DEPARTMENT OF BIOCHEMISTRY
UNIVERSITY OF COLORADO, BOULDER

Departmental Rules for Advanced Degrees
Approved: July 2020
(rules will apply to students entering the Department in the Fall semester 2020 or later.)

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I. General Requirements.

The major goals of graduate study in biochemistry are to master known principles and techniques, develop the intellectual tools for collecting and analyzing data, to produce new fundamental knowledge through research and to be able to effectively communicate the results of original research through oral and written means. The rules contained in this document are designed to guide the graduate student to successful achievement of these goals.

The Department of Biochemistry (hereafter referred to as the “Department”) expects that incoming students have gained a mastery of undergraduate level biochemistry before entering the graduate program. For the Biochemistry Ph.D. degree, two semesters of undergraduate biochemistry (or the equivalent for universities using the quarter system), at least one semester of physical chemistry and organic chemistry, one semester in cellular and one semester of molecular biology are highly recommended. If incoming students have not fulfilled these requirements upon admission to the graduate program, they are expected to demonstrate proficiency in these areas within the first two semesters of graduate study.

The passage through our graduate program is monitored by the faculty to assure completion of various requirements that are important indicators of Ph.D. or M.S. level performance. Specific formal requirements are presented in Section III for the Ph.D. degree program and in Section IV for the Master's Degree program. These formal requirements for a Ph.D. include satisfactory performance in coursework, satisfactorily passing both the written and oral components of advancement to Ph.D. candidacy examinations, and in conducting original fundamental research culminating in the candidate's Ph.D. thesis that is defended before a faculty committee.

In addition, the following general requirements must be fulfilled for a student to remain in good standing in accordance with the rules of the Graduate School:

1) A grade point average of at least 3.0 (B) in all formal coursework, and an overall grade point average of at least 3.0 in all credited coursework undertaken;

2) Choice of a research advisor at the end of the student's second semester and acceptance into that advisor’s research program. Thereafter, progress in research as specified by the research advisor is required.

Students may desire to conduct their research for an advanced degree under the supervision of a research advisor who is not a faculty member in the Department. This is possible if the proposed research advisor is a member of the graduate faculty of the University. The research to be conducted under the supervision of an advisor outside the Department must be appropriate for obtaining a Ph.D. in Biochemistry as determined by the Graduate Director. In this case, the student must also select a faculty member in the Department who is willing to serve as her/his faculty sponsor. The faculty sponsor will help the student to gauge normal progress towards the advanced degree and will represent the student's interests in Departmental matters. It is the student's responsibility to arrange for a faculty sponsor and to inform the Graduate Director in writing of these arrangements. Students working outside the Department, like all students, must demonstrate adequate progress towards the advanced degree and should plan to meet each year with the faculty sponsor to discuss research progress (more frequent meetings are desirable).
The student may change department affiliation or research advisor upon the advice and written notification of the Graduate Director.

The Department of Biochemistry has additional expectations of its graduate students. Course requirements should be completed and research should be initiated as soon as possible. Graduate students are expected to attend departmental seminars and regularly attend one supergroup of their choosing. The Department sponsors general seminars dealing with research in all areas of biochemistry. Such exposure to all areas of biochemistry will broaden the student's knowledge of the field. It is also highly recommended that each student present their research within a supergroup or equivalent forum at least once a year.

Students are also expected to meet the requirements of the Graduate School and their division, and to make steady progress towards the M.S. or Ph.D. degree. Students should consult the Graduate Administrative Assistant for clarification of these rules or their status. Other academic matters are resolved by the Graduate Director. Students are generally expected to complete and defend their dissertation research by the end of their sixth year; one additional year of study will be granted by permission from the Graduate Director and the Graduate School.

Graduate study in the Department is a full-time endeavor and students are not allowed to work at outside jobs.

II. Interdisciplinary Programs.

Some students may pursue certain approved interdisciplinary programs in Molecular Biophysics, Signaling and Cellular Regulation (SCR), or Interdisciplinary Quantitative Biology. Such programs can result in certificates in those specialties along with the Ph.D. degree in Biochemistry. Required coursework, the timing for selection of research advisors and/or oral examinations, and the composition of the Ph.D. committee may be altered to conform with the guidelines of these programs, as approved by the Department.

III. MD/Ph.D. Programs.

In conjunction with the University of Colorado Anschutz Medical Campus Medical Science Training Program (MSTP), students may conduct their Ph.D. research in the Department. Formal admission to the Biochemistry graduate program requires that the student meet the same requirements for admission as described in Section I and receives approval from the Graduate Director in consultation with the departmental MSTP advisor and/or graduate admission committee. To ensure that the student conducts their studies in the four-year timeframe of the biochemistry research program, coursework and the timeframe of advancement to Ph.D. candidacy examinations can be modified in accordance with the memorandum of understanding (MOU) between the MSTP program and the Department.

Students from other programs, such as those sponsored by the U.S. military, who also require completion of studies with a prescribed timeframe can have their graduate studies adjusted to meet these requirements. These adjustments will be made in consultation with the Graduate Director.
IV. The Biochemistry Ph.D. Program.

Members of the Biochemistry Ph.D. program include all students who are formally admitted to the program, including students admitted through the MSTP program or the IQ Biology program or have formally transferred from another Ph.D. program within the University of Colorado Graduate School. All members of the program are subject to the rules of the Biochemistry Ph.D. program. Graduate students who were formally admitted through another Ph.D. program hosted by another department but are pursuing their dissertation research under the direction of a faculty whose is a member of the Department are not members of the Biochemistry Ph.D. program and are not subject to the following rules.

A. Examination Requirements.

Each student is required to satisfy both a Preliminary examination and a Comprehensive examination composed of written and/or oral components to be advanced to Ph.D. candidacy. The candidate must then pass a final thesis defense examination based upon original research performed in a laboratory to be awarded the Ph.D. degree.

A.1. Preliminary Examination.

The Graduate School states that each department “determines for itself (by examination or other means) that students who wish to study for the doctoral degree are qualified. The means by which each department makes this evaluation are specified in departmental requirements” (Section 6, p.17 of 2018 ed. of the Graduate School Rules).

A.1.a. Timing of the Preliminary Examination.

All Biochemistry Ph.D. students are required to take a written Preliminary Examination at the beginning of the first semester of their second year in the graduate program, generally administered on the Friday of the week prior to the beginning of the Fall semester. If a student is not scored as “satisfactory” on the exam, they may be encouraged to take classes in the Fall of their second year to help make up for deficiencies and must take the written exam again by the end of the first semester of their second year (no later than Dec. 20).

A.1.b. Composition of the Preliminary Examination Committee.

The written examination will be composed by two members of the faculty of the Department of Biochemistry, chosen by the Chair of the Department of Biochemistry, and are referred to as the “Preliminary Examination Committee”. These faculty shall collaborate to write an examination that tests students mastery of basic concepts in biochemistry, chemistry and biology with an emphasis on quantitative skills. A list of topics that will serve as a guideline for the content to be included on the examination shall be issued to the students by the examination committee no later than six months in advance of the examination along with a set of learning goals for mastery of the examination topics.

A.1.c. Grading of the Preliminary Examination.

Prior to the examination, the Preliminary Examination Committee shall compose an answer key and a rubric as to how the examination will be scored. The examination will be graded according
to the scoring rubric and the committee will determine whether each student has performed “Satisfactory” or “Unsatisfactory”. The cutoff between the two ratings shall be determined by the Committee. The identity of each student shall not be known to the Committee until final ratings have been assigned and submitted to the Graduate Director.

The results of the examination shall be given to the students no later than one week after the examination was administered. Each student has a right to compare the grading of their examination to the answer key and scoring rubric developed for that examination by the Committee. While the examination itself will be made available to all students, the answer key and scoring rubric will remain confidential and viewable to only the students who took the examination and shall not be copied in any fashion.

A.1.d. Certification of the results of the Preliminary Examination.

The Graduate Director is responsible for the overall administration of the process and will certify that each student has satisfied the examination requirements as stated above. If a student does not rate “Satisfactory” on the examination after two attempts, the Department will recommend either that the student be placed within the Master’s Program resulting in a terminal degree of a Master’s of Science in Biochemistry (Section V) or dismissed from the Biochemistry Graduate Program. A Satisfactory rating on the Preliminary Examination is a prerequisite for the Comprehensive Examination and advancement to Ph.D. candidacy.

The Preliminary Examination will remain in the student's folder and be available for the Comprehensive Examining Panel (see section A.3.a). The Comprehensive Examining Panel may use this exam to help in their decision concerning whether the student is capable of Ph.D. caliber work.

A.2. Language Requirements.


The Department does not require proficiency in a foreign language for the Biochemistry Ph.D. degree.

A.2.b. English Language Proficiency.

The Graduate School rules state that a student who is noticeably deficient in the written and/or oral use of the English language cannot obtain an advanced degree from CU Boulder (Section 5, p.15 of 2018 ed. of the Graduate School Rules). The Department assesses the English language proficiency of each Ph.D. student through formal coursework, teaching performance, and the Preliminary and Comprehensive Examinations. The Graduate Director, in accordance to Graduate School rules, is responsible for deciding whether a student is sufficiently proficient in English to continue in the program, with guidance from their advisor and examination committees. Those students deemed not proficient in English by the end of their second year will be referred to the Graduate School to determine their academic status.

A.3. Comprehensive Examination.

The Comprehensive Examination is an oral examination based upon, but not limited to, a written dissertation research proposal. To advance to Ph.D. candidacy, the student must demonstrate proficiency in the examination.
A.3.a. Composition of the Examining Board and Panel.
The Comprehensive examining board, in accordance with Graduate School rules, shall be composed of five members appointed by the Graduate Director and approved by the Dean of the Graduate School (Section 6, p. 17, 2018 ed. of the Graduate School Rules). One member will be the student’s dissertation advisor. The second member will be the Graduate Director or in the case the student’s dissertation advisor is the Graduate Director, the Department Chair. The student’s dissertation advisor, while a member of the examination board, may not participate directly in the administration of the oral examination. The remainder of the board shall be composed of a panel of three faculty members who administer the Comprehensive examination (see next paragraph regarding the composition of the panel). In this way, the panel is a subset of the examining board required by the Graduate School.

The Comprehensive Examination shall be administered by a panel of three members of the faculty of the Department of Biochemistry. The composition of this panel shall be two members of a standing Comprehensive Examination Committee and a third outside member. The members of the Comprehensive Examination Committee shall be chosen by the Chair of the Department of Biochemistry. Two members of the student’s examination panel shall be from the Comprehensive Examination Committee, as determined by the committee. The third member of a student’s examination panel shall be chosen from the faculty of the Department of Biochemistry by the Comprehensive Examination Committee in consultation with the student. The purpose of the outside member is to bring expertise or balance to the examination panel that may not be found within the standing Comprehensive Examination Committee.

Prior to the examination, the Comprehensive Examination Committee shall appoint one of the examination panel members as the “Chair”. The Chair shall be responsible for communication to the student the outcome of the examination and evaluations of both the written proposal and the oral examination. Communication between the examination panel and the student should be through the Chair. Any issues arising from the examination will be reconciled through consultation with the Graduate Director.

A.3.b. Timeframe of the Comprehensive Examination.
Students must complete the oral comprehensive examination no later than the end of their fourth semester in the Biochemistry Ph.D. program. Deferral of the examination beyond the end of the fourth semester requires permission from the Graduate Director.

The Comprehensive Examination Committee shall arrange for a week during which all examinations are given; this week shall be no later than the tenth week of the semester in which the examination is administered. The examination board shall inform the student of the specific date and time of the examination no later than the first week of the Spring semester.

One month prior to the date on which the comprehensive examination is administered, the student must submit a written overview of their thesis research plan to the Comprehensive Examination Committee and the external panel member. The format of the overview will be: Specific Aims, Significance and Background, Preliminary Results (not required) and Research Plan and should be modeled after an NIH F31 predoctoral fellowship proposal. The document must be no more than

The oral examination will include, but not exclusive to, questions relating to the student's research plan and general topics covered by the Preliminary Examination. Students are expected to demonstrate a clear understanding of their thesis research, a fundamental knowledge in biochemistry and either biology or chemistry, and the ability to think creatively. Students are strongly advised to spend time reviewing material from biochemistry, biology and chemistry courses they have taken as undergraduates and graduates since this material is often the subject of questioning during the examination.

A.3.e. Determination of Examination Outcome.

The Comprehensive Examination panel shall determine whether the student is capable of Ph.D. degree work or not based upon the oral examination. By the beginning of the semester of the examination, the Comprehensive Examination Committee shall make available a list of criteria that the examination panel will use to evaluate the student’s performance and a general scoring scheme for what is considered to be satisfactory or unsatisfactory performance. The decision of each of the three panel members in the presentation meeting is independent; there does not have to be a unanimous decision. Each member rates the exam as one of two possible outcomes:

SATISFACTORY: The student’s performance on the examination was Ph.D. caliber as reflected by mastery of a broad field of knowledge and mastery of their research plan as judged by each committee member.

UNSATISFACTORY: The student’s performance on the examination was not Ph.D. caliber.

To pass the Comprehensive Examination, the Candidate must receive “SATISFACTORY” ratings from two of the three members of the examining panel in the presentation meeting. The student shall be notified within no more than one week of the exam as to the outcome of the examination and provide written feedback regarding the student’s performance.

If the student receives two or more “UNSATISFACTORY” votes by the committee, the committee may place a condition that the student come back before the examination panel no later than the end of the semester in which the first Comprehensive Examination was given. The chair of the examination panel shall write a letter to the student and their dissertation advisor describing the rationale for the unsatisfactory rating and what the student must do to meet the condition for achieving a satisfactory rating. This letter shall be given to the student no later than one week after the examination. If a student does not fulfill the condition by the date specified by the committee, the examination will be considered “UNSATISFACTORY” the Department shall recommend either that the student be placed within the Master’s Program resulting in a terminal degree of a Master’s of Science in Biochemistry (Section V) or dismissed from the Biochemistry Graduate Program.
The two other members of the examination board shall also evaluate the student’s ability to perform Ph.D. caliber work. The dissertation advisor will assess whether the student is rated as “SATISFACTORY” or “UNSATISFACTORY” independently from the examination committee. The Graduate Director, or in certain cases the Chair of the Department, will rate the student as “SATISFACTORY” or “UNSATISFACTORY”.

Recommendations for advancement to Ph.D. candidacy shall be forwarded to the Graduate School by the end of each student’s second year in the program. If a student receives a majority of “SATISFACTORY” ratings, then they are considered advanced to Ph.D. candidacy.

If a student does not receive a majority of “SATISFACTORY” ratings, they will be given a second chance the following semester in accordance with Graduate School policy. If students fail the 2nd attempt, the Department will recommend either that the student be placed within the Master’s Program resulting in a terminal degree of a Master’s of Science in Biochemistry (Section V) or dismissed from the Biochemistry Graduate Program.

A.4. Final Examination
This examination is primarily a defense of the candidate's thesis. The examining committee consists of the student's thesis advisor, as chair, and four other faculty members, at least one of whom is rostered outside of the Department. The composition of the committee, as chosen by the student in consultation with their research advisor, must be approved by the Graduate director. The student must arrange at least one month prior to the dissertation defense date for one of these other committee members to be the "second reader" of the thesis. The second reader will carefully review the thesis with the candidate. The student is responsible for arranging the date of the examination and notifying the Graduate Program Administrator at least one month prior to the date, and is responsible for distributing copies of the dissertation to the committee members -- after it has been approved by the thesis advisor -- at least two weeks before the examination. Failure to meet this latter deadline is a legitimate reason for any thesis committee member to postpone the examination.

Students must have a first author or co-first author paper describing their research submitted or published in a peer-reviewed journal to be granted a Ph.D. degree. Exceptions to this rule may be granted with permission from the full examination committee and the Graduate Director.

In accordance to the rules of the Graduate School, more than one dissenting vote, disqualifies the candidate. A student may attempt the final examination once more after a period of time determined by the examining committee. (Section 6, p. 18, 2018 ed. of Graduate School Rules).

B. Course Requirements.
Sixty credit hours of courses are required consisting of 30 hours of research in BCHM 8991, at least 15 hours in formal courses (see section 2 below), and the remainder in other courses, such as summer courses, seminar courses, group meeting courses, and research in Biochemistry (BCHM 6901). All students are required to take a one-credit course in Scientific Ethics (BCHM 5776) and two semesters of Advanced Graduate Biochemistry (BCHM 5771 and 5781). Exceptions to the aforementioned required formal courses may be granted by the Biochemistry Graduate Director.
A minimum grade of B- is required in all courses counting for the Ph.D. degree; students should also be aware that they must maintain a cumulative grade point average of 3.0 in all formal courses and an overall grade point average of 3.0, or they will be placed on academic probation per Graduate School rules (Section 5, p. 14-15, 2018 ed. of the Graduate School Rules). Probationary status must be removed within two semesters or a student will become ineligible to receive a Ph.D. degree from the Department of Chemistry and Biochemistry. Students on probation will not have a high priority for financial support.

**B.2. Selection of Formal Courses.**
All students are required to take a minimum of 15 credit hours of formal courses. Formal courses are regularly scheduled, examined, and graded courses; courses such as summer courses, seminar courses, group meeting courses, and research in Biochemistry (BCHM 6901) are not considered formal courses. Each student's program plan for coursework must be approved by their research advisor and the Biochemistry Graduate Director. These formal courses must be approved prior to the end of the fourth semester and students are encouraged to complete formal course requirements within their first four semesters. However, the Biochemistry division recognizes that some formal courses of interest are only offered every two years. All coursework must be completed by the end of the student’s third year, exceptions may be made with the permission of the Biochemistry Graduate Director.

**C. Transfer of Credit.**
Up to 10 credit hours of graduate level, formal coursework may be transferred from an accredited school. Approval is contingent upon a demonstrated proficiency in the subject(s) of each course, written approval by the Biochemistry Graduate Director and subject to final approval by the Graduate School (Section 3, p. 12-13, 2018 ed. of the Graduate School Rules). Forms for this purpose can be obtained from the Graduate Program Administrator.

**D. Formal Application of Admission for Candidacy for the Biochemistry Ph.D. Degree.**
All students must formally apply for admission to candidacy for the Ph.D. degree before they take the Oral Examination. The appropriate form can be obtained from the Graduate Program Administrator. This Graduate School requirement should be fulfilled even though students have not completed all their formal coursework (Section 9, p. 20, 2018 ed. of the Graduate School Rules). After filling in the form, indicating graduate courses taken and to be taken, it should be approved and signed by the student's research advisor and then the Biochemistry Graduate Director. The completed form needs to be in the student’s file before they can take the Comprehensive Oral Examination.

Ph.D. students must have passed their written and oral components of the comprehensive examination before they may be admitted to candidacy for the Ph.D. degree.

**E. Research Requirements.**
During the course of the Ph.D. thesis work following advancement to candidacy status, students will arrange annual meetings with a thesis advisory committee composed of their research advisor and at least two other faculty in the Department of Biochemistry. Additional members of the committee may come from outside the Department if needed to provide specific additional expertise to the panel.
The purpose of these advisory meetings is to ensure the student is making adequate progress on a suitable Ph.D. thesis project. The final annual meeting should be planned to be about 1 year from the anticipated end of the thesis work. For this meeting, the advisory committee will be expanded to 5 faculty members: the thesis advisor, three biochemistry faculty and one faculty member from another department. This committee will become the examination committee that evaluates the results of a completed research program submitted as a thesis for the final examination as described above.

All students are required to have a thesis committee meeting once per academic year, no later than Aug. 15 prior to the start of the new academic year. An extension of one month may be granted with the permission of the Graduate Director. Students who fail to have an annual committee meeting can be administratively withdrawn from dissertation research, resulting in a discontinuity in their graduate studies, requiring re-admission to the Graduate Program.

F. Time Limit.
Students should note the time limit specified in the Graduate School rules: "All doctoral students are expected to complete all degree requirements within six years from the date of the start of course work in the program". Information on extension of the time limit can be found in the University catalog and Section 11 of the Graduate School rules (p. 22-23, 2018 ed.).

G. Petitions.
With the approval of the thesis advisor, students may petition for exceptions to the above mentioned rules due to special circumstances. The petition should be addressed to the Biochemistry Director, who may consult with other faculty, Departmental Executive Committee and/or Departmental Chair before responding to the petition.

H. Relationship of Department and Graduate School rules.
All members of the Biochemistry Ph.D. program are subject to the CU Boulder Graduate School rules. It is understood that the rules of the Graduate School supersede those of the Biochemistry Ph.D. program and in the event of conflict between rules defined by each entity, the rules of the Graduate School will be applied.

I. Grievance Policy.
The Department will strictly adhere to the Graduate School Grievance Process and Procedures. These processes and procedures can be found on the Graduate School website (https://www.colorado.edu/graduateschool/sites/default/files/attached-files/grievance_process_and_procedures_2019_final.pdf).

V. Master’s degree in Biochemistry.
A. Type of Program
There are two pathways for obtaining a Master's degree: thesis (Thesis M.S. – Plan I) and coursework (Coursework M.S. - Plan II). A candidate for a Master's degree may be allowed to select the coursework M.S. track only on the recommendation of the Graduate Director.
Admission to the Biochemistry Master’s program is only through admission to the Ph.D. program. Students cannot be directly admitted to the program with the intent of an M.S. as the terminal degree.

A.1. Thesis M.S.

A.1.a. Thirty credit hours of courses are required which are divided between formal coursework and research. Fifteen credit hours of formal coursework are required. Courses outside the Department (4000 level and above), but not 4000 level courses within the Department, may be used to partially fulfill this requirement only if written approval is obtained from the Biochemistry Graduate Director and the Graduate School, and if they were not used for any other college degree. In any case, at least 12 of the 15 credits must be at the 5000 level or above and the coursework plan must be approved by the student’s research advisor and the Biochemistry Graduate Director. The remaining 15 credit hours should be in research, including 4 or 6 credit hours in BCHM 6951 (Master’s Thesis), and the remainder in BCHM 6901 (Special Topics in Chemistry) and group meeting and divisional seminars and special topic summer courses.

Up to 8 credit hours may be transferred from another school subject to demonstrated proficiency in the subject(s) and written approval by the Biochemistry Graduate Director.

A.1.b. Completion of a research investigation and the presentation of a thesis defense is required. The examining committee consists of the student’s thesis advisor, as chair, and two other faculty members. These committee members are selected by the Graduate Director upon request and after consultation with the student. The student must arrange for one of these other committee members to be the “second reader” of the thesis. The second reader will carefully review the thesis with the candidate. The student is responsible for arranging the date of the examination and notifying the Graduate Program Administrator at least two weeks prior to the date. Further, the student is responsible for distributing copies of the dissertation to the committee members after it has been approved by the thesis advisor and at least two weeks before the examination. Failure to meet this latter deadline is a legitimate reason for any thesis committee member to postpone the examination.

A.2. Coursework M.S. (Requires written permission of the Biochemistry Graduate Director)

A.2.a. Thirty credit hours of courses are required which are divided between formal coursework and research. 21 credit hours of formal coursework are required. Courses outside the Department (4000 level and above), but not 4000 level courses within the Department, may be used to fulfill this requirement only if written approval is obtained from the Biochemistry Graduate Director and the Graduate School and they were not used for any other college degree. In any case, at least 16 of the 21 credits must be at the 5000 level or above and the coursework plan must be approved by the student’s research advisor and the Departmental Graduate Advisor. The remaining 9 credit hours (research) must be taken in CHEM 6901 (Special Topics in Chemistry) spread over at least two semesters or one semester and a summer, and up to 3 credit hours of graduate chemistry or biochemistry seminar, group meeting, or summer special topics courses.

Up to 8 credit hours may be transferred from another school subject to demonstrated proficiency in the subject(s) and written approval by the Graduate Director.

A.2.b. A research report is required. The research report is a concise (normally 10 pages; length to be specified by the research advisor) summary of the student’s research activities. The report will include a statement of the research goals and significance as well as a description of the
research performed and results obtained. The research report must be approved and signed by the Research Advisor and provided to the Graduate Administrative Assistant to form a part of the student’s departmental file.

A.3. Research Requirements
A.3.a. Thesis M.S. Students should select a research advisor and start research by no later than the end of their first year. The results of a completed research program are submitted as a thesis for final examination.

A.3.b. Coursework M.S. A student should select a research advisor and preferably start research in the first year. Results of the research are submitted as a research report. The format of the research report is given in Section A.2.b.

B. Examination Requirements.
Each master's degree student must satisfy the preliminary examination requirement (Section IV, A.1) and pass a final examination (thesis M.S.).

B.1. Foreign Language.
The Department does not require proficiency in a foreign language for the Master’s degree.

B.2. English Language Proficiency.
The student must demonstrate English language proficiency in accordance to Graduate School rules.

B.3. Final Examination.
B.3.A. Thesis M.S.
The examining committee consists of the student’s thesis advisor, as chair, and two other faculty members. These committee members are selected by the Graduate Advisor upon request and after consultation with the student. The student is responsible for arranging the date of the examination and notifying the Graduate Administrative Assistant at least two weeks prior to the date. Further, the student is responsible for distributing copies of the dissertation to the committee members after it has been approved by the thesis advisor and at least two weeks before the examination. Failure to meet this latter deadline is a legitimate reason for any thesis committee member to postpone the examination.

B.3.B. Coursework M.S.
A final oral examination is not required.

C. Application for Admission to Candidacy.
The Application for Admission to Candidacy for the M.S. degree should be submitted to the Graduate School no later than 10 weeks before graduation. The student should note that approval of any transfer of credits by the Graduate Director must be done at least 30 days in advance of the submission of the Application for Candidacy.

D. Students Who Wish to Continue for Ph.D. Degree.
If a student wishes to enter/re-enter a Ph.D. program after completion of the thesis M.S., he/she should make this request in writing to the Biochemistry Graduate Director in consultation with the
Master’s examination committee. If a positive recommendation is received, the student will be required to take the next scheduled written comprehensive examination and then the Biochemistry Graduate Director will constitute a Ph.D. oral comprehensive examination committee, and the student should arrange this examination as soon as possible.

**E.1. Examination Requirements.** The requirements for the Preliminary, Foreign language, and Comprehensive examinations are described in Section IV for the Biochemistry Ph.D.

**E.2. Course Requirements.** Upon written approval of the Research Advisor and the Biochemistry Graduate Committee (for Biochemistry Ph.D.), a student pursuing a Master’s degree who wishes to continue for a Ph.D. degree may apply some or all of the credit hours taken for the masters degree towards the Ph.D. requirement with the exception of research in BCHM 6951, and all 4000 level coursework.

**F. Time Limit.**
As specified by the Graduate School, all work, including the final examination and the filing of the thesis (thesis M.S.) must be completed within four years. Information on extension of the time limit can be found in the University catalog and in the Graduate School rules (Section 11, p. 22, 2018 ed. of the Graduate School Rules).

**G. Relationship of Departmental and Graduate School rules.**
It is understood that the rules of the Graduate School supersede those of the Biochemistry Ph.D. program and in the event of conflict between rules defined by each entity, the rules of the Graduate School will be applied.

**H. Grievance Policy.**
The Department will strictly adhere to the Graduate School Grievance Process and Procedures. These processes and procedures can be found on the Graduate School website (https://www.colorado.edu/graduateschool/sites/default/files/attached-files/grievance_process_and_procedures_2019_final.pdf).