

## GUIDELINES ON TIME FOR REVIEW AND ASSESSMENT OF QUALIFYING PAPERS, THESES AND DISSERTATIONS

### GRADUATE PROGRAM IN BIOCHEMISTRY

The Graduate Program in Biochemistry expects a culture of mutual respect between students and faculty members and that this includes excellent communication among them. In particular, students must allow sufficient time for faculty members to review and assess their work and faculty members must be as prompt as circumstances allow in responding to their students with such assessments.

As a general rule, material should be submitted by the student at least one week before an examination or other deadline and at least one-two weeks should be allowed the faculty member for informing students of the assessment, depending on how often the student and advisor have communicated aspects of the thesis. Exceptions, to this rule might include end-of-semester “crunch”, students or faculty members in the field without good access to the internet, and medical incapacity. It is expected that students and their advisor discuss sections of the thesis weeks and months before submission, so that the evaluation and guidance of its contents is well developed before the thesis is submitted to the advisor.

It is the responsibility of advisors and students to keep committees informed and engaged throughout the process of the student’s research and to ensure that the committee is given adequate time to assess the final product before it is defended. For example, students should alert faculty members to their intention to submit work at a certain time and faculty members should indicate their expectations for the timing of their responses.