

DATE OF
MATRICULATION: _____

NAME: _____

ID: _____

**CHECKLIST FOR THE PHILOSOPHY DEGREE
MOLECULAR BIOLOGY, MICROBIOLOGY, AND BIOCHEMISTRY PROGRAM,
SOUTHERN ILLINOIS UNIVERSITY**

IT IS THE RESPONSIBILITY OF THE STUDENT TO MAINTAIN THIS FORM AND MEET THE REQUIREMENTS ON TIME. To qualify for a 0.5 FTE assistantship, a minimum of 6 credits must be taken each 16-week semester, and a minimum of 3 credits hours during the 8-week semester. Most students register for 6 hours during the Summer semester and 12 hours during the Fall and Spring semesters.

1. The selected advisor is approved by the Department Chair. If a change of advisor is later required, the student should request a new advisor through the Graduate Advisor with approval of the Department Chair.

DATE of
Approval

2. The committee is comprised of 5 members. In consultation with the principal advisor, select four other graduate faculty members (one outside the department) to form an advisory committee during **the second semester** of graduate study. You need to fill out a form which can be obtained from the MMICB office or be found on Saluki Net. The completed form will be submitted by the MMICB office to the Graduate School for Committee Approval.

- Committee Chair: _____
- Committee Member 2: _____
- Committee Member 3: _____
- Committee Member 4: _____
- Committee Member 5: _____

DATE of
Completion

GRADE or
Credit Hours

- | | | |
|--|--|---|
| | | 3. Meet with the advisory committee early in the first semester of graduate study in Springfield to plan a tentative course program and research program. |
| | | 4. Take PHRM 540 (currently section 703/Brandon Cox): "Responsible Conduct of Research" (offered Fall of odd years) – 1 credit hour |
| | | 5. Complete animal use training module through CITI "Working with the IACUC" a certificate is good for 3 years. |
| | | 6. Complete human subjects training through CITI "Protection of Human Subjects" – a certificate is good for 3 years. |
| | | 7. Complete the CORE courses required for the MBMB program. Must obtain a "C" or better (Biochemistry 451A and 451B). |

DATE of
Completion

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Credit Hours

a. 9 credits from the following courses:

MBMB 451A (Biochemistry) – 3 credit hours

MBMB 451B (Biochemistry) – 3 credit hours

MBMB 460 (Genetics Bacteria & Viruses Lecture) – 3 credit hours

Retaken
Courses:

562 – Molecular Genetics (ad hoc)

The following **Elective classes** can be taken for credit but NOT for fulfilling the requirement of three Specialization Courses:

MBMB-570: 1 to 15 credit hours (1 to 6 per semester) Advanced Topics. (Spring or Fall)
Advanced Topics in:

DATE of Completion	GRADE or Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A. Molecular Biology
B. Biochemistry
C. Microbiology
D. Immunology
E. Virology
F. Structural Biology
G. Biophysics
H. General Cell Biology

9. MBMB 598 (Research before candidacy).

Date/ Sem.:	Hrs.:

Date/ Sem.:	Hrs.:

Date/ Sem.:	Hrs.:

Date/ Sem.:	Hrs.:

10. Residency requirement – 24 hrs. graduate course work at doctoral level. Maximum of 6 dissertation hours.

Date/ Sem.:	Hrs.:

Date/ Sem.:	Hrs.:

Date/ Sem.:	Hrs.:

Date/ Sem.:	Hrs.:

11. Pass preliminary exams, meet research tool requirements and be admitted to candidacy.*

Research Tools _____ (Date)

Prelim. Exams _____ (Date)

Admit to Candidacy _____ (Date)

12. Minimum GPA of 3.0

GPA = _____

**DATE of
Completion**

13. Apply for graduation, first week of the semester in which you plan to graduate.
14. Write the dissertation with the editorial assistance of the advisor, according to Graduate School requirements. Consult with the Graduate Program Office and the website <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-overview.php> for help with formatting, guidelines, templates, FAQ's, submission process, etc.
15. Present the draft of the dissertation to the advisory committee and department chair not less than 6 weeks prior to commencement. This time will not be less than 2 weeks prior to the oral examination.
16. Schedule the oral examination in cooperation with the advisor.
17. Present the oral seminar and submit to the oral comprehensive examination by the advisory committee. Secure the required signatures on form.
18. Present a draft of the dissertation to the Graduate School for a format check.
19. Approximately (4) weeks prior to graduation, submit two copies of the approved dissertation to the Graduate School (Carbondale), one copy to the Department of MMICB (**Denise Kauffman**) and one to the advisor.

*Degree conferred not less than 6 months nor more than 5 years after admission to candidacy.
(This list is an aid to the student. **OFFICIAL REQUIREMENTS ARE THOSE PUBLISHED IN THE GRADUATE CATALOG AT THE TIME OF MATRICULATION.**)

MEETING DATES WITH THE COMMITTEE

1. **First Meeting** **Date:** _____
2. **Second Meeting** **Date:** _____
3. **Prelim Exams** **Date:** _____
4. **Third Meeting** **Date:** _____
5. **Fourth Meeting** **Date:** _____
6. **Fifth Meeting** **Date:** _____
7. **Defense** **Date:** _____