

Master of Biological Science Degree Program

Student Handbook

2008-2009

BioLink, Professional Studies in Biological Science

123 Snyder Hall
St. Paul, MN 55108

612-625-3133

biolink@umn.edu

Table of Contents

1. New Student Registration Procedures and Course Information
2. Standard Trial Program
3. Tuition Information
4. Filing Degree Program
5. Graduate School Student Services and Online Forms
6. Transferring Credits into the MBS Program
7. Advising
8. Maintaining MBS Student Status
9. Courses and Grading
10. Cancel/Add Classes After the Deadline
11. Ethics Training
12. Application for Degree
13. Capstone
14. Commencement Ceremony
15. Resources

1. New Student Registration Procedures and Course Information

New graduate students must meet with the Director of Graduate Studies, Jim Fuchs, prior to initial registration in the Graduate School. Jim may be reached at 612-624-1215 or fuchs001@umn.edu.

Registration for classes

Class schedules and Course Guides are available at the following Web site:
<http://onestop.umn.edu/onestop/>

Registration in person may be done at 202 Fraser Hall on Minneapolis Campus or 130 Coffey Hall on St. Paul Campus

Make sure that you register as a "Graduate", and not as an "Undergraduate" student.

Student ID: New graduate students may pick up a UCard in Room 40 Coffman Union after registering.

Student email accounts:

Initiate your email account via the web at <http://www.umn.edu/initiate>

Email accounts are available to all students registered for the quarter/semester, regardless of the number of credits.

If courses are not taken during a given quarter, your email account may be extended for 3 months for a fee of \$20.00.

2. Standard Trial Program

The MBS Standard Trial Program is a trial program for students who's GPA is below the minimum Graduate School entrance requirement (preferred undergraduate grade point average (GPA) of 3.00 - on a 4.00 scale) prior to entering the program.

Students accepted into the Standard Trial Program must meet the following requirements: maintain a GPA of 3.25 or higher for six credits related to biological sciences taken at the 4xxx level or higher, taken during one semester or two consecutive terms with no incompletes or withdrawals.

The Graduate School and the MBS Program will review a student's progress after the six credits requirements have been met. Students passing the MBS Standard Trial Program will be admitted to the regular MBS Program and courses taken for the Standard Trial Program will count toward the MBS degree.

3. Tuition Information

Current tuition information is available at: <http://onestop.umn.edu/onestop/tuition.html>

Graduate-level tuition benefits offered to University of Minnesota employees through Regents Scholarship or Academic Staff Tuition Benefit programs will no longer be taxable effective

January 1, 2002. Change is part of the Economic Growth and Tax Relief Reconciliation Act of 2001, which provides an income exclusion of up to \$5250 annually for employer-provided educational assistance. For more information, call 612-625-2016.

4. Filing Degree Program

Forms for filing your degree program are available at:

Graduate School
316 Johnston Hall
or http://www.grad.umn.edu/current_students/forms/gs89a.pdf

Degree Program Forms should be reviewed by your Advisory Committee and signed by your Advisor after completion of about 10 semester credits. The Degree Program Form be submitted to the Graduate School.

The Graduate School requires that courses must have been taken no more than 7 years prior to graduation. To include courses older than 7 years (including transfer courses), a petition form must be signed by your advisor and the DGS. Expected term and year of graduation are required on this form. The petition form must then be filed with the Graduate School.

Petition form: http://www.grad.umn.edu/current_students/forms/gs59.pdf

5. Graduate School Student Services and On-Line Forms

Graduate School procedures, policies and forms are available at
http://www.grad.umn.edu/dgs/enrolled_students/policies.html

6. Transferring Credits into the M.B.S. Program

A maximum of 10 semester credits may be transferred into the program. Acceptability of courses for transferring into the program will be determined by the DGS and student's Advisory Committee.

Courses being transferred into the program must have been taken no more than 5 years prior to admission to the M.B.S. Program.

Transfer of graduate level credits into the M.B.S. Program is done at the time of filing your Degree Program.

Information about Non-Degree, graduate Credit and course transfer into Graduate Programs is available at http://www.grad.umn.edu/prospective_students/grad_nondegree.html

7. Advising

Students will be assigned (or will choose) one major advisor.

A Graduate Faculty committee consisting of 3 faculty (including the major advisor), will be assigned to (chosen by) each student. This will usually occur about the time the degree program is filed. The graduate faculty committee should provide guidance for selection of relevant courses for the student's program and provide guidance for and evaluation of the capstone project.

Tips/etiquette for contacting potential faculty mentors / capstone advisors

- Do your homework before you contact a potential faculty mentor - find out about their research areas before you contact them. If they are a good match for your interests, contact them personally by phone or email.
- Do NOT send blanket emails requesting a mentor/advisor
- Make an appointment. Many faculty are too busy for unexpected, a drop-in visit.

8. Maintaining M.B.S. Student Status

To maintain graduate student status, it is necessary to register both Spring term and Fall term to remain active in the program

Students who do not registered in Graduate School each term (summer session is excluded) become inactive, and must seek readmission to be able to register. A "Change of Status/Readmission" form must be filed and approved before students will be permitted to register. Forms are available in 309 Johnston Hall or at http://www.grad.umn.edu/Current_Students/registration/readmission.html
. A fee is required for readmission.

Grad 999 is a course number set up for students who do not wish to register for a regular course during a given term. This is a NO COST, NO CREDIT course offered by the Graduate School to allow students to maintain "Active Status." This course number can be found under the Graduate School listing of the online catalog.

The M.B.S. Program requires a minimum cumulative GPA of 3.0 to graduate from the M.B.S. program.

9. Courses and Grading

- Grading for Directed Studies may be A-F or S-N
- Grading for Directed Research will be S-N
- Limit of 7 semester credits for combined Directed Studies (Biol 6793) and Directed Research (Biol 6794)
- Limit of 10 semester credits of S-N grading
- Limit of 15 semester credits of 4XXX level courses

10. Cancel/Add Classes After the Deadline

Download the "Registration Exemption Request" form from the Graduate School Website http://www.grad.umn.edu/current_students/registration/exceptions.html

Fill out the form and have it signed by your advisor.

Mail or deliver the form to 316 Johnston Hall.

The Scholastic Committee will make a decision within 10 days and return the decision to you by email.

11. Ethics Training

The Graduate School highly recommends ethics training for all graduate students.

The following website contains useful information on policies, resource materials and workshops: www.grad.umn.edu/ethics/

12. Application for Degree

Information packets for filing for a degree program are available from the Graduate School

13. Capstone Project

Provides an opportunity for M.B.S. students to tie together what they have learned in their coursework with their present positions or career goals.

May be (but is not limited to) a literature review, a written summary of a research experience, an environmental impact statement, development of course content, or a project relevant to their workplace.

Is worth 2 credits toward the M.B.S. Degree and should represent at least 100 hours of work.

Will be approved by a 3-member graduate faculty committee, which is the same committee required for the degree program. One committee members will be the capstone project advisor.

Capstone Project Agreement Form: A Capstone Project Agreement form is required to be signed by a student's capstone advisor and Director of Professional Studies to ensure that the project will be suitable to satisfy the capstone requirement. Permission to register for Biol 6999 will not be granted until the Capstone Project Agreement form has been signed. The MBS Capstone Project Agreement forms may be downloaded from this site or are available from the BioLink office. The student, advisor and program should each have a copy of the agreement.

Capstone course designator and number: Biol 6999

Capstone Submission

The capstone project should be double-spaced and be accompanied by a one-page ABSTRACT.

Four paper copies and an electronic copy of the capstone project are required. Three copies should be distributed to your three committee members and one paper copy should be submitted to:

BioLink
College of Biological Science
123 Snyder Hall
1475 Gortner Ave.
St. Paul, MN 55108

An electronic copy of the CAPSTONE and ABSTRACT should be sent to: biolink@umn.edu

Oral Capstone Defense

When a capstone project has been approved, the student will schedule an oral exam with his (her) committee to defend the capstone project.

Please inform Carol Gross of the time and place of your capstone defense by phone or email (612-625-3133 or gross008@umn.edu).

14. Commencement Ceremony

The Commencement Attendance Approval Form must be submitted to the Graduate School. Instructions can be found at the following website:

http://www.grad.umn.edu/current_students/forms/masters.html

15. Resources

Writing Assistance

The Center Writing - <http://writing.umn.edu/>

Financial Aid

University Minnesota Listing of Grant and Scholarship Resources -

http://onestop.umn.edu/onestop/Financial_Aid/grants/OSF_grants_and_scholarships.html

Graduate School Forms

Master's Forms: http://www.grad.umn.edu/current_students/forms/masters.html