pre-registration deadline every semester including summer semester. The GDBBS office sends out reminders to all students well in advance of each pre-registration deadline. It is extremely important for all students to maintain continuous registration throughout their training programs. **Students who are not registered are not eligible to receive stipend support.**

## **8. English as a Second Language (ESL) Testing and Courses**

All new students whose first language is not English must participate in English language assessments prior to registration. If results on the speaking and writing assessments indicate the need for English instruction, enrollment in one or more ESL classes will be required during the first academic year.

The ESL curriculum consists of three speaking classes and two writing classes: Intermediate Pronunciation & Communications, Advanced Pronunciation & Communications, Laboratory in Advanced Speaking, Graduate English Writing, and Laboratory in Graduate English Writing. When indicated by the results of the ESL assessment, these courses are required for continuation in graduate school. They carry 2-4 hours credit and are graded S/U. Completion of these courses will appear on students' official transcripts, indicating improvement in written or spoken English.

Students needing two ESL courses in one term will be expected to reduce their discipline-specific loads to accommodate the academic requirements of English classes. Research indicates that time taken for improvement of English skills early in one's graduate program will be recovered as performance improves. Direct questions to the ESL Director, 404-727-2183.



### **III. FACULTY GUIDELINES**

#### **A. FACULTY RESPONSIBILITIES**

##### **1. Admission to the GDBBS Training Faculty**

Training faculty must be full-time, Emory (or Emory-affiliated) faculty, should have demonstrated expertise in the fields of training and must have, or have the prospect of acquiring, sufficient extramural funding to ensure support of the students' research projects. Examples of documented expertise include doctoral and/or postdoctoral training in the field, publications in major peer reviewed journals of the areas represented by the Program, and membership in professional society(s).

Application for membership to the training faculty in a GDBBS Program should be made to the Executive Committee of the Program. After review of the application and an assessment of past or anticipated participation of the candidate in graduate training, the committee will decide to decline or approve admission of the applicant. Often such consideration includes the presentation by the applicant of a publicly advertised research seminar to the Program faculty and students and a vote of the Program faculty by secret ballot. If the application is approved by the Executive Committee, a letter from the Program Director indicating the approval of the candidate by the Program is to be forwarded to the Division Director along with the rest of the application materials. The following items constitute a complete application: a current curriculum vitae, an NIH PHS 398-style four page Biosketch, indication of current, past and pending funding, a letter from the candidate requesting admission and indicating his/her desire to become a training faculty member and willingness to participate in duties thereof, a letter of support from the Departmental Chairperson, information on past experience in training doctoral students or postdoctoral fellows, a list of planned or anticipated collaborative activities with Program faculty, a one page description of the candidate's research and a one sentence summary of his/her major research efforts suitable for use in the recruiting Viewbook, and the candidate's EMPL ID. The candidate should explicitly indicate in their letter which graduate level courses he/she has taught and/or in which specific courses he/she would volunteer to participate, and provide details on how they plan to contribute to the Program. According to Laney Graduate School guidelines, the application of new members must be forwarded to the Dean of the Laney Graduate School for approval.

##### **2. Mentorship Training**

Effective September 2017, a new faculty member joining a GDBBS Program must participate in mentorship training if he/she does not have a documented record of mentoring doctoral students. In most cases, this would be accomplished by participation in the programming offered by the Atlanta Society of Mentors (ASOM; <http://www.atlantamentors.org/>). Mandatory training will consist of the following:

- Completion of all 6 sessions of the ASOM workshop series within the first three years of the faculty appointment.
- Completion of at least two of these sessions in the first year.
- Up to three sessions may be replaced by participation in other mentoring-focused training events as approved by the ASOM leadership. These sessions need to be at least one hour long each.
- Accomplishment of this training will be assessed at the time of mentor-mentee approval.

##### **3. Program Membership Limit**

GDBBS faculty members are limited to membership in two Programs. Application for admission to a second Program requires only a letter from the Program Director on behalf of the Program Executive Committee requesting such an appointment and a letter from the faculty member detailing how they will contribute to the

program. In rare circumstances a Faculty Member may request appointment in more than two programs by submitting a written request to the Executive Committee of the Division. Such a request will only be approved if there is persuasive evidence that the Faculty Member will contribute in a significant way to the mission of all programs involved.

#### **4. Level of Faculty Appointments**

The three types of GDBBS membership are Full, Associate, and Adjunct Members. The definition of membership rights and responsibilities are as follows:

- **Full Member:** Full Members have full rights and privileges, including the right to act as Dissertation Advisors, to serve on any GDBBS Committee, or in an administrative position. Full Members must be faculty at Emory in good standing. To assure a stable training environment, faculty must have independent funding (i.e., as the sole PI or as MPI) and sufficient research space must be assigned solely to the faculty member by their department. These should only include faculty who are already engaged in research, research funding, and scholarship (as first or last author). Exceptions can be made by the GDBBS Director, as appropriate. Programs may have restrictions on who can host a rotation student; please check with your Program DGS.
- **Associate Member:** Associate Members must be faculty at Emory. Associate Members have the rights and privileges of Full Members, except they may only serve as a Dissertation Co-Advisor, serve on dissertation committees, and may be involved in other aspects of the Graduate Program. Generally, this membership would be for financially dependent Research Track faculty or others who contribute to the mission of the Graduate Program but are not in a position to directly serve as an advisor for new students in their research group, or those who have been judged to be non-participatory during the annual Program Review of Participation.
- **Adjunct Member:** Adjunct Members must be faculty or staff of another research institution and must have credentials similar to those of our Full Members. They will have all the rights and privileges of full members, except that they may only serve on University or GDBBS committees in an unofficial capacity and they may only serve as Dissertation Co-Advisors. (For example, for faculty at Georgia Tech and CDC.)

The application for membership will remain the same, except the rank of the proposed appointment must be specified in the letter from the Program Director. All listings of GDBBS faculty MUST contain the rank of appointment and a definition of these ranks. A Full Member must direct all Dissertations, even if the research is being done in the laboratory of an Associate or Adjunct member. Faculty need to re-apply if they have been a member of a program in the past and are now requesting to return as a member.

After consideration by the Program Executive Committee, the Program Director should forward the request for appointment (with accompanying documentation) to the Division office with a recommendation for approval. If the request meets Division requirements, the Division Director will ask the Dean of the Laney Graduate School to appoint the candidate as a member of the graduate faculty in the Division of Biological and Biomedical Sciences, affiliated with the Program that has submitted the request.

If a faculty member is requesting to upgrade his/her membership status from Associate to Full Member, he/she will need to submit an updated Biosketch that lists his/her grant funding. The Program Director will need to submit a letter requesting this change and the reason for the change. The GDBBS Director will review and approve this.

If the faculty member is requesting to downgrade from Full to Associate Member, the GDBBS office would only need a letter or a list from the Director. The GDBBS would like to be informed, but his approval is not required.

## **5. Dissertation Advisors/Co-Advisor**

Every Student must have an Advisor, a Full Member who will chair the Dissertation Committee and may or may not direct the student's research project. If a student has more than one member directing their research, the one who is furnishing financial support will be designated as the Advisor and the other(s) as Co-Advisor. Students training in the laboratories of Associate or Adjunct Members must designate a Full Member as Advisor and the Associate or Adjunct Member(s) will be designated as Co-Advisor. (Both Advisor and Co-Advisor must sign the GDBBS Advisor Agreement Form).

## **6. Faculty Responsibilities to the Program**

Program members are expected to participate actively in Program functions. This includes the honor and responsibility of serving as dissertation advisors to graduate students in the Program. The dissertation advisor is financially and intellectually responsible for the development of that student and is the major overseer of the student's successful completion of the Ph.D. Program. Such agreements should not be entered into without considerable thought and consideration. Furthermore, the advisor agrees to uphold the guidelines of the student's Program as well as those of the GDBBS.

Additional contributions should be made in the following areas including, but not limited to, program relevant graduate level teaching, student recruitment, directing laboratory rotations, Program administration, participation in the preparation and grading of qualifying exams, attendance at research seminars given by outside faculty, Program faculty, and Program students, attendance at Program faculty meetings, voting on admissibility of new faculty members, and service on dissertation committees.

Satisfactory participation includes displaying adequacy in at least two of the following categories.

### **a) Teaching**

Directing, co-directing or teaching at least 10 contact hours in course(s) within the last three years in a GDBBS graduate course relevant to the Program and taken by a significant number of program students. Undergraduate, medical, and allied health courses are not considered program-relevant unless they also carry a GDBBS listing and were taken by a significant number of GDBBS students during the three year period in question.

Course instructors are responsible for reviewing course rosters to ensure the correct students are in your course. Instructors should use program resources (i.e., student directory) and OPUS rosters to check this. Instructors must also enter grades in OPUS by stated deadline dates.

### **b) Research Training**

Active participation in research training involves:

- Membership on dissertation committees of students in the Program.
- Attendance at student seminars and dissertation defenses.
- Attendance at relevant faculty research seminars.
- Writing and grading Part I examination questions.

### **c) Administrative**

Holding any executive office of the Program including Director, Director of Graduate Studies, Executive Committee, Recruiter, active participation in other Program committees, OR

Holding an executive office in the Graduate Division of Biological & Biomedical Sciences, OR Laney Graduate School (but not within the administrative structure of another Program), OR as an administrator elsewhere at Emory University (e.g. Dept. Chair).

Participation is required in recruitment efforts including meals and interviews during the annual recruitment period, or individual field visits to recruit at academic institutions.

### **d) Recruiting**

Each faculty member also bears a responsibility to advertise our Programs and to make contact with potential students whenever possible. The GDBBS encourages all faculty members and students to visit predominantly undergraduate institutions and talk with prospective students. Upon approval from both the GDBBS and the faculty member's Program, certain types of recruitment travel can be reimbursed. Travel must be preapproved. When a faculty member is giving a seminar at a school they may be able to give a talk to a group of students either at that school or a neighboring school, or they may be able to visit a school near a conference they are attending. In such cases the GDBBS and the program can approve funding to cover the additional costs associated with the school visit. All requests for travel funding must be made at least one month prior to travel and the program Director must approve the expense. Requests are submitted to the Director of Recruitment and Admissions; travel costs are shared 50/50 between the GDBBS and the Program and amounts up to \$200 are eligible for reimbursement. The faculty member must take GDBBS brochures to distribute and should discuss the GDBBS as well as their program.

## **7. Faculty Review Process**

Each Program must regularly review the participation of their faculty. Faculty participation must minimally be reviewed every other year by the Program Executive Committee. If it is determined at any point that a training member has become inactive in the Program, the Program Executive Committee will notify the member and suggest steps that would help him/her regain a full level of participation. The member has one year to demonstrate renewed commitment to the Program, and in the absence of increased participation the member may be removed from the Program roster. The applicant can prepare a rebuttal statement and request reconsideration through an appeal to the ad hoc Review Committee. The ad hoc Review Committee will be chosen by the GDBBS Director from the tenured, Program faculty who have been in the Program for over 3 years. Re-appointment to training faculty status will be considered by the same mechanisms described above for de novo admission.

## **8. Faculty Responsibilities to Students**

No faculty member who is known to be under an official investigation for alleged wrongdoing in his/her role as faculty at Emory, or who is known to be the subject of a formal complaint alleging such wrongdoing, will be permitted to advise a student for dissertation mentorship or for a student for a rotation experience if that complaint or investigation is directly related to his/her interaction with a GDBBS student or students. This restriction will go into effect as soon as the GDBBS is made aware that an official complaint has been submitted (e.g., to the Office of Equity and Inclusion), whether or not an official investigation has been launched by that office, and will remain in effect until the GDBBS is informed either of the results of that investigation or that the office in question has chosen to not initiate an investigation. This rule is intended to help ensure that our students are placed in a safe training environment.

## **9. GDBBS Mentorship Award**

The GDBBS has established an Excellence in Mentoring Award that is presented annually. Faculty members who receive this award are chosen based on review of nomination letters submitted by present and former students, as well as present and former postdoctoral trainees.

### ***B. FACULTY STIPEND RESERVE FUND***

The GDBBS operates a Stipend Reserve Fund that provides flexibility in funding of graduate students who are in GDBBS Programs. There are two types of accounts: credit and debit.

#### **1. Credit**

A faculty member may want to build a credit in the fund now to pay for a student in later years.

A faculty member may support a student who would otherwise be the responsibility of the Division or by transferring unrestricted funds to the Fund.

A faculty member may utilize their credit for the support of a graduate student who would otherwise be the responsibility of the faculty member (including travel to scientific meetings) or to pay the approved sponsor tuition for a graduate student.

#### **2. Debit**

To be eligible to accrue a debt to the Fund to pay a student stipend and/or sponsor tuition, the faculty must be a member of a Program that makes advisor selection before the beginning of the second year. Those that do not select advisors before the beginning of the second year have fewer ways to retire the debt.

A faculty member may accrue a debt to the Fund to pay the stipend and/or sponsor tuition of a student that would otherwise be the faculty member's responsibility. This should be considered a last resort and only requested when all other alternatives have been exhausted (see Procedures below). Debts to the Fund are limited to a total dollar amount equivalent to 15 months of student stipend.

Once a faculty member accrues a debt up to 9 months of stipend equivalent the faculty member will be required to meet with GDBBS leadership to discuss a plan for support of current students to avoid exceeding the 15-month cap. Following that meeting a summary of the discussion and projection for future debt will be forwarded to the Program Director and Chair of the department where the faculty member derives his/her primary appointment.

A faculty member can pay back a debt by supporting a student who would otherwise be the responsibility of GDBBS or by transferring unrestricted money to the Fund.

A Program can pay the faculty member's debt by forfeiting an allocated half or full slot for a new student.

A Department can pay the individual's debt by transferring unrestricted money to the Fund.

#### **3. Procedures**

All credit transactions can be accomplished by emailing the GDBBS Business Manager with the student's name, dates of support, and speedtype.

All debit requests (which must contain the student's name and dates of support) should be emailed to the Business Manager, who will then send a form by email for the faculty member to obtain approval by the Program Director and the Chair of the Department where the faculty member derives his/her primary appointment. Upon recommendation of the Program Director and the Chair the request will be approved and funds disbursed by GDBBS. If a faculty member needs additional support, a new request must be filed.

Any faculty with a debt to the Fund will be required to pay the stipend of any student(s) rotating in their laboratory. If the program involved fails to notify the GDBBS of such a rotation assignment the program will be responsible for any new debt incurred.

No faculty member with a debt to the Fund will be allowed to take a new student unless the debt is retired by transferring unrestricted funds or faculty member assumes the burden of the student's support early enough that the debt is retired prior to the student's 22nd month, when the student's support would otherwise become the responsibility of the faculty member. If the program approves such an advisor assignment the program will be responsible to retire the debt.

If the Program feels it is important for an assignment to be made to a faculty member in debt, they must pay the debt by giving up a half or full slot for the next recruiting season. The amount of stipend for this lost slot will be assigned to retire the debt so that this assignment can be made.

Subsequently, if the faculty member needs additional funds, specifically to support a current student, the Chair will be responsible for debt in excess of 15 months of stipend. Because the Chair may have to assume responsibility if reduced funding prevents the faculty member from paying their students, all advisor assignments must be approved by the Program Director and by the Chair of the Department where that faculty member derives their primary appointment.

#### **4. Reporting**

All rotation and advisor assignments will be reported in a timely manner to the GDBBS to allow the updating of the GDBBS database and student files. The Program Director or DGS and the Chair of the Department where the prospective faculty member derives their primary appointment will be required to approve the assignment. The GDBBS Advisor Assignment Agreement form should be completed and forwarded to the GDBBS as soon as it is completed, but in no case later than September 1st of the student's second year.

#### **5. Appeals**

Any appeals for exceptions to this policy must be submitted in writing to the Director of GDBBS and should be accompanied by a statement from the Chairman and Program involved. Appeals will be heard by the Executive Committee within 30 days of receipt in the GDBBS office.

### ***C. GDBBS STUDENT SUPPORT***

#### **1. Stipend Support for Students**

Stipend levels are determined annually by the Laney Graduate School. The LGS/GDBBS provides the first 21 months of support for PhD students and the first 9 months of support for MD/PhD students. In the absence of extramural resources such as NSRA or T-32 grants, the advisor is responsible for acquiring resources to cover the student's sponsored tuition and stipend starting in the student's 22<sup>nd</sup> month in the Program (10<sup>th</sup> month for MD-PhD students) and continuing as long as the student is enrolled and making satisfactory academic progress. A resident student's support cannot be unilaterally terminated. Suspension or termination of student support is

carried out through a process that (a) includes discussions with GDBBS and Program leadership and (b) should follow the assignment of a research grade that triggers probation due to unsatisfactory academic progress. Advisors may refer to the [“Faculty Financial Responsibilities”](#) document for current sponsored tuition and stipend details and direct questions to the GDBBS Business Manager.

Students receive a stipend and are expected to be actively attending classes or conducting research and working toward the degree year-round, including the period between terms. The time between terms (along with Fall and Spring Break) is considered an active part of the training period. Students should discuss breaks with their DGS (if in the first year) or Dissertation Advisor (after advisor selection) and receive approval in advance. Breaks should typically be limited to two weeks per year. Unauthorized absences may result in an unsatisfactory research grade for the term (i.e., in fall, spring, or summer), and could thereby lead to probation.

## **2. Outside Employment**

Doctoral education demands full-time effort. Students receive stipends and tuition fellowships in order to allow them to commit the necessary time to their studies and research. Unrelated employment serves as a distraction and interferes with the ability of students to meet degree requirements in a timely manner. For these reasons, employment not directly related to students’ degree requirements and professional development goals is strongly discouraged.

If additional income is absolutely necessary while a student is enrolled in the degree program, they must receive **prior** approval from their advisor and the Program Director/Director of Graduate Studies. The Program Director/Director of Graduate Studies has the prerogative to bring the request to the program’s Executive Committee for discussion. Requests to work more than 10 hours a week require written approval from the GDBBS Director and then the Dean of the Laney Graduate School. Students who wish to request permission to seek employment should allow 30 days for review. In the rare cases in which approval is granted, students must ensure that employment does not interfere with research performance, progress toward degree, or any program requirements, including seminar attendance.

## **3. Stipend Supplements for External Fellowships**

The stipend of any student who obtains a competitive individual fellowship from an external source (e.g. NIH NRSA, Hughes, NSF, etc.) will be supplemented by \$2,000 for the duration of the award if the award provides more than 75% of the current GDBBS stipend level (or \$1,000 if the award provides less than 75% and a minimum of 50%). Appointment to Institutional Training Grants or Diversity Grants do not qualify a student for this supplement. The GDBBS is responsible for the supplements during the first 21 months. The advisor is responsible for the supplement beginning with the 22nd month.

# **IV. GDBBS STUDENT POLICIES AND PROCEDURES**

## ***A. TEACHING ASSISTANT TRAINING AND TEACHING OPPORTUNITY PROGRAM (TATTO)***

The Teaching Assistant Training and Teaching Opportunity Program (TATTO) is administered by the Emory University Laney Graduate School to provide teacher training and experience for doctoral students in the Graduate Division of Biological and Biomedical Sciences (GDBBS). Completion of the TATTO Program is a degree requirement for all LGS students.

## 1. Overview of TATTO Requirements

GDBBS requires students to complete the following three stages of the LGS TATTO Program:

- 1) TATTO 600: A summer teacher training workshop sponsored by the Laney Graduate School
- 2) Completion of the Program's experience in "Teaching in the Biosciences"
- 3) TATTO 605: Serving as a Teaching Assistant for one semester

## 2. TATTO 600: Summer Teaching Workshop

The summer teaching workshop sponsored by the Laney Graduate School usually occurs immediately prior to the beginning of the fall semester and is the first stage of teacher training. No student may engage in any classroom related teaching activities in their training Program until completion of the summer workshop. GDBBS students typically complete TATTO 600 just before the start of their second year. However, this may be adjusted depending upon an individual student's previous training, academic needs, or expectations of the Program. Students can read more about the TATTO 600 workshop at <http://www.graduateschool.emory.edu/professional-development/teaching/summer-workshop.html>.

## 3. Program Experience in "Teaching in the Biosciences"

Discipline-specific experience and training in teaching is accomplished through participation in the Program's seminar courses. Student participation in these seminars teaches them to: a) lecture, b) manage class discussion, c) evaluate student (peer) writing, d) use audio-visual equipment, e) communicate to undergraduate and/or graduate (including medical) students, f) prepare research seminars, g) communicate research data to peers, etc. Participation in these seminars reinforces material covered in the graduate school summer workshop and addresses subjects and problems particularly related to each specific Program discipline. The Division faculty is firmly committed to assuring that the graduate seminar courses provide each student with ample exposure to, and experience with discipline-specific teaching methods. Students will participate in the seminar course for the number of semesters required by their Program.

## 4. TATTO 605: Teaching Assistantship

All students in the GDBBS will serve as a Teaching Assistant for one semester during the academic year immediately following participation in the TATTO 600 summer workshop. Teaching Assistants will be supervised by the faculty instructor of record in all duties assigned. Those duties may include any combination of the following:

- Giving lectures
- Serving as a laboratory instructor or assistant
- Leading discussion sections
- Holding office hours
- Holding review sessions prior to exams
- Helping with the preparation of handouts or lab materials
- Helping to administer exams
- Grading **undergraduate** assignments and/or exams

\*Faculty instructors should note that TAs are not permitted to grade or formally evaluate student work in graduate courses.

Faculty instructors and TAs should discuss specific duties prior to and throughout the term. LGS expects that TAs will be engaged in their TA duties for 10-12 hours/week throughout the term.



To solidify a TA match, the interested student and faculty instructor should complete the **GDBBS Teaching Assistant Request Form** and submit it to the GDBBS Assistant Director of Student Affairs prior to the start of the term in which they will work together. Any questions or concerns about the teaching plans or match will be referred to the Division Director. Once any questions or concerns are resolved, the GDBBS Assistant Director of Student Affairs will confirm the request and ensure the student is enrolled in TATTO 605 for the term. Any TA placement completed without submission of this form may not count towards TATTO 605 credit.

At the end of the term, the faculty instructor will complete an evaluation survey noting the quality of the work the TA performed that term. The faculty instructor will note a grade of Satisfactory (S) or Unsatisfactory (U) for their TA. A grade of U will result in probation and the student will likely have to repeat TATTO 605 and earn a satisfactory grade. Failure to submit the evaluation in a timely manner may result in the faculty instructor no longer being allowed to host GDBBS TAs.

### **5. TATTO 610: Teaching Associateship (*optional*)**

In rare cases, a GDBBS student may choose to complete the fourth stage of the LGS TATTO Program- a Teaching Associateship. This is not required by GDBBS and should only be considered with the input of the student's advisor and DGS. Teaching Associateships are allowed for undergraduate courses only and represent a significant time commitment. However, they may be appropriate and beneficial for GDBBS students with a strong desire to pursue a teaching focused position after graduation. Students interested in learning more about this option should contact the GDBBS Assistant Director of Student Affairs. The Teaching Associateship must be completed before the semester in which the student applies for a degree.

### **6. Administration and Evaluation**

Program DGSs or Seminar Course Instructors will oversee students' participation in the Program seminar course. Additional faculty members will participate in the various aspects of the Program seminar course as requested by the Director of Graduate Studies. Evaluation will take the form of course grades, as in the case of graduate seminars, and/or written evaluations by the faculty member primarily responsible for direct supervision of the activity being monitored.

The GDBBS Assistant Director of Student Affairs will monitor students' completion of TATTO 600 and 605 as well as any optional participation in TATTO 610.

### **7. Additional Teaching Opportunities**

For students wishing to gain more pedagogical experience but who do not want to take on the work and time commitment for TATTO 610, additional teaching opportunities are available beyond the one-semester TATTO 605 requirement. Some of these opportunities may provide additional academic credit or a small additional stipend. Contact the GDBBS Assistant Director of Student Affairs for more information about these opportunities.

### **8. GDBBS TATTO Teaching Award**

The GDBBS supports an annual Teaching Award for the student(s) who have displayed exemplary teaching skills in the performance of their TATTO 605 responsibilities. The Award consists of a certificate and monetary award that are presented during the annual GDBBS Awards Banquet. Nominations will be solicited from TA supervisors by the GDBBS office. A committee of GDBBS Curriculum Chairs will evaluate nominations and select the winner.

## **B. GDBBS STUDENT STIPEND SUPPORT**

### **1. Stipend Support for Students**

Stipend levels are determined annually by the Laney Graduate School, and stipends are paid at the end of each month. The LGS/GDBBS provides the first 21 months of support for PhD students and the first 9 months of support for MD/PhD students. In the absence of extramural resources such as NSRA or T-32 grants, the advisor is responsible for acquiring resources to cover the student's sponsored tuition and stipend starting in the student's 22<sup>nd</sup> month in the Program (10<sup>th</sup> month for MD-PhD students) and continuing as long as the student is enrolled and making satisfactory academic progress. A resident student's support cannot be unilaterally terminated. Suspension or termination of student support is carried out through a process that (a) includes discussions with GDBBS and Program leadership and (b) should follow the assignment of a research grade that triggers probation due to unsatisfactory academic progress. Advisors may refer to the "[Faculty Financial Responsibilities](#)" document for current sponsored tuition and stipend details and direct questions to the GDBBS Business Manager.

Graduate study is a full-time endeavor. Students receive a stipend and are expected to be actively attending classes or conducting research and working toward the degree year-round, including the period between terms. The time between terms (along with Fall and Spring Break) is considered an active part of the training period. Students should discuss breaks with their DGS (if in the first year) or Dissertation Advisor (after advisor selection) and receive approval in advance. Breaks should typically be limited to two weeks per year. Unauthorized absences may result in an unsatisfactory research grade for the term (i.e., in fall, spring, or summer), and could thereby lead to probation.

If a student in the 6th year and beyond is placed on probation, they may become ineligible for stipend support. Within two weeks of receiving a probation notice, students and their advisors must submit the following documents to the GDBBS Director and Assistant Director of Student Affairs:

- 1.) A plan of completion
- 2.) An explanation of extenuating circumstances that contributed to the probationary status
- 3.) A request for the student's stipend to continue during the probationary status

These documents must be signed by the student and advisor. The GDBBS Director will communicate a decision to the student and advisor within two weeks of receiving the documents. Failure to comply with these actions may result in a loss of stipend for the student.

Please see "Minimum Standards for Academic Performance" to review criteria that could lead to probation.

### **2. Outside Employment**

Doctoral education demands full-time effort. Students receive stipends and tuition fellowships in order to allow them to commit the necessary time to their studies and research. Unrelated employment serves as a distraction and interferes with the ability of students to meet degree requirements in a timely manner. For these reasons, employment not directly related to students' degree requirements and professional development goals is strongly discouraged.

If additional income is absolutely necessary while a student is enrolled in the degree program, they must receive **prior** approval from their advisor and the Program Director/Director of Graduate Studies. The Program Director/Director of Graduate Studies has the prerogative to bring the request to the program's Executive Committee for discussion. Requests to work more than 10 hours a week require written approval from the GDBBS

Director and then the Dean of the Laney Graduate School. Students who wish to request permission to seek employment should allow 30 days for review. In the rare cases in which approval is granted, students must ensure that employment does not interfere with research performance, progress toward degree, or any program requirements, including seminar attendance.

### **3. Stipend Supplements**

Any fellowship awarded as part of the offer of admission will continue to be paid as a supplement to the student's regular stipend (independent of the source of the stipend).

#### **a) Supplements for External Fellowships**

The stipend of any student who obtains a competitive individual fellowship from an external source (e.g. NIH NRSA, Hughes, NSF, etc.) will be supplemented by \$2,000 for the duration of the award if the award provides more than 75% of the current GDBBS stipend level (or \$1,000 if the award provides less than 75% and a minimum of 50%). Appointment to Institutional Training Grants or Diversity Grants do not qualify a student for this supplement. The GDBBS is responsible for the supplements during the first 21 months. The advisor is responsible for the supplement beginning with the 22nd month.

#### **b) Supplements for Fellowships Awarded at Matriculation**

- George W. Woodruff Fellowship - \$5,000 stipend supplement from the Laney Graduate School for five years.
- Emory Centennial Scholars Fellowship (CS) - variable stipend supplement from the Laney Graduate School for five years.
- Laney Graduate School Fellowship (LGSF) - \$2,500 stipend supplement from the Laney Graduate School for five years.

### **C. STUDENT GUIDELINES**

#### **1. Open Rotation Policy**

A founding principle of the GDBBS is that any institutional funds provided for student support follow the student. The GDBBS Programs are interdisciplinary training Programs intended to provide maximum flexibility to students when they are selecting a dissertation project and advisor. To assure that students have this flexibility, the following policy was approved in 1996 and revised in 1999 by the GDBBS Executive Committee and Advisory Council, as well as by the Deans of the Laney Graduate School and the School of Medicine:

Students have the option of doing laboratory rotations with any GDBBS faculty member and may do a lab rotation with a faculty member who is not a GDBBS faculty member; however, the student can only select as dissertation advisor a faculty member who is in a GDBBS Program. Hence, a faculty member that is not yet a member of a GDBBS Program will need to join a GDBBS Program before becoming the assigned dissertation advisor.

The GDBBS expects three (3) laboratory rotations; however, students may do up to 4 rotations by petitioning the program DGS. More than 4 rotations are not allowed except in extenuating circumstances. A 4th rotation occurring in the summer might be structured differently and needs to be approved by the program DGS.

If a student elects to train in the laboratory of a GDBBS faculty member who is not a member of the Program in which the student originally enrolled, three options are available to accommodate the student's wishes.

- The student's advisor can apply to join the student's Program.
- If the student is in good academic standing, he/she can change Programs, provided both Programs agree and the student meets any requirements for the transfer set forth by the receiving Program. Students must complete the LGS Request for Program Transfer form, which is then reviewed by the Dean of the LGS.
- If a student cannot be accommodated under provisions 1 or 2, issues related to Program affiliation and Division status will be resolved on an individual basis at the Division level. In the latter case, a student wishing to change Programs should consult with the GDBBS Director to discuss his/her choice of advisor and Program affiliation. Decisions will be based on what is best for the student; every attempt will be made to place the student in the environment that would be most beneficial to his/her training goals.

## **2. Students Rotating and Affiliating with Faculty who are not GDBBS Faculty**

GDBBS students may do rotations with faculty that are not within the GDBBS faculty, but their dissertation advisor must be a GDBBS faculty member; this may require that the selected faculty member goes through the process of officially joining a GDBBS Program. If a rotation advisor is in debt to the Faculty Stipend Reserve Fund they must pay that student's stipend during the period of the rotation.

## **3. Choosing an Advisor**

Programs must notify the GDBBS office when students affiliate with an advisor by submitting a GDBBS Advisor Agreement form. Students must choose a lab in which to perform their dissertation research before the end of their second academic year. Note that the signature of the Advisor, the student, the Program Director/DGS, and the Department chair must all be secured. Students have the option of changing programs, with approval. The program expectations follow the program the student is in. Students may wish to review the LGS Student Guide for Building Successful Mentoring Relationships, which is posted at [http://www.gs.emory.edu/uploads/Mentoring%20Guide\\_Student\\_final.pdf](http://www.gs.emory.edu/uploads/Mentoring%20Guide_Student_final.pdf).

## **4. Changing Advisors**

### **a) Changing Advisors After Year Two**

Rotation practices in GDBBS are designed so that students will complete their PhD with the faculty advisor and laboratory selected during the rotation process. Occasionally there are extraordinary circumstances that may necessitate a change in advisors. Should a student and advisor find themselves in this situation, they should review the guidance and related program policies in the student's program specific handbook, and speak with their program leadership.

### **b) Conducting Exploratory Rotations for a New Advisor After Year Two**

Not all students changing advisors will need to engage in additional rotations in order to find a new advisor. However, if a student needs to conduct additional rotations, they may request to conduct exploratory rotations.

Students are required to submit their request to the Program Director, DGS, GDBBS Division Director, and the GDBBS Assistant Director for Student Affairs. The request should include an initial list of faculty members for exploratory rotations that has been previously vetted and discussed with their DGS.

Once the request to conduct exploratory rotations is approved by the DGS and Division Director, the GDBBS will provide financial support for the student during this period. The team of Program and Division leaders will provide guidance and support for the student as they move through this transitional period. It is the student's responsibility to contact faculty members for the new rotations. The student should note that these rotations are typically one month, and it is expected the student will move through the rotations with not more than a week between each. It is expected that the student will engage in exploratory rotations on a full-time basis since they are usually finished with core coursework, and it is expected they will communicate regularly with their Director and DGS about progress on the alignment with a new advisor. The student's research grade will be assessed based on adherence to an Academic Plan and Exploratory Rotation Agreement for Changing Advisors. Students can find this form on the GDBBS forms site at <http://gdbbs.emory.edu/students/index.html>. Recognizing that each case is unique, the agreement will be shaped within the context of the student's research and program standing.

If a student should need a second term to conduct exploratory rotations, they will need to have upheld their requirements on the Academic Plan and Exploratory Rotation Agreement for Changing Advisors. They can then request to continue exploratory rotations for one final term and will need to provide a list of faculty members for rotations that has been vetted and discussed with their DGS. The student should make this request to the Program Director, DGS, GDBBS Division Director, and the GDBBS Assistant Director for Student Affairs prior to the last day of classes of the current term. A student who does not secure an advisor following the completion of the final exploratory rotation term will need to leave the program by the end of the term.

## 5. Course Registration

Students are responsible for registering themselves correctly and fully for each term (summer, fall and spring) by the deadline set by the LGS. Failure to meet this deadline can result in some or all of the following: incorrect OPUS bills and consequences on financial aid, late registration fees, and delayed stipend payments. Most importantly, you also can lose your health insurance. You should note emails that contain this deadline and use the program resources (i.e., handbook) to register yourself by the LGS deadline. The Program Administrator only registers students for their first semester at Emory.

## 6. Candidacy

All students are required to follow the Laney Graduate School requirements for candidacy. A student may become a candidate for the PhD degree after successfully passing both the written and oral qualifying exam, and completing all program course requirements. Details can be found at <http://gs.emory.edu/academics/policies-progress/candidacy.html>, or in the LGS handbook, <http://gs.emory.edu/handbook/academic-affairs/phd/candidacy.html>.

To be eligible for candidacy, the student must meet the following requirements:

1. Complete all program requirements for candidacy: coursework and other training required by the degree program, including program required JPE training
2. Complete qualifying examinations required by the degree program
3. Select Dissertation Committee and submit LGS Dissertation Committee Form

4. Complete TATT 600, TATT 605, and JPE 600
5. Resolve any Incomplete (I) or In Progress (IP) grades
6. Be in good standing with a minimum cumulative 3.0 GPA
7. Have earned at least 54 credit hours at the 500 level or above

Students must reach candidacy by September 15 of their fourth year. The form is found at <http://gs.emory.edu/academics/policies-progress/candidacy.html>, and the completed form, with required signatures and supporting documents, must be submitted to the Program PA. Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.

This policy is effective starting Fall 2017 (including students who participated in Early Start in Summer 2017). For students who entered their program prior to Fall 2017 they must reach candidacy no later than August 1 before their fifth year of study, and they will not be placed on probation if they fail to meet the candidacy deadline.

## **7. Dissertation Committees**

### **a) Ph.D. Committees**

The dissertation committee should be formed and meet as soon as possible after choosing a laboratory in which to train, but no later than the end of the third year. The committee consists of the dissertation advisor and at least three other qualified scientists (programs may have more strict requirements), the advisor and at least two of whom are members of the GDBBS faculty. In the event a reader from outside the university is selected, the dissertation director will supply the credentials of the proposed reader and seek approval from the Dean of the Laney Graduate School.

Students must file a dissertation committee form to obtain LGS approval for their committee. GDBBS students must submit their form by the end of their third year in the program, which is earlier than the LGS deadline of March 15th of their fourth year (for students who started their program after fall 2017, or by August 1 before their fifth year of study for students who started their program before fall 2017). Students who do not meet the GDBBS deadline will no longer be in good academic standing. Students who do not meet the LGS deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student files a dissertation committee form. See <http://gs.emory.edu/handbook/academic-affairs/phd/dissertation-committee.html>.

If the membership of a dissertation committee changes, the student must submit a change of dissertation committee form as soon as possible. When a student submits a completed dissertation, the membership of the committee must match the members listed on the most recent dissertation committee form on file with the LGS.

Students must meet with their Dissertation Committee at least once per year after passing qualifying examinations and the end of the third year in the Program. Starting in their fourth year, students must meet with their Dissertation Committee no later than December 31st, and thereafter every 6 months through their sixth year. Starting in their seventh year, students must meet with their Dissertation Committee at least every four months. Programs may have more stringent meeting policies; if so, students should abide by their Program policy. Students are required to include IDP slides as part of their presentation to their committee at each committee

meeting. These slides are meant to ensure that discussion takes place about the student's career goals and objectives.

In scheduling Dissertation Committee meetings, students are allowed to have only one committee member absent from the meeting. In those cases, the student must meet with the absent committee member within two (2) weeks, in order to both consult on progress and get the Dissertation Committee meeting form signed.

Within two (2) weeks of the Dissertation Committee meeting taking place, the student must submit to the relevant Program Administrator in the GDBBS office the appropriate form documenting that the Dissertation Committee has met and approved the student's progress. The form must include comments from the advisor making clear statements regarding expectations for student progress over the period leading to the next Dissertation Committee meeting. (In addition, the student should make sure that those comments are addressed at the next Dissertation Committee meeting.)

Programs may have stricter policies than the above.

Three GDBBS faculty signatures are required on the degree clearance form in order to successfully complete the degree. Any committee member who does not sign or is in the minority regarding the committee's recommendation will be required to submit a written explanation to the GDBBS Executive Committee, which will prepare a recommendation to the Laney Graduate School Dean. Absences can be documented with a simple email to the GDBBS Director.

## **b) Terminal Master's**

To receive a terminal Master's degree, all Division Programs require that a student must perform a research project and complete an acceptable Master's Thesis. Programs must notify the GDBBS and LGS when they learn that a student will be leaving with a terminal Masters. The Master's thesis committee consists of at least three faculty members. The signatures of the advisor and two GDBBS faculty members are required on the LGS degree clearance form to successfully complete the degree.

## **8. Dissertation Completion Time**

Students are expected to complete their dissertations and apply for their degrees within six years. If a student has not completed the degree at the end of the seventh year, the program may grant a one-year extension and submit notice of this extension to the Dean.

If a student has not completed the degree at the end of the eighth year, the student may continue work for at most one additional academic year and only with approval from the Dean. This policy is effective starting Fall 2017 (and for students who participated in Early Start in Summer 2017). For students who entered their program prior to Fall 2017 the existing policy at that time remains in effect. See <http://gs.emory.edu/handbook/academic-affairs/phd/dissertation-completion.html> for details and deadlines.

## **9. Minimum Standards for Academic Performance**

### **a) GPA Standards and Probation**

All GDBBS students must maintain a minimum GPA of 3.0 in each term (i.e., fall, spring and summer) of graduate work. If a student's term GPA is below 3.0 in any one term of work, that student will be placed on academic

probation. Grades of U or F in a course, regardless of credit hours, will also lead to the student being placed on academic probation.

With regards to cumulative GPA, GDBBS students must maintain a minimum cumulative GPA of 2.7 throughout their time in the Program, as required by the LGS.

### **b) Causes for Recommending Dismissal**

Two consecutive terms of probation or four terms of probation at any point in the student's graduate career will lead to the Division recommending to the LGS that the student be dismissed from the Program.

Additionally, if the student receives a grade of F in 597R, 599R, 699R, 799R or Directed Study the Division Director will immediately recommend to the LGS that the student be dismissed from the Program, regardless of probation status.

Programs may also recommend a student's dismissal due to failure to pass their qualifying exam(s).

### **c) Meeting Required Milestones**

Students must meet LGS, GDBBS, and Program required milestones within the specified time frames. Students must document their progress in meeting these requirements by submitting the associated forms.

### **d) Impact of Committee Meeting Frequency on Research Grades**

Per the Division policy, students must meet with their Dissertation Committee at least once in their third year in the Program. Starting in their fourth year, students must meet with their Dissertation Committee no later than December 31st, and thereafter every 6 months through their sixth year. Starting in their seventh year, students must meet with their Dissertation Committee at least every four months. Programs may have more stringent meeting policies; if so, students should abide by their Program policy. ***Failure to hold committee meetings within these required time frames will result in the student's research grade for the current term being penalized to at best a C. This will result in the student being placed on probation.*** Students are responsible for notifying their Program DGS prior to the end of the term of any extenuating circumstances that have prevented them from holding their committee meeting within the required time frame. In consultation with the Division Director, the DGS may then choose to grant an exception and not penalize the research grade. **Therefore, the final research grade assigned will reflect both the student's work in the research advisor's lab as well as their compliance in holding their committee meetings within the required time frames.**

Should a student go on probation for a second time (inconsecutively) due to failure to hold required committee meetings, the Assistant Director of Student Affairs and DGS will work with the student to determine what intervention and support may be needed to help the student meet the requirement for holding timely committee meetings.

## **10. Grading and Grade Appeals**

GDBBS courses are typically graded by letter grade (A, A-, B+, B, B-, C, or F) or Satisfactory/Unsatisfactory (S/U). The grading basis for each course is determined by the Program and students should consult the syllabus for each course for guidance on how they will be graded. While S/U graded courses count towards the 54 credits required to reach candidacy, they are not factored into a student's GPA. Student should consult the "Minimum



Standards for Academic Performance” portion of the handbook to reference important connections between grades, GPA, probation and dismissal.

Students who believe that an assigned grade is incorrect should first discuss the assigned grade with the course instructor. After discussion, students who do not think the problem has been resolved in this manner should address their concern to the Program Director or DGS, who will seek to resolve the matter with the instructor and the student. Consistent with principles of academic freedom, responsibility for evaluation of a student’s course performance rests with the course instructor. Use of this procedure for resolution of a grade dispute will not prejudice in any way a student’s rights under their Program, GDBBS, Laney Graduate School, or University student grievance procedures.

## **11. Grievance Policy**

### **a) General Grievances**

A student who has a grievance related to some aspect of their PhD program should follow their Program’s grievance policy. The student will be notified of the grievance outcome by their Program Director. If the student believes the grievance is not resolved, there are two additional pathways to seek resolution:

- 1) If the Program decision on the grievance was unanimous, the student may seek resolution using the LGS grievance policy and procedure found in the LGS Handbook under Honor, Conduct and Grievance, Section 4. The student should take this action within two weeks of receiving the grievance outcome from their Program Director.
- 2) If the Program decision on the grievance was not unanimous, the student can elevate their grievance to the GDBBS Executive Committee. The student should email the GDBBS Director about their desire to file a grievance to the GDBBS and copy their Program Director. This email should include any additional documentation or letter the student would like to provide for their Division-level grievance proceedings and should be sent within two weeks of receiving notification of their Program-level grievance outcome. The Program Director should also provide the same documents that were presented to the Program to the GDBBS Director. The GDBBS Director may gather additional relevant information or documentation, as needed. Grievances will be reviewed by the GDBBS Executive Committee, which consists of the Program Directors of the eight graduate programs and the GDBBS Director, minus the Program Director of the Program directly involved in the grievance. The GDBBS Director will distribute the grievance materials and chair the meeting, but will not vote on the outcome except in the need of a tie-breaker. The Program Directors and GDBBS Director will review the materials and meet face-to-face to discuss. A majority of the Program Directors must be present at the meeting, and only those who are present can vote. Votes will be taken via electronic ballot to ensure confidentiality. In all cases, grievance decisions are confidential and should not be shared outside of the grievance meeting. The GDBBS Director will notify the student and Program Director of the outcome. If the student does not feel the grievance is resolved, they may consider filing a grievance to the Laney Graduate School. The student should review the LGS grievance policy and procedure found in the LGS Handbook under Honor, Conduct and Grievance, Section 4. The student should take this action within two weeks of receiving notification of their grievance outcome by the GDBBS Director.

### **b) Grievance Concerning Program Directors or DGSs**

If the grievance concerns the Program Director or DGS the student should bypass their Program and submit a detailed letter describing the grievance and the relevant details to the Director of the GDBBS. The Division Director may gather other applicable sources of information. The Division Director will provide all materials to

the GDBBS Executive Committee excluding the Director of the Program involved. The GDBBS Executive Committee will review the materials and meet face-to-face to discuss. The GDBBS Director will chair the meeting but will not vote on the outcome except in the need of a tie-breaker. A majority of the Program Directors must be present at the meeting, and only those who are present can vote. Votes will be taken via electronic ballot to ensure confidentiality. In all cases, grievance decisions are confidential and should not be shared outside of the grievance meeting. The GDBBS Director will notify the student and Program Director of the outcome. If the student does not feel the grievance is resolved, they may consider filing a grievance to the Laney Graduate School. The student should review the LGS grievance policy and procedure found in the LGS Handbook under Honor, Conduct and Grievance; section 4. The student should take this action within two weeks of receiving notification of their grievance outcome by the GDBBS Director.

### **c) Grievance Concerning the GDBBS Director**

If the grievance concerns the GDBBS Director, the student should bypass the Program and Division and follow the LGS Grievance procedure found in the LGS Handbook under Honor, Conduct and Grievance, Section 4.

## **12. Publication and Defense Requirements**

We expect all students to have accomplished an original, significant, and scholarly body of work before the defense of the thesis. The magnitude of this accomplishment is such that the work should result in multiple publications with the students as the first author. Each program may set its own standards for number and type of publications expected but it is unlikely that the dissertation defense will be approved in the absence of at least one significant original research paper accepted for publication by a credible professional journal.

Students in the Programs of the Graduate Division of Biological and Biomedical Sciences give an oral defense of their written dissertation to their dissertation committee as one of the final milestones in their degree progress. This defense is a crucial part of the final stages of acquiring a PhD and should be overseen and approved of by the student's committee. A student may have no more than one missing committee member at the oral defense. If a committee member is missing, the student must attach a record of that absence (email from member indicating reason for absence will suffice) to the [Committee Approval of the Oral Defense Examination](#) form and that member should still document approval of the written dissertation.

## **13. Students in Academic Difficulty**

Programs must inform the Division when students are not meeting required standards. This information should be provided to the Division Director and to the GDBBS Director of Student Development. The GDBBS will work with the programs to ensure that proper GDBBS and LGS policy and procedures are followed in a timely manner.

## **14. Student Support Services**

Graduate school can be a stressful time on your body and mind. Be sure you are taking care of yourself. Go to the Laney Graduate School student support page and the LGS/GDBBS support page for links to all student support services available to you:

<http://www.gs.emory.edu/guides/students/support.html>

<https://secure.web.emory.edu/biomed/intranet/students/Resources%20for%20Students.html>

If students experience financial difficulty, short-term loans are available from the Laney Graduate School.

Students also have access to a financial aid advisor in the Office of Financial Aid.

## **15. Parental Leave**

Students with substantial parenting responsibility as a result of childbirth, newborn care, or a newly adopted child can request parental leave. The maximum term of approved paid leave is eight weeks, and up to four of those weeks may be situated before the anticipated birth or adoption date. Students seeking a parental leave accommodation need to speak with their Dissertation Advisor at least 3 months before the accommodation is anticipated, and then complete the LGS Parental Accommodation Request. See the LGS website at <http://www.gs.emory.edu/academics/policies/absence.html> for details.

## **16. Leave of Absence and Withdrawals**

To request a leave of absence or withdrawal see the LGS guidelines at <http://gs.emory.edu/handbook/academic-affairs/standards/withdrawals-leaves-of-absence.html#voluntary>. All requests must be approved by the Program Executive Committee of the student's Program, and then forwarded to the GDBBS office for the Director's approval. The Dean of the Laney Graduate School must give the final approval for any leave.

## **17. Part Time Appointments**

All students are expected to be full time students. If a student is experiencing an exceptional, extenuating circumstance and they and their advisor feel a part-time appointment may help address their needs, they should contact the Assistant Director of Student Affairs.

## **18. Students Completing Their Degree Off Campus**

A student wishing to complete their degree off campus must first discuss this with their advisor and Program leaders and have the support of their Program. Then they, their advisor, and their Program leaders should contact the Assistant Director of Student Affairs and Division Director to discuss the arrangement before it takes place. Details must be worked out for continuation of stipend, maintenance of active status with the University, health insurance, completion of requirements, and dissertation defense.

## **19. Travel Funds**

### **a) Professional Development Support Funds**

Please see guidelines located at <http://www.gdbbs.emory.edu/students/travel.html> to apply for Professional Development Support funds from the Laney Graduate School. Students should read all of the information pertaining to the type of PDS funds they plan to apply for so they understand the policies and procedures. Additional details can be found on the LGS website at <http://www.graduateschool.emory.edu/professional-development/pds/index.html>. Students may apply for additional funds through the Graduate Student Council website <http://emory.orgsync.com/org/graduatestudentcouncil/Travel>.

Both the LGS and GDBBS have certain requirements in place, such as the need for submitting all required forms (including the application for candidacy) and having dissertation committee meetings within the required time frames. Failure to meet LGS or GDBBS requirements will result in the student being considered not in good standing with respect to academic performance. As such, they are ineligible for PDS funds.

## **b) Recruitment Travel to Alma Maters**

In addition, students have a responsibility to advertise our Programs and to make contact with potential students whenever possible. The GDBBS encourages all faculty members and students to visit predominantly undergraduate institutions and talk with prospective students. This is particularly effective at your alma mater. Students visiting their alma maters to advertise our Programs and recruit students will be reimbursed for expenses up to a total of \$500, with 50% paid by the Division and 50% paid by the Program. The student must get the approval from their program and complete an Intent to Travel Form prior to travel (this is located on the website). In order to qualify for reimbursement by the Division the student must represent all Division Programs, take appropriate Division publication material, and provide the Division with the trip information prior to beginning travel.

## **c) Reimbursement of Expenses for GDBBS-Related Travel**

If meals are included in the cost of registration for a conference that is paid for with GDBBS, Program or donor funds then we expect the attendee to take advantage of them. An occasional meal out is acceptable, within reason. Programs typically do not support travel to research conferences. Additionally, meals at recruitment conferences are valuable because they serve as another venue to recruit students. We will not reimburse for expenses that are associated with tourism. When making travel arrangements the attendee should consider the business need when selecting arrival and departure dates. Attendees can stay longer, but without a business rationale the additional days would be considered a personal expense.

Details on Emory's reimbursement policy can be found at <http://www.policies.emory.edu>, under the "Travel" tab. All travel must conform to Emory's policies.

## **20. GDBBS Awards Banquet**

The GDBBS hosts an annual Awards Banquet where we honor students and faculty. Time frames for eligibility will be shared with the community prior to the collection of nominations. In most cases, students must be able to attend the Banquet in order to be eligible for and/or receive the award. Student awards include the Graduate Career Award, Student Career Teaching Award, Student Teaching Award, Student Leadership Award, Student Mentor Award, Outreach/Community Service Award, and Program Scholar of the Year. Students may also nominate faculty members for the Mentor of the Year Award.

## **21. Acknowledgment of Program Affiliation**

Published abstracts or papers on which students are listed as an author or co-author should indicate the student's affiliation with the "Graduate Program in (insert the name of the Program in which the student is enrolled) of the Graduate Division of Biological and Biomedical Sciences."