Cell Biology

Graduate Program Handbook

2024-2025

Contents

Introduction

This handbook is available as a source of information for graduate students studying for the Ph.D. degree in the Department of Cell Biology at Yale. Students and faculty can also find answers to question pertaining to the Cell Biology Ph.D. program and its specific policies in the Cell Biology Graduate Bulletin, a definitive source of information about academic rules and regulations as well as general policies that apply to all graduate programs.

Entering THE Cell Biology PHD Program

Students interested in pursuing a Ph.D. in Cell Biology apply to the Biological and Biomedical Sciences (BBS) Graduate Program, usually choosing the Molecular Cell Biology, Genetics and Development (MCGD) track or the Biochemistry, Quantitative Biology, Biophysics and Structural Biology (BQBS) track as their primary interest on the application form. At the end of the 1st year, an MCGD or BQBS track student choosing to carry out thesis research in the lab of a faculty member at the medical school with a primary appointment in the Cell Biology Department usually joins the Cell Biology Ph.D. program. If the thesis advisor has a secondary appointment in Cell Biology but a primary appointment in another department, the MCGD track student can choose to join the Cell Biology program with approval of the thesis advisor. An MCGD track student choosing to do thesis research that is cell biological in nature but in the laboratory of a faculty member at the medical school not formally affiliated with the department can also request to be in the Cell Biology program, subject to approval by the Cell Biology DGS.

Formally, to join the Cell Biology program, a student must fill out the "Advisor and Degree Program Selection Form" available through their Track Registrar and have it signed by the thesis advisor and DGS of Cell Biology. MCGD track students submit this form to their Registrar, Shirlene Scott shirlene.scott@yale.edu while BQBS track students submit the form to their track Registrar Kristin Kampp (bqbs.registrar@yale.edu, kristin.kampp@yale.edu)

TIMETABLE TOWARD THE PHD

Students should aim to finish the Ph.D. in 5 years. Described below is an idealized timetable with major events of each year toward the Ph.D.

> *Year 1 Cohort:* Devoted to laboratory rotations and coursework. Students do at least 3, or optionally 4, rotations during the academic year in any of the labs in the MCGD or BQBS track or in the wider BBS program. Students should fulfill the Cell Biology course requirement (outlined below) and select a lab and degree program in which to carry out their thesis research by the end of the first year.
>
> *Year 2 Cohort:* Begin thesis research. The qualifying exam will take place during the fall semester. The *first* Thesis Committee meeting should be held in the spring/early summer

of the second year. After passing their qualifying exam, students may begin fulfilling the teaching requirement.

Year 3 Cohort: Thesis research. Admission to Candidacy must occur by the end of this year. Teaching requirements should be fulfilled. Ideally, depending on research progress, it may be possible to start putting together a first manuscript.

Year 4 Cohort: Thesis research. Manuscript writing.

Year 5 Cohort: Finishing research. First author publication submitted to a peer-reviewed Journal. Dissertation. Graduation!

REQUIREMENTS FOR THE PHD

The formal requirements for the Ph.D. in the Cell Biology program are successful completion of the first-year course requirements of 5 courses for a grade, Honors in 2 courses and grade average of High Pass in the remaining 3 courses, a grade of "Pass" for the Qualifying Exam, an approved Prospectus, Admission into Candidacy, two teaching appointments (two semesters), First-author publication submitted to a peer-reviewed journal, thesis defense and the completion of the Dissertation Submission Checklist. Each of these requirements is detailed below.

COURSE REQUIREMENT

Students are required to take at least 5 graduate-level (research relevant) courses for a grade. No specific curriculum of courses is required, but CBIO 602a (Molecular Cell Biology) is recommended for all students to attain a solid foundation in molecular cell biology. Also recommended is a seminar course, such as CBIO 603a (Seminar in Molecular Cell Biology) or CBIO 606b (Advanced Topics in Cell Biology), in which students can develop the skill for critical analysis of research papers. Students design their own curriculum of courses to meet individual interests and needs in consultation with the DGS. BQBS students who did not take CBIO 602a in the first year are strongly encouraged at least to audit this course in the 2nd year.

Similarly, MD/PhD students are required to take at least 5 graduate-level courses for a grade. Several courses, including CBIO 501/502 (Molecules to Systems), CBIO 600/601 (Science at the Frontiers of Medicine) or MB&B 800 (Advanced Topics in Molecular Medicine) from the medical curriculum, each count as one graduate-level course. CBIO 602a (Molecular Cell Biology) and either CBIO 603a (Seminar in Molecular Cell Biology) or CBIO 606b (Advanced Topics in Cell Biology) are strongly recommended. As with PhD students, courses should be selected in consultation with the DGS to meet individual needs and interest of the student.

Students must meet the Graduate School Course and Honors Requirement, if necessary, taking additional courses beyond the 5 required in the department to fulfill this requirement. Per the Graduate School, this requirement is to be met by the end of the 2nd year.

Note: MCGD or BQBS track students who fulfill their track course requirements also fulfill the course requirements for Cell Biology

NIH Training Requirement

NIH requires that all fourth-year students receive training in the responsible conduct of research (RCR). This course has two components and is held during the spring term.

- **Part I: B&BS 503 RCR Refresher for Senior BBS Students.**
- **Part II: Program-Specific Sessions**

TEACHING

Students select teaching assignments beginning in the spring of the second year, after the qualifying exam. The requirement is two semesters as a Teaching Fellows (TF) at a TF10 hrs. level in any of the numerous lectures, laboratory, and seminar courses offered at the undergraduate, graduate, and medical school levels. As a TA the student is expected to carry out their duties responsibly and professionally.

All students who teach are required to be in good academic standing and be fluent in English. Students teaching for the first time at Yale are required to attend a Teaching @ Yale Day orientation. All appointed TA's will receive Notice for Orientation Day from the Teaching Fellows Program prior to the start of the term. Students are strongly encouraged to review the Teaching How-to handbook.

Courses offering TA positions are distributed with instructions each year by the BBS office at the end of May. Selection Submission closes June 30th. Appointments are to be confirmed by July 30th.

Students may not teach more than one "*TF 10 hr.*" course per semester

Students may elect to teach beyond the 2-semester requirement but only with approval from their thesis advisor. Teaching assignments to fulfill the teaching requirement are given priority; *all other placements are secondary*.

Various courses and workshops offered by the Teaching Fellow Program are available for students

Important TA Dates:

- TA Start Date: Spring of yr. 2 following Qualifying Exam
- Completion of TA Requirements: End of yr. 4.

QUALIFYING EXAM

One of the goals of the qualifying exam is for the student to learn how to write a compelling research proposal. The research proposal should be written in the form of a mini-grant proposal according to the format below. Although the original idea for the thesis project may have come from the thesis advisor, the student is responsible for conceiving and writing the proposal. The student should discuss and receive feedback about the proposal from the thesis advisor. The student should generate a best effort version of the proposal for the advisor to read, and enough time should be allowed for several rounds of revision. The advisor is expected to have read and approved the final version of the proposal before it is distributed to the qualifying exam committee.

EXAM FORMAT

The qualifying exam consists of two parts:

1. A Written Research Proposal, commonly referred to as the "Prospectus", based on the prospective thesis project.
2. An Oral Exam in which the student defends the research proposal before a qualifying exam committee.

EXAM TIMEFRAME

MCGD or BBSB track students who joined the Cell Biology PhD Program toward the end of the 1st year are expected to complete the qualifying exam in the fall semester of the 2nd year (before the winter break). All students, including MD/PhD students, are required to complete the qualifying exam within one year of joining the program. Below is a timeframe to help the student and thesis advisor prepare for the exam.

Summer (June-August)

1. Student will decide on a prospective thesis project. In consultation with the thesis advisor, the student will assemble a Qualifying Exam Committee consisting of 3 faculty members (excluding the thesis advisor). The 3 qualifying exam committee members must hold a BBS faculty Graduate School appointment. *The Chair of the qualifying exam committee must hold a Primary Faculty appointment in the Dept. of Cell Biology. The student is to provide the DGS with the names of their qualifying committee members for approval.* Once approved the student is to provide the Department Registrar with the names of their committee.
2. In Consultation with the exam committee and the thesis advisor, the student will define several (minimum of 3) research areas broadly relevant to the thesis project that the student would be expected to be knowledgeable about from reading the literature. Student is encouraged (but not required) to meet with thesis committee members for advice and guidance on reading literature. For

example, an informal reading period of a few sessions over several weeks could be set up in which the student can discuss key papers with the faculty member.

3. **By September 1**, the student is to send the Exam Committee and the DGS a **1-page summary** of the proposal describing the question to be addressed, why it is important, and how it will be addressed. In addition, the student will list the research areas that they expect to become expert on. The committee will then have 1 week to communicate to the student, via the chair of the committee, its approval of the thesis and research topics. A date for the oral exam should be scheduled and communicated to the Departmental Registrar.

Fall (September-December)

1. Student will write the proposal from summer through fall. The written proposal should be given to the exam committee 1-2 weeks before the oral exam. If the written proposal is not satisfactory, the committee can postpone the exam.
2. Oral exam should be completed by the end of the fall semester (before winter break).

Students will arrange the schedule of their own exams within the timeframe above and are expected to complete the exam by the end of the fall semester. Students who need extra time to prepare for the exam (for example, a student who did a 4th lab rotation or who is taking a course during the fall semester) may be allowed an extension of the deadline or to take the exam in the following spring term, but only with approval from the thesis advisor and the DGS. Any student failing to complete the exam by the end of the 2nd year spring term will be put on academic probation with the possibility of termination from the program.

MD/PhD students must successfully complete the qualifying exam within one year of joining the PhD program. Failure to do so will result in academic probation with the possibility of dismissal from the PhD program.

While preparing for the qualifying exam, students are not exempt from their laboratory work and classes.

WRITTEN RESEARCH PROPOSAL

The proposal is a statement of what the student intends to do for the dissertation, and an approved proposal, referred to as the "Prospectus" must be submitted to the Graduate School for a student to be formally admitted to candidacy. Successful completion of the qualifying exam means the student's prospectus has been approved. Upon receiving a grade of "Pass" for both the Oral and written portions of the exam, the Registrar/DGS will submit to the Graduate School a "Qualifying Exam/Prospectus Certification" and the student will upload a copy of the Prospectus through their DPR site. Students are asked to provide their Registrar with a copy of their prospectus along with a cover page entitled "Prospectus" and containing all other information requested by the Graduate School not in the original written proposal. ***Graduate School of Arts and Sciences Programs and Policies***

The Prospectus Format

1. *Title and Cover Page:* The cover page should be titled “Prospectus” and should contain the following entries: "Research Title" and title; “Thesis Advisor” and the Advisor Name; "Student Name" and name; Date; “Department of Cell Biology".
2. *Specific Aims:* State the Specific purposes of the research proposal and the hypotheses to be tested. No longer than 1 page.
3. *Background and Significance:* Sketch briefly the background to the proposal. State concisely the importance of the research described in the proposal by relating the specific aims to broad, long-term objectives.
4. *Research Design and Methods:* Describe the strategies and specific experiments to accomplish the specific aims. Potential experimental difficulties should also be discussed together with alternative approaches that could achieve the desired aims. Preliminary results are not required but may be described if available.
5. *Literature Cited:*
6. *Paper Format:* The proposal should be single spaced in 12-point font with 1-inch margins and should be no more than 10-12 pages long, including tables, figures and references. The student should contact the department Registrar if they wish to consult an approved Proposal.

The Oral Exam

The thesis advisor may be present at the exam but cannot answer questions for the student.

Prior to the start of the oral exam, the committee may ask the student to leave the room temporarily so that it can go over the exam format and discuss any related matters.

The oral exam starts with the student’s presentation of the research proposal describing the problem to be addressed and the approaches. The presentation should be prepared to take no longer than 20 minutes (approximately 15 slides), excluding interruptions. The actual presentation will take longer because the committee will interrupt with questions about the research proposal. The committee will also ask questions to probe the student’s knowledge of the research literature, as well as basic scientific concepts, directly and broadly relevant to the proposal. Exam duration may take up to 2 hours. At the end, the student and advisor will exit the room while the committee discusses the student’s performance in the oral exam as well as the quality of the written proposal, and the chair of the committee will fill out the evaluation form. The student will return to the room to be informed of the committee’s evaluation and recommendations and given the opportunity to ask questions.

A student can receive an overall grade of Pass or Fail, or the committee may postpone its evaluation pending fulfillment of an additional requirement, e.g., revising the written proposal or writing a paper to remedy an inadequate knowledge of the literature. The committee may also make specific recommendations such as taking a course. The student failing the exam may be given one more chance to Pass depending on approval by the DGS and faculty.

Important Exam Dates:

- Assemble a Qualifying Exam committee and approval from the DGS: June-August.

- Send 1-page summary to the committee and DGS: September 1
- Complete the qualifying exam: fall term of the second year prior to winter recess.

ADMISSION TO CANDIDACY

"Admission to candidacy indicates that the department and the Graduate School consider the student prepared to do original and independent research" Graduate School of Arts and Sciences Programs and Policies.

CANDIDACY REQUIREMENT

1. Fulfillment of course requirements
2. Pass the qualifying exam
3. Approved Prospectus
4. Hold first thesis committee meeting and receive a positive evaluation on laboratory work

Upon meeting all requirements, a "Certification of Admission to Candidacy" will be submitted to the Graduate School for that student. A student failing to be admitted to candidacy by the end of the 3rd year will have a hold placed on their registration by the Graduate School.

Important Candidacy Dates:

- Admitted to candidacy: by end of 3rd year.
- Allow one month from date of Admission into Candidacy to submit 1st Dissertation Progress Report (DPR). *Please see Dissertation Progress Report Section under Thesis Committee Meetings*

THESIS COMMITTEE MEETINGS

Beginning in the fourth year of cohort, the Cell Biology Program requirement is for students to hold two thesis committee meetings per each academic year (6 months apart) until they have been granted permission to "write", or write up their thesis dissertation, in a final thesis committee meeting.

Composition of the Thesis Committee

Students and their advisor choose three faculty members for the thesis committee, which are then approved by the DGS. The thesis committee members must hold an appointment with the BBS. Different from the Qualifying Committee Chair, the Chair of the Thesis Committee is not required to hold a primary appointment in Cell Biology. The composition of the Thesis Committee is not necessarily the same as that of the Qualifying Committee.

Students and thesis advisors may alter the composition of the thesis committee to reflect changes in the direction of the thesis project. Any change must be approved by the DGS.

Committee Timeframe

The first thesis committee meeting must be held within one year of the qualifying exam. Note: One of the requirements for Admission into Candidacy is a positive evaluation of laboratory work given at the first thesis committee meeting.

Students in year 4 and beyond are required to hold 2 thesis committee meetings per academic year, roughly every 6 months.

Thesis Committee Format

Prior to each meeting:

1. *The student is to email the committee Chair and Advisor* a two-page report (DPR) of past work since the last committee meeting (or qualifying exam) and plans for future experiments with a timetable (as outlined in the links below) or finalizing experiment if holding their last committee meeting.

The meeting:

1. The meeting is intended to evaluate the student's progress toward a dissertation and will consist primarily of a presentation by the student of research progress, including discussion between student, committee members and the thesis advisor. The committee should also meet individually with the student and then with the thesis advisor prior to beginning the presentation of research progress. Further meetings of the committee and the student and/or advisor individually may take place at the end of the meeting at the request of any of the participants.

After the meeting:

1. *The Committee chair* will complete the CBIO thesis committee form in consultation with the committee members and will e-mail the signed form to the Department Registrar.

Important Committee Meeting Dates:

- 1st Committee Meeting held by *January 15*
- 2nd Committee Meeting held by *June 30*

DISSERTATION PROGRESS REPORTS (DPR)

The students will upload their two-page summary of thesis work (past to present) and future experiments with a timetable (or timetable if finalizing experiments and holding their last committee meeting) into their on-line Dissertation Progress Report (DPR). Missing DPR's past May 1st will result in an automatic academic hold from the Graduate School. Once the student submits the DPR hold will automatically be removed. NOTE: Students will receive notification via email for the April 1st due date. **Deadline is May 1st.**

Important DPR Dates:

- DPR Due Date: Apr 1
- DPR Deadline: May 1

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Graduate students are responsible for completing the Individual Development Plan (IDP). Per the GSAS requirement "Students should perform self-assessments, research career options and opportunities to broaden their skills and professional experience and arrange meetings with mentors. The IDP should be updated annually to reflect new accomplishments and any changes in personal and professional objectives."

The student is to provide a written Summary Report of their IDP progress for review at each Thesis Committee Meeting.

Important IDP Dates:

- *1st Summary* Report Due by Jan. 15
- *2nd Summary* Report Due by May 31

THE DISSERTATION

The PH.D. should represent a body of scholarly work that makes an original and publishable contribution to one's field. It is expected that a student's Ph.D. research will result in several papers, first author as well as co-author, submitted and published in peer-reviewed journals. Submitted papers can be reformatted to form the core of the dissertation with grammatical changes of "we" to "I" etc. if you are the principal author. Note: If another person obtained a result shown in the publication and used in the dissertation, then the contribution of this person must be explicitly acknowledged in the text and figure legend. If you wish to copyright your dissertation, you must obtain permission to reproduce any published material (even if your own) in your dissertation. We request that you draw your own illustrative diagrams rather than using published ones with minimal modification.

The format of the dissertation is not fixed but must be acceptable to the advisor and all the "readers" (see below).

PREPARING FOR THE DISSERTATION

The student should discuss finalizing their research with their advisor and schedule a thesis committee meeting. They should provide a 2-page Dissertation Progress Report (DPR) of past work as well as the summary report for "Finalizing Experiments". The student must be granted permission to "write" by their Thesis Committee chairman via the evaluation form before working on their dissertation. If granted permission to "write", the meeting will be recorded as their "Last Thesis Committee Meeting" and the Departmental Registrar will send the student a Dissertation Submission Guideline email outlining steps and dates required by the Cell Biology program and a Link to Graduate Dissertation office with submission instructions, required forms and dates.

Departmental Requirement for Submission

The Department of Cell Biology's minimal requirement for the Ph.D. is submission of a first-author manuscript to a peer-reviewed journal by the time of their scheduled thesis defense or, by permission of the DGS, by the time the final version of the dissertation is submitted to the Graduate School.

Note: The paper must be reviewed and approved by your advisor prior to submission.

Student is to provide the CBIO Registrar, Lisa Crotty with the PubMed I.D. numbers for all their first author & co-first author publications.

Departmental Steps for Completion

Immediately following the Last Thesis Committee Meeting, the student should confirm that the Dept. Registrar has received the last committee evaluation granting them permission to write (question 14b) from the Committee Chair and that a copy of the Dissertation Progress Report (DPR) of past work and the outline of finalizing experiments was received. This will generate a departmental email with the Cell Biology required steps and will include a link to the University Registrar's Office Dissertation Submission page for the Graduate School Requirements and deadlines.

- Notify the Cell Biology Registrar for which degree you will be petitioning (Dec. or May).
- Update your Dissertation Title in your on-line DPR.
- Confirm your readers via response to the email you receive.
- The Cell Biology Registrar will input your on-line readers once they have been confirmed and your titles has been updated in your DPR.
- Schedule a thesis defense seminar and provide the Dept. Registrar with the date.
- Student should provide a copy of the dissertation to their advisor for approval first, then the advisor-approved finalized version of the dissertation should be sent to the committee and advisor two weeks prior to the defense seminar.

Dissertation Submission Deadlines

There are 2 deadlines for submission of the dissertation, one in October for the December degree and one in March for the May degree. The Graduate School does not make any exceptions to these deadlines. WHERE TO FIND THESES DEADLINES?

Thesis Readers

At least 3 "readers" will oversee thesis approval. The readers may be, but are not required to be, members of the thesis committee (excluding the advisor). The readers must be faculty at Yale and at least two of the readers must have tenure or tenure track positions at Yale. Cell Biology does not require an outside reader, but the student may request one as an additional reader. Upon receipt the Graduate School will send the dissertation out for evaluation by the readers. After all reader evaluations forms have been returned to the Graduate School and all requested changes to the dissertation have been made, the DGS will recommend award of the PhD degree, on behalf of

the entire Cell Biology faculty. Then the Graduate School Degree Committee and finally the Yale Corporation will vote to approve conferral of the degree.

Thesis Defense Seminar

Students are required to present a seminar on their thesis work which should be scheduled no later than 2 weeks prior to the submission deadline. The thesis seminar is conducted like a defense. The seminar will be open to the university community and there will be an opportunity for questions at the end of the talk. At the discretion of the committee, a closed meeting between the committee and the student may be held for the committee to ask any additional questions. Then the student will be asked to leave the room while the committee decides whether the thesis work presented in the seminar and in the dissertation is acceptable for award of the Ph.D. degree. After completing changes requested by the readers, the approved dissertation is submitted to the Graduate School. Occasionally, schedule conflicts do not allow for a defense prior to the submission deadline; then it may be necessary to submit the dissertation before the thesis seminar can be held. In this case, the student must ask the DGS for approval to hold their defense after the submission deadline. If approved, they must provide their readers with a copy of their dissertation allowing them at least two weeks to read and comment on it. A student should not submit the dissertation to the Graduate School until they have received an approval from the readers. While we request that all edits be addressed prior to submission, the Graduate School does provide a 2-week grace period after the submission due date to address any change requests required by readers before resubmission of a finalized version.

CELL BIOLOGY GRADUATION PRIZES

The Department awards graduation prizes established by gift from Harry Burr Ferris (B.A., 1887, M.D. 1890), who was the E. K. Hunt Professor of Anatomy in the Department of Anatomy, the predecessor to the current Department of Cell Biology. Graduation prizes are formally awarded at the Graduate School Convocation the day before Commencement in May.

The Harry Burr Ferris Prize of $500 is awarded to a doctoral candidate in Cell Biology for a distinguished record of academic accomplishments. A distinguished record is evidenced by one or more of the following criteria: publications, a scholarly and well-written dissertation, fellowships and other awards, leadership and service activities that benefit the Department or the University.

The DGS in consultation with faculty is responsible for selecting the recipients of the Harry Burr Ferris Prize.

MASTER'S DEGREE

Requirements for the Degree of Master of Philosophy (M.Phil.)

The Master of Philosophy is awarded to Cell Biology Graduate students en route to the Ph.D. A

student is eligible for this degree after having been admitted to the candidacy. No petition for the degree needs to be filed as the Graduate School will automatically confer the degree at the next degree granting date of December or May after receiving the Certificate of Admission to Candidacy.

Requirements for the Degree of Master of Science (M.S.)

This degree is granted only to students who are withdrawing from the Ph.D. program. To be eligible for the degree a student must have completed at least 5 graduate-level term courses at Yale, including CBIO 602a (Molecular Cell Biology) and a seminar course, with a grade of Pass and at least one grad of Honors or three of High Pass. In addition to these 5 courses, the student must have received a Satisfactory grad in the following 5 courses: CBIO 900a (First-year Introduction to Research -Grant Writing and Scientific Communications), CBIO 901b (First-Year Introduction to Research-Ethics: Scientific Integrity in Biomedical Research), CBIO 911a (First Laboratory Rotation), CBIO 912b (Second Laboratory Rotation), and 913b (Third Laboratory Rotation).

M.S degrees are awarded in December and May.

REGISTRATION

Course registration is required to receive financial support access to Yale buildings and resources. Students will receive an email from the Graduate School prior to semester with instructions, deadlines, and the link to the OCS site. A log in is required to gain access to the registration site.

Course Selections for Ph.D. Student

From the beginning of their second year onward and until they defend their thesis, students must submit their on-line registration each semester for one of the following courses, as appropriate:

QUAL 999

Preparing for Qualifying Exam (before passing the qualifying exam)

CAND 999

Prep: Admission to Candidacy (after passing the qualifying exam but before admission to candidacy).

DISR 999

Dissertation Research in Residence (after admission to candidacy through degree completion).

Nondegree Research Students

Registration for students you were admitted to Yale University as a Visiting Assistant in Research

VAIR 999

Visiting Assistant in Research

FUNDING

During the duration of their studies in the Cell Biology program, students in good academic standing will receive full financial support, including stipend, full tuition, and health coverage.

Funding for PH.D Students

Please visit GSAS Yale Funding and Resource for all the funding information and resources available.

DEPARTMENTAL TRAVEL FUNDS

Cell Biology students in years 4 and beyond (including MD/PhD students) are eligible for $300 each year in travel money from the department to help defray the cost of attending a scientific meeting. Funds are limited and priority will be given to students who are presenting a talk or poster. Students need to email to the DGS and Department Registrar to apply. They should include the name and dates of the conference and a brief research justification for attending.

After the meeting, students receiving departmental travel funds are required to provide the DGS a Short 1-paragraph summary on the benefit to their research award for attending the conference.

GSA CONFERENCE TRAVEL FELLOWSHIP

The graduate student assembly (GSA) also offers conference travel fellowship (CTF) funds. Please visit CTF guidelines and how to apply.

CBIO DEPARTMENTAL ACTIVITIES

Progress Reports

The Cell Biology Department runs a weekly Progress Report series in which graduate students, postdocs, and assistant research scientists present their research to the department. Every Cell Biology student who has passed the qualifying exam is required to present a Progress Report talk each year beginning in their 3rd year of study.

Progress Reports are held in-person and via zoom on Fridays from 11am to noon for the duration of the series. Each speaker is given 30 minutes for their presentation which includes time from the audience for questions.

During the summer, the DGS will request from each PI the names of lab members who will be presenting their research. Once the scheduling period has been finalized a notice will be distributed. A flyer will be distributed weekly.

Seminar Series

The Cell Biology Department hosts a seminar series in which leading scientists from other institutions are invited to present their research. The seminar is generally held on Tuesdays at 1:00 pm with the schedule below.

For more information, including members of the Seminar Committee, please visit CBIO Seminar Series.

Beyond the Bench

The Department hosts a monthly "Beyond the Bench" series that features seminars, workshops, and panel discussions focused on skill-building and mentoring concerning the many aspects of academic and non-academic science-related careers. Speakers and panelists will be drawn from our department, the Yale community, and, when possible, also from outside of Yale.

The Beyond the Bench Seminar series is organized by a committee of graduate students and post-docs currently co-chaired by Dr. Xiaolei Su and graduate student Layla Nassar.

For more information, including a complete roster of members on the organizing committee, please visit Beyond the Bench.

Annual Department Retreat

The Department organizes an annual retreat, which provides a forum for our community to connect scientifically and socially. Although the focus is on science, the retreats include many social activities and student-run activities that ensure fun for all.

For more information, please visit CBIO Retreat

Committee on Diversity, Equity, and Inclusion

The Department's Committee on Diversity, Equity, and Inclusion (DEI) comprises representatives of the faculty, the staff, post-docs, and our graduate students. The committee meets every two weeks to discuss how to improve the sense of belonging, inclusivity, and environment for all in the department. Student members are welcome and sought.

For more information, see https://medicine.yale.edu/cellbio/dei/

FORMS AND PETITIONS

Access to forms to be submitted to the Registrar's Office, Yale College and Graduate School are available through the University Registrar's office website Log-in is required to complete and submit your form.

https://registrar.yale.edu/general-form-and-document-submission

Departmental Forms

For the departmental Qualifying Exam Report Form, Thesis Committee Meeting Evaluation Form, please contact the Department Registrar, Lisa Crotty

CONTACTS

Cell Biology Director of Graduate Studies (DGS)

Thomas Melia

Office/Lab: Office, BCMM 254C / Lab, BCMM 249
Phone: 203 737-4048
Email: Thomas Melia

The DGS is responsible for administration of the graduate program and for overseeing the academic and research progress of all students in the program. The DGS also acts as liaison between the students and the Graduate School Dean's office. Students should contact the DGS to discuss any issue regarding their studies and research.

Cell Biology Registrar

Lisa Crotty

Office: BCMM 254F
Phone: 203-737-4646
Email: Lisa Crotty

The Registrar is the communication hub between students, the DGS, and the Graduate School, and assists the DGS in administering the graduate program, and guides students through their degree benchmarks.

CELL BIOLOGY BUSINESS OFFICE

Trisha D'Errico, Operations Manager 2

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RESOURCES

https://medicine.yale.edu/bbs/

https://gsas.yale.edu/

https://sharecenter.yale.edu/reporting-options (for sexual harassment or assault incident)

https://smr.yale.edu/title-ix/coordinators

https://registrar.yale.edu/