

STUDENT HANDBOOK  
GRADUATE  
PROGRAM  
IN BIOMEDICAL SCIENCES

UNIVERSITY OF FLORIDA  
2022-2023

COLLEGE OF MEDICINE  
HEALTH SCIENCE CENTER  
GAINESVILLE, FLORIDA 32610

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## WELCOME FROM THE FACULTY AND STAFF

We are pleased that you have elected to enroll in the Graduate Program in Biomedical Sciences (GPBMS or BMS) at the UF College of Medicine. Soon you will find graduate students engaged at every level of the research and educational enterprise within the College and University. Through dedication and scholarship, you will join this group of men and women and become an independent biomedical scientist. Friendships and associations that you will make here during your graduate training will be of enduring value both personally and professionally throughout your career. We trust that you will experience the thrill of scientific discovery, the spirit of collaboration and scholarship felt by the faculty and students in the BMS.

The hallmark of graduate education in the UF College of Medicine is the BMS Program (formerly known as the IDP/Interdisciplinary Program in the Biomedical Sciences), in which both basic science and clinical faculty members coordinate their efforts for the common goal of providing outstanding mentorship for your training. Thus, our objective is to provide the highest quality environment and intellectual excitement for your research and educational training. The faculty is constantly striving to challenge our students and provide the opportunity for discovery.

## PURPOSE OF STUDENT HANDBOOK

This handbook is intended to serve as a single-source reference (to the extent possible) both for our new and continuing graduate students in the BMS. Retain the handbook and use it as a guide throughout your graduate education. The BMS is grateful to those faculty members, staff, and students who have contributed time and ideas for this handbook.

This handbook provides a concise summary of UF and BMS operating procedures. Your responsibilities and obligations as a graduate student in the College of Medicine are delineated, but it is **not** comprehensive or complete. **You are still responsible for becoming familiar with and abiding by the requirements, procedures, and deadlines set forth by the University of Florida Graduate School.** Please become familiar with the contents of this handbook. It should provide useful information and answer most of the questions that will arise during your tenure in the BMS.

Parts of the handbook concerning general university regulations have been copied verbatim. If questions or problems arise that are not covered in the handbook, please contact the Associate Dean for Graduate Education, Room M-134 in the Medical Science Building. University regulations are also detailed in the University of Florida Graduate Catalog ([gradcatalog.ufl.edu](http://gradcatalog.ufl.edu)). Suggestions for improving the BMS Program or the handbook are always welcome. Much of the information from previous versions, especially forms, has been removed and is now accessible from the BMS web page (<https://biomed.med.ufl.edu/>).

There is a map in Appendix A of the Health Science Center Buildings, which should help you find your way around.

## FACULTY AND ADMINISTRATIVE STAFF

**Dean of the College of Medicine:** *Colleen G. Koch, M.D., M.S., M.B.A*

**Sr. Associate Dean for Educational Affairs:** *Joseph C. Fantone, M.D.*

**Associate Dean for Graduate Education:** *Thomas C. Rowe, Ph.D., BMS Director*

### COUNCIL OF ACADEMIC CHAIRS

*Jennifer Bizon, Ph.D., David Bloom, Ph.D., Jennifer Hunt, M.D., Matthew Gentry, Ph.D., Jeffrey Martens, Ph.D., Shannon Wallet, Ph.D., Charles Wood, Ph.D. & Maria Zajac-Kaye, Ph.D.,*

### GRADUATE EDUCATION STAFF:

*Amy Davis  
Andrew Figueroa  
Brett Looney*

### CONCENTRATION COORDINATORS:

Biochemistry & Molecular Biology: *Jorg Bungert, Ph.D. & Mathew Merritt, Ph.D.*  
Cancer Biology: *Dietmar Siemann, Ph.D. & Maria Zajac-Kaye, Ph.D.*  
Genetics: *Margaret Wallace, Ph.D. & Lei Zhou, Ph.D.*  
Immunology & Microbiology: *Jose Lemos, Ph.D., David Ostrov, Ph.D., & Scott Tibbetts, Ph.D.*  
Molecular Cell Biology: *William Dunn, Ph.D. & Alexander Ishov, Ph.D.*  
Neuroscience: *Benoit Giasson, Ph.D. & Eduardo Candelario-Jalil, Ph.D.*  
Pharmacology & Therapeutics: *Jeffrey Harrison, Ph.D & Gemma Casadesus, Ph.D.*  
Physiology & Functional Genomics: *Andrew Liu, Ph.D. & Shinichi Someya, Ph.D.*

### CONCENTRATION STAFF:

Biochemistry & Molecular Biology: *Teresa White, R3-234, 294-8404, [teresawhite@ufl.edu](mailto:teresawhite@ufl.edu)*  
Cancer Biology: *Mark Zakshevsky, 273-8471, [zmz30@ufl.edu](mailto:zmz30@ufl.edu)*  
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Pharmacology & Therapeutics: *Michele Duval-Martin, R5-234, 294-5358, [mduvalmartin@ufl.edu](mailto:mduvalmartin@ufl.edu)*  
Physiology & Functional Genomics: *Robyn Edwards, M-556, 294-5064, [redwards@ufl.edu](mailto:redwards@ufl.edu)*

## INFORMATION FOR STUDENTS

### I. Getting started and maintaining your status

#### A. Payroll Signup, Letters of Appointment

Upon receipt in writing of the student's acceptance of our program and graduate assistantship offer, the BMS will send payroll forms, including a letter of appointment as a graduate assistant, which must be filled out, signed, and returned well before the entrance term begins. Failure to do so may result in a delay in the receipt of the student's first paycheck. If you have not already filled out payroll forms, do so as soon as possible and return them to the Office of Graduate Education (OGE). Payroll can be viewed at [my.ufl.edu](http://my.ufl.edu); My Self Service; Payroll and Compensation; View Paycheck - this can be viewed the Monday of pay week. International student payroll processing may be delayed until immigration paperwork has been verified by the university.

All students, except possibly those in their final semester who are being employed OPS, must be assigned as Graduate Assistants. This involves a Letter of Appointment (LOA), the binding contract between the student and the University (see below). The LOA should be filed before the beginning of the semester for which it covers. LOAs may be made for one semester, two semesters, or an entire year. LOAs for post-first year students are handled by the student's mentor's budgeted department since these are employment contracts.

As detailed below, students must be familiar with the rights and responsibilities of the Graduate Assistant contract.

#### **BMS students may not hold any other type of payroll appointment at UF or outside of UF.**

Exceptions must be obtained from the Associate Dean for Graduate Education with the approval of the student's mentor.

#### B. Health Insurance

Through their appointment as graduate assistants (GA), all BMS students are eligible to participate in GatorGradCare at a nominal cost. Enrollment is not automatic; registration is done online at <http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>. Enrollment must be completed each year in the fall. Students should retain the INSURANCE REQUEST CONFIRMATION that is received after successfully completing the online GatorGradCare enrollment process in order to track their GatorGradCare enrollment submissions.

#### C. Fee Payments

Although the BMS program, the student's mentor/department, or other entities (i.e., fellowship) pay the student's tuition, each student is responsible for paying student fees (approximately \$57/credit hour). The deadline for payment of student fees each semester can be found, here: <https://www.fa.ufl.edu/directives/critical-dates/> Information on important University dates and deadlines are included in the Graduate School Catalog at [gradcatalog.ufl.edu](http://gradcatalog.ufl.edu). Students should check with check their [one.ufl.edu](http://one.ufl.edu) account to determine the amount of fees owed (after tuition payments have been

applied). Failure to pay your student fees by the deadline will result in a \$100 late payment penalty. For information on payment methods see: <https://www.fa.ufl.edu/directives/payment-options/>

#### **D. Financial Aid**

For federal loans, please contact Susana Morales in Student Financial Affairs

Email: [susanamorales@ufl.edu](mailto:susanamorales@ufl.edu) Phone (352) 273-7939

Harrell Medical Education Bldg

Student Affairs Office

Room 214 (2nd floor)

For loan deferments of federal loans, please see The Graduate Education staff in Room M-134 of the Graduate Education Office. **DO NOT** go to Criser Hall for loan deferments.

#### **E. Emergency Loan Fund**

The University of Florida Medical Guild has established a revolving interest-free emergency loan fund available to all students in the graduate programs within the College of Medicine. These loans are intended to help with extra expenses incurred moving to Gainesville or financial emergencies which arise during enrollment in the graduate program. The student must be enrolled in the program before loan monies will be given. Up to \$750 can be requested from this fund and must be paid back within 90 days. Loans are administered by UF Student Financial Services direct deposit. To apply for a loan, see the Office of Graduate Education staff. Completed forms are turned in to Susana Morales in the College of Medicine Office of Financial Aid (HMEB, room 214). If you default on the terms of the loan, a financial hold will be placed on your student record and you will not be allowed to register for the next semester until the account is up-to-date.

#### **F. Registration for courses**

New students will be registered for their initial fall and spring semester courses by the Graduate Education Office. Students should ensure that they do not have any holds on their record for immunizations, insurance, emergency contact information, registration checklist, or financial services. If you have a hold that is not cleared up during advanced registration, and we are unable to process your registration, you will be assessed a \$100 late registration fee that will not be waived.

The concentration administrator will begin registering students starting the summer semester of their first year.

#### **G. Security, Keys and Identification Badge (Gator 1 card)**

The Health Science Center requires that identification badges be worn at all times while personnel are on the premises. Gator 1 cards are obtained at the Satellite ID card center in Room NG-10. New students should check with the Office of Graduate Education for specifics. You must bring a picture ID. The Office of Graduate Education will handle paperwork for new students. Current students who need Gator 1 replacement should see their department's personnel administrator. There is a fee for Gator 1 replacement.

The Health Center (HSC) buildings are locked outside of regular weekday business hours. The only HSC entrances that are open 24 hours are the UF Health Hospital east (near Pediatric Emergency



Room) and west (near Dental clinics) entrance doors nearest to the parking garages in addition to one of the doors of the Communicore Bldg. facing the Health Professions, Nursing, and Pharmacy (HPNP) Bld. (the east door).

After-hours access to the McKnight Brain Institute, Cancer Genetics Research Complex (CGRC), and Biomedical Sciences, and Academic Research Buildings is available to authorized personnel with your Gator 1 ID card after it has been processed by a department. With authorization from your mentor, lab and/or office keys may be checked out through mentor's department.

The Student Nighttime Auxiliary Patrol (SNAP) is a free, nightly, campus safety and transportation service sponsored by UF Student Government, Student Traffic Court, and the University of Florida Transportation & Parking Services (TAPS). SNAP provides a point-to-point vehicular escort service. You can request a SNAP escort by calling 352-392-SNAP (7627) and discussing your request with a SNAP dispatcher.

The University of Florida Police Department provides service 24 hours a day, and is an integral part of the university's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many university departments and community organizations.

Non-emergency dispatch: 352.392.1111

Emergency: 911

#### **H. E-mail Accounts, Internet access**

Email is a vital means of communication for the University of Florida and College of Medicine. A GatorLink account is an individual's computer network identity at the University of Florida. Every student is expected to have a GatorLink username and password. All email correspondence from UF or the College of Medicine will be sent to the student's Gatorlink address listed in the UF directory.

To set up an email account you need to log into GatorLink at: [www.gatorlink.ufl.edu](http://www.gatorlink.ufl.edu)

The third paragraph states "If you are new to GatorLink please see *About GatorLink* in the GatorLink Information before creating your account." Follow the instructions at this site to create your account.

If you need access to a networked computer to get started, you can use the computer lab in the Communicore, Room C2-3. If you encounter problems with accessing Gatorlink or with your username or password, contact the CIRCA help desk at 392-HELP (4357) or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu). All UF applications now will require your GatorLink user name and password.

If you need to access UF web resources from off-campus, such as online journals for which UF has purchased a license/subscription, you must log into UF via VPN. The best VPN service to use is the Health Science Center VPN, although there is also a Gatorlink VPN. VPN essentially makes your off-campus computer act like it is at UF, so you can access sites that are restricted to UF computers and Gatorlink-registered users.

## **I. Mail**

A branch of the U.S. Post Office is located on the ground floor of the Medical Sciences Building. The address during your first year is your name, College of Medicine, Office of Graduate Education, PO Box 100229, Gainesville, FL 32610-0229. After you join a lab, you should use your department address for mail and should update your address, phone number, and location in the UF directory.

You can update your UF Directory Profile by going to <http://my.ufl.edu>. Use your Gatorlink username and password to login. Under "MyUFL Menu" click on "My Account," then select "Update My Directory Profile." Each heading with orange text is a link to an area where you can edit your information. Select the area, then select from the options on the left, and follow the instructions to edit your information. When you are done, you can select "Published View" to see how things will appear. Note that you have the option to not have your information available in the public UF phonebook.

## **J. Change of Address**

Be sure that the Office of the Registrar at Criser Hall has your current address. A change of address is changed by you at ONE.UF (<https://one.ufl.edu>) using your student ID and PIN number. Whenever you change your address, please change it with the Office of the University Registrar and with the Office of Graduate Education.

## **K. Qualifying for Florida Residency**

It is expected that all eligible BMS graduate assistants (i.e., U.S. citizens, permanent resident aliens, or legal aliens granted indefinite stay by the Immigration and Naturalizations Service) will apply for Florida residency upon entry into the program. Some steps **in this process need to be taken prior to the end of drop/add in the first semester of study**. For more information go to: <https://registrar.ufl.edu/services/residency>. **Additional information:** <https://biomed.med.ufl.edu/students/establishing-florida-residency/>

## **L. International Student Contacts**

The UF International Center is a good resource for international student information. Each student will be assigned with an IC advisor. For a list of advisors, visit: <https://internationalcenter.ufl.edu/f-1-student/contact-advisor>.

## **M. Graduate Student Lounge**

All College of Medicine graduate students have access to the Graduate Student Lounge (CG74) located on the ground floor of the Communicore. Students may obtain access to the lounge from Susan Gardner in the HSC Career Development office, CG72. Students will need a current Gator 1 card to access the lounge.

## **N. Required online trainings**

All new students are required to complete a series of trainings by August 16. These include

- HIPAA & Privacy – UF\_PRV800V\_OLT
- Blood Borne Pathogens Training - UF\_EHS850G\_OLT
- Biomedical Waste Training - UF\_EHS851\_OLT
- General Biosafety Training - UF\_EHS853\_OLT
- Hazardous Waste Management - UF\_EHS809\_OLT

Students conducting animal work during their lab rotations are required to complete additional trainings and should discuss this with their rotation mentor several weeks prior to the start of the rotation.

## **II. University and BMS Administrative Requirements and Policies**

### **A. Teaching Requirements**

There are currently no formal teaching requirements for students in the BMS. However, several courses taught either within the BMS or by departments require teaching assistants. Volunteers for these assignments will be solicited from the graduate student body periodically.

### **B. Graduate Assistantship Policy**

The graduate assistantship (GA) appointment is a formal, binding contract between the student and the University/BMS for the first two semesters and the student's mentor/department thereafter. Students should be familiar with the terms of the Graduate Assistant United (GAU) contract, their rights and responsibilities, and consequences for violating the contract. The current contract can be accessed at <https://www.ufgau.org/cba.html>. The contract stipulates that students receive a stipend, with minimum levels set in the contract (the BMS stipend is currently well above the minimum); paid tuition for the full-time number of credit hours (9 hours in the fall and spring, 6 hours for the summer); and paid health insurance. The amount of paid time off is also stipulated, as are other important matters.

**All BMS students are promised full funding via a graduate assistantship for as long as they make satisfactory progress toward their PhD degree. Faculty members may not place a limit on the length of funding provided to a BMS student.** In the event a faculty member cannot provide full support for the student, it is the responsibility of the mentor and the mentor's primary department to find continuous support for students in good standing. This policy is formalized by a mentor contract signed by the student (mentee), mentor, and chair of the mentor's primary (budgeted) department.

All BMS graduate students receive the same basic 12-month stipend which is increased in accordance with the state appropriation and Graduate Assistants United (GAU) negotiations. **Mentors are not allowed to change the stipend of their students, and they are not allowed to provide additional employment as a means to increase payment to the students without the approval of the Associate Dean for Graduate Education.**

Payment is biweekly throughout the calendar year. The BMS provides funding for the stipend during the student's first two semesters. Starting with the first summer term, it is the responsibility of the

student's mentor to provide funds for the stipend. All assistantships are 0.33 FTE. The reason for this is that according to federal regulations you cannot be employed more than one-third time and still be a full-time student for tax purposes. Technically, this requires the students to devote 13 1/3 hours per week to research activities relevant to the source of funding. However, Ph.D. students are expected to devote most of their time outside of class to conducting research directly relevant to their training or doctoral dissertation work that is being guided by their mentor.

**Additional employment, either within UF or outside of the university, is not allowed while you hold a GA appointment in the BMS. One exception is Reserve or National Guard military duty.** In rare cases, limited teaching or tutoring employment may be considered, but requires approval by the Associate Dean for Graduate Education and the student's mentor.

Graduate assistantship appointments may be made on a semester-by-semester or annual basis. Typical dates for appointments are:

Fall	~August 16 – December 31
Spring	~January 1 – May 15
Summer C	~May 16 – August 15
Summer A	~May 16 – June 30
Summer B	~July 1 – August 15

Note that the summer semester appointment may be split if needed to accommodate a leave of absence for vacation purposes (see sections C and D).

### **C. Vacation Policy**

The current GAU contract stipulates that students on assistantships may take up to 5 days per semester of paid personal leave. The scheduling of any vacation time must be approved in advance by the mentor. As employees of the University of Florida, graduate assistants are also entitled to days off for designated official paid holidays, declared emergencies, and travel to scientific meetings. University academic breaks (i.e., Spring Break) are not considered as paid time off. According to the GAU contract, vacation days are not cumulative, i.e., days not taken in one semester don't carry over to the next semester.

Students planning an extended leave of absence for personal reasons (e.g., vacation or marriage) should plan to take a leave of absence from the program. This must be approved by the mentor and the Associate Dean for Graduate Education. You will not be paid a stipend, will not be registered for classes or research credits, and will not be liable for payment of student fees. During the graduate assistant's leave of absence, their GatorGradCare coverage will continue. However, the graduate assistant is responsible for the employee's share of the monthly premium.

### **D. Leave of Absence**

There is currently no sick leave, maternity leave, or family leave in the GAU contract, although negotiations are underway and changes may occur. However, there are times when members of our graduate assistant workforce may need time off during their tenure at UF. Graduate assistants are entitled to six (6) weeks of unpaid leave during any 12-month period if they meet the eligibility criteria per the GAU bargaining agreement (see Article 8.3 and 8.4 of the GAU contract) This leave may be

extended up to a year if approved the department and the Associate Dean for Graduate Education. Requesting a leave of absence does not affect the graduate assistant's eligibility to receive university raises.

When a graduate assistant requests a leave of absence for any reason, the following steps should be taken:

1. The graduate assistant, work supervisor (mentor), concentration coordinator, and department chair must discuss the leave of absence. Based on the conversation, all parties must come to an agreement as to the length of the leave and communicate this to the Associate Dean for Graduate Education for final approval.
2. The department will complete the leave of absence template letter including all required signatures prior to submission.
3. The letter should be submitted via email to the COM Office of Graduate Education, Employment Operations & Records in UF Human Relations, and Judy Traveis in the Graduate School.

Employment Operations & Records will provide a confirmation email once the leave of absence is entered in the system. No additional steps are required by the student or the department, unless a change is needed. Students who skip a single term will be scheduled automatically for a registration appointment for one additional term.

#### *Leave of absence of 3 or more consecutive terms*

A graduate student who wishes to take a leave of absence for 3 or more consecutive terms, including summer term, must follow the steps outlined previously for requesting a leave of absence. The approved leave of absence letter should be submitted via email to the COM Office of Graduate Education, Employment Operations & Records in UF Human Relations, and Judy Traveis in the Graduate School. Students taking a leave of absence for 3 or more consecutive terms, including summer term, must reapply for admission to the same program of their previous enrollment. All readmission applicants must meet the current admission requirements of the BMS program. Readmission is not guaranteed and is subject to availability in the program. Readmission is for a specific term. If a student is unable to enroll for the term for which they have been admitted, they must apply for readmission again to a different term. Applicants must present a satisfactory record of conduct. Regardless of other qualifications, applicants who have experienced major or continuing difficulties with school or other authorities since their last enrollment at the University of Florida may find their application for readmission denied.

For international students on an F1 visa, as long as the leave is less than 5 months it does not affect the visa status. If the leave is longer than 5 months, the UF International Center must be notified, and the leave must be processed and approved through them as well as the mentor and the BMS. Potentially, the I-20 will also need to be extended.

## E. Minimum Credit Registration Requirements

The Graduate School requires that students register for a minimum number of credits depending on the type of appointment. The following table lists these minimums:

<u>Category</u>	<u>Fall &amp; Spring Semesters</u>	<u>Summer Terms</u>		
		<u>A</u>	<u>B</u>	<u>C</u>
1/3-time Assistants (most BMS students)	9	3	3	6
Full-time students not on assistantship, (i.e., other fellowships or traineeships)	12	4	4	8

Please note that in the absence of any transfer credits, the earliest time for most BMS students to earn 90 credits graduation is the spring semester of the fourth year of graduate study.

Tuition payments are granted for up to 9 hours for graduate research assistants and 12 hours for students supported by training grants and/or fellowships. Students who register for over 9 hours must pay for the additional credits in full.

## F. Compensation during the Final Semester

In most circumstances, the graduate student's stipend comes from the mentor's research grant. Thus, the date that the stipend terminates following the Dissertation Defense and Final Examination is negotiated between those two parties, providing that the student remains physically in the COM. Students receiving stipends who remain in their lab subsequent to the Defense and Final Exam will continue to be paid at the same rate until the semester ends. If the student remains beyond this time, the laboratory in which the student works will provide financial support at a rate to be negotiated between the Principal Investigator and the student.

If a student graduates and leaves the university before the end of the semester in which they hold a graduate assistantship, it is recommended that their contract be maintained through the remainder of the semester and that the student be placed in "no-pay" status. Otherwise, their tuition payment will be cancelled and the student will be required to reimburse the University the full amount of the tuition payment.

Note: Registration of less than 9 hours in fall/spring terms, or 6 hours in the summer disqualifies the student from receiving a graduate assistantship and a tuition waiver.

## G. Work-related Injuries (Worker's Compensation)

For non-serious injuries you should first contact AmeriSys by calling 1-800-455-2079. Treatment for any non-life threatening work-related injury or illness must be authorized by AmeriSys prior to obtaining medical treatment (<https://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/>). AmeriSys will select an appropriate medical provider and arrange the initial appointment and any necessary follow up treatment from within the AmeriSys Workers' Compensation Services Provider Directory. For serious injuries you should go directly to the UF Health Emergency Room for treatment. Upon arrival you should inform the admitting clerk of your graduate status and that the injury is work related. The student's supervisor must complete the Accident Investigation Report and

submit it to Environmental Health and Safety and the UF Workers' Compensation Office within 24 hours of the accident. Environmental Health and Safety should be notified at 352-392-1591 of any workplace hazards immediately.

## **H. Non-work Related Injuries and General Health Care**

General health and non-work-related injuries are the responsibility of the student. Students may use the Student Health Care Centers on campus ([shcc.ufl.edu](http://shcc.ufl.edu)), and the range of providers and covered services from the GatorGradCare health insurance provided as part of the Graduate Assistantship are delineated in the policy documents ([hr.ufl.edu/benefits/gatorgradcare](http://hr.ufl.edu/benefits/gatorgradcare)). Students are responsible for being aware of the terms and limitations of their health insurance policy. Students must enroll in the health insurance program at least every year, and strict deadlines apply. The Graduate School and the BMS in Biomedical Sciences administration will assist students in enrolling for health insurance; however, students are responsible for managing their health and insurance matters.

## **I. College of Medicine & University Counseling & Development Office**

The Office of Student Counseling and Development (<https://counseling.med.ufl.edu>) is a resource available for graduate students in the College of Medicine. It provides counseling related to personal, or professional situations. Student-counselor conversations are strictly confidential. The director of this office is Dr. Beverly Dede, Ph.D., Clinical Assistant Professor. You may reach her at 273-8383 or at [beverly@ufl.edu](mailto:beverly@ufl.edu). The following university offices also provide counselling and crisis management for students:

- [UF Counseling and Wellness Center \(3190 Radio Rd, behind the SW Recreation Center\)](#)  
(352) 392-1575
- [UF Crisis and Emergency Resource Center \(Peabody Hall, 4<sup>th</sup> floor\)](#)  
(352) 391-1575

## **J. Other University, HSC, and BMS Information**

### **Libraries**

The Health Science Center Library is located in the Communicore Building of the Health Sciences Complex. It has a large collection of medical, chemical and biological journals and databases, as well as a wide array of texts, and reference materials (<https://library.health.ufl.edu>). Students are required to present their Gator1 card when checking out materials.

Another excellent source is the Marston Science Library on Newell Drive diagonally across from Century Tower. It houses the combined holdings of the agriculture library, the chemistry library, and several others.

### **Fire and Police Emergencies**

All emergencies pertaining to fire or police should be reported to the University Police Department, Phone: 392-1111. SNAP (Student Nighttime Auxiliary Police) can provide an escort after dark to anywhere on campus. They can be reached at 392-SNAP.

### **Housing**

On-campus housing is available on a limited basis for both single and married students. Generally, a waiting period of at least several months is encountered. Contact the Division of Housing for information (352-392-2171 or [www.housing.ufl.edu/housing](http://www.housing.ufl.edu/housing)). This office also distributes extensive lists of off-campus apartments and houses available for renting, and provides useful information about each. The Division is located at Museum Road and 13th Street just east of Beatty Towers.

### **Traffic and Parking Regulations**

Eligibility for a parking permit at UF is determined by the student's local address and academic classification. Contact the Transportation and Parking Services for additional information on parking regulations and permits. They are located on 254 Gale Lemerand Drive. Phone: 352-392-7275 or <http://www.parking.ufl.edu>

### **K. Policy on Sexual Harassment**

#### **WHAT IS SEXUAL HARASSMENT?**

According to the Sex Discrimination Guidelines promulgated by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination (<https://www.eeoc.gov/sexual-harassment>). The following is the EEOC statement on sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

For more information, please see the following websites:

UF Human Resources

<https://hr.ufl.edu/forms-policies/policies-managers/sexual-harassment/>

US Equal Employment Opportunity Commission (EEOC)

<https://www.eeoc.gov/sexual-harassment>



### **III. General BMS Information**

#### **A. Overview**

The BMS represents a cooperative effort among 8 interdisciplinary graduate concentrations with a total membership of over 300 graduate faculty members. The 8 concentrations of study are Biochemistry & Molecular Biology, Cancer Biology, Genetics, Immunology & Microbiology, Molecular Cell Biology, Neuroscience, Pharmacology & Therapeutics, and Physiology and Functional Genomics. These concentrations are administratively overseen by the seven basic science departments in the College of Medicine and the Oral Biology Department of the College of Dentistry at the University of Florida.

During the first year of study, incoming graduate students can either take a foundational curriculum in the biomedical sciences, developed collaboratively by the 8 interdisciplinary concentrations, or customized curriculum paths offered by some, but not all, concentrations in the program (see [“Course Selection and Curricula” section VI](#)).

#### ***Research Rotations***

Students in their first year of the BMS program are given the opportunity to do three research rotations to identify a dissertation mentor (for additional information see section ([see section VII](#))). Research rotations must be done with BMS graduate faculty. Students and faculty are encouraged to have honest, open, and timely communication throughout the research rotations to facilitate the mentor selection process.

#### **B. Degrees Offered**

The BMS offers a program leading to the Doctor of Philosophy in Medical Sciences with an emphasis in one of the eight concentrations of study. The BMS does not accept students whose objective is the master's degree. Ph.D. students who are dismissed from the program for academic reasons will not be accepted into our master's programs. It is possible that an advanced BMS student in good academic standing may decide not to complete their Ph.D. degree. Such a student may have the option of obtaining a master's degree in one of our COM programs (“mastering out”). The student should contact the relevant COM master's program director to determine if they qualify for this option.

#### **C. Transfer Students into the BMS**

The transfer of students into the BMS from other graduate programs and/or institutions (i.e., when their mentor moves to UF before the student has graduated) is done according to the University of Florida policies. According to these policies, each student must apply to our program (and be accepted) and must complete the qualifying examination at UF (regardless of whether they have already taken it at their prior institution). The following is an adaptation of this policy for the BMS program.

1. **Transfer of graduate course credit:** Per UF Graduate School policy, up to 30 credits of graduate coursework from another institution or UF in a non-degree/postbaccalaureate classification, or from a master's degree program, are potentially eligible for transfer towards the doctoral degree in the BMS. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School. Coursework beyond a master's degree taken at another university may be eligible for transfer if it was received from an

institution offering the doctoral degree. All courses to be transferred must be graduate-level, letter-graded with a grade of B or better, and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be approved by the student's supervisory committee and a petition submitted to the Graduate School no later than the student's third term of Ph.D. study. The petition should be submitted by the relevant Concentration Administrator using a Graduate Credit Transfer Request Form and must describe how the prior course work is relevant to the current degree. A copy of the transcript listing the credits involved should accompany the justification letter and form. The credit transfer petition must be approved by the appropriate Concentration Coordinator and the Associate Dean for Graduate Education before submission to the Graduate School.

2. Applications: Students must submit the same BMS application materials as other prospective applicants to the program. Applications will be reviewed by the Admissions Committee. It is anticipated that students who are in good academic standing at their prior institution will likely gain acceptance. For application forms and procedures, students may contact the Office of Graduate Education at 352-273-8601, or access our website at <http://biomed.med.ufl.edu/>
3. Supervisory Committee: Following acceptance and arrival at UF, transfer students are required to form and meet with their supervisory committee within 90 days of enrolling in the program.
4. Course Work: Students who transfer into the BMS will be at different stages of their graduate careers, and will thus have completed different amounts/types of courses at their prior institutions. It is anticipated that the majority of students who transfer to the University of Florida will have completed at least a year of graduate studies. In the case of these students, the appropriateness of their prior courses will be determined by their supervisory committee and the Concentration Coordinator. These individuals will determine if the prior coursework is appropriate for transfer and whether the student will need to take further courses at UF. Students who transfer during their first year of study will have their cases reviewed by the BMS Graduate Studies Committee, who will decide upon the transfer of credit and on whether the student must take any part of the BMS core curriculum.
5. Qualifying Exam: All transfer students must take the qualifying exam at UF. There will be 2 categories of students:
  - a. Students who have not taken the qualifying exam at their prior institution, i.e., first and second year students, will take this exam under the current BMS guidelines.
  - b. Students who have already taken a qualifying exam at their previous institution must re-take the exam. While the format of their exam should follow the BMS guidelines, the content of the exam will be determined by the Supervisory Committee and Concentration Coordinator.

## **IV. BMS Administration**

### **A. Faculty Membership in BMS Concentrations**

Membership in the BMS is open to all graduate faculty members with primary appointments in the basic science departments of the College of Medicine and the Department of Oral Biology in the College of Dentistry (see below). Graduate faculty from outside of these basic science departments must have a joint/courtesy/affiliate appointment in a College of Medicine basic science department or in the Department of Oral Biology. Each member of the graduate faculty may elect an appointment in one or more of the eight concentrations for the purposes of graduate training. Current faculty membership in concentrations is listed on the BMS web page, as well as the Graduate Information Management System (GIMS) database.

### **B. Academic Departments**

The BMS represents an amalgamation of several separate graduate programs which were administered by the College of Medicine basic science departments (Anatomy & Cell Biology, Biochemistry & Molecular Biology, Molecular Genetics & Microbiology, Pathology & Laboratory Medicine, Neuroscience, Pharmacology and Therapeutics, and Physiology and Functional Genomics) and the Department of Oral Biology in the College of Dentistry. While some of the concentrations have names that are similar or identical to department names, the departments and the concentrations are distinct entities. Faculty members retain departmental appointments for the purposes of payroll, teaching, and promotion and tenure. Department chairs play a major role in administration of graduate education policy through the Council of Academic Chairs. Faculty membership in concentrations is flexible and interdepartmental in nature.

### **C. Associate Dean for Graduate Education**

The Graduate Program in Biomedical Sciences is led by the Associate Dean for Graduate Education, who is responsible for program oversight and implementation of program policy.

### **D. The Graduate Coordinators Committee**

The Graduate Coordinators Committee is made up of the Coordinators of the Concentrations, several students selected by the Graduate Student Organization, the Associate Dean for Graduate Education, who chairs this committee, and graduate education staff. The committee meets monthly to discuss program-related issues (i.e., quality and delivery of curriculum, planning of program events, etc).

### **E. The Council of Academic Chairs**

The Council of Academic Chairs is comprised of basic science department chairs from the College of Medicine and the Department of Oral Biology in the College of Dentistry. This council advises the associate dean on BMS guidelines and policies. The council meets as required.

## **F. Graduate Studies Committee**

The Graduate Studies Committee (GSC) is composed of BMS graduate faculty and a BMS student representative appointed by the Graduate Student Organization. This committee has the responsibility to review student progress and determine the status of each student regarding advancement, remediation, probation, suspension, or dismissal. This committee also reviews requests from students who wish to enter the program with advanced standing. This committee reports directly to the Associate Dean for Graduate Education.

A student has the right to appeal a decision by the GSC, but must do so in writing to the Associate Dean for Graduate Education within 10 business days after receiving a decision. If a student decides to appeal, it is recommended that they work with Dr. John Aris (student advocate, [johnaris@ufl.edu](mailto:johnaris@ufl.edu)) on a presentation to the GSC. If the student is not satisfied with the outcome of the appeal process, they have the right to submit a final appeal, in writing, to the UF Ombudsman for graduate and professional students within 10 business days after receiving the decision from the Associate Dean for Education.

## **V. Degree Requirements for Doctor of Philosophy**

### **A. The Nature and Purpose of the Doctoral Program**

The following is quoted from the Council of Graduate Schools policy statement on the Doctor of Philosophy Degree:

"The Doctor of Philosophy degree is the highest academic degree granted by North American universities. It is a research degree and is to be distinguished from other doctorates such as the M.D., J.D., or Ed.D degrees which are designed for professional training or which focus on applied rather than basic research.

The Doctor of Philosophy program is designed to prepare a student to become a scholar, which is, to discover, integrate, and apply knowledge, as well as communicate and disseminate it. Such skills may lead to careers in social, governmental, business and industrial organizations as well as in university and college teaching, research and administration. The program emphasizes the development of the student's capacity to make significant original contributions to knowledge in a context of freedom of inquiry and expression. A well-prepared doctoral student will have developed the ability to understand and evaluate critically the literature of the field and to apply appropriate principles and procedures for the recognition, evaluation, interpretation, and understanding of issues and problems at the frontiers of knowledge. The student will also have an appropriate awareness of and commitment to the ethical practices appropriate to the field. All of this is accomplished in apprenticeship to and close association with faculty members who are experienced in research and teaching.

A central purpose of scholarship is the extension of knowledge, and students in a doctoral program become scholars by choosing an area in which to specialize and a professor with whom to work. When all courses have been taken, the research finished, the dissertation written, and all examinations passed, the student should have acquired the knowledge and skills expected of a scholar who has made an original contribution to the field and has attained the expertise to continue to do so."

## **B. Course Requirements**

The Associate Dean for Graduate Education, in consultation with the Graduate Studies Committee and Concentration Coordinators, has the responsibility of advising students in their course work during the student's first year of study and until the student's supervisory committee is appointed. Thereafter, it becomes the responsibility of the supervisory committee for continued recommendation of the course of study in consultation with the relevant concentration coordinator.

During the first year of study, graduate students can either take a foundational curriculum in the biomedical sciences, developed collaboratively by the 8 interdisciplinary concentrations, or customized curriculum paths offered by some, but not all, concentrations in the program (for additional details, [see section VI](#)).

Beginning in the summer semester of the first year, or when the student joins a concentration, the student should register for all required concentration-specific courses. The Graduate School requires a minimum of 90 credits beyond the Bachelor's degree to earn a PhD.

## **C. Transfer of Previous Graduate Coursework towards the BMS Requirements**

Per UF Graduate School policy, up to 30 credits of graduate coursework from another institution or UF in a non-degree/postbaccalaureate classification, or from a master's degree program, are potentially eligible for transfer towards the doctoral degree in the BMS. For further details, refer to [section III, Part C](#).

## **D. Appointment of Supervisory Committee**

Committee members recommended by the student and mentor are reviewed by the appropriate BMS concentration coordinator, basic science department chair, and Associate Dean for Graduate Education. The *Supervisory Committee Appointment Form* listing the committee members must be signed by each person on the committee, the graduate departmental chair for the mentor, the concentration coordinator, and the Associate Dean for Graduate Education BEFORE the graduate administrator can officially enter this information into GIMS. The mentor is the chair of the supervisory committee.

Once the mentor contract has been fully signed, the mentee has 90 days to form and meet with their supervisory committee. The Dean of the Graduate School is an ex-officio member of all supervisory committees. Supervisory committees are required to have a minimum of four members. Registration for spring term of the second year will be flagged by the graduate school and it cannot be processed unless this committee has been formed.

### Supervisory Committee Membership:

- The supervisory committee must have a minimum of 4 graduate faculty members. At least two members, including the chair (mentor), must be from the student's concentration of study. At least one member will be drawn from a different affiliation with no ties to the student's concentration of study and is to serve as the external member. The primary responsibility of the external member is to represent the interests of the Graduate School and the University at doctoral committee activities. The remaining supervisory committee member(s) can be graduate faculty from within or outside the student's concentration of study.

- The concentration administrator or coordinator are available to assist in determining if the committee fulfills the Graduate School and Program requirements for the supervisory committee.
- The co-chair, if any, does not have to be in the student's concentration.
- The BMS requires the chair to be present at both the qualifying exam and final defense. If the committee includes a co-chair, BMS policy does not permit the co-chair to substitute for the chair at the qualifying exam or final defense. This contrasts with Graduate School guidelines which allow the co-chair to replace the chair at the qualifying exam or final defense.
- The BMS requires the supervisory committee to include faculty from at least two different basic science departments in COM.
- One or more of the committee members must be above the rank of assistant professor.
- Committee membership and any subsequent changes to the committee membership must be approved by the basic science department chair of the mentor, the concentration coordinator, and the Associate Dean for Graduate Education before the concentration administrator enters this information into GIMS.

#### Duties of the Supervisory Committee:

- Coordinate the overall doctoral program in accordance with all regulations concerning the Ph.D. degree set forth by the university and the BMS. The student has the responsibility to be familiar with these regulations.
- Conduct the qualifying exam to evaluate the qualifications of the student to be admitted to candidacy for the PhD degree, to discuss and approve a program of study, and to evaluate the proposed dissertation research project.
- Meet with the student every 6 months to review progress. A concentration has the option of designating one of the meetings as a virtual meeting in which the student: 1) writes a detailed report of progress since the previous meeting, 2) the mentor approves the report, 3) the report is disseminated to the committee, and 4) the committee members review and approve of the report. The committee report form will be completed and signed with a designation of a "virtual" meeting having taken place. However, anyone in the process, from the student, the mentor, any committee member, the concentration coordinator, or the Associate Dean of Graduate Education, has the authority to call a face-to-face meeting instead of a virtual meeting. In any case, there may not be two consecutive virtual meetings. The time between face-to-face meetings cannot exceed one calendar year.
- Meet when the dissertation is completed and conduct the final oral defense to assure that the dissertation is a piece of original research and is a contribution to scientific knowledge and that the student has fulfilled all requirements for the PhD degree.

#### **E. Supervisory Committee Meetings**

Students are required to have two supervisory committee meetings annually at six-month intervals. There are no exceptions to this rule. A student's perceived lack of new data or progress is not an excuse to avoid a meeting. Faculty members (i.e., supervisory committee chairs/mentors) do not have the authority to waive this rule.

The student should let their concentration administrator know when the meeting will be held at least 10 days ahead of time so that the committee report form can be prepared and provided to the mentor prior to the meeting. This form is located on the BMS web pages:

<https://biomed.med.ufl.edu/files/2018/02/Committee-meeting-form-2.20.18-2.pdf>

Following the supervisory committee meeting, the mentor must return the completed committee meeting and assessment forms to the concentration administrator so that all signatures can be obtained within two weeks of the meeting. The committee's assessment form provides feedback on the student's research, academic, and professional development, and should outline goals to be met by the next meeting. A sample assessment form is located on the BMS web page at <https://biomed.med.ufl.edu/students/forms/>.

## **F. Qualifying Examination for the Ph.D. degree and Admission to Candidacy**

A graduate student becomes a candidate for the Ph.D. degree when the student is granted formal admission to candidacy. Such admission requires the approval of the student's supervisory committee, the academic unit chair, the college dean, and the Dean of the Graduate School. The approval must be based on:

- The academic record of the student
- The supervisory committee's opinion on overall fitness for candidacy
- An approved dissertation topic
- A qualifying examination as described below

The student should apply for admission to candidacy as soon as the qualifying examination is passed and a dissertation topic is approved by the student's supervisory committee.

The qualifying examination consists of a written and an oral component. The written component is an NIH-type predoctoral fellowship proposal (F31 Research Training Plan) describing the student's proposed dissertation research project. Most concentrations offer grant writing courses that assist students in preparing the written component of the exam. The oral component consists of an examination of the student's general knowledge in his or her chosen area of research as defined by the written proposal. This is conducted by the supervisory committee and the concentration coordinator.

### **Scheduling**

Administration of the qualifying examination is the responsibility of the student's concentration coordinator and supervisory committee. Qualifying exams are taken at the beginning of the third year of graduate study, after most advanced course work has been completed. Qualifying examinations must be scheduled by September 1 and completed no later than December 1, of the third year of graduate studies. Students who do not complete their qualifying exam by the December 1 deadline will not be allowed to register for the spring semester unless a waiver is obtained from the Associate Dean for Graduate Education. A petition request outlining the reason(s) for a waiver and a timeline for completing the qualifying exam should be sent to the Associate Dean for Graduate Education. The petition request must receive prior approval from the supervisory committee and the concentration coordinator before being sent to the Associate Dean for Graduate Education.

Copies of the written proposal will be distributed to members of the student's supervisory committee and the concentration coordinator at least ten working days before the scheduled examination. Students are responsible for scheduling a time and location of their exam that is suitable to their supervisory committee. The concentration administrator should be notified by the student of the qualifying exam at least ten working days prior to the exam and given a copy of the proposal for the student's file. The student should schedule 2.5 hours for the oral portion of the qualifying examination.

The concentration administrator will distribute these instructions to the student and to all examination committee members when the examination is scheduled, and again when the written proposal is submitted to the examination committee.

### **Examination Committee**

It is required that the student and all members of the supervisory committee be physically present at a student's qualifying exam. The concentration coordinator, or their designated representative, should also be present. Under extenuating circumstances, committee members, excluding the chair, may petition the BMS Program Director to attend this examination remotely via electronic media (i.e. Zoom). The petition should be submitted by the chair of the supervisory committee.

The supervisory committee will elect or appoint from its ranks an examination chair other than the student's mentor to moderate the examination. The chair of the supervisory committee (the mentor) and the concentration coordinator may ask questions during the exam. However, the mentor is not allowed to intervene on the student's behalf. The supervisory committee is responsible for deciding whether the student is qualified to continue work toward a Ph.D. degree.

**Written Examination Proposal** (based on NIH instructions for F31 Individual Fellowship; <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/fellowship-forms-g.pdf>)

#### *Format Specifications*

Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 points or larger. A Symbol font may be used to insert Greek letters or special characters. For figures, figure legends and tables, a smaller type size is acceptable but it must be in black ink, readily legible, and follow the font typeface requirement. Use one-half inch margins (top, bottom, left, and right). The document must be single-spaced. Formatted subheadings and double spacing between paragraphs are encouraged, as they make the document easier to read.

#### *Content*

##### **1. NIH Biosketch**

##### **2. Specific Aims**

***Specific Aims are limited to one page.***

State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.

List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.



### **3. Research Strategy**

*This item is limited to six pages (or 10 pages, depending on the concentration – contact your concentration Coordinators before writing your proposal)*

Organize the Research Strategy in the specified order using the instructions provided below. Start each section with the appropriate section heading—Significance and Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section.

#### **(a) Significance**

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

#### **(b) Approach**

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
- Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.
- If an applicant has multiple Specific Aims, then the applicant may address Significance and Approach for each Specific Aim individually, or may address Significance and Approach for all of the Specific Aims collectively.
- As applicable, also include the following information as part of the Research Strategy, keeping within the two sections listed above: Significance and Approach.

### **Oral examination**

#### *Format and Content*

There is no public seminar. The oral examination tests the student's general knowledge in their chosen area of research, as defined by the written proposal. Importantly, the oral examination is NOT intended specifically as a defense of the written research proposal, but rather uses the proposal as a springboard to define the content of the exam.

The student should prepare an oral presentation of the written proposal which, if presented uninterrupted, would require approximately 30 minutes. The student will deliver their oral presentation to the examination committee, during which the committee members will question the student on all aspects of the proposal, focusing in particular on general background knowledge underpinning both the

theory and the technical execution of the proposal. The student may also be examined both on the importance and feasibility of the proposed research, and on the suitability of the proposed experiments to answer the questions posed. The student can expect extensive excursions into topics relevant to the proposed experiments. For example, the use of hybridoma technology in an experiment would certainly invite questions concerning immunoglobulin gene structure, HAT-media selection, and purine metabolism. The student and the committee should expect to devote approximately two hours to the examination. The interruption of the student's presentation by the committee will often prevent the student from completing the oral presentation; however, the process should reveal the student's competence in their chosen area of research.

### *Evaluation*

At the end of the examination, the student is asked to leave the room, and the examination chair asks for comments from all present regarding the student's general knowledge of the research area as defined by the written proposal. Substantial agreement among the examining committee will determine whether the student has passed the oral examination. The student will then return to the room and the committee will inform the student of their decision.

### **Possible outcomes of the qualifying exam include the following:**

1. Pass - Student is admitted to candidacy for the Ph.D. degree.
2. Conditional Pass - Student must remediate an area of weakness identified by the exam committee before being admitted into candidacy. A timeline for the remediation should be included in the qualifying exam report. The student will be admitted to candidacy upon satisfactory completion of the remediation.
3. Fail with Option for Reexamination - The student will be allowed to repeat the exam after extensive remedial work specified by the exam committee. At least one term of additional preparation is required by the Graduate School before re-examination, i.e., the qualifying exam may not be repeated during the same semester.
4. Fail - A re-examination is not recommended by the supervisory committee, and the student is not allowed to complete the Ph.D. program. The supervisory committee may recommend completion of a M.S. degree. A student who fails the examination may petition for re-examination per Graduate School policy.

### **G. Admission to Candidacy**

A doctoral student does not become an actual candidate for the Ph.D. degree until granted formal Admission to Candidacy. Admission to Candidacy is based on the following: 1) identification of a dissertation advisor (mentor); 2) acceptable academic record; 3) satisfactory completion of the required core and concentration curriculum; 4) positive recommendation of the supervisory committee concerning overall qualification for candidacy; and 5) satisfactory performance on both the written and oral qualifying examination.

The *Admission to Candidacy Form* **MUST** be prepared by the concentration administrator several days **prior** to your exam. The concentration administrator will give the form to your mentor who will

have it signed by supervisory committee members and concentration coordinator after the oral examination. Then it is signed by the graduate department chair who administratively oversees the concentration. Finally, it is signed by the Associate Dean for Graduate Education before forwarding it to the Graduate School.

#### **H. Guideline for the “next to last” committee meeting.**

Approximately six months prior to the anticipated date of the final oral defense, the supervisory committee should meet to decide if the student's research is sufficiently complete to comprise a dissertation and to approve the start of the writing of the dissertation. For this meeting the student should prepare an outline of the proposed dissertation. The committee will point out inadequacies and suggest corrective actions. The report for this committee meeting should clearly state that the committee grants approval for the student to write and defend their thesis and the expected semester of graduation. If significant additional work is required, an additional pre-defense committee meeting may be warranted. The purpose of this guideline is to enable students and their committee to efficiently plan the terminal stages of the student's dissertation studies. Experience shows that a six-month time-frame for this meeting works well; however, longer or shorter time periods may be optimal for different students. Once a committee has agreed in writing to the terminal studies required to complete the dissertation, under only exceptional circumstances should this agreement be altered.

#### **I. Registration in the semester of graduation**

Students are required to register and complete all Graduate School and program requirements in the term they graduate (i.e., petitions, course requirements, the oral defense, and final submission of the corrected dissertation by the stated deadlines). Students who meet all requirements and deadlines except for *Final Submission/or Final Clearance* are eligible to “*Clear Prior*” and receive their degree in the subsequent semester. *Clear Prior* is only possible for dissertation students who have met all published deadlines for the current term except *Final Submission* and/or *Final Clearance* from the Graduate Editorial Office. No other students are eligible. Students who meet the conditions of *Clear Prior* are waived from registration requirements and fees in the following semester of graduation. However, students approved to clear prior are still required to file a new degree application by the published deadline in the term they graduate, since the degree application submitted in the prior term does not carry over into the subsequent semester in which the degree is awarded.

A student requesting to clear prior must meet ALL of the following criteria:

- Student has successfully submitted a degree application for the current term within the published deadlines.
- Student has appropriately satisfied the current term registration.
- Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office, via a confirmation email to the student and supervisory committee chair.
- Student has successfully met all other degree and administrative requirements, within the published deadlines for the current term, except *Final Submission* and/or *Final Clearance* with the Graduate School Editorial Office.
- Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.

Degree application is done online through ISIS (<https://student.ufl.edu/>). Registration of less than 9 hours in fall/spring terms, or 6 hours in the summer disqualifies the student from receiving a graduate assistantship and tuition waiver. If a student meets all graduation requirements before the beginning of a semester, including final acceptance of the dissertation by the Graduate School Editorial Office, they may petition the Graduate School via the associate dean to have their final semester registration requirement waived. These requests are most often granted by the Graduate School.

## **J. Dissertation**

UF is a national leader in the development of electronic theses and dissertations (ETD). Among the benefits of ETDs are greater accessibility to scholarship, opportunities to include multi-media, and cost/space savings for libraries. Access issues are addressed by a three-tiered system allowing students options to post to the World Wide Web, to the university only, or totally restrict access for a certain period of time for patent and other publication purposes. The Graduate School is working with the Office of Instructional Resources and the Smathers Libraries to provide editorial, technical and archival support for the ETD program.

For additional information regarding ETDs, contact Stacy Wallace in the Graduate School Editorial Office at 392-1282 or [beloved@ufl.edu](mailto:beloved@ufl.edu) or the Guide for Preparing Theses and Dissertations (<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/Guide-for-ETDs-2021.pdf>).

The following is excerpted from the final report of the University of Florida on the role and nature of the doctoral dissertation as it applies to the BMS.

*"The main objective of doctoral research is to acquire new knowledge or to enhance existing knowledge. The research itself should be theory-driven and original. During the course of the research period, the student will critically evaluate research already done in the student's field of interest and will derive from this search an aspect of research which can be studied. The student, with the advice from a faculty supervisor, will design and implement methods of exploring that research question. Care should be taken to design a study that is neither too ambitious, nor trivial. The dissertation is viewed as the complete documentation of the research study, including the theoretical background, description of the problem, the method or methods used to solve the problem, interpretation of results, and explanation of their significance. The dissertation can be composed of published articles on the research study, which have been rewritten and synthesized into the dissertation document. The student is expected to produce a product of excellent quality which reflects the originality of the research. The dissertation should be publishable, at least in part, as articles in scholarly peer-reviewed journals.*

*Although research is built on existing knowledge, the dissertation should be original in that it does not duplicate someone else's work. It is expected that there will be collaboration between student and mentor, both on the original idea for the research and the methods used to explore that idea. Neither the idea, nor the approach need be the student's alone. The mentor/student relationship is aptly described as 'the synergistic and symbiotic relation that exists between mentor and student, intellectually and financially'. In addition to input from the mentor, other members of the supervisory committee may have an influence in the selection and progression of a research project.*

*Although students may have help in the development phase of their research, students must be able to demonstrate what portion of the research represents creative, original, independent thinking by the student and not simply an extension of the professor's."*

Each candidate for the Ph.D. degree is required to prepare and present a dissertation that shows independent investigation of publishable quality and is acceptable in form and content to the Supervisory Committee and to the Graduate School. Students should consult the Editorial Office of the Graduate School for instructions concerning the format of the dissertation (<https://asc.helpdesk.ufl.edu/tutorials/etd-submission.html>). Dates for submission of the dissertation (<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>) to the Editorial Office of the Graduate School are also published in the University Calendar. The initial (first) submission date is generally about one-third of the way through the semester. The first submission does not have to be defended. The final, defended dissertation is due to the Editorial Office of the Graduate School towards the end of the semester. In addition to the electronic copies of the dissertation presented to the Graduate School and College, students should check with their mentor's department as to any departmental and/or mentor copies that are required by their mentor's department.

Each dissertation, at the time of submission for initial review by the Editorial Office of the Graduate School, must be accompanied by a brief General Audience Abstract, in addition to the academic abstract. The abstract should be written in a fashion that communicates in clear and effective nonspecialized language the contributions of the work to the state of Florida, the nation, society in general and/or the discipline. Copies of the abstract should be sent to the Concentration Coordinator and the Associate Dean for Graduate Education. This change is aimed at communicating the value of graduate education to people outside the university.

## **K. Dissertation Defense and Final Examination**

Final dissertations must be submitted electronically according to UF Graduate School guidelines for electronic theses and dissertations (ETD) in the Graduate Catalog. More information is also available on the web at (<https://asc.helpdesk.ufl.edu/tutorials/etd-submission.html>) and from the Graduate School Editorial Office.

After first written submission of the dissertation draft to the Graduate School and completion of all other prescribed work for the Ph.D. degree, but not earlier than the term preceding the semester in which the degree is to be conferred, the candidate will be given a final examination, consisting of completion of a written dissertation (according to the UF guidelines for ETD), a public dissertation defense seminar, and a closed oral exam by the supervisory committee. The time and location of the defense should be scheduled by the student, in agreement with the attending supervisory committee members. At least 2-3 hours should be scheduled for the defense and committee meeting that follows the defense. The defense will take the form of a formal, public one-hour presentation of the work to the full faculty and students. Proper announcement of the defense should be made by the concentration administrator. These announcements are distributed to supervisory committee members and Associate Dean for Graduate Education, and posted. It is the responsibility of the student to ensure that this announcement precedes the actual defense by at least ten business days and that committee members receive copies of the dissertation at least ten business days in advance of the defense. Following the formal presentation, the student will meet privately with their supervisory committee members for a final oral examination on the dissertation.

It is required that the student and all members of the supervisory committee be physically present at a student's final examination. The concentration coordinator, or their designated representative, should also be present. Under extenuating circumstances, committee members, excluding the chair, may petition the BMS Program Director to attend these examinations remotely via electronic media (i.e. Zoom). The petition should be submitted by the chair of the supervisory committee.

Committee members must sign the *ETD Submission Approval Form* and *Final Examination* form at the defense. The candidate and the supervisory committee chair sign the UF Publishing Agreement Form. The concentration administrator prepares these forms. If dissertation changes are requested, the supervisory committee chair or his or her designee may hold the ETD Signature Page until all are satisfied with the dissertation. However, this form must be submitted electronically, via GIMS, by the Final Submission Deadline for the Graduate School Editorial Office, during the term of the intended degree award.

All work for the doctorate, including the final examination, must be completed within five calendar years after the qualifying exam. The final exam must be at least 2 terms after the qualifying exam. The term the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term.

## **L. Certification**

Doctoral candidates, who have completed all requirements for the degree, including satisfactory defense and final acceptance of the dissertation, may request certification to that effect prior to receipt of the degree. The "Degree Certification Status Verification Form" form, which is available at <http://www.graduateschool.ufl.edu/academics/graduate-student-forms> must be signed by the chair of the supervisory committee and the Associate Dean for Graduate Education of the College of Medicine before being submitted to the Graduate School Editorial Office in Room 160 at Grinter Hall. Your assigned concentration administrator can assist you with this form.

## **VI. Course Selection and Curricula**

### **A. Overview**

During the first year of study, incoming graduate students can either take a foundational curriculum in the biomedical sciences, developed collaboratively by the 8 interdisciplinary concentrations, or customized curriculum paths offered by some, but not all, concentrations in the program.

#### Foundational/Core Curriculum

The foundational curriculum provides a strong fundamental background in the biomedical sciences on which all of the advanced interdisciplinary concentrations can build and includes the following coursework during the fall and spring semesters of the first year:

Fall Semester

- 1) Fundamentals of Biomedical Sciences I (5 credits, GMS 6001),
- 2) Essentials of Graduate Research & Professional Development (1 credit, GMS6003)
- 3) Two Research Rotations (2 credits, GMS6090)
- 4) Journal Club (1 credit, GMS6895)
- 5) Career Development/Research Seminar Series

### Spring Semester

- 1) Any combination of introductory or fundamental or advanced coursework (6 credits total)
- 2) Research rotation (1 credit, GMS 6090)
- 3) Responsible Conduct in Biomedical Research (1 credit, GMS 7877)
- 4) Journal Club (1 credit, GMS6895)
- 5) Career Development/Research Seminar Series

Upon successful completion of the first-year core curriculum, students must select a mentor and a concentration of study. Students should consult with the appropriate concentration coordinator to discuss additional coursework that is necessary to fulfill concentration requirements. A generic outline of a four-year curriculum is presented in [Appendix C](#).

### Customized Concentration-focused Curriculum

Several concentrations (Biochemistry & Molecular Biology, Neuroscience, and Pharmacology & Therapeutics) offer customized, concentration-focused curriculum paths (see concentration websites). Students interested in a customized concentration-focused curriculum should contact the relevant concentration coordinator to discuss and receive approval for pursuing one of the customized curriculum options. In some cases, this may require input and approval from the Graduate Studies Committee.

**Students pursuing a customized curriculum are still required to take the following additional BMS coursework during Fall and spring semesters of the first year:**

### Fall Semester

- 1) Essentials of Graduate Research & Professional Development (1 credit, GMS6003)
- 2) Two Research Rotations (2 credits, GMS6090)
- 3) Journal Club (1 credit, GMS6895)

### Spring Semester

- 1) Research rotation (1 credit, GMS 6090)
- 2) Responsible Conduct in Biomedical Research (1 credit, GMS 7877)

## **B. Course Descriptions (Year 1)**

### *Fundamentals of Biomedical Sciences I (GMS 6001)*

The courses provide exposure to fundamentals of all of the disciplines represented by the eight concentrations, and is designed to prepare students for study in any one of the concentrations and at the same time provide training which is sufficiently broad to accommodate a diversity of careers in virtually any branch of modern biomedical science. While the lectures provide a survey of the material, the discussions provide a more intimate, in-depth examination of individual topics. Discussion groups are relatively small, containing 8-12 students and one faculty member. Most discussions focus on a research article and provide in depth discussion of a discipline through a rigorous examination of this literature. To ensure uniformity among all of the discussion groups, a coordinator for each discussion will identify the appropriate literature and major points to be covered by all of the discussion groups. Grand rounds consist of a presentation by a basic scientist and/or a clinician covering a clinically relevant human disease which is also relevant to the subject matter being covered in the lecture and discussion material. Grand rounds are intended to enhance the relevance of the other aspects of the course, and provide insight into the relevance of basic research into current problems in public health. Five exams will be given in the course. (Grading scale not decided until the end of term).

### *Laboratory Rotations (GMS 6090)*

During the first year, students undertake up to three, 6-7-week research rotations with BMS faculty. The purpose of the rotation is to determine if the mentor, research, and laboratory environment are a good match for the student's Ph.D. studies. During the rotation, students have the opportunity to interact with their rotation mentor and laboratory personnel (i.e., other graduate students, postdocs, and research staff), assess potential research opportunities, learn new techniques and skills, and gain important insight that will help them in determining if this is the right fit for their scientific interests and development. The first and second rotations take place in the first semester, and the third rotation is at the beginning of the second semester. At the end of each rotation, students are required to submit a written report and give an oral presentation summarizing their research rotation project. The written report should be 7-10 pages, double-spaced, not counting figures or tables. This paper should be submitted to the rotation mentor several days BEFORE the oral rotation presentation for feedback. The final written report must be submitted online by the end of the rotation:

<http://biomed.med.ufl.edu/students/student-reporting-tools/rotation-report-submission-page/>

The format of the written report should be:

Introduction (background/relevance, statement of hypothesis)

Methods

Results

Discussion (conclusions, future directions)

The oral presentation is given in either the journal club or data discussion course of the rotation mentor's concentration. The student should discuss with the rotation mentor the most appropriate journal club/data discussion for the presentation. The student should then contact the concentration coordinator and journal club/data discussion course director to ensure that they are placed on the rotation presentation schedule.

At the end of each rotation, the mentor provides a grade for the rotation and completes a standardized rotation evaluation, which is kept in the student's file. Students who do not successfully complete both the written and oral component of their research presentation will receive an unsatisfactory grade.

First-year students must conduct rotations with graduate faculty in the BMS concentrations. Available faculty members are identified on the BMS website. Given the large number of potential mentors available among the graduate faculty, the mentor selection process requires careful organization and assistance, provided by the Associate Dean for Graduate Education and the concentration coordinators. Lab rotations should be arranged with BMS graduate faculty who have funding to support a graduate student. The Graduate Education Office conducts a periodic survey of the graduate faculty designed to identify principal investigators who will have funded positions available for students. Students are encouraged to line up their first rotation prior to the beginning of fall semester. Subsequent rotations should be confirmed one week prior to the start of the rotation and this information submitted online at:

<https://biomed.med.ufl.edu/students/first-year-students/first-year-rotation-submission/>



### *Research/Professional Development (GMS 6003)*

Students in this course are assigned to mentoring groups which meet weekly to discuss topics relevant to graduate training and career development.

### *Career Development Seminar Series and Journal Club Requirement*

First-year students are required to attend the BMS Career Development Seminar Series. Seminar notices are distributed individually to all students and faculty well in advance of each event. Students are also required to attend weekly journal clubs relevant to their research interests.

### *Responsible Conduct of Biomedical Research (GMS 7877)*

A course designed to introduce key issues in the responsible conduct of research, following the research process from inception to planning, conducting, reporting, and reviewing biomedical research. The course seeks to provide a practical overview of the rules, regulations, and professional practices that define the responsible conduct of research. The coverage is not exhaustive and leaves room for continued reading and discussion with the student's mentor, in the laboratory and classroom, at professional meetings, and in any other setting where researchers gather to discuss their work. This course is taught in the spring semester and is required.

### *Customized coursework/curriculum*

Students interested in a customized concentration-focused curriculum should contact the relevant concentration coordinator to discuss and receive approval for pursuing one of the customized curriculum options.

## **C. Concentration Curriculum (Year 2 and Beyond)**

Students should meet with their concentration coordinator to identify coursework that fulfills the requirements of the program and the concentration. Selection and final approval of courses to fulfill these requirements must be approved by your mentor, supervisory committee, and concentration coordinator.

All advanced BMS students (2<sup>nd</sup> year and beyond) are required to register for a journal club and/or research club course each fall and spring semester. Concentrations may require attendance at specific journal clubs. Exceptions to this requirement may be granted by the concentration coordinator on an individual case-by-case basis. Please consult the BMS website (<https://biomed.med.ufl.edu/curriculum/>) for a description of these courses.

## **VII. Selection of Concentration and Major Professor**

### **A. Mentor Selection**

The first-year laboratory rotations are the most important mechanism for selection of a concentration and mentor. During the first year, students are given the opportunity to do three research rotations to identify a dissertation mentor. Research rotations must be done with BMS graduate faculty.

Students and faculty are encouraged to have honest, open, and timely communication throughout the research rotations to facilitate the mentor selection process.

Students have the option of selecting a faculty member as their doctoral mentor at the conclusion of their rotation with that faculty member. This is a mutual decision reached between the student and the mentor. Students who select a mentor any time prior to the start of the third rotation (“fast-tracking”) will complete their remaining research rotation(s) with their mentor. The primary intent of fast-tracking is to move students into their dissertation research more quickly. Students who fast track are still required to present their research progress and submit a written report at the conclusion of any remaining rotation(s), a requirement of the GMS6090 research rotation course. However, if a fast-track student forms their supervisory committee prior to the start of their third rotation (before drop/add of spring semester) they can replace GMS6090 with GMS7979 (Advanced Research) and would follow the rules and guidelines of the concentration they have joined.

**Students who fast-track with a mentor should immediately cancel any remaining research rotations they have arranged with other faculty members. Conversely, faculty who commit to becoming a mentor, and who do not plan on accepting additional students, should immediately notify any students who have scheduled subsequent rotations with them so that these students can arrange to rotate with other faculty members.**

After the mentor and student (mentee) have agreed to the mentor-match, and selected the concentration of study, **the student should immediately inform Brett Looney in the Office of Graduate Education (OGE) and the relevant Concentration Coordinator(s) of their decision.** The OGE will then circulate a mentor contract via DocuSign for electronic signatures from the student, mentor, and the chair of the mentor’s primary department. Once the mentor contract is completed, students have 90 days to form their Supervisory Committee and schedule their first Supervisory Committee meeting.

All rotating students, regardless of whether they have fast-tracked, will be financially supported by the BMS Graduate Program until the start of summer semester in their first year of study.

## **B. Concentration Selection**

Most students declare/select their concentration after identifying a mentor. However, students wishing to pursue one of the customized concentration-specific curriculums select/declare their concentration prior to identifying their mentor. Students interested in a customized concentration-focused curriculum should contact the relevant concentration coordinator to discuss and receive approval for pursuing one of the customized curriculum options.

Many BMS faculty are members of multiple concentrations. It is therefore important for the student and mentor to have a candid discussion regarding which concentration of study best fits with their research and training. Oversight of your academic progress is administratively assigned to the coordinators and staff of your concentration of study. This is in contrast to your Graduate Assistant/fiscal appointment which is assigned to the mentor’s primary financial department.

## **C. Changing Major Professors**

Students wishing to change major professors should consult first with the concentration coordinator and/or Associate Dean for Graduate Education. After evaluating the situation and if the request appears to be in the best interests of all parties, a strategy will be devised for implementing the change in the least disruptive manner. A new *Supervisory Committee Appointment* form must be completed by the concentration administrator.

## **D. Transfer of the Major Professor to another Institution**

If a student's major professor transfers to another institution the following policies apply:

- 1) Students who have not passed their qualifying examination and who wish to remain with the departing mentor must transfer to the graduate program of the new institution. Students who wish to remain in our program must transfer to another mentor and take their qualifying examination.
- 2) Students who have passed their qualifying examination may a) transfer to a program in the other institution, b) transfer to another mentor in the BMS and submit a new research proposal, or c) remain in the BMS and move to the new institution with their major professor. To exercise option c, the following conditions must be met:
  - i) The student and the mentor must return at their own expense every 12 months after departure for a supervisory committee meeting. Six months before the anticipated date of the dissertation defense and final examination, the student and mentor must attend the penultimate supervisory committee meeting. At this time the student will present an outline of his proposed dissertation and a summary of his research results. The supervisory committee will determine if the research is sufficient for a dissertation and must give its approval to complete the dissertation. Failure to comply with these conditions will result in termination from our program.
  - ii) The student and mentor must return to the University at their own expense for the Dissertation Defense/Final Examination.
  - iii) To prevent any misunderstandings, a memorandum of understanding (MOU) will be prepared by the Associate Dean for Graduate Education stating the specific conditions under which the student may continue in our program. Acceptance of the conditions of the MOU agreement requires the signatures of the student, mentor, Associate Dean for Graduate Education, and any additional parties relevant to the agreement.

## **VIII. Standards and Grades**

### **A. Grades**

Students must obtain a graduate grade point average of B (3.0) or better in each semester of their first year, regardless of overall GPA. Failure to meet this standard is grounds for dismissal from the program. Students must also maintain a cumulative GPA of 3.0 throughout their graduate career. Students who fail to do this cannot hold assistantships or fellowships and do not qualify for in- or out-of-state tuition fee payments without special permission from the Dean of the Graduate School. Students who fall below a GPA of 3.0 may request that the Associate Dean for Graduate Education petition the Graduate School for exemption from this policy for one semester only during their tenure in the BMS. If the petition is approved but the student fails to improve their cumulative GPA to 3.0 during that semester, or if they fall below 3.0 in any subsequent semester, they will be subject to immediate dismissal from the program.

Grades of S and U are not computed into the GPA; however, all U grades must be removed before a student may graduate.

Students making unsatisfactory progress are referred to the Graduate Studies Committee (GSC) for review. The GSC determines if a student is dismissed or will be allowed to continue in the program.

### **B. Satisfactory Completion of the First Year**

The Graduate Studies Committee reviews each student's record following completion of the first year and makes a formal decision regarding passage of the student to the second year of study.

### **C. Identification of a Mentor**

Students are expected to identify a mentor who can financially support them by the end of the third research rotation. If a student's failure to identify a mentor is not due to unsatisfactory academic progress, a student may request to do an additional fourth rotation during the spring semester to identify a mentor. This request should be submitted to the Associate Dean for Graduate Education for approval at least one week prior to the end of the third rotation. Although rare, a student may request to do an additional fifth rotation during the summer term. To maintain their graduate assistantship appointment and continue in the program, students must identify a mentor who can financially support them by the end of their first year.

### **D. Admission to Candidacy**

A graduate student becomes a candidate for the Ph.D. degree when the student is granted formal admission to candidacy ([see section V, item G](#)). Students must pass their qualifying examination and be admitted to candidacy in-order-to continue in the Ph.D. program. See section V, item F.

### **E. Annual Student Evaluation**

The University requires an annual written evaluation for Ph.D. students. The evaluation should be done at the time of the annual supervisory committee meeting by the student's mentor. The student should also be given the opportunity to discuss the evaluation with the mentor. This evaluation becomes a part of the student's file.

### **F. Individual Development Plan (IDP)**

Graduate School Policy requires all Ph.D. students to create and update an IDP on an annual basis (<https://gradadvance.graduateschool.ufl.edu/planning-resources/idp/>). "The IDP is intended to be a working document, to guide new and continuing Ph.D. students in identifying, pursuing, and meeting their professional and personal goals." The template for the IDP of BMS students can be found at <http://myidp.sciencecareers.org/?AspxAutoDetectCookieSupport=1>. Completion of the student's annual IDP requirement is recorded on the supervisory committee meeting assessment form: <https://biomed.med.ufl.edu/students/forms/>

An additional resource for planning a strategic roadmap for doctoral student success at the University of Florida can be found at: <https://gradadvance.graduateschool.ufl.edu/planning-resources/doctoral-roadmap/#d.en.859823>.

## **IX. Role of the Concentration Graduate Administrator**

The concentration administrator plays a major role during your tenure as a Graduate Student. The concentration administrator processes all forms pertaining academics and graduate school requirements and can advise you on all graduate related issues. The concentration administrator can also give you contact information for other areas within the university as they relate to graduate studies. More specifically, and in chronological order of when they happen during your tenure, your concentration administrator:

1. Handles registration beginning summer of the first year and all subsequent semesters, as well as all drop/add forms for those semesters.
2. Assists with change of address forms.
3. Transfer of credit forms as/if necessary.
4. Generates and processes supervisory committee appointment forms.
5. Generates forms for annual supervisory committee meetings.
6. Generates annual evaluation forms.
7. Generates Admission to Candidacy forms.
8. Generates Announcement of Exam forms for final defense.
9. Generates Report on Thesis or Dissertation and/or Final Exam forms.
10. Can advise you on residency reclassification, formation of a supervisory committee, final semester registration and compensation and all other matters pertaining to your graduate school tenure.

However, management of a graduate student's progression through their tenure in the program through graduation, including adherence to all University and BMS rules, regulations, and deadlines, is the primary responsibility of the student, with oversight provided by the faculty, in order of relevance: the mentor, the supervisory committee, the concentration coordinators, and the associate dean for graduate education.

## **X. Grievances**

The University of Florida is committed to a policy of treating all members of the University community fairly in regard to their personal and professional concerns. The procedures outlined below, based on the student grievance procedure specified by UF rule 6C1-4.012, are designed and intended to provide College of Medicine graduate students with a fair and expeditious resolution of their disputes with University of Florida faculty and/or staff.

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may include academic problems (excluding grades, except when there is an allegation of illegal discrimination or where a grade penalty has been imposed without proper authority), scientific misconduct, sexual harassment, discrimination, and employment-related concerns.

In general, it is desirable to settle concerns in an informal fashion rather than initiating a formal grievance. Communication is a key element. Students may wish to consult with Dr. Beverly Dede of the COM office of Student Counseling and Development for advice or counsel.

The student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or alternatively, the student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student either orally or in writing.

The student should also consider speaking with their supervisory committee chair or the concentration coordinator. If neither of these individuals is available or if they are part of the circumstance of concern, the student may seek advice from the department chair, the GSO Advocate, or Associate Dean for Graduate Education.

#### (1) Initial Review

If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing, with all supporting documentation, to the Associate Dean for Graduate Education who will present the grievance to the Graduate Studies Committee (GSC). After review, the GSC will submit a recommendation to the Associate Dean for Graduate Education.

The Associate Dean for Graduate Education will provide a written report of the outcome of the review to the student within ten business days from the date the written grievance was received. If the disposition extends beyond ten business days the Associate Dean for Graduate Education should inform the student of the delay and the expected response date.

#### (2) Appeal

A student has the right to appeal a decision by the Associate Dean for Graduate Education, but must do so in writing to the Associate Dean for Graduate Education within 10 business days after receiving a decision. If a student decides to appeal, it is recommended that they work with Dr. John Aris (student advocate, [johnaris@ufl.edu](mailto:johnaris@ufl.edu)) on a presentation to the GSC. If the student is not satisfied with the outcome of the appeal process, they have the right to submit a final appeal, in writing, to the UF Ombudsman for graduate and professional students (<https://www.ombuds.ufl.edu/>) within 10 business days after receiving the decision from the Associate Dean for Education.

## APPENDIX A

Health Science Center Locations and map: <https://library.health.ufl.edu/about-us/location-maps-parking/>

An additional zoomable version of the UF Campus and surrounding areas can be found at:  
<https://campusmap.ufl.edu/#/>

Building and Room Designations are as follows:

Some sample room numbers are: DG-3 R2-231 M-128 CG-81 HD-300 L4-183

The first alpha (or in some cases, 2 alpha characters) is for the building.

- D is for the dental wing (DSB)
- R is for the Academic Research Building (ARB)
- M is for the Medical Sciences Building (MSB)
- C is for the Communicore (COM)
- HD is for the Human Development Building (HDC)
- L is for the Brain Institute (MBI)
- B is for Basic Sciences (BSU)
- G is for the HPNP Building
- J is for the Biomedical Sciences Bldg. (BMS)
- HMEB is the Harrell Medical Education Building

The second character is for the floor number:

- G is for the ground floor
- 1, 2, 3, 4, 5, 6 are the floor numbers

Anything else is the room number.

For example DG-3 is room 3 on the ground floor of the Dental Sciences Bldg.

R2-231 is room 231 on the second floor of the Academic Research Building.

## APPENDIX B

### Records and Registration Where Do I Go For?

**ADDRESS CHANGES:** [my.ufl.edu](http://my.ufl.edu) (Main Menu, My Account, Update My Directory Profile) or Registrar Information Counter, 222 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000

**AID DISBURSEMENT QUESTIONS:** [fa.ufl.edu/bursar](http://fa.ufl.edu/bursar) or University Bursar, S-113 Criser Hall, PO Box 114050, Gainesville, FL 32611, 392-0181 email: [askbursar@admin.ufl.edu](mailto:askbursar@admin.ufl.edu)

**ASK UF:** [www.questions.ufl.edu](http://www.questions.ufl.edu), 392-3261

**BUS SERVICE:** RTS [www.go-rts.com](http://www.go-rts.com), 100 SE 10<sup>th</sup> Ave, 352-334-2600 or 352-334-3676

**CAMPUS MAPS:** [campusmap.ufl.edu](http://campusmap.ufl.edu)

**CAREER GUIDANCE (Career Resource Center):** <https://career.ufl.edu> Suite 1300, Reitz Union, 352-392-1601

**COUNSELING CENTER:** [www.counseling.ufl.edu](http://www.counseling.ufl.edu), 301 Peabody Hall, 352-392-1575

**DEAN OF STUDENTS:** [www.dso.ufl.edu](http://www.dso.ufl.edu), 202 Peabody Hall, PO Box 114075, Gainesville, FL 32611-4075, 352-392-1261 or 352-392-3008 (TDD), or- 1-877-9UF-DEAN or- 1-800-955-8771 (TDD)

**DIVISION OF RECREATIONAL SPORTS:** Southwest Recreational Center or Student Recreational Fitness Center, 352-846-1081, <https://recsports.ufl.edu>

**EXIT INTERVIEW FOR FEDERAL STUDENT LOANS:** [www.fa.ufl.edu/bursar/alumni-former-students/exit-counseling/](http://www.fa.ufl.edu/bursar/alumni-former-students/exit-counseling/), S-113 Criser Hall, PO Box 114050, Gainesville, FL 32611-4050, 352-392-0737

**FEDERAL WORK STUDY (award letters, work permits):** [www.sfa.ufl.edu/programs/employment/](http://www.sfa.ufl.edu/programs/employment/), Student Financial Affairs, S-107 Criser Hall, PO Box 114025, Gainesville, FL 32611-4025, 352-392-1275

**FEE PAYMENT VERIFICATION (tuition/fees):** [www.fa.ufl.edu/bursar/current-students/tuition-fees/](http://www.fa.ufl.edu/bursar/current-students/tuition-fees/) University Bursar Customer Service counter, S-113 Criser Hall, PO Box 114050, Gainesville, FL 32611-4050, 352-392-0181

**FINANCIAL AID:** [www.sfa.ufl.edu](http://www.sfa.ufl.edu) Student Financial Affairs, S-107 Criser Hall, PO Box 114025, Gainesville, FL 32611-4025, 352-392-1275

**GATOR DINING:** [www.bsd.ufl.edu/dining](http://www.bsd.ufl.edu/dining), 114 Recreational Center, PO Box 112282, 352-392-2491

**GRADUATE SCHOOL:** [graduateschool.ufl.edu/](http://graduateschool.ufl.edu/) or- Graduate Student Records, 103 Grinter Hall, PO Box 115500, Gainesville, FL 32611-5500, 352-392-4643



**HOUSING, ON-CAMPUS:** [www.housing.ufl.edu/](http://www.housing.ufl.edu/) or Contact Housing and Residence Education, corner of Sw 13<sup>th</sup> Street and Museum Road, PO Box 112100, Gainesville, FL 32611-2100, 352-392-2161

**ID CARD (Original or Replacements):** ID Card Services [www.bsd.ufl.edu/G1C/idcard/location.asp](http://www.bsd.ufl.edu/G1C/idcard/location.asp)  
Welcome Center, 352-392-8343 (UF Bookstore) or 273-5044 (HSC Branch)

**ISIS (Integrated Student Information System):** <https://student.ufl.edu/>. Provides access to academic and financial records. Gatorlink Username and password required to access individual student record.

**LIBRARIES, GEORGE A. SMATHERS:** <http://cms.uflib.ufl.edu/>, 352-392-0355

**OSA (Office of Student Activities):** [www.studentinvolvement.ufl.edu](http://www.studentinvolvement.ufl.edu), Reitz Union room 300, 352-392-1671

**PARKING DECALS:** [www.parking.ufl.edu](http://www.parking.ufl.edu) or- Transportation and Parking Services, 254 Gale Lemerand Dr, Gainesville, FL 32611-2400, 352-392-7275

**RESIDENCY QUESTIONS FOR IN-STATE FEES:** <http://www.admissions.ufl.edu/residency.html>  
Admissions Information Counter, 201 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000, 352-392-1365 ext.7103

**RESTRICTING COORDINATORY INFORMATION (Privacy Hold):** Registrar Information Counter, 222 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000, 352-392-1374 ext. 7229

**RESTRICTING COORDINATORY INFORMATION ON THE WEB (Privacy Hold):**  
<https://my.ufl.edu/ps/signon.html> (My Account- Update My Coordinatory Profile B Personal Information)

**SCHEDULE:** Refer to <https://student.ufl.edu/> to print or view (My Self Service BISIS)

**STUDENT HEALTH CARE CENTER:** [shcc.ufl.edu/](http://shcc.ufl.edu/) Infirmary Building, 352-392-1161

**TRANSCRIPTS:** [www.registrar.ufl.edu/transcript.html](http://www.registrar.ufl.edu/transcript.html)

**TRANSFER CREDIT EVALUATION:** Office of Admission, 201 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000, 352-392-1365 ext. 7155 [www.registrar.ufl.edu/currents/transfercredit.html](http://www.registrar.ufl.edu/currents/transfercredit.html)

**UNIVERSITY OPERATOR:** 352-392-3261

**VETERANS AFFAIRS:** [www.registrar.ufl.edu/hubveterans.html](http://www.registrar.ufl.edu/hubveterans.html)

**APPENDIX C**

<b>PROPOSED COURSES AND PROGRAM OUTLINE FOR 4 YEAR PROGRAM</b>			
<b>YEAR</b>	<b>COURSE #</b>	<b>NAME OF COURSE</b>	<b>CREDITS</b>
<b>First Year</b>			
Fall	GMS 6001	Fundamentals in Biomedical Sciences I	5
	GMS 6003	Research & Professional Development	1
	GMS 6895	Journal Club	1
	GMS 6090	Laboratory Rotation I	1
	GMS 6090	Laboratory Rotation II	1
			Total: 9
Spring	Fundamentals & Advanced Modules		6
	GMS 7877	Responsible Conduct of Biomed	1
	GMS 6090	Laboratory Rotations	2
			Total: 9
Summer	GMS 7979	Advanced Research	6
			Total: 6
<b>TOTAL FOR YEAR</b>			<b>24</b>
<b>Second Year</b>			
Fall	VARIED	Advanced Courses*	X
	VARIED	Journal Club **	1
	GMS 7979	Advanced Research	X
			Total: 9
Spring	VARIED	Advanced Courses*	X
	VARIED	Journal Club **	1
	GMS 7979	Advanced Research	X
			Total: 9
Summer	GMS 7979	Advanced Research	6
			Total: 6
<b>TOTAL FOR YEAR</b>			<b>24</b>

**Note:** Several concentrations (i.e., Biochemistry & Molecular Biology, Neuroscience, and Pharmacology & Therapeutics) offer a customized, concentration-focused curriculum during year 1. Students interested in a customized track should contact the relevant concentration coordinator to discuss and receive approval for pursuing a customized curriculum option.

APPENDIX C

YEAR	COURSE #	NAME OF COURSE	CREDITS
Third Year			
Fall	VARIED	Advanced Courses	X
	VARIED	Journal Club *	1
	GMS 7980	Doctoral Research	X
			Total: 9
Spring	VARIED	Advanced Courses	X
	VARIED	Journal Club *	1
	GMS 7980	Doctoral Research	X
			Total: 9
Summer	GMS 7980	Doctoral Research	6
			Total: 6
TOTAL FOR YEAR			24
Fourth Year			
Fall	VARIED	Advanced Courses	X
	VARIED	Journal Club *	1
	GMS 7980	Doctoral Research	X
			Total: 9
Spring	VARIED	Advanced Courses	X
	VARIED	Journal Club *	1
	GMS 7980	Doctoral Research	X
			Total: 9
Summer	GMS 7980	Doctoral Research	6
			Total: 6
TOTAL FOR YEAR			24

\* Each Concentration may have their own journal club requirements

## APPENDIX D

### **INTEGRITY IN GRADUATE STUDY: A Graduate School Guide**

Integrity – honesty and soundness in your work and behavior – is a paramount principle and expectation in UF's academic culture. For complete details about its Student Honor Code and Student Conduct Code, click this online link: [The Orange Book: UF Student Honor Code and Student Conduct Code](#)