

UC Berkeley
Nutritional Sciences
and Toxicology



2024-2025
Metabolic Biology
Handbook



UC Berkeley Nutritional Sciences and Toxicology

2024- 2025 Metabolic Biology Handbook

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Welcome To The Metabolic Biology Program!

Welcome to the Graduate Group in Metabolic Biology at UC Berkeley. We are excited to have you join our community of scholars dedicated to advancing knowledge in metabolic biology. This handbook provides essential information about our program, including academic requirements, advising, and resources to support your success.

The Graduate Student Handbook is an excellent resource to address most questions. However, you are also welcome to contact the NST Administrative Office and Student Services with any questions or concerns in person by visiting 115 Morgan Hall or by reaching out to the Head Graduate Student Advisor. You can also reach us anytime by email at nst_gsao@berkeley.edu.



Program Introduction

The Graduate Group in Metabolic Biology offers both Ph.D. and M.S. degrees, integrating coursework in molecular and cell biology, nutritional biochemistry, and the regulation of metabolism with research training, teaching experience, and intellectual exchange. Our program is designed to provide comprehensive, interdisciplinary training in Metabolic Biology, which we define as the study of cellular and organismal physiology with a focus on human diseases linked to metabolic function.

The Metabolic Biology Graduate Program is conceived as an interdepartmental initiative with mentors from both the UC Berkeley (UCB) and UC San Francisco (UCSF) campuses. This collaboration is unified by a shared focus on metabolism and human health. Degrees are granted through UC Berkeley's Graduate Division.

As a multidisciplinary program, we offer a platform for qualified faculty from across the broader Berkeley and San Francisco campuses to engage in graduate education in Metabolic Biology. By providing scientific activities and preceptors on both campuses and across a wide range of departments, the program coordinates diverse interests within the field of Metabolic Biology. The maintenance of high-performance standards in instruction and research is overseen by an Executive Committee, which collectively represents the program to the University Administration and other relevant entities.



Admission Requirements

Admission to the Metabolic Biology (formally Molecular and Biochemical Nutrition) program is based on a variety of factors, including academic achievement and relevant experience. We practice holistic admissions—each part of the application is important and thoroughly reviewed.

Applicants with a background in the biological sciences and lab experience are best suited for the Metabolic Biology program. While there are **no set prerequisites**, we look for the coursework in areas such as calculus, general and organic chemistry, biology, and biochemistry. Because this program is designed to develop research scientists, it is also important that applicants are familiar with an experimental lab setting.

What We Look For

All applications are submitted electronically through [Graduate Division application System](#). Below are required components of the application you must submit in order to be considered for admission into the Metabolic Biology programs. We accept applications beginning through early December for the following year's fall start cohort.

- Completed online Graduate Application for Admissions and Fellowships
- Statement of Purpose
- Personal Statement
- Transcripts from each college and graduate institution attended
- Resume
- Three letters of recommendation, at least two of which should be written by science faculty. All reviewers should be familiar with the student's scholarly abilities.
- The Test of English as a Foreign Language (TOEFL) score for applicants who have received undergraduate degrees from institutions where English is not the language of instruction.
- Paid Application Fee of \$135 if you are a U.S. citizen or U.S. permanent resident, and \$155 otherwise. (Fee Waiver: U.S. citizens or permanent residents who can demonstrate financial need are eligible to apply for a waiver of the application fee.)

* Graduate Record Exam (GRE) scores are not required and will not be reviewed for the graduate application.

Please review UC Berkeley's Graduate Admissions Requirements for further information on the application requirements. [Berkeley Graduate Division website](#).



Metabolic Biology General Course work

Most graduate courses for the Metabolic Biology Program will be offered through UC Berkeley's Nutritional Sciences and Toxicology Department. First-year students take core courses in Molecular Biology, Nutritional Biochemistry, Cell Biology, and Advanced Metabolic Regulation, in addition to lab rotations. In the second year, students can choose courses related to their interests with their mentors' guidance. Each semester, students must enroll in NST 292 and attend three 290 Graduate Seminars throughout their program, along with research units. Credit for lab research is earned through NST 299.

All graduate students are encouraged to attend Departmental Seminars, which provide valuable opportunities for interaction and idea exchange between students and faculty.

MB graduate students must enroll in at least 12 units per semester of 200-level or higher courses or 15 units of 100/200-level courses. These courses must be taken for a letter grade if available. The unit requirement can be fulfilled through courses, seminars, and/or research units (NST 299). Students must maintain a GPA of at least 3.0 (3.1 for funding) and a B average in lecture courses (excluding NST 211A/B, NST 292, NST 293, and NST 299). The Metabolic Biology Executive Committee (MBExCom) and Head Graduate Advisor (HGA) monitor student progress. Students who do not maintain a B average in the first semester will be placed on probation and may be asked to withdraw. The MBExCom and HGA will evaluate each case individually.



Metabolic Biology Ph.D. Overview and requirements

First-Year Students

Getting Started

After admissions conclude on April 15th, the Graduate Division will send you instructions on how to set up your account in CalCentral, UC Berkeley's online portal, which provides important information for newly admitted graduate and professional students to orient them to campus and help them prepare for arrival at Berkeley. CalCentral will direct you to the onboarding process for new graduate students. Please review the onboarding messages and checklist items under "Tasks" on My Dashboard that you need to complete in order to enroll. The Statement of Legal Residence (SLR) is one task required of all new students and is important to complete.

New Student Orientation

In mid-August when the academic year begins, the Metabolic Biology Program will host a welcome day for new students to help you acclimate to the department and meet your cohort and the NST community. The orientation will be an in-person event. A detailed schedule will be sent to you by your graduate advisor.

We encourage you to also attend the Graduate Division's New Graduate Student Orientation, which is open to all incoming students.

Funding and Stipends

As a condition of your admission, the Metabolic Biology Program guarantees five-years of full tuition, fees, and living expenses stipend provided if you are in good academic standing. Tuition and fees are charged to your CalCentral account and will be paid directly by the NST department. The stipend is paid to you directly, with the first payment disbursing around September 1st.

More information on funding and stipends can be found here: [Funding Overview](#)

Lab Rotations (as part of NUSCTX 211A and B)- [Lab Rotation Schedule](#)

All incoming graduate students are required to perform three ten-week rotations in their first and second semester. At the end of the third rotation, students will need to select and be accepted into a permanent lab. A fourth rotation is possible, if necessary.



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Lab rotations give students the opportunity to explore areas of interest as possibilities for Ph.D. research. The department will work with you throughout the summer to set your initial rotation, although the initiative and responsibility is on the student to make arrangements with faculty members directly. Faculty members will expect that you will contact them about rotations before you arrive and throughout the year. You can familiarize yourself with who is recruiting for their labs by viewing the [MB Rotation and Lab Openings list](#).

Because each of your three choices for a rotation represents a potential laboratory in which you might pursue your doctoral dissertation research, you should always keep an open mind. While you are free to express your interest in any particular laboratory at any time, it is not permissible to seek a firm commitment about a position in a laboratory before completing all three of your rotations. Likewise, it is inappropriate for faculty to make a firm commitment to any student before the completion of all three rotation periods.

Meet with the faculty at the beginning of each rotation to discuss lab expectations. Every lab is different, and it is very important to understand what you need to do to do well. You might consider discussing performance expectations, what you hope to gain from this experience, employee & safety rules, time schedules, vacation schedules, attending and presenting at lab meetings, etc.

At the end of each rotation, the department will require the faculty to send us an evaluation of your rotation with them - [Rotation Evaluation Form- Metabolic Biology](#). Your faculty should also meet with you to discuss this review.

Following each rotation, students make a short oral presentation in NST 211 A/B to the program's HGA. Other activities that aid students in choosing a mentor include presentations by faculty in NST 293, research reports in NST 292, departmental seminars, and discussions with the faculty.

Process for Rotating with an MB Program Faculty Member

Students directly approach and confirm acceptance into a rotation period with a particular faculty member. The student is responsible for reminding faculty members of the lab rotation schedule.

Once the rotation is confirmed, the student must email nst_gsao@berkeley.edu to inform the GSAO about the lab assignment for each rotation.

Students wishing to rotate with a faculty member must approach and confirm acceptance into a rotation period with that faculty member directly.



Choosing a Laboratory and Selection Restrictions

After completing your third rotation, you will have a better sense of which faculty you connect with, the type of lab environment you prefer, and the research areas that most interest you. To choose the lab that best fits you, start by clearly identifying the factors most important to you, then begin narrowing down your options. Consider the following factors:

- Which faculty are working in the field that interests you?
- How many people are in the lab? What lab size do you prefer?
- What are the lab's resources?
- What is the reputation of the lab?
- Is the PI interested in helping you find your project, or does he/she seem to want to steer your work toward his/her interests? Is this what you want?
- From where does that lab receive most of its funding?
- What does the PI expect from you as a graduate student, and how will you relate to the other people in the lab?

The decision about which lab you will join will be one of the most important decisions you will make in graduate school. Seek out advice from others about how to make this decision.

In the rare case that a student chooses a laboratory headed by a faculty member not at UC Berkeley a few extra considerations for committees need to be observed that are outlined [here](#). If you have any concerns about the above procedures or if you experience difficulty securing a placement, please feel free to contact the faculty Head Graduate Advisor and/or the GSAO. The HGA and GSAO are here to assist students in finding appropriate faculty mentor(s) and laboratories for thesis research. Both work together to help guide students through this process.

Process for Lab Placement and Selection

Once the third rotation is completed, faculty and students should discuss issues relevant to choosing a thesis lab, including potential thesis projects, mentoring style, funding plan, and career development. After these meetings are concluded, students should contact specific faculty members to indicate their interest in joining their labs. At this point, faculty can make firm offers or inform students that they cannot accommodate them in their labs.

If the student's first choice is not available, they can contact other possible matches from their rotations.

Students and advisors sign and send [the Lab Mentor Agreement](#) Form to the GSAO and HGA. Typically, the PI will begin supporting the student at the start of the second year in the fall semester.



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In the rare cases that a student is unable to join a lab after three rotations, the student will discuss with the GSAO and HGA options and considerations for a potential fourth rotation during the last week of Rotation 3; please communicate with nst_gsao@berkeley.edu for further assistance on this.

Ph.D. First-Year Coursework

You can view the Berkeley Academic Guide for class numbers, full course descriptions, and scheduling details.

Semester	Course/Activity		Credits
Fall	MCELLBI 110	Molecular Biology	4
	NUSCTX 103	Nutrient Function and Metabolism	3
	NUSCTX 211A	Introduction to Research (rotations & reports)	4
	NUSCTX 292	Graduate Research Colloquium	1
	NUSCTX 293	Faculty Research Presentations	1
	NUSCTX 375	Teaching in NST	2
	MCELLBI 293D	Responsible Conduct of Research	1
Spring	NUSCTX 260	Metabolic Bases of Human Health	4
	NUSCTX 211B	Introduction to Research (rotations & reports)	4
	NUSCTX 250	Advanced Topics in Metabolic Biology	3
	NUSCTX 292	Graduate Research Colloquium	1
	NUSCTX 302*	Supervised Teaching	2
	MCELLBI 293C	Rigor and Reproducibility in Research	1

Enrollment in your first fall semester of classes typically open in early July. Enrollment in the spring semester usually opens in mid-November. View the Registrar's Enrollment Calendar for exact dates.

**Either course 302 or 375 must be completed before the first GSI assignment begins. Students may choose to take either 302 or 375.

Make sure to check: [Notes on Course requirements and Electives](#)



Registration

It is important that you register for classes before the semester begins or you will be charged a late registration fee of \$150. Adding, dropping, and changing courses can all be accomplished through CalCentral. You will need to know the Class Number (Cls Nbr) for the classes in which you wish to enroll. These are available in the Online Schedule of Classes, which can be accessed online through CalCentral. You can drop courses without penalty up until the end of the 5th week of the semester. The Graduate Student Affairs Office can drop you from courses after the 5th week until the last day of instruction. If you need to make schedule changes, add/drop a course, please email the Graduate Advisor as they can often make changes easily on your behalf.

Note: Students who drop courses after the 5th week of the semester will receive an internal “W” noted on their record. While this will not be reflected on the official transcript, the internal “W” will be noted as attempted units and may impact Federal Financial Aid Eligibility.

If you need to make schedule changes, add/drop a course, please email the Graduate Advisor as they can often make changes easily on your behalf.

Teaching

Students must gain teaching experience as a Graduate Student Instructor (GSI) for at least one semester in NST 10 or 10S.

Requirements For First-Time GSIs

First-time GSIs must meet the requirements outlined here: [First-time GSIs have the following requirements](#) and fulfill the responsibilities listed at [GSI Teaching & Resource Center](#), make sure to review there GSI Restrictions as well here [Graduate Student Instructor](#).

Students are likely to be a [Graduate Student Instructor](#) (GSI) during one of the two semesters of their second year. Students are required to teach once prior to graduation. First or second year students usually teach NST 10, NST 160 or Biology courses. . GSI Application information is available each April or will be sent by GSAO.

An email announcement is typically sent mid-Spring semester to notify students that the application form is open. We encourage students to also apply to other departments, and instructions may require students to fill out applications in multiple departments.

If so inclined, students may teach two semesters in their second year. Generally, teaching positions are more difficult to get in the Fall as more graduate students want to teach in the Fall



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and take their Qualifying Exam in the Spring. Be aware that you are not guaranteed a teaching position in any year. It is the student's responsibility to acquire a teaching position.

You will also need to review the campus requirements, rules, and regulations around GSI teaching positions, which can be found in the [GSI Teaching and Resource Center with the Graduate Division](#).

Second-Year Students

In your second year, you will achieve key milestones in your graduate program while completing necessary coursework. This year includes starting your teaching duties, preparing for and taking the qualifying exam, and concluding by advancing to Ph.D. candidacy.

Ph.D. Second-Year Coursework

Second-year students may choose electives related to their research interests, in consultation with their mentors.

View the Berkeley Academic Guide for class numbers, full course descriptions, and scheduling details.

Semester	Course/Activity		Credits
Fall	XXX 290**	Graduate Seminar (Advanced Special Topics relevant to Metabolic Biology in any science department)	1-2
	NUSCTX 292	Graduate Research Colloquium	1-2
	NUSCTX 299	Dissertation Research	3-8
	Elective	Advanced Graduate Biosciences Course (optional)	3-4
Spring	NUSCTX 292	Graduate Research Colloquium	1
	NUSCTX299	Dissertation Research	3-12
	Elective	Advanced Graduate Biosciences or Chemistry Course (optional)	3-4
	Oral Qualifying Exam (taken in April or May)		

**Students must enroll in NST 292 each semester and a total of three (6 units) 290 Graduate Seminars for the duration of their program (following the first year), in addition to research units

Make sure to check: [Notes on Course requirements and Electives](#)



Electives

Program students may take any elective relevant to their research and/or interests given by any of the chemistry or biology programs at UC Berkeley, such as Integrative Biology, Comparative Biochemistry, Molecular and Cell Biology, Endocrinology, and Chemistry. Below are examples of electives selected most frequently. This list does not represent all electives available. Please see the Online Schedule of Classes (available at <https://classes.berkeley.edu/>) for course descriptions.

Qualifying Exam

OQE Guidelines-MB-NST.docx

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Purpose of the Qualifying Examination

The Qualifying Examination evaluates a student's comprehension in at least three subject areas related to their major field of study, assessing both theoretical and practical understanding through a dialogue with examiners. While some programs require students to present a dissertation topic beforehand, the exam is not restricted to it. To pass, students must demonstrate sufficient command of these areas by unanimous examiner approval. The exam should be completed by the end of the second year, with advancement to candidacy before the third year. Delays beyond this timeline may lead to dismissal or redirection to an M.S., unless an exception is granted due to extraordinary circumstances.

Examination Format

The QE consists of assessing:

- General scientific knowledge (including NST103 & NST260)
- Background in the dissertation research area
- Hypothesis formulation and defense
- Experimentation and technique defense
- Expected and alternative result interpretation

Students must prepare a written dissertation proposal for review and approval by their QE Committee, distributing it at least one week before the exam.

Committee Selection and Responsibilities

Students should form their QE Committee early in their second spring semester, involving the Graduate Student Affairs Officer (GSAO) and the head graduate advisor. The committee includes:

- A Chair from the Department of Nutritional Sciences and Toxicology (NST)
- An Academic Senate Representative (ASR)
- Additional members with relevant scientific expertise



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Committee members assess the student's proposal and overall scientific knowledge, meeting with the student before the exam to set expectations and review the proposal.

Oral Examination

The oral exam, lasting 2-3 hours, focuses on the dissertation proposal and broader metabolic biology topics. It includes:

- An initial committee discussion without the student
- A proposal defense by the student
- Committee deliberation and result delivery

Passing the QE requires unanimous committee approval. Outcomes can be a pass, partial failure (requiring additional work), or total failure (leading to a potential second exam or program dismissal).

Post-Exam Requirements

Following a successful QE, students must advance to candidacy, managed by their advisor and the Dissertation Committee. The Chair sends the exam report to the GSAO, and any partial failures are addressed with additional coursework or revisions.

Suggested Timeline

- 4 months before QE: Discuss proposal content and enroll in NST299
- 3.5 months: Confirm committee members and meet with the Chair
- 3 months: Meet with committee members and schedule the exam
- 2 months: Submit specific aims proposal outline
- 1 month: Submit QE form and arrange practice exams
- 1 week: Email final proposal to committee members and practice exams

Guidelines and Appendices

- Appendix 1: Qualifying Exam Checklist
- Appendix 2: Relevant Links

For the full detailed instructions, please review [OQE Guidelines-MB-NST.docx](#).

Advancing to Candidacy [Advancing to Candidacy Guidelines](#)

Upon passing the qualifying exam, students become eligible to apply for advancement to candidacy. Students are to advance to doctoral candidacy prior to the start of their third year or fifth semester.



To apply for advancement to candidacy, you will need to have already configured your thesis committee and complete the online eForm application in CalCentral.

Your thesis committee consists of three members:

Your Faculty Advisor is the chair, another faculty member from your program (major), and any UCB faculty member from inside or outside your program (major). You may have a fourth member if you would like. Similar to the qualifying exam, all members of the committee should be a member of the academic senate. Some exceptions may be allowed. If so, it is important to contact the Graduate Student Services office to help you determine a valid thesis committee.

Options for Students at UCSF and Including UCSF Members

Students with a mentor at UCSF must have a co-chair from UCSF and two other Academic Senate members from Berkeley on their committee.

If you want to include a UCSF faculty member on your committee, consider expanding your committee by one member. This means having four members for UCB and five members for UCSF (co-chair, chair, two UCB members, and one UCSF member).

If you prefer to replace a UCB member with a UCSF faculty member (so three members for UCB or four for UCSF), you must clearly justify why the committee could not be expanded instead.

The deadline to submit and have an approved application by the Graduate Division is the first day of the fall semester, which is typically in mid-August. A \$90 advancement to candidacy fee is assessed once the application is approved. This fee is the student's responsibility. The application is found in CalCentral (similar to the QE e-form). If you need more time to configure your thesis/Dissertation committee, please contact the Graduate Student Services Office to be considered for an extension to the deadline.

Note to International Students: It is important that international students advance to candidacy before the start of their third year. Once they do so, they are exempt from paying non-resident tuition for six semesters.

Please Review our [Advancing to Candidacy Guidelines](#)



Ph.D. Third-Year Students and Beyond

Research Presentations

Students will continue with the required coursework during the third year and beyond, maintaining full-time enrollment (12 Units) until graduation. Additionally, students must give a research presentation and meet annually with their thesis committee to monitor and advance their progress toward degree completion.

Third-Year Coursework

Upon your advancement to candidacy, you will continue to take courses that will give you credit for the research and lab work you conduct during years three and beyond. You'll be required to maintain good standing by building progress towards the completion of your dissertation. Your faculty advisor will assign a grade based on your academic progress.

These are the courses you will continue to take:

Semester	Course/Activity		Credits
Every Semester	NUSCTX 299	Dissertation Research	3-12
Every Semester	NUSCTX 292	Graduate Research Colloquium	1
Fall or Spring	XXX 290**	Graduate Seminar (Advanced Special Topics relevant to Metabolic Biology in any science department)	2

**Students must enroll in NST 292 each semester and a total of three (6 units) 290 Graduate Seminars for the duration of their program (following the first year), in addition to research units

Make sure to check: [Notes on Course requirements and Electives](#)

Annual Dissertation Reviews

Students must meet with their Dissertation Committee annually to review research progress. The committee provides feedback and guidance on the dissertation. Every year, students are required to send the [Dissertation-Thesis - Annual Committee report .pdf](#) to nst_gsao@berkeley.edu.

Students are expected to have demonstrated scientific productivity, such as publications in peer reviewed journals, before graduation.



Continued Research

Students continue their research and meet with their Dissertation Committee annually.

Dissertation

University guidelines state that the Doctor of Philosophy degree “is awarded in recognition of a student’s knowledge of a broad field of learning and for distinguished accomplishment in that field through original contribution of significant knowledge and ideas.” The student must demonstrate critical ability and powers of imagination and synthesis. To complete the dissertation satisfactorily, students must take the following steps:

1. Develop a hypothesis; the topic may encompass a question of basic science in metabolic biology in the human or in experimental models
2. Design experiments to test the hypothesis
3. Develop and/or apply appropriate techniques to generate data
4. Interpret the data; discuss the data in context of the literature, and evaluate the significance of the findings
5. Publish the results (communication in peer-reviewed journals represents a major activity of research scientists)

The dissertation must be read and approved by all members of the student’s Dissertation Committee. Students should reference the Graduate Division [Dissertation Writing and Filing](#). The dissertation is submitted in final form to the Graduate Division for approval. Students may present during the Nutritional Science and Toxicology department’s Wednesday seminar, as a special seminar, or during the time normally set aside for NST 292.

Please review [2. Graduating Students: Preparing for filing and pro tips from graduates](#)

Policy on Time to Degree and Seventh-Year Extensions

All students admitted should aim to complete their Ph.D. degree in five years.

Extensions to continue in the Graduate Program beyond the fifth year and until the end of the sixth year (summer of the sixth year) will be automatically granted if the student, the faculty mentor, and thesis committee are in agreement. If there is a disagreement on the extension within the thesis committee or if the student disagrees with the thesis committee decision, the case will need to be referred to the Head Graduate Advisor. All fifth-year students must plan to hold their thesis committee meeting in the fall semester of their fifth year unless the fourth-year meeting was held in the spring semester. At this meeting a timeline to graduation must be discussed.



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If a student is unable to complete his/her degree by the summer (August) dissertation filing date of their sixth year, continuation in the graduate program will be considered on a case-by-case basis by the Head Graduate Advisor and Chair(s) upon petition by the student's faculty mentor and the student.

A student at the end of the spring semester of their 6th year or 12th semester must submit a petition to the Head Graduate Advisor if they anticipate their degree will not be completed by the August dissertation filing date of their sixth year. A separate letter from the student's faculty mentor must also be submitted. The student must also have a current Annual Thesis Review report on file with the Graduate Student Services Office. Any petition must state what circumstances have emerged that make timely completion of the degree impossible, outline a precise schedule for completion, and a statement on how the student will be financially supported.

The decision to grant extensions is the responsibility of the Head Graduate Advisor and MBExCom and will require appropriate faculty mentor support and documented special circumstances.

Examples would include illnesses, approved leaves, change of faculty mentor, a fourth rotation, approved parental accommodations, and scientific problems unforeseen at the annual fifth- or sixth-year thesis committee meetings. In order for an extension to be considered, the faculty mentor and the student must be in agreement with the proposed extension. A meeting between the Head Graduate Advisor, MBExCom, faculty mentor and student may be requested prior to any approval.

Last Year and Graduation Process ▣ 5. Graduating Students

Students are encouraged to start planning their graduation at least one full term (5-6 months) before their expected graduation term. To graduate, students need to obtain the signatures of their committee members and file the dissertation in the proper format with the Graduate Division. Upon approval of the dissertation by the committee and Graduate Division, students are awarded the doctoral degree. There is no formal defense of the completed dissertation; however, students are encouraged to publicly present a talk about their research in the final year. Students give a finishing talk in the last semester of their graduate career before leaving the department.

Outlined below is a list of items to consider and review as you plan for your graduation; please review as well ▣ 5. Graduating Students

Program Requirements

On an ongoing basis, you should review the completion of the Program requirements (e.g., courses, teaching, seminars, etc.). Review your academic progress report (APR) in CalCentral. If



anything is missing or looks incorrect, please let the Graduate Advisor know so they can resolve it.

Committee Meeting

It is important to have a committee meeting to clarify expectations and set up a timeline for graduation. This can include conversations about when drafts of the dissertation are due, receiving signatures from committee members, etc. Make sure your dissertation committee members accurately reflect what is listed on CalCentral. If you need to make a change, submit the higher degree committee eForm via CalCentral at least 2 months before the filing deadline.

Dissertation Deadlines, Writing, and Filing Guidelines

It is important to review and follow the Graduate Division's [dissertation writing and filing guidelines](#). Pay close attention to the policy and procedure for previously published and co-authored material, including allowing sufficient time for submission and review.

There are fall, spring, and summer dissertation filing deadlines. Students must submit all requirements by the deadline, which is generally the last day of the semester or summer term. You can review the exact dates on the [Graduate Division website](#). Students registered in the immediately preceding spring semester and who are otherwise eligible for filing fee status in the fall may file their dissertation by the final day of the summer term (filing deadline) without registering for any summer units.

International students must consult with the Berkeley International Office (BIO) for summer filing options so that they can meet specific enrollment and visa requirements. In certain cases, international students may need to register for one unit during the summer to file their dissertation.

Funding

Discuss your final year/term funding plan with your Faculty Advisor and communicate plans to the Graduate Advisor to coordinate any necessary adjustments. Please reach out as early as possible to nst_gsao@berkeley.edu.

Filing Fee Status

To file the dissertation, a student must be a registered student (enrolled in units and paid registration tuition/fees) OR be on filing fee status. Review the filing fee status policy and procedure. Students on filing fee status are not eligible to receive university funding or hold academic appointments because they are not registered. Students who have been advised by their faculty member to explore filing fee status should discuss options with the Graduate Advisor as



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going on filing fee status impacts health insurance, access to services, and funding options. If a junior specialist appt. or other position needs to be requested for a student on filing fee status, the faculty member must work directly with Human Resources.

International Students

Please consult with the [Berkeley International Office \(BIO\)](#) regarding your graduation timeline and post-graduation options, particularly regarding summer filing options and understanding your employment options post-graduation.

Certificate of Completion, Diplomas, and Transcripts

The certificate of completion acts as the official documentation that you have completed your degree before the conferral date and degree posting on your academic records. The certificate confirms that you have met all requirements for the Ph.D. and can be used for employment purposes or anywhere else that needs to verify your degree.

A certificate of completion will automatically be generated and sent to you via email once you complete the following:

- All steps in the filing process have been completed (surveys, signatures, and ProQuest upload & approval).
- All requirements have been met on the Academic Progress Report (APR).
- Degrees are posted on the official transcript approximately three months after the end of the term. Diplomas are mailed to students after a month of the degree posting.

Mailing Address

Be sure to update your home and mailing address in CalCentral to ensure your diploma, transcripts, and other exit documents are sent to the correct address.

Student Billing and Accounts

Review your billing and account statements. Students must have a zero balance in order to have their degree awarded and receive their transcripts.

Health Insurance Coverage

Review your [health insurance coverage](#) and options post-graduation on the University Health Services (UHS) website.

Review some extra tips for your dissertation, how to keep your Berkeley email and other sources here: [5. Graduating Students](#)



Commencement

Rausser College of Natural Resources holds commencement activities only during the spring semester. Commencement registration generally opens in March and closes in April. It is best to speak with your faculty advisor on when it is appropriate for you to participate in the graduation ceremony. Details on registration, tickets, commencement dates, etc., are available and updated annually on the Rausser College Commencement website.



Metabolic Biology MS Overview and Requirements

First-year students take core courses in Molecular Biology, Nutritional Biochemistry, Cell Biology, and Advanced Metabolic Regulation, in addition to lab rotations. In the second year, students can choose courses related to their interests with their mentors' guidance. Each semester, students must enroll in NST 292 and attend three 290 Graduate Seminars throughout their program, along with research units. Credit for lab research is earned through NST 299.

All graduate students are encouraged to attend Departmental Seminars, which provide valuable opportunities for interaction and idea exchange between students and faculty.

To be considered full-time, MB MS students must enroll in 12 units per semester of 200-level or higher courses or 15 units of 100/200-level courses. These courses must be taken for a letter grade if available. The unit requirement can be fulfilled through courses, seminars, and/or research units (NST 299). Students must maintain a GPA of at least 3.0 (3.1 for funding) and a B average in lecture courses (excluding NST 211A/B, NST 292, NST 293, and NST 299). The Metabolic Biology Graduate Affairs Committee (GAC) monitors student progress. Students who do not maintain a B average in the first semester will be placed on probation and may be asked to withdraw. The GAC will evaluate each case individually.

MS First-Year Students

Getting Started

After admissions conclude on April 15th, the Graduate Division will send you instructions on how to set up your account in CalCentral, UC Berkeley's online portal, which provides important information for newly admitted graduate and professional students to orient them to campus and help them prepare for arrival at Berkeley. CalCentral will direct you to the onboarding process for new graduate students. Please review the onboarding messages and checklist items under "Tasks" on My Dashboard that you need to complete in order to enroll. The Statement of Legal Residence (SLR) is one task required of all new students and is important to complete.



New Student Orientation

In mid-August when the academic year begins, the MB Program will host a welcome day for new students to help you acclimate to the department and meet your cohort and the NST community. The orientation will be an in-person event. Your graduate advisor will send you a detailed schedule.

We also encourage you to attend the [Graduate Division's New Graduate Student Orientation](#), open to all incoming students.

MS Funding and Stipends

The MB Program does not provide funding to MS students; Students in the M.S. program are not required to serve as GSIs but may elect to do so, depending on the availability of positions. Priority for NST GSI appointments will be given to eligible MB Ph.D. students first, then to eligible MB M.S. students, and finally to other eligible UC Berkeley graduate students.

MS Lab Rotations

Students are required to perform one ten-week rotation in their first semester. At the end of the rotation, students must select and be accepted into a lab. A second rotation is possible, if necessary.

Lab rotations give students the opportunity to explore areas of interest as possibilities for research. The department will work with you throughout the summer to set your rotation, although the initiative and responsibility is on the student to make arrangements with faculty members directly. Faculty members will expect that you will contact them about rotations before you arrive and throughout the year. You can familiarize yourself with who is recruiting for their labs by viewing the MB Rotation and Lab Openings list.

Familiarize yourself with who is recruiting for their labs by viewing the [NST Rotation and Lab Openings list](#).

Because your choice for a rotation represents a potential laboratory in which you might pursue your Thesis, you should keep an open mind at all times. While you are free to express your interest in any particular laboratory at any time, it is not permissible for you to seek a firm commitment about a position in a laboratory prior to the completion of your rotation. Likewise, it is inappropriate for faculty to make a firm commitment to any student prior to the completion of the rotation period.

For the rotation, meet with the faculty at the beginning of your rotation. Every lab is different and it is very important to understand what you need to do in order to do well. You might



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consider discussing performance expectations, what you hope to gain from this experience, employee & safety rules, time schedules, vacation schedule, attending and presenting at lab meetings, etc.

At the end of the rotation, the department will require the faculty to send an evaluation of your rotation with them - [Rotation Evaluation Form- Metabolic Biology](#). Your faculty should also meet with you to discuss this review.

Following the rotation, students make a short oral presentation in NST 211 A/B to the program's HGA. Other activities that aid students in choosing a mentor include presentations by faculty in NST 293, research reports in NST 292, departmental seminars, and discussions with the faculty.

Process for Rotating with an MB Program Faculty Member

Students directly approach and confirm acceptance into a rotation period with a particular faculty member. The student is responsible for reminding faculty members of the lab rotation schedule.

Once the rotation is confirmed, the student must email nst_gsao@berkeley.edu to inform the GSAO about the lab assignment for each rotation.

Students wishing to rotate with a faculty member must approach and confirm acceptance into a rotation period with that faculty member directly.

The decision about which lab you will join will be one of the most important decisions you will make in graduate school. Seek out advice from others about how to make this decision.

If you have any concerns about the above procedures, or if you experience difficulty in securing a placement, please feel free to contact the faculty Head Graduate Advisor and/or the Graduate Advisor. The Head Graduate Advisor and Graduate Advisor are here to assist students find appropriate faculty mentor(s) and laboratories for thesis research. Both work together to help guide students through this process.

Process for Lab Placement and Selection

Once the rotation completes, faculty and students should discuss issues relevant to making a choice for a thesis lab including potential thesis projects, mentoring style, funding plan, and career development. While faculty and students can indicate their potential interest, no firm offers are to be made until all faculty have met with students.

After these meetings are concluded students should contact specific faculty to indicate their interest in joining their labs. At this point faculty can make firm offers or inform students that they cannot accommodate them in their labs.



If the student's first choice is not available as a choice they can contact other possible matches from their rotations.

Students and thesis advisors sign and complete the [Student Mentor Laboratory Agreement](#) Form and send it to the GSAO and HGA via email with the thesis advisor also copied.

Students who do not match to a lab can contact faculty for potential second rotations during the last week of Rotation 1. [Lab Rotation Schedule](#)

M.S. First-Year Coursework

You can view the Berkeley Academic Guide for class numbers, full course descriptions, and scheduling details.

Semester	Course/Activity		Credits
Fall	MCELLBI 110	Molecular Biology	4
	NUSCTX 103	Nutrient Function and Metabolism	3
	NUSCTX 211A	Introduction to Research (rotations & reports)	4
	NUSCTX 292	Graduate Research Colloquium	1
	NUSCTX 293	Faculty Research Presentations	1
	NUSCTX 375	Teaching in NST	2
Spring	NUSCTX 260	Metabolic Bases of Human Health	4
	NUSCTX 211B	Introduction to Research (rotations & reports)	4
	NUSCTX 250	Advanced Topics in Metabolic Biology	3
	NUSCTX 292	Graduate Research Colloquium	1
	NUSCTX 302	Supervised Teaching	2

Enrollment in your first fall semester of classes typically open in early July. Enrollment in the spring semester usually opens in mid-November. View the Registrar's Enrollment Calendar for exact dates.

Make sure to check: [Notes on Course requirements and Electives](#)

Registration

It is important that you register for classes before the semester begins or you will be charged a late registration fee of \$150. Adding, dropping, and changing courses can all be accomplished through CalCentral. You will need to know the Class Number (Cls Nbr) for the classes in which



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you wish to enroll. These are available in the Online Schedule of Classes, which can be accessed online through CalCentral. You can drop courses without penalty up until the end of the 5th week of the semester. The Graduate Student Affairs Office can drop you from courses after the 5th week until the last day of instruction. If you need to make schedule changes, add/drop a course, please email the Graduate Advisor as they can often make changes easily on your behalf.

Note: Students who drop courses after the 5th week of the semester will receive an internal “W” noted on their record. While this will not be reflected on the official transcript, the internal “W” will be noted as attempted units and may impact Federal Financial Aid Eligibility.

If you need to make schedule changes, add/drop a course, please email the Graduate Advisor as they can often make changes easily on your behalf.

M.S. Second-Year Coursework

In your second year, you will achieve key milestones in your graduate program while completing the necessary coursework. This includes preparation for the Thesis and graduation.

Coursework

Second-year students may choose electives related to their research interests, in consultation with their mentors.

View the Berkeley Academic Guide for class numbers, full course descriptions, and scheduling details.

Semester	Course/Activity		Credits
Fall	XXX 290	Graduate Seminar (advanced special topics relevant to Metabolic Biology in any science department)	1
	NUSCTX 292	Graduate Research Colloquium	1
	NUSCTX 299	Dissertation Research	3-8
	NUSCTX 302	Supervised Teaching	2
	Elective	Advanced Graduate Biosciences Course (optional)	3-4
Spring	XXX 292	Graduate Research Colloquium	1
	NUSCTX 299	Dissertation Research	3-12
	Elective	Advanced Graduate Biosciences or Chemistry Course (optional)	3-4

Make sure to check: [Notes on Course requirements and Electives](#)



Teaching

Students are likely to be a [Graduate Student Instructor](#) (GSI) during one of the two semesters of their second year. Students are required to teach once prior to graduation.

An email announcement is typically sent mid-Spring semester to notify students that the application form is open. We encourage students to also apply to other departments, and instructions may require students to fill out applications in multiple departments.

First-time GSIs must meet the requirements outlined here: [First-time GSIs have the following requirements](#) and fulfill the responsibilities listed at [GSI Teaching & Resource Center](#), make sure to review their GSI Restrictions as well here [Graduate Student Instructor](#).

M.S. Advancement to Candidacy (Thesis Plan)

Master's students completing a thesis submit individual applications for advancement that list the proposed committee for the thesis or dissertation. It is the student's responsibility to ensure that advancement is requested, and to maintain progress to completion. More information: [Master's Advancing to Candidacy](#)

M.S. Thesis

Students work on their thesis research under the guidance of their Thesis Committee. [Thesis Writing and Filing](#)

Requesting Transfer to the Ph.D. Track from the Master's Program

Graduate students in the Master's track at the Department of Nutritional Sciences & Toxicology (NST) at Berkeley may consider transferring to the Ph.D. track by the Spring semester of the second year, it is expected that the student begin to process the request during the Fall semester of the second year.

This guide will walk students through the process of requesting a transfer:

Eligibility Criteria

Before considering a transfer to the Ph.D. track, the student needs to meet the following criteria:

- Maintain a GPA of 3.1 or higher.
- Achieve a B average in core courses, including MCB110, NST103, 260, and 250.



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- Identify a Metabolic Biology Graduate program faculty member willing to sponsor them and provide a letter of support, including commitment to offer financial support starting on the beginning of the spring semester of the second year in the curriculum.

Prepare Required Documents

Ensure you have the following document prepared before applying for the transfer:

- [Lab Mentor Agreement](#) from the Metabolic Biology Graduate program faculty member sponsoring you, expressing commitment to support your transition and indicating financial backing starting by the spring semester of the second year.
- Your unofficial transcript.

Request for Consideration

- Send the documents to the GSAO via email at nst_gsao@berkeley.edu using the following subject line: **[name, last name]-Ms to PhD Request**
- **C.C. your HGA**
- Name your attachments in the following order:
 - **[Name, Last Name] Mentoragreement** and
 - **[Name, Last Name] Transcript [term, year]**

Approval Process

- The GSAO, Head Graduate Advisor, and Admissions Committee will review your request and supporting documents.
- The student will receive a notification of approval from the GSAO.
- The student then will send the Academic Plan Change eForm in Calcentral ([See instructions here](#))
- Graduate Division will evaluate the request.
- If approved, the student will be moved to the Ph.D. track.

Transition Process

Once the transfer is approved,

- Students will start following the Ph.D. Program Outline (Metabolic Biology Ph.D. Track) by the beginning the spring of the second year.
- The student will verify that their transfer is effective in Calcentral
- Students will be expected to take the Oral Qualifying Examination [OOE Guidelines-MB-NST](#) by the end of the second year Spring semester.



Graduation

Students are encouraged to start planning their graduation at least one full term (5-6 months) before their expected graduation term. To graduate, students need to obtain the signatures of their committee members and file the Thesis in the proper format with the Graduate Division. There is no formal defense of the completed thesis; however, students are encouraged to publicly present a talk about their research in the final year. Students give a finishing talk in the last semester of their graduate career before leaving the department.

Outlined below is a list of items to consider and review as you plan for your graduation; please review as well [5. Graduating Students](#)

Program Requirements

On an ongoing basis, review the completion of MB Program requirements (e.g., courses, teaching, seminars, etc.). Review your academic progress report (APR) in CalCentral. If anything is missing or looks incorrect, please let the Graduate Advisor know so they can resolve it.

Committee Meeting

It is important to have a committee meeting to clarify expectations and set up a timeline for graduation. This can include conversations about when drafts of the dissertation are due, receiving signatures from committee members, etc. Make sure your Thesis committee members accurately reflect what is listed on CalCentral. If you need to make a change, submit the higher degree committee eForm via CalCentral at least 2 months before the filing deadline.

Thesis Deadlines, Writing, and Filing Guidelines

It is important to review and follow the Graduate Division's [Thesis Writing and Filing](#). Pay close attention to the policy and procedure for previously published and co-authored material, including allowing sufficient time for submission and review.

There are fall, spring, and summer Thesis filing deadlines. Students must submit all requirements by the deadline, which is generally the last day of the semester or summer term. You can review the exact dates on the [Graduate Division website](#). Students registered in the immediately preceding spring semester and who are otherwise eligible for filing fee status in the fall may file their Thesis by the final day of the summer term (filing deadline) without registering for any summer units.



Filing Fee Status

To file the thesis, a student must be a registered student (enrolled in units and paid registration tuition/fees) OR be on filing fee status. Review the filing fee status policy and procedure. Students on filing fee status are not eligible to receive university funding or hold academic appointments because they are not registered. Students who have been advised by their faculty member to explore filing fee status should discuss options with the Graduate Advisor as going on filing fee status impacts health insurance, access to services, and funding options. If a junior specialist appt. or other position needs to be requested for a student on filing fee status, the faculty member must work directly with Human Resources.

International Students

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Health Insurance Coverage

Review your health insurance coverage and options post-graduation on the University Health Services (UHS) website.

Review some extra tips for your dissertation, how to keep your Berkeley email and other sources here: **5. Graduating Students**

Commencement

Rausser College of Natural Resources holds commencement activities only during the spring semester. Commencement registration generally opens in March and closes in April. It is best to speak with your faculty advisor on when it is appropriate for you to participate in the graduation ceremony. Details on registration, tickets, commencement dates, etc., are available and updated annually on the Rausser College Commencement website.

Course requirements and electives notes

(Please check the online course catalog for the most up-to-date course listings:
<http://classes.berkeley.edu>)

Introduction to Research (NST 211A,B): Laboratory rotations help students to assimilate into the department, expose students to a variety of techniques and topics, assist students in choosing mentors, and provide information to potential mentors. Exposing students to a variety of techniques and topics is an important rationale for rotations and an important aspect of the training program. Accordingly, the Head Graduate Advisor may interview new students before assigning the first rotation to ensure that all three required rotations are not taken in closely related areas or in labs that have no major differences in technology.

Graduate Seminar (XXX 290): Students may take any Graduate Seminar (Advanced Special Topics) relevant to MB presented in any of the biological/chemical sciences programs at UC Berkeley, such as Integrative Biology, Comparative Biochemistry, Molecular and Cell Biology, Endocrinology, Chemistry, etc. Each member of the Berkeley Graduate Faculty is responsible for developing a Graduate Seminar periodically. Thus, program students have the opportunity to take a special topics course from many members of the sciences faculty on campus during their training. Graduate Seminars are small (no more than 15 students), literature-oriented, special-topics discussions that meet once a week for one to two hours, moderated by a single faculty member. PhD students are required to take three Graduate Seminars. Typically students



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will take one per year, following the first year. MS students are required to take one Graduate Seminar.

Graduate Research Colloquium (NST 292): Graduate students present dissertation research results and plans for future experiments. Attendance is mandatory for all graduate students. Any anticipated absence should be communicated to the Graduate Affairs Officer in writing (email is fine). Valid excuses for absences include: illness, death of a relative, or attending an important scientific meeting. More than two unexcused absences will result in a failure, which will affect the GPA and therefore funding, and will need to be made up by taking an extra 292. Students are encouraged to participate in the discussions and must hand in an evaluation form. One presentation per year is required of all students. The presentation should serve as the prelude to dissertation committee meetings, which should be held as closely after the 292 as is practical. First-year students may opt to present a short-report of one rotation.

Faculty Research Presentations (NST 293): These are intended to educate first-year graduate students on topics and techniques of faculty research to broaden their education, and as an aid in choosing rotations/ mentors.

Preparation for/Supervised Teaching (NST 375/302): The NST 375 component includes 1 hour lecture/ discussion per week for 1 credit. Creative approaches to teaching metabolism topics to diverse audiences are emphasized. Participants identify needs of target populations, formulate educational objectives, design and/ or use motivational teaching strategies, and evaluate the impact of their teaching on knowledge, attitudes and behavior. The NST 302 component includes practical supervised experience in teaching metabolism at the University level for 1 to 4 credits.

Typically, students are assigned to serve as GSIs for courses that include: Introduction to Human Nutrition (NST 10, an overview of digestion and metabolism of nutrients aimed at non-majors in all years), Nutrient Function and Metabolism (NST 103, a junior year comprehensive course in nutritional biochemistry for majors in MB), Food Toxicology (NST 110, a comprehensive survey of the principles of modern toxicology, including mechanisms of metabolic activation, detoxification, and selective toxicity, required for toxicology majors), Human Nutrition (NST 160, focuses on the biochemical and physiological bases for adjustments in human nutrient use during common nutritional problems and diseases), Experimental Nutrition Laboratory (NST 170, basic principles and techniques used in biochemical, analytical and molecular nutrition experiments), Human Food Practices (NST 104, historical, geo-ecological, biological, cultural, socio- economic, political and personnel determinants of human diets).

Electives

Program students may take any elective relevant to their research and/or interests given by any of the chemistry or biology programs at UC Berkeley, such as Integrative Biology, Comparative Biochemistry, Molecular and Cell Biology, Endocrinology, and Chemistry. Below are examples



of electives selected most frequently. This list does not represent all electives available. Please see the Online Schedule of Classes (available at schedule.berkeley.edu) for course descriptions.

A note about MCB courses: Only MCB students can take MCB 200 A and B (Fundamentals of Molecular and Cell Biology). MB students may register for any other MCB course. MCB students are given priority registration for MCB courses. A student on the wait list for a course may ask a professor for permission to enter the class. Professors have a certain number of codes they may give to students who are on the waiting list or to students who are not registered for the course. There are a greater number of MCB elective options in the spring semester.

- Physiology and Cell Biology Laboratory (MCELLBI 133L)
- Molecular Immunology (MCELLBI B150)
- Macromolecular Reactions and the Cell (MCELLBI 210)
- Advanced Developmental and Stem Cell Biology (MCELLBI 231)
- Advanced Genetic Analysis (MCELLBI 240)
- Comparative Physiology and Endocrinology Seminar (INTEGEBI 248)
- Biostatistical Methods (PBHLTH 240A)
- Longitudinal Data Analysis (PBHLTH 242C)
- Epidemiologic Methods I (PBHLTH 250A)
- Molecular and Genetic Epidemiology and Human Health in the 21st Century (PH256)
- Toxicology I (PBHLTH 270B)
- Chemical Biology I – Structure, Synthesis and Function of Biomolecules (CHEM 271A)
- Chemical Biology II - Enzyme Reaction Mechanisms (CHEM 271B)
- Chemical Biology III – Contemporary Topics in Chemical Biology (CHEM 271C)

Note on program participation requirements: Students must actively engage in extracurricular activities associated with the program. These activities include:

- Met Bio Retreat
- Volunteering as a student to host at events throughout the year
- Signing up for at least one committee during the course of the program



Advising Overview

Graduate Advisers are faculty members responsible for the academic advising of graduate students. They are official deputies appointed by the Dean of the Graduate Division to act in matters affecting graduate students in their programs. When a program has more than one officially appointed Graduate Advisor, one is designated the Head Graduate Advisor. The Graduate Council requires that the Head Graduate Advisor be a tenured Academic Senate member. Per the Graduate Council, the chair of an academic unit or program cannot simultaneously serve as the Head Graduate Advisor, which helps to ensure shared responsibility for a graduate degree program. Other Graduate Advisors ideally are also tenured, but an Assistant Professor may serve with the Dean's permission.

Role of the Graduate Student Adviser (GSAO)

Graduate Advisers are responsible for assisting students in selecting programs of study, and acting on petitions to add or drop courses. Graduate Advisers should maintain records of their advisees and review the records of all graduate students in the program once a year and inform the Graduate Division, in writing, if a student is not making adequate progress toward a degree.

Role of the Head Graduate Adviser

Only the Head Graduate Adviser can sign documents or make requests to the Graduate Division on matters concerning graduate enrollment, degrees, progress, and financial aid, such as admission, reenrollment, change or addition of major, graduate standing, and appointment of Qualifying Examination and dissertation committees.

Metabolic Biology Executive Committee

The functions of the Metabolic Executive Committee include:

- Represent the Program in official matters pertaining to the Program, both within and outside of the University.
- Continue the activities of the Program and encourage the development of the Metabolic Biology Program.
- Review membership in the Program and, by additions and deletions as defined in Article II, maintain a broad and active group in the field of Metabolic Biology. After review of faculty membership, the Executive Committee shall make the list of core and affiliate members available to the UC Berkeley Graduate Division.



- Nominate a Head Graduate Advisor for the Program for appointment by the Dean of the Graduate Division.
- Appoint an Admissions Committee to review applications to the program in Metabolic Biology and make recommendations to the Dean of the Graduate Divisions with respect to admission of students to the program. The Admissions Committee shall include members from both campuses.
- Appoint additional standing committee(s) or ad hoc committee(s) as it deems necessary to properly administer the activities of the Program.

Faculty Advisers for Graduate Student Instructor (GSI) Affairs

The Faculty Adviser for GSI Affairs functions as a liaison among the Graduate Division, program faculty, and GSIs; provides information concerning policies relating to GSIs to faculty and GSIs in the program; and raises issues on their behalf with the administration. Like the Graduate Advisors, they are nominated by the program and appointed by the Dean of the Graduate Division, and must be tenured Academic Senate faculty unless the Dean approves an exception.

Faculty Advisers for GSI Affairs are expected to be thoroughly familiar with the Graduate Council's policies on GSI mentoring. The staff of the GSI Teaching and Resource Center supports the Faculty Advisers for GSI Affairs through its programs.

Faculty Equity Advisers

The Equity Adviser, or, in units with more than one Equity Adviser, the Head Equity Adviser, is approved by the Vice Chancellor of Equity and Inclusion. Among their functions, they consult with the Head Graduate Advisor and the other Graduate Advisors in the program to ensure that diversity is taken into account in the recruitment, selection, and retention of graduate students. The Equity Adviser must be a tenured member of the Academic Senate. The Equity Advisors' Workbook is available through the web site of the Vice Chancellor for Equity and Inclusion.

Graduate Student Affairs Officers

Graduate Student Affairs Officers (GSAOs) are program staff members who are responsible for the administrative advising of graduate students. They remind students about registration and fellowship deadlines, stay abreast of admissions, degrees, fellowship, and appointments requirements, as well as manage administrative paperwork on behalf of the program and its graduate students. Departments may add other roles and responsibilities to the work of these staff graduate advisors.



Research Mentor

Research Mentor is responsible for overseeing all aspects of the student's research training. The Research Mentor and student work closely together toward the first major milestone: completion of the qualifying examination.

To assist students in being successful, mentors should participate with the student in choosing an appropriate topic, selecting the members of the committee, preparing and reviewing the proposal, and overseeing practice sessions for the examination. Where necessary, mentors identify additional coursework that would help students to gain the background necessary for completing their research and encourage students to attend relevant workshops and research conferences. It is critical for Research Mentors to continually monitor the progress students are making towards completing their dissertation.

This should include helping students publish sections of their work in peer-reviewed journals and present material at national and international conferences. Other responsibilities are to chair annual meetings of dissertation committees that provide concrete feedback to students as to the progress towards their degree. While some students hold extramural fellowships, the majority will require financial support from their Research Mentor. It is therefore critical that Research Mentors have resources that are sufficient to see dissertations through to completion. Once a student has committed to pursue their dissertation research with a particular Research Mentor, that mentor is responsible for providing the following, for the length of the student's dissertation project:

1. Stipend that meets the Program annual requirements as established by the Executive Committee.
 2. Registration fees and non-resident tuition (if applicable).
 3. Conference registration fee for the annual Program Retreat
 4. Travel to appropriate conferences and meetings
 5. Expenses associated with research activities
-



Academic policy overview

It is strongly recommended that students review the most current version of graduate division policies, since the program will hold you to these standards. 28

Berkeley Graduate Studies Handbook, Section E: Academic Standing

<https://grad.berkeley.edu/policy/#coursework-grading-probation-dismissal-and-academic-misconduct>

Grade Point Average (GPA) Requirements

Students must maintain a minimum GPA of 3.0 to remain in good academic standing. A 3.1 GPA is required for funding eligibility.

To remain in good academic standing, you need to maintain grades of B or higher. Make sure you meet the outlined requirements each semester and bring any questions or concerns about the requirements to the GSAO or HGA attention as soon as you have them.

Graduate Division policy on academic standing: <https://grad.berkeley.edu/policy/#e13-grades>

Academic Probation And Dismissal Procedures

Students who do not meet academic standards may be placed on probation or dismissed. Details are available at

Graduate Division Academic Progress:

<https://grad.berkeley.edu/policy/#e17-academic-probation>

<https://grad.berkeley.edu/policy/#e18-dismissal>

Policy on Internships

A student in their first two years will not be approved to take time from the program, including summers, to accept an internship. Students who have Advanced to Candidacy cannot accept a paid internship during the summer months without prior approval from your 1) Mentor, 2) Thesis Committee, and 3) Head Graduate Advisor. The Committee must indicate, by memo to the Head Graduate Advisor, that the student is on track to complete in six years and that the acceptance of the internship will not result in a request for an extension beyond six years.



Students may not be paid from federal or departmental funds while participating in a paid or unpaid internship.

To send a request for an internship please fill out the form:

[Metabolic Biology Program Internship Proposal Form](#)

Protocol for Switching Labs

If students have issues in communicating with their mentors, the first step is to consult the Head Graduate Advisor (HGA).

- When students decide to switch the lab, students must contact the Head Graduate Advisor (HGA) and the program Equity Advisor as early as possible before they make arrangements to leave a thesis lab. This is to ensure the student understands the potential liabilities of the transition, including issues obtaining a degree, tuition support, stipends, health insurance and potentially visa status.
- HGA should meet with students to remind the policy and answer any concerns from students. In addition, the HGA should consult with the program Equity Advisor. If a student in HGA's laboratory needs to switch the lab, the Chair or another member of the Executive Committee should serve the role of HGA to provide the consultations to student.
- HGA (or Chair) should inform all executive committee members about student's status and provide the progress report regarding student's search of a new lab.
- During student's search for a new mentor, it is the responsibility of student's original PI to fund the student's stipend and tuition until the end of the current semester or summer session.
- Once a student finds and transitions to a new lab, both student and the new PI mentor will sign an agreement form in which the PI's responsibility, including student's funding, will be stated in detail. If the PI does not adhere to this policy, the PI will be suspended to accept new students from the Graduate Group for 3 years.
- If the student needs more than one semester (or summer session) to find a new lab, or if the student needs to work in a second laboratory on a trial basis, then the program executive committee will decide on funding from the program on a case-by-case basis. The committee will determine a plan that does not conflict with the student's original admission offer letter from the program and also follows campus policies and current union contracts.

Protocol for Resolving Conflicts

The following are the procedures and guidelines for resolving conflicts that may occasionally occur between students and faculty.



The majority of such conflicts generally concern difficulties in the mentoring relationship, personalities, and scientific perspectives between a student and his or her faculty mentor. Although not explicitly stated, the procedures described below will also be followed if a potential conflict arises between a student and another faculty who is not the student's mentor.

- 1) If a student has a conflict with their faculty mentor (or if the faculty mentor has a conflict with a student), the first step is for the student and the faculty mentor to try to resolve their differences.
- 2) If a satisfactory resolution is not achieved, the student should contact the Head Graduate Advisor, the Program Chair and/or the Graduate Student Services Advisor. At this meeting, several potential approaches to resolving the conflict will be discussed, including having the Head Graduate Advisor and/or the Program Chair directly communicate with the student's faculty mentor. Each party should document when the meeting(s) occur and briefly summarize how attempt(s) to create a mutually satisfactory resolution were approached.
- 3) If a satisfactory resolution does not emerge from these interactions, then the Program Executive committee will work with the student to mitigate the conflict.
- 4) In rare cases, the student can bring the issue directly to the Graduate Division or other appropriate campus offices with an explanation of why local resolution is not possible. All written materials will be provided, including documentation of all prior attempts at conflict resolution. The campus policies for filing complaints and grievances can be found in the following website: (<http://sa.berkeley.edu/grievance>).

Student Appeals Procedure

The following procedures have been established in accordance with the Graduate Division for students who encounter difficulties while enrolled in our graduate program:

Purpose and Scope

The purpose of this procedure is to afford students in the Graduate Group in MB an opportunity of resolving complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, internships and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional goals.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluation of a



student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

Informal Resolution Procedures

A student may pursue informal resolution of a complaint by scheduling a meeting with his/her Major Professor to discuss the complaint and explore possible avenues of resolution. If no solution is found, the student should then schedule a meeting of his/her Dissertation Committee. If informal resolution is pursued, it must be initiated, and should be completed, within 30 days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

Formal Resolution Procedures

A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

- Procedural error or violation of official policy by academic or administrative personnel
- Judgments improperly based upon non-academic criteria including, but not limited to discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability
- Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress

The written complaint must be received by the Head Graduate Advisor within thirty days from the time the student knew, or could reasonably be expected to have known, of the action that is the subject of the complaint. The complaint will be presented to the Graduate Affairs Committee (GAC), which should complete its investigation and notify the student of the outcome of the complaint within sixty days of the date it was received.

The time frame for filing a written complaint may be extended by the Group if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within thirty days of the time the student knew, or could reasonably be expected to have known, of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Head Graduate Advisor will assign a member of the GAC to investigate the complaint and make a recommendation to the Head Graduate Advisor regarding the outcome of the complaint. Generally, the investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain



information from available witnesses (i.e. interviews or written statements or documents). The Head Graduate Advisor will notify the student, in writing, of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeals Procedure.

Appeal To The Graduate Division

If the student is not satisfied with the outcome of the complaint under the Group's procedure, he or she may bring the complaint to the Formal Appeal stage of the Graduate Appeals Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division, Sproul Hall, within fifteen days of the date of the written notification of the result of the unit level procedure. Copies of the Graduate Appeals Procedure (updated February 12, 1996) may be obtained from the Office of the Dean of the Graduate Division.

Complaints Involving Discrimination

If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability; the Group should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. The names, phone numbers, and campus addresses of these individuals are listed in various campus publications and may be obtained from the Office of the Dean of the Graduate Division or the Academic Compliance Office.

Other Complaint Procedures

Graduate students may contact the Office of the Ombudsperson for Students, the Title IX Compliance Officer, or the 504/ADA Compliance Officer for assistance with complaint resolution. There also are other complaint procedures listed in the Graduate Appeals Procedure for use regarding complaints that do not fall under this procedure.



Financial Overview

Compensation

Below is crucial information on how to receive your compensation along with varying rules on meeting your stipend and fees allocation. Note that NST follows the guidance of campus and UC on how to compensate students within the rules and regulations they set.

Receiving Pay

All incoming graduate students are guaranteed 5 years of full support as long as students make satisfactory academic progress. Compensation matters are coordinated through the Graduate Student Affairs Office in conjunction with the BRS Human Resources. You will be paid either via payroll, student awards and fellowship or a combination of both. Consult with the Graduate Student Affairs Office in regards to how you are specifically paid. You must be enrolled in 12 units before your payroll or student award/fellowship can be processed.

Graduate Student Researcher (GSR)

GSRs perform research broadly related to their degree programs under the direction of a faculty member or authorized Principal Investigator. Research project(s) constitutes the dissertation work done by the student to obtain a Ph.D. degree.

Graduate Student Instructor (GSI)

The general duties of a graduate student instructor (GSI) are to aid in the instruction, conduct, and grading of a course. Normally this will involve attending the lectures for the course, setting aside 2 or 3 hours per week for consultation with students in the course, leading discussions sections or lab instruction, and assisting in the development and grading of homework problems and quizzes. The department regards experience as a GSI to be highly valuable to a student whether or not a teaching career is chosen. Because of this, we require that all Ph.D. candidates serve as a GSI for a total of 1 semester during their graduate studies (usually in their 2nd and 3rd years).

Reader Positions

Reader positions are often available each semester. As a reader you will assist Faculty instructors in course correcting exams, grading homework, and other non-teaching tasks. Current rates are on the Human Resources website (<https://hr.berkeley.edu/labor/contracts/BX/current-rates>).



Positions will be advertised via email at the beginning of each semester. Earnings from Reader positions are in addition to your annual salary rate.

Payroll

GSR, GSI, Reader wages are disbursed through the payroll system. If appointed as a GSR, GSI, or Reader, you will be paid on the first of the following month. For example, your paycheck for August will be available on September 1 (or the last workday before September 1). On occasion, the payroll system can have problems. Therefore, be sure to respond promptly to any requests from the Grad Office, Payroll, or HR and promptly report any paycheck you perceive to be late or wrong. Sign up for Direct Deposit by logging onto [UCPath](#).

Student Awards

Many student awards are disbursed through the Campus Award System in CalCentral. This system includes payments for University fellowships, block grants, special stipends, travel awards, and outside awards and fellowships. Pay dates can be sporadic, but you will notice a pattern once payments begin.

To view your awards, log-in to CalCentral, then My Finances, and View Awards

Important: Unless you are an international student, taxes are not withheld from these payments even though the federal government expects you to pay taxes on this income. You will not receive a W-2 form for this compensation as these awards are not wages. You must keep track of your compensation. Instead, you will access the [IRS Form 1098-T](#) available via your CalCentral account.

Sign up for Direct Deposit here (this is different than direct deposit for payroll): [Direct Deposit](#)

Your stipend for the 2024-2025 Academic Year is \$49,701. Unless you have a fellowship that pays in lump sums or on a different disbursement schedule students should expect to be receiving about \$3933-4183 per month starting in August (paid September 1). A funding summary letter sent to you will include details of funding sources and how this annual rate is met.

Training Grants

Students who receive a training stipend through a UC Berkeley departmental training grant will have the income count towards the annual stipend limit for the academic year. If the grant is below the standard the department or PI will supplement the grant to bring it up to the stipend level in the department and will pay registration or health insurance fees not covered by the grant. Any GSI wages will count towards bringing compensation up to the department stipend level.



Important: Some funding combinations might earn higher income during a given semester. It is the student's responsibility to budget for changes in income during the year. For instance, you might be a GSI + receiving training grants in a fall semester. This will inevitably provide you with higher monthly payments during that term. But when the GSI is done, and you only receive training grant income in the following semesters, you must have saved extra income earned in fall to ensure you have enough carryover funds for spring and summer.

Taxes

Forms

Depending on your status and fund source for a given year or semester, your annual income may have been taxed or untaxed upon disbursement to you. Income from GSR/GSI salaries are processed with the payroll office and are considered taxable as they are wages. Income from direct stipends from fellowships and grants may be untaxed prior to disbursement to you.

Wages will generate a W-2 Form that can be accessed via UCPATH.

Stipends will generate an IRS Form 1098-T that can be accessed in CalCentral.

US Residents

If you are a US resident for tax purposes, you may be eligible to claim a tax credit or deduction on your federal tax return if you paid qualified educational expenses to the University of California. The American Opportunity Credit, the Lifetime Learning Credit, and the Tuition and Fees Deduction allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets eligibility requirements. The determination as to whether you qualify for these benefits should be made in consultation with your personal tax advisor or the Internal Revenue Service. The University of California cannot give you tax advice or make a determination as to whether you qualify for these tax benefits.

Please visit [IRS Form 1098-T Tax Benefits](#) for more information.

UCOP also hosts an annual Graduate Student Tax Workshop in March. The Graduate Office will send out the information once the invitation for the workshop is received from UCOP. You can also email the Graduate Student Services Office for access to previous recordings of the workshop.

Residency California Residency and Nonresident

Classification California Residency is a classification for University tuition purposes. A California resident (defined by UC policy) is a financially independent adult who has lived in California for more than one year prior to the first day of instruction for the term during which they are claiming residency. Students who do not meet these criteria or have not applied for



Residency status are considered nonresidents and subject to nonresident tuition (NRST) as well as registration fees.

The Program does not support NRST beyond eligible students' first year, on the assumption that all eligible students (e.g. not international students) will apply for reclassification as a California Resident. Continuing students eligible for California residency are strongly encouraged to begin establishing residency upon arrival in California.

To gain resident classification students must submit a petition to their Home Campus Registrar's office (at Berkeley online via CalCentral: <http://calcentral.Berkeley.edu/>) showing that they have lived in California for more than one year. The deadline to file the petition is the last working day before the first day of instruction of the term for which they are seeking residency status (typically, Fall of the second year). Students may review the complete policy and procedures available from the Home Campus Registrar's Office and online:

<https://registrar.berkeley.edu/tuition-fees-residency/>

<https://registrar.berkeley.edu/tuition-fees-residency/residency-for-tuition-purposes/how-to-apply-for-residency-for-tuition-purposes/>

Eligible students who do not petition for California residency will be responsible for paying their own NRST.

Common documents needed with the petition for change classification are:

Documents confirming arrival in California prior to the start of fall semester of the previous year
CA driver's license or state identification card (if non-driver)

CA vehicle registration

CA Voter registration card

CA bank statements

Documents confirming prior summer whereabouts (e.g., job offer letters, summer session, registration, etc.) Prior year's W-2 and State and Federal Income Tax Returns.

Berkeley campus Personnel Action Notice confirming last Fall employment

For specific residency questions, contact the Berkeley Registrar's Office (510) 642-1614; email orres@berkeley.edu.

Leaves

Leave policies are outlined at [Graduate Division Leave Policies](<http://grad.berkeley.edu/policies>)



Additional resources for students

NST Graduate Student Advisory Committee (GradSAC)

The central missions of NST GradSAC are to facilitate direct student-faculty communication and curate enriching graduate experiences. By empowering student leaders, NST GradSAC advocates for the needs of its intimate graduate community, while fostering a sense of belonging. In doing so, NST GradSAC organizes and conducts peer-to-peer mentorship opportunities, student nominated NST seminar series speakers, pre-orientation meet & greet across all NST-affiliated graduate programs, qualifying exam preparation panels, professional development & career exploration opportunities, social events, and much more. If you would like to receive support OR would like to get involved, please email our leadership team via nstgradsac@gmail.com. Monthly Leadership Meetings take place in Morgan 124B

Accessing or updating your student records

contact nst_gsao@berkeley.edu if you have an update you'd like to be placed in your graduate group student file or if you need to refer back to an older record in your file. This is for materials that may be referred to later once you are graduated and need a letter of reference. It can be anything from fellowship applications, fellowship notification letters, outstanding GSI awards or other accolades or other things of that nature.

Administration & Safety

Building Access

You will need to set up access to your building and lab when you join our program. Access is requested through your faculty mentor and may require follow up between you and the building manager. The campus does not hand out keys to buildings, everything is accessed through “key card access” using your Cal1 Student ID card. Please find a secure spot for your Cal1Card so that you have it on you at all times while on campus. You will receive your Cal1Card either from the Cal1Card office in Sproul Hall or your Endocrinology Graduate Group Staff Advisor when you join the program. If you lose or damage your card, you must go to the Cal1Card Office on campus (<https://live-wp-sa-callcard.pantheon.berkeley.edu/>). Morgan hall building access, lab access and graduate lounge (Morgan 209) access can be applied for with the below form link sent to cnrfa_mgmt@berkeley.edu:
https://nature.berkeley.edu/sites/default/files/key_application_main_221010.pdf



Accidents

All accidents must be reported to the Main Office, 119 Morgan Hall, and an accident form must be completed. Students should also be seen by their personal physicians or a physician at Student Health Services.

Laboratory Animals

All students who will be working with animals are required to have a current tetanus shot. These are obtainable from Student Health Services at no charge to the student. Students must also pass the OLAC exam concerning the care of animals and should discuss with their Mentor the procedures for ordering animals and use of the facilities.

Radioactive Chemicals

All students working with radioactive chemicals must be certified for such work by passing an Environmental Health and Safety (EH&S) examination and must discuss with their Mentor the procedures for ordering and use of such chemicals.

Copy Machines

Only materials that will be used for distribution in class or preparation for a lecture to be given to a class may be charged to the Department. The student's Mentor may allow some research material to be charged to his/her account. Confer with your mentor as to their lab's policy.

Graduate Student Lounge

Desks/couches for graduate students are available in the Graduate Student Lounge in 209 Morgan Hall. Graduate students generally have a desk in the laboratory in which they work once they have been assigned to a laboratory.

University Services and Resources

Transportation

Campus Parking Permits

Parking on or near campus is minimal. You should explore all other transportation options before committing to a Student Parking permit. If you are considering purchasing a parking permit to park on campus, you must be a registered student who lives outside a 2-mile boundary. Proof of residency is required. Be aware that buying a Student Parking Permit does not guarantee you a parking space. Permits cost nearly \$100 monthly and must be purchased in full each semester.



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Rates are prorated during the semester. For more information and to purchase permits, go to <http://pt.berkeley.edu>

Class Pass

As a registered Cal student, you can ride all semester long on AC Transit and campus shuttle buses for free! You can even ride to San Francisco on AC Transit's Transbay lines. Class Pass services are paid via your registration fees, and once you are registered, you can pick up your Class Pass at the Call Card office.

To board either the AC Transit buses tap your student clipper card. To board the campus shuttles, just show your Cal Photo ID.

Bear Transit—Campus Shuttles

Campus shuttles can take you from your parking lot to various points on campus. Students now ride campus shuttles free with the Class Pass. For more information and schedules, visit <http://pt.berkeley.edu/transportation-options/public-transit-info>

Bay Area Rapid Transit (BART)

BART is the Bay Area's electronic rail service. Bart is convenient for commuters traveling farther distances throughout the East Bay and San Francisco. Schedules and fares are available online at <http://www.bart.gov>

Bicycles

Bicycles are a convenient and inexpensive means of transportation. For those who will commute to school by bike, there are two secure bike rooms in the basement of Koshland Hall. Licensing your bike can help police retrieve it in the event of theft. California State Law also requires that all bicycles be licensed: <http://pt.berkeley.edu/around/bike>

Residential Parking

Residential parking in Berkeley often requires a Residential Parking Permit (RPP). Most residential areas are limited to 2-hour parking unless a residential parking permit is displayed. Permits can be obtained by showing your current vehicle registration and picture identification at your Berkeley address. You can find more details on the application process and cost here: [Residential Preferential Parking Permits](#).

Medical Care

University Health Services (UHS) provides a comprehensive, state-of-the-art outpatient clinic, complete with medical, mental health and wellness units. All registered students have access to medical care, counseling, and health promotion programs UHS offers. Registration fees support these services, and many are provided without additional charge.



Students can use medical services like their regular doctor's office and urgent care center. The facility is fully accredited and staffed by board-certified physicians, nurse practitioners, physician assistants, nutritionists, and nurses. A comprehensive counseling center staffed by psychiatrists, psychologists, and licensed therapists offers individual and group counseling and includes a complete career counseling center. The health promotion unit provides programs and services for keeping students healthy and safe, including many opportunities for students to get involved in shaping the public health of the campus.

For health services, visit or contact the **Tang Center:**

2222 Bancroft Way (between Ellsworth and Fulton/Oxford Street)

Call 642-2000 UHS Main Phone Number

Semester Hours: 8 AM - 5 PM

Log in to your etang portal to schedule appointments or fill prescriptions here:

<https://uhs.berkeley.edu/about-uhs/access-etang-portal>

Holiday and summer hours vary. The UHS has a reduced schedule during breaks, holidays, and summer. Check the "Update" section on the UHS website home page during these times for up-to-date information.

Urgent Care Hours during the academic year: 8 AM - 5 PM Monday – Friday.

Urgent Care parking and entrance are located on Durant Avenue between Fulton and Ellsworth Streets. When Urgent Care is not open, call the 24-hour advice line for directions (510) 643-7197. The advice nurse will help you decide if you need immediate attention and, if necessary, direct you to the nearest hospital emergency department or other local urgent care facility.

Mental Health Services

UHS offers all UC Berkeley students mental health services regardless of their insurance plans. There are many resources to help your emotional wellness, including on-campus, off-campus, online, and community-specific resources. Where to get started? Visit their website for the complete list of resources and services: <https://uhs.berkeley.edu/mental-health>

Student Health Insurance Plan

It is an enrollment requirement that all UCB students be covered by major medical health insurance while attending UC Berkeley. UC Berkeley provides the Student Health Insurance Plan (SHIP), which allows all registered students to be automatically enrolled. While UHS provides primary care to students, SHIP covers hospitalization, off-campus care, and some specialty services that are not provided within UHS. Together, UHS and SHIP provide a complete healthcare package for students. The fee for SHIP is billed as part of student registration fees and is paid by the department.



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Dental Insurance

Dental coverage is included in the Berkeley Student Health Insurance Plan (SHIP). All UC Berkeley students enrolled in SHIP will automatically receive preventive and general restorative dental care benefits. Metlife is the dental insurance provider for SHIP students. Note that dental care is not provided at the Tang Center. SHIP members can select from a wide choice of local dentists listed on the MetLife website

Disabled Students' Program (DSP)

The Disabled Students' Program provides students with disabilities a wide range of services, accommodations, and auxiliary services. Student grants are available for disability-related assistive technology. Staff can advise students about other types of special aid, scholarships, and vocational rehabilitation benefits.

Early Childhood Education Program (ECEP)

The Early Childhood Education Program (ECEP) offers space for about 75 children (ages 3 months to 5 years) of student parents. Fees are based on family size and income using a sliding scale set by the State Department of Education. Partial tuition grants may be awarded to a limited number of students not eligible for subsidy. Enrollment is limited and cannot be guaranteed. Wait lists are common; please apply as early as possible.

Berkeley Parents Network

Berkeley Parents Network, created by Berkeley graduate students in 1993, is an independent, free, volunteer-run online community for Bay Area parents, providing parent-to-parent advice and local referrals via email newsletters, including childcare, pediatricians, schools, and more. To subscribe to the newsletters, visit http://parents.berkeley.edu/mlist_bpn.html

Gender Equity Resource Center

The Gender Equity and Resource Center provides support and services for women and lesbian, gay, bisexual, transgender, and queer (LGBTQ) students, as well as advocacy, support, and education on sexual and relationship violence and hate crimes.

Graduate Diversity Program (GDP)

The Graduate Diversity Program staff assists in the recruitment, admission, and graduation of students who enrich the diversity of the graduate programs on campus. This unit provides students with a network of academic and social support. The Director of the Graduate Diversity Program provides personal advising and strategies for academic success, including post-graduate planning.

Graduate Assembly (GA)



The Graduate Assembly provides resources and advocacy for the graduate students at Berkeley. The Delegate Assembly is the legislative and authorizing body, composed of representatives from all graduate academic units, departments and schools. The GA funds graduate student groups, works with the administration, and has its own independent projects that support graduate student communities by creating a space for students to socialize and discuss issues pertinent to their lives.

Library Services

The UC Berkeley Library offers world-class collections and resources in over 20 subject-based libraries on campus. Visit Information for Graduate Students & Graduate Students Instructors (GSIs) (<http://www.lib.berkeley.edu/information/graduate-students>) to learn about services that support your teaching and research and how to contact your department's library liaison. The Library's extensive collection of Electronic Resources (<http://guides.lib.berkeley.edu/az.php>) is viewable by subject, type, and title. 24/7 online research assistance and much more is available via the Library web page.

BearWalk night escort services are provided to all students, staff, and faculty on campus from dusk until 2:30am every day. We highly recommend that you make use of these services after dark to ensure your safety, especially if you would otherwise be walking alone on campus. (<https://nightsafety.berkeley.edu/nightsafety/escort>).

For concerns related to harassment and discrimination

Office for the Prevention of Harassment & Discrimination (<https://ophd.berkeley.edu/>)

Path to Care Center, confidential support services for survivors (<https://care.berkeley.edu/>)

Report an issue using the UC systemwide intolerance report form (https://ucsystems.ethicspointvp.com/custom/ucs_ccc/default.asp).

The Ombuds Office

The ombuds office for Students and Postdoctoral Appointments is a resource for informal conflict resolution. For neutral, confidential assistance with a campus-related issue or concern, call 510-642- 5754 or visit <https://sa.berkeley.edu/Ombuds>.

Academic Services Unit within the Graduate Division

The Academic Services staff offers workshops and courses to help you develop the writing skills necessary to complete your graduate degree, including:

1. workshops on academic writing (e.g., dissertation writing, grant writing, etc.)



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2. writing groups
3. confidential consultations

321 Sproul Hall, Berkeley, CA 94720-5900
510-643-9392 • Email: academic_services@berkeley.edu

Graduate Student Instructor (GSI) Teaching & Resource Center

This office provides pedagogical support and guidance for new and continuing Graduate Student Instructors, including:

1. fall and spring teaching conferences
2. workshops on teaching
3. the online course Professional Standards and Ethics in Teaching
4. grants and awards for GSIs and faculty mentors
5. confidential consultations
6. the Language Proficiency Program for international GSIs
7. a Certificate of Teaching and Learning in Higher Education
8. an annual seminar for faculty on teaching with GSIs
9. An array of electronic resources, including the Teaching Guide for GSIs and award-winning teaching ideas by Berkeley GSIs.

301 Sproul Hall, Berkeley, CA 94720-5900
510-642-4456 • Email: gsi@berkeley.edu gsi.berkeley.edu

Basic Needs Program

The Basic Needs Center acts as a virtual and physical hub to support students in their journey to access essential services that impact health, belonging, and overall well-being. The Basic Needs Center team is committed to fostering belonging and justice on the UC Berkeley campus through a robust model of prevention, intervention and emergency relief efforts addressing holistic needs. They define basic needs as an ecosystem that includes: financial stability; nutritious and sufficient food; safe, secure and adequate housing; accessible and equitable health/medical care, technology and transportation. All enrolled students including undergraduate, graduate, international and undocumented students are eligible for Basic Needs Center resources and services.

General Questions: basicneedscenter@berkeley.edu
CalFresh Support: calfreshsupport@berkeley.edu
Food Resources: foodpantry@berkeley.edu, (510) 463-4170

Care Coordination - Fill out the [Basic Needs Assistance Form](#) to connect with our Care Team and receive one-on-one support for your basic needs.

[UC Berkeley Campus Directory](#)



If you need to connect with an individual on campus or an office, the UC Berkeley Campus Directory is a good place to start your search for contact information.

Other Resources (including housing, technology resources)

Please see the Graduate Division's "Resources & Services for Graduate Students" (<https://grad.berkeley.edu/students/>) for a full listing of other campus administrative support and services available to graduate students. Dr. Burcu Tung, the Graduate Division's Director of Graduate Academic Conduct and Climate (burcu@berkeley.edu), could be a valuable resource to students.

