Berkeley
UNIVERSITY OF CALIFORNIA

Graduate Student Handbook

2016-2017
The Graduate Group in Metabolic Biology (MB)

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Introduction

These guidelines present the program of the interdepartmental Graduate Group in Metabolic Biology. The Berkeley General Catalog contains additional scholastic requirements of the Graduate Division. These guidelines stem from our philosophy that Graduate Study serves to inspire independence and originality in the creation of new knowledge. Each graduate student achieves mastery of his/her field through advanced course work, independent study, and research.

Program of Study

The program includes course work in molecular and cell biology, nutritional biochemistry, and regulation of metabolism, with opportunities for electives in genetics, endocrinology, neurosciences, other biosciences and chemistry. Major elements of the program include research training, teaching experience as a Graduate Student Instructor (GSI), and opportunities for intellectual exchange and for presenting/defending original research results. Faculty mentors and advising committees guide individual students. Ph.D. students must pass an Oral Qualifying Examination to reach Ph.D. candidacy. The Ph.D. program culminates in acceptance of a dissertation. The M.S. program culminates in acceptance of a thesis.

Course Work

In addition to lab rotations, entering students take core course work in Molecular Biology, Nutritional Biochemistry, Cell Biology, and Advanced Metabolic Regulation. During the second year, students may elect to enroll in courses related to their interests, in consultation with their Mentors. Students must enroll in NST292 each semester and one 290 colloquium per year (following the first year), in addition to research units. Students receive credit for lab research through NST299.

All graduate students ***must*** attend Departmental Seminars as an integral part of graduate training. The informal receptions held before seminars offer an excellent opportunity for students and faculty to interact and exchange ideas. Students who cannot attend a seminar should email the Graduate Affairs Officer with their reason. Valid reasons for absences include: illness, death of a relative, or attending an important scientific meeting.

Graduate students in MB must enroll in 12 units per semester, in 200 series or higher courses, or 15 units of 100/200 series courses to qualify as full-time students. These courses must be taken for a letter grade (not S/U), if the letter grade option exists. The unit requirement may be met by enrollment in courses, seminars, and/or research units (NST299). Students must maintain a grade point average of at least 3.0 during their residency (a 3.1 GPA is required to receive funding). Students must maintain a B average in lecture courses (this excludes NST211, NST292, NST293, and NST 299). The GAC (Graduate Affairs Committee) monitors student progress during the first year. Students who do not maintain a B average in the first semester will be placed on probation and may be asked to withdraw from the program. The GAC will decide, on a case-by-case basis, the disposition of students who fail to meet expectations.

Ph.D. Course Work

First Year

Semester	Course/Activity		Credits
Fall	MCB 110	Molecular Biology	4
	NST 103	Nutrient Function and Metabolism	3
	NST 211A	Introduction to Research (rotations & reports)	4
	NST 292	Graduate Research Colloquium	1
	NST 293	Faculty Research Presentations	1
	NST 301	Teaching in NST	2
Spring	NST 260	Metabolic Bases of Human Health	4
	NST 211B	Introduction to Research (rotations & reports)	4
	NST 250	Advanced Topics in Metabolic Biology	3
	NST 292	Graduate Research Colloquium	1
	NST 302	Supervised Teaching	2

Second Year

Semester	Course/Activity		Credits
Fall	XXX 290	Graduate Seminar (Advanced Special Topics relevant to Metabolic Biology in any science department to be taken at least once per year)	1
	NST 292	Graduate Research Colloquium	1
	NST 299	Dissertation Research	3-8
	NST 302	Supervised Teaching	2
	Elective	Advanced Graduate Biosciences Course (optional)	3-4
Spring	XXX 292	Graduate Research Colloquium	1
	NST 299	Dissertation Research	3-12
	Elective	Advanced Graduate Biosciences or Chemistry Course (optional)	3-4
		Oral Qualifying Exam (taken in April or May)	

Third Year - Completion of Degree

Semester	Course/Activity		Credits
Every Semester	NST 299	Dissertation Research	3-12
Every Semester	NST 292	Graduate Research Colloquium	1
Once a Year	XXX 290	Graduate Seminar (Advanced Special Topics relevant to Metabolic Biology to be taken at least once per year in any science department)	1

MS Course Work

First Year

Semester	Course/Activity		Credits
Fall	MCB 110	Molecular Biology	4
	NST 103	Nutrient Function and Metabolism	3
	NST 211A	Introduction to Research (rotations & reports)	4
	NST 292	Graduate Research Colloquium	1
	NST 293	Faculty Research Presentations	1
	NST 301	Teaching in NST	2
Spring	NST 260	Metabolic Bases of Human Health	4
	NST 211B or NST 299	Research Units or Rotation Units	4
	NST 250	Advanced Topics in Metabolic Biology	3
	NST 292	Graduate Research Colloquium	1
	NST 302	Supervised Teaching	2

Second Year

Semester	Course/Activity		Credits
Fall	XXX 290	Graduate Seminar (Advanced Special Topics in any department)	1
	NST 292	Graduate Research Colloquium	1
	NST 299	Dissertation Research	3-8
	NST 302	Supervised Teaching	2
	Elective	Advanced Graduate Biosciences Course (optional)	3-4
Spring	XXX 292	Graduate Research Colloquium	1
	NST 299	Dissertation Research	3-12
	Elective	Advanced Graduate Biosciences Course (optional)	3-4
		After having presented at NST 292, a student has his/her final meeting with the Thesis Committee, during which he/she defends his/her thesis	

Transferring to the Ph.D. Track

During the spring semester of the second year, the GAC may consider a petition for a student to change tracks from Master's to Ph.D. If the recommendation is approved by the Graduate Affairs Committee, the student begins following the Ph.D. Program Outline starting with an Oral Qualifying Examination. Criteria for consideration include a GPA of 3.1 or better, a B average in MCB110, NST103, 160 and 250, and a letter from a Metabolic Biology Graduate program faculty member committed to sponsoring the student, including financial support.

Requirement Notes

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

Introduction to Research (NST211A,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.

Rotation Requirements for Ph.D. Students:
Of the three rotations required, the first may be assigned by the Head Graduate Advisor with a view toward diversifying the research experience of students. The second and third rotations are selected by the student. All rotations require the consent of the Principal Investigator. A student may elect to take an optional fourth rotation at the end of the first academic year to assist in choosing a mentor and/or to gain exposure to a specialized technique. A 15-minute presentation and five to seven page written report is required after each rotation, as a condition of enrollment in 211A and B. The first two presentations are given to the Head Graduate Advisor or a preceptor designated by the NST chair and other first-year students at the end of each rotation. The third presentation may be delivered to all program students and faculty during the last two Graduate Research Colloquia of the academic year, if requested by the student. New students and the Head Graduate Advisor meet at least two additional times per semester, as part of NST 211, to discuss progress/problems, requirements, and the process for selecting rotation and dissertation mentors.

Rotation Requirements for M.S. Students:
M.S. Students will be required to complete one rotation before joining a lab for thesis research. Students have the option of a second rotation. A 15-minute presentation and written report is required after each rotation, as described above for Ph.D. students. Once a student has identified and been accepted into a lab, a Thesis Committee will monitor research progress and make recommendations for experimental design of the research project.

Graduate Seminar (XXX290)—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 at least four Graduate Seminars. Typically students will take one per year, following the first year. MS students are required to take one Graduate Seminar.

Graduate Research Colloquium (NST292)— 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 (NST293)—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 (NST301/302)—The NST301 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 NST302 component includes practical supervised experience in teaching metabolism at the University level for 1 to 4 credits. Typically, students are assigned to serve as GSI's for courses that include: Introduction to Human Nutrition (NST10, an overview of digestion and metabolism of nutrients aimed at non-majors in all years), Nutrient Function and Metabolism (NST103, a junior year comprehensive course in nutritional biochemistry for majors in MB), Food Toxicology (NST110, a comprehensive survey of the principles of modern toxicology, including mechanisms of metabolic activation, detoxification, and selective toxicity, required for toxicology majors), Human Nutrition (NST160, focuses on the biochemical and physiological bases for adjustments in human nutrient use during common nutritional problems and diseases), Experimental Nutrition Laboratory (NST170, basic principles and techniques used in biochemical, analytical and molecular nutrition experiments), Human Food Practices (NST104, historical, geo-ecological, biological, cultural, socio-economic, political and personnel determinants of human diets), Introduction to Food Science (NST106,

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(INTEGBI 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 – Sturcture, 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)

Research

Research provides the major focus of graduate education. Many first-year activities are directed toward introducing new students to various research opportunities to enable them to identify their research interests and Mentor. Research

rotations are particularly important in this regard. Ph.D. students complete at least three laboratory rotations during their first year. M.S. students complete up to two laboratory rotations during their first year. Following each rotation, students submit a written report and make a short oral presentation in NST 211 A/B. 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.

The Mentor oversees the student's research program and overall education, assisted by the Guidance Committee. Ph.D. students select their Mentor at the end of the first spring semester. MS students select their Mentor at the conclusion of their first or second rotation. The Mentor chairs the Dissertation or Thesis Committee.

Teaching

All graduate students in the Ph.D. program are required to obtain teaching experience as a Graduate Student Instructor (GSI). This assignment may involve lecturing, leading discussions, lab preparation, examination writing, and grading. Each Ph.D. student must serve as a GSI for at least one semester. The teaching experience is accompanied by enrollment in NST 301/302, Professional Preparation: Teaching in Nutritional Sciences & Toxicology. The Graduate Advisors attempt to match students with appropriate courses considering the wishes and qualifications of the student and the teaching needs of the Department. To be appointed as a GSI, a student must meet the GSI requirements and fulfill the GSI responsibilities outlined by the Graduate Council (available for review on gsi.berkeley.edu).

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 NST Ph.D. students first, then to eligible NST M.S. students, and finally to other eligible UC Berkeley graduate students.

Advising

Graduate Advisors

The Graduate Group in MB has four Graduate Advisors, one of whom serves as the Head Graduate Advisor. The Graduate Advisors form the Graduate Affairs Committee ("GAC"), which governs the Graduate Group and represents the Dean of the Graduate Division in approving programs of study for graduate students. Most forms and petitions submitted to the Graduate Division, including applications for advancement to candidacy, qualifying examinations, and petitions, must be signed by the Mentor and by the by the Head Graduate Advisor. The Head Graduate Advisor will advise each new graduate student until a Mentor is selected. First-year students may not drop courses, or elect to receive a grade other than the usual letter grade without written permission of the Head Graduate Advisor.

Guidance Committees

Please see grad.berkeley.edu for the most up-to-date committee policy information. All committees must follow the committee composition guidelines outlined by Graduate Division (available on grad.berkeley.edu/policy).

Dissertation Committee and Thesis Committee

Dissertation Committees (Ph.D. program) and Thesis Committees (M.S. program) provide intellectual as well as technical assistance to students throughout the research program. The Dissertation Committee (Ph.D. program) forms after the student has passed the Oral Qualifying Examination for the Ph.D. degree. The Dissertation Committee consists of at least three faculty members, with one from outside of the MB graduate program. The Mentor serves as Chair of the Committee. The Thesis Committee (M.S. program) forms after the student has selected a Mentor by joining his/her lab. The Mentor serves as the committee chair. The Thesis Committee consists of three members.

The student suggests to the Head Graduate Advisor the names of faculty members who are willing to serve on Dissertation/Thesis committees, after consulation with their Mentors. The Head Graduate Advisor recommends appointments to the Graduate Dean. The student must complete an application for Advancement to Candidacy. The form must be signed by the Mentor and the Head Graduate Advisor and returned to the Student Affairs Officer by the student for submission to the Graduate Division. When the Graduate Division approves this form, it will send a formal notice of Advancement to Candidacy to the student. Requests for changes of the committee should be made through the Head Graduate Advisor to the Graduate Division; such changes are unusual and require strong justification.

The Dissertation Committee should meet as soon as possible after a student passes the Oral Qualifying Exam and certainly no later than three months following the Oral Qualifying Examination, at which time the student will present a detailed description of the proposed research; it then should meet at least once a year, as soon after the 292 as is practical. Similarly, the Thesis Committee should meet within three months of the student joining a lab (excluding rotations). Ideally, committee meetings should occur the same day or soon after the NST292 presentation. The student must keep the committee members informed of the progress of the research so that he/she may ask for and receive advice from the committee

Oral Qualifying Examination

The Oral Qualifying Exam (OQE) will be taken during the fourth semester. The Committee will confirm that the student has successfully completed the required core courses, the teaching requirement (or is in the process of completing the requirement), and has initiated a robust research program. Failure of the student to proceed to the OQE before the fall semester of year three will be grounds for dismissal or redirection to an M.S. The OQE may, with compelling justification and for extraordinary events, be postponed until a later date upon recommendation and approval of the Head Graduate Advisor or GAC.

The OQE Committee consists of four faculty members selected by the Head Graduate Advisor and the GAC. Students are invited to propose membership of their OQE committees to the Head Graduate Advisor for approval. Students must submit their proposed qualifying exam committee by a designated date. The Head Graduate Advisor and/or MB Graduate Affairs Committee may elect to approve the proposed committee or may elect to change some or all of the committee members. Three committee members, including the chairperson, must be Berkeley Academic Senate Faculty who are members of the MB program. One committee member must be a member of the Berkeley Academic Senate Faculty not affiliated with the MB program. One committee member may include a MB program member with a primary appointment outside of the Berkeley Academic Senate Faculty. Graduate Division has final approval of OQE committee membership. Students are advised strongly to consult with their Mentors on chosing OQE committee members and to select faculty who can contribute to the development of their proposals. Faculty guidance during proposal preparation is key to a successful OQE.

Examination Format

The OQE committee will examine the student on:

- General scientific knowledge
- Background knowledge in the area of his/her dissertation research
- Ability to formulate and defend a hypothesis
- Ability to defend experiments and techniques to test hypotheses

- Ability to postulate expected and alternative results
- Interpretation of expected and alternative results

The student will prepare a formal written proposal to describe his/her dissertation research in consultation with his/her OQE Committee. The OQE Committee will decide when the student is ready for the oral defense of the written proposal. The student must distribute a copy of the proposal to each member of the Committee at least one week before the exam. Students are encouraged to start early in their second spring semester chosing a committee and preparing their proposal. The Head Graduate Advisor will select a committee and set the test date for any student who has not met these two milestones by February 1 of their second spring semester.

Areas for Examination

The expectation of breadth will include all the course work taken during the student's first and second years in the graduate program (including any prerequisite material).

The OQE Committee may recommend: 1) a pass; 2) a partial failure requiring additional course work and/or written reports and/or revision of research plans; 3) total failure. Total failure may result in re-direction to an M.S or separation

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 website for the current guidelines for format and style. The dissertation is submitted in final form to the Graduate Division for approval. One bound copy of the dissertation must be submitted to the Department and one to the Mentor. Generally, copies (not necessarily bound in hard cover) are given to the other members of the Dissertation Committee..

All Ph.D. students are encouraged to present a formal seminar upon final approval of their dissertations. 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.

Departmental Financial Support and Leave

Ph.D. students who remain in good academic standing and elect to study with a Mentor in the Graduate Group in MB may receive an award package of financial assistance. Up until the end of the third or fourth rotation, whichever occurs first, PhD students are funded (resources permitting) by NST. Support will be announced during the annual prospective student visit day. When a student joins a lab financial support becomes the responsibility of the research Mentor, who may use a combination of Graduate Student Researcher (GSR) and/or Graduate Student Instructor (GSI)

appointments, grants and fellowships. If a student declines a teaching position for any reason, he or she may no longer receive departmental financial support. If the student's GPA falls below 3.1, he or she may not be eligible for support. Ph.D. students who do not select a mentor by the end of the fourth rotation are responsible for their own financial support.

Students who receive financial support are expected to devote their full-time efforts to their graduate work. Arrangements for vacation or other leaves must be discussed with Head Graduate Advisor (during rotations times) or the Mentor (after a student joins a lab). Graduate students are eligible for no more than four weeks of leave per year, including school breaks. Financial support may be suspended for students who are absent longer

MS students generally do not receive financial support from the department. An MS student may choose to offset the cost of tuition/fees and earn a stipend with GSI appointments, depending on the availability of positions. A Mentor may choose to support a M.S., but is not obligated to do so. These arrangements should be part of the conversation with prospective Mentors.

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, 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:

1. Procedural error or violation of official policy by academic or administrative personnel

2. 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
3. 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, 424 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.

Administration & Safety

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 new 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.

Keys

Please see http://nature.berkeley.edu/site/safety_facilities.php for the Key Access Form. Each graduate student is routinely issued keys for the outside doors of Morgan Hall, the Reference Room, the room in which his/her desk is located, and the laboratory in which he/she is working. The student is asked to agree to use all keys only for authorized purposes, not to loan or duplicate any key, and to return the keys to the department when he/she no longer needs them or leaves the Department.

Libraries

The student's current id card serves as a library card for all campus libraries. The libraries most frequently used by students in this Group are:

Biosciences	2101 Valley Life Sciences Building
Biochemistry	430 Barker Hall
Public Health	42 Warren Hall

Campus Safety

Emergency phones are located throughout the campus and are easily identified by a blue light on top of the phone box. You can call the police, fire department, or an ambulance by dialing 911 or 9-911. The University Police are available 24 hours a day (1 Sproul Hall). The emergency phone number from a campus phone is 2-3333. Additional information about Night Escort Service is included in the Resource Guide. Always keep the doors locked to offices, laboratories, and to the outside building entrances in the evenings and on weekends. Always carry your keys with you. Do not share your door codes/keys with anyone else. Do not leave purses or backpacks unattended. They are best stored in a drawer or cabinet.