REGULATIONS and POLICIES

Biomedical Sciences Ph.D. Program

IN

The College of Sciences

OLD DOMINION UNIVERSITY
NORFOLK, VIRGINIA

Individual colleges and/or programs may establish requirements above and beyond those set by the University as minimum. Students are obligated to follow the requirements of the appropriate graduate program section of the catalog in effect at the time of their first enrollment for this degree.
# Table of Contents

**GENERAL INFORMATION**........................................................................................................... 3

  College of Sciences.......................................................................................................................... 4
    BIMD Faculty.................................................................................................................................. 4
  Office of Graduate Studies ................................................................................................................ 5
  Other University Offices and Services .............................................................................................. 6

**ADMISSIONS**.................................................................................................................................. 8

  Summary of the Application Process................................................................................................. 8

**FINANCIAL AID**.............................................................................................................................. 9

  Department of Biological Sciences Graduate Teaching Assistantships .............................................. 9
  Graduate Research Assistantships .................................................................................................... 10
  Tuition Support ................................................................................................................................ 10
  Continuance Policy............................................................................................................................ 11

**Scholarships** .................................................................................................................................. 11

  **Dominion Graduate Scholar Program** ......................................................................................... 11
  University Fellowship Awards ......................................................................................................... 11
  Virginia S. Bagley Endowed Scholarship .......................................................................................... 12

**REQUIREMENTS FOR GRADUATION**.......................................................................................... 13

  Information for New Students .......................................................................................................... 13
  Steps to Graduation ............................................................................................................................ 14
    1.  Advisory Committee.................................................................................................................... 14
    2.  Plan of Study.............................................................................................................................. 14
    3.  Annual Progress Reports........................................................................................................... 14
    4.  Candidacy Examination............................................................................................................. 15
    5.  Dissertation Committee............................................................................................................ 15
    6.  Prospectus.................................................................................................................................. 15
    7.  All But Dissertation (ABD) ...................................................................................................... 16
    8.  APPLYING FOR GRADUATION (6 months prior to graduation) ............................................. 16
    9.  Dissertation.............................................................................................................................. 16

  Other Steps Required for Graduation .............................................................................................. 16
  Student Research Conducted in Other Laboratories ........................................................................ 17

**Graduate Courses** ........................................................................................................................... 17

  General Information.......................................................................................................................... 17
  Registration for Non-structured Courses ........................................................................................... 18
  Responsible Conduct of Research .................................................................................................... 18
GENERAL INFORMATION

Old Dominion University is located in Norfolk, Virginia, one of the nation’s oldest cities, having recently celebrated its three hundredth anniversary. Norfolk is one of seven major cities which make up the Hampton Roads region with a population 1.7 million. Hampton Roads boasts one of the world’s largest natural harbors, and is home to a thriving commercial seaport and the U.S. Atlantic Naval Fleet. The maritime influence is also evident in the region’s mild climate. The region is renowned for its historical and recreational attractions.

Old Dominion University is Virginia’s forward-focused, public doctoral research university for high-performing students from around the world who want a rigorous academic experience in a fast-paced and profoundly multi-cultural community. With an enrollment of more than 23,000 students, the university offers 70 bachelor’s, 60 master’s and 36 doctoral degree programs and 2 educational specialists degrees. ODU’s eminent scholarship and innovative and engaging teaching foster nationally recognized programs. A determined entrepreneurial approach to problem-solving drives cutting-edge research and strategic partnerships with government, business, industry, organizations, and the arts. In addition to its 185-acre main campus in Norfolk, Old Dominion operates higher education centers in Hampton, Virginia Beach, and Portsmouth and a thriving distance learning network.

The Ph.D. Program in Biomedical Sciences

Biology@ODU or Facebook are sites that highlight the work and interests of the faculty, students and staff in the Department of Biological Sciences.
College of Sciences
143 Oceanography and Physics Building, 757.683.3274
Dean
Associate Deans
Assistant Dean

The College of Sciences’ degree programs are designed to prepare students for careers in the sciences or to lay broad foundations for specialized training in these fields of knowledge.

The college is comprised of the Departments of Biological Sciences, Chemistry and Biochemistry, Computer Science, Mathematics and Statistics, Ocean, Earth and Atmospheric Sciences, Physics, and Psychology. The Departments of Biological Sciences, Chemistry and Biochemistry, Mathematics and Statistics, Ocean, Earth and Atmospheric Sciences, and Physics cooperate with the Darden College of Education to provide the necessary courses for a Master’s of Science in Education in the respective field.

Programs
The College of Sciences has developed graduate programs in the basic and applied sciences that meet the needs of the Eastern Virginia region, the state, and the nation. These programs address a variety of challenges, ranging from basic research to the quest for solutions to contemporary problems in science. The importance of these challenges is reflected by the more than $16 million in funded grants and contracts for educational and research endeavors currently generated by the college. The college provides the Mid-Atlantic States with much-needed graduate programs in broad fields of concentration leading to both masters and doctoral degrees. Related program emphases within the major areas of study are designed to meet the professional needs of the students and communities served. The college’s faculty of 160 highly skilled professional educators is devoted to guiding students toward an assimilation of the most current scientific theories, research, and practices.

BIMD Faculty

Biological Sciences

Dr. Dayle Daines
Dr. Holly Gaff
Dr. David Gauthier
Dr. Wayne L. Hynes
Dr. Girish Neelakanta (gneelaka@odu.edu)
Dr. Emilia Oleszak (eoleszak@odu.edu)
Dr. Christopher J. Osgood
Dr. Chris D. Platsoucas (cplatsoucas@odu.edu)
Dr. Robert E. Ratlaff
Dr. Daniel E. Sonenshine
Dr. Hameeda Sultana (hsultana@odu.edu)
Dr. R. James Swanson

Chemistry

Dr. Craig A. Bayse
Dr. Kenneth G. Brown, Jr.
Dr. Lesley H. Greene
Dr. Steven M. Pascal
Dr. Jennifer L. Poutsma
Dr. Guijun Wang
Dr. X. Nancy Xu
Office of Graduate Studies
210 Koch Hall, 757.683.4885

Vice Provost for Graduate Studies and Research
Assistant Vice President for Graduate Studies
Graduate Financial Support Specialist
Administrative Assistant to the Vice Provost/GTA Institute Coordinator

The Office of Graduate Studies is part of the Office of Academic Affairs and reports to the Provost of the University. It can be viewed as an umbrella organization that manages the broader issues of graduate education within the University.

About: Mission/Vision, Goals and Objectives, Organizational Chart (PDF), Frequently Asked Questions, Contact Us.

For Students---Prospective: Graduate Admissions, Registrar's Office, Office of Financial Aid, Funding Opportunities, and International Student Services.

For Students---Admitted: Graduate Student Orientation, Graduation Criteria, Probation/Suspension, Reinstatement, and Commencement.

Faculty/Administrators:
Committees: Graduate Appeals Committee
Policies and Procedures: Additional Employment, Additional Graduate Degrees Policy, Admission to Candidacy, Certificate of Recognition or Achievement for Terminally Ill and Deceased Students, Completion of Requirements, Continuous Enrollment Policy, Conversion from Doctoral to Master, Declaration or Change of Major or Program, Evaluation of Transfer Credits, Graduate Assessment Requirement, Graduate Assistantship Guidelines, Graduate Credits by Transfer, Grievance Procedure, Non-thesis Option, Policy on Non-degree Credits to Complete a Degree, Probation and Suspension.
Financial Support
Program and Curriculum Review
Certification of Faculty for Graduate Instruction
Forms

Degree Programs:
Graduate
Modeling and Simulation

Publications:
Graduate Catalog
Graduate Teaching Assistant Manual
Curriculum Development and Change Policies and Procedures
Thesis and Dissertation Guide
Graduate Studies Fact book

Awards: Doctoral Mentor Award, Eminent Scholars, Graduate Teaching Assistant, Faculty Research Achievement, Provost's Award for Leadership in International Education, The Teaching and Technology Award, University Professor Award Virginia.

Resources: ODU Graduate Student Organization, Southern Associations of Colleges and Schools (SACS), Council of Graduate Schools (CGS), Virginia Council of Graduate Schools (VCGS), State Council of Higher Education for Virginia (SCHEV), Conference of Southern Graduate Schools (CSGS).

News and Events: Graduate Program Administration Workshop, Graduate Studies Newsletter, Calendar, Graduate Student Research Workshops, Graduate Assistant Workshop, VMASC M&S Student Scholar Award.
Professional Development:
- Preparing Future Faculty (PFF)
- Responsible Conduct of Research
- Graduate Teacher Assistant (GTA) Institute
- CLT Faculty Development

Other University Offices and Services

**Division of Student Affairs**: Division of Student Affairs, Assistant Dean for Administration, Counseling Services, Disability Student Services, International Student and Scholar Services (ISSS), Office of Intercultural Relations (OIR), Recreational Sports, Office of Student Activities and Leadership (OSAL), Student Health Services, Student Housing, Office of Student Judicial Affairs, Student Ombudsperson Services (S.O.S.), Upward Bound, Women's Center.

**International Student & Scholar Services (ISSS)**: Spong 214.

**Military Programs**: Military Distance Learning, 4th Floor, Gorton Center.

**Office of Computing and Communications Services (OCCS)**: Main Office, 4700 Elkhorn Avenue, Old Dominion University, Norfolk, VA 23529, Tel: 757.683.3189, Fax: 757.683.5155. Technical Office, 1504 Webb University Center, Old Dominion University, Norfolk, VA 23429, Tel: 757.683.3192, Toll Free: 877.348.6503.

**Office of Environmental Health & Safety Office (EHSO)**: Spong Hall, Suite 203.


**Office of Housing and Residence Life**: 4603 Elkhorn Avenue, Suite 1208, Norfolk, Virginia 23508, Tel: 800.766.0833, 757.683.4283. Fax: 757.683.4863.

**Office of Student Conduct & Academic Integrity** is responsible for the administration of the student conduct system as outlined in the Student Disciplinary Policies and Procedures. 2122 Webb Center, Norfolk, VA 23529, Tel: 757.683.3431, Fax: 757.683.6220, Email: oscal@odu.edu

**Office of Research** (4111 Monarch Way, Suite 203, Norfolk, Virginia 23529): Forms/Policies/Procedures, Intellectual Property (IP) and Technology Transfer, ODU Research Ranking and Statistics, Research Centers, Research Committees, Research Compliance

**Office of Student Financial Aid**: 121 Alfred Rollins Hall, Norfolk, VA 23529-0052, Tel: 757.683.3683, Fax: 757.683.5920.

**Office of the University Registrar** (116 Rollins Hall, Norfolk, VA 23529-0053, Tel: 757.683.4425, Fax: 757.683.5357). Academic Calendars (registration deadlines and more)

Old Dominion University Libraries; Patricia W. and J. Douglas Perry Library, F. Ludwig Diehn Composers Room, Elise N. Hofheimer Art Library.

**Old Dominion University Research Foundation (ODURF)** (4111 Monarch Way, Suite 204, Norfolk, VA 23508)
Mailing Address: P.O. Box 6369, Norfolk, VA 23508, Tel: 757.683.4293, Fax: 757.683.5290): The Foundation serves as the fiscal and administrative agent for sponsored research and other projects conducted by Old Dominion University.

**Virginia Tidewater Consortium for Higher Education (VTC)** (4900 Powhatan Avenue, Norfolk, VA 23529-0293, Tel: 757.683.3183): is a consortium of thirteen institutions of higher education, including four community colleges, four public colleges and universities, four private and a National Defense University.
ADMISSIONS

Summary of the Application Process

Biomedical PhD Program
Students who wish to apply to the Biomedical PhD Program should complete an application and indicate their proposed field of study in the Statement of Interest. Other questions about the program should be addressed to Biomedical PhD Graduate Program Director.

Application deadlines
February 1st for summer and fall semester admission
June 1st – fall semester admission
October 1st – spring semester admission

Admission Standards
1) A bachelor’s degree from an accredited college or university with a grade point average of at least a 3.00 on a 4.00 scale. Students with advanced degrees are encouraged to apply. Prior training in biology (two years), calculus and/or statistics, and organic chemistry (one year). Additional courses in biology, chemistry, and physics are recommended.

2) Graduate Record Examination (GRE) or Medical College Admission Test (MCAT):
   a) GRE General Test; 300 minimum combined score on the verbal and quantitative sections (1000 on the old scale).
   b) 26 Minimum MCAT cumulative score (PS+VR+BS) may substitute for the GRE.
   c) GRE and MCAT scores are valid for five years.
   d) A statement of personal goals and academic objectives.

3) Three letters of recommendations.
5) We do not offer conditional admission.

Application Requirements
1) Transcripts of all college course work. Transcripts will be official transcripts sent by the registrars of the colleges attended.

2) Graduate Record Examination (GRE) test scores or the Medical College Admissions Test (MCAT).

3) A statement of personal goals and academic objectives.


5) A written acknowledgement from one (or more) of our Faculty who agrees to place the student in their lab and serve as the student’s major advisor, if the student is accepted. The applicant does not submit anything to ODU Admissions Office about the advisor---the Faculty member will notify the Graduate Program Director of their willingness to be your advisor.

6) Application form and application fee ($50 as of January 2010).

Submission of application materials
Submit all materials to the Office of Admissions (applicants from USA schools) or the Office of International Admissions at Old Dominion University. There is a non-refundable application fee. However, if you have ever paid the application fee as a previous non-degree or degree-seeking student, or you are an ODU Alumni, the fee is not required.
Non-Degree Status Graduate Students
Non-degree status indicates that the student is taking graduate course work (500 level or greater) to satisfy individual needs or interests. Although non-degree students are not admitted to degree programs, they may receive graduate credit for graduate work passed. A maximum of 12 semester hours of non-degree graduate credit may be applied towards a graduate degree at Old Dominion University. Undergraduate transcripts are not required for initial registration, but must be submitted for graduate study beyond six hours. Application materials are available at the ODU Admissions website. Non-degree students interested in specific types of classes should contact our Faculty with expertise in those research areas for advice on coursework.

FINANCIAL AID
This section describes funds administered by the Department of Biological Sciences. Other forms of financial support, scholarships, etc are listed in the University Graduate Catalog and the Financial Aid Office

Re-organization of Graduate Student Financial Support, April 2010: University guidelines for all forms of student financial support including monies administered through ODURF.

An Application for Institutional Graduate Financial Assistance form is required for Doctoral Fellowships, Research Assistantships, Tuition Grants, Part-Time Tuition Grants, Teaching Assistantships and University Fellowships.

Graduate Research Assistantships (GRA) are funded through external grants. The principal investigator of the grant selects the person(s) who will receive a GRA. Students should contact their major advisor and graduate committee regarding the availability of research assistantships.

Graduate teaching assistantships (GTA) are available through the Department of Biological Sciences, generally for two years; however, students may appeal for an extension. New students apply via the Application for Institutional Graduate Financial Assistance form. Continuing students apply during the spring semester for support the following academic year using the Application for a Graduate Teaching Assistantship form.

Teaching assistants are required to attend the University's Graduate Teacher Assistant (GTA) Institute.

Contact person for GTA's: Assistant Chair of Biology.

NOTE: A student who is placed on academic probation or suspension becomes ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return.

Department of Biological Sciences Graduate Teaching Assistantships
(BIMD students are considered for GTA's from the Department of their advisor.)

The GTA stipend is currently set at $7500 per semester. For the summer session the amount is dependent on the number of credits taught. Students pay in-state tuition rates regardless of legal residence and must be enrolled for nine hours (three hours in the summer session). Additional tuition assistance may be available. The expected workload for a GTA is 20 hours per week with a maximum of 9 lab-contact hours per semester or a maximum of 6 classroom (teaching/lecturing) contact hours per semester.

The process of awarding GTA is based on the overall teaching needs within the Department of Biological Sciences, the goals of our graduate programs, and the overall progress of the applicant in the program.
All GTA applicants are ranked by the Graduate Program Directors in February/March and the list submitted to the Assistant Chair. The Assistant Chair is responsible for the administration all GTA issues which include the notification of all GTA applicants about awards and contracts, teaching assignments and evaluations.

To apply for a Teaching or Research Assistantship, new graduate students should submit an [Application for Institutional Graduate Financial Assistance](#) to the Assistant Chair before February 15th. Returning graduates should submit the [Application for a Graduate Teaching Assistantship](#) to the Assistant Chair before February 15th. All applicants should also submit a [Department Tuition Waiver/Assistance Form](#) in each term of the academic year and in the summer session.

**Related Information:**
1) Applications are for the next academic year, and in most cases contracts will be issued on a semester by semester basis.
2) GTA’s will be assigned to their classes in mid-August and mid-December.
3) First-time GTA’s must attend [Graduate Teacher Assistant (GTA) Institute](#).
4) If English is not your native language, you must take and pass the SPEAK Test (score 50 or better). Test times are available at [Graduate Teacher Assistant (GTA) Institute](#).
5) Preliminary teaching evaluations of GTA’s by the faculty begin the first part of the semester. Final evaluation of each GTA by faculty is to be completed by the last day of classes.
6) Student evaluations of each GTA will be completed before the last day of classes. A minimum score on student evaluations is required to be eligible for a subsequent teaching assistantship.

**Graduate Research Assistantships**
The GRA stipends are generally matched to GTA levels; contact individual faculty for the details about assistantships funded through their grants and contracts. The expected workload for a GRA should also be discussed with the person responsible for the funding. Students pay tuition based on their legal residence and must be enrolled for six hours per semester (three hours in the summer session). However, GRA’s funded by the state of Virginia require nine hours per semester (three hours in the summer session) Additional tuition assistance may be available.

**Forms:**
[Department Tuition Waiver/Assistance Form](#). Submit these materials to the Assistant Chair.

E-Verify Program. Prior to starting work, all new employees must complete new hire paperwork including [INS Employment Eligibility Verification Form (I-9), Federal (W-4) and State (VA-4) tax forms](#), as well as any other required paperwork. New employee starting dates on [108 Payroll Authorization forms](#) of more than three days before the I-9 and E-verify process are completed can lead to fines in excess of $1,000 per incidence. Work to be paid through the Research Foundation is not authorized until these documents are completed at the Research Foundation or, for internationals, the International Student and Scholar Services Office (ISSS).

The procedure for getting tuition assistance monies to awardees is available at [Financial Support-Office of Graduate Studies](#).

**Tuition Support**
Financial support for graduate tuition is awarded each semester and in the summer session with deadlines announced in advance. Awards are made based on student performance and need and may cover only a portion or all tuition costs. The University classifies tuition support; tuition assistance, tuition waiver, tuition grant, etc., which in some cases, may require that students be reimbursed for their tuition costs. Undergraduate courses are not eligible for tuition waivers even if required by the advisory committee.

New students should submit the [Application for Institutional Graduate Financial Assistance Form](#). Continuing students should submit the [Department Tuition Waiver/Assistance Form](#). These forms are
Continuance Policy
Only students who have been admitted to a graduate degree program on the basis of completed credentials will be considered for assistantships and tuition grants. Recipients of aid (GTA or GRA) are usually in Regular status, although Provisional students admitted on the basis of completed credentials may be considered in some circumstances.

Scholarships

Dominion Graduate Scholar Program
Each PhD program in the COS gets one new Dominion Scholarship each year---the scholarship begins in the fall.

1) The GPD selects the Dominion Scholar, completes an “Offer Letter” and sends it to the awardee along with the “Acceptance Form”.
2) The GPD then submits “The Dominion Graduate Scholar Credentials Summary” to the College of Sciences.
3) The awardee returns the “Acceptance Form” to the GPD.
4) At this point, the GPD forwards to the College of Sciences:
   a. A copy of the Offer Letter.
   b. The Acceptance Form signed by the awardee.
   c. The awardee’s application materials.

University Fellowship Awards
There are approximately a dozen University Fellowships awarded to PhD students in the College of Sciences. Each award is a $15,000 stipend with full tuition waivers. There are to be no service expectations for the Fellows (e.g., they will not be expected to serve as teaching assistants). In keeping with the priorities established by the Provost, these awards are to go to our most highly qualified graduate students, preferably ABDs and other matriculated PhD students. The Major Advisor should submit a brief letter of nomination (electronically) to the GPD before the deadline and an electronic version of the student’s CV.

The GPD will write a letter of recommendation and forward the advisor’s letter, the student’s CV and a copy of the transcript to the College of Sciences.

An Advisory Committee composed of the Associate Deans of the College and the Chair of the GPD Committee of the College will review the applications and recommend the award recipients to the Dean. No member of the Committee will participate in this process of evaluating applications of students working with them or their department. Applications will be evaluated on academics (GPA at or above 3.8); scholarship (those with papers published, in press or submitted); and progress in the program (those with 60 or more credit hours of graduate study completed). Each of the 3 criterion will be awarded 1 point (3 points maximum). Additionally, 1 point is subtracted if (a) the nominee had received support last year, or (b) if their mentor currently had one or more students currently supported by a fellowship.

Graduate Financial Aid; Scholarships, Grants, Loans, and Student Employment. (See the latest version of the University Graduate Catalog.)
Virginia S. Bagley Endowed Scholarship

Description

The Virginia S. Bagley Endowed Scholarship is made possible by Mrs. Bagley’s estate and is awarded to Old Dominion University graduate students in the Department of Biological Sciences. The number of scholarships, their amount and duration will be set each year within the funding limits of the Bagley endowment. When possible, the amount of the award in combination with any other graduate funding will be at least equivalent to the Dominion Graduate Scholarship.

Eligibility

Applicants can be newly matriculated or continuing full-time graduate students in the Department of Biological Sciences who have demonstrated outstanding progress in the program with evidence of scholarship and/or service in an area of biology.

Application information

Applications should include the following: (a) a Curriculum Vitae, (b) transcripts, (c) a personal statement that highlights accomplishments and professional goals, (d) a letter of recommendation from the graduate advisor, and (e) any other supporting documentation.

All application materials are to be submitted to the applicant’s Graduate Program Director by February 1.

Award Committee

The Chair of the Department of Biological Sciences will appoint an ad hoc committee to review the applications. The committee will submit their recommendation by April 1.
REQUIREMENTS FOR GRADUATION

Information for New Students

Campus Map        Campus Facts        Establishing residency in Virginia

ODU Graduate Catalog        Office of the University Registrar

Academic Calendars (registration deadlines and more)        Schedule of Classes        University Grade Key

1) Admitted Student Guide or Admitted Student Guide for international students. These are the places to begin for new students entering the university.
2) Housing information; both on- and off-campus, is available at the Office of Housing and Residence Life.
3) Contact your advisor as soon as possible for advice on course work, research projects, and availability of Graduate Research Assistantships (GRA).
4) Advisor Registration Block (the Block or Hold prohibits registration): The graduate advisor needs to update the advisor information for their students. An “advisor hold” will block a student’s ability to register for classes if the Advisor’s Work Page has expired or if the page was never activated for a new student. The graduate advisor goes to: LeoOnline Main Menu → Faculty & Advisors → Advisor Menu → Advisors Work Page → Student ID → Student Verification [ok] → Student Must Return For Advising Prior To [update], Advisor ID [update]:
   a. If no primary advisor exists, the first one added via LEO Online will be set to primary.
   b. If a primary advisor exists, a new advisor will be added when the page is updated.
   c. If one wishes to replace an existing primary advisor (this is optional), contact the Registrar (register@odu.edu) and request the change---be sure to include UINs for the student and the new advisor.
5) Contact the Biology Graduate Student Organization and have your email added to their distribution list.
6) You can get information about Graduate Teaching Assistantships (GTA) and desk assignments from the Assistant Chair of the Department of Biological Sciences. You will be notified of departmental assistance and awards as they become available. All other forms of financial aid are handled by the Office of Student Financial Aid, 126 Alfred B. Rollins Jr. Hall, Norfolk, Virginia 23529. Telephone: (757) 683-3683.
7) We offer an orientation program each fall to help you with some of the details of graduate school. Announcements are emailed to new students during the first month of the fall semester.
8) All students are expected to read and understand the Code of Student Conduct (see The Office of Student Conduct & Academic Integrity).
Steps to Graduation

1. Advisory Committee.
   The committee is comprised of no fewer than three (3) and no more than five (5) voting members, the majority of whom must be full-time tenured or tenure-track faculty in the College of Sciences at Old Dominion University. One Old Dominion University full-time faculty member serving on the committee must be recruited from outside of the student’s department, and may include a faculty member with a joint appointment whose primary appointment is outside of the student’s major department. Committee membership may be extended to scholars outside of Old Dominion University, if they have specialized knowledge of the dissertation’s subject matter. All members of the advisory committee must meet the criteria for the College’s PhD-level certification.
   - Committee members not graduate certified at ODU, submit your CV to the GPD.
   - Submit to the GPD Appointment of Doctoral Advisory Committee (Form D1) in the first semester or prior to 9 credits.

2. Plan of Study.
   Before completion of nine semester hours, the student shall prepare a plan of study with the aid and approval of the advisor or advisory committee. The plan of study also should be approved by the graduate program director to ensure that it meets established requirements. Failure to present the plan on time may prolong the period of study for the degree. Before drawing up and approving the plan the graduate program director should verify that there is on file a set of transcripts of all undergraduate and graduate work the student has taken. When appropriate, a diagnostic examination also may be used in developing a plan of study. The successful completion of all work indicated on the approved plan of study is a fundamental prerequisite to the granting of the degree.
   - Course-Load Distribution. At least three-fifths of the course work must be completed at the 800-level. [It has been the practice of the BIMD Program that three-fifths of the course work must be completed above the 500-level.]
     - Core curriculum for BIMD students concentrating in biological chemistry.
   - Research Skills: Biomedical Sciences Laboratory (BIOL 714/715/814, CHEM 814/815/816). The student is to rotate through three laboratories (mentor’s laboratory included as one) developing research questions and techniques in a variety of disciplines. Two credits for each lab rotation. Molecular and Immunological Techniques (BIOL 671) may be used for two of the lab rotations. A total of six credits is required.
   - Seminar (BIOL 702/802—Biomedical Sciences Journal Club and/or CHEM 891-Doctoral Seminar). A total of two credits. (One of these credits should be for a presentation at a scientific meeting.)
   - Responsible Conduct of Research. All graduate students must complete the Collaborative Institutional Training Initiative (CITI) seven core RCR training modules. Required of all graduate students within the first 12 months at ODU --- required for all students enrolled in a graduate program as of fall 2010. [BIOL 672, Responsible Conduct of Research, can be used to meet the CITI requirement.]
   - Submit to the GPD BIMD Program of Study in the first semester or prior to 9 credits.

3. Annual Progress Reports.
   The advisory committee will submit a BIMD Program: Progress Report Form every year for all matriculated graduate students. A report is not required in the semester a student graduates. The GPD informs major advisors which of their students have Progress Reports due.
4. Candidacy Examination.
The student and advisory committee decide on the time of the candidacy examination. Option 1: A written and oral qualifying examinations on course work. Option 2: A NIH-style grant proposal written on a research question in an area not specific to the planned research in the mentor’s laboratory, and an oral exam on the grant proposal and on coursework.
   a. Other helpful guidelines:
      i. BIMD PhD Candidacy Examination Guidelines (Option 1)
      ii. BIMD PhD Candidacy Examination Guidelines (NIH style, Option 2)
   b. The written examination
      i. Must be passed before the oral examination may be taken.
      ii. For a pass, there can be no more than one negative vote from the examining committee.
      iii. The written examination cannot be passed conditionally. A pass cannot be made contingent upon doing extra courses, additional projects, etc.
      iv. Submit to the GPD Result of Doctoral Examination or Requirement (Form D3)
   c. For a failed written examination
      i. Submit to the GPD Result of Doctoral Examination or Requirement (Form D3)
      ii. The written exam must be retaken successfully within one year.
   d. The oral examination
      i. Can only be taken after the written examination has been passed.
      ii. For a pass, there can be no more than one negative vote from the examining committee.
      iii. The oral examination cannot be passed conditionally. A pass cannot be made contingent upon doing extra courses, additional projects, etc.
      iv. Submit to the GPD Result of Doctoral Examination or Requirement (Form D3)
   e. For a failed oral examination
      i. Submit to the GPD Result of Doctoral Examination or Requirement (Form D3)
      ii. A student does not need to repeat the written exam.
      iii. The oral exam must be retaken prior to the end of the next semester.

5. Dissertation Committee.
The committee is comprised of no fewer than three (3) and no more than five (5) voting members, the majority of whom must be full-time tenured or tenure-track faculty in the College of Sciences at Old Dominion University. One Old Dominion University full-time faculty member serving on the committee must be recruited from outside of the student's department, and may include a faculty member with a joint appointment whose primary appointment is outside of the student's major department. Committee membership may be extended to scholars outside of Old Dominion University, if they have specialized knowledge of the dissertation’s subject matter. All members of the advisory committee must meet the criteria for the College’s PhD-level certification.
   a. The Dissertation Committee is formed after the student passes the Candidacy Exam. The committee is charged with approving the student’s dissertation prospectus and supervising the student’s dissertation research.
   b. Submit to the GPD Appointment of Doctoral Dissertation Committee (Form D2)

6. Prospectus.
An interdisciplinary research proposal in NSF or NIH format that is accepted by the guidance committee.
   a. The prospectus should be approved within twelve months of passing the Candidacy Examination.
   b. Majority vote to pass.
   c. Submit to the GPD Result of Doctoral Examination or Requirement (Form D3).
   d. Should the chair or co-chair be replaced and/or a majority of the committee be reconstituted, the reorganized committee must reevaluate and re-approve the dissertation prospectus.
7. All But Dissertation (ABD).
   Also known as Advancement to candidacy is a formal step that occurs after the student has (1) passed the Ph.D. written and oral candidacy examinations, (2) filed an approved dissertation proposal, and (3) completed formal coursework. **ABD status means that students only need to be registered for one credit each semester to be considered full-time.**
   a. Submit to the GPD Doctoral Candidates 1-Hour Full-Time Notification (Form D4) every semester.

8. **APPLYING FOR GRADUATION** (6 months prior to graduation)
   a. The semester prior to graduation, the student must obtain the Application for Graduation and process it as indicated. This form is submitted to the Graduate Registrar’s Office, not to the Graduate Program Director.

   Performs publishable research to demonstrate the ability to complete original and creative research projects. Prepares and successfully defends a dissertation (The Old Dominion University Guide for Preparation of Theses and Dissertations). The defense includes:
   a. A public presentation of the dissertation research.
      i. Majority vote of the Dissertation Committee to pass.
      ii. Use Result of Doctoral Examination or Requirement (Form D3) to record Dissertation Committee’s decision.
      iii. In case of failure,
         1. Use Result of Doctoral Examination or Requirement (Form D3) to record Dissertation Committee’s decision.
         2. The dissertation committee may recommend that the candidate be dropped or allowed re-examination no earlier than three months after the first examination.
   c. Approval of the Dissertation.
      i. Majority vote of the Dissertation Committee to approve/pass the written document.
      ii. Use Doctoral Dissertation Acceptance and Processing (Form D5) to record Dissertation Committee’s decision.
   d. Once the dissertation requirements have been passed, the major advisor needs to update any “I”, “II”, “IP”, or “Z” grades on the student’s transcript.
   e. Certification for Graduation. Submit the following items to the GPD at least eight weeks* before graduation:
      i. All of the items (below) must be submitted together as a single package.
      ii. A complete and final hardcopy of the dissertation.
      iii. The dissertation title page signed by the advisory committee.
      iv. “Result of Doctoral Examination or Requirement” (Form D3) signed by the advisory committee.
      v. “Doctoral Dissertation Acceptance and Processing” (Form D5) signed by the advisory committee.
      vi. The model journal article published within the last five years. Note: The graphics and bibliography in the dissertation are formatted according to the model journal article.

   (*) A complete dissertation package can be submitted at any time. However, a dissertation package received after the eight week “target deadline” may push the student’s official graduation to the next semester.

**Other Steps Required for Graduation**

Dean’s review of the Dissertation
Submit a copy of the thesis and various forms to the Associate Dean’s office (OCNPS 143) at least three weeks before the last day of classes in the semester (prior to the beginning of the final examination
period). The “Thesis/Dissertation Submission Procedures” has additional instructions as required by the Dean’s Office.

A final approved, error-free original thesis (on bond paper) and four copies must be received by the Office of the Registrar no later than the last day of classes that semester. The completed thesis, approved by the Dean’s Office, and the necessary thesis copies should be accompanied by the following completed forms: Binding Fee Receipt, “Result of Doctoral Examination or Requirement” (Form D3) signed by the advisory committee, “Doctoral Dissertation Acceptance and Processing” (Form D5) signed by the advisory committee and Doctoral Dissertation Delivery – Form D6). Contact information for the Registrar: 116 Rollins Hall, (757) 683-4425, registrar@odu.edu.

Graduate Assessment
Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs. In addition, students are asked to assess their experiences with support services, University administration, and other aspects of their University experience. Students can complete the assessment at the end of their graduate degree program. Failure to complete the assessments normally precludes the student’s right to receive his or her graduate degree. Assessment results are used to improve student learning and the educational experience at Old Dominion University, and they do not become part of students’ records. Confidentiality is assured, as only aggregate data are reported and used in analyses.

Student Research Conducted in Other Laboratories
If a student wishes to conduct research in a laboratory outside their home Department in the College of Sciences, a written document must be prepared by the Major Advisor before the work begins that includes: a) Student’s name, b) Name of the other department or research entity, c) A description of the collaboration, d) How financial aid for the student, assistantship and tuition waivers, are to be appropriated between the BIMD Program and the other department or research entity, d) A statement that the College of Sciences home department will be recognized in any publications or presentations resulting from the student’s research, and e) Signatures of the appropriate authority in the other department or research entity, the Major advisor, the student, and the GPD for the BIMD Program.

Departmental support for a student can be withheld until all have signed the document.

**Graduate Courses**

**General Information**
A list of all graduate classes is available in the University Graduate Catalog. The listing does not indicate when a course is actually taught since graduate courses are not always offered on a regular rotation on the academic calendar.

**Biology Course Rotations**
A list of all active biology courses and their anticipated rotation in coming two years.

**ODU Schedule of Classes**
This site has registration information and the list of all ODU courses offered in the current academic year.

**Graduate Credits by Transfer**
A student who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit Evaluation of Internal/External Transfer (Form 1).

Following admission to the degree program, the student should submit Evaluation of Internal/External Transfer (Form 1) before registering for a course at another institution with the intention of transferring the credit for that course toward a graduate degree at Old Dominion University.

**Graduate Credits taken through the Virginia Tidewater Consortium (VTC) Exchange Program**
VTC includes: Christopher Newport University, College of William and Mary, Eastern Virginia Medical School, Hampton University, Joint Forces Staff College, Norfolk State University, Regent University, and Virginia Wesleyan College. Instructions: 1) Contact the instructor and verify that you will be allowed into the class. 2) Submit a Tidewater Consortium Student Cross Registration Form (form available at the ODU Registrar, 116 Rollins Hall).

Registration for Non-structured Courses
To enroll for unstructured courses, e.g. Topics or Research: The student requests a call number from the Biology Office via email (mharvey@odu.edu) that includes the biology course number (BIOL #), the title of the course, number of credits, instructor, and the semester. Once the course is established, the instructor can over-load the student using LeoOnline.

Responsible Conduct of Research
Responsible Conduct of Research is a requirement for all students admitted for the summer 2009 or later. It is expected that students will take this course in their first year.

Dissertation Load Registration and Leave of Absence
All doctoral students who have advanced to candidacy are required to be continually registered for an appropriate number of dissertation units during each semester and summer session (See “Enrollment Requirements” in the University Catalog). In summary,

A student must be enrolled if they receive financial support from the University or ODURF.

Once a student passes their qualifying exam they must be enrolled every semester for at least one credit.

A candidate who finds it necessary to be excused from registration for a semester must report formally, before the beginning of the semester, to the dissertation committee and the graduate program director and request by petition a leave of absence using Leave of Absence from Doctoral Program (Form D7). A leave of absence may not exceed one year and may not be repeated. During a leave of absence, the candidate will not be entitled to assistance from the dissertation committee or to the use of University facilities. The granting of leave of absence does not change the candidate’s responsibility for meeting the time schedule for the completion of degree requirements.

Inactive Students
A student who does not register for classes for 12 consecutive months may continue only after submitting the Graduate Reactivation Form. However, it should be noted that the BIMD Program will review inactive students and they may be removed from the Program and their status reclassified as Non-degree.

Student-initiated Withdrawal from the University
There is no official process for student-initiated withdrawal from the University. However, for the student who leaves voluntarily with no plans to return to the University, the BIMD Program would encourage the student to submit a Notice of Change of Status (Form G2) and fill it out accordingly:

"Other from Biomedical PhD Program to withdraw from the University"

If Form G2 is submitted by the student, then their University record will clearly show that they initiated the withdrawal process. If Form G2 is not submitted, then their final Progress Report will result in the student being removed from the BIMD Program and their status reclassified as Non-degree.
Student Disciplinary Policies and Procedures

Student Disciplinary Policies and Procedures. Students are expected and required to assume the responsibility for their own behavior and to abide by the laws of the Commonwealth of Virginia and the rules and regulations of Old Dominion University. A student who violates the general standards of conduct may be subject to administrative actions or to one or more disciplinary sanctions whether or not civil authorities choose to prosecute.

A student who is placed on academic probation or suspension becomes ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return. A graduate student may apply for reinstatement immediately after an academic suspension has been imposed.

A student who violates the Code of Student Conduct is subject to sanctions as described in the Graduate Catalog. Sanctions of suspension, dismissal and any grade sanction resulting from an act of academic dishonesty will be recorded on the student’s official University transcript. Additionally, an “academic dishonesty” notation may be applied to the student’s transcript. All sanctions will be recorded in the student’s discipline file, which will be maintained by the Office of Student Conduct & Academic Integrity. The Office of Student Conduct & Academic Integrity informs the Faculty of record (the person who reported the violation) about the outcome of the hearing.

Students who receive one of the following sanctions: Disciplinary Suspension, Disciplinary Dismissal, Revocation of Admission and/or Degree, or Summary Disciplinary Dismissal, can not be enrolled in classes and are ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return.

The Office of Student Conduct & Academic Integrity will:
- Tell the Registrar to drop the student from all enrolled courses and place a hold on course registration for the duration of the suspension.
- Inform the Director of International Student Services in cases involving international students.
- Inform the student’s Graduate Program Director.

Upon receiving a notice from the Office of Student Conduct & Academic Integrity, the Graduate Program Director will:
- Terminate all financial support to the student for the duration of the suspension period. For state-based support, a termination E1s Form is submitted to the Graduate Financial Support Specialist in the Office of Graduate Studies. For ODURF-based support, send a termination notice to the Human Resources Coordinator at the ODU Research Foundation.
- Initiate the return of tuition assistance from the student. A student who completes less than half of an assistantship or fellowship appointment will be required to pay for the credits of that semester.
- Inform the student’s major advisor of the sanction
- Inform the Chairperson of the sanction in the Department overseeing the graduate student.
GRADUATE FORMS

Office of Graduate Studies Forms

General Forms – G
Evaluation of Transfer Credits - G1
Notice of Change of Status - G2
Re-Validation of Out-of-Date Graduate Credit by Examination - G3
GPD's Recommendation For Reinstatement from Suspension - G4
Student Appeal Request Form - G5

Master’s Level Forms – M
Appointment of Master’s Thesis Committee - M1
Result of Master's Examination or Requirement - M2
Master’s Thesis Acceptance and Processing - M3
Master’s Thesis Delivery - M4
Exception to Time Limits Allowed to Complete Master's Degree - M5

Doctoral Level Forms – D
Appointment of Doctoral Advisory Committee - D1
Appointment of Doctoral Dissertation Committee - D2
Result of Doctoral Examination or Requirement - D3
Doctoral Candidates 1-Hour Full-Time Notification - D4
Doctoral Dissertation Acceptance and Processing - D5
Doctoral Dissertation Delivery - D6
Leave of Absence from Doctoral Program - D7
Exception to Time Limits Allowed to Complete Doctoral Degree - D8

Assistantship Forms

E1S Form
Equal Opportunity Data Form
I-9 Form
Selective Service Form (males only)
VA's Policy on Alcohol & Other Drugs Form
Internet Form
VA-4 Form
W-4 Form
Direct Deposit Form
Dual Employment Reporting Form
Elected Official Disclosure Form
Other Forms & Guidelines Used by the BIMD Program

(Available from the GPD, not yet posted on our website)

BIMD Program of Study Form

BIMD Program: Progress Report Form

BIMD PhD Candidacy Examination Guidelines (Option 1)

BIMD PhD Candidacy Examination Guidelines (NIH style, Option 2)

Various University Forms

ODU Forms Directory

International Student & Scholar Services Forms

Recommendation for Extension of Visa Document

How to Maintain Your F-1 Visa Status---Full-Time Enrollment: Enroll for a full course of study each fall and spring semester. Graduate students need nine credits and undergraduates need 12. Submit a Reduced Courseload Form (RCL) if you need to take less credits.

Request for Curricular Practical Training, CPT—Semester Internship

Request for Regular Optional Practical Training, OPT (Pre- or Post-Completion)

Application for Institutional Graduate Financial Assistance

Graduate Reactivation. The purpose of this form is to reactivate a previous admission to Old Dominion University. Also at this site is the Application for Virginia In-State Tuition.

Graduate Program Certification Form (not available online). The purpose of this form is to approve (certify) a student for graduation. This form is generated by the University after a student applies for graduation. The Registrar sends the form to the GPD for approval, who then submits the completed form to the Dean's Office. Office of the University Registrar, 116 Alfred B. Rollins, Jr. Hall, Norfolk, VA 23529, FAX: 757-683-5357, graduate@odu.edu

Graduate Student Employment Data Form (E1SG)

Request of Old Dominion University Undergraduate to Take Graduate Courses (Form 12): An Old Dominion University undergraduate student with senior standing and a 3.00 or better grade point average in the major field of study may be allowed to take for graduate credit, upon approval of the appropriate department/college chair and graduate program director, up to 6 hours of course work each semester. The combined undergraduate and graduate hours taken during the semester must not exceed 18.
Graduate Student Change of Academic Status (Form 25): *e.g.*, *Remove Grad Course Hold*, *Reinstate Grad Course*, *Drop Grad Courses*, *Create SAAADMS Record (Admissions)*, or *Graduate Student Reinstated*.

[Graduate Application for Graduation](#)
Old Dominion University Research Foundation, **Forms**

<table>
<thead>
<tr>
<th><strong>Human Resources</strong></th>
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<tbody>
<tr>
<td>2009 Payroll Schedule</td>
<td>PDF</td>
</tr>
<tr>
<td>Dependent Care Reimbursement</td>
<td>Word</td>
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<tr>
<td>Child Support Authorization</td>
<td>PDF</td>
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<tr>
<td>Employee Direct Deposit Authorization</td>
<td>PDF</td>
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<td>Employee Handbook</td>
<td>Word</td>
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<td>I-9 Form</td>
<td>PDF</td>
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<td>Leave Form</td>
<td>Word</td>
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<td>Payroll Authorization Form (108)</td>
<td>PDF</td>
</tr>
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<td>Recruitment Information Form</td>
<td>PDF</td>
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<td>Approval Form for ODU Classified Employees</td>
<td>Word</td>
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<td>Position Description Form</td>
<td>PDF</td>
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<td>Faculty Supplemental Compensation Authorization</td>
<td>Word</td>
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<td>Non-Faculty Supplemental Compensation Authorization</td>
<td>Word</td>
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<td>Word</td>
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<td>PDF</td>
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<td>Tax Sheltered Retirement Plan Enrollment Form</td>
<td>PDF</td>
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<td>Tax Sheltered Retirement Plan Payroll Deduction Form</td>
<td>PDF</td>
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<tr>
<td>Termination Procedure</td>
<td>Word</td>
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<tr>
<td>Time sheet</td>
<td>Word</td>
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<td>Time sheet Instructions</td>
<td>PDF</td>
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<td>PDF</td>
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<td>W-4 Form (2009)</td>
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<td>Form W-9</td>
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<td>Procurement Card Agreement</td>
<td>Word</td>
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<td>Procurement Card Application</td>
<td>PDF</td>
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<td>Procurement Card Settlement</td>
<td>Word</td>
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<td>Property Control Form</td>
<td>PDF</td>
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<td>Purchase Requisition (Contact Kathy Ganas at 757-683-4293 x. 621 for instructions on obtaining access)</td>
<td>Online</td>
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<td>Receiving Report</td>
<td>Word</td>
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<td>Signature Authorization</td>
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<th><strong>Grants &amp; Contracts</strong></th>
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<td>GCA Assignments</td>
<td>PDF</td>
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<tr>
<td>Export Control Checklist</td>
<td>PDF</td>
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<td>Budget Preparation Worksheet</td>
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ADMINISTRATIVE INFORMATION

Responsibilities and Accountability for Graduate Programs
The University has defined the basic responsibilities for the various offices involved with graduate education. Within this administrative structure, the GPD is to conduct: Program marketing and recruitment, Admission to the program, Advising and problem resolution, Curriculum and program assessment, and Program policies and manual. (Details are available here.) Among these tasks are two assessment tools managed by the GPD:

Annual reports prepared through WEAVEonlineSM, which is a web-based assessment management system, to facilitate the process of developing and posting assessment plans and results. These plans and reports include program mission and goals based on the University’s mission and goals along with the Strategic Plan; intended outcomes consistent with the program’s mission and goals; methods for assessing each intended outcome, a summary of data collected related to each intended outcome and the use of the results of these evaluations to improve educational programs, services and operations.

Graduate Student Satisfaction Survey. The data for this survey are collected by the Office of Institutional Research and Assessment from graduate students who have applied for graduation. The results are compiled in a report and broken down by college; however, information on individual programs can be requested if there are at least five respondents in a given year. The GPD should request this information as part of our program's internal assessment.

A copy of the approved BIMD Handbook is to be available on the website for the Department of Biological Sciences>Academics>Graduate. The GPD is responsible for posting the latest version of the manual (contact WSP@odu.edu).

The GPD is responsible for keeping an archive of the Handbooks for the Department of Biological Sciences. The archive will include digital copies of all approved manuals starting with the 2013 edition. The latest version of the manual is to be held in a digital format that can be edited for future updates.

The GPD is responsible for updating program information for the University Graduate Catalog using CourseLeaf (https://nextcatalog.odu.edu) available on ODU servers. Once logged-in click the “Edit Page” tab to find a “Help” menu. Once all edits have been completed by all data owners on the page, click the green Start Workflow button in the lower right corner. Log off by exiting your browser, closing the page, or choosing File at the top of the window, then Exit.

The BIMD Graduate Faculty
Fulltime, biomedical faculty members in the Department of Biological Sciences and the Department of Chemistry who have tenure/tenure-track positions and graduate certification (Level 1 or 2) will hold voting privileges on all policy issues in the BIMD Program and can serve on advisory committees. These persons will be collectively referred to as the Graduate Faculty.

Graduate Faculty members must hold level-1 graduate certification to be a major advisor and serve as the Chair of an advisory committee. Graduate Faculty with level-2 certification may co-Chair an advisory committee.

General
The regulations and policies stated herein go into effect for all participants in the BIMD Program upon approval by the Graduate Faculty and supersede all previous manuals. (The Offices of Admissions, International Admissions, the Registrar, and Graduate Studies were notified of the new admissions standards.)
The 2012 edition of the BIMD Program Handbook is not considered a “substantive change” to our program as defined by University Policy #1800; and therefore, we are not required to follow timely notification to the Southern Association of Colleges and Schools, Commission on Colleges (SACS/COC).

The BIMD Handbook of regulations and policies was prepared by R.E. Ratzlaff.

Graduate Program Director, Robert E. Ratzlaff, PhD, (757) 683-4361, rratzlaf@odu.edu