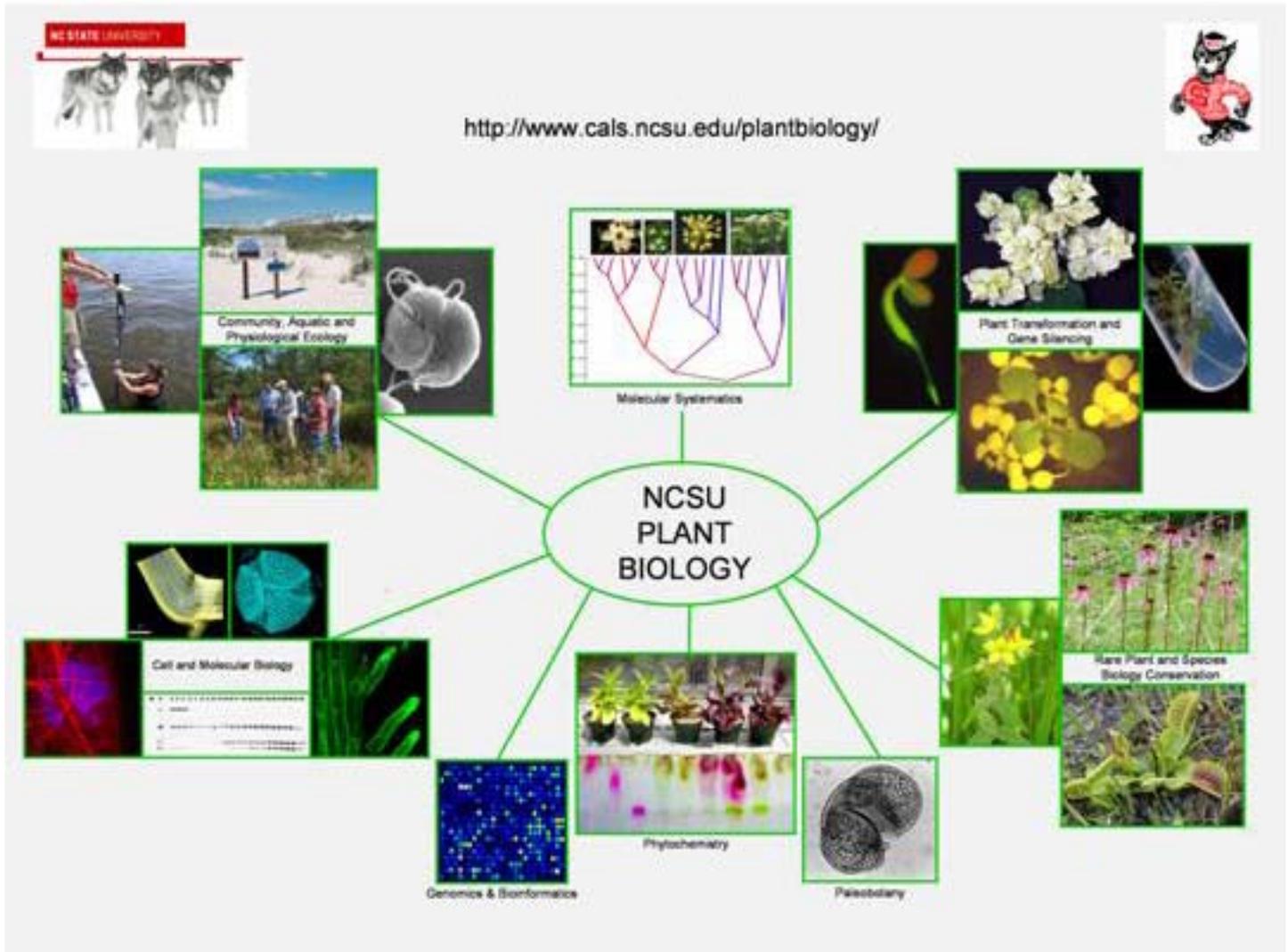


# 2012 - 2013 GRADUATE HANDBOOK



## DEPARTMENT OF PLANT BIOLOGY

## TABLE OF CONTENTS

Plant Biology Staff.....	4-5
Out-of-State Tuition Waiver.....	5
AllCampus Card.....	5
Desk or Office Space.....	5
Email Account.....	5-6
Guidance or Assistance.....	6
Keys.....	6
Plant Biology Seminars.....	6-7
Registration, Tuition and Fees.....	7
Research.....	7
Computer Lab.....	8
Mailboxes.....	8
Adverse Weather Policy.....	8
Orders.....	8
Parking Permits.....	8
Paychecks.....	8
Photocopy Machines.....	8-9
Pictures.....	9
Security.....	9
Safety Training.....	9
Telephone Calls.....	9
Travel Support.....	9-10
Permission to Travel and Travel Reimbursement.....	10
University Bookstore.....	10-11
Vacations.....	11
Vehicles - University Fleet Management (Motor Pool).....	11
Microscopes – Cellular and Molecular Imaging Facility.....	11
Research Microscopes.....	11
Teaching Microscopes.....	11-12
Electron Microscope Center.....	12
Greenhouse Use.....	12
Herbarium.....	12
Phytotron.....	12
Degree Requirements.....	12-16
Guideline for Choosing a Thesis Advisory Committee.....	16-17
Preliminary Comprehensive Examination for Ph.D. Candidacy.....	17-22
Additional Information on Procedures & Requirements from the NCSU Graduate Catalog.....	22
Plant Biology Courses.....	22
University-wide Courses.....	22
Teaching.....	22
Graduate Advisory Committee - Plan of Work - Annual Report.....	22-23
The Martha Sue Sebastian Graduate Teaching Award.....	23
Graduate Student Support Plan (GSSP) Handbook.....	24
Plant Biology Graduate Student Association (PBGSA).....	24-25
NC Residency for Tuition Purposes.....	25
Graduate School Handbook.....	25

Interinstitutional Registration Program.....25-26

**This guide has important information about operations in the Plant Biology Department and certain other facilities. Please read it carefully. Doing so will prevent time-consuming errors and correspondingly, it will save you and others valuable time.**

The Plant Biology Department welcomes you and hopes your association with us will be a pleasant one. We will try to assist you whenever possible. Your primary contact for graduate program announcements and information are Sue Vitello (513-3806), [sue\\_vitello@ncsu.edu](mailto:sue_vitello@ncsu.edu) and Dr. Richard (Larry) Blanton (513-4074), [larry\\_blanton@ncsu.edu](mailto:larry_blanton@ncsu.edu). Contact will be primarily through email. We will do our best to limit the number of emails we send and will try to make the subject lines informative. We will use the email addresses associated with your assigned unity accounts unless you inform us of a change (and also make the change in the official NCSU directory through the MyPack portal).

Plant Biology Graduate Student Association (PBGSA) officers for 2010-2011 are President: Nash Turley, VP: Stacie Flood, Secretary: Steph Mixson, Treasure: Efrain Rivera Serrano.

The Graduate School provides an "arrival survival" web page <http://www.ncsu.edu/grad/current-students/arrival-survival.html> that has a lot of useful information for new students. Other useful information can be found at <http://www.ncsu.edu/grad/current-students/other-useful-links.html>

**Plant Biology Staff - Office Hours - 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday - Friday**

**Carol Apperson - Business Officer 513-3809**

- Office Manager
- EPA & SPA personnel matters
- Handles all graduate student appointments and payroll
- Liaison to Facilities Operations
- Schedules appointments and meetings for Dr. Margo Daub

**Christine Brownfield - Administrative Support Associate, Web Master 513-3808**

- Updates and maintains the Web pages for Plant Biology  
**NOTE: We try very hard to keep all links on our web page current. Please send Christine an email if you find that a link is broken or out of date.**
- Distributes keys
- Handles reservations for Bostian Conference Room and vehicle requests
- Processes all travel reimbursements
- Wolfcopy liaison
- Supplies for student computer room
- Processes bi-weekly payroll

**Vicki Lemaster - Accounting Technician 513-3810**

- Budget reports for all training and research grants
- Monitors/processes tuition payments
- Processes vouchers/invoices/reimbursements

**Sue Vitello - Administrative Support Specialist - Graduate Program 513-3806**

- Assists the Graduate Program Director
- Maintains graduate records, applications, and all paperwork for the Graduate School
- Maintains files for Plant Biology courses/grade related items
- Monitors desk assignments

- Assists the Undergraduate Coordinator

**Matt Beyhl – Computing Consultant 515-9686**

- Maintains equipment in student computer room (software or hardware problems)
- Part time schedule for Plant Biology: Mondays, Wednesdays, and alternate Fridays
- If you have problems, email at [plantbio\\_help@ncsu.edu](mailto:plantbio_help@ncsu.edu)

**PRIORITY ITEMS**

**Out-of-State Tuition Waiver**

**Students with out-of-state tuition waivers are expected to take immediate action to obtain in-state residency.** This includes voter registration in Wake County, vehicle registration, NC driver's license, and paying Wake County property taxes. These items and others are used by the University to accept or reject your request for in-state tuition, which may be made no earlier than one year after you move into the state. We suggest that you obtain forms from the Graduate School website (<http://www2.acs.ncsu.edu/grad/students/current/resident.htm#forms>) upon arrival so you can examine the questions and information requested, thereby increasing your chances of obtaining in-state tuition. Out-of-state tuition waivers are only offered to students with research or teaching assistantships. **The department cannot always guarantee waivers** for students holding assistantships and they are usually not available beyond the first year in attendance; therefore, all out-of-state students must pursue residency with some vigor. The department has limited funds for out-of-state waivers and your cooperation can leave these waivers open for new students who might otherwise be unable to afford registration at NCSU. (Note: International students without green cards are not eligible for NC residency).

**AllCampus Card**

Students are required to have an AllCampus Card. The card serves as a student identification card and gives access to multiple services, including D.H. Hill Library, Student Health Services, Carmichael Gymnasium, and special events. When money is deposited on the AllCampus Card, it serves as both a debit card and as a library copy card. The AllCampus Card office is located in the West Dunn Building. A valid government-issued ID such as a driver's license or passport that bears your picture and either an address of record or nationality must be shown in order to receive a new AllCampus Card. The cards are equipped with radio chips that are used for authorized access to newer buildings on campus so it is very important that you protect your card and promptly report lost or stolen cards so that they can be de-activated.

**Campus maps** are available at: [http://www.ncsu.edu/campus\\_map/print-maps.htm](http://www.ncsu.edu/campus_map/print-maps.htm)

**Desk or Office Space**

Desk space will be issued by Sue Vitello. If you need a desk in Gardner Hall, please let Sue know.

**Email Accounts**

When you first come to NC State as a student, you are automatically given an Eos/Unity account, which you can utilize during your active stay at NC State. (This includes semesters that students are registered for classes and summers between semesters for which you are registered.) Google Apps @ NC State will be the official student e-mail system for NC State students in summer of 2010, which means all official communication from the university will be sent to that e-mail system. Students' e-mail address will be *UnityID@ncsu.edu* in Google Apps @ NC State. For more information see <http://oit.ncsu.edu/google-apps-nc-state>. Your login ID is your first initial, middle initial, and the first six letters of your last name. So, for example:

Patrick Torrence Williams would be ptwillia  
Christopher Holland King would be chking

Your password will initially be the last four digits of your Campus ID number (follows the letters "NCSU" on your All Campus Card) plus the four digits of your birth month and day. For example, if your Campus ID number ends in 1234 and your birthday is January 31, then your initial password is 12340131. You will want to change this when you first log on. You can do so via the Web at: <http://www.ncsu.edu/password/>.

If your account name has already been taken by another student (such as Christine Harriet King), then your account will have a number at the end of it. In this case, since chking was already taken, then new account would be chking2.

Your e-mail address would be your user ID plus @unity.ncsu.edu, like:

ptwillia@ncsu.edu  
[chking@ncsu.edu](mailto:chking@ncsu.edu)

### **Guidance or Assistance**

As a graduate student in the Plant Biology Department you will have questions. The following avenues are open to you: your advisor, your PBGSA representatives, other students or faculty, the graduate program director, the graduate secretary and the department head. The order of priority that you choose is dependent on your need. Sue should be your primary contact for procedural questions (forms, deadlines, regulations).

### **Keys**

Specific room keys for Gardner Hall are available through the Plant Biology office. Gardner Hall room keys will also open building doors. A deposit of \$5.00/key must be paid and will be reimbursed when keys are returned. Permission from your advisor or from the professor in charge of the room should be sent to Christine Brownfield before a key can be issued. If you need to get in a room for which you do not have a key, ask any Plant Biology faculty member to let you into that room. A \$10.00 fee is charged for the key to the Plant Biology Computing Facility. Please do not keep keys that you no longer need. **Return all Gardner Hall keys to Christine when you leave NCSU.**

In the Plant Biology office, Room 2115, there are several keys that can be signed out for short periods of time. These include keys to the Plant Biology conference room (2704 Bostian Hall). See Christine to sign out these keys and return them promptly.

**Keys for offices and labs on Centennial Campus** are handled separately. Please ask your advisor for help with these if you will be working on Centennial Campus.

### **Plant Biology Seminar**

The departmental seminar is attended by the Plant Biology faculty, staff, graduate students, and interested visitors. It is usually held weekly at 4:00 p.m. on Tuesdays in 101 Clark Labs during fall and spring semesters. **ALL STUDENTS ARE EXPECTED TO ATTEND** unless they are in class or teaching. Attendance is taken so please notify Dr. Blanton ([larry\\_blanton@ncsu.edu](mailto:larry_blanton@ncsu.edu)) if you have a conflict that prevents regular attendance. The PBGSA social chairperson will contact individual labs hosting the speaker so refreshments can be set up at 3:30 p.m. for the seminars. The hosting lab usually takes care of the refreshments. Seminars are an excellent

opportunity to learn more about Plant Biology and set your own interests into a broader context.

### **Registration, Tuition and Fees**

Registration for continuing students opens in mid-October (for spring semester) and mid-March (for fall semester) Students should register early through MyPack Portal when registration opens to be sure of gaining entry to popular courses. In addition, anyone supported by RA, TA or fellowship funds must file the Notice of Sponsorship with the University Cashier's Office (<http://www.fis.ncsu.edu/cashier/forms/sponsor.asp>). If your student fees are covered by your assistantship or major professor (if they are, your letter of offer will explicitly say so), please send an electronic copy of your tuition bill to Vicki Lemaster so payment can be made in a timely manner. Late fees will be the responsibility of the student so please do this as soon as you receive your tuition bill. A second deadline is 5:00 p.m. on census day of the given fall/spring semester. Census date is the 10th day of classes each fall or spring semester. This date is publicized well in advance on the GSSP web site and Graduate School web site calendar. It is normally the same day that the registration system closes for the semester. It is also the last day to register for, add, or drop a course, or to change from credit to audit with a tuition adjustment. Census date is well after the date that late fees are imposed.

### **Research**

Graduate students are expected to be working in the laboratory regardless of whether or not they are formally signed up for research credits. Graduate students enroll for 9 credit hours per semester until their degree requirements have been fulfilled. If these hours are not filled by formal coursework, then research credit is used. If a student is required to take additional English courses, then Dr. Blanton can request an exception from the Graduate School that additional hours be allowed since the English courses will not count toward degree hours. It is your responsibility to make sure your credit hours = 9 (exactly). It is important that your registration reflect the courses on your plan of work. If you change your course plans at the recommendation of your committee, you must also change your plan of work. The POW is described in more detail in a separate section.

Full-time M.S. students should register for nine (9) or more credit hours per Fall or Spring semester. Students who have completed all credit hour requirements (including research credits) for their degree except for completing their research and/or writing and defending the thesis should register for three (3) hours of PB 699 (Master's Thesis Preparation) each semester until graduation. <http://www.ncsu.edu/grad/catalog/full-part-time.html>

Full-time Ph.D. students should register for nine (9) or more credit hours per Fall or Spring semester until the student completes all credit hour requirements for the degree, including research credits, and the oral preliminary examination, or three (3) hours per semester of PB 899 (Doctoral Dissertation Preparation) for students who have completed all credit hour requirements for their degree (including research credits and the oral preliminary examination) except for completing their research and/or writing and defending the dissertation. <http://www.ncsu.edu/grad/catalog/full-part-time.html>

## **OTHER IMPORTANT INFORMATION**

### **Computer Lab**

Students and members of the Plant Biology Department (including postdoctoral associates, faculty, and staff) may use the facility which is located in 2202 Gardner. If you have any problems with the computers in the lab, please contact Matt Beyhl by email at [plantbio\\_help@ncsu.edu](mailto:plantbio_help@ncsu.edu). It is the responsibility of all users of the facility to (1) refrain from admitting anyone not authorized to use the facility, and (2) request identification of unfamiliar users. Please report unauthorized users to the departmental office. The facility is kept locked. Authorized users may request a key from Christine in 2115 Gardner. A key deposit of \$10 is required, refundable upon return of the key. Paper for the printer can be obtained by seeing Christine. Please notify Matt if toner cartridges are low.

### **Mailboxes**

Graduate student and faculty mailboxes are located in 2203 Gardner Hall. Outgoing mail (campus and off-campus) is picked up from and delivered to the departmental office each morning between 9:30 a.m. and 11:00 a.m. Campus mail is forwarded at no cost. Each student should make an effort to check his/her mail daily. Students housed at Pylon Drive or Centennial campus may find it more convenient to have mail delivered to one of the departmental mailboxes located there. Please consult your major professor for these addresses and make the appropriate change in the university directory.

### **Adverse Weather Policy**

During periods of inclement weather, decisions to close, delay, or cancel activities of the University are available on the NCSU home page <http://ncsu.edu/>. More details about the adverse weather policy can be found at <http://www7.acs.ncsu.edu/hr/hrim/adverseweather.asp>.

### **Orders**

All orders for research and office supplies or equipment should be made through your advisor. Supplies needed for your teaching assignment should be coordinated with your teaching professor or Donna Wright.

You may obtain purchase authorization numbers (PA's) from the Plant Biology office to purchase supplies off campus.

### **Parking Permits**

**Graduate Parking Payroll Deduction** - Forms are available online. Payroll deduction for parking permits is available to graduate students with active assistantship and/or fellowship appointments. For further information, please refer to the Graduate School website at <http://www.ncsu.edu/grad/about-grad/docs/parking-permit-info.pdf>.

### **Paychecks**

You are able to [view and print your pay statements](#) on line at any time by logging into [MyPack Portal](#) from the NCSU home page.

### **Photocopy Machine**

The departmental photocopy machine is located in 2203 Gardner Hall and is used for teaching and/or research purposes. Please see Christine for proper instructions before using the machine

or for any problems that may occur with the machine. If the machine has a problem outside of normal working hours, put a note on it so others don't waste time trying to use it. Also email Christine so she can report the problem.

PBGSA has an access code with 200 copies allocated for each graduate student per calendar year. See a PBGSA officer for details. The book used to log in your copies is located in Sue's office.

Copies for teaching and research assignments (as deemed necessary by the professor or your advisor) can be completed by following these procedures. If for research, use your lab code. If for teaching, be sure to use the teaching code and log copies in the black notebook in the main office. Faculty has priority on copy machines.

The D. H. Hill Library has a full-service photocopy operation for your individual use. This facility is located in room 1222 of the library.

### **Pictures**

Your picture will be taken for the glass enclosed bulletin board located outside of 2115 Gardner Hall.

### **Security**

Gardner Hall will be locked at 5:00 p.m. daily. Your Gardner Hall keys will open outside doors and restroom doors with the exception of the south door from the brickyard, which is on an automated timer and requires a fob for entrance after hours. Please help us maintain security of inside and outside doors of Gardner Hall.

**Please don't take any chances in the area of security and safety. It is particularly important that you never prop open doors, leave windows unlocked, or let anyone you do not know into the building. Further, if you find a door propped open, for the safety of everyone, please remove the prop and close the door. Also, when leaving buildings after dark, if possible, do not leave alone.**

### **Safety Training**

All incoming graduate students should receive laboratory safety and hazardous materials training from their faculty advisors. Donna Wright is the Plant Biology representative to the CALS safety committee and will handle classroom safety issues.

### **Telephone Calls**

To obtain an outside line, dial 7 and the 7-digit # for local calls only. Campus calls use 5 digit numbers (i.e., 5-2727, 3-5555). For long distance calls, dial 7, 1, the area code (even when the area code is 919) and then the number. Please use your major professor's telephone for long distance calls. You must keep a log of calls you make. Any personal long distance calls should be collect or by credit card.

### **Travel Support**

Partial support of travel may be requested by graduate students to attend professional meetings. Partial support of travel is granted under the following provisions:

1. Students are encouraged to seek support from their advisors to attend scientific meetings. In cases where the advisor has insufficient funds, the student can request funding from the Department Head. These funds are very limited.
2. The student will present a paper that is judged by faculty to be meritorious in an organized session of the meeting.
3. Support may be granted once for the M.S. program and twice for the Ph.D. program. Exceptions may be approved with proper justification and strong research productivity.
4. Approval of the Department Head

The University Graduate Student Association (5-3303) also has travel funds available. If you are interested, contact the Plant Biology Graduate Student Association Vice President.

The Triangle Plant Molecular Biology Consortium offers grants in some years through a competitive process, usually held in February (<http://www.ncbiotech.org/business-commercialization/connect-with-colleagues/intellectual-exchange-groups/PMB>).

### **Permission to Travel and Travel Reimbursement**

The university requires that pre-approval for all university related travel which occurs overnight or out of state be submitted through an on-line system. You **MUST** have a request to travel entered and approved in the system before you travel in order to travel for official business, be covered by university insurance and to be able to file for reimbursement. Travel requests are filed through MyPack Portal. Go to "financial systems" and then to "travel" and then to "travel authorization" and finally click on "new authorization". If you cannot get to the "new authorization" file let Christine know.

You will need to have permission from your advisor, an estimate of costs of the travel and an account number for reimbursement. You are not held to your estimates when you file for reimbursement. You will file for reimbursement through Christine. Currently the system is set up so that the initial approval goes to Vicki who will email your advisor to confirm that he/she will pay for the travel. After you return from your trip, in order to be reimbursed, you will need to provide information about the conference (if applicable) and attach your original receipts to the form. This includes hotel receipts (receipt must show a balance of \$0.00), registration, taxi, parking, etc. If you do not have a receipt for something, you cannot be reimbursed. Meals are reimbursed at the per diem rate set by the state of North Carolina. No receipts are needed for them. You may be required to show proof of payment via a cancelled check or credit card statement.

All travel reimbursement requests must be submitted within 30 days of the completion of the trip. If you have additional questions concerning this, please speak with Christine.

NOTE: Conference registration and airline tickets can be submitted for reimbursement prior to travel. Book early to get the best fares and conference early bird specials. Please see Vick for authorization.

### **University Bookstore**

If a purchase is to be charged to a university account, you must obtain permission from a faculty member responsible for your purchase and a form from Vicki. Vicki will need specification of funds to cover the purchase, i.e., teaching, research (if research, what granting agency, etc.) from

your faculty member. **Please note: The Bookstore will not accept your order without the form from Vicki.**

### **Vacation**

Graduate school is an intensive research, teaching and academic experience. Unlike undergraduate studies when breaks from classes coincide with vacations, graduate school breaks from classes are opportunities for uninterrupted work in the laboratory. **Vacations should be scheduled only after consultation with major professors (and plane tickets should not be purchased until vacation time has been agreed upon by the major professor).** University employees earn ~1 day/month of leave time. Graduate students should use this as a guide for accruing vacation.

### **Vehicles - University Fleet Services (Motor Pool)**

Vehicles for research or class activities are available through University Fleet Services (3-7665). **Reservation procedures are as follows:** Ask Christine to request a reservation for you. Pertinent information, including destination, time and day you want to pick up the vehicle, return time of day, request for car or van, purpose and financial code (if applicable) is required. **Please be certain you have faculty permission before requesting a vehicle.** Reservations should be made **well in advance** of the time you need the vehicle.

If you request a vehicle to do offsite research and a vehicle is not available, it might be necessary for you to use your own vehicle. If this occurs, you are allowed to claim mileage reimbursement at a higher rate, but this requires a memo from Fleet Services stating that they were unable to furnish a vehicle as requested.

If you leave a personal vehicle at Fleet Services while driving a motor pool vehicle, be sure to get a temporary parking permit if you don't already have a campus permit. You must have a valid NC driver's license to drive motor pool vehicles. Your license (photocopy) must be on record with Motor Pool.

If you have questions about requesting a vehicle for field trips or research, please consult with Christine.

## **MICROSCOPES**

### **Cellular and Molecular Imaging Facility**

Dr. Eva Johannes, Interim Director - 4115 Gardner Hall (5-3525)

The CMIF (4115 Gardner Hall) contains a variety of light microscopes and image analysis systems. A digital printer is available at cost. Individual users receive training by taking the microscopy course or one-on-one training. Fees are charged.

### **Research Microscopes**

Research microscopes are usually kept in faculty offices or laboratories. Please see the faculty member in that lab for their use. Never use equipment/instruments from another research lab without permission from a faculty member (preferably the owner of the equipment).

### **Teaching Microscopes**

Donna Wright, Coordinator, 2214A Gardner Hall 5-7113

Please ask if you need a microscope. Teaching microscopes are located in various places. Teaching microscopes should not to be removed from their rooms without permission from Donna Wright.

### **Electron Microscope Center**

Dr. John Mackenzie, Director - 1223 Gardner Hall (5-2664)

The Electron Microscope Center (1223 Gardner Hall) contains facilities for both scanning and transmission electron microscopy, which includes ancillary preparative devices. Individual users receive training in courses listed as: scanning EM, transmission EM and Ultra Microtomy. Courses in Anatomy and Cell Biology or the consent of the instructor are prerequisites. Fees are charged.

There are two other EM centers on campus. One is at the Veterinary School (<http://www.cvm.ncsu.edu/research/laelom/>) and the other is in Engineering (<http://www.ncsu.edu/aif/>).

### **GREENHOUSE USE**

Plant Biology uses space in the Horticultural Greenhouse ranges on an as-need basis. If you need a few feet of space for a short-term experiment, see Donna Wright. Those anticipating large amounts of space or long-term use must submit a separate request to the Department of Horticultural Science. Please contact Dr. William Fonteno ([bill\\_fonteno@ncsu.edu](mailto:bill_fonteno@ncsu.edu)) for proper procedures.

### **HERBARIUM**

The Plant Biology Department herbarium is located in Room 2106 Gardner. Dr. Alexander Krings is the curator in residence. Please see him for assistance.

### **PHYTOTRON**

Director: Dr. Carole Saravitz

Allocation of space in the Phytotron is handled through an on-line request system at <http://www.ncsu.edu/phytotron>. Space is prioritized by the Phytotron committee (which meets monthly) and should be requested several weeks in advance of your needs.

## **PLANT BIOLOGY GRADUATE STUDENT DEGREE REQUIREMENTS (Revised 2010)**

### **I. Course Requirements**

Student must have at least a B grade or better in the following courses and must maintain 3.0 GPA overall. If a student has had what he/she and his/her advisor thinks is an equivalent course, a request for an exception should be made to the Director of Graduate Programs as early as possible but no later than the end of the first year of study.

- A. PB 795 - Plant Functional Biology **and** PB 513 Plant Anatomy Laboratory
- B. PB 570 - Plant Functional Ecology or PB 503 Systematic Botany
- C. PB 824 - Plant Biology Colloquium

- D. At least one additional Plant Biology course at the 500 level or above
- E. Statistics Requirement - ST 511 or an equivalent advanced undergraduate course is required.
- F. One graduate level ethics course of the student's choosing and approved by her/his committee - Most Plant Biology graduate students take PB 624 -Ethical Issues in Plant Biology, taught in alternate Fall semesters (odd years).
- G. Other Plant Biology Courses (See Appendix):  
These include credit in thesis research as well as credits for teaching. Students involved in teaching sections of laboratory courses must sign up for credit in either PB 685 (masters students) or PB 885 (doctoral students). For more information about the departmental teaching requirement, refer to section II. E. below.
- H. Courses Other than Plant Biology:  
Additional courses may be used from other departments to fulfill the minimum degree requirements and should be selected in consultation with the advisory committee. For current course choices and course descriptions, go to the NC State University web site, <http://www.ncsu.edu/registrar/courses/index.html>.
- I. In addition to courses required for all students, a student must take any courses determined to be needed by his/her thesis advisory committee. It is very important to choose and meet with your committee by the end of your first year of study (and preferably before) because many graduate courses are offered only in alternate years. Procrastination in forming a committee will not remove the responsibility of completing courses your committee deems important for your degree program.

## II. **Other Requirements and Considerations**

### A. **Graduate Advisory Committee:**

1. All graduate students must select an advisory committee within the first 6 months and meet with them formally at least once per year. One on one meetings are also encouraged - Remember, those committee members need to know you well to write useful letters of recommendation.
2. Each graduate student is required to meet a minimum of one time annually with her/his advisory committee and file an annual report by June 1 with the graduate secretary. The department is instituting an electronic submission form for the annual report.
3. The advisory committee for M.S. students should have at least 3 faculty members. Ph.D. students should have at least 4 faculty members, at least one committee member must be from a department other than Plant Biology.

### **NOTE:**

Effective October 7, 2010, the Graduate Plan of Work (POW) in the My Pack

Portal will be updated to reflect the new policy on committee structures.

Students who have already submitted their POW will not be affected by this change unless their POW is reset. Any student who has yet to submit their POW will be subject to this policy change.

Students will no longer be permitted to have a chair and a co-chair. Instead they can have 2 co-chairs (each of which will have equivalent responsibilities) or if they are doctoral students they will also have the option to select a chair and vice-chair (this combination is necessary if the chair has associate faculty status).

The committee for a masters student can contain one of the following combinations:

- Chair - the chair is required to represent the student's program and may have associate or full faculty status.
- Co-chair/Co-chair - at least one co-chair must represent the student's primary program, each co-chair can have an associate or full faculty status, Co-chairs responsibilities are equally shared (Note: Vice-chairs are NOT permitted at the masters level).

The committee for a doctoral student can contain one of the following combinations:

- Chair - the chair is required to represent the student's program and have full faculty status
- Co-chair/Co-chair - at least one co-chair must represent the student's primary program and have full faculty status. Co-chairs responsibilities are equally shared.
- Chair/Vice-chair - the chair is required to represent the student's primary program and have associate faculty status. The Vice-chair is required to have full faculty status. The Vice-chair would be responsible for ensuring that appropriate procedures are followed and that adequate mentoring is taking place.

**B. Plan of Work:**

In consultation with the student's Advisory Committee, the student should submit a formal Plan of Work along with the first annual report no later than one calendar year after starting graduate school. The POW is submitted on-line through MyPack portal. Please consult Sue Vitello as you plan your POW to avoid procedural problems. When your POW is approved (Ph.D. students), the Graduate School will assign a faculty member outside of Plant Biology as your graduate representative. The role of a grad rep is to represent the graduate school on your behalf to make sure that your oral exam and final defense are conducted fairly. You do not need to include your grad rep in committee meetings but you MUST include them in your oral exam and final defense so consult them for their availability prior to asking Sue Vitello to file a request to conduct either exam.

**C. Hour Requirements:**

There are credit hour enrollment requirements for graduate students based on both plans of work (POW) and appointment period for various types of stipends (departmental, grant, and also fellowship). For specific details, graduate students should consult the NC State University Graduate School Web page at [http://www.ncsu.edu/grad/handbook/section3\\_1.php](http://www.ncsu.edu/grad/handbook/section3_1.php).

A total of 30 credit hours are required for the M.S. (24 of the 30 credit hours must be from 500, 600, 700/800 level courses and at least 18 credit hours of letter-graded courses must be included on the POW. These must be NC State or inter-institutional courses.)

A total of 36 credit hours are required for the Master of Plant Biology.

A total of 72 credit hours are required for the Ph.D. (To include credit hours earned at NC State University or elsewhere if a doctoral student has been awarded an M.S. degree).

D. **Minor:**

No minor is required; however one member of the advisory committee must be from outside of Plant Biology. If a minor is selected, one committee member must be from the minor department. The plan of work must include a minimum of 9 hours in the minor area (included in total 30 hours for masters students and total of 72 hours for doctoral students).

E. **Teaching Requirement:**

All students must teach at least one semester per degree with responsibility for at least one lab section (usually in PB 200, 321, 360, 422 or BIT 410/510). **If a student works toward a Ph.D. from the baccalaureate (thus bypassing the M.S. Degree), then he/she must teach either a second semester or two laboratory sections during a single semester.** Graduate students appointed to departmental TA/RA stipends shall ordinarily teach no more than two laboratory sections per semester and average no more than three laboratory sections per academic year over the period of their support. Students should enroll in PB 685 (masters students) or PB 885 (doctoral students) for 1 hour credit for each section taught. If your schedule will not permit you to register for these credits without going above 9 hours, please contact Dr. Blanton for an exception.

- F. Scheduling of committee meetings, seminars, oral exam, etc., is the responsibility of the student in consultation with his/her major advisor. Rooms for regular committee meetings can be signed out in the Plant Biology Office (2704 Bostian Hall), the Phytotron or through administrative assistants on Centennial Campus. If you cannot find a room for a meeting, see Sue Vitello. For the prelim oral exam and the final thesis defense, scheduling must be handled through the Graduate Secretary. **The Graduate School requires that these exams be scheduled at least 2 weeks in advance.**

III. **Continuous Registration**

After a student is admitted to the Graduate School and enrolls for the first time, she/he is required to maintain continuous registration, i.e., be enrolled each semester, excluding summer sessions, until she/he has either graduated or her/his graduate program at NCSU has been terminated. Students completing a thesis in the summer must be registered for one summer session and meet the summer session thesis deadline.

A student in good academic standing who must interrupt her/his graduate program for

good reasons may request a leave of absence from graduate study for a definite period of time, normally not to exceed one year. The request should be made at least one month prior to the term involved. Upon endorsement of the request by the student's graduate advisory committee and Director of Graduate Programs, the request is submitted for approval by the Graduate School. If approved, the student would not be required to be registered during the leave of absence. Occasionally, a student needs to request a leave of absence for a medical reason and would prefer complete confidentiality. Such requests can be handled directly through the NCSU Counseling Center ([http://www.ncsu.edu/counseling\\_center/](http://www.ncsu.edu/counseling_center/)) and do not require endorsement of the Department. 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., 6 years for a master's degree and 10 for the doctoral degree.

Graduate students whose programs have been terminated because of failure to maintain continuous registration, and who have not been granted a leave of absence during a fall or spring semester, will be required to apply for readmission (and pay the application fee) if they wish to resume their graduate studies at NCSU.

## **NOTE:**

### **M.S. and Ph.D. Students:**

Students embarking on the M.S. or Ph.D. degree and accepting financial support from the department have an obligation to follow through with these programs. Students in these degree programs are consuming departmental resources that were earmarked for supporting thesis-based degrees and are occupying positions that could have gone to other candidates for these thesis-based degrees. Faculty strongly discourage switching from the M.S. or Ph.D. degree to a non-thesis MR degree; however, advisory committees reserve the right to impose committee-initiated changes of degree tracks to the MR. Financial support in the form of a departmental RA/TA is not provided for MR degrees.

### **Guidelines for Choosing a Thesis Advisory Committee:**

It is good to start thinking about this as soon as you enter the graduate program. Your thesis advisor will be the chair of your committee. Often, students have co-chairs. A co-chair is required when the major professor is not a full member of the graduate faculty. (This distinction is required by the Graduate School and typically an assistant Professor must be an associate member of the graduate faculty until he or she has co-chaired one or more Ph.D. committees and is promoted to associate professor). Occasionally a student has co-chairs when a project is a collaborative effort between laboratories.

A Ph.D. committee has four members; a M.S. committee has three members. One member of your committee must be from a department other than Plant Biology. Students are strongly encouraged to have committee members who are members of the NCSU Graduate Faculty because they will be able to offer guidance not only in areas related to research but also in other areas such as course choice and campus procedures, and they are more likely to have frequent contact with you - an important consideration when it comes to recommendation letters.

Don't feel that you are limited to asking advice or getting help only from your committee members. Often students interact with faculty outside the department or even the university, to learn a technique or to get advice about how to get past a persistent problem.

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 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.

Consult with your advisor about choosing a committee. Consider not only your research area but also your interactions with the prospective committee member. You need to be comfortable interacting with each member of your committee on a fairly regular basis. Let them know how your work is going; ask for help with stumbling blocks you are running into; show them your work ethic; ask questions and let them see your enthusiasm for science. A recommendation letter from a world renowned scientist is not very useful unless it contains enough personal information that shows the person really knows you and your work. You would be much better off with an excellent, detailed letter from an assistant professor who is clearly closely involved with your development as a scientist. A good way to judge whether you are having enough interaction with your committee members is to ask yourself the question "If I were to be asked to write a letter of recommendation for my committee member, what would I say?" If you don't think you know them well enough to write a letter, then chances are, they don't have very much information about you either. A good time to talk with them is before or after Plant Biology seminars, during socials or in the hallway. You might also consider a quick email when you get a particularly interesting result.

Once you have a committee in mind, and before the end of your first year of study, make an appointment to see each prospective member and ask if they are willing to serve. (Should they decline because they are too busy, don't take it personally. It causes a lot more pain to run into scheduling problems each time you want to have a meeting or exam than to hear "no". Just thank them and move to the next person on your list). When a committee is complete, work with Sue to get them appointed (officially - Sue and Dr. Blanton have to file some paperwork) so that you can have a formal meeting to discuss your project and sign off on a plan of work.

### **Preliminary Comprehensive Examination for Ph.D. Candidacy (Adopted Fall 2009)**

The doctorate symbolizes the ability of the recipient to undertake original research and scholarly work at the highest levels without supervision. A student must demonstrate this ability by passing three benchmarks required by the Graduate School. One is passing a series of comprehensive preliminary examinations in the field of specialization and related areas of knowledge (i.e., the preliminary examinations), the second is writing a dissertation reporting the results of an original investigation, and the third is successfully defending the dissertation.

The Preliminary Comprehensive Examination (PCE) is designed to assess a student's ability to integrate ideas and information at a level that merits candidacy for a Ph.D. degree. The PCE tests whether a student has achieved a level of knowledge and understanding such that he or she can critically analyze information, integrate research from different areas, and formulate new ideas in a timely manner. The nature of the PCE is therefore different from exams that simply test

learning and assimilation of information.

The exam should challenge the student and most likely will serve as an excellent opportunity to build stronger relationships with committee members. While it will probably not be "fun", hopefully it will be a period of intellectual stimulation and professional growth that helps the student make the transition from a student-professor relationship to more of a colleague to colleague one.

**The Plant Biology Preliminary Examination should be taken as soon after the end of the second year as feasible. Both Written and Oral Examinations are required.**

## **SUMMARY OF THE PRELIMINARY EXAMINATION PROCESS**

### **Written Examination**

**Students may choose either of two options for the written preliminary examination.**

**Option 1. Write an original grant proposal.** The student will choose a topic for this proposal that encompasses new research. The topic must be distinct from the student's research if that research is part of funded or other ongoing research in the lab, although the topic may encompass experimental approaches that are familiar to the student. Alternatively, the topic may be directly related to the student's research if the advisory committee unanimously agrees that it is not part of funded or other ongoing research in the lab. The proposal will serve as the written portion of the preliminary examination. Committee members must evaluate the proposal and unanimously agree that the student has "permission to proceed" to the orals before an oral examination may be scheduled.

**Option 2. Answer questions submitted by each committee member.** Each member of the advisory committee prepares a set of questions for the student's response, and the answers to each set are returned to the appropriate faculty member for grading. The author of each set of questions decides on the specific format of his/her component of the examination and the time allowed for completing her/his question(s) provided the time does not exceed 48 hours; the time limit may exceed 48 hours if approved in advance by the committee. After evaluation of the student's performance on the written exam, each committee member must authorize "permission to proceed" to the orals before an oral examination may be scheduled.

### **Oral Examination**

**All Plant Biology students will have an oral examination upon receiving "permission to proceed to the orals" from each committee member for the written examination.** The student shall be responsible for scheduling an oral exam. It is important that the Graduate School be notified of the date and time of the exam at least two weeks before the exam is scheduled. This is done by submission of a [Request to Schedule the Doctoral Oral Examination](#), indicating that the student wishes to schedule the preliminary oral examination. Dr. Boston must sign the form before it is submitted. The student must also make sure that his/her graduate representative is available on the date chosen for the exam. Committee members may question the student on any phase of the course work taken by the student during graduate study or any subject logically related to an understanding of the subject matter in the major and minor areas of study. The questions are designed to measure the student's mastery of his/her field and the adequacy of

preparation for research, to test the student's ability to relate factual knowledge to specific circumstances, to use this knowledge with accuracy and promptness, and to demonstrate a comprehensive understanding of the field of specialization and related areas. Students who chose the grant proposal option for the written examination should be prepared to defend the proposal at the oral examination. (There is no time limit for exams but they typically last 2-4 hours). Often a student will present a 5 minute summary of the proposal at the start of the exam but this presentation should be only a **BRIEF** introduction with a few key slides (five or less) so that the exam time is spent answering questions. All committee members will have read the proposal so they do not need to have it presented again. ***A unanimous vote of approval by the members of the advisory committee is required for the student to pass the preliminary oral examination.*** Approval may be conditioned, however, on the successful completion of additional work in some particular field(s).

Students may appeal all committee actions by written application to the DGP or the Department Head. If no resolution is obtained at this level, an informal appeal then goes to the Dean of the College. If necessary, a formal grievance may be filed with the Dean of the Graduate School (refer to [NC State policy on grievance procedures for students](#)).

**Failure to pass the oral examination.** Failure to pass the preliminary oral examination terminates the student's work at this institution unless the examining committee recommends a re-examination. No re-examination may be given until at least one full semester has elapsed, and only one re-examination is permitted in a given doctoral program.

### **Candidacy**

A doctoral student is admitted to candidacy by the Graduate School upon successfully passing the preliminary examinations. This does not include student's receiving a 'conditional pass'.

### **LOGISTICS AND DETAILS OF THE PRELIM PROCESS**

During your committee meeting in year 2 of your program, discuss your prelim plans with your committee. Set a tentative timeline (e.g. summer of 2010, early fall 2010, etc.). Discuss the prelim format you prefer and make sure that all committee members understand the process (important when you have members outside of Plant Biology who have not conducted the type of prelim you will be taking). Let your committee advise you on the format they think will be best for you. The proposal is often highly recommended by committees because being able to get grant support is essential for having a successful academic career. Sometimes a committee may recommend the question option if they feel that other circumstances outweigh the need to gain experience writing proposals (e.g. there is a pressing need to prepare a manuscript as quickly as possible to avoid being scooped or you just had a significant role in preparing a proposal that was submitted to a federal or state agency by your advisor). This is a decision that should be made jointly among the student and the committee members.

If you are going to write a proposal on your thesis research, then it is especially important that your entire committee is in unanimous agreement that your research meets the criteria outlined in the previous section. If there is any disagreement, then you must write a proposal on an unrelated topic.

### **Question option**

At your second year committee meeting, decide on a schedule for the questions (e.g. will

everyone stay within the 48 hour limit or does a committee member wish to exceed the limit. If so, is that agreeable to the other committee members?). A few weeks before you want to receive the questions, contact each of your committee members and set up an exact time to receive his/her question. It is up to each committee member to decide whether you will be allowed to use reference material to answer the question and the length of time they want to give you. The time can't exceed 48 hours unless it has been agreed upon by the whole committee but it can be shorter. Each committee member will evaluate your performance on only the question that he/she gave you.

### **Proposal Option**

The prelim process should be a student initiated effort. You should start this process several months before you plan to write the proposal. Read papers in an area that you are thinking about choosing. Once you have an idea of a general topic of importance to plant research, develop a hypothesis and contact your committee members individually to see if they think this is a reasonable area to explore. You can do this informally when you talk with them at seminar or in the hallway or you could email them. It is often best to talk to them so that they can easily ask follow up questions. Going through this preliminary step will avoid any chance of spending a lot of time on something that a committee member thinks is too related to your research.

The grant you will write must justify the importance of the proposed research, the rationale for the experimental design, a discussion of how the results will be interpreted, and a timeline. It will help to become familiar with grant writing before beginning the PCE. Science has a gateway that can be consulted for advice on grant writing, [http://sciencecareers.sciencemag.org/career\\_development/previous\\_issues/articles/0210/grants\\_and\\_grant\\_writing\\_index/](http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0210/grants_and_grant_writing_index/). Your advisor and committee may also have suggestions relevant to your particular area of research. If you take the time to do this advance preparation, it should help you work efficiently as you go through the proposal writing.

The next step will be to write a 1 page abstract and have your advisor provide feedback. You should then gain approval from each committee member for the abstract and also obtain individual feedback from committee members at that time. Interacting with committee members about the topic and scope of the proposal puts you in a position to write something that can be defended at the orals. When students are first exploring a new area, they may have unrealistic goals and vetting the abstract lets them interact individually with the committee members and get major potential problems flagged so that a student doesn't spend 4 weeks on an effort that is less productive than it could be with a little bit of guidance. For example, it is common for a student to propose to use an approach that relies on techniques that are not the most current for an area, or to propose work that is overly ambitious or unfocused, or may be a "fishing expedition" that is not hypothesis driven, or can have too many assumptions that haven't been tested or to propose something that is way too ambitious to explain in detail within the page limit.

It is up to the student to take all of the comments from the committee members into consideration and then either write the original proposal, modify the original aims or present a new abstract to the committee. The idea is to warn you up front when a faculty member thinks that you might have problems defending the proposed work. We want to guide your independence but not have a wasted effort. This also gives you an idea of the kind of thing a faculty member cares about and should help you prepare for the defense of the proposal. Once an abstract has been approved (or at least vetted as being appropriate in scope and subject) then

the student is on his/her own for the writing. It is not uncommon for an abstract or two to be rejected before the student comes up with a set of specific aims that is workable. Often, a student will first vet a topic with the committee members to be sure that it is outside the scope of his/her project, then write an abstract, get feedback and then write the proposal. It really doesn't do you a lot of good if you get all the way to the oral exam and find out that what you proposed isn't seen by the committee as feasible or important.

It is not uncommon for committee members to have different viewpoints on a subject. Use this as a learning experience. Gather data to try and decide what you want to do and then talk with the committee members about the conflicting views. They will be able to help you see how one could arrive at different conclusions or favor different experimental strategies. It will be up to you to use a data driven argument to support whatever approach you choose in the end. Situations like these often occur on grant panels. It is good to learn how to structure a proposal to acknowledge different biases and developing effective arguments for your approach.

Once the abstract has been approved, work independently to research and write the proposal following guidelines for length of the proposal, agency, years of funding, etc. established by your advisor and committee. The proposal should include a budget and a description of the facilities needed to complete the work. NCSU Sponsored Programs has a helpful website with budget guidelines and links to federal agencies  
<http://www.ncsu.edu/sparcs/proposal/index.html>

The idea behind this format is to have you work independently. You could ask other people about the details of a technique but you should not describe the problem you are trying to solve when you get their input. Your committee will recognize that you are not an expert in an area but they want to see what you can do, not what someone who works in an area can come up with.

It is expected that writing the proposal will begin as soon as the abstract is approved, and will take no more than 4 weeks. This deadline will be strictly enforced as part of the evaluation for candidacy.

### **Requesting preliminary examinations (Ph.D.) and final orals (M.S. and Ph.D.)**

Your major professor must request preliminary oral and final oral examinations through the Graduate Director after obtaining concurrence from your graduate committee. Ph.D. students are assigned a Graduate School Representative in addition to their committee members and this person has to be included in the prelim and final oral exam. (See Graduate School catalog for appropriate limitations concerning scheduling). Students are responsible for arranging exam location and for informing the thesis advisory committee of the exact time and location for the seminar and exam. Your thesis should be given to your committee at least two weeks prior to the exam. **Please consult with Sue well before you want to schedule an exam so she can guide you and track the paperwork.**

## **Seminar**

Each graduate student is expected to present at least one seminar (per degree) during his/her tenure of study. Ph.D. students must present thesis work at a Plant Biology Seminar. M.S. students are encouraged to present a Plant Biology seminar but may be granted an exception and permitted to present their thesis work at any of the specialty seminars on campus or at a scientific meeting after consulting with their major professor and graduate program director.

**Additional Information on Procedures and Requirements from the NCSU Graduate Catalog:** [http://www.ncsu.edu/grad/handbook/section3\\_6.php](http://www.ncsu.edu/grad/handbook/section3_6.php)

**For a list of Plant Biology courses, please refer to:**

[http://www2.acs.ncsu.edu/reg\\_records/crs\\_cat/dir\\_PB.html](http://www2.acs.ncsu.edu/reg_records/crs_cat/dir_PB.html)

**For a list of university wide courses, please refer to:**

[http://www2.acs.ncsu.edu/reg\\_records/crs\\_cat/directory.html](http://www2.acs.ncsu.edu/reg_records/crs_cat/directory.html)

## **Teaching**

Each graduate student is required to participate in teaching a minimum of one semester per degree. Unless an exception is made by the Department Head or Graduate Program Director for unusual circumstances, this requirement will be met by serving as a TA in PB 200, PB 360 (or the BIO counterpart), BIO181/183 or the BIT core lab. Requirements vary with TA and RA positions. Your teaching performance will be evaluated by your faculty supervisor and your students. A Graduate Teaching Award is usually presented each spring. All graduate students, regardless of their source of income, will ordinarily register for 1 hour of credit of the appropriate course (PB 685 or PB 885) for each lab section they teach plus an additional 1 credit hour each time they teach a different course. Dr. Chad Jordan can inform you on credits awarded for teaching.

## **Graduate Advisory Committee - Plan of Work - Annual Report**

You must choose your graduate advisory committee and submit a plan of work by the end of your second semester in residence. Your major professor must recommend any changes in your plan of work to the Graduate Director. Each student is responsible for scheduling a meeting at least once a year and completing and submitting the Advisory Committee Annual Report to the Graduate Director by June 1 of each calendar year.

The department enters information on Advisory Committees and Plans of Work in an electronic data system once departmental approval has been given.

It is critical that this information is accurate at the time the request for a "permit" to schedule the final examination is made. The advisor will ask the Graduate Director to request the "permit" to schedule the final examination from the Graduate School. The "permit" can be requested as soon as the candidate has completed all course work on the Plan of Work or has current registration in the remaining course(s).

**The Graduate School requires 20 working days to issue the "permit", thus some planning will be needed to assure completion of the examination and submission of the thesis by the semester deadline for the intended graduation semester. The thesis deadline falls well**

**before the end of the semester so be sure to consult the Graduate School website and plan accordingly.**

### **Plan of Graduate Work (POW)**

- A. [Plans of Work for Master's Students](#)
- B. [Plans of Work for Doctoral Students](#)
- C. [Contents of Plans of Work](#)
- D. [Creating and Revising Plan of Work](#)
- E. [Annual Progress Evaluation](#)

The student enters information on Advisory Committees and Plans of Work in SIS. Instructions can be found at: <http://www.ncsu.edu/grad/faculty-and-staff/docs/GRAD-SIS-training-manual-students.pdf>. **Students should not submit their POW for approval.** They should let Sue Vitello know when they have been entered so any modifications can be done before the POW is submitted for approval.

### **THE MARTHA SUE SEBASTIAN GRADUATE TEACHING AWARD DEPARTMENT OF PLANT BIOLOGY, NCSU**

Each spring semester, usually at the ice cream social, the Plant Biology faculty present an award to a graduate student who has shown outstanding teaching accomplishments, whether in fulfillment of the departmental teaching requirement and/or during employment as a teaching assistant. This award began in 1967 and in 1970 was named in honor of one of the department's outstanding teaching assistants, Mrs. Kenneth E. (Martha Sue) Sebastian. Suzy was a student completing requirements for the Ph.D. degree in Botany, who died giving birth to a daughter. The department has traditionally presented the winner(s) with an unabridged edition of the Random House Dictionary of the English Language; names are also engraved on a specially prepared plaque that hangs in the departmental office. In 1985 Mr. Kenneth E. Sebastian established an endowment fund with the NCSU Alumni Association; earnings from the endowment are used to provide a cash award to the student(s) selected for the Martha Sue Sebastian teaching award. The endowment states: "Award recipients will be chosen by the faculty of the Plant Biology Department in accordance with their established procedures". Multiple winners of the award may be selected in a given year, at the Plant Biology Faculty's discretion. The Plant Biology Faculty at NCSU makes this information available to all Plant Biology graduate students to indicate recognition of the excellence in teaching" exemplified by Martha Sue (Suzy) Sebastian, to acknowledge the endowment made in her memory by her husband Kenneth E. Sebastian, and to stimulate desire among the Plant Biology graduate students to strive for the same standards that have been established by Suzy and other recipients of this award.

#### **GUIDELINES THAT MIGHT BE USED FOR SELECTING CANDIDATES:**

1. Student is consistently nominated for the Sebastian teaching award or at least nominated more than once by faculty in charge of respective course(s).
2. Student has demonstrated outstanding performance as a teacher, as reflected in evaluations by faculty and students.
3. Student has made innovative contributions to the instructional process.
4. Student has participated in more than one course.

**Requirements/Benefits at a Glance**

<b>Graduate Student Support Plan (1) Membership Requirements At-A-Glance</b>												
		<b>Number of Semesters from Initial Graduate Enrollment to Current Semester (2)</b>										
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>&gt;=11</b>
<b>Current Graduate Level</b>		<b>Minimum Hours of Registration Required (3)</b>										
<b>Masters (MR)</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>3</b>	<b>3</b>						
<b>Doctors (DR)</b>	DR Students who had an MR in the same or related field upon initial admission to the Graduate School at NC State	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
	DR Students who did <b>NOT</b> have an MR in the same or related field upon initial admission to the Graduate School at NC State	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>3</b>
(1) For Graduate Students currently receiving a minimum stipend (from RA, EA, TA or Fellowship) of \$666.67 per month (\$8,000 annualized)		Benefits-Health Insurance, In & Out of State Tuition										
(2) Fall and Spring only. Initial enrollment refers to initial enrollment in Graduate School at N. C. State and includes those who go from a Master's degree to a Ph.D.		Benefits-Health Insurance ONLY										
(3) These hours do not necessarily constitute full-time enrollment according to the definition found in Section 3.15 of the Graduate School Administrative Handbook.												

Revised: 10/18/2007

**Plant Biology Graduate Student Association (PBGSA)**  
 North Carolina State University

See Nash Turley for bylaws and constitution

The purpose of Plant Biology Graduate Student Association (PBGSA) is:

- To represent Plant Biology Graduate Students in university matters associated with the overall Student Body, CALS, and Administration
- To provide an open forum for graduate students' opinions
- To serve as an informational and financial bridge between the university and Plant

## Biology

- Graduate Students in matters related to student needs
- To voice graduate student opinions in all matters of mutual interest to faculty and students
- To promote professional interest and fellowship among graduate students

Current PBGSA officers for 2010-2011 are Nash Turley, President; Stacie Flood, VP; Steph Mixson, Secretary; Efrain Rivera Serrano, Treasurer.

\* Questions concerning the PBGSA should be directed to any of the above people.

**There is also a university level association UGSA whose activities can be found at [http://ncsu.edu/stud\\_orgs/ugsa/](http://ncsu.edu/stud_orgs/ugsa/)**

**Travel Funds Available for Graduate Students [http://ncsu.edu/stud\\_orgs/ugsa/](http://ncsu.edu/stud_orgs/ugsa/)**

The GSA seeks to aid graduate students in their professional activities. The purpose of the Travel Fund is to subsidize, not reimburse, students for their participation at professional meetings.

## **NC Residency for Tuition Purposes**

North Carolina General Statute 116-143.1 reserves the in-state tuition rate for legal residents of the state of North Carolina. Under this law, “legal residence” means more than simply residing in the state. Specifically, you must prove that your presence in the state is for the purpose of establishing a domicile (permanent home of indefinite duration), and that you are not just temporarily residing in the state to attend school. To qualify for the resident tuition rate, you must have maintained your legal residency for one year from the start of the term for which you request the resident classification.

Please refer to the following website for the most current information regarding residency issues: Graduate School: <http://www2.acs.ncsu.edu/grad/students/current/resident.htm>.

## **GRADUATE SCHOOL HANDBOOK**

<http://www.ncsu.edu/grad/handbook/table-of-contents.html>

## **Interinstitutional Registration Program**

<http://www.ncsu.edu/grad/catalog/interinstitutional.html>

NC State participates in an [Interinstitutional Registration program](#) with the [University of North Carolina at Chapel Hill](#), the [University of North Carolina at Greensboro](#), the [University of North Carolina at Charlotte](#), [North Carolina Central University](#), and [Duke University](#). The program provides the opportunity for students to enroll at another institution for a course or courses not offered on their home campus. Other activities include a cooperative library arrangement, joint student activities, and faculty cooperation and interchange.

Even though taking a course on another campus, the student is exclusively under the administrative direction of the NC State Graduate School. Enrollment for courses on other campuses will take place on this campus, using an [InterInstitutional Approval](#) form from

Registration and Records. Such courses are considered by the Graduate School to be a part of the student's normal load and the student will be billed for the courses through the NC State University Cashier's Office. During the summer, the procedure is somewhat different in that a student must be enrolled in a least one course on the NC State campus during the same session as the requested interinstitutional registration.

When the grading system of the other institutions varies from that of NC State, grades received under Interinstitutional Registration will be converted to the NC State system. "H," "P," "L," and "F" grades earned at the University of North Carolina at Chapel Hill and "E," "G," "S" and "F" grades earned at Duke University will be converted to "A," "B," "C" and "F" grades, respectively.