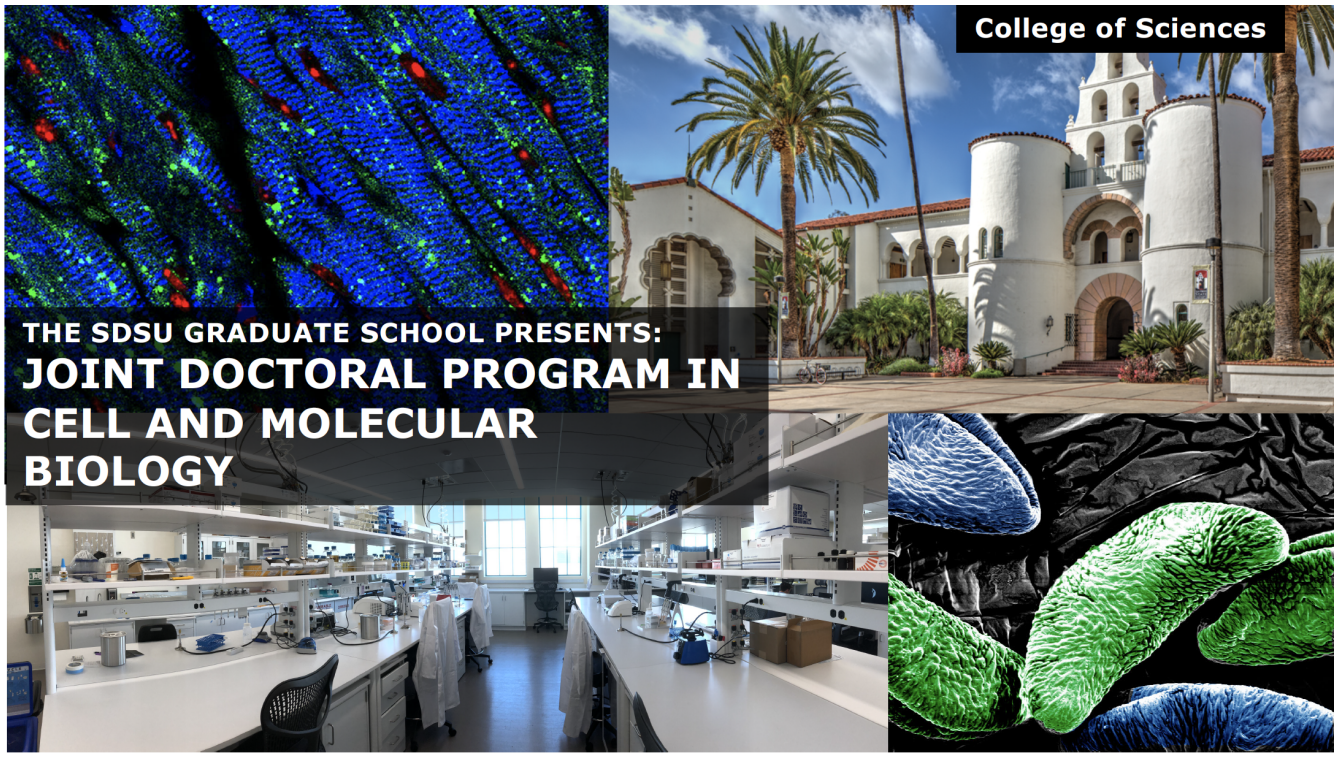


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CONTACT INFORMATION

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INTRODUCTION

The Joint Doctoral Program (JDP) in Biology (Cell and Molecular Biology) was founded in 1984 by agreement between the University of California, San Diego and San Diego State University. It is one of the flagship Ph.D. programs in the California State University (CSU) system. SDSU's continued excellence and the growth and enhancement of Cellular and Molecular Biology research goes hand-in-hand with the strength and vigor of the JDP.

SDSU gratefully acknowledges the enabling and generous contributions of UCSD faculty and administration who share the academic, administrative and fiscal responsibilities that make this program possible. Major areas of emphasis currently include cell biology, developmental biology, cancer biology, host-microbiome interactions, immunology, biochemistry, microbiology, and plant biology using model organisms or in vitro mechanistic approaches. Current and future areas of growth include quantitative biology, bioengineering, and the biological consequences of climate change.

The excellence of the faculty and facilities at both UCSD and SDSU provide opportunities for students to draw on expertise from both campuses to provide a unique and high-quality teaching and research environment for pursuing the Ph.D. In addition to formal coursework and original laboratory research, students have the opportunity to gain mentorship skills in the research laboratory, to serve as teaching assistants, to present a yearly research seminar, to attend multiple colloquia and journal clubs, and to present at the annual graduate student symposium. The general approach to educating joint doctoral students involves strong initial guidance with increasing independence and an open-door policy by the program administration that works to prevent or resolve conflicts.

GOALS OF THE GRADUATE PROGRAM

The major goals of the program are to provide state of the art educational and research training in cell and molecular biology to highly qualified and diverse students, preparing them for a variety of scientific careers ranging from academia and industry to education, communication, or policy. Core principles of the program are to be student centered and attuned to the goals of the trainee. The core curriculum, which includes courses at both academic institutions, focuses on development of core competencies and transferable skills in critical thinking, communication, and leadership. The PhD program prepares students for the intellectual independence and creativity through original thesis research, guided by a thesis advisor and committee. In the first year,

students have a high degree of flexibility in their choice of thesis advisor through the rotation program.

Throughout the program, there is strong emphasis on engaged mentoring through regular committee meetings, annual reports and Individual Development Plans. As a central hub of the thriving San Diego biosciences community, the program maintains strong partnerships with other campus units and programs through joint faculty appointments, organized research units, and research collaborations, enabling a wide range of interdisciplinary opportunities.
The mission is to conduct leading edge research in the basic biological sciences.

The training philosophy embraces the following principles:

● Rigor, reproducibility, and responsibility as hallmarks of high-quality science

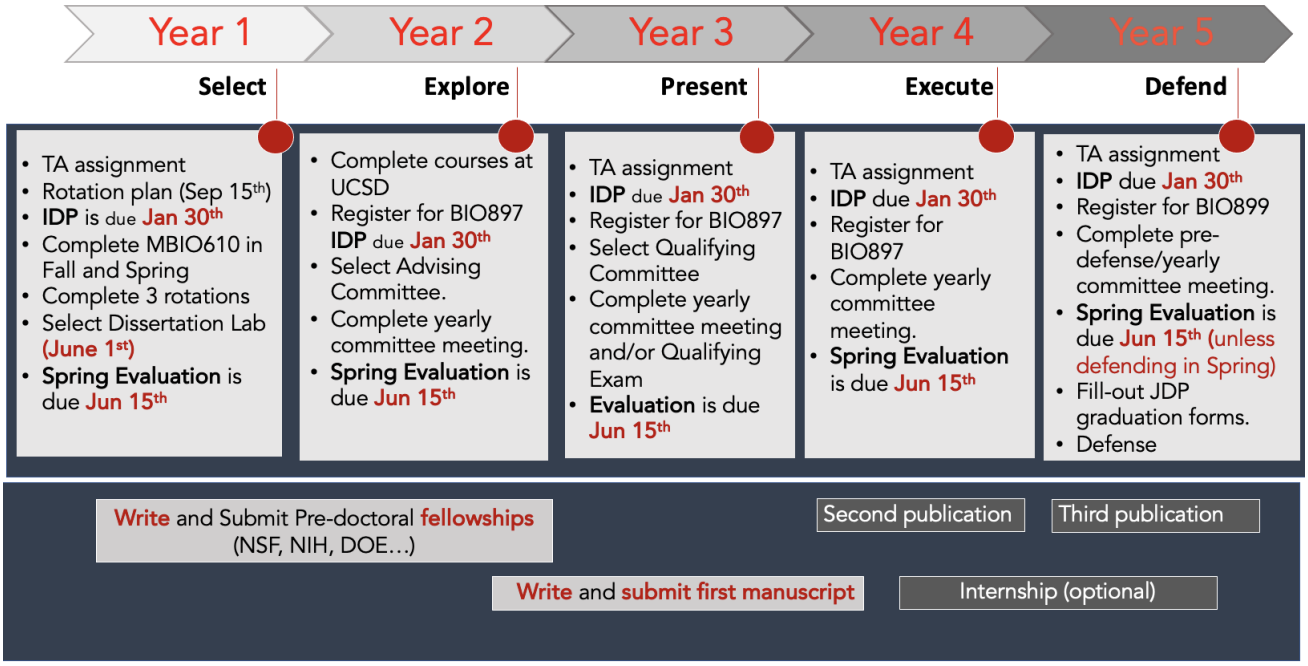
● Commitment to quality mentorships, student mental health, and well-being

● Equity, Diversity, and Inclusion as integral to program admissions and retention

● Open science practices valuing multiple research outputs and holistic assessment of scholarly excellence

● Communication and outreach as key aspects of scientific training. As a doctoral program embedded in a large undergraduate instructional unit, the program's approach incorporates substantial training in teaching methodology and best practices. The philosophy remains that teaching and research are interdependent facets of engaged scholarship.

CURRICULUM PLAN OVERVIEW



Yearly Evaluations (Spring semester/ Each Year): (step 1) schedule a yearly meeting with your committee; (step 2) fill-out online UCSD evaluation form initiated by Patti and submit it. You must let us know if there are any changes in your committee. **Dates:** anytime between **Jan 15th- June 15th; Online evaluations – can be initiated anytime after April 1st and are due by June 15th.**

** Students who held their Qualifying Exam in Spring semester are not required to submit a spring evaluation. However, students who kept their Qualifying Exam in the Fall semester must still hold their yearly meeting in Spring and submit online evaluations.

Every year, students must attend and participate in the following weekly seminars:
MBI, Molecular Biology Institute Seminars – Thursdays at 12 or 4pm (Fall Semester)
MBI-GSS, Graduate Student Seminars – Thursdays at 12 or 4pm (Spring Semester)

IDP (Due each year on Jan 30): Biology JDP Individual Development Plan form. Review Home Page (sciencecareers.org). if you feel you do not know where to start. The website can help you to examine your interests and skills and match those with scientific career paths. That might be just a start. Upload IDP on canvas each year by Jan 30th.

Annual Evaluations (Spring Semester): Annual committee meetings (Spring Evaluations) are required for all students. At the end of the first year the program director, with input from the rotation mentors, will conduct the evaluation. From the second year on, students are required to have an annual evaluation/committee meeting with the doctoral committee during the Spring semester or early summer, but no later than June 15th.

2nd year and beyond: (step 1) schedule a yearly progress review meeting with your committee; (step 2) fill-out online UCSD evaluation form initiated by Patti and submit it. You must let us know if there are any changes in your committee.

** Students who hold their Qualifying Exam in the Spring semester are not required to submit an evaluation as that meeting serves as the evaluation. However, students who have their Qualifying Exam in the Fall semester must still have a yearly progress review meeting in Spring and submit Spring evaluations.

Advising Committee: Names due at least 2 weeks in advance of first committee meeting (Year 2). Should include 3 faculty members (chair, and at least one faculty member from UCSD). Send list of names to Patricia Swinford and program director via email.

Qualifying Committee: Names due at least 2 weeks in advance of qualifying exam (Year 3). Should include 5 faculty members (chair, at least two tenure-track faculty from SDSU, and at least two tenure-track faculty from UCSD, one of whom must be from Biological Sciences and of whom must be tenured (Associate or Full Professor). Send list of names to Patricia Swinford and program director via email.

Qualifying Exam: Should be completed by the end of Year 3. Exam forms initiated by Patti:

- **JDP-3 form**: Report of the Qualifying Examination and Advancement to Candidacy Committee for the Degree of Doctor of Philosophy in Biology
- **JDP-3 Addendum**
- **Thesis Proposal Exam Feedback Form**

Dissertation Defense: Should be completed by the end of Year 5. JDP graduation forms initiated by Patti:

- **JDP-5 form**: Report of the Final Examination and Filing of the Dissertation*

* Follow your partner campus dissertation defense deadlines, formatting requirements, and submission procedures.

Review Ph.D.* Dissertation Publication Steps Requirements:

PhD_Publication_Steps_v6 (sdsu.edu)

Announcements and Deadlines | SDSU

Important Links
2026/2027 SDSU Academic calendar:
Fall 2026 Academic Calendar | Office of the Registrar | SDSU
2025/2026 UCSD calendar: Academic and Administrative Calendar 2026-2027 (ucsd.edu)

EXPECTATIONS

General expectations. To foster the best possible working and learning environment, our program strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success and the well-being of all academic community members. We affirm each individual's right to dignity and strive to maintain a climate of justice marked by mutual respect for each other. We celebrate our rich cultural diversity and support respect for all cultures by both individuals and the university as a whole. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.

Technical Abilities. Technical Abilities are the essential competencies required of all graduate students to matriculate, to progress through the curriculum and to meet the requirements for graduation from the UCSD School of Biological Sciences Graduate Program and SDSU Cell and Molecular Biology Program. The abilities need to be met by all students, with or without reasonable accommodations. The abilities are outlined below and include physical, cognitive, communication, interpersonal, and professional.

To be qualified for participation in the graduate program, students must meet both the academic and technical competencies, with or without reasonable accommodation.

Physical - A graduate student must be capable of performing the experimental tasks required by the graduate program to which he/she has applied or entered. The specific requirement will vary from program to program and will vary according to the specific research area within a program.

Cognitive - A graduate student must have the critical, problem-solving skills required in the proposed field of study. He/she must have the ability to think independently and to reason, identify patterns, analyze, quantify, integrate, conceptualize, and synthesize data and ideas. He/she will approach problems effectively by recognizing ill-defined and well-defined problems and articulate problems clearly with colleagues and professors.

Communication Abilities - A graduate student must be able to communicate effectively with, and to receive communication from, members in his/her research group and fellow scholars in relevant academic fields.

Interpersonal Attributes - A graduate student must possess the maturity and self-discipline required for full participation in degree requirements and completion of the program of study. Candidates need to be able to develop mature, sensitive, and effective relationships with colleagues and have the interpersonal skills to interact positively with people from all levels of society, ethnic backgrounds, and beliefs.

Professional - A graduate student needs to be able to consistently display respect for self and others, and show diligence, dedication and reliability. He/she needs to function effectively under multiple priorities and take responsibility for themselves and his/her behavior. He/she must abide by the code of ethics outlined by the University and the profession of study

Good Academic Standing. Throughout PhD training students are expected to maintain good academic standing, which means meeting the following standards:

- As a first-year graduate student, students are expected to complete three 12-week research internships or rotations in laboratories at SDSU. At the end of year 1 one students must identify an eligible faculty member who agrees to guide the student's research and to serve as chair of the dissertation/thesis committee; students should begin their dissertation research in Summer of their first year.
- Earn a term GPA of 3.00 or higher each semester, with no grade less than B.
- You will also participate in selected segments of core curricula at SDSU (first year) and UCSD (second year), which provides comprehensive coverage in most areas of modern biology.
- Each year complete a satisfactory annual spring evaluation (online UCSD portal)
- Maintain satisfactory progress toward completion of degree requirements (see above), and as instructed by the student's faculty advisor, and/or the student's committee.
- Advance to candidacy in Year 3
- Maintain regular communication with the program coordinators and directors with timely responses to emails
- Complete the degree, within the established time limits. Under normal circumstances, the established time period in which students are expected to complete requirements for the PhD is five-six years. The goal of this Doctorate Policy and associated time limits is to encourage completion of the PhD in a timely manner, and to stimulate thesis advisors and students to work collaboratively on ensuring that program requirements and other milestones are met.

Good Academic Standing is a requirement for: 1. Holding academic appointments (e.g., GSR, IA). 2. Receiving fellowship, scholarship, or traineeship appointments. 3. Advancing to candidacy for a graduate degree. 4. Going on a leave of absence. 6. Obtaining a graduate degree from the joint SDSU/UC San Diego.

Graduate students who are not in good standing for any reason are subject to probation and/or disqualification from further graduate study.

CURRICULUM

YEAR 1– Students will complete three 12-week lab rotations and undertake coursework at SDSU*. Students will enroll in 3 units of BIO 897 and 3 units of MBIO 610 for Fall and Spring at SDSU. The rotation laboratory will be determined by the student, the Executive Committee, and the PI of the laboratory. The lab selection should depend on 1) student research interests; 2) the availability of lab space (i.e., can accept/have space for more students); and 3) the availability of research support in that laboratory. To ensure well-rounded pre-dissertation lab exposure, the student will be encouraged to undertake at least one lab rotation outside the indicated field of interest. The rotation will consist of a well-defined research project to be carried out by the student. The student will present the results of a rotation project in the Graduate Seminar Series at the end of the rotation period.

Rotation Plan:

All first-year students are expected to complete **at least three laboratory rotations** at San Diego State University. Rotations allow you to explore the research field and lab environment before you accept a position. Use this opportunity wisely. Investigate research topics, learn new techniques and ask other students questions about the scholarship and mentorship of particular supervisors before you decide to sign on.

Plan your rotations in accordance with the following schedule:

August 20th-August 26th: Set up rotation plan - identify labs and contact faculty to set up your rotation. You should identify your first rotation lab by **September 1st**. You also should propose (can be tentative) two other rotation labs by **October 15th**. Please send an email indicating your rotation labs (lab/PI name) to SWINFORD@sdsu.edu. If your rotation labs 2 and 3 change, timely updates must be provided via email.

First rotation: September 2nd - November 25th (includes one week for the wrap-up, report, and performance evaluation).

Second rotation: December 2nd - March 5th (includes one week for the wrap-up, report, and performance evaluation).

Third rotation: March 8th - May 28th (includes one week for the wrap-up, report, and performance evaluation).

Identify your dissertation lab by June 1st, 2027. An additional fourth rotation might be arranged if needed. Performance evaluations will be submitted by your rotation mentors and used to assess your standing in the program. Good standing in all three rotations is essential to continuing your graduate studies. You must identify your lab by the end of the academic year 25/26. Students who fail to identify the research lab will be withdrawn from the program.

You must complete the IDP form **(due via Canvas Jan 30)** and UCSD Spring evaluation **(initiated online by Patti, due June 15).**

All first-year students enroll in Molecular Biology 610 for Fall and Spring (except students attending classes at UCSD or students who took this class as a MS student). It is to the student's advantage to acquire a well-rounded background in cell and molecular biology; thus, some courses outside the student's indicated research interests may also be advised. **Additionally, all students must participate in Research Seminars (Thursday seminar series) throughout their entire time at SDSU.**

Teaching assistant assignments will be made through the Biology Department, and the level of teaching involvement is dependent upon the source of the student's stipend.

At the end of the first academic year, the student will indicate to the Program Director his/her choice for a Dissertation Advisor. In close consultation with the student and potential Dissertation Advisor, the Executive Committee will then determine the feasibility of the selection based on several criteria, including 1) space in the prospective lab, 2) correlation of student and faculty research interests, and 3) appropriate student preparation to undertake work in the laboratory of choice. After acceptance in a dissertation lab, the student will spend the summer between the first- and second years beginning dissertation research.

***NOTE:** If you completed your MS degree (or transferred into PhD from MS) at SDSU, you might take classes at UCSD in your first year (approval is needed).

YEAR 2– Courses are to be completed at UCSD. Students are required to complete 36 units at UCSD, enrolling in at least 12 units each consecutive quarter (Fall, Winter, Spring). Students are required to take BGGN 208 and strongly recommended to take BGGN 205, 206A, 206B, 213, 216). You will also enroll in 6 units of BIO 897 at SDSU concurrently while enrolled at UCSD.

You must complete the IDP form (**due via Canvas Jan 30)** and select an Advising Committee (due **April 1st**).

The Advising Committee is composed of three faculty members chosen from SDSU and UCSD Joint Doctoral Program graduate advisors (see Canvas for links to eligible faculty). Faculty members are selected in consultation with the student and the Dissertation Advisor. Students should send an e-mail to Patti Swinford at swinford@sdsu.edu with proposed committee members' information. The Chair of the Advising Committee will be the Dissertation Advisor; at least one member must be from UCSD (see additional instructions on canvas).

In Spring, all students must schedule an annual meeting/Spring evaluation with the Advising Committee. After the committee meeting, the students should complete the UCSD Spring evaluation (**initiated online by Patti for UCSD, due June 15**). The Advising Committee will establish the student's course of study and help the student select the Qualifying Committee for Year 3 Qualifying Exam.

Additionally, all students must participate in Research Seminars (Thursday seminar series) throughout their entire time at SDSU.

Following Year 2, all subsequent years will be spent in residence at SDSU continuing dissertation research

YEAR 3 - You should register for 6 units of BIO 897 each semester and work on your dissertation project.

You must complete the **IDP form** (via Canvas, **due Jan 30th**), and, if you took your qualifying exam in Fall, the **UCSD Spring evaluation** (initiated online by Patti, **due June 15th**).

The Oral Qualifying Exam should be taken by the end of the third year. If you take the exam in Spring (Jan 15- June 15), the meeting will replace your annual committee meeting. However, you must submit all forms. Upon successfully completing this exam, the student will advance to candidacy for the Ph.D. degree. The remainder of the program will involve full-time dissertation research. Dissertation research will continue throughout subsequent years until completion, as judged by the Dissertation Committee, of which the Dissertation Advisor is the Chair.

Additionally, all students must participate in Research Seminars (Thursday seminar series) throughout their entire time at SDSU.

YEARS 4-6 – You should register for 6 units of BIO 897 each semester and 6 units of BIO 899 the semester in which your defense will take place.

You must complete the **IDP form** (via Canvas, **due Jan 30th**), and the **UCSD Spring evaluation** (initiated online by Patti, **due June 15th**).

Additionally, all students must participate in Research Seminars (Thursday seminar series) throughout their entire time at SDSU.

Generally, completion of dissertation research is indicated by the completion of an original research project. It includes the publication of peer-reviewed research papers in first-rate refereed journals, with the candidate appearing as the first author. At this point, the candidate will complete a written thesis. Upon completing the dissertation, a public oral presentation of the work will be presented.

Award of the degree requires acceptance of the thesis manuscript by the Dissertation Committee and successful Department-wide defense of the dissertation. The Doctor of Philosophy Degree in Biology will be awarded jointly by the Regents of the University of California and the Trustees of the California State University, in the names of both cooperating institutions. You can review the graduation steps here.

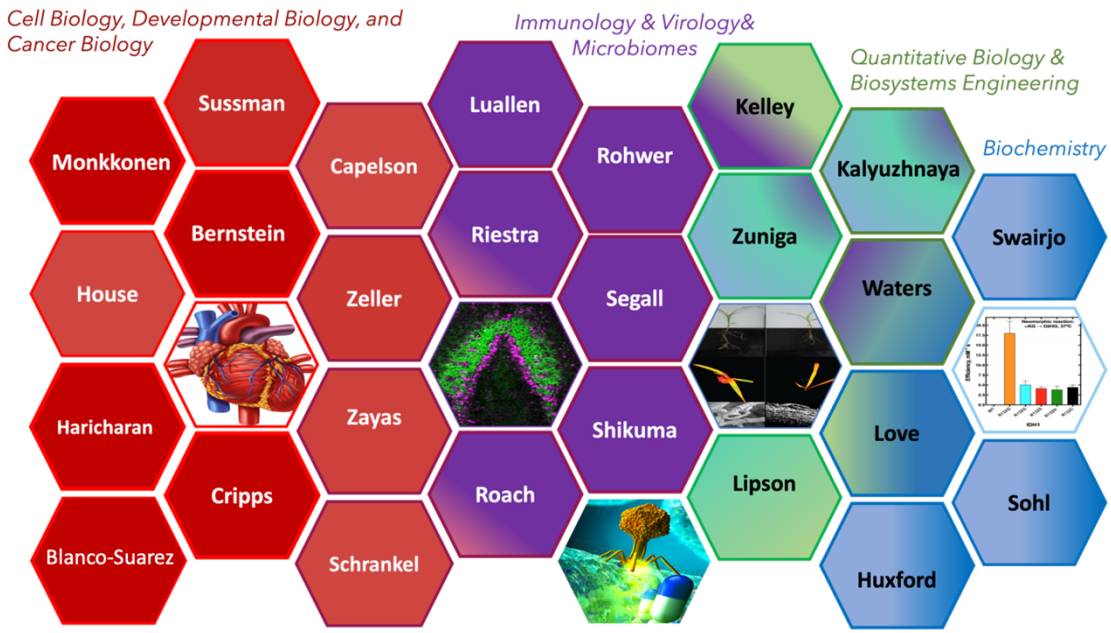
Get yourself a copy of the UCSD Preparation and Submission Manual for Doctoral Dissertations and Master's Theses "Bluebook". Dissertation & Thesis Manual (ucsd.edu)

NOTE: SDSU ENFORCES A SIX-YEAR LIMIT TO ENROLLMENT FOR THE PH.D.

LEAVE OF ABSENCE/WITHDRAWAL

For information about Leave of Absence or withdrawal from the program, please refer to the Canvas Module for the most up-to-date procedures and policies. Please reach out to the Program Director to discuss the potential impact of LOA or withdrawal.

FACULTY



Sanford I. Bernstein, Professor of Biology; Ph.D., Wesleyan, 1979. Molecular basis of muscle contraction; Drosophila models of human skeletal and cardiac muscle diseases (e-mail: sbernstein@sdsu.edu).

Elena Blanco-Suarez, Assistant Professor of Biology; Ph.D., University of Bristol, UK, 2014. Neuroscience including astrocyte-neuron interactions in health and disease and preclinical models of stroke (eblancosuarez@sdsu.edu)

Maya Capelson, Associate Professor of Biology; Ph.D., Johns Hopkins University, 2005. Epigenetic memory of cellular states, regulation of gene expression, nuclear structure, and chromatin biology, using the fly model and genomic, biochemical and imaging techniques. (e-mail: mcapelson@sdsu.edu).

Richard Cripps, Professor and Chair of Biology & Fred Henry Chair of Life Sciences; D.Phil., University of York, UK, 1990. Defining the transcriptional mechanisms of heart and skeletal muscle development and disease, using Drosophila as the model system. Identification of novel myofibrillar proteins, and using CRISPR to determine their roles in muscle assembly and function. (e-mail: rcripps@sdsu.edu).

Svasti Haricharan, Associate Professor of Biology; Ph.D., Baylor College of Medicine, 2013. Cancer signaling, DNA repair, cancer disparities, cancer diagnostics and therapeutics. (e-mail: sharicharan@sdsu.edu).

Carrie D. House, Associate Professor of Biology, Ph.D., George Washington University, 2011. Cancer Biology/molecular signaling; Mechanisms of cancer progression, drug resistance, and

relapse involving the tumor microenvironment and cancer stem cells. (e-mail: cdhouse@sdsu.edu).

Tom Huxford, Professor and Chair of Biochemistry, Ph.D., University of California, San Diego, 2001. Protein structure and function; Regulation of NF-kB signal transduction pathway. (e-mail: thuxford@sdsu.edu).

Marina Kalyuzhnaya, Professor of Biology, Ph.D., IBPM, RAS, 2000. Microbial genetics and physiology, industrial microbiology, metabolic modeling and engineering, systems biology of non-model microbes, functional diversity of microbial methane cycle, and environmental impacts of climate change. (e-mail: mkalyuzhnaya@sdsu.edu).

Scott Kelley, Professor of Biology; Ph.D., Colorado, 1998. Bioinformatics; metagenomics; environmental microbiology; microbiology of the built environment; host-microbe interactions (e-mail: skelley@sdsu.edu).

David A. Lipson, Professor of Biology; Ph.D., Colorado, 1998. Soil microbial ecology; plant-microbe interactions; biogeochemistry; linking microbial diversity to ecosystem processes. (e-mail: dlipson@sdsu.edu).

John Love, Associate Professor of Chemistry and Biochemistry, Ph.D., UCSD 1998. Biochemistry, Structural Biology, Multidimensional Heteronuclear NMR spectroscopy, Engineering of Metal-Controlled Protein Dimers. (e-mail: jlove@sdsu.edu).

Robert Luallen, Associate Professor of Biology, Ph.D., University of California, San Diego, 2016. Molecular mechanisms of host-microbe interactions, microbiome colonization, and bacterial pathogenesis using nematode animal models. (e-mail: rluallen@sdsu.edu)

Teresa Monkkonen, Assistant Professor, PhD Baylor College of Medicine 2016. Understanding how the tumor microenvironment (i.e. non-tumor cells) controls breast cancer progression using in vivo and cell culture models. Evaluating the molecular biology influencing breast cancer patient disparities and outcomes. (e-mail address: tmonkkonen@sdsu.edu)

Angelica Riestra, Assistant Professor of Biology; Ph.D., University of California, Los Angeles, 2015. Molecular mechanisms of *Trichomonas vaginalis* pathogenesis. Biology of host-microbe interactions; Parasite-bacteria interactions; Innate immunity; Inflammasome biology; Pyroptotic cell death. (e-mail: ariestra@sdsu.edu).

Dwayne Roach, Associate Professor and Conrad Prebys Chair of Virology. Ph.D., Brock University, 2011. My lab investigates the beneficial and harmful interplay between host (human and animal) and microbe(s) (phages and bacteria) using approaches that bridge microbiology, immunology, genomics/bioinformatics, *in vivo* and mathematical models, and clinical research. (e-mail: dwayne.roach@sdsu.edu).

Forest Rohwer, Professor of Biology; Ph.D., San Diego State/California, San Diego, 1997. Genomic analysis of marine phage; opportunistic infections and coral disease; diversity of coral-associated bacteria. (e-mail: frohwer@sdsu.edu).

Catherine Schrankel, Assistant Professor of Biology; Ph.D., University of Toronto, 2017. Development and evolution of innate immune and xenobiotic defense systems; molecular mechanisms of ABC and SLC transporters in host-microbe and host-environment interactions; gut epithelial immunity; sea urchin larva and mammalian cell line models; CRISPR/Cas9 gene-editing and generation of stable transgenic sea urchin lines. (e-mail: cschrankel@sdsu.edu).

Anca M. Segall, Professor of Biology; Ph.D., Utah, 1987. The mechanism of site-specific recombination; structure-function analysis of recombination proteins. (e-mail: asegall@sdsu.edu).

Nicholas Shikuma, Associate Professor of Biology; Ph.D., University of California, Santa Cruz, 2011. Molecular mechanisms of bacteria/bacteriophage/animal interactions. (e-mail: nshikuma@sdsu.edu).

Christal Sohl, Associate Professor of Chemistry and Biochemistry; Ph.D., Vanderbilt University, 2010. Focus is on understanding mechanistic problems at the intersection of biochemistry/structural biology and oncology/pharmacology. (e-mail: csohl@sdsu.edu).

Manal A. Swairjo, Associate Professor of Biochemistry; Ph.D., Boston University, 1996. Biosynthesis of the modified nucleotides of nucleic acids. (e-mail: mswairjo@sdsu.edu).

Mark Sussman, Distinguished Professor of Biology, University of Southern California 1989. Structural and molecular basis of heart failure, cell therapy for regenerative medicine. Vaping and vaping-associated pulmonary injury (VAPI) and inhalation exposure damage from smoking, vaping, and cannabis use. (e-mail: msussman@sdsu.edu).

Elizabeth R. Waters, Professor of Biology, Ph.D, Washington University, St. Louis MO. Mechanism and process of genome evolution; evolution of protein function; abiotic stress tolerance in plants. (e-mail: ewaters@sdsu.edu).

Ricardo M. Zayas, Professor of Biology; Ph.D., Tufts University, 2003. Molecular mechanisms underlying tissue regeneration in planarians. (e-mail: rzayas@sdsu.edu).

Robert W. Zeller, Professor of Biology; Ph.D., Caltech, 1995. The developmental biology of ascidians; evolution of developmental gene regulatory networks in primitive chordates. (e-mail: rzeller@sdsu.edu).

Cristal Zuniga, Assistant Professor of Biology; Ph.D., Universidad Autonoma Metropolitana, 2014. Development of experimental and computational systems biology approaches to study microorganisms in isolation and within microbial communities. We apply this knowledge to understand biological treatment, bio-production, global cycles, and health and disease roles in hosts. (e-mail: czuniga2@sdsu.edu).

SDSU/UCSD CMB JDP RESOURCES

SDSU campus resources:

SDSU Marine Ecology & Biology Student Association: https://mebsa.wordpress.com/
SDSU Biotechnology Student Association: Biomedical Technology Student Association (sdsu.edu)
CSU Program for Education and Research in Biotechnology: CSUPERB | CSU (calstate.edu)
SDSU College of Graduate Studies (CGS): http://aztecgrad.sdsu.edu/gra/Default.aspx

San Diego Resources and Volunteering Opportunities:

Association for Women in Science, San Diego: Association for Women in Science - AWIS
Ocean Discovery Institute: Ocean Discovery Institute – Young Lives Transformed Through Science
The Greater San Diego Science and Engineering Fair: Welcome to the GSDSEF! | Greater San Diego Science and Engineering Fair
Expanding Your Horizons: Expanding Your Horizons of San Diego – Supporting young women along their path to a STEM career (eyhsandiego.org)
San Diego Science Alliance: https://www.stemschool.com/school/san-diego-science-alliance

UCSD Resources

Core Courses: Ph.D. Program (ucsd.edu)
Enrollment: TritonLinK
Academic Calendar: Enrollment and Registration Calendar 2025-2026 (ucsd.edu)
Schedule of Classes: Student/Class Info (ucsd.edu)

LIBRARY RESEARCH AND TECHNICAL SUPPORT

SDSU: Go to Welcome to the Library! | University Library | SDSU for help with your research needs, to access the catalog, develop a research strategy or to ask questions.

The Library & Information Access Student Computing Center at San Diego State University is located on the 2nd floor of the Malcolm A. Love Library building and is available for Help Desk consulting or call 594-3189. Go to Technology | University Library | SDSU. The Student Computing Center's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the internet, course-specific software, file transfers, PC & Mac Operating Systems, and Microsoft Office software.

UC San Diego Library Services *: go to UC San Diego Library Home Page (ucsd.edu) for help with your research needs, to access the catalog, develop a research strategy or ask questions. Don't know where to get started? Call the Information Desk at 858-534-0134.

UC San Diego Academic Computing and Media Services You can contact UCSD's ResNet - whether you live on or off-campus. ResNet provides support for students who have computer and/or campus network questions or problems. Check out the website for detailed information or call (858) 246-4357 or send your email to resnet@ucsd.edu. ResNet (ucsd.edu)

SAFETY

Please use common sense when you are at either campus, particularly after dark. Be alert! Look around you; be aware of who else is around. If you think someone is following you, turn around and check. The surprise of a hostile look or aggressive words might avoid problems. If you feel you are in danger, make as much noise as possible and run. Trust your instincts – if you feel uneasy, get out of the situation as quickly as possible.

SDSU's Department of Public Safety (University Police | SDSU)

Hours of operation: M-Th 10am to 3:00pm 5350 55th Street
Phone: (619) 594-1991 Email: police@sdsu.edu

UCSD Public Safety (Police Department (ucsd.edu))

Non-Emergency Phone (858) 534-HELP (4357)

Campus Services Complex, Building B (map) **Fax** (858) 534-6192

UC San Diego Police Department 9500 Gilman Drive, MC 0017
La Jolla, CA 92093-0017

SDSU Research Safety Requirements

Students, staff and faculty are each responsible for safe research practices and for compliance with the school safety policies. All students are expected to review the EH&S General Lab Safety Practices and complete safety training requirements, including the Biosafety Program training. You should also complete the laboratory specific safety proceedings before engaging in any research activities on campus. Students researching and/or performing experiments in off-campus locations are subject to additional training, which must be coordinated with your mentor.

EXTERNAL MERIT-BASED FELLOWSHIPS & INTERNSHIPS

We encourage you to think early about your professional career. Successful fellowship applications are the best way to build a foundation for long-term scholarly and professional success. The list below includes some of the many nationally competitive Fellowship programs and funding opportunities.

The deadlines typically range from October through February.

NSF: https://www.nsfgrfp.org/

NIH: (https://www.nlm.nih.gov/ep/NRSAFellowshipGrants.htm

NIH Ruth L. Kirschstein Predoctoral Individual National Research Service Award

https://researchtraining.nih.gov/programs/fellowships/F31

California Sea Grant State Fellows Program

https://caseagrant.ucsd.edu/fellowships/types/state-fellowship

American Association of University Women (AAUW): https://www.aauw.org/resources/programs/fellowships-grants/

National Defense Science and Engineering Graduate (NDSEG) Fellowships: NDSEG - Fellowships, Science and Technology, Scholarships

The NRC Research Associateship Programs (RAP): https://sites.nationalacademies.org/PGA/RAP/index.htm

The Smithsonian: Fellowships at the Smithsonian | Office of Academic Appointments and Internships (si.edu)

EXTERNAL INTERNSHIPS

You should think about your future career path. Internships represent an excellent opportunity to explore different areas of research outside of academia. Below is a list of internship programs offered by DOE and NIH, and a few out of many local Biotech companies. Before applying, discuss your plans with your PhD advisor.

Office of Science Graduate Student Research (SCGSR) Program

https://science.osti.gov/wdts/scgsr

NIH Summer Internship Program

https://www.niehs.nih.gov/careers/research/summers/index.cfm

You can also find videos in CANVAS that provide more information about different types of fellowships, as well as our student experiences.

RESOURCES

Attending graduate school is hard enough as it is; making it work logistically and financially shouldn't be another hurdle. See the resources below to help navigate your finances and other

circumstances while a graduate student at SDSU. Please keep the spirit of this document alive by updating if anything is incorrect.

Incoming Student Housing

Meet & Greet Doc: Contact Patti Swinford (swinford@sdsu.edu) to get put on a shared Google Doc to meet other incoming Biology graduate students and coordinate your housing plans.

Finding a roommate: Email the biology listserv and/or use the off-campus roommate finders, such as roomster.com or collegerentals.com.

In partnership with Aztec Shops, we are happy to let you know that on-campus apartments at Sanctuary Suites (which has 11 multi-bedroom apartments) have been provisioned for graduate housing.

Financial Circumstances You Should be Aware of

1. First-year TA students will receive their first paycheck on October 1st. GAs will receive their first paycheck on September 1st. Please contact your department chair early if this may be a problem.
2. Students with external fellowships will not be eligible for the SDSU benefits package. Depending on the fellowship, it may be taxable, but no taxes will be withdrawn from your paychecks. You will be responsible for saving money throughout the year to pay your taxes.
3. International students must pay into retirement, and it cannot be waived. You can cash out after you finish your employment or transfer it into an IRA using this link: https://cecpilot.sco.ca.gov/

Financial & Employment Resources

Application for Federal Student Aid (FAFSA): https://studentaid.gov/h/apply-for-aid/fafsa

Office of Financial Aid and Scholarships:
Cal Coast Student Financial Center

One stop shop for: Financial Aid, Scholarships & Student Accounts

Meet with a counselor via the virtual help desk link on the website.

Link to my.SDSU to check financial aid eligibility and student account/ billing

Keep track of your financial documents: Paystubs, W-2, retirement
https://sdsuedu.sharepoint.com/sites/BFA/HR/SitePages/Home.aspx

SDSU Retirement: https://cecpilot.sco.ca.gov/

SDSU Benefits for 0.5 TAs:
https://sdsuedu.sharepoint.com/sites/BFA/HR/benefits/Pages/Teaching-Associates.aspx

https://sdsuedu.sharepoint.com/sites/BFA/HR/benefits/Pages/Health-Benefits.aspx

International Student Center:

International Student Center | International Student Center | SDSU

SDSU Scholarships: https://sa.sdsu.edu/financial-aid/scholarships/sdsu-aztec-scholarships

SDSU Scholarship application is open in Spring (see website for exact dates)

SDSU Fee Relief Grant: https://sa.sdsu.edu/ecrt/fee-relief

SDSU Economic Crisis Response Team: https://sa.sdsu.edu/ecrt

SDSU Food Pantry: https://as.sdsu.edu/foodinsecurity/foodpantry/

Financial Tax Advice for PhDs: http://pfforphds.com/

OTHER RESOURCES:

- **ECRT Basic Needs Resources** (ECRT Basic Needs Resources | Student Affairs and Campus Diversity | SDSU)
- **Dial 211 for the local community and referral services** (Find Help - Helpline Center)
- **Health and Human Services Info**: (Health & Human Services Agency (sandiegocounty.gov))

SOCIAL PROGRAMS FOR STUDENTS WITH LOW INCOMES

Resource for programs available in San Diego: https://211sandiego.org/

CalFresh (SNAP): https://www.getcalfresh.org/

- Provides up to $194 a month on an EBT card to be spent on groceries
- To qualify: http://mycalfresh.org/students/
- Student status may change eligibility requirements.

SDG&E CARE program: https://bit.ly/2DlJo31

- Provides 30% or more discount on natural gas and electricity bills to low-income residents
- To qualify: CARE eligibility is based on household size and yearly income or by household participation in certain public assistance programs.

California Lifeline Program: Contact your cell phone provider to start an application

- Provides discounted home phone and cell phone services to qualified households
- To qualify: You must be enrolled in Medicaid/Medi-cal, LIHEAP, CalFresh, or other assistance programs

ACCESS from AT&T: https://www.att.com/internet/access/

- Provides a low-cost wifi option for home internet access to low-income households
- To qualify: At least one person in the household participates in the SNAP program

Connect2compete from Cox: https://www.cox.com/residential/internet/connect2compete.html

- Provides a low-cost wifi option ranging from$10 a month for home internet access to households with at least 1 child in K-12 education.

Homeless shelter: http://interfaithshelter.org/

- If you are at risk of losing your housing, please contact your advisor and your program chair immediately.

Covered California Healthcare: https://www.healthforcalifornia.com/covered-california-enrollment

- If you do not receive benefits through SDSU, you may be eligible for subsidized healthcare through Covered California. Open enrollment is restricted to the end of the year unless you had a life change (i.e. moved, changed jobs).
- You may also be eligible for MediCAL: https://www.healthforcalifornia.com/covered-california/health-insurance-companies/medi-cal

ECONOMIC CRISIS RESOURCES

- **Economic Crisis Response Team:** https://sa.sdsu.edu/ecrt
- **SDSU Food Pantry:** https://as.sdsu.edu/foodinsecurity/foodpantry/
- **Center for Transformative Justice (**Center for Transformative Justice | Student Affairs and Campus Diversity | SDSU)

HEALTH and DISABILITY SERVICES

SDSU Student Health Services [Student Health Services | Student Affairs and Campus Diversity | SDSU] is in Calpulli Center and is open Monday, Tuesday, Thursday and Friday 8:30am-4:30pm and Wednesday 9:30am to 4:30pm. For appointments, please call (619) 594-4325.

UCSD Contact Student Health Services (Student Health Services (ucsd.edu)) is located in Student Health Service is located on Library Walk, west of the Price Center, south of Geisel Library. Telephone: (858) 534-3300
Fax: (858) 534-7545
E-mail:studenthealth@ucsd.edu

SDSU Disability Services [Student Disability Services | SDSU] can provide support services for students with mobility limitations, learning disabilities, hearing or visual impairments, and for students in programs for the disabled. They are located in Calpulli Center Suit 3101 (third floor); Hours: Monday - Friday, 8:00 am - 4:30 pm. Their phone number is (619) 594-6473. E-mail: sds@sdsu.edu

UCSD Office for Students with Disabilities (OSD) [Disability Resources (ucsd.edu)] Pepper Canyon Hall, Suite 300. Appointments will continue to be offered virtually. Email the OSD (osd@ucsd.edu) if you have any questions. Telephone: (858) 534-4382

COUNSELING & PSYCHOLOGICAL SERVICES

From time to time, students face problems related to their academic programs or personal affairs. There are many channels available to students for addressing these. With regard to academic issues, it is always advisable to discuss issues with your research advisor or, if related to a particular class, with the faculty instructor. However, the doctoral program coordinators may be consulted at any time for general or specific issues and can serve as a resource for finding resolution within the program, college or campus. Each university also has specific procedures and policies for addressing student grievances if these can't be resolved internally within the program or with a particular faculty member. The important issue is to seek advice early on and know that we are here to help.

Immediate help in an emergency: **call 911**

SDSU's Counseling & Psychological Services have made themselves available 24/7 (Counseling and Psychological Services | Student Affairs and Campus Diversity | SDSU). You can:

CALL 619-594-5220

WALK into Calpulli 4401

Drop in session info Groups & Workshops | Student Affairs and Campus Diversity | SDSU

TALK with a therapist link: Talk with a Therapist | Student Affairs | SDSU

VISIT the Center for Well Being: Center for Well-Being | Student Affairs and Campus Diversity | SDSU

***Note*:** many have experienced issues with counselors in Calpulli being too booked.

Please don't let this dissuade you from help, getting a referral, and using any of these other provided resources:

UCSD Counseling and Psychological Services Counseling and Psychological Services (CAPS) (ucsd.edu) Galbraith Hall, Room 190 Telephone: (858) 534-3755

Women's Resource Center: WRC Women's Resource Center | SDSU | Student Affairs and Campus Diversity | SDSU

Veterans Resources: SDSU Veterans Resource Center (Veterans | SDSU | Student Affairs and Campus Diversity | SDSU)

LBGTQ+ resources: SDSU Pride Center (The Pride Center | Student Affairs and Campus Diversity | SDSU)

Resources for African-American students: SDSU Black Resource Center (Black Resource Center | Student Affairs and Campus Diversity | SDSU)

Resources for Latinx students: Latinx Resource Center (Latinx Resource Center | Student Affairs and Campus Diversity | SDSU)

Resources for Native Americans/Indigenous Peoples: Native Student Resource Center (Native Resource Center | Student Affairs and Campus Diversity | SDSU).

Center for Intercultural Relations: **Office of Equal Opportunity Programs and Ethnic Affairs**: The Office of Educational Opportunity Programs and Ethnic Affairs | Student Affairs and Campus Diversity | SDSU

Undocumented Resource Area: Undocumented Resource Center | Student Affairs and Campus Diversity | SDSU

Resources outside SDSU and UCSD:

Dial 211 for the local community and referral services Find Help - Helpline Center)

San Diego crisis and helpline: Call 888-724-7240 (San Diego Health and Human Services | It's Up to Us (up2sd.org))

National Suicide Prevention Lifeline: Call 988 (https://suicidepreventionlifeline.org/)

Podcast on mental health: All Episodes | The Hilarious World of Depression

Human Health Services: Mental health resources (Behavioral Health Services (sandiegocounty.gov) and general info (Health & Human Services Agency (sandiegocounty.gov))

Resources for Loss Survivors: San Diego | AFSP

Faculty/staff are happy to walk you to any campus centers to get help. Please reach out to a trusted ally for help.

SEXUAL MISCONDUCT RESPONSE AND PREVENTION

Immediate help in an emergency: **call 911**

SDSU resources: Home | SEXUAL MISCONDUCT RESPONSE & PREVENTION (sdsu.edu)

Medical help, SDSU Student Health Services: Student Health Services | Student Affairs and Campus Diversity | SDSU appointments, call 619-594-4325. After hours nurse line: 858-225-3105

San Diego Domestic Violence/Sexual Assault 24-Hour Hotline: 888-385-4657 (Center for Community Solutions | 24/7 Crisis Hotline (ccssd.org))

Dial 211 for local community and referral services (Find Help - Helpline Center)

Sexual Assault Response Team (SART): Sexual Assault Response Team (sandiegocounty.gov)

ADDITIONAL INFORMATION FOR NAVIGATING UNIVERSITY-RELATED ISSUES

Ombudsman: Student Ombudsman | Student Affairs and Campus Diversity | SDSU

Center for Student Rights and Responsibilities: Student Rights and Responsibilities | Student Affairs and Campus Diversity | SDSU
SDSU Office Location: Student Services West, Room 1604 Telephone: (619) 594-3069
Email: csrr@sdsu.edu

UCSD Center for Student Accountability, Growth, and Education: Center for Student Accountability, Growth, and Education (SAGE) (ucsd.edu)
Student Services Center 5th Floor, Suite 518
We are currently working primarily remotely (except Wednesdays).
Email: sage@ucsd.edu **Phone:** (858) 534-6225

STUDENT LIFE & LEADERSHIP

Come visit us in **Student Life & Leadership** [Student Life & Leadership | Student Affairs and Campus Diversity | SDSU] where opportunities for involvement are waiting for you. Make the most of your experiences at San Diego State University by getting involved. Balance your time for learning, leading, and living by participating in activities with other students who share your same interests. Build your skills, create friendships and become a part of the exciting things happening on our campus.

Location: Conrad Prebys Aztec Student Union, Student Life & Leadership Office (Second Floor) - Suite 210 **Telephone**: (619) 594-5221
Office Hours: Monday – Friday: 8 am - 4:30 pm

Standards of Graduate Student Conduct and Good Progress for the SDSU *CMB-JDP Program*

SDSU is committed to creating a supportive and inclusive environment in which all of our students can thrive. To that end, this document provides guidance about our expectations for student conduct that will ensure good progress through the Cell and Molecular Biology Joint Doctoral Program (CMB-JDP).

This document is available to our program's graduate students, faculty, and associated staff. These standards align with San Diego State University Policies defined in the University Catalog, the Academic Senate Policy File, and other published university policies. Per university policy, the CMB-JDP may recommend disciplinary probation or separation from the University for a student who violates these policies.

These policies in our program seek to:

- provide each student with an opportunity to complete their degree
- maintain a respectful, collegial, engaging, and vibrant educational atmosphere
- protect the health, safety, welfare, property, and human rights of all members of the university community
- maintain the academic integrity of the program

Graduate students at San Diego State University are expected to uphold the highest professional standards, academic integrity, and ethical behavior during their time in the program. This commitment extends to all professional activities, both on and off campus, including travel to conferences and meetings, where students represent their program, department/school, and the university.

Key SDSU Resources and Contacts

Serious and immediate mental health crisis

Students may need professional counseling services when experiencing changes in mood or behavior, anxiety or depression, psychosomatic symptoms, self-injury, or contemplating suicide. If you are a student, please explore services offered through your healthcare provider and SDSU Counseling & Psychological Services.

Emergency services are available from many campus partners:

- Call Counseling & Psychological Services at **619-594-5220** during business hours: Monday through Friday, 8:00 AM - 4:30 PM.
- Call the San Diego Access and Crisis 24-hour Hotline **888-724-7240**, or text HOME to **741741**.
- The Student Health Services Nurse Advisory Line is **888-594-5281**.
- Also, contact your health care provider to learn about their emergency services.
- Students may contact University Police, by dialing or texting 9-1-1 for immediate endangerment emergencies. Dispatch will ask a series of questions to assess risk and safety, and then deploy SDSU's Psychiatric Crisis Assessment Support Team (P-CAST) if appropriate.

Serious intimidation and threatening speech

SDSU is an academic community in which vigorous debate is expected in the pursuit of knowledge. Thus, scholars must understand how to engage in this debate with respect and professionalism.

- Please review our Principles of Community.
- Please review our guidelines regarding free speech, freedom of expression, and hate speech.
- Please review Inclusive SDSU, an online communication resource designed to assist campus and community efforts to promote an inclusive educational environment for all.

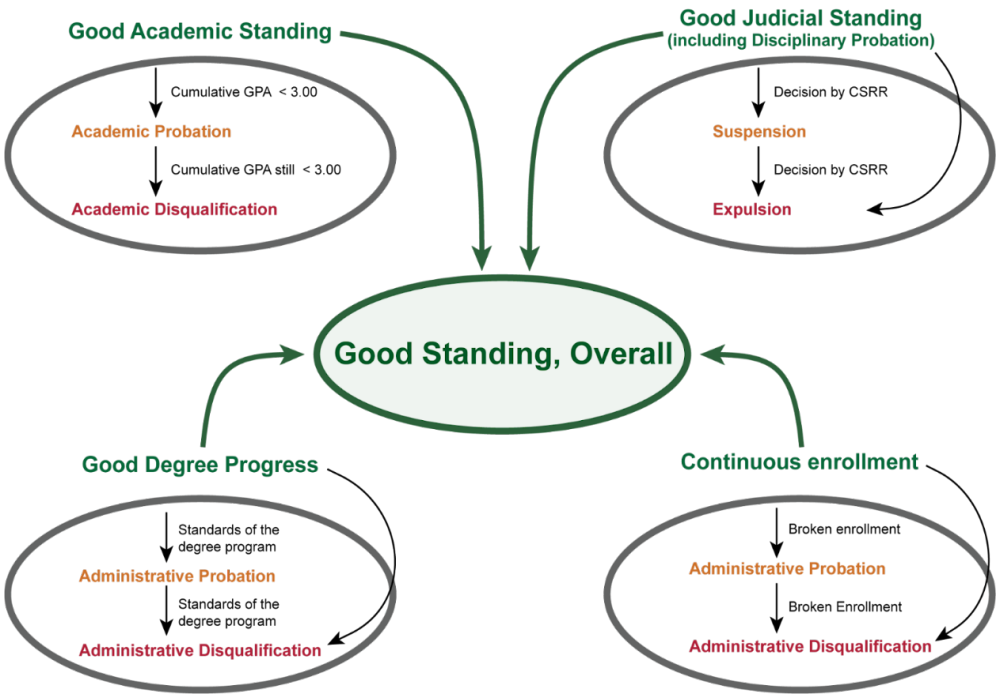
As a public university, SDSU upholds the rights and principles of speech protected by the First Amendment. *Unprotected speech* includes harassment, discrimination, defamation, and some other categories. Some forms of bias, including hate crimes, discrimination, and harassment, are prohibited under law, SDSU conduct policies, and/or California State University system policy. Although not all acts of bias are considered a crime or violate CSU policy, they may contribute to creating an intimidating or hostile environment for individuals and groups affected and are counter to SDSU's Principles of Community.

Students, faculty, and staff are encouraged to report all acts of bias, discrimination, and harassment so that the university can take appropriate action. Always call 9-1-1 if you or someone you know is in danger. If it is not an emergency and you do not know where to turn, you can report issues by visiting Inclusive SDSU. The course of action taken by the university, including any resulting disciplinary outcome, will depend on the particular facts and circumstances involved. Given privacy and other restrictions, the university may not be able to share all information and outcomes with those who report concerns.

Serious and immediate physical endangerment

On very rare occasions, an individual initiates or escalates disruption so serious that it is perceived to endanger safety. Should conduct of this nature occur, faculty, staff, and students are instructed to contact University Police immediately. **Dial 9-1-1 or text 9-1-1 for immediate endangerment emergencies**. In addition, when it is safe to do so, please contact Dr. Lee Mintz, Executive Director for the Center for Student Rights and Responsibilities (CSRR), at (619) 594-3069 or lmintz@sdsu.edu, so that the matter may be addressed through the student conduct process immediately. Please note faculty may only remove a student from the class period during which the disruption occurred. CSRR can remove a student from the remainder of the class sessions and/or the university when warranted.

Additional information and resources The College of Graduate Studies provides information and web links to many relevant university policies and resources on its web pages.



Good Standing policy for graduate students (overall policy)

Per university policy, graduate students are considered to be in Good Standing with the College of Graduate Studies if they:

1. Maintain good academic standing with the university (based on cumulative GPA),
2. Are in good student conduct standing (as defined by the Center for Student Rights and Responsibilities),
3. Make continued good progress toward the degree each semester (as defined by the graduate program) and
4. Maintain matriculation (enroll in classes or file Leave of Absence each Fall and Spring semester)*

   ** doctoral students at a partner campus can have a partner campus form filed by their program director to maintain active status.*

Appeals may be submitted in writing to the Graduate Dean to reinstate Good Standing with the College of Graduate Studies. The consequences for loss of Good Standing may also be appealed in writing to the Graduate Dean.

Although infrequent, students may be put on **probation** or **disqualified** from the university through a number of mechanisms. Here are three that apply to graduate students:

1. Academic probation and disqualification

   To remain in good academic standing, graduate students must maintain a post-baccalaureate cumulative GPA of 3.00 or higher, calculated both with and without approved transfer courses. Course grades should be B or higher. Students who have a post-baccalaureate cumulative GPA below 3.00 are subject to academic probation. Students on academic probation must meet these standards in the subsequent semester or be subject to academic disqualification. Details are printed in the University Catalog.

2. Administrative probation and administrative disqualification

   Our graduate program may recommend administrative probation or disqualification for students who have not maintained matriculation, are not making good progress per benchmarks and timelines specific to our program, or have violated our standards of conduct. Procedures and policies appear below. Recommendations for administrative probation or administrative disqualification will be forwarded to the Graduate Dean, who shall make the final determination per university policy.

   Policies regarding matriculation (continuous enrollment, leave of absence) are printed in the University Catalog, and our program's good progress expectations are described in this document

3. Disciplinary suspension and expulsion

   Violations of the Student Code of Conduct, including but not limited to academic dishonesty, disruption, threats and intimidating behavior, and failure to follow directives, will be investigated. The Code of Conduct may apply to both on- and off-campus behavior. Sanctions may include suspension or expulsion from the California State University system. If you have any questions about the Student Code of Conduct or what constitutes unacceptable behavior, please review the Code of Conduct and contact the Center for Student Rights and Responsibilities at (619) 594-3069.

Good Progress Policy for **CMB-JDP**

Graduate students in our program are considered to be making good progress if they:

1. Establish a dissertation mentor by the end of Year 1
2. Enroll in classes each Fall and Spring semester. Students who are unable to enroll in classes for financial, medical, or other personal reasons must file for a Leave of Absence with the university early in the corresponding Fall or Spring term and email our program's graduate advisor to let them know their plans.

3. Remain on track towards a goal of degree completion within 5 years (6 years max) after beginning the degree by completing enough courses each year and meeting other program benchmarks.

4. Earn grades in each individual course and maintain an average GPA so that all university and degree requirements are met. See the College of Graduate Studies Grade Requirements flyer for a summary.

5. Maintain engagement with the program coordinators and administrators, including responding to emails and/or phone calls in a timely manner. Communication issues and unresponsiveness will be reported on annual evaluations and to student's dissertation mentor.

6. Meet the culminating experience timeline and benchmarks that are outlined in the program handbook. Students are expected to complete annual committee meetings in Spring (Jan 15 - June 15), complete Individual Development Plans each year (due in January), attend weekly seminar series each Thursday at 4pm, and present a seminar to the department each year. Students should advance to candidacy by the end of Year 3.

7. Complete all Doctoral degree requirements (coursework and non-coursework) within the time limitations that are outlined in SDSU policy. Coursework does expire over time. All UCSD courses (36 units) should be completed by the end of Year 2 and SDSU courses (30 units) by the end of Year 5.

Standards of Conduct for **CMB-JDP**

Standards of conduct are central to the values and missions of SDSU's CMB-JDP Program. They are a core part of our program's mission to empower students from diverse backgrounds to achieve upward socioeconomic mobility and professional success. High professional standards are fundamental to maintaining employers' and the public's trust in our graduates and in the profession more broadly.

Our graduate students must adhere to the following professional standards:

- Act with integrity, competence, professionalism, respect, and in an ethical manner with faculty, staff, students, employers, and colleagues.
- Place utmost importance on academic integrity and honesty and respect others' intellectual property and individual work.
- Respect instructional and scholarly activities. Avoid conduct that distracts or intimidates others in an instructional setting and other university activities.
- Respecting diverse opinions, perspectives, and cultures.
- Accurately represent work and acknowledge the contributions of others.
- Adhere to expectations of professional conduct in research/creative spaces.

- Adhere to the Student Conduct Code as outlined on the Center for Student Rights and Responsibilities website and in CSU Executive Order 1098 (some of which are reproduced in the SDSU online Catalog).

Behavior that may be reviewed by the Executive Committee

Some types of unsatisfactory conduct may cause our program to recommend administrative probation or disqualification to the College of Graduate Studies. Our program's decision regarding an appropriate disciplinary action may be separate from and in addition to actions taken by the Center for Student Rights and Responsibilities. Unsatisfactory conduct includes (but is not limited to) what is detailed in the list above under Standards of Conduct for **CMB-JDP** as well as the following:

- Cheating, plagiarism, and other forms of academic dishonesty in coursework (refer to the Center for Student Rights and Responsibilities policy regarding what constitutes cheating and plagiarism).
- Falsification, alteration, or misrepresentation of official or unofficial records or documents, including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.
- Failure to act in a professional manner towards university officials. This includes faculty, staff, and administrators in university-related activities. It also includes degree- or course-associated off-campus conduct during an internship, project, or similar activity.
- Failure to comply with directions of university officials acting in the performance of their duties or resisting or obstructing such university officials in the performance of their duties.
- Willful, material, and substantial disruption or obstruction of university-related or university-sponsored activities, including, but not limited to, study, teaching, advising, research, officially invited speakers, public safety, fire, police, or emergency services, or other authorized activity.
- Theft (or attempted theft) of property or services within the university community; possession of stolen property regardless of origin; or misappropriation of university resources.

Reporting unsatisfactory student conduct (faculty and staff)

Faculty and staff who become aware of unsatisfactory or unprofessional student conduct either in or outside of a course may take a variety of actions, depending on the conduct.

- Faculty should follow the progressive procedures outlined in the Faculty Handbook, found on Faculty Advancement's website (p.32 under Student Discipline).
- If the behavior violates the Student Code of Conduct or those listed in the previous section, faculty or staff are expected to refer these matters (with supporting documentation) to the Center for Student Rights and Responsibilities, the graduate advisor, and the CMB-JDP Program Director. Referrals are especially warranted when 1) there is a documented history of progressive alleged violations of conduct standards in their field and/or 2) a particularly significant incident has occurred.

Reporting unsatisfactory student conduct (students)

- If a graduate student is concerned with unsatisfactory and unprofessional conduct of another student in a course, the student should report the violation to the faculty member teaching the course.
- If a graduate student is concerned with unsatisfactory and unprofessional conduct of another student outside of a course, the student should report the violation to their graduate advisor, department chair or school director.

Administrative probation, administrative disqualification and other significant actions

Each communication shall be sent to the individual's SDSU email address (for student employees, their student email address).

1. Review of unsatisfactory conduct

   Reports of unprofessional conduct will be reviewed by our degree program's Executive Committee to determine if the issue should be accepted for investigation or should be addressed via alternative means. When warranted, a thorough investigation of the incident(s) shall include the opportunity for **all parties involved to be heard** and an examination of relevant written and/or other evidence. When warranted, a referral will also be made to the Center for Student Rights and Responsibilities.

2. If the Executive Committee finds the conduct to be in violation of Conduct Standards, they may recommend verbal counseling, written warnings, placing the student on administrative probation, or administrative disqualification from the graduate program. These recommendations may be separate from and in addition to actions taken at the university level by the Center for Student Rights and Responsibilities.
3. On behalf of the Executive Committee, the graduate advisor shall communicate a decision in writing to the student. If appropriate, the decision shall also be communicated to impacted faculty or staff members, as well as the academic college dean or designee.

4. Administrative probation or disqualification may be recommended to the Graduate Dean for students who do not meet one or more of the Good Standing criteria and/or violate the conduct standards outlined in this document. Policy pertaining to administrative probation and administrative disqualification is printed in the SDSU Catalog. Note that *administrative* probation or disqualification may be recommended even if the student is in good *academic* standing (with a cumulative GPA of 3.00 or higher).
5. The student may appeal the committee's findings or recommended sanctions by submitting a 1-2 page letter to the graduate advisor and the Executive Committee. This appeal must be submitted within 10 working days after the notification email was sent.
6. Student appeals shall be reviewed by the Executive Committee within 10 working days after receipt. All individuals (identified in items 2-3 above) shall be notified of the Committee's appeal decision.
7. The Graduate Dean or designee is responsible for procedures and notifications that relate to administrative probation, administrative disqualification, or other actions that require university-level action. Depending on the specific situation, disqualified students may be permitted to complete the term or immediately discontinue enrollment.
8. Per university policy, disqualified students cannot enroll in SDSU or classes through the SDSU Global Campus for one full semester. In order to resume studies in an SDSU graduate program after one semester, the student will need to apply for readmission through Cal State Apply. Readmission (whether the same graduate program or a different program) is not guaranteed. Each application is considered on an individual basis by the corresponding graduate program.

Student notification and receipt

I have received and reviewed the Graduate Student Standard of Conduct and Good Progress and understand its contents.

Name: _____

SDSU EmplID: _____

Signature: _____

Date: _____