

UC Irvine Charlie Dunlop
School of Biological Sciences



Graduate Student Handbook

Academic Year: 2025-2026

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This handbook contains general information for all graduate students in the Charlie Dunlop School of Biological Sciences. Students should refer to the graduate handbook for their department for specific requirements of their program of study.

Additionally, the Dunlop School of Biological Sciences adheres to UCI Graduate Division's Graduate Policies and Procedures and guidelines:

https://grad.uci.edu/wp-content/uploads/2023/04/Graduate-Policies-and-Procedures_edited-9.2025.pdf

In cases of conflict between this Handbook and official University publications or current policy, official University publications or current policy takes precedence.



Graduate Studies & Support

Our Mission Statement: Graduate Studies & Support (GS&S) oversees centralized student services across all graduate programs in the Charlie Dunlop School of Biological Sciences, including interdepartmental gateway programs (e.g., INP, CMB). The unit provides strategic direction and operational leadership in graduate admissions and recruitment, financial support, academic progress, student employment, policy compliance, and student experience. We support programmatic consistency, equity, and excellence while ensuring alignment with university policies and broader institutional goals.

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Associate Dean Craig Walsh oversees GS&S and its functions in the Charlie Dunlop School of Biological Sciences.

Interdepartmental Doctoral Gateway Programs

Doctoral students may enter through a first-year gateway program such as Cellular and Molecular Biosciences (CMB), Interdepartmental Neuroscience Program (INP), or Mathematical, Computational and Systems Biology (MCSB) or direct admission to a specific department. Gateway students complete specific coursework requirements for their specific first-year program. Then, students select a thesis advisor and transfer to a department and complete remaining degree requirements.

Cellular Molecular Biosciences

The PhD program in Cellular & Molecular Biosciences (CMB) at UC Irvine provides ideal training to launch the careers of talented researchers in diverse fields of biological and biomedical sciences. With five different study focuses, the CMB PhD program gears future scientists to be ready for a diverse field. The program offers a rigorous but flexible curriculum with an extensive choice of laboratories and allows students to tailor their training to individual interests and goals. Outstanding facilities, a collaborative culture, a commitment to diversity, and guaranteed on-campus housing all contribute to a productive graduate experience.

Interdepartmental Neuroscience Program

The Interdepartmental Neuroscience Program (INP) provides a vehicle for meeting the diversity and challenges of graduate training in such a broad discipline. Neuroscience is an inherently broad and multidisciplinary area of scientific pursuit and scholarship. It has intellectual links to fields as diverse as developmental and cell biology, molecular biology, physiology, pharmacology, anatomy, psychology, computer science, and physics. The substantial breadth of Neuroscience is one of its strengths as a discipline, and one of the features that makes it an attractive and important area for graduate study. Students may train with any participating faculty member and are exposed to a variety of approaches before deciding on a research area for focused dissertation work. After the initial year of academic coursework and laboratory rotations, students join the more specialized graduate program of their chosen thesis advisor.



Mathematical, Computational, and Systems Biology

The goal of UCI's program in Mathematical, Computational and Systems Biology (MCSB) is to provide students from a variety of academic backgrounds with doctoral training suitable for research careers in the nascent field of Systems Biology. The program emphasizes in-depth classroom study, interdisciplinary research rotations, and individualized advising. The MCSB Program is supported by funding from UCI's Graduate Division, by a National Institute of General Medical Sciences grant to the UCI Center for Complex Biological Systems, and an NIH Training Grant.

MCSB students who transfer to a different program following their first year must comply with the policies and procedures established by their new departmental program.



Doctoral Programs

The Charlie Dunlop School of Biological Sciences offers five doctoral degree-granting programs, each with distinct academic and examination requirements.

Developmental & Cell Biology

The Department of Developmental and Cell Biology (DCB) offers a program of study that leads to the degree of Doctor of Philosophy (PhD) in the Graduate School of UC Irvine. Research in the department is multi-disciplinary and highly interactive, with particular strengths in the areas of developmental genetics, stem cell biology, cell and cancer biology, systems biology and neurobiology. Investigators use state of the art techniques including confocal, live and super-resolution microscopy, molecular biology, biochemistry, biophysics and genetics to address a diverse set of molecular questions. Model systems for these studies include mouse, Drosophila, Zebrafish, C.elegans and tissue culture cells. Understanding the normal processes of cell, tissue and developmental biology will provide mechanistic insights into human diseases, such as birth defects, diabetes, obesity and cancer.

For detailed program requirements, refer to the departmental graduate handbook [here](#).

Ecology and Evolutionary Biology

The graduate experience in EEB is dynamic and rewarding. Students work closely with faculty and collaborators to develop novel research products. Scientific approaches are very diverse, including field projects, laboratory experiments, mathematical modeling, theory development, computational biology, bioinformatics, and meta-analysis. Graduate students have access to top-tier research facilities such as greenhouses, mass-spec facilities, supercomputers, and the UC Natural Reserve System. The department strives for a graduate community with positive work-life balance that prioritizes mental health and professional development. The graduate culture values diversity and inclusion as guiding principles that enhance the research and training experience for everyone. Many graduate students are also leaders in science policy, science communication, and advocacy for the application of ecology and evolutionary biology to address societal problems.

For detailed program requirements, refer to the departmental graduate handbook [here](#).



Molecular Biology and Biochemistry

The Department of Molecular Biology & Biochemistry (MBB) was formed by faculty interested in a deeper understanding of the mechanistic principles that govern nature. The department offers graduate study in conjunction with the program in Cellular and Molecular BioSciences. Students admitted into the combined program who select a research advisor in the department begin following the departmental requirements for the PhD at the beginning of their second year.

For detailed program requirements, refer to the departmental graduate handbook [here](#).

Neurobiology and Behavior

Faculty and students in Neurobiology and Behavior (NBB) have a common goal: to understand how the brain produces behavior that adapts to a changing environment. Progress toward this goal requires a command of both a research specialty and its broader context. Our graduate training gives students a broad foundation in neuroscience, technical proficiency in an area of interest, and an understanding of the fundamentals and subtleties of that area so that they can address intellectual and technical issues with finesse.

For detailed program requirements, refer to the departmental graduate handbook [here](#).

Mathematical, Computational and Systems Biology

The goal of UCI's program in Mathematical, Computational and Systems Biology (MCSB) is to provide students from a variety of educational backgrounds with PhD training suitable for research careers in the nascent field of Systems Biology. The program emphasizes in-depth classroom study, interdisciplinary research rotations, and individualized advising.

For detailed program requirements, refer to the departmental graduate handbook [here](#).



Master's Programs

The Charlie Dunlop School of Biological Sciences offers five master's programs, each with distinct academic and examination requirements.

Biological Sciences

The Master's degree in Biological Sciences is for students who wish to obtain research experience and/or to complete additional classwork after earning a BS in a related discipline. Students may apply to be sponsored by a faculty member in MBB. The direct admit program requires coursework and research in the laboratory of the sponsor. Additionally, doctoral students who have progressed to candidacy status have the option to obtain their master's degree while pursuing their doctorate.

For detailed program requirements, refer to the MS graduate handbook [here](#).

Biotechnology

The Department of Molecular Biology & Biochemistry offers a Master of Science degree in Biotechnology. Biotechnology utilizes basic knowledge from the biological sciences, chemistry, and chemical engineering to solve practical problems in the fields of medicine, agriculture and chemical manufacturing.

For detailed program requirements, refer to the MS graduate handbook [here](#).

Biotechnology Management

The Department of Molecular Biology and Biochemistry in the Charlie Dunlop School of Biological Sciences, and the Paul Merage School of Business, have established a Master of Science Program in Biotechnology Management (MSBTM). This program combines the essential elements of the highly successful Biotechnology Master's Program with those of several equally successful Master's of Business Administration Programs. It also capitalizes on a defined area of campus research strength in nanotechnology, tissue engineering and biomedical devices.

For detailed program requirements, refer to the MS graduate handbook [here](#).



Conservation and Restoration Sciences

The MCRS Program is a professional master's degree program housed within Ecology & Evolutionary Biology. The mission of the MCRS Program is to prepare leaders in the fields of environmental science, conservation, restoration, and sustainability by engaging them in active adaptive management experiences.

For detailed program requirements, refer to the departmental graduate handbook [here](#).

Mathematical, Computational and Systems Biology

The graduate program in Mathematical, Computational and Systems Biology (MCSB) is designed to meet the interdisciplinary training challenges of modern biology and function in concert with existing departmental programs (Departmental Option) or as an individually tailored program (Interdisciplinary Option) leading to a MS or PhD degree.

For detailed program requirements, refer to the departmental graduate handbook [here](#).



Graduate Advisors by Department

Graduate Advisors oversee graduate student affairs in their departments and are the primary point of contact between students and their academic program. For some students, the Graduate Advisor will serve as their initial advisor upon admission.

The current Graduate Advisors are:

Developmental and Cell Biology

Name: Dr. Christine Suetterlin

Email: suetterc@uci.edu

Ecology and Evolutionary Biology

Name: Dr. Matt Bracken

Email: m.bracken@uci.edu

Mathematical, Computational & Systems Biology

Name: Dr. John Lowengrub

Email: jlowengr@uci.edu

Molecular Biology & Biochemistry

Name: Dr. Mei Kong (PhD)

Dr. Suzanne Bohlson (MS)

Email: meik1@uci.edu, bohlsons@uci.edu

Neurobiology and Behavior

Name: Dr. Stephen Mahler

Email: mahlers@uci.edu



Students: School requirements

Change of Major

Doctoral students moving from a gateway program to a department must have their new department complete the necessary transfer agreement paperwork along with a Change of Major form. Once this process is finalized, students are officially registered with the department and will be responsible for meeting all departmental requirements for teaching, coursework, and research.

Teaching Requirement

Experience as a teaching assistant is considered an important component of the graduate educational experience. PhD students in the Charlie Dunlop School of Biological Sciences, with the exception of students pursuing their degree from the MCSB program, are required to serve as Teaching Assistants in their department for at least two quarters at 50% time.

Some graduate programs require students in their master's programs to serve as Teaching Assistants. Students should consult their departmental graduate handbook for detailed program requirements.

Annual Committee Meetings

Graduate students are required to meet regularly with their advisor to ensure they're making satisfactory progress. Doctoral students are required to have annual committee meetings following their advancement. Students should consult their departmental graduate handbook for detailed program requirements.

Individual Development Plans (IDPs)

The UCI Graduate Council mandates that doctoral students develop Individual Development Plans (IDPs) annually in collaboration with their advisors. These plans should outline the student's current challenges, professional goals, training needs, and milestones for both academic progress and career development.

The annual committee meetings provide an ideal opportunity for these discussions between students and advisors. The signed and completed IDP forms must be submitted to the student's Graduate Coordinator for inclusion in their file.

Pre-Advancement

Certain Departments within the Charlie Dunlop School of Biological Sciences, including Developmental & Cell Biology and Molecular Biology & Biochemistry require that students present their research proposals to their committee before taking the advancement exam through a pre-advancement examination or meeting (see Table 1). This meeting should take place prior to the advancement exam. Under exceptional circumstances, the committee may require an extended document that, together with the pre-advancement exam, will serve as the advancement exam. Students should consult their departmental graduate handbook for detailed program requirements.

Advancement to Candidacy

Advancement to candidacy signifies that the student has completed his or her coursework and other requirements and is ready to move forward to the dissertation phase for doctoral students or to either the thesis or comprehensive examination phase for master's students. University policy requires students to advance to candidacy at least one quarter prior to degree completion.

Department	Pre-advancement
DCB	Required
EEB	Not required
MBB	Required
MCSB	Not required
NBB	Not required

Table 1. Pre-advancement Requirements by Department

The normative time to advancement for doctoral students in the Charlie Dunlop School of Biological Sciences is three years. The Charlie Dunlop School of Biological Sciences offers a financial incentive for students who complete

their advancement by the end of their third year.

Doctoral students who plan to earn the master's en route to the doctorate must advance separately for the master's and PhD in order to earn both degrees. Advancement to candidacy for a PhD does not automatically grant the student a master's degree.

Final Defense

Following advancement to candidacy, the Doctoral Committee (referred to as "Dissertation Committee" or the "Thesis Committee") oversees the preparation and completion of the doctoral dissertation. To successfully defend their dissertation, students must schedule and complete an oral defense with the Doctoral Committee that is open to the academic community.

Certain programs require students to hold a final Green-light meeting with their Committee prior to their defense to verify they are prepared to move forward with their defense. Students should consult their departmental graduate handbook for detailed program requirements.

The normative time to degree is 5-6 years (depending on the program). The maximum time permitted is 7 years.

Committee Requirements

Graduate programs within the Charlie Dunlop School of Biological Sciences have varying requirements for the Advancement Committee. A requirement across all departments is that the Committee must be chaired by a faculty member holding a primary or joint appointment in the student's department. Additionally, the majority of the Committee members must have primary or joint appointments within the student's department. Certain graduate programs require the inclusion of an outside member on the Committee (see Table 2).

Department	Total # of required committee members	Composition	Outside member
DCB	5	Majority DCB	Not required, but highly recommended
EEB	4	Majority EEB	Not required, but highly recommended
MBB	4	Majority MBB	Not required, but highly recommended
MCSB	5	Majority MCSB	Required
NBB	5	Majority NBB	Required

Table 2. Advancement Committee Requirements by Department

The Doctoral Committee must consist of a student's advisor and at least two additional faculty members, with the majority coming from the student's department. It usually represents a subset of the Advancement to Candidacy Committee. The specific membership of the Doctoral Committee should be determined in consultation with the Chair of the Candidacy Committee.

If committee membership changes occur between advancement and the final defense, students should inform their Graduate Coordinator, who will then communicate these changes to the Graduate Division.



Academic Policies & Procedures

Academic Leave of Absence

A Leave of Absence (LOA) may be granted for up to one academic year (3 quarters) if, following review of the student's academic record, it is deemed consistent with the student's academic objectives and progress toward degree. Written approvals are required from the Faculty Graduate Student Advisor and/or the school's Associate Dean for Graduate Affairs. It is important that applications for LOA status be submitted to the Graduate Dean (120 Aldrich Hall) prior to the beginning of the quarter for which approval is sought.

A student on an approved leave may not hold student academic appointments (Graduate Student Researcher, Teaching Assistant, Reader, etc.) or other student employment titles. While on an LOA, a student is also not eligible for University fellowship support, University research grants, or financial aid.

Employment Leave of Absence

The University's contract with the UAW provides graduate students who hold certain academic student employee positions with paid or unpaid leave. Students should refer to their Written Notice of Appointment (WNA) for additional information.

Lapse of Status: Did Not Enroll

At UCI, graduate students are expected to remain continuously enrolled in their degree program while progressing toward their degree. Students who have failed to maintain their graduate student status will be notified in writing by the Graduate Division. A lapse of status will occur under any of the following conditions:

- a. If a student fails to register (i.e., pay fees and enroll in units) by Friday of the third week of classes.
- b. If an academic leave of absence, or permission to pay the Filing Fee in lieu of registration, has not been submitted and approved by the student's department and Graduate Division.
- c. If a student fails to comply with any provisions of admission to UCI. Final notification of lapse of student status will be sent to the student and the academic unit at the beginning of the fourth week of classes.



Students wishing to re-enroll retroactively within the same quarter must provide Graduate Division with a completed readmission petition which requires payment of a Readmission Fee and applicable signatures, as well as a written exception request signed by their Department Chair/Program Director and Associate Dean for Graduate Affairs requesting reinstatement and justifying the request for change in student status. Approval of such requests is rare and is given under *truly exceptional circumstances only*. In most cases, students wishing to re-enroll will be required to submit a new *Application for Graduate Study*.

Withdrawal

A student who plans to withdraw after completing all academic work for the latest quarter of enrollment should submit a written notice of intent to the Graduate Division and to their department as soon as the decision to withdraw has been made. The student has two options in such cases: (1) to file a Withdrawal form with the Graduate Division; or (2) to apply for an academic leave of absence. A student in good academic standing who intends to re-enroll after missing no more than three consecutive quarters is encouraged to consider a leave of absence.

In-Absentia Registration

Students may apply for in absentia status if the following criteria are met: the research or coursework is of a nature that makes it necessary to be completed outside of UCI's local campus region (which includes the following counties: Southern California area e.g. not residing/working in Orange, Los Angeles, Riverside, San Bernardino and San Diego counties) for at least one full academic term; the work away from the UC campus is directly related to the student's degree program as evidenced by UC faculty approval; the work involves only indirect supervision (correspondence or review of written work) from UC faculty during the in absentia period; the work involves no significant collaboration with UC faculty during the in absentia period. Doctoral students who want to register in absentia for a second academic year must reapply. A health insurance fee, non-resident tuition (if applicable), professional school fees (if applicable), and reduced Educational and Registration Fees; as well as the Associated Graduate Students (AGS) fee, are charged to all students registered in absentia.

While on In-absentia status, policy normally requires students to enroll in 12 units (typically for dissertation research or independent study courses), and pay the required quarterly fees/tuition. However, students on In-absentia status pay a reduced rate of 15% of the combined University Student Services and Tuition fees, as well as the AGS fee and GSHIP (Graduate Student Health Insurance Plan), if applicable.

The procedures for enrolling are the same as for regular students who are in-residence on campus. If In-absentia registration is approved by the academic department and the Graduate



Dean, the Graduate Division will send notice of an In-Absentia Waiver to the UCI Student Billing System. The student will then be billed for the fees/tuition due, with the Waiver appearing on the student's Zotbill as a credit. It is the student's responsibility to ensure fee payment by the deadline established by the Registrar and to submit all applications and petitions in a timely manner to ensure that their fees are assessed appropriately and prior to all deadlines.

Filing Fee Status

UCI's Academic Senate policy on Filing Fee status applies to students who have completed all requirements for a terminal Master's or Doctoral degree and are ready for the formal submission of their thesis or dissertation, or the final, formal examination. The Filing Fee may be paid in lieu of registration for only one academic quarter or summer during the student's entire graduate career, irrespective of how many graduate programs students enroll in. Students applying for Filing Fee status must be registered in the preceding academic session. A Filing Fee will not be accepted immediately following an academic LOA.

Nonresident Supplemental Tuition Reduction for Nonresident Doctoral Students (International Students)

Nonresident doctoral students who have advanced to candidacy are eligible for a 100% reduction in the non-resident supplemental tuition (NRST) for a maximum of three consecutive calendar years including time on leave of absence. The reduction in NRST begins with the first academic term following advancement to candidacy, and is based on the prevailing NRST rate for the year it is applied. Any nonresident student who continues to be registered, or who re-registers following the three-year maximum allowance, will be charged the full NRST rate that is in effect at that time of enrollment. The student must be advanced to candidacy as of the first day of the quarter to qualify for the NRST reduction. A nonresident student is eligible for the reduced NRST for only one doctoral degree when he or she is enrolled at the University.

Students who are U.S. citizens or permanent residents of the United States are expected to establish California residency prior to their second year of study.

Academic Conditional Status & Disqualification

Students may be placed on Academic Conditional Status (ACS) for unsatisfactory academic progress. Unsatisfactory progress may include, but not be limited to the following:

1. A grade of B- or lower in one or more required courses
2. Cumulative GPA or GPA for any given quarter falls below a 3.0
3. Failure to complete courses, examinations or advancement and graduation by the normative times

At the time of placement on Academic Conditional Status, graduate programs will provide students with a written notification. This letter will provide specific information on areas that require improvement, provide an outline and a timeline for future expectations of academic progress, and set meeting dates to maintain continuity in advisement. The purpose of the notice of potential unsatisfactory progress is to provide the student with a period of time (usually at least one academic quarter) in which to make necessary improvements in their academic status and successfully complete their graduate study.

If a graduate student's Graduate Advisor determines that a graduate student is making unsatisfactory academic progress as determined by any of the factors noted in this section, the Graduate Advisor will consult with the appropriate faculty and administrators for that degree granting unit (e.g. Associate Dean, Chair, Thesis Advisor, etc.) before drafting a letter to notify the graduate student in writing that he or she has been recommended for academic disqualification.

Grounds for Disqualification

Automatic Disqualification from Further Registration. If a graduate student's grade point average (GPA) is less than 2.0 for any term, the academic unit must automatically give the graduate student a written warning and place them on Academic Conditional Status. The program will allow the graduate student one quarter to improve their GPA to 2.0 or greater before becoming automatically disqualified from further registration. For automatic disqualifications, the standard disqualification procedures do not apply and cannot be appealed.

If a student's GPA is 2.0 or above but does not reach at least a 3.0 after the additional quarter, the program will give the graduate student at least one additional quarter to bring their GPA to at least 3.0 before the program recommends the student for academic disqualification.

When Academic Conditional Status Leads to Disqualification from Further Registration. A

graduate student who has been placed on Academic Conditional Status is subject to disqualification if any one or more of the following events occur:

- i. A graduate student has completed two consecutive terms on Academic Conditional Status; for instances where the condition of returning to satisfactory academic progress is to repeat, or take for the first time, a course that is offered during a time that exceeds two consecutive terms, exceptions may be made and notified to the Graduate Dean.
- ii. During a graduate student's term on Academic Conditional Status, the graduate student fails to improve his/her grade point average as stipulated in the Associate Dean's warning letter.
- iii. If after one term on Academic Conditional Status because of an excessive number of units of combined "I," "U" and/or "F" grades, the graduate student fails to make up the required number of such units stipulated in the Associate Dean's warning letter or accumulates further units of "I," "U" and/or "F" grades, disqualification will result.

Financial Support

Doctoral students admitted to the Charlie Dunlop School of Biological Sciences receive comprehensive financial support, including a generous stipend, coverage of fees, non-resident tuition, and health insurance, provided they maintain satisfactory progress. The Dunlop School and UC Irvine actively promote various funding opportunities, including pre-doctoral fellowships, research-specific training grants, educational fellowships, and teaching opportunities. Additionally, the Charlie Dunlop School of Biological Sciences offers travel support for students to present their thesis research at conferences.

Students in master's degree programs are responsible for fees, tuition, and all other expenses. Master's students interested in an academic student employee appointment should contact their Graduate Coordinator for additional information.

Academic Student Employee (ASE)

Graduate students may be employed as Graduate Student Researchers (GSRs) or Academic Student Employees (Teaching Assistants, Associate Instructors, Readers or Tutors). Students earn a salary and, depending on the type of employment, may have all or part of their fees paid as a benefit.

Students enrolled in Self-Supporting Graduate Professional Degree Programs (SSGPDP), including the Master's in Conservation and Restoration Sciences, or holding appointments through such programs have restricted fee remission eligibility. Fee remissions are capped at the equivalent rates of state-supported programs and cannot exceed these amounts. Additionally, Health Insurance Premium Remission is only available to students whose SSGPDP program includes GSHIP as a mandatory fee and who maintain their enrollment in GSHIP coverage. Furthermore, the Non-Resident Supplemental Tuition (NRST) and the Professional Degree Supplemental Tuition (PDST) are not covered in the fee remission for master's students.

Students must satisfy the following requirements for any appointment at the Charlie Dunlop School of Biological Sciences:

1. TA Professional Development Program (TAPDP) Training: Students must have completed mandatory TA training in order to be considered for a TA position.
2. Academic Standing: Students must have a cumulative GPA of at least a 3.1 and in good academic standing.
3. English Proficiency: International students must also satisfy the [English proficiency requirements](#).

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4. Departmental Discretion: Individual departments may have additional requirements or preferences based on their programs needs and courses.

Teaching Assistant

An academically qualified and registered graduate student in full-time residence chosen for excellent scholarship and for promise as a teacher, who is assigned to assist in the delivery of instruction under the active supervision of a faculty member. A majority of graduate students who perform instructional functions are assigned to the Teaching Assistant title.

Responsibilities

- Assist the supervising faculty member by conducting discussion, laboratory or quiz sections that supplement faculty lectures
- Grading assignments or examinations
- May provide input into the development of assignments or exams, and hold office hours

Teaching Associate (Associate In)

An academically qualified and registered graduate student in full-time residence employed temporarily to teach a lower-division course. A graduate student, upon recommendation from the department head, may be assigned an upper-division course or course section (non-graduate level course only) with the written approval of the Graduate Dean and the UCI Academic Senate's Subcommittee on Courses. Such approval must be obtained in writing prior to the student beginning their assignment/appointment.

Responsibilities

- Assist in the instruction of any lower-division course or
- May be assigned to conduct the entire instruction of a lower-division course

All instructional activities of graduate student Teaching Associates are to be supervised by a faculty member. A Teaching Associate with extensive teaching experience may be presumed to require less direct supervision.

Graduate Student Researcher Appointments (GSR)

Experience as a graduate student researcher is considered central to the preparation for a future career whether in an academic or research environment. Depending on the field, students may begin work in research under the direction of a faculty advisor at various times following admission. Predissertation and dissertation research are all guided by the same principles concerning ethical issues and classified or proprietary research.

Graduate Student Researcher

An academically qualified and registered graduate student, enrolled full-time, who performs research related to his or her degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator. The Graduate Student Researcher may or may not collaborate in the publication of said research.

The maximum academic student employee appointment limitation is 50% time (220 hours of assigned workload) during any academic year quarter. For more information regarding ASE and GSR appointments and eligibility, students should refer to UCI Graduate Division's website: <https://grad.uci.edu/funding/employment/>.

Note: that the Senate Committee on Courses (SCOC) does not permit Master's students to be hired as Associate Instructors for upper-division courses.

Fellowships

Students are encouraged to apply to University fellowships and extramural fellowships. The Graduate Division provides a list of current school fellowships here: <https://grad.uci.edu/new-fellowships/>. Students should consult with their Graduate Coordinator for internal fellowship deadlines.

Domestic applicants who wish to apply for fellowships will need to file a [FAFSA](#) (Free Application for Federal Student Assistance). More information is available through the [UCI Office of Financial Aid and Scholarships](#).

Non-U.S. citizens who receive fellowship stipend payments from the University are required to complete and submit certain tax-related documents each calendar year in which fellowship stipend income is received. This is done through the campus Glacier Tax Compliance System and must be completed before the University may issue such payments.

For more information and detailed guidance, students should visit: <https://www.accounting.uci.edu/tax/non-resident/index.php>.

Housing

UCI guarantees an offer of on-campus housing to every newly-admitted, full-time PhD student. Guaranteed housing offers will be made for enrollment in Fall only and cannot be deferred. Students who accept this housing offer will be guaranteed placement in on-campus housing for the normal time to degree (NTTD) for their academic program. Students must maintain good academic standing to continue to qualify for the guarantee. Students are encouraged to contact the Housing Office for more information.



Travel Award

Graduate students may be eligible for a \$300 travel award from the Charlie Dunlop School of Biological Sciences for presenting their research at a conference.

Students must meet the following conditions:

1. Must be an author on an abstract that is presented as an oral or poster presentation
2. Only one author per abstract is eligible for a travel stipend
3. The presentation must be based on research performed at UCI as part of their degree
4. Only eligible for travel once per academic year
5. Students must be making normal progress toward their degree: no grades below a B in any course; advancement to candidacy during normative time to degree

To request a travel award, please apply [here](#).

Student Resources

- Graduate & Postdoctoral Scholar Resource Center
[Graduate & Postdoctoral Scholar Resource Center - UCI Graduate Division](#)
- International Center
<https://ic.uci.edu/>
- UCI Libraries
<https://www.lib.uci.edu/>
- Student Wellness:
<https://studentwellness.uci.edu/>
 - Wellness Workshops: <https://studentwellness.uci.edu/services/workshops>
- Counseling Center
<https://counseling.uci.edu/>
- GSHIP, Graduate Health Insurance:
<https://studenthealth.uci.edu/>
- DECADE (Diverse Education Community and Doctoral Experience)
<https://grad.uci.edu/inclusion/decade/>
- GPS - STEM
<https://gps-stem.grad.uci.edu/>
- Division of Career Pathways
<https://career.uci.edu/graduate/#left-nav>
- Childcare Services
<https://childcare.uci.edu/>
- Disability Services
<https://dsc.uci.edu/>
- UCI Police
<https://police.uci.edu/>
- Parking
<https://parking.uci.edu/permits/student/>
- Student Housing
<https://housing.uci.edu/grad/>
- FRESH Basic Needs Hub
<https://basicneeds.uci.edu/>
- Student Affairs Centers and Services
<https://studentaffairs.uci.edu/services-for-students/>



Appendix A: BioSci Directory

BioSci Facilities:

Email: biosci-facilities@uci.edu

- *Keys/Access Card Requests*
- *Special Project/Renovation Requests*
- *Filing Facilities Work Orders*
- *Lab Cleanout Procedures*
- *Conference Room Reservations*
- *All other facilities questions or concerns*

BioSci Purchasing:

Email: biosci-purchasing@uci.edu

- *PalCard*
- *Requisitions*
- *UCIBuy*
- *Purchase Orders*
- *Inventory and Equipment Needs*
- *FedEx*

BioSci Finance:

Email: biosci-reimbursement@uci.edu

- *Travel Reimbursements*
- *Entertainment (ENT) Reimbursements*

BioSci Student Affairs:

Email: mhawe@uci.edu

Point of contact in GS&S: morgano@uci.edu

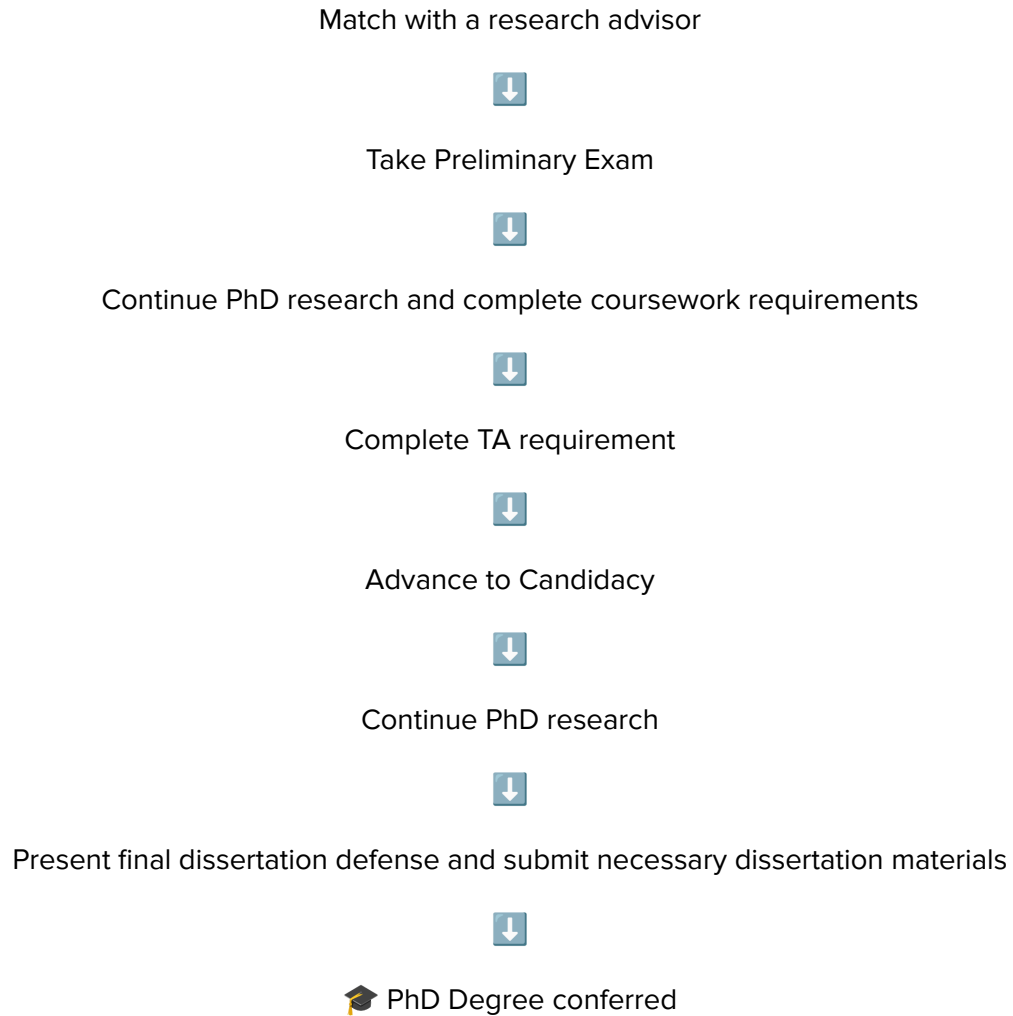
- *New Course Management (CIM)*
- *Undergraduate/Graduate Schedule of Classes*
- *Course Reports*
- *Course Evaluations*

BioSci Computing Services:

Email: bcshelp@uci.edu

- *PC/Mac Support*
- *Computer Purchasing*
- *Conference Room AV*
- *Networking*
- *Software*
- *Web Services – biowebinfo@uci.edu*

Appendix B: Summary of PhD Timeline



Summary of MS Timeline

Begin Coursework



Comprehensive Exam students: complete all coursework and select committee members (if applicable)



Thesis students: Select a committee chair and select committee members



Complete MS Advancement to Candidacy Form (at least one quarter before you plan to graduate)



Comprehensive Exam students: Complete final examination/paper/project/presentation/other assignment (if applicable)



Thesis students: Complete and defend thesis



🎓 MS Degree conferred

Appendix C:

UC Irvine Charlie Dunlop School of Biological Sciences

Statement of Professional Conduct

Last updated: September 5, 2025

This document is intended to outline the standards of professional conduct expected of all students, staff, and faculty in the Charlie Dunlop School of Biological Sciences at UC Irvine.

Adherence to these principles of conduct — together with good academic standing — maintains a student's "good standing" status in the School.

As a community, we respect the dignity, individuality, and freedom of each member. At the same time, we strive to be a place where individuals and groups learn with and from each other. Although we acknowledge the difficulties inherent in creating a community of individuals who are different from each other, we remain unwavering in our commitment to both diversity and community in a context of academic excellence. We seek to enable all members of our community to pursue their educational, scholarly, and career interests in an environment that recognizes both the distinctiveness of each person's experience and the common humanity that unites us all, in order to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who live and work here.

In all activities, members of the School are expected to be respectful of the rights and interests of the community and of the others in the community and to be personally honest. We are expected to conduct ourselves in a manner compatible with the University's function as an educational institution, and with the rights of all members of the University community to attend, make use of, and enjoy the facilities and benefits of the University without undue interruption or disruption. With their professional conduct, all members of the School are expected to contribute to a School climate in which all community members feel personally safe, listened to, valued, and treated fairly and with respect.

The key principles of professional conduct include:

- 1. Professional Competence and Responsibility:** As scholars, we strive to maintain the highest level of competence in our work. Members of the UCI academic community are committed to engage in teaching, learning, research, and community service. This includes communicating in a manner that is respectful and that does not discriminate against or harass others, and treats the ideas, scholarship, and interests of others with respect.
- 2. Integrity:** UCI is an institution of learning, research, and scholarship. As members of the academic community, we are responsible for maintaining academic integrity and must accept individual responsibility for their work and actions. Violations of academic integrity will not be

tolerated because they devalue the teaching and learning experience for the entire community. Observing basic honesty in one's work, words, ideas, and actions is a principle to which all members of the community are required to subscribe.

<https://aisc.uci.edu/students/academic-integrity/index.php>

3. **Respect for People's Rights and Dignity:** Respect for the rights, privileges, and sensibilities of each member are essential to our academic community. Actions that make the atmosphere intimidating, threatening or hostile to individuals are regarded as serious offenses. Free speech and peaceful assembly are basic requirements of the University as a center of free inquiry and the search of knowledge and insight. These rights involve a concurrent obligation on the part of all members of the University, guests, and visitors to maintain on the campus an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals.

<https://freespeech.uci.edu/>

4. **Respect for Diversity:** UCI seeks to promote full inclusion of all members and groups in every aspect of University life. Diversity — on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services — is a source of strength for UCI. All participants, visitors, staff, students, faculty, and vendors are to be treated with respect and consideration, valuing a diversity of views and opinions. We do not tolerate any discriminatory and/or harassing behavior based on protected characteristics, and will take immediate action to end and remedy the effects of any hostile environment on affected members of the campus community. If a member of the UCI community has concerns of discrimination and/or harassment based on the protected bases, please contact the Office of Equal Opportunity and Diversity (oeod.uci.edu).

5. **Appropriate Sexual Conduct:** UCI does not tolerate sexual violence (dating violence, domestic violence, stalking, and sexual assault, policy linked [here](#)) and sexual harassment and has strong [policies](#) against this Prohibited Conduct. Pursuant to the Policies linked [here](#), the University has procedures for investigating and resolving allegations of sexual harassment and sexual violence. Additionally, the Office of Equal Opportunity and Diversity can provide an individual who experienced such sexual violence and/or sexual harassment with supportive **measures, such as changes to housing or classes, academic assistance, withdrawals and extensions, financial aid assistance, Visa assistance, safety escorts to walk with on campus, workplace accommodations, and more.** If you have any concerns or questions, please contact the Office of Equal Opportunity and Diversity. Additionally, graduate students are required to complete annual Sexual Violence and Sexual Harassment training within six weeks of their enrollment. If an accommodation for this training is needed, please contact the Office of Equal Opportunity and Diversity (oeod@uci.edu).

6. **Appropriate Use of Electronic Media:** When acting as representatives of the School or interacting on official UCI platforms, students must be responsible in their use of social media and should not violate our professional and academic standards in their social media activities.

7. **Appropriate Use of Artificial Intelligence (AI):** While AI tools can offer substantial benefits, they must be used with security and privacy risks in mind. For information on ethical AI use and responsible practices, consult the [UC Presidential Working Group on AI report](#).

Accountability

The School will maintain and publicize a clear structure to address complaints involving professional conduct of graduate students, staff or faculty. Allegations of improper behavior will be treated seriously and promptly. All members of the community are entitled to know what is expected of them, and to a timely, fair, and meaningful evaluation of their contributions. Proper training and orientation will be available to all members of the community.

Observance of University Policies

No set of rules can possibly address all situations that may arise. The School reserves the right to find that other conduct not specified in this Code or UCI policies constitutes a violation of good academic or professional standing. If situations arise that seem ambiguous, please consult with departmental graduate advisors, chairs, the Graduate Office, or the Associate Dean.

The UCI Student Code of Conduct, link [here](#) defines behavior expected of all UCI students. It is each student's responsibility to know and comply with the university's Student Code of Conduct. In addition, the violation of the laws of any jurisdiction, whether local, state, federal, or foreign, may subject an individual to disciplinary action.

Responsible Conduct of Research

The Dunlop School of Biological Sciences requires that all doctoral and Master's students complete training in the Responsible Conduct of Research. Students in gateway programs (CMB, INP, MCSB) are required to take MMG 250 Conduct of Research, which prepares scientists for biomedical research and is compliant with the NIH requirements. In addition, any student that is directly admitted into Developmental and Cell Biology, Molecular Biology and Biochemistry or Neurobiology and Behavior must complete MMG 250.

The Office of Research Administration offers a Responsible Conduct of Research training module through the UC Learning Center web site (<http://www.uclc.uci.edu>). The IRC- RA-RCR-2011 module is NSF compliant and is required for NSF GRFP pre-doctoral fellows and graduate students and post-docs conducting research on NSF grants. This training is suitable for graduate students that are not funded by the NIH.

In order to ensure compliance with federal and campus training requirements for the Responsible Conduct of Research, the School will adopt the following policies for graduate student training.

1. All doctoral students entering gateway graduate programs (CMB, INP, MCSB) or departments (DCB, MBB, and NBB) will take MMG 250 during the first year of graduate study. In addition, MMG 250 will be required of any EEB student funded by a NIH research grant (RO1) or appointed to an NIH Training Grant (T-32).
2. All doctoral students in EEB will complete the NSF online RCR training, or take MMG 250 as needed.
3. All M.S. students in the M.S. Biotechnology and M.S. Biotechnology Management will take the UC Learning Center module in the Responsible Conduct of Research during the first year of graduate study.
4. All other M.S. students enrolled in departmental programs must complete the UC Learning Center training module, or MMG 250 (contingent on instructor's approval).

Certification:

I, _____, have read and understand the Statement of Professional Conduct, which outlines the standards of professional conduct expected of graduate students in the Dunlop School of Biological Sciences at UCI.

[signature]

[date]

Useful Contacts:

1. Bio Sci Equity Advisor: Monica Daley, (949) 824-6654, madaley@uci.edu
2. UCI Office of Equal Opportunity and Diversity: (949) 824-5594, oeod@uci.edu
3. Associate Dean for Graduate Education: Craig M. Walsh, 949-824-8487, cwalsh@uci.edu
4. [UCI Graduate Division](#): 949-824-4611
5. [UCI Office of the Ombudsman](#): 949-824-7256
6. [UC Learning Center](#) for Responsible Conduct of Research training navigate to: <https://uc.sumtotal.host/Core/search>
7. [Campus Assault Resources and Education \(CARE\)](#) is a primary, confidential source for information, crisis intervention and follow-up support regarding sexual harassment, sexual assault, dating and domestic violence and stalking on the UC Irvine campus. CARE, in collaboration with Waymakers, coordinates accompaniment services for student victims to the police, evidentiary exams and the court system. In addition, individual and group counseling is available to students who are survivors of sexual violence. CARE is available Monday through

Friday, 8am to 5pm. Address: G320 Student Center, Irvine, CA 92697 Phone: (949)-824-7273.

8. [UC Irvine Police](#) provides a timely response for students, staff, faculty, and members of the community experiencing crimes, including hate crimes and sexual violence. For sex crimes, the police can arrange for medical evidentiary examinations in order to provide admissible evidence when the person reporting the sex offense desires prosecution through the criminal justice system. The UC Irvine Police Department encourages the University community, including students, to immediately contact them by dialing 911 or (949) 824-5223 to report crimes. UCIPD investigations into hate incidents and sex offenses can be coordinated with an OEOD investigation. *Please note that UCIPD can assist in referrals to other police departments in Orange County and can take courtesy reports for other police stations.* The UC Irvine Police Department is available twenty-four hours a day, seven days a week Address: 410 E. Peltason Dr. Irvine, CA 92697 Phone: (949) 824-5223 or 911. <http://www.police.uci.edu/>
9. [Counseling Center](#) offers free and confidential short-term and crisis counseling by licensed mental health providers to all UC Irvine students on an urgent basis, or by appointment. The Counseling Center also offers certain free and confidential psychiatric services. Referrals to off- campus psychotherapeutic and psychiatric providers are also available through the Counseling Center. The Counseling Center is available Monday through Friday, 8am to 5pm. Address: 203 Student Services 1, Irvine, CA, 92697 Phone: (949) 824-6457. For afterhours counseling: For urgent matters, call the main telephone number at (949)824-6457 and select option 2.