



PROGRAM IN GENETICS AND GENOMICS GRADUATE STUDENT HANDBOOK Active

This handbook details the Program in Genetics requirements for students entering graduate studies in or after the Fall 2026 semester.

2026-2027

Genetics and Genomics Graduate Student Handbook

The Genetics and Genomics Graduate Student Handbook is designed to introduce new graduate students to the Program in Genetics and Genomics and our degree programs, and to provide a reference for Genetics and Genomics Program and university procedures and regulations throughout a student's graduate program.

The handbook was developed with considerable input from Genetics and Genomics graduate students and is formatted as a chronological guide through our graduate program. The current faculty and associate faculty are listed first, followed by the steps to graduation, program and university requirements, and then information on life in Raleigh. Any suggestions on ways to improve this handbook would be appreciated and should be directed to the Director of Graduate Programs for the Program in Genetics, Dr. Reade Roberts (rbrober2@ncsu.edu) or the Graduate Service Coordinator for the Program in Genetics and Genomics, Tyler DeAtley (tdeatle@ncsu.edu).

To see the most current list of faculty working with the Graduate Program in Genetics, please visit <https://genetics.sciences.ncsu.edu/our-people/faculty/>.

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STEPS TO GRADUATION

A. *Getting Started Your First Week*

Establishment of North Carolina Residency for US Citizens

You are a resident of the state once you arrive in the state with the intention to live here. This is distinctly different from establishing **NC Residency for Tuition Purposes**. ***For tuition purposes, all students who are US citizens are expected to establish North Carolina residency within the first year of residence in the state.*** Please see the information regarding establishing [Residency for Tuition Purposes](https://grad.ncsu.edu) that is located on the Graduate School website (<https://grad.ncsu.edu>).

Required Forms and To Do List

Please refer to your individual MyPack Portal account in the Student Center regarding the completion of your To Do List and various required forms such as the Patent Agreement Form.

Getting Paid

If you are receiving financial support through the university, you will be contacted by the Graduate Services Coordinator and the university via email to electronically sign your appointment terms and conditions form using your new MyPack Portal login. You will be paid on a biweekly basis, with a two-week lag in the cycle. Therefore, your first bi-weekly pay may not arrive until the end of your first month at NC State University, so plan accordingly!

New Student Orientation

There are three required orientations for new graduate students that are held shortly before the start of the fall semester: 1) the Genetics and Genomics Program Orientation, 2) a University-wide Graduate School orientation and 3) an orientation for international students sponsored by the Office of International Services (OIS, see “Special Considerations for International Students,” Section VI).

The Program Director and Graduate Services coordinator will lead the Genetics and Genomics Program orientation, usually held the week before classes begin. The Genetics and Genomics Program orientation is designed to familiarize you with our graduate program and program personnel and includes:

- A review of procedures and requirements for graduate students.
- Genetics and Genomics Program and university procedures and requirements.

Program in Genetics Services

1. Building Access

Access permission for the building and student offices: The laboratory manager of the laboratory that you are rotating in should issue you appropriate access to the lab, and Wall Crumpler, the facilities/building liaison, will be able to issue you after-hours building access to Thomas Hall. If you are in a building other than Thomas Hall, you will need to contact the facilities/building liaison for building access after-hours.

2. Office and locker assignments

New students may assign themselves a space in the graduate student office located on the 2nd floor of Thomas Hall, room number 2530. You will need to provide your own lock for the locker space.

3. Printing

The Program in Genetics and Genomics operates photocopying machines for the use of the faculty, students and administrative staff. Personal items (class notes, assignments, and personal business) may not be copied on these machines. There is a printer located in the graduate student office for graduate student use. Other printers that are available are located in the University libraries and at commercial facilities nearby for these purposes. If you need a specific item printed related to the Program in Genetics and Genomics, you may also notify or send a request to the Graduate Services Coordinator, Tyler DeAtley.

4. Faxing

The main office has a fax machine available for university business. If you need to use the fax machine, please visit the Biological Sciences business office located at 3510 Thomas Hall for assistance.

5. Telephones

The Biological Sciences Departmental, and Genetics and Genomics Program telephones are available for University business only. If you need to use a telephone to make a university business related call, please visit the Biological Sciences business office located at 3510 Thomas Hall for assistance.

6. Postage

Postage on letters directly related to your research should be handled through your advisor's laboratory.

7. Ordering

Any supplies needed for your research should be ordered through your major professor or laboratory manager.

8. Office Supplies

You or your advisor is responsible for all office supplies (notebooks, paper, pens, etc.).

Special Considerations for International Students

The Office of International Services (OIS) is responsible for preparing international students for their move to campus. At the beginning of each semester, there is an orientation that new international students are required to attend. Up-to-date information can be obtained from the OIS web site at <https://internationalservices.ncsu.edu/>. An orientation fee is assessed to every new international student in F-1 or J-1 visa status. The fee is only assessed once.

1. Diploma

The Graduate School does not look at the transcripts and diplomas from your previous education until you have been here three months (to allow time for dropouts). If the transcripts and diploma are not up to standards according to the Graduate School, you will probably receive a letter asking you to get the right papers. This can be inconvenient if your home country is far away. In order to avoid problems, make sure you bring an official English copy of your diploma, which you can show to the Graduate School. You should be able to get this from the University you attended in your home country.

2. University Student Health Center

Check as soon as possible after your arrival with the University Student Health Center whether your medical and immunization records have been cleared. Get any necessary immunizations if there is a problem; otherwise, your enrollment is in jeopardy.

3. University Identification Number

To protect against identity theft, the University uses a 9-digit unique identifier for each student. This number is assigned when you apply to NC State University.

4. Income Taxes

Whether you are required to pay income taxes depends on your home country and your financial support. The US has tax treaties with a number of countries. It is important to find out if there is such a treaty with your country; depending on your financial support you may be exempt from paying taxes.

Tax forms and publications on tax treaties are available from the IRS web site, <http://www.irs.gov> (Publications [519](#) and [901](#) are worth reading). Also the University Payroll Office can help you; you may have to sign some forms at that office soon after you arrive. The Office of International Services organizes a tax seminar in the spring (just before taxes are due) that may be helpful to you. The above applies to federal income taxes only. The amount of in-state taxes you are required to pay is based on your federal taxes. The state does not have special treaties or exemptions.

The Graduate School

The [Graduate School's website](#) is a useful resource for news and updates. At the beginning of each semester, always refer to the [Graduate School's Calendar](#) for important dates to remember. The Graduate School also provides [professional development opportunities](#) throughout the year that are available to graduate students.

Tuition and Fees

Please refer to the [Cashier's Office & Student Accounts website](#) for Fall 2026 - Spring 2027 rates per semester. Tuition for all first year students will be paid, however, first year students are required to pay all fees for the fall and spring semesters.

M.S. and Ph.D. Students

If you are not a first year student and you are on a qualifying fellowship or research and/or teaching assistantship, your tuition and health insurance may be covered (for a limited number of

semesters) by the [Graduate Student Support Plan \(GSSP\)](#) given that you meet the eligibility requirements.

If you are not a first-year student, and you are not on a qualifying account, your tuition may be paid for by your research advisor or if you have been awarded a fellowship that will cover tuition, the tuition may be paid by the fellowship. Your advisor may check to see if their account is considered a qualifying account by referencing the [GSSP Funding Structure](#), and consulting with the COS Grant Office.

Please note that, if a student's stipend source is split (salary or stipend distributed across more than one funding source/project), so too will "who pays" for GSSP benefits. In other words, GSSP benefits are distributed according to the salary or stipend distribution. The term, "Slot" is charged to the GSSP and the term "College" (source of the student's stipend) is charged to the account that is funding the student's stipend.

Master of Genetics Degree Students

Since the Master of Genetics (MR) degree is non-thesis, limited financial support is provided from Genetics and Genomics Program funds that are typically used to support graduate students on a research degree (M.S. or Ph.D.) track. Research Assistantships are not available; however, MR students are eligible for Teaching Assistantships---provided students meet teaching qualifications, they are eligible and given priority for department of biological science TAs which provide an appropriate stipend and health insurance.

Fee Payments

All students are required to pay their own fees, unless the advisor has stated that they will cover the cost of your fees. If your research advisor covers your fees, please contact the Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley, to have your fees paid in a timely manner. All tuition and fees not paid by the billing due date will result in the cancellation of classes by the Cashier's Office and by the Registration and Records Office. Payments can be made by check or money order, or online. Payments are not accepted at the Cashier's Office. Students may also choose to pay fee expenses monthly [by signing up for payroll deduction](#).

Tuition Remission

If you are an out-of-state student, you may be eligible for tuition remission. Tuition remission is the difference between in-state and out-of-state tuition per semester. The program or student is only charged in-state tuition, and the department/university pays the difference out of special funds. If you are a U.S. citizen and are awarded tuition remission, it will be in effect for the first year ONLY (fall and spring semesters). ***For U.S. citizens obtaining North Carolina residency this is important since you will not be eligible to receive tuition remission after the first year.*** [***Guidelines for establishing residency are available on the Graduate School website.***](#)

Wolfpack One Card Services

Permanent photo identification cards are required for all personnel on campus. The Wolfpack One Card entitles students to the following: use of the library, intercollegiate athletic events, membership in the University Student Center, use of Student Health Services (infirmary), use of

NCSU Bookstores and other University facilities, services and programs supported by required fees, and access to your residence hall, meal plan, laundry account, and snack machines on campus. The [Wolfpack One Card Services Office](#) is in charge of making the photo I.D. cards as well as maintaining student Wolfpack One Card accounts. The Wolfpack One Card Office is located on the main floor of the Talley Student Union and may be reached by phone during business hours by calling 919-515-3090. The hours of operation are Monday - Friday from 8:00 am - 5:00 pm. There are additional evening and weekend hours at the beginning of each academic period.

Registering for Classes

For the first fall and spring semesters in the Genetics program, your registration will be assisted by the Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley. Faculty who teach the courses are also available to answer any questions you may have regarding the course. In your second and subsequent semesters, your major advisor, advisory committee and research project will determine subsequent coursework (see Sections III.C–D). Please see Section V for information on requirements for University registration requirements and Section IV for the Genetics and Genomics Program course requirements.

Parking

University parking areas are zoned, meter controlled, reserved or restricted. All vehicles parked in zone areas on campus must have an appropriate permit displayed and must be parked in a space marked for parking. Student parking permits are allocated on the basis of availability of the parking zone requested, as well as priority date and time of request. Students who desire parking permits should apply online through the [NC State University Transportation Office website](#) using MyPack Portal. For more information, contact Parking Services at 919-515-3424.

Mail

The Genetics and Genomics Program has mailboxes in the space located at 3513 Thomas Hall. In 3510 Thomas Hall, the Biological Sciences Department Administration Office, there is a box for outgoing mail that is stamped or business mail that needs to be metered. Campus mail can also be deposited in this box for distribution to other campus addresses.

If you are participating in rotations or are a Master of Genetics student not working in a laboratory, then you will receive your mail and Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley, will notify you via email. In addition to U.S. Mail, there is campus mail, departmental memos and other correspondence that may be of importance to you. Mail is delivered between 1:00 and 3:30 p.m. daily. After you have chosen your Advisor, you will receive your mail and correspondence in their lab mailbox. Mail should be addressed to you as follows:

U.S. Postal Mailing Address

Your Name
NCSU Genetics Program
Department of Biological Sciences

Delivery Address

Your Name
NCSU Genetics Program
Department of Biological Sciences

112 Derieux Place
3510 Thomas Hall
Campus Box 7614
Raleigh, NC 27695-7614

112 Derieux Place
3510 Thomas Hall
Raleigh, NC 27606
FedEx/UPS use US Mail Zip Code 27606

E-mail

As soon as you are admitted by the Graduate School, a UNITY ID and e-mail account is automatically established. More information about your UNITY ID can be found on the Office of Information Technology web site at oit.ncsu.edu. All graduate students should check their email regularly, as this is a primary method of communication within the university.

Travel to Professional Meetings

Travel authorizations and reimbursements must be completed in order to receive reimbursement for your travel to professional meetings. In most cases travel authorizations and reimbursements are electronic.

Student attendance and presentations at professional meetings are an important part of career development. The graduate student must initiate and receive approval of a travel authorization prior to traveling for an overnight trip. Travel authorization for approval routes to the Biological Sciences business office and the student's supervisor for approval. **Travel authorizations must be completed before travel to a meeting.** The Travel Reimbursement Form should be completed within 30 days from your return date. Be sure to include original receipts (hotel, airline, parking, taxi, rental car, etc.).

Funds for travel may be provided by the student's major professor, grants, fellowships, or other sources. In addition, the [Graduate Student Association \(GSA\)](#) travel fund may provide funds to subsidize students who are presenting papers at professional meetings. GSA funds are available for one meeting per degree. Contact the GSA for further information and application guidelines. [The GSA accepts applications for conferences and meetings that have either taken place or are coming up.](#) The applications are reviewed in the Fall and the Spring. Travel funding may be requested approximately 5 months in advance.

All receipts need to be saved for reimbursement purposes.

For general questions or assistance with travel authorizations or reimbursements, please visit the Biological Sciences Department Business Office located at 3510 Thomas Hall. For university regulations on travel, please visit the [University Controller's Office and The Travel Center](#). The Travel Center provides a handbook on [Travel Requirements for Employees and Travel Requirements for Non-Employees and Students](#).

Graduate Student Association

The [Graduate Student Association](#), formed on October 6, 1958, is a student-led group that represents and acts on behalf of Graduate Students at North Carolina State University to improve the satisfaction and scholarship of our members during their time here. The GSA serves Graduate Students by participating in student government, appointing students to university standing committees, and developing internal programs to assist graduate students with research

and funding. We are here to help – if there's anything you need that you can't find on our website, please do not hesitate to reach out to us. (Adapted from <https://gsa.ncsu.edu/>.)

Genetics and Genomics Graduate Student Association

The [Genetics and Genomics Graduate Student Association \(G3SA\)](#) is the Genetics and Genomics Chapter of the GSA. The purpose of the G3SA is (1) To disseminate information of interest or importance to the members; (2) To provide a forum for discussion of matters important to the members; and (3) To represent the graduate students of the Genetics and Genomics Program in any and all matters which may affect the welfare of the students. The G3SA holds at least one meeting per semester and attendance is required by all Genetics and Genomics Graduate students.

All Genetics and Genomics Graduate students are members of the G3SA and serve in a variety of capacities within the organization. The executive offices are the Co-Presidents, Vice President, Secretary, Treasurer, and Webmaster, and the standing committees are the Student Symposium & Recruitment Committee, the Social Committee, T-Shirt Committee, Athletic Committee, and the Industry Relations Committee. Officers and committee members are elected by current G3SA members.

The G3SA has representatives that serve as liaisons to the Genetics and Genomics Program Faculty meetings. If funds are available, the G3SA also oversees awarding travel funds that support graduate students to travel to conferences (Note: The GSA also has travel funds that are awarded, but these are not managed by the G3SA). The G3SA also identifies and invites three external Distinguished Lecturers each in the Fall and Spring semesters. The largest annual event for the G3SA is the Genetics and Genomics Graduate Student Symposium. This is a day-long event where all of the graduate students in the department give a brief oral presentation of their research. Attendance and participation at the G3SA Symposium each year is required.

Genetic and Genomics Scholars (GGS) Program and Curriculum

With the development of the Genetics and Genomics Academy (GGA) and their training program, GGS, many of our students begin their time at NCSU taking the curriculum created by the GGS. These courses include GGS 770 (6 credit hours)- Genetics and Genomics Survey Course, GGS 771 (3 credit hours)- Data Science for Genetics and Genomics, and GGS 840 (3 credit hours)- Professional Development and Ethics in Genetics and Genomics. For GGS student, these courses will be counted toward your Genetics and Genomics degree requirements. GGS 770 counts towards elective credits, while GGS 771 and 840 can towards your data science and ethics requirements, respectively. In the spirit of collaboration with our colleagues in GGS, these courses are also available to non-GGS students as well. If you are interested, please contact Tyler DeAtley and Martha Burford Reiskind, director of GGS, to inform them.

Genetics and Genomics Academy Seminar

Graduate students are expected to attend the Genetics and Genomics Academy (GGA) Seminar each week, either in-person or virtually. These seminars are normally held on Monday's at 1:30

pm in the Stephens Room (3503 Thomas Hall). Students are given an opportunity to meet with speakers following each seminar and we strongly encourage students to meet with at least one presenter each semester. This gives students and opportunity to expand their professional mentorship networks.

If a student is taking a course at a time which conflicts with the Genetics seminar in a particular semester, then the student should inform the Director of the Genetics and Genomics Graduate Program, Dr. Reade Roberts and the Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley, in writing via email.

Transcripts from Previous Institutions

The Graduate School must have an official copy of each student's final transcripts from previous institutions stating a degree and the date the degree was conferred. The Graduate School also needs official transcripts of all coursework completed after the degree was conferred but before acceptance into Graduate School (if there are any) in addition to any coursework mentioned on the application.

If you have just finished a degree program or have finished any coursework that would not have been sent with your application, order official transcripts and have them sent to Graduate Services Coordinator, Genetics Program, Box 7614, 3510 Thomas Hall, 112 Derieux Place, NCSU, Raleigh, NC 27695-7614. A copy will be kept in your Genetics and Genomics Program file, and the original will be sent to the Graduate School. ***If the Graduate School does not have a copy of these final transcripts, they will not process any paperwork for your graduate degree program.***

B. Genetics and Genomics Graduate Program Degrees Offered

The Genetics and Genomics Program offers the Ph.D., M.S. and Master of Genetics degrees. The M.S. and Ph.D. degrees require an independent research project and a thesis and dissertation, respectively.

The Master of Genetics degree is a non-thesis degree alternative to the Master of Science degree in Genetics for students who wish to emphasize coursework rather than research. The Master of Genetics degree may be an appropriate degree for (1) individuals working as technicians in a research environment, or (2) teachers and others desiring a strong non-thesis graduate degree. It is intended as a terminal degree and would not be appropriate for students following a Ph.D. degree program. Applicants for the Master of Genetics degree program are reviewed using the same mechanisms and standards as for M.S. and Ph.D. applicants.

See the required courses appendices below for the Ph.D., M.S., and Master of Genetics degrees.

GENETICS AND GENOMICS CORE FOR ALL DEGREES (18-20 CREDIT HOURS)
(All courses required)

<i>Number</i>	<i>Home Dept./Program</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Semester Offered</i>
GN 701	GN	Molecular Genetics	3	Fall
GN 702 or 735	GN	Cellular & Developmental Genetics or Functional Genomics	3	Spring
GN 703	GN	Population & Quantitative Genetics	3	Spring
GN 810X (×2)*	GN	Special Topics in Genetics - Journal Club	1	Various
XX**	XX**	Genetic/Genomic Data Analysis (multiple options)	3	Various
XX**	XX**	Professionalism & Ethics***	1	Fall
ST 511	ST	Experimental Statistics for Biologists	3	Fall, Spring

*(Two credits of Evolutionary Genomics Journal Club (GN810) are required for the degree.)

** (there multiple options across different prefixes; please consult with your advisor and the DGP and GSC to identity what makes most sense for your degree path)¹

***³ Example courses fulfilling Research Ethics requirement, or others per approval of DGP:

- GGS 840 Professional Development & Ethics in Genetics & Genomics 3 cr ●
- PHI 816 Introduction to Research Ethics 1 cr ● TOX 820 Ethics Seminar 1 cr ●
- GES 5XX Genetic Engineering & Society special topics courses 1-3 c

Overall PhD requirements:

1. G&G Core 18-20 cr
2. Free Electives & Research 52-54 cr
3. **PhD Total Credits 72-74 cr**
4. Written and Oral Prelims
5. Dissertation and Defense (Oral Final)

¹ We anticipate that many students will choose BIO 592: Fundamentals of Bioinformatics. However, students may substitute a different Genetics and Genomics course with approval of the DGP. This course may NOT be a general statistics or data science class that is not focused heavily on Genetics and/or Genomics data. Examples of potential courses include:

- GGS 771 Data Science for Genetics and Genomics ● GN 527 Introductory Bioinformatics ● BIT 815 Deep Sequencing Analysis ● GN 756 Computational Molecular Evolution 3 cr
- GN 757 Quantitative Genetics Theory and Methods ● ST 590C Bioinformatics II ● ST/GN 721 Genetic Data Analysis

Overall MS requirements:

1. G&G Core 18-20 cr
2. Advised Electives 6 cr²
3. Research 6 cr
4. MS Total Credits 30-32 cr
5. MS Thesis
6. Oral Final

Overall MR requirements:

- G&G Core 18-20 cr
- Advised Electives 12 cr
- MR Total Credits 30-32 cr
- No thesis or final exam (“Option B” Masters: see section C)

PRIMARY ELECTIVE COURSES FOR THE PH.D. DEGREE

Number	Home Dept/Program	Course Title	Credit Hours	Semester Offered
<u>GN713</u>	<u>ANS</u>	<u>Quantitative Genetics and Breeding</u>	<u>3</u>	<u>Fall</u>
<u>GN721</u>	<u>ST</u>	<u>Genetic Data Analysis</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN725</u>	<u>FOR</u>	<u>Forest Genetics</u>	<u>3</u>	<u>Spring</u>
<u>GN735</u>	<u>GN</u>	<u>Functional Genomics</u>	<u>3</u>	<u>Fall</u>
<u>GN740</u>	<u>GN</u>	<u>Evolutionary Genetics</u>	<u>3</u>	<u>Alt. Fall</u>
<u>GN745</u>	<u>CS</u>	<u>Quantitative Genetics in Plant Breeding</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN750</u>	<u>GN</u>	<u>Developmental Genetics</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN755</u>	<u>GN</u>	<u>Population Genetics</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN756</u>	<u>GN</u>	<u>Computational Molecular Evolution</u>	<u>3</u>	<u>Alt. Fall</u>
<u>GN757</u>	<u>ST</u>	<u>Stats for Mol. Quantitative Genetics</u>	<u>3</u>	<u>Alt. Fall</u>
<u>GN758</u>	<u>MB</u>	<u>Prokaryotic Molecular Genetics</u>	<u>3</u>	<u>Spring</u>
<u>GN761</u>	<u>BCH</u>	<u>Advanced Molecular Biology of the Cell</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN768</u>	<u>BCH</u>	<u>Nucleic Acid: Structure and Function</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN 770</u>	<u>ST</u>	<u>Statistical Concepts in Genetics</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN810X</u>	<u>GN</u>	<u>Special Topics in Genetics</u>	<u>Var</u>	<u>Variable</u>
<u>GN820</u>	<u>GN</u>	<u>Special Problems, Professional Development</u>	<u>3</u>	<u>Alt. Spring</u>
<u>ST590X</u>	<u>ST</u>	<u>Bioinformatics I</u>	<u>3</u>	<u>Fall</u>
<u>ST590X</u>	<u>ST</u>	<u>Bioinformatics II</u>	<u>3</u>	<u>Spring</u>
<u>PB780</u>	<u>PB</u>	<u>Plant Molecular Biology</u>	<u>3</u>	<u>Fall</u>

² At most 3 credits of research may be used in the Advised Elective category.

PB824N	PB	Topics in Plant Molecular Genetics	3	Alt. Spring
BCH701	BCH	Macromolecular Structure	3	Fall
BIT510†	BIT	Core Technologies	4	Fall, Spring
BIT815XX†	BIT	Advanced Modules (Several)	Var	Fall, Spring

†Only three hours of these courses may be counted toward the primary elective requirement.

****Other courses that do not appear on this list may be counted if they have substantial Genetics content. Please consult with the Director of Graduate Programs if you would like to count a course as an elective that is not on this list.**

PRIMARY ELECTIVE COURSES FOR THE M.S. DEGREE

*(An additional 6 hours of elective courses are required)

*(3 hours must have substantial Genetics content, such as the examples below.)

Number	Home Dept/Program	Course Title	Credit Hours	Semester Offered
GN713	ANS	Quantitative Genetics and Breeding	3	Fall
GN721	ST	Genetic Data Analysis	3	Alt. Spring
GN725	FOR	Forest Genetics	3	Spring
GN735	GN	Functional Genomics	3	Fall
GN740	GN	Evolutionary Genetics	3	Alt. Fall
GN745	CS	Quantitative Genetics in Plant Breeding	3	Alt. Spring
GN750	GN	Developmental Genetics	3	Alt. Spring
GN755	GN	Population Genetics	3	Alt. Spring
GN756	GN	Computational Molecular Evolution	3	Alt. Fall
GN757	ST	Stats for Mol. Quantitative Genetics	3	Alt. Fall
GN758	MB	Prokaryotic Molecular Genetics	3	Spring
GN761	BCH	Advanced Molecular Biology of the Cell	3	Alt. Spring
GN768	BCH	Nucleic Acid: Structure and Function	3	Alt. Spring
GN 770	ST	Statistical Concepts in Genetics	3	Alt. Spring
GN810X	GN	Special Topics in Genetics	Var	Variable
GN820	GN	Special Problems, Professional Development	3	Alt. Spring
ST590X	ST	Bioinformatics I	3	Fall
ST590X	ST	Bioinformatics II	3	Spring
PB780	PB	Plant Molecular Biology	3	Fall
PB824N	PB	Topics in Plant Molecular Genetics	3	Alt. Spring
BCH701	BCH	Macromolecular Structure	3	Fall

<u>BIT510†</u>	<u>BIT</u>	<u>Core Technologies</u>	<u>4</u>	<u>Fall, Spring</u>
<u>BIT815XX†</u>	<u>BIT</u>	<u>Advanced Modules (Several)</u>	<u>Var</u>	<u>Fall, Spring</u>

†Only three hours of these courses may be counted toward the primary elective requirement.

*****Other courses that do not appear on this list may be counted if they have substantial Genetics content. Please consult with the Director of Graduate Programs if you would like to count a course as an elective that is not on this list.***

PRIMARY ELECTIVE COURSES FOR THE MASTER OF GENETICS DEGREE

(14 hrs. of elective courses are required, 6 hours must have substantial Genetics content such as the examples below.**)

<u>Number</u>	<u>Home Dept/Program</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Semester Offered</u>
<u>GN713</u>	<u>ANS</u>	<u>Quantitative Genetics and Breeding</u>	<u>3</u>	<u>Fall</u>
<u>GN721</u>	<u>ST</u>	<u>Genetic Data Analysis</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN725</u>	<u>FOR</u>	<u>Forest Genetics</u>	<u>3</u>	<u>Spring</u>
<u>GN735</u>	<u>GN</u>	<u>Functional Genomics</u>	<u>3</u>	<u>Fall</u>
<u>GN740</u>	<u>GN</u>	<u>Evolutionary Genetics</u>	<u>3</u>	<u>Alt. Fall</u>
<u>GN745</u>	<u>CS</u>	<u>Quantitative Genetics in Plant Breeding</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN750</u>	<u>GN</u>	<u>Developmental Genetics</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN755</u>	<u>GN</u>	<u>Population Genetics</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN756</u>	<u>GN</u>	<u>Computational Molecular Evolution</u>	<u>3</u>	<u>Alt. Fall</u>
<u>GN757</u>	<u>ST</u>	<u>Stats for Mol. Quantitative Genetics</u>	<u>3</u>	<u>Alt. Fall</u>
<u>GN758</u>	<u>MB</u>	<u>Prokaryotic Molecular Genetics</u>	<u>3</u>	<u>Spring</u>
<u>GN761</u>	<u>BCH</u>	<u>Advanced Molecular Biology of the Cell</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN768</u>	<u>BCH</u>	<u>Nucleic Acid: Structure and Function</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN 770</u>	<u>ST</u>	<u>Statistical Concepts in Genetics</u>	<u>3</u>	<u>Alt. Spring</u>
<u>GN810X</u>	<u>GN</u>	<u>Special Topics in Genetics</u>	<u>Var</u>	<u>Variable</u>
<u>GN820</u>	<u>GN</u>	<u>Special Problems, Professional Development</u>	<u>3</u>	<u>Alt. Spring</u>
<u>ST590X</u>	<u>ST</u>	<u>Bioinformatics I</u>	<u>3</u>	<u>Fall</u>
<u>ST590X</u>	<u>ST</u>	<u>Bioinformatics II</u>	<u>3</u>	<u>Spring</u>
<u>PB780</u>	<u>PB</u>	<u>Plant Molecular Biology</u>	<u>3</u>	<u>Fall</u>
<u>PB824N</u>	<u>PB</u>	<u>Topics in Plant Molecular Genetics</u>	<u>3</u>	<u>Alt. Spring</u>
<u>BCH701</u>	<u>BCH</u>	<u>Macromolecular Structure</u>	<u>3</u>	<u>Fall</u>
<u>BIT510†</u>	<u>BIT</u>	<u>Core Technologies</u>	<u>4</u>	<u>Fall, Spring</u>
<u>BIT815X†</u>	<u>BIT</u>	<u>Advanced Modules (Several)</u>	<u>Var</u>	<u>Fall, Spring</u>

*Only three hours of these courses may be counted toward the primary elective requirement.

****Other courses that do not appear on this list may be counted if they have substantial genetics content. Please consult with the Director of Graduate Programs if you would like to count a course as an elective that is not on this list.**

C. *First Semester (M.S. and Ph.D. Students)*

Program requirements for the M.S. and Ph.D. degrees in Genetics are detailed on the next several pages. Please see the [Graduate School Handbook](#) for detailed requirements of the Ph.D. and M.S. degrees at NC State University.

Laboratory Rotations

All new doctoral students who are supported by the Genetics and Genomics Program or fellowship funds are required to rotate through at least three research programs before choosing a Major Advisor. The rotations allow the students to gain first-hand information on specific programs and allow the faculty and students to assess compatibility. The rotations also facilitate interactions between new students and Genetics and Genomics Program personnel.

The rotations usually last about five weeks and involve a small project on which the student is expected to work full time with the exception of classes and seminars. Students usually rotate through three programs and select a Major Advisor by the end of the first semester. However, students have the option of participating in more than three rotations if they so desire.

New students are responsible for setting up their rotation schedules. The exact start time and length of each rotation is flexible, but students usually begin their first rotation by the second week of classes. The first step is to narrow down potential research programs based on faculty research descriptions and faculty interest in recruiting new students. In some rare cases, faculty may indicate during the orientation that they are not accepting new students if their laboratories are currently full or they are planning to retire. Students should visit the appropriate faculty member to indicate an interest in participating in a rotation in their research program and to discuss the feasibility and timing of the rotation. Setting up the rotation schedule sometimes requires a little juggling, as a faculty member may have several students who are interested in rotating during the same semester.

Once a rotation schedule is set, please give a copy to the Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley, so that he knows where to contact you during the first semester.

Selection of a Major Graduate Advisor

All students in graduate programs must have a Major Graduate Advisor who is a member of the NCSU Graduate Faculty in the student's Major Program (See Section I).

Once laboratory rotations are completed, the student selects a Major Graduate Advisor. This important decision should be made with considerable thought and information. Toward the end of the third rotation, the student should meet with the Director of Graduate Programs to discuss the rotations and potential advisors. This meeting should be held before a final decision is made.

A number of tips for selecting advisors has been compiled by Genetics and Genomics graduate students and is listed in Appendix A. Students often have a clear idea from their rotations of which faculty member they would like to have as an advisor, while in other cases, students are enthusiastic about more than one of their rotation advisors. In the latter situation, it is advisable to revisit the faculty to discuss potential graduate projects in more detail.

Once a student settles on an advisor, the student should set up a meeting with the faculty member and indicate an interest in working with that person. At that time the faculty member will accept or decline the student as an advisee. Although it is rare, a faculty member may decline a student because they are concerned about funding, have accepted other new students or feel that the student does not fit into their program. After the selected faculty member has agreed to take the student as an advisee, the student should speak with each of the other rotation advisors in person to thank them for the opportunity to rotate with them and to indicate that they have selected another advisor. Please be sure to extend this courtesy to the rotation advisors even though you may feel uncomfortable about informing them that you have selected another advisor.

D. First Year - Second Semester of Study (M.S. and Ph.D. Students)

Initiation of the Research Program

All candidates for the M.S. or Ph.D. degrees in Genetics are required to conduct a program of original research. Once the advisor is selected, the student and advisor select the research topic. The research program should initiate in the second semester and continue throughout the degree program. It is expected that this work should make an original contribution to scientific knowledge and should be suitable for publication in professional journals. The research constitutes a vital aspect of graduate student training, and successful completion of the graduate program will be measured largely by the quality of this research.

Selection of a Graduate Advisory Committee

Soon after selecting a Major Graduate Advisor, the student, in conjunction with the advisor, will select a Graduate Advisory Committee. The functions of this committee are to direct the student's coursework, provide advice and expertise with regard to their research program, give the preliminary and defense examinations and evaluate and critique the thesis or dissertation. Like Major Graduate Advisors, members of the Graduate Advisory Committee must be members of the NCSU Graduate Faculty. For a current list of members of the Graduate Faculty, visit the [Graduate School website for Graduate Faculty](#). It is the student's responsibility, with the assistance of the Graduate Services Coordinator and their graduate advisor, to select a graduate advisory committee. The graduate advisor serves as chair or co-chair of the committee, consisting of graduate faculty members. The Director of Graduate Programs (DGP) approves and electronically submits the advisory committee names to the Graduate School for final approval.

Advisory Committee Requirement and Composition

Statements of Mutual Expectation/Statement of Rotational Expectation

Beginning in the Spring of 2025, all students who join a lab both for their doctoral research, or when they participate in rotations are expected to collaborate with the PI/Advisor to create a document that outlines mutual expectations for the collaboration. To ensure mutual understanding of expectations and responsibilities between a graduate student and faculty mentor, require that a Statement of Mutual Expectations (SME) or Statement of Rotational Expectations (SRE) is prepared at the start of every graduate research assistantship and updated annually (with completion of the student annual report). Specifically, the SME aims to:

- Assist the student in understanding their responsibilities and how to meet their mentor's expectations.
- Assist the mentor in providing a safe, mutually respectful, and productive training experience for the student.
- Establish a clear mechanism for the student and mentor to resolve conflicts should they arise.

After the SME or SRE is created should send to Tyler DeAtley, so he can store it so the program has a living file of your progress. An SME should be revisited and resigned yearly when a RA contract is renewed.

All students in graduate programs must have a graduate advisor who is a member of the graduate faculty in the student's major program. The graduate advisor is appointed by the Dean of the Graduate School upon recommendation of the DGP. In the case of doctoral programs and master's programs requiring theses and/or final oral examinations, the graduate advisor serves as chair or co-chair of the committee.

1. Committee Administrative Structure

- a. Every committee shall have a chair or two co-chairs or a chair and a vice-chair.
- b. A vice-chair is a full member of the graduate faculty and is required on doctoral committees in which the chair is an associate member of the graduate faculty. The vice-chair, who is subordinate to the chair, will be responsible for ensuring that appropriate procedures are followed and that adequate mentoring of the student is taking place. In no other situation will a vice-chair be allowed.
- c. Co-chair means equally shared responsibilities.

2. Master's Students

- a. For master's students in all programs except "[Option B](#) (Refer to d. of the Master's Students section below)," the committee consists of a minimum of three graduate faculty members, including the graduate major advisor or committee chair. If a minor has been declared, one member of the committee must be from the minor field. The Graduate School verifies the committee when the DGP submits the Request to Permit to Schedule the Master's Oral Examination.

- b. If a minor has not been declared, it is up to the individual program whether to require external representation on the committee. In a master's program of graduate study in which the minor is classified as interdisciplinary, one of the areas must be represented by a committee member from that area. [*Recommended by the Administrative Board of the Graduate School and approved by the Dean of the Graduate School on 12/12/91.*]
- c. Option B master's students do not require a committee. However, the Graduate School will verify the appropriate major advisor when the DGP submits the student's Request for Option B Graduation Checkout.
- d. [Changing Master's Programs to "Option B"](#) Master's degree programs that require final oral examinations may petition the Graduate School for permission to operate the program with a single advisor and to eliminate the final oral examination (Option B). Option B Master's degree programs may not carry an officially designated minor. Petitions need the approval of school/college-level Graduate Studies Committees and must be made for an entire degree program, rather than for individual students. The Administrative Board of the Graduate School will review each petition and make appropriate recommendations to the Dean of the Graduate School. The petition form is entitled Proposal for Changing Non-Thesis Graduate Degree Program Requirements to Option B.

3. Doctoral Students

- a. Doctoral programs require a minimum of four graduate faculty members, including the graduate advisor who serves as chair or co-chair of the committee. One of these faculty members must be from the minor field if the student has declared a minor.
- b. If a doctoral graduate committee has no representation outside of the student's graduate program, a Graduate School Representative is required.
- c. When a minor is not required and has not been declared, it is up to individual programs whether to require external representation on the four-person committee (excluding the Graduate School Representative). An associate member of the graduate faculty may co-chair the committee if the other co-chair is a full member, and may chair the committee as long as a full member serves as vice-chair (see A.1.b above). [*Recommended by the Administrative Board of the Graduate School and approved by the Dean of the Graduate School on 6/16/2010.*]
- d. The committee is indicated on the Graduate Degree Audit, which is submitted no later than when the student has completed 18 hours of graduate coursework. In this way, the committee is officially recommended by the DGP and must be

approved by the Graduate School at the time of the approval of the Graduate Degree Audit. The Graduate Degree Audit is submitted online through *MyPack Portal*.

- e. At the time that the Graduate Degree Audit is approved, the Graduate School appoints the Graduate School Representative (see Section 1.6) to serve on the doctoral committee.

Functions and Requirements of the Advisory Committee

The primary function of the committee is to advise the student in all aspects of the educational program and to monitor and evaluate that student's progress toward the degree. The Graduate Advisory Committee minimally should meet once per academic year, or as often as needed, to evaluate student progress. Students are strongly encouraged to touch base each semester with advisor committees and provide a progress report in semesters where they are not formally meeting with their committee. Format of progress reports should be decided amongst the student and their committee. Thus, the committee must be very active throughout the student's program of graduate training, beginning with helping the student prepare their Graduate Degree Audit. The committee should provide an intellectually stimulating foundation for the student's professional and scholarly development and should be sensitive to any difficulties in the student's progress, research performance or methodology requiring attention.

The committee certifies whether the student has met NC State's standards for a graduate degree. Advising and guiding the student on how best to qualify for the requirements of a degree is a key part of this responsibility. The committee and the student are encouraged to meet in formal sessions at appropriate intervals to critically assess the student's progress; such meetings may be requested by the student or by any member of the committee. However, the necessity of frequent personal contact between the student and committee members cannot be overemphasized. Committee members have the obligation to express to the student any concerns they may have regarding the student's performance, to stipulate the level and quality of work expected, and to offer guidelines to aid in the fulfillment of those expectations.

Thesis and Dissertation Responsibilities

The chair/co-chair/vice-chair and, to a lesser extent, the other members of the advisory committee are responsible for the following aspects of the thesis or dissertation and the related or associated research experience:

1. Approval of the subject matter and methodology of the thesis or dissertation research;
2. Approval of the organization, content and format of the thesis or dissertation according to NC State required and optional formatting guidelines as provided in the Thesis and Dissertation Guide;
3. Review of and comment on drafts of various sections of the thesis or dissertation, including (a) the quality of data and evidence, (b) logical reasoning, and (c) the editorial, linguistic and bibliographic quality;

4. Evaluation of the thesis or dissertation as a basis for certification that the student has fulfilled the requirements of the degree for which they are a candidate; and
5. Encouragement of and advice to the student and review of manuscripts based on the thesis or dissertation research for publication in the scholarly literature of their field.

Process of Submitting Names of Committee Members to Graduate School

Graduate programs that submit students' Plans of Graduate Work to the Graduate School electronically (via MyPack) necessarily list the committee members on one of the accompanying MyPack screens. Any changes in committee members can likewise be submitted electronically.

In some special situations, it is necessary to submit Plans of Graduate Work in hard copy form. In so doing, the committee members must be designated on the form. Should the student, in consultation with their advisor, wish to change any members (see below), they must submit a revised Graduate Degree Audit with the new members, indicating that this change has been approved by the advisor and by the DGP. Original signatures of the student, the committee members, and the DGP must be included. The revised and signed Graduate Degree Audit must then be submitted to the Graduate School by the DGP.

Committee Members from Other Institutions

If the program recommends the appointment of a committee member who is not an NC State graduate faculty member, it should be made clear to that person that they will be expected to participate in the comprehensive oral examinations. The selection of committee members will generally depend upon the student's major interest and research and also upon the availability of certain faculty members.

In addition to graduate faculty from NC State, there are three types of non-NC State faculty who may be appointed to a graduate committee: inter-institutional faculty, external (voting) members, and technical consultants.

1. Inter-institutional Graduate Faculty

- a. **Graduate Faculty from UNC-CH, UNC-G, and Duke.** A member of the graduate faculty from the University of North Carolina at Chapel Hill, the University of North Carolina at Greensboro, or Duke University may serve as one of the required committee members when appropriate. These are courtesy appointments and the members serve at the pleasure of the DGP of the program, the Associate Dean of the College involved, and the Dean of the Graduate School.
- b. Members of professional programs at these institutions, such as faculty at the School of Law or Medical School at UNC or Duke, cannot serve as automatic graduate faculty unless their appointment at their respective institution explicitly states that they are on the graduate faculty. A Graduate Advisory Committee Appointment Form for Inter-institutional Member must be completed for faculty from these institutions. Should their appointment be for that professional school

only, then they must follow the guidelines discussed for External Members and/or Technical Consultants (see below).

- c. **Cooperative Doctoral Program Graduate Faculty from UNC-system Institutions.** In addition to the non-degree-specific inter-institutional arrangement of NC State, UNC, UNC-G and Duke, NC State has established cooperative doctoral programs with other UNC-system institutions. Faculty from UNC-C, UNC-W, and NC A&T, participating in cooperative doctoral programs with NC State do not require a special form to be appointed to a student's advisory committee.

2. External Members

A faculty member from another university (who is not an inter-institutional graduate faculty member) or a professional from industry or government with credentials comparable to those required for membership on the graduate faculty, may serve as an external member, in addition to the number of committee members normally required (four for doctoral degrees and three for master's degrees).

- a. **Appointment.** To appoint an external member, the DGP must submit a Graduate Advisory Committee Appointment Form for External Member/Technical Consultant along with the proposed external member's curriculum vitae.
- b. **Responsibilities.** External members will have full voting privileges and are expected to participate in the student's preliminary and final examinations. They will also be consulted in the development of the student's Graduate Degree Audit and will sign the thesis or dissertation of students in thesis and dissertation programs. [*Recommended by the Administrative Board of the Graduate School and approved by the Dean of the Graduate School on 6/4/92.*]

3. Technical Consultants

A person from industry, a governmental agency, or a university may, upon recommendation of the committee and the DGP, serve as a technical consultant along with the required committee members.

- a. **Appointment.** To appoint a technical consultant, a Graduate Advisory Committee Appointment Form for External Member/Technical Consultant must be submitted to the Graduate School, along with a statement describing the Technical Consultant's potential contribution to the student's research or project.
- b. **Responsibilities.** Technical consultants serve in an advisory capacity to students in the conduct of research for their dissertation, thesis or master's project. Technical consultants are expected to participate in the student's preliminary and final examinations and may sign the thesis of students in thesis degree programs. However, they will not vote on the outcome of the examinations.

Representation for Minor Coursework at Another Institution

When all or most of the course work in the minor has been completed at another institution and the area involved is one in which NC State offers a graduate program, the Graduate Degree Audit must be approved by a faculty member of the appropriate NC State department who serves as a member of the student's advisory committee. In certain approved minors, all of the coursework may occur at UNC-CH, Duke or UNC-G. A graduate faculty member from the appropriate institution must represent the minor.

Substitution of Committee Members for Exams

Under extenuating circumstances, it may be necessary for a member of a graduate advisory committee to have a substitute at committee meetings or the exam. The substitution of a committee member on an oral examination must be requested in writing by the DGP and approved by the Graduate School in advance of the examination. It is extremely important to have clear communication between committee members and substitutes so that new expectations or concerns do not arise at the time of the final oral examination. [*Recommended by the Administrative Board of the Graduate School and approved by the Dean of the Graduate School on 10/5/89.*]

Permanent Changes in Committee Members

1. **Changes before Examinations.** Should the student, in consultation with their advisor, wish to change any of the committee members, they must submit a revised Graduate Degree Audit with the new members, indicating that this change has been approved by the advisor and by the DGP. Original signatures of the student, the committee members, and the DGP must be included. The DGP must submit the revised and signed Graduate Degree Audit to the Graduate School.
2. **Resolving Disagreements.** Disagreements within the committee or between the student and a committee member over the quality of a student's performance are not grounds for reconstituting the committee. If the student believes that they have been unjustly or unfairly treated in efforts to resolve committee conflicts, they have the right to grieve this issue, according to the current University Grievance Procedures for Graduate Students.
3. **Changes after Preliminary Examinations.** A change in doctoral committee membership after preliminary exams requires signatures of both outgoing and incoming committee members and the student, as well as justification for the committee change. Approval by the Graduate School is required before holding any examinations.

Graduate Faculty Members

Graduate Faculty members are listed in the beginning of the Graduate Catalog and any information may also be obtained from the Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley. Professors must be nominated for Graduate Faculty (GF) status by their department or Program by sending a completed nomination form to the Graduate School. This must be completed by the Genetics and Genomics Graduate Services Coordinator and Director of the Graduate Program.

Once the student and advisor have settled on a list of potential committee members, the student typically will set up a meeting with each faculty member. The student asks the faculty member if they are willing to serve on their Advisory Committee, and gives a general outline of the research program. Most faculty members who are asked willingly serve on student committees. In some cases, a faculty member may decline to serve on a committee if they feel they are over-committed or do not really have the expertise to provide helpful input to the student.

Building an Advisory Committee:

All students in programs that require a thesis or dissertation will select a graduate advisory committee in consultation with their graduate advisor(s). Some non-thesis programs require a final oral exam (“defense”) with a committee, and some require a project, for which students may enter a “project advisor” in the Committee section of their MyPack portal. The project advisor must be from the student’s home department. If your program does not have a committee/project advisor requirement at all, you will see a message in the Committee section of your MyPack portal saying that a committee is not required.

Committee requirements may be found in the [Graduate Handbook](#). You may also contact your [Graduate Services Coordinator](#) for guidance regarding any program-specific committee requirements.

As you speak with faculty members about adding them to your advisory committee, you may add them in your MyPack Portal and save your progress until your committee is complete:

MyPack Portal > Student Homepage > Planning & Enrollment tile > Graduate Degree Planning > Committee

1. Log into MyPack Portal using your Unity ID and password
2. View your Student Homepage
3. Select the ‘Planning & Enrollment’ tile
4. From the left-hand navigation menu, select ‘Graduate Degree Planning’
5. Select ‘Committee’

To begin adding members, click the button next to “Add to Committee”:

View My Classes/Schedule

Enrollment Wizard

Enrollment Resources

Graduate Degree Planning ^

Graduate Planner

Graduate Degree Audit

Committee

Progress Reports

Apply for Graduation

Committee for Biology-PhD

Minors: None Declared

Overall Committee Status: Creating

Validate

Submit

Add to Committee +

When you add someone to your proposed committee, you will select from multiple “Graduate Committee Member Types.” The member types are summarized below, but please refer to the [Graduate Handbook](#) for more information.

- Chair – Your faculty advisor
- Co-Chair – You may have co-advisors who would each be designated as Co-Chair. If you have been approved to have a co-major, you must have a co-chair from each major.
- External – Someone from outside of NC State (or NCSU faculty/staff without graduate faculty status) who will be a voting member on your committee. This person will not count toward the minimum number of members required for the committee (four for doctoral and three for master’s). A current vitae must be uploaded when adding this member type, as external members require approval from the Dean of the Graduate School.
- [Graduate School Representative](#) (doctoral committees only) – If a doctoral graduate committee has no representation outside of the student’s graduate program, a Graduate School Representative (GSR) is required. Co-chairs can never be considered unbiased, even if they are from outside the student’s graduate program, and would therefore never be able to substitute for the GSR. If needed, the Graduate School can assign a GSR when a preliminary oral exam is requested. GSRs are non-voting members who must be present at both the preliminary and final oral exams.
- Inter-Institutional – A member of the graduate faculty from the University of North Carolina at Chapel Hill or Duke University may serve as one of the required committee members when appropriate.
- Member – NC State faculty with [graduate faculty status](#).

- Technical Consultant – Someone from outside of NC State (or NCSU faculty/staff without graduate faculty status) who will be a non-voting member on your committee. This person will not count toward the minimum number of members required for the committee (four for doctoral and three for master’s). A current vitae must be uploaded when adding this member type, as Technical Consultants require approval from the Dean of the Graduate School.

When you are finished adding members, click the “Validate” button to confirm that your proposed committee meets the general Graduate School requirements (found in the [Graduate Handbook](#)). Submit your valid committee for review by clicking the “Submit” button; **the “Submit” button must be clicked to complete the process.**

The screenshot shows the 'Graduate Degree Planning' sidebar on the left with options like 'View My Classes/Schedule', 'Enrollment Wizard', 'Enrollment Resources', 'Graduate Degree Planning', 'Graduate Planner', 'Graduate Degree Audit', 'Committee', 'Progress Reports', and 'Apply for Graduation'. The main content area displays 'Committee for Biology-PhD' with 'Minors: None Declared' and 'Overall Committee Status: Creating'. Two buttons, 'Validate' and 'Submit', are highlighted with red boxes. Below them is an 'Add to Committee' button with a plus sign.

When you submit your committee for approval, each member will receive an automated email request to approve their role on your committee. After all members approve, your committee will be routed to your DGP (Director of Graduate Program) for approval.

- Any committee members from outside of NC State (or NCSU faculty/staff without graduate faculty status) will require additional approval from the Dean of the Graduate School before your committee is routed to your DGP. When the Graduate Dean approves an Inter-Institutional member, an external member, or a technical consultant, that member will receive an email to confirm that they are approved to serve on your committee.

An approved committee will be “locked” once you request to schedule an oral exam. If you need to make changes to a locked committee, please contact your [Graduate Services Coordinator](#) for assistance.

When the appropriate number of committee members (see below) has agreed to serve, the student should add the names of their committee members using MyPack Portal. You may find the link for adding committee members under the “Graduate Degree Audit” section.

program of study leading to the appropriate degree for the student. Once the Advisor, Committee and student have developed the program, this information is submitted to the Graduate Services Coordinator via the “Graduate Degree Audit” that is found in MyPack Portal (See below under Filing a Graduate Degree Audit).

An initial Graduate Degree Audit must be completed and approved by the Director of Graduate Programs no later than the end of the first year of study. As circumstances change, the Graduate Degree Audit may be edited to better reflect any changes in the student’s course of study.

Members of the Graduate Faculty from UNC-Chapel Hill, UNC-Greensboro and Duke University may serve as one of the required members of the graduate Advisory Committee when appropriate by submitting appropriate documentation on the committee page when building your committee in your degree Audit (CV, email, home department, etc.) Remember, the professor must be a member of the Graduate Faculty of the University/College/School in question. If the professor is a new member, you should contact the Graduate School and supply the same information as listed above for new graduate faculty members from NC State University.

A faculty member from another university (who is not an Interinstitutional Graduate Faculty member), or a professional from industry or government with credentials comparable to those required for membership on the Graduate Faculty, may serve as an External Member. In addition to the number of committee members normally required, External Members will have full voting privileges and are expected to participate in the student’s preliminary and final examinations. They will also be consulted in the development of the students’ Graduate Degree Audit and will sign the thesis or dissertation. Like the inter-institutional members, you must submit appropriate documentation when adding them to your committee in your degree audit.

If there must be a change in the committee, the change must be requested in writing by completing the [Advisory Committee Modification Form](#) and be approved by the Director of Graduate Programs and the Graduate School.

M.S. Degree

The Advisory Committee for the Master’s degree will consist of at least three (3) Graduate Faculty members, one designated as the Chair and one to represent the Minor. If the Chair is an associate faculty member in Genetics, the committee must be co-chaired by a primary Genetics faculty member. In addition to the Chair or Co-Chair, at least one other committee member must be chosen from the primary Genetics faculty.

Ph.D. Degree

The Advisory Committee for the Ph.D. degree will consist of at least four (4) Graduate Faculty members, one designated as the Chair, and one to represent the Minor. If the Chair is an associate faculty member in Genetics, then the committee must be co-chaired by a primary Genetics

faculty member. In addition to the Chair or Co-Chair, at least one other committee member must be chosen from the primary Genetics faculty.

Master of Genetics Degree

The student working toward a Master of Genetics degree will be advised by a three-member committee during the degree program. The committee will consist of the Director of Graduate Programs and two additional faculty members in the Program in Genetics.

Graduate Planner and Degree Audit

NC State's Graduate Planner tool allows you and your advisor to craft a plan for the classes you wish to take in the semesters leading up to your graduation. The planner can help outline your course load and browse availability for specific classes.

How to access your Graduate Planner

MyPack Portal > Student Homepage > Planning & Enrollment tile > Graduate Degree Planning > Graduate Planner

1. Log into MyPack Portal
2. View your Student Homepage
3. Select the 'Planning & Enrollment' tile
4. From the left-hand navigation menu, select 'Graduate Degree Planning'
5. Select 'Graduate Planner'
6. If you are enrolled in multiple plans, select which one you would like to view from the dropdown menu at the top of the screen

Important Reminders

- Storing classes in your Graduate Planner does not guarantee your enrollment in those courses, or that the classes will be offered during the planned term.
- Your advisor also has access to your Graduate Planner. Work together to create the best strategy for an on-time graduation.

Features of the Graduate Planner

Add Courses to the Graduate Planner

Browse remaining requirements

Choosing to Browse Remaining Requirements is the recommended method for building your Graduate Planner. The requirements are specified by academic plan and are based on the requirements stated in the University's published catalog. You can add the courses you intend to take to your planner by selecting the outstanding requirements and indicating the term in which they will be taken.

Browse Remaining Requirements				
REQUIREMENTS	DESCRIPTION	UNITS	ADD TO	Choose Term
Anthropology-MA Cultural	ANT 511 - Anthropolog Theory	3		
Anthropology-MA Cultural	ANT 516 - Qual Research Meth	3		
Anthropology-MA Cultural	Cultural ANT Required Courses	6		Cultural ANT Required Courses
Anthropology-MA Biological	ANT 501 - Proseminar	3		

Courses added to the planner may have a red warning icon next to them if prerequisites or requirements have not been met, or if the course is planned for a term in which it is not offered. For example, if a course is only offered in Fall terms but it has been added for a Spring term, a warning icon will appear.



Browse Catalog

Choosing to Browse Catalog allows you to search for specific courses by course subject to add to the Planner. Select a subject from the dropdown menu when prompted. A list of all courses currently in the catalog for that subject will appear, along with the number of units offered for that course. You can also choose to filter the results by keyword or units. Click on the course title to view the details of the course, the terms offered, requisites, and the description.

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👍 Browse Re

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✅ Validate P

+ Add Minor

📘 Help

🔄 Submit Cu
for Approval

Browse Catalog

Choose Subject:

ACC-Accounting

Filter Results:

Choose Term

COURSE	TITLE	MIN UNITS	MAX UNITS	TAKE UNITS	ADD TO
ACC 411	Business Valuation	3.00	3.00	3.00	2024 Fall Term Add
ACC 420	Cost Acct for Effective Mgmt	3.00	3.00	3.00	
ACC 440	Enterprise Res Plan Systems	3.00	3.00	3.00	
ACC 450	Auditing and Assurance Service	3.00	3.00	3.00	

Select a course you would like to add, and choose a term to plan it for under the right “Add to Planner” dropdown. Select ‘Add,’ and the course will be added to the planner for the chosen term.

Validate Plan

Once courses have been added to the planner, you can choose to Validate the Plan from the left side of the screen. The Plan Validation may return the following errors or warnings:

- Unmet Requirements: Unmet degree requirements have not been added to the plan
- Committee: A graduate committee is required for this program but has not yet been created

- Non-Degree Courses: A course outside of the student's degree requirements
- Courses planned for terms in which they are not typically offered
- Check course requisites for these courses: Requisites are currently unmet and/or unplanned

Add a Minor

You can add a minor to your planner using the Add Minor feature, if your academic plan permits a minor. Students in academic plans that do not require a committee may not have a minor. Type in the name of the minor and click 'Search Minors.' Click on the appropriate minor to add it to your academic record. Note that you can add a minor, but to remove a minor you must contact your academic department for assistance.

Once a minor is added to your record, you will see a separate degree audit for the minor. A minor cannot be awarded unless the degree audit for the minor is complete (all requirements have been met).

Submit Customization Requests

If you would like to request a course substitution to meet degree requirements, you may request customizations in the Planner. In the drop-downs you see in the planner, select the requirement you would like the course to fulfill, then click 'Request.' You will then see 'Pending Submission' notations highlighted in yellow.

When a customized course is added to the Planner, it is not yet approved. It will be routed to your department for approval when you select 'Submit Customizations for Approval.' This will route the request(s) to your DGP (and to your advisor/committee chair if you have an approved committee). You should add all desired customizations to your Planner before submitting them for approval.

Browse Requirements Browse Catalog Validate Plan Add Minor Help Submit Customizations for Approval	2020 Fall Term		
	COURSE INFORMATION	UNITS	GRADE REQUIREMENT
	AEC 502 - Introduction to Biological Research	2	A Biology-PhD
	BIO 570 - Evolutionary Ecology Pending Submission	3	A+ Additional Coursework
	INB 895 - Doctoral Dissertation Research	6	S Research Credit Hours
	2021 Spring Term		
	COURSE INFORMATION	UNITS	GRADE REQUIREMENT
	AEC 503 - Foundations of Ecology Pending Submission	2	A Additional Coursework
	II 500 - Inter-Institutional Course [Topic: DUKE BIO 668-002]	3	A Additional Courses Additional Coursework Request
	INB 895 - Doctoral Dissertation Research	4	S Research Credit Hours

Enroll in Planned Courses

During enrollment, adding classes to the Enrollment Wizard from your Graduate Planner is a great way to stay on track for an on-time graduation.

1. Log into MyPack Portal with your Unity ID and password
2. Select your Student Homepage
3. Select the 'Planning & Enrollment' tile
4. From the left-hand navigation menu, select 'Enrollment Wizard'

Use the drop-down to select the upcoming term and to see the available options for your planned classes. Use the Enrollment Wizard's "Add to Cart" feature to temporarily store classes in your Shopping Cart before adding them to your class schedule.

You can select courses directly from your Graduate Planner:

My Schedule

My Shopping Cart

My Events

Add To Cart

★ Planner Courses

Class Search

Search Filter Options

Career:

All

Open Sections Only

Instruction Mode:

All

Wait List Ok

Session:

All

Only Courses That Fit My Calendar (including Events and Shopping Cart)

Include Cross-listed Courses ?

2024 Spring Term

COURSE	DESCRIPTION	UNITS	TERM STATUS	PRE-REQ	SECTIONS
MAE 689	Non-Thesis Full Rg	3.00	Not Offered	!	
MAE 688	Non-Thesis Half Rg	1.00	Not Offered	!	
MAE 685	MR Supervisd Teach	3.00	Not Offered	!	
7.00					

Request Previous Master's Credit

Doctoral students are eligible to request credit from a previous, completed master's degree from another university. Please work with your advisor/department to determine if you should request previous master's credit, then follow the instructions [here](#).

E. Second and Third Years of Study (M.S. and Ph.D. students)

Graduate Advisory Committee Meetings

The Graduate Advisory Committee must meet a minimum of once per academic year to evaluate student progress. The Graduate Advisory Committee and the graduate student should keep in continuous contact during each academic year.

Teaching

Genetics and Genomics Graduate students pursuing the M.S. or Ph.D. degree do not need to fulfill a teaching requirement as a part of their degree program. While we do not require students to teach in order to fulfill their degree requirements, we do recommend considering it at some point in your graduate degree. While many students will go on to serve as research scientists at governmental and industry/private institutions, many of you may find your career paths lead to higher education. A semester or two of teaching can provide useful skills for eventually transitioning to tenure-track and academic positions. The skills one develops in teaching and administering a class and supervising students can also cultivate skills that you will find handy in industry and government work. The professional development that comes from teaching and the feedback from the Teaching Faculty here cannot be understated.

Teaching positions also provide stipend support, which can be supplemented by your Advisor/PI. Teaching positions are also excellent fallbacks if the lab you are in encounters funding issues. Genetics and Genomics Program students are given preference for class appointments. Genetics and Genomics students typically will teach GN311 or 312, or another class within BIO (depending on qualifications and availability).

Graduate students who want their teaching credit to appear on their transcript may enroll in 3 credits of either Master's Supervised Teaching (GN 685) or Doctoral Supervised Teaching (GN 885).

Preliminary Examinations (Ph.D. students)

Ph.D. students are required to take both written and oral preliminary examinations. Doctoral students who enter the program without a Master's degree take the preliminary oral examination by the fall semester of their third year of study. Doctoral students who enter the program with a Master's degree may choose to take the preliminary examination earlier. If extenuating circumstances will prevent a doctoral student from taking their preliminary exam during the fall semester of their third year of study, they should submit an extension request to the Graduate Services Coordinator at least 2 weeks prior to the first deadline. Appropriate circumstances for extensions may include major life events, or significant unexpected events in the student's lab that create hurdles to progress. However, slow progress in projects or lack of preparedness are not generally acceptable justifications for an extension. Written and oral preliminary examinations for the Ph.D. candidates must be completed no later than the end of the third year of study.

Recommended Timeline for Fall Preliminary Examination

- End of September---Completion of Written Portion of Preliminary exams
 - Mid-October---Comments and Decision to Student
 - Early/Mid November---Oral Examination
- a. Students can, but are not required to, register for three credit hours of GN 890, **Doctoral Examination**. Note that GN 890 cannot be used in a student's Degree Audit. The written examination consists of a proposal written on the student's planned dissertation research. The standard preliminary format is completed as a F31 NIH Predoctoral Fellowship grant proposal, including sections on budget and personnel, with the intention of preparing the proposal for submission to NIH. Students whose research is not a good fit for the NIH F31 format may propose an alternate grant proposal for their written examination. Any alternate format should be discussed with the advisor, officially approved by the DGP, and also include all sections of the grant proposal in order to prepare for submission. **The student may discuss their proposal and ideas with their advisor and other colleagues at any time; however, the advisor may review a maximum of two drafts of the proposal and will return comments on each draft to the student within one week.**
- b. Once the student completes the suggested edits given by the committee, then all members of the advisory committees must receive the final written proposal examination. Minor revisions and clarifications may be requested by the committee members at this time, but the committee must give a pass or fail decision on the final written proposal examination in a timely manner. A unanimous favorable vote of the committee is necessary for the student to pass the written examination. Students who fail the final written examination will not be admitted to candidacy.
- c. After the satisfactory completion of the written comprehensive examination, the student should schedule the oral examination. This is scheduled through the Graduate School by contacting the Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley, after notification from the Advisory Committee that the student has passed the written examination. The oral examination cannot be scheduled until the student receives notification that they have passed the written examination. Forms for scheduling the oral examination must be received in the Graduate School no later than two weeks (10 business days) prior to the date of the scheduled oral examination.
- d. The oral examination consists of an oral defense of the research proposal. Though the examination focuses on the proposal, all facets of Genetics knowledge may be examined. The purpose of the oral examination is to demonstrate a thorough working knowledge of Genetics, the ability to apply this knowledge, and the ability to use the scientific method in solving problems.

- e. The oral examination must have a unanimous favorable vote from the Advisory Committee for the student to pass the oral examination. If the student does not pass the oral examination, the Advisory Committee may recommend a re-examination to be completed by **the completion of the following term**. A unanimous favorable vote from the Advisory Committee is required to pass this re-examination. Students who fail the oral examination will not be admitted to candidacy.

The following timeline are provided for doctoral students taking their preliminary examination in the spring semester. This applies to students who wish to take the preliminary exam early or who have requested and been approved for an extension.

Recommended Timeline for Spring Preliminary Examination

- End of January---Completion of Written Portion of Preliminary exams
- Mid-February ---Comments and Decision to Student
- Early/Mid-March---Oral Examination

F. Last Year(s) of Study (M.S. and Ph.D. Students)

Final Advisory Meeting with Graduate Advisory Committee

The student must meet with the Advisory Committee six to nine months before the expected graduation date to allow the committee to evaluate the research and to approve the final research plan and tentative graduation date.

Final Oral Examination

a. Master of Genetics Candidates

The student must pass an oral examination administered by the Advisory Committee at the end of the degree program. The emphasis of the examination would be course work rather than research. As with M.S. and Ph.D. students, an exit interview with the Director of the Graduate Program is required at the end of the degree program.

b. M.S. Candidates

M.S. candidates are required to pass an oral comprehensive examination and thesis defense. This examination is taken during the final semester of graduate study after completion of the thesis. In this exam, the student will be required to defend the scientific methodology, merit and conclusions of the thesis research. The unanimous approval of the Advisory Committee is required to pass the examination. After any revisions in the thesis specified by the committee have been made, the thesis is submitted to the Graduate School online through the ETD Submission System.

The Master's student's request to schedule the final oral examination must be received by the Graduate School at least 14 business days or two weeks prior to the proposed examination date. The Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley will prepare

and send the final oral examination request form to the Graduate School. The student is responsible for arranging the date and time with their committee and reserving the examination room with the Genetics and Genomics Graduate Coordinator.

c. Ph.D. Candidates

The oral defense of the dissertation is the third and final examination for Ph.D. students. This occurs in the final semester of graduate study after completion of the dissertation. In this examination, the student will be required to defend the scientific methodology, merit, and conclusions of the dissertation research. The unanimous approval of the Advisory Committee is required to pass the examination. After any revisions in the dissertation specified by the committee have been made, the dissertation is submitted to the Graduate School.

The Ph.D. student's request to schedule the final oral examination must be received by the Graduate School at least two weeks (10 business days) prior to the date requested. The request may be made no earlier than four months after successful completion of the Preliminary Examination. Once again, it is the student's responsibility for setting the date and time of the examination with the committee members and the Graduate School representative and then providing the information to the Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley so that the final oral exam form can be submitted to the Graduate School in a timely manner. (The Graduate School representative will be the same as first appointed to your committee.) The student must also reserve the oral examination room and the room to hold their seminar.

Thesis/Dissertation Seminar

All students are required to present a formal seminar for each degree describing their graduate research project (rationale, methods, data, and conclusions). This seminar is presented during the final semester of candidacy in conjunction with the Final Oral Examination. The student is also responsible for submitting the title for their seminar to Tyler DeAtley in time for their defense seminar notice to be announced to the Genetics Program. Likewise, we strongly encourage all students to attend every defense. It is a showing of program comradery, support, and an excellent opportunity to expand your knowledge.

Preparation of the Thesis or Dissertation

Upon completion of the research program, the results of this research are presented to the student's Major Professor and Advisory Committee in the form of a thesis (M.S.) or dissertation (Ph.D.). The thesis or dissertation must be approved by the Chair/Co-Chair before it is submitted to the Advisory Committee for review. It is the responsibility of the student and Chair/Co-Chair to ensure that the material is in final form and of high quality before review by the committee. ***The Advisory Committee is responsible for reviewing the scientific merit of the work and should be given at least two weeks (preferably more) before the final oral examination date to accomplish this.***

All theses and dissertations must be submitted to the Graduate School electronically using the [ETD Submission System](#). You must submit your draft thesis immediately after the final examination is successfully completed (within 24 hours of receiving an unconditional pass). This must be completed by the graduation deadline for the semester as noted in the [Graduate School ETD Deadline webpage](#). Students must electronically submit the draft PDF file of their thesis or dissertation to the Thesis Editor via the ETD submission system for the thesis review.

This cannot be done until after the final examination is completed and your final examination report form is signed. This must be completed by the graduation deadline. The Thesis Editor will check the thesis/dissertation to make sure that there are no errors and that it conforms to the guidelines for thesis preparation. If any changes are necessary, the Thesis Editor will contact you. You will have a specified length of time to make corrections and return the thesis. If you do not return the thesis on time, you will not have met the graduation deadline date and will not be allowed to graduate. Therefore, you will need to register for the next semester to fulfill the continuous registration policy. If you return the thesis on time, you will be cleared for graduation. Please refer to the [Graduate School ETD web site](#) for further information regarding the ETD process.

It is strongly recommended that you attend an Electronic Thesis and Dissertation (ETD) Workshop in preparation for your submission. Students may also reference the [ProQuest Dissertation Publishing Author Guide: Preparing Your Manuscript for Submission](#) as guide for preparing their thesis or dissertation for the online ETD submission. The Graduate School also has [MS Word ETD Templates](#) that are available for use online. The Genetics and Genomics Program requests that an electronic copy of the thesis or dissertation manuscript is given to the Genetics and Genomics Graduate Services Coordinator, Tyler DeAtley, to be placed in the student's file.

[ETD Deadlines](#)

Every Master Thesis and Doctoral student has 3 ETD deadlines to meet in sequential order:
Three ETD Deadlines:

- 1. ETD Review Deadline**

(A choice of 2 review deadlines to pick from: 1. No Registration Required or 2. Registration Required. See below.)

- 2. Final* Error-Free ETD Deadline**

*The final deadline is ONLY for students who met the semester's ETD Review deadline. The review must take place before a final can be submitted. This is for students who met either the No Registration Required or Registration Required review deadlines)

- 3. Final Committee Approval Deadline**

Deadline Dates

	Spring 2026	Summer 2026	Fall 2026
No Registration Required <i>*first ETD draft due</i>	01/11/2026	05/19/2026	08/16/2026
1st Day of Classes	01/12/2026	05/20/2026	08/17/2026
Registration Required <i>*first ETD draft due</i>	03/24/2026	06/29/2026	10/30/2026
Apply to Graduate and Required Doctoral Forms	03/24/2026	06/29/2026	10/30/2026
Final Error-Free ETD	04/07/2026	07/13/2026	11/13/2026
Final Committee Approval	04/21/2026	07/27/2026	11/27/2026
Graduation Date	05/09/2026	08/04/2026	12/12/2026

Choice of Two Thesis Review Deadlines:

There are 2 ETD Review Deadlines to choose from. The student is to choose ONE ETD Review Deadline for the ETD review.

- 1. No Registration Required ETD Review Deadline**
- 2. Registration Required ETD Review Deadline**

Deadline Definitions:

- 1. No registration required ETD review deadline:** Date by which a thesis or dissertation student must unconditionally pass the final exam and submit for the ETD Review in order to avoid registering for the semester in which they are graduating. Students meeting this deadline will not be allowed to register in the same academic program for any subsequent semester. The final ETD file is to be submitted before the Final ETD Approval Deadline and committee approval must be completed by the Final ETD Committee Approval Deadline.
- 2. Registration required ETD review deadline:** Date by which a thesis or dissertation student must unconditionally pass the final exam and submit for the ETD Review while being registered for the semester in which they are graduating. Students meeting this deadline will not be allowed to register in the same

academic program for any subsequent semester. The final ETD file is to be submitted before the Final ETD Approval Deadline and committee approval must be completed by the Final ETD Committee Approval Deadline.

3. **Apply to graduate deadline:** Date by which all graduate students must apply to graduate in a given semester. A student must apply to graduate in order to participate in the graduation exercises, have their transcript posted, and receive a diploma. Thesis and dissertation students must have also completed an ETD Review by this deadline; however, their graduation will still be contingent upon approval of the final ETD by the ETD Reviewer and Committee Approval by the respective deadlines.

Students may apply to graduate in MyPack Portal. Students are advised to apply to graduate before the defense is scheduled, but the application to graduate can be submitted at any time up until 5:00 p.m. on the Apply to Graduate deadline.

4. **Final error-free ETD deadline (for both registration required and no registration required final ETDs):** Date by which a thesis or dissertation student who met that semester's review deadline (either the No Registration or Registration Required), must submit the final error-free ETD to the ETD Reviewer in order to graduate at the end of the semester. Graduation will still be contingent upon approval of the final ETD by the student's advisory committee before the expiration of the Final ETD Committee Approval Deadline.
5. **Final committee approval deadline (for both registration required and no registration required final ETDs):** Date by which a thesis or dissertation student must submit and have the final ETD approved by all members of their advisory committee in order to graduate at the end of the semester.
6. **Graduation date:** The date degrees are conferred. For fall and spring graduations, this is also the date of the graduation ceremony (There is not a specific summer graduation ceremony— summer grads may participate in the fall ceremony).

Application for Graduation

The Graduate School requires that each student must apply to Graduate in MyPack Portal for the term in which they plan to graduate. Students should apply to graduate before the defense is scheduled, but it can be done at any time in the semester up until 5:00 p.m. on the Registration Required ETD Review Deadline. Students must apply to graduate in order to finalize their degree. If a student has a minor, they must also apply to graduate for the minor. Be sure to check the listing of your name and the address that you want your diploma mailed to. The Biological Sciences Department, Genetics Program, The College of Sciences, and Graduate School must clear you for graduation before the University will confer your degree

Doctoral Graduation Attendance Notification (DGAN) (Both PhD and EdD)

To complete the Doctoral Graduation Attendance Notification, you must have first applied to graduate for the semester. The DGAN officially notifies the Graduate School if you will attend the University Commencement Ceremony at the PNC Arena. The DGAN has two parts. The first requires you to enter some information about yourself, your desire to attend the ceremony, and your faculty sponsor's name. It also requires you to phonetically spell your name. The DGAN's second part requires you to record the correct pronunciation of your name, so that the ceremony speaker can announce your name properly. You should record your name exactly as you want it to be announced at the ceremony. After you record your name, the file will display on the website; **you must wait until the system loads your file and confirms that the process is complete.** If you do not, your voice recording will not be saved, and you will be asked to re-submit the entire DGAN. To complete the Doctoral Graduation Attendance Notification, you can access it directly via go.ncsu.edu/dgan. Follow the directions as provided to submit your notification. A confirmation screen will show when the process is complete.

Apply to Graduate

Each student must Apply to Graduate in MyPack Portal for the term in which they plan to graduate. Students should apply to graduate prior to submitting their ETD for review and no later than the [Apply to Graduate Deadline](#). If a student has a minor, they must also apply to graduate for the minor. To Apply to Graduate:

Log into MyPack Portal.

Select Student Homepage.

Select Planning & Enrollment tile.

Select Apply to Graduate. Follow the directions provided to submit the Application to Graduate.

The Graduate Services Coordinator, in conjunction with the Biological Student Services Office, will contact you and inquire if you wish participate in the Biological Sciences Graduation Ceremony. If your Advisor/PI's home department is outside of Biological Sciences (such as in CVM or in CAL, you can participate in their ceremony, if they have one, if you wish.

List of Required Forms:

1. **Survey of Earned Doctorate (SED) (PhD only. EdD does not complete the SED)**

The SED is completed online using this [link](#). The system will automatically email the ETD Reviewer when the SED has been completed and the ETD Reviewer will mark the respective check box in the ETD System Dashboard when the required Certificate of Completion is received. Please note that the commencement date is one of three Choices: 05/YEAR, 08/YEAR or 12/YEAR. For your information: [Purpose and Use Brochure](#) and [Confidentiality Brochure](#). Online SED: [Survey of Earned Doctorates \(SED\)](#).

2. **Doctoral Graduation Attendance Notification (DGAN) (Both PhD and EdD)**

To complete the Doctoral Graduation Attendance Notification, you must have first applied to graduate for the semester. The DGAN officially notifies the Graduate School if

you will attend the University Commencement Ceremony at the PNC Arena. The DGAN has two parts. The first requires you to enter some information about yourself, your desire to attend the ceremony, and your faculty sponsor's name. It also requires you to phonetically spell your name. The DGAN's second part requires you to record the correct pronunciation of your name, so that the ceremony speaker can announce your name properly. You should record your name exactly as you want it to be announced at the ceremony. After you record your name, the file will display on the website; **you must wait until the system loads your file and confirms that the process is complete.** If you do not, your voice recording will not be saved, and you will be asked to re-submit the entire DGAN. To complete the Doctoral Graduation Attendance Notification, you can access it directly via go.ncsu.edu/dgan. Follow the directions as provided to submit your notification. A confirmation screen will show when the process is complete.

3. **Apply to Graduate**

Each student must Apply to Graduate in MyPack Portal for the term in which they plan to graduate. Students should apply to graduate prior to submitting their ETD for review and no later than the [Apply to Graduate Deadline](#). If a student has a minor, they must also apply to graduate for the minor. To Apply to Graduate: Log into MyPack Portal. Select Student Homepage. Select Planning & Enrollment tile. Select Apply to Graduate. Follow the directions provided to submit the Application to Graduate

Exit Interview

All graduate students are required to have an exit interview with the Director of the Genetics and Genomics Graduate Program before leaving the program. The purpose of the interview is for the Director to obtain information directly from the student regarding the graduate training program.

Graduation

Formal commencement exercises are held at the end of spring and fall semesters, but any student who graduated the preceding second summer session is eligible to participate in the December commencement if they notify the Graduate School in writing by the Graduation Application deadline in advance of the actual commencement date. Conversely, any student scheduled to graduate in the spring or fall semesters but not planning to attend commencement exercises should notify the Graduate School in writing of the desire to have the degree conferred *in absentia*.

[Departure from the University before completion of the degree requirements](#)

A. Terminating an Active Program

A student who wishes to terminate their graduate program must first notify their department or program in writing. The Director of Graduate Programs (DGP) then

forwards the request to the Graduate School for approval.

If the student is not in good standing, the student will receive a 'Termination' notation on their transcripts. If the student is in good standing, the student receives a 'Termination without prejudice' notation on their transcripts.

If the student has preregistered, notification to withdraw must be approved before the last day of the drop period. The student is responsible for dropping all classes for the upcoming semester.

B. Withdrawal Prior to the End of the Official Drop Period (of the semester in which currently enrolled)

Withdrawal prior to the end of the drop period is a release from the University for the remainder of the semester. Students considering withdrawal should consult their advisor and DGP. A student who wishes to drop all courses and who has preregistered and prepaid must go through the official withdrawal process which can be found at MyPack Portal: Student Self Service > Enrollment > Term Withdrawal. NC State students carrying course work at another campus under the Interinstitutional Registration Program must also contact the Department of Registration and Records to initiate the paperwork necessary for removal from the class roll at the other institution.

NC State students carrying coursework at another campus under the Interinstitutional Registration Program must also contact the Department of Registration and Records to initiate the paperwork necessary for removal from the class roll at the other institution.

C. Late Withdrawals

Graduate students may receive withdrawals after the last day of the official drop period but before the end of the semester. Students considering withdrawal should consult their advisor and DGP. A student who wishes to pursue a withdrawal must go through the official withdrawal process can be found at MyPack Portal: Student Self Service > Enrollment > Term Withdrawal. Withdrawals will be considered under one or more of the following conditions:

1. Certification by a physician of inability to continue for medical reasons. Such medical petitions are subject to review by a University physician at the Student Health Center.
2. Certification by the Counseling Center or by an independent psychiatrist or psychologist of inability to continue for psychiatric/psychological reasons. In this case, the Counseling Center reserves the right to review pertinent records and to reexamine the student if necessary before recommending withdrawal. This is to certify that:
 1. there has been a significant decrease in the student's usual level of psychological functioning, and
 2. that regaining the previous level of functioning will involve a process of sufficient academic disruption to make continuing as a student unreasonable. In this

situation a “hold” may be placed on the student’s readmission pending certification by the Counseling Center or independent psychologist/psychiatrist that the student has regained an appropriate level of function and can be expected to maintain that usual level of psychological competence.

3. Documentation of a personal or family hardship that adversely affected the student’s academic performance in a significant way.

The DGP, Dean of the College, and the Graduate School will review the student’s request, consulting with the Counseling and Student Health Centers as appropriate. Once a final decision has been rendered, the student will be notified of that decision.

D. Retroactive Withdrawals

Requests for retroactive withdrawals may be made if the semester in which the student was registered has passed. Such withdrawals will normally be for an entire semester rather than for individual courses. Students considering such withdrawals should consult their major advisor and DGP. A student who wishes to pursue a retroactive withdrawal must go through the official withdrawal process through the Counseling Center. Withdrawals will be considered under one or more of the following conditions:

1. Certification by a physician of inability to perform during the semester in question. Such medical petitions are subject to review by a University physician if a request for consultation is made by the Counseling Center.
2. Certification by the Counseling Center, or by an independent psychiatrist or psychologist, of inability to perform during the semester in question for psychiatric/psychological reasons. In this case, the Counseling Center reserves the right to review pertinent records and to reexamine the student if necessary before recommending withdrawal. The certification must show a significant decrease in the student’s usual level of psychological functioning resulting in severely diminished performance.
3. Documentation of a personal or family hardship that adversely affected the student’s academic performance significantly during the semester in question.

The Counseling Center will communicate their recommendation to the Dean of the College in which the student was enrolled. The Dean of the College will review the student’s request and the Counseling Center’s recommendation, consulting with the student’s DGP if appropriate, and make a recommendation to the Graduate School. The Dean of the Graduate School will approve or deny the student’s request accordingly.

E. Effect of Withdrawal on Meeting Continuous Registration Requirement

Any student enrolled in a graduate program who is registered for a given semester or summer session and withdraws during the official registration period (typically the first 10 or 5 working days of a semester or summer session, respectively) must obtain a leave

of absence to meet the requirement for continuous registration. However, those students withdrawing after the official registration period ends DO NOT need to obtain a leave of absence and will be considered by the Graduate School as having met their continuous registration requirement.

F. Effect of Withdrawal on Permanent Record

Neither courses nor grades are recorded on the permanent record for students who withdraw during the regular drop period. After the last day of the official drop period withdrawals without academic penalty are granted by the Counseling Center only under exceptional circumstances. In such cases, neither courses nor grades are recorded on the permanent record.

G. *The Paper Trail*

REQUIRED FORMS/ACTIONS*	WHEN REQUIRED	WHO INITIATES
Complete, official transcripts from universities and colleges attended, including degrees and dates awarded	Before the beginning of the first semester of enrollment	Student is responsible for providing official transcripts to the Graduate School.
Signed Patent Agreement	Before the end of the first semester of enrollment	Initiated by student and submitted to the Graduate School by the DGP
Appointment of Advisory Committee and submission of Graduate Degree Audit	During second semester or earlier	Initiated by student with Advisor and Committee. Approved and submitted to the Graduate School by the DGP
Assignment of Graduate School Representative, if required (doctoral students only)	After Graduate Degree Audit has been approved by Graduate School	Appointed by the Graduate School
Request to Schedule the Preliminary Oral Examination (doctoral students only)	After written preliminary exams have been passed, but no later than one semester prior to final oral exam. Request must be received in Graduate School at least 14 working days prior to proposed exam date.	Initiated by student to the Genetics and Genomics Graduate Coordinator and submitted to the Graduate School by the Genetics and Genomics Program Graduate Coordinator
Application to Graduate	Thesis Students - when Final Oral Exam is scheduled, but no later than the Apply to Graduate Deadline Non-Thesis Students - due by the Apply to Graduate Deadline	Initiated by student online via MyPack Portal, by navigating to Student Self Services, Degree Progress/Graduation, Apply for Graduation

Request to Schedule the Final Oral Examination (doctoral students only)	Must be received in Graduate School at least 2 weeks prior to proposed exam date (see right), and no earlier than 4 calendar months after successful completion of preliminary exam	Initiated by student to the Genetics and Genomics Graduate Coordinator. Submitted by GCS/DGP. Student must also apply to graduate at the same time via MyPack Portal.
Request for a Permit to Schedule the Master's Oral Examination (master's students only)	Must be received in the Graduate School at least 10 working days before the examination is scheduled	Initiated by student to the Genetics and Genomics Graduate Coordinator. Submitted by GCS/DGP. Student must also apply to graduate at the same time via MyPack Portal.
Draft submission of thesis or dissertation to Graduate School for thesis review	Immediately after final examination is successfully completed (within 24 hours of receiving an unconditional pass). This must be completed by the graduation deadline for the semester as noted in the Graduate School Calendar.	Student must electronically submit the draft PDF file to the Thesis Editor via the ETD submission system for the thesis review.
Final submission of thesis or Dissertation to Graduate School for Graduate School acceptance	Final error free file must be submitted before the deadline for the semester as noted in the Graduate School Calendar.	Student must electronically submit the final error free file to the Thesis Editor via the ETD submission system for acceptance by the Graduate School.
Final committee approval of thesis or dissertation	Online approval by the student's advisory committee, through MyPack Portal before the deadline for the semester as noted on the ETD webpage.	Student unconditionally passes the final exam and the ETD is accepted by the Thesis Editor.

Genetics and Genomics Program Registration and Residency Regulations and Requirements

Waivers for core courses and transfer credits

Students who have previously taken graduate level courses may request a waiver for similar core requirements in our graduate programs. The process for a waiver is as follows. The student should contact the NC State University course instructor and discuss the content of the previous course with the instructor, preferably using the course syllabus to show the course topics and requirements. If the previous course is sufficiently similar to the core requirement, the instructor should indicate to the Director of the Graduate Program and the Genetics and Genomics Graduate Services Coordinator by email that the required course should be waived. This waiver must be approved by the Director of the Graduate Program. *A waiver is different from transfer credit.* Students who obtain a waiver must still fulfill the entire credit requirement for their degree program, by substituting additional classes or research credit for the waived classes. The choice of classes or research credit should be made by the Major Advisor and the Graduate Advisory Committee in consultation with the student. *Only students who have completed an M.S.*

degree and are pursuing a Ph.D. degree can transfer credits into their graduate program. Those who completed an M.S. at another institution may transfer a maximum of 18 credits, while those who have completed an M.S. at NC State University may transfer a maximum of 36 credits.

Additionally for the M.S. student, a graduate course that was completed while the student was enrolled in PBS status at NC State University may be considered for transfer to a master's program provided that it is at the 500-level or higher and that the grade is "B" (3.00 on a 4.00 scale) or better. All PBS credits that are used to satisfy requirements of a specific master's degree must be earned *before* the student is admitted to that degree program. See Section 2.3 of the university Graduate Handbook for information on PBS classification.

Overlap with Minor requirements

Students who elect to pursue a Minor in another discipline may use appropriate Genetics elective courses for both the Minor and Genetics requirements. For example, students who minor in Biotechnology may count BIT510 for both Major and Minor requirements.

Minimum Registration and Residency Requirements

Permission to Register

The Department of Registration and Records must have authorization from the Dean of the Graduate School before a graduate student in any classification will be permitted to register for classes. This authorization will be sent to the Department of Registration and Records at the time the student is notified of acceptance for graduate study. The Department of Registration and Records provides grade records to students at the end of each scheduled school term.

Requirement of Continuous Enrollment

After a student is admitted to the Graduate School and enrolls for the first time, they are required to maintain continuous registration. Continuous registration refers to a student's enrollment each semester, excluding summer sessions, until they have either graduated or their graduate program has been terminated. All students attending classes must be registered for either credit or audit.

1. Exceptions

a. Leave of absence

A student in good academic standing who must interrupt their graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, not to exceed one year within a given graduate degree program. The student should initiate the request with the chair of their advisory committee and have it approved by their Director of Graduate Programs (DGP) before the DGP submits it to the Graduate School. The Graduate School should receive the request at least one month prior to the first day of the term involved. The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, i.e., six (6) years for the master's and ten (10) for the doctoral. Time limits are not extended.

b. Withdrawal

- i. Withdrawal during the registration period.** Any student enrolled in a graduate program who is registered for a given semester and withdraws during the official registration period (typically the first 10 working days of a semester) must obtain a leave of absence to meet the requirement for continuous registration.
- ii. Withdrawing after the registration period ends.** Any student withdrawing after the official registration period ends DOES NOT need to obtain a leave of absence and will be considered by the Graduate School as having met their continuous registration requirements.

c. Registration in a summer session - submission of thesis/dissertation and oral examinations

All students who take their final oral examination or submit their thesis/dissertation to the Graduate School during either summer session must be registered for either the first or second summer session. Those who wish to submit their thesis/dissertation or have their final oral examination after the last day of a semester or summer session, but before the next semester or summer session, must have been registered in the semester or summer session that immediately preceded the date of submission or the date when the exam was held.

d. Graduation

Students who complete all requirements for the degree prior to the first day of the fall or spring semester or the first summer session may graduate during the next semester or summer session without being registered provided that they were registered in the immediately preceding semester or summer session and that they applied to graduate during that preceding term. Students may not graduate, or apply to graduate, during any term in which they are on a Leave of Absence.

e. Incomplete Grades

Students whose only remaining requirement for graduation is removal of an "IN" (Incomplete) grade are not required to be registered in the following semester or term in order to complete the work and graduate; however, only one registration free semester or term is allowed.

Students who anticipate not being able to remove a fall "IN" grade by the end of the spring semester should register for that spring, and any subsequent semesters needed to complete the work, to stay in compliance with the continuous registration policy. Students who fail to remove a spring "IN" grade by the end of the summer will not be terminated (because summer registration is not required for continuous registration), but they will have to register for the following fall and any subsequent semesters until the "IN" has been removed.

If a person needs to be classified as a student during the time the "IN" is being removed, registration for XXX 688 or XXX 689 is appropriate. If a student needs to be full time, registration must conform to the [full-time rules found in 3.14 B](#).

2. Failure to maintain continuous registration

Students must reapply if they are terminated at NC State because of non-compliance with the continuous registration policy and wish to resume study in their original graduate program. The student must submit a new application and pay the application fee, submitting all materials as if applying for the first time. However, letters of recommendation and GRE scores less than five years old that are on file in the Graduate School or department may be transferred to the second application, upon request.

If the program approves the student's request for readmission, the Director of Graduate Programs must submit both a letter of justification and an online DGP Decision Recommendation form to the Graduate School on the student's behalf. The Graduate School makes the final decision on the student's readmission.

3. Requirements for Full-Time/Part-Time Registration

Fall and Spring Semesters

Thesis master's or doctoral students

- Full-Time: To be full-time, students must be enrolled in at least 9 hours per semester. If they have accumulated or will accumulate sufficient hours to meet the degree requirements (a minimum of 30 and 72 for master's and doctoral degrees, respectively), they will be considered full-time until they complete their thesis or dissertation provided they enroll for at least 3 credit hours.
- Half-Time: To be half-time, students must enroll in a minimum of 4.5 but not more than 8.5 hours a semester unless they have fulfilled the hours required for program (see details above).

Master's students enrolled in a program not requiring a thesis

Master's students enrolled in plans allowing both a thesis and a non-thesis option will be classified as "non-thesis" students and subject to these rules until such time as a graduate Graduate Degree Audit designating the thesis-option is approved by the Graduate School.

- Full Time: To be full-time, students must be enrolled in at least 9 hours per semester.
- Half Time: To be half-time, students must enroll in a minimum of 4.5 but not more than 8.5 hours a semester.

International Students

The [U.S. Citizenship and Immigration Services \(USCIS\)](#) requires international students on F-1 or J-1 visas to carry a full-time course of study to remain in status. Students in their final semester who have completed the minimum hours required for a degree can use the Reduced Course Load form to enroll in fewer hours.

Co-op Students

Co-op students registered for COP 500 will be considered full-time. Students registered for only COP 501 will be considered half-time.

Waiver of Hours

Graduate students who meet certain prescribed special conditions, may be certified as either a full-time or half-time in cases where they do not meet the requirements for such as outlined above. A waiver of the uniform academic load rules requires attestation on behalf of the student by their committee chair, academic advisor, or their Director of Graduate Program and approval by the University.

Summer Terms

- Graduate students are not required to register during the summer.
- Students not enrolled in the Summer maintain their access to the library, but other facilities that are funded by students fees, such as the gym and Student Health Services, cannot be accessed without paying for a summer membership.
- Students who are employed as Graduate Research Assistants, but who are not enrolled in the University during a period of at least five weeks, are subject to Social Security tax withholding. Specifically, given Federal tax law as it relates to employment outside of student status, Social Security taxes will be withheld in June for RAs who are not registered in Summer Session I and in July for RAs who are not registered in Summer Session II. The source of funds that pays the stipend must pay the same amount of Social Security tax as is withheld from the student's paycheck during these months.
- Two special registration categories are available for Graduate Research Assistants who would not otherwise take courses in the summer: XXX 696 (Summer Thesis Research) and XXX 896 (Summer Dissertation Research), where XXX represents the course prefix of a specific department/program. Each of these courses is for 1 hour of credit, which is considered full-time enrollment for tax purposes, for the Summer and which run for 10 weeks, beginning the first day of Summer Session I and extend into Session II. Social Security taxes will not be withheld from the June or July paychecks of RAs who register for either 696 or 896.
- Please note that students who are not registered at least half time during the Summer are ineligible for Financial Aid during that period.

Minimum Course Load for International Students

1. Enrollment

International students in F-1 or J-1 status are required to maintain full-time enrollment throughout their program, uphold good academic standing and make normal academic progress toward their degree objective. Full-time enrollment at NC State University is normally defined as a minimum of 9 hours per semester (fall and spring) for graduate students. For F-1 students, one (3 credit) online or distance education course may be used each semester to help satisfy full-time enrollment requirements. J-1 students cannot use online credits to satisfy the

enrollment requirements. Students who have authorization to take a reduced course load and will take only one course in a semester are not permitted to take that course through on-line or distance education. Requirements for full-time enrollment may vary each semester based on remaining program requirements, pending completion of the academic program, and/or thesis research. Upon arrival to campus, international students should contact the Office of International Services, 111 Lampe Hall, Suite 320, 919-515-2961, for more information and/or policies concerning their entire course of study in the United States.

2. Enrollment and Distance Education

International Students will not be granted F-1 and J-1 visa documentation (the I-20 and DS-2019 respectively) based on admission to a Distance Education (DE) or Online program. Additionally, it is a violation of status for an F-1 or J-1 student to change curriculum or major from a traditional course of study to a DE or Online program after arrival to NC State University.

J-1 students (and sponsored F-1 students) are prohibited from enrolling in DE courses at NC State alternate sites of instruction, including but not limited to sites related to programs with the College of Education and the MBA program at Research Triangle Park. Any questions about international students and enrollment at alternate sites of instruction should be directed to the Office of International Services.

F-1 students may use one (3 credit) online or distance education course each semester to help satisfy full-time enrollment requirements. Students who have authorization to take a reduced course load and will take only one course in a semester are not permitted to take that course through on-line or distance education.

3. Audit Courses

Audit courses do not carry any credit and therefore do not count towards full-time enrollment. Any students who audit courses should not include such courses when calculating full-time enrollment. Courses taken as “Pass/Fail” do carry credit and therefore do count towards full-time enrollment for immigration purposes.

Students should always consult with their academic advisors concerning enrollment and changes to enrollment prior to taking any action. Students may also refer to the NC State University Policies, Regulations and Rules Handbook for further information.

4. Summer Enrollment

Students are not required by immigration regulations to enroll in the summer session if they were full-time students in the spring and will continue their enrollment in the fall. Students may choose to study, return home, or work on campus (or off-campus if eligible and if authorized in advance) in the summer. Students authorized for full-time CPT may also be exempted from enrolling in classes without jeopardizing their nonimmigrant status, but should check with their DGP or advisor first.

*In order to be exempt from Social Security and Medicare (FICA) tax withholding during the summer sessions, IRS regulations require that students be enrolled at least half time in each session. For students with North Carolina residency, the amount of FICA withholding is more than the cost of tuition. The courses, GN 696 and GN 896, Summer Research, will cover both summer sessions. In addition, **unregistered students covered by health insurance must pay a fee per summer session to Student Health Services in order to use the Student Health Services Center.** Students who are registered for classes in summer are automatically eligible to use the Center.

5. Exceptions to Full Time Enrollment

International students who complete all academic program requirements and/or meet Graduate School no-registration deadlines are considered to have completed their program for visa purposes and are neither required, nor permitted, to enroll for an additional semester.

Appendices

Appendix A

Tips for Selecting a Major Advisor (Provided by Graduate Students)

The selection of a Major Graduate Advisor is one of the most important decisions that will be made in your graduate program. Each advisor and student is unique and has their own particular strengths and weaknesses as well as style of operation and interaction. The goal of the laboratory rotations is to identify advisors who will provide the training environment that the student desires and needs to reach their degree goals. These rotations are an excellent opportunity to gain first-hand information on specific programs. Some tips for gaining the information you need to make your decision are listed below:

- Ask questions of current technicians, postdoctoral researchers and senior graduate students in the laboratory. They are extremely valuable sources of information and often are instrumental in getting a project started. However, do not choose a laboratory based solely on these individuals, since most will move on before you finish your degree.
- Ask to see copies of recent publications and current grant proposals and read them.
- Ask for specific information on current projects in the laboratory and possible projects for new students.
- Find out about the advisor's management style. Some faculty members like to have weekly progress reports and planning sessions, while some meet much less frequently with their students. You should be aware of how much direct contact you can expect.
- Find out about graduate students that have been in the laboratory before you, and what types of positions they are in now. Inquire about current students, when they expect to graduate and how many new students may enter the laboratory.
- Ask about long planned absences such as sabbatical leaves. This should not affect your decision to join the laboratory, but be aware that it will affect the planning of projects and committee meetings.

If you are not satisfied with your three rotations, inquire about doing more. A few extra months spent in the beginning are much better than ending up somewhere where you are unhappy.

Appendix B

The Genetics and Genomics Program v. Genetics and Genomics Scholars (GGS)

A point of confusion that often emerges (due in part to the similar titles) is the difference between the G&G Program and the GGS. While some students are admitted to NCSU as part of GGS, not all G&G students are in the GGS and not all GGS students end up as G&G students. While both programs have a cordial relationship with each other and cooperate in multiple facets, they distinct separate entities with different program structures and support staff. Those who did enter NCSU and eventually the G&G program GGS, you year of GGS course work can contribute to your G&G degree requirements. The 6 credit Genetics & Genomics Survey Course in the Fall can count towards your electives, and the 3 credit Genetics & Genomics Professional Development and Ethics and Genetics & Genomics Data Project Course courses can count toward your ethics and data analysis requirements respectively. If you are interested in participating in GGS after your initial enrollment, please email Director of the GG Scholars Program Martha Burford Reiskind (mbreiski@ncsu.edu).