

## **WELCOME**

It is a pleasure to welcome you to the University of South Alabama's Basic Medical Sciences Graduate Program. The next few years will be an exciting and unique time for you. You will acquire knowledge, meet challenges, and build core relationships that will guide you professionally and personally for the rest of your life.

The Director of the Graduate Program, the Associate Director, your mentor(s), the graduate faculty, other graduate students, and the departmental staff are here to help you through these next few years and make your experience a positive and rewarding one.

## **PURPOSE OF HANDBOOK**

This handbook provides information relevant to students in the Basic Medical Sciences (BMS) Graduate Program. Specifically, this handbook details the responsibilities you have as a graduate student in the BMS Graduate Program and what is expected of you as you progress. It is issued at orientation and contains detailed information on policies within the BMS Graduate Program. While this handbook governs BMS students in the College of Medicine, for any policies or procedures not addressed herein, the College of Medicine will follow the applicable policies and procedures of the University of South Alabama, including but not limited to The Lowdown ([www.southalabama.edu/lowdown](http://www.southalabama.edu/lowdown)) and the University of South Alabama's Undergraduate and Graduate Bulletin (University Bulletin). It is hoped that collectively, this handbook, The Lowdown, and the University Bulletin will make your time in the BMS Graduate Program as problem-free as possible.

## **ORIENTATION**

Upon matriculation, new graduate students encounter many topics relating to graduate study and have a variety of issues to consider as they embark on their course of advanced study. A number of documents and issues will be addressed during orientation or early in the Fall Semester.

## **NON-DISCRIMINATION POLICY**

The Basic Medical Science Graduate Program does not discriminate on the basis of race, color, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, religion, age, genetic information, disability, protected veteran status or any other applicable legally protected basis.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

Graduate students should be aware that the "BUCKLEY AMENDMENT" (Family Educational Rights and Privacy Act of 1974)" is recognized and adhered to by the University and the BMS Graduate Program. The Privacy Act guarantees students the right of privacy relating to academic (grade and transcript) issues.

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## AROUND CAMPUS

### CAMPUS MAP

Maps of the main campus of the University can be found at <http://www.southalabama.edu/campusmap/>. In addition, copies of maps are available in the University's **Office of Admissions (Meisler Hall, Suite 2500)**.

### CAMPUS PARKING

Motor vehicles operated on campus by students, faculty, and staff must be registered. Students must register for a parking permit at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices). Students who are registered with the Office of Educational Accessibility and Disability Resources and require handicapped parking access or temporary special parking must also register in person at Parking Services. Contact the Office of Educational Accessibility and Disability Resources at 251-460-7212 for further information. At the time of vehicle registration, you will receive a parking sticker, valid for one semester, and a listing of traffic regulations for campus.

### POST OFFICE AND E-MAIL

Upon matriculation, all students receive access to an email account through the University (see acceptance letter from Office of Admissions or International Student Services). The University uses this form of communication to address all university related issues, including registration, grades, financial aid, etc. In addition, the course directors and BMS Graduate Office use the University email system to keep students abreast of events and changes, particularly changes relating to course times and locations. As such, **students should make certain that they check their email at least once per day.**

All students who live on campus are required to have a personal mail box located in the Campus Post Office.

### HOUSING

A wide range of housing facilities is available. The Office of Housing offers shared suites, apartments, efficiencies, and very limited number of private suites and efficiency apartments. Students interested in living in campus housing should apply for housing as soon as they receive notification of acceptance to the University, as assignments are made on a "first come, first serve" basis.

The Office of Housing residence hall contract is normally for the duration of the academic year. The contract can only be cancelled if the student fails to enroll, withdraws from the University, marries, or graduates from the University. Notice of intent to cancel must be made in writing on or before the FAILURE TO PAY DATE for the respective semester. Housing fees are due two to three months in advance of the beginning of each semester. For more information regarding campus housing facilities and availability, please contact the **Department of Housing (Area Offices located within the respective Dormitory Complex-Beta, Delta, Epsilon, and Gamma)** directly or by phone at 251-341-HOME (4663).





## FINANCIAL SUPPORT

### STIPENDS

Basic Medical Science graduate students are paid a stipend each year (up to seven years total) as long as they are enrolled full-time (registered for a minimum of six hours) and are making satisfactory progress toward completing degree requirements as defined in this handbook. Students on probation still receive a stipend. Stipends are paid on a monthly basis, usually on the 1<sup>st</sup> business day of the month, unless that date falls holiday. Otherwise, payment is made on the first business day following the 1<sup>st</sup>.

Outside employment is not permitted while an enrolled BMS graduate student is receiving a stipend.

**Students granted a leave of absence from the program for health or other personal reasons will not receive a stipend.**

Stipend checks are paid through Direct Deposit. Registration for Direct Deposit requires completion of a Direct Deposit Form and submission of the required documentation through the **University Payroll Office (Technology and Research Park, Building 3, Suite 1300)**. Checks are deposited directly into a student's designated account (checking, savings). Documentation of direct deposits is provided via PAWS accounts.

### TUITION AND EXPENSES

Current tuition and fee expenses, as well as deadlines for payments, are listed on the Student Accounting page of the University's website (<http://www.southalabama.edu/studentaccounting>.) As the College of Medicine covers tuition for Basic Medical Science Graduate Students, students are responsible only for payment of fees associated with registration. Though fee amounts may vary, an approximate amount of fees for our students fall in the range of less than \$150 per semester. Any fees due may be paid by credit card through PAWS, via mail, or in person at the **Office of Student Accounting (Meisler Hall, Suite 1300)**.

University policy dictates that a student is not officially registered for classes until all fees are paid. To avoid having registrations voided, it is imperative that all monies relating to registration be paid by the specified deadlines listed on the Office of Student Accounting's webpage.

### OFFICE OF FINANCIAL AID

Situations may arise that dictate the need for additional monies or financial aid aside from the stipend and tuition. Graduate students are eligible for various aid benefits. To inquire about financial aid (eligibility, deadlines, application process, etc.), please address your questions to the **Office of Financial Aid (Meisler Hall, Suite 1200)**. You may also contact that Office via email at [finaid@southalabama.edu](mailto:finaid@southalabama.edu) or by phone at 251-460-5231.

### CoM CARES

The College of Medicine Collaborative Access, Resources, and Emergency Support (CoM CARES) is another resource for those whose financial circumstances change and impact their ability to be successful. To inquire about CoM CARES, visit <https://www.southalabama.edu/colleges/com/comcares/>.

## HEALTH AND WELLNESS

### HEALTH INSURANCE

All students are required to have health insurance. BMS graduate students may choose to obtain coverage through:

(i) United Health Care (1-800-237-0903 or [www.uhcsr.com](http://www.uhcsr.com)). The program is administered by **Student Health Services (251-460-6022)**. Single coverage is provided for BMS graduate students. Students wishing to enroll for family coverage are responsible for the added premium amount (i.e. the difference in premiums).

(ii) International students (on a visa) are automatically enrolled through the United Health Care Plan. Fees are charged at registration. In order to avoid being charged through the International Student Services Office, international students in the BMS Graduate Program must contact the BMS Office to ensure that their fees are removed from their registration record and paid through the Graduate Program Department Offices.

(iii) Students may also choose to decline coverage offered by the BMS Graduate Program and obtain alternative coverage (e.g., insurance plan of a parent or spouse). Proof of insurance must be provided to the BMS office annually.

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## **ACADEMIC CALENDARS**

### **UNIVERSITY CALENDAR**

The University Calendar for the current academic year can be found on the University website

## REGISTRATION

### GRADUATE OFFICE COURSE SCHEDULE FORM AND SCHEDULE OF CLASSES

The Associate Director for the Office of Research Education and Training (ORET) issues course schedule forms to all BMS graduate students a few weeks prior to the actual dates for registration each semester. Using the appropriate online semester schedule available on PAWS, students should complete the Course Schedule form (list course ID#s, titles, credit hours, etc.), obtain the necessary signatures, and return the form to ORET by the specified deadline for each respective term.

### REGISTRATION

Graduate students are responsible for completing their registration utilizing PAWS online. For more information concerning the PAWS registration process, dates associated with registration, and payment of fees, students may refer to the university website: <https://www.southalabama.edu/departments/registrar/registration.html>.

Registration is not complete until all required admission documents have been received. Fees are due at the time of registration. If you are paying by credit card, you can pay online through PAWS. Otherwise, fees can be paid through the **Office of Student Accounting (Meisler Hall, Suite 1300)**. Failure to satisfy any requirements associated with admission and/or registration is sufficient cause for dropping a student from all classes. Additionally, failure to be enrolled is sufficient cause for the Graduate Program to discontinue financial



## **ACADEMIC STANDARDS AND POLICIES**

### **ACADEMIC ADVISING**

Students entering the first-year core will receive advising and counseling regarding their schedule of classes from the Associate Director for the Office of Research Education and Training (ORET) and the Director of the Graduate Program. Beyond the first year, students will be required to meet with the Associate Director once per semester in addition to being advised by their mentor(s) and dissertation committee. Once the student successfully completes their Qualifying Exam, they will only need to meet with the Associate Director once a year until graduation. The mentor(s) and dissertation committee will guide the student on course and lab work. The Associate Director will discuss the student's progress based on the benchmarks as well as any associated paperwork, upcoming coursework to ensure academic requirements for completion are met, career and professional goals, and any issues that the student may be encountering.

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[Teachers and Trainees in Medicine and Biomedical Sciences](#) that outlines guiding principles and commitments for both students and faculty. All students should read the compact and discuss it with their mentor when joining a lab. A copy of the compact can be found in the Appendix.

## CORE CURRICULUM

second year. Only Full members of the graduate faculty may serve as Major Professors.

## ADVANCED COURSEWORK STANDARDS

being referred to the Graduate Student Promotions and Evaluation Committee (SPEC). A student whose progress is found to be unsatisfactory by a majority of committee members at two successive meetings will be placed on probation. If a student's progress is found to be unsatisfactory at a third meeting, the Director of the Graduate Program may refer the student to SPEC. If student progress does not meet expectations, the Dissertation Committee or SPEC may require meetings to be held every three months, and the Dissertation Committee will be responsible for providing the student with the necessary support and resources.







in the defined extension period will result in appropriate action up to and including dismissal from the program.

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Medicine for review. Following administrative review, the Dean will notify the Dean of the Graduate School of the recommendations pertaining to the student's appeal. The appeals process is outlined in the [SPEC Policies](#) (see Appendix).

A student dissatisfied with the appeal decision rendered by SPEC may initiate an "administrative appeal" as stipulated in the Undergraduate/Graduate Bulletin. In "administrative appeal" decisions, the Dean will serve as the College of Medicine's final arbitrator.

Extenuating circumstances may prevent a student from meeting benchmarks as outlined in the Graduate Handbook. In these instances, the Director of Graduate Studies must be notified in writing prior the date required for completion of the benchmark (e.g., a committee meeting every six months); the letter should include an estimate for completion of the benchmark. The Director of Graduate Studies may grant an extension or refer the student to SPEC.

### GRADUATE STUDENT LEAVE GUIDELINES

Leave guidelines apply to all BMS graduate students who receive stipends while enrolled in the program. Students will continue to receive stipend support during official

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must be approved in writing in advance by the BMS Program Director. Additionally, students must notify the Office of Research Education and Training (ORET) of any changes to the dates of the leave, including when they plan to return.

- x **Unpaid Leave of Absence:** Students may request extended leave under certain conditions (such as but not limited to medical leave [requires documentation from a physician], family emergencies, and financial crisis) for up to a year without stipend support.
  - o An unpaid leave of absence is not a mechanism for students experiencing academic difficulties to withdraw from classes.
  - o Students requesting an unpaid leave of absence will petition the BMS Program Director. Requests will be reviewed by SPEC.
  - o Students who are granted an unpaid leave of absence from the BMS Graduate Program are required to complete the necessary documentation with the Office of Research Education and Training.

Students requesting paid leave for more than 10 consecutive business days must receive approval from their faculty mentor and notify the Academic Advisor of their absence in writing.

#### WITHDRAWAL FROM THE PROGRAM

Students who wish to withdraw from the BMS Graduate Program must submit a written statement to ORET and return their access fob and keys to MSB. **Withdrawal from the program does not automatically withdraw a student from currently enrolled courses.** At the time of withdrawal from the BMS Graduate Program, the student should contact the Office of Research Education and Training (**CSAB 212/251-460-6153**) or the Registrar's Office regarding procedure for withdrawing from currently enrolled courses (**Registrar's Office Clor2 (f)6ana (f)I /T1.28 Tdędsey**

## **Overview of BMS Program Benchmarks**

Benchmark

## **RESEARCH COMPLIANCE**

<https://www.southalabama.edu/departments/research/compliance/animalcare/iacuc.html>

Occupational  
Health Program  
(OHP) 240 AD  
341-4913

The OHP is designed for individuals who may be required to have contact with animals or animal products, their body fluids tissues, wastes or contaminated living quarters during the course of their work. Links to the OHP Manual and forms are available on the IACUC website:

<https://www.southalabama.edu/departments/research/compliance/animalcare/RFFXSDWLRQDOKHADOWKHQURROPH>

Institutional  
Biosafety  
Committee (IBC) 240 AD  
341-4913

All research using biological hazards must be registered with the IBC. These hazards include 1) human or primate blood, body fluids or tissues, 2) pathogenic organisms such as viruses, bacteria, parasites, fungi, etc. which may infect humans, and 3) specified recombinant DNA activities. Information regarding biohazards can be found in the Biosafety Manual and Exposure Control Plan available in all research laboratories. The Plan also identifies appropriate procedures for handling and disposal of biohazards. Information regarding biosafety training is available on-line:

Program's web site:

<https://www.southalabama.edu/departments/hsgrants/>



## OTHER CAMPUS RESOURCES

### CAREER SERVICES

The **Office of Career Services (Meisler Hall, Suite 2100)** aids students and alumni in all aspects of exploring and developing career opportunities and job search strategies. They can provide assistance with development of CV's and other workshops.

### INTERNATIONAL STUDENT SERVICES

The University of South Alabama Office of International Services provides services and programs for non-U.S. Citizens. Inquiries and questions should be addressed to the **Office of Immigration and International Admissions (Meisler Hall, Suite 2200)**. Information is also available at <http://www.southalabama.edu/departments/international/index.html>. Students may also contact the office by phone at 251-460-6050.

### CENTER FOR EDUCATIONAL ACCESSIBILITY & DISABILITY RESOURCES

The University offers special services to students with disabilities. Students requesting services must submit documentation regarding the disability to the Center for Educational Accessibility and Disability Resources. The documentation must be on file before the student is eligible to receive reasonable accommodations, as offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act of 2008. The Center for Educational Accessibility and Disability Resources is located at **320 Student Center Dr., Educational Services Building, Suite 19 (251-460-7212 or [disabilityservices@southalabama.edu](mailto:disabilityservices@southalabama.edu))**. For more information about their services, please see the website for the Center for Educational Accessibility and Disability Resources (<http://www.southalabama.edu/departments/sds/>).



Microbiology/Immunology.....460-6107  
Pharmacology .....460-6497  
Physiology & Cell Biology.....460-7004

**PUBLICATIONS**

THE HANDBOOK is distributed to all incoming Basic Medical Science graduate students. It highlights policies and requirements of the Graduate Program as well as information concerning campus resources.

Students should be familiar with the contents of THE UNIVERSITY UNDERGRADUATE

## **APPENDICES**

## OVERVIEW OF BASIC MEDICAL SCIENCES GRADUATE PROGRAM REQUIREMENTS

Copies of all forms will be provided to Student and Office of Research Education and Training. Forms are available in fillable PDF format on the ORET Canvas site.

Benchmark





BASIC MEDICAL SCIENCES GRADUATE PROGRAM  
TRACK AND MAJOR PROFESSOR APPOINTMENT

Student Name \_\_\_\_\_ Jag Number \_\_\_\_\_

Matriculation Date: \_\_\_\_\_ Track \_\_\_\_\_

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BASIC MEDICAL SCIENCES GRADUATE PROGRAM  
 REGISTRATION OF RESEARCH DISSERTATION AND DISSERTATION COMMITTEE  
 (To be completed by the end of 1 ½ years ~~4 1/2~~ to 5 semesters)

Student Name \_\_\_\_\_ Jag Number \_\_\_\_\_

Student Email Address: \_\_\_\_\_@jagmail.southalabama.edu

Major Professor \_\_\_\_\_ Advanced Program \_\_\_\_\_

Title of Research Dissertation \_\_\_\_\_

Objectives of Initial Research Efforts – (Attach one to two pages of initial research description)

DISSERTATION COMMITTEE MEMBERS

Major Professor (Print)	Department	Signature
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Faculty Member (Print)	Department	Signature
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Faculty Member (Print)	Department	Signature
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Faculty Member (Print)	Department	Signature
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Faculty Member (Print)	Department	Signature
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AUTHORIZATION SIGNATURES

Department Chair/Track Coordinator	Date
------------------------------------	------

Director, BMS Graduate Program	Date
--------------------------------	------

Dean, Graduate School	Date
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BASIC MEDICAL SCIENCES GRADUATE PROGRAM  
STUDENT REPORT – FIRST DISSERTATION COMMITTEE MEETING  
(To be completed by the end of YEAR 6 semesters)

Student Name \_

BASIC MEDICAL SCIENCES GRADUATE PROGRAM  
 DISSERTATION COMMITTEE MEETING  
 (Meetings held every six months)

Student Name \_\_\_\_\_ Jag Number \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Date of Last Meeting \_\_\_\_\_

Title of Dissertation Research: (Attach a Student Progress Report)

Committee Recommendation:

Signature of Committee Members:	Satisfactory	Unsatisfactory*
_____ Major Professor	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____

\*Members indicating unsatisfactory progress must present their concerns in writing.

Committee meetings are required every 6 months. To help facilitate focused discussion of progress and difficulties associated with doctoral projects, requirements for the committee meetings have been updated as noted below. In brief, prior to each committee meeting, the student must distribute:

1. A one-page

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## BASIC MEDICAL SCIENCES GRADUATE PROGRAM INSTRUCTIONS FOR FORMAL RESEARCH PROPOSAL

The Research Proposal (Prospectus) is a formal document that is required by the Graduate School. The Graduate Program has adopted the policy that the written proposal used for the Admission to Candidacy (Qualifying Examination) will be submitted to the Graduate School as the Research Proposal after successful completion of both the written and oral examination. The final Research Proposal must be approved by the Dissertation Committee and should be filed in the Basic Medical Sciences Graduate Office within one month of the student's successfulm tT Go (e

BASIC MEDICAL SCIENCES GRADUATE PROGRAM  
REGISTRATION OF RESEARCH PROPOSAL

Student Name \_\_\_\_\_ Jag Number \_\_\_\_\_

Major Professor \_\_\_\_\_ Advanced Program \_\_\_\_\_

Date \_\_\_\_\_

Title of Research Proposal:

(Attach Research Proposal)

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BASIC MEDICAL SCIENCES GRADUATE PROGRAM

## **Policies of the Graduate Student Promotions and Evaluation Committee (SPEC)**

### **(1) Defense of Dissertation as a requirement for completion of the Ph.D. degree**

The Defense has Two Components. Candidates for the Ph.D.

unsuccessful attempts to pass the Ph.D. Qualifying Exam or unsatisfactory progress at two consecutive meetings of the student's dissertation committee. Dismissal can also be recommended for unsatisfactory performance on the preliminary qualifying examination administered by some departments/programs, unethical scientific or professional conduct or failing to comply with the College's Graduate Guidelines in the timely completion of other scheduled requirements for obtaining the Ph.D. degree. When appropriate, SPEC will meet with the involved student before rendering a decision, by majority vote in closed session, to recommend action or no action to the Director of the Graduate Program.

**Probation.** A student whose GPA falls below 3.0 is automatically notified by the Graduate School and SPEC of placement on academic probation and the minimum requirement of raising their GPA to 3.0 within the following two consecutive academic terms (fall, spring or summer terms). Performance deemed unsatisfactory by a student's dissertation committee at two successive dissertation committee meetings will also place a student on automatic probation. In addition, SPEC may elect to recommend probation instead of dismissal for non-academic (GPA) reasons

## ADVANCED COURSEWORK STANDARDS

The Graduate School requires a minimum of 60 credit hours accumulated towards the completion of the Ph.D. degree. It is expected that this be comprised of a combination of didactic coursework, directed studies, and research/dissertation hours. As of the 2002-2003 academic year, the doctoral program in Basic Medical Sciences (BMS) has instituted a common interdisciplinary core curriculum for all entering graduate students. Students will complete 22 hours of didactic work in the core curriculum.

The requirements for advanced students are as follows:

1. **Advanced coursework to be completed will be determined by the student in consultation with the student's major advisor and dissertation advisory committee.** This will allow the student flexibility in designing their graduate training, yet assure appropriate oversight and recommendations for didactic work based on the student's background and their research focus.
2. **This discussion and development of the coursework plan should occur at the student's first committee meeting.**
3. **The coursework plan (Form #5) will be filed with the Graduate Office.**
4. **A minimum of 8 hours of advanced didactic coursework will be completed.** Hours of directed study, seminar, literature reports, and research/dissertation will not substitute for these hours.
5. **Students are required to attend the College of Medicine's Distinguished Scientist Seminar series (no credit).**
6. **Students are required to enroll in 1 credit hour of either Seminar or Literature Reports (journal club) every Fall and Spring semester.** Students may choose from seminar series/literature reports offered by a research focus group, a Center, or a discipline.

Approved 11/12/02

## ADMISSION TO CANDIDACY EXAMINATION

Background: The Graduate School requires successful completion of a comprehensive examination prior to admission to candidacy to the Ph.D. degree. The Doctoral program in Basic Medical Sciences has required that the student pass (1) a comprehensive written examination (described below) and (2) an oral examination (no format provided). In addition, both the Graduate School and the Interdisciplinary Graduate Program in Basic Medical Sciences require a Dissertation Prospectus to be approved by the student's Ph.D. advisory committee.

Rationale: The Graduate Program in Basic Medical Sciences Program has moved to implement interdisciplinary training. This exam format will allow us to test the student's writing skills, their ability to apply their knowledge of basic medical science to address a research problem, their basic knowledge and understanding of pertinent primary literature, and their ability to devise a hypothesis-driven mechanistic experimental plan. These are all skills which are critical to the success of candidates for the Ph.D. degree as they complete the program and to their success following graduation. The proposal should serve as a focus to allow the examining committee to explore the student's understanding of the basic medical science discipline underlying the research problem. Finally, this approach has the advantage of fulfilling both the Qualifying Exam and the Prospectus simultaneously.

Policy: The format for the Admission to Candidacy Exam (hereafter known as the Qualifying Exam) will allow students to accomplish both the Qualifying Exam itself and the development of the Prospectus.

- 1. The Qualifying Exam must be completed no later than the end of the third year (9 semesters) in the Interdisciplinary Graduate Program in Basic Medical Sciences.**
- 2. The Qualifying Exam will be composed of two separate parts: a written examination and an oral examination.**
- 3. Departments/programs may wish to retain a separate written exam testing the student's overall knowledge in that discipline or focus area. If so, this written exam will not replace any portion of the requirements outlined below.**
- 4. For the written component of the Qualifying Exam, the student shall prepare a written research proposal. The proposal should relate to the student's approved research project.** The proposal will be written completely by the student based on his/her knowledge of the research. It shall be a hypothesis-driven proposal prepared along the guidelines of a standard National Institutes of Health grant proposal (i.e., R01), as outlined below. Prior to undertaking preparation of the proposal, the student must submit a short abstract or outline of the proposal to the dissertation advisory/examination committee for approval. The proposal will include:

**Preliminary Studies.** Include preliminary data which support the feasibility of the project. NOTE: preliminary data are not expected for all components of the proposal. One to four pages are recommended.

**Research Design and Methods.** Describe the research design and procedures, including the rationale for the experimental design, specific methods to be employed, potential problems and pitfalls likely to be encountered, and a timetable.

**Overall Format.** Total length of the proposal is limited to 20 pages (single-spaced), including references. Font size must not be smaller than 11 point and type density must be no more than 15 cpi (characters per inch).

5. The student shall submit the completed proposal to his/her **Examination Committee** for an evaluation of the written document at least two weeks prior to the oral examination.

The **Examination Committee** will include the regular members of the student's Dissertation Advisory Committee and one member of the Graduate Faculty in the College of Medicine who is not a regular member of the student's Dissertation Advisory Committee. The outside member appointed by the Department Chair or Program Director shall chair the Examination Committee and shall have a vote. The student's Major Professor shall not have a vote on the Examination Committee.

6. If the written document is acceptable, the student shall schedule the oral examination.
  1. The Examination Committee shall administer the oral component of the Qualifying Exam.
  2. **The student's oral defense of the written proposal and their knowledge of the underlying basic medical science discipline will comprise the oral component of the Qualifying Exam.**
  3. Following the oral examination, there will be a discussion in the student's absence as to whether the student has passed the Qualifying Exam.

virtues that undergird scientific inquiry and/or the doctor/patient relationship. This Compact serves both as a pledge and as a reminder to teachers and trainees that their conduct in fulfilling their mutual obligations is the medium through which our profession(s) instills ethical values. Trainees encompass the broad spectrum of learners within the USA College of Medicine and Health System including MD and PhD students, undergraduate researchers, postdoctoral fellows, residents and clinical fellows.

### Guiding Principles

#### DUTY

Medical and biomedical science educators have a duty, not only to convey the knowledge, skills and practices required for their contemporary professions, but also to instill the values and attitudes required for preserving the profession's ethical and social contract across generations.

#### INTEGRITY

The learning environment conducive to conveying professional values must be suffused with integrity. Trainees learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

#### RESPECT

Respect for every individual is fundamental to the ethics of the science and/or practice of

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We agree to appropriately balance our commitments as trainees and those in our personal life, so as to continue our training in the most productive and responsible way possible.

We cherish the professional virtues of honesty, compassion, integrity, fidelity, (wa) Tw.3r



## STUDY ROOMS AVAILABLE FOR USE BY BMS GRADUATE STUDENTS

DEPARTMENT	ROOM	POLICY GOVERNING ROOM USE	EQUIPMENT/ FURNISHINGS
BIOCHEMISTRY	MSB 2360	Secured; no use overnight; usage must be scheduled with Departmental office due to seminars, classes, etc. being held in room; 2360 - power point/projector.	Large table; multiple chairs
MICROBIOLOGY	MSB 2076	Secured; no keys issued; no usage overnight/weekends; usage must be scheduled with Departmental Office due to lab and departmental meetings, classes, conferences, etc. being held in location; must be left in same order received; otherwise privileges are revoked.	Large table (4 small tables group together); 8 chairs  Refrigerator and microwave for Microbiology staff usage only.
PHARMACOLOGY	MSB 3360	Not available on weekends. Scheduled through departmental office.	

PHYSIOLOGY &  
CELL BIOLOGY