

Office of Graduate Biomedical Sciences

2015-2016 Student Handbook



The University of
Alabama at Birmingham

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START-UP BASICS

Blazer ID

Your Blazer ID is vitally important to you while at UAB. It serves as part of your email address, allows you access to your important personal information like your paystub information, and you use it to register for classes. Setting up a Blazer ID is one of the first things you must do. It opens the portals of UAB to you.

For example, if your UAB email address is jdoe@uab.edu, your Blazer ID is going to be jdoe. The Blazer ID is everything before the @uab.edu.

To set up your Blazer ID, go to <https://padlock.dpo.uab.edu/blazerid.html> , and follow the instructions.

Please keep in mind that you should choose a professional Blazer ID/email. Keep email addresses like “sexyme” for your personal/private email accounts.

Email Account

To get a UAB email account, go to https://padlock.dpo.uab.edu/mk_mailbox.html . Note that you must be already registered in the UAB Electronic Phonebook with an alias/BlazerID in order to do this. If you do not have a BlazerID, are not sure if you have one, or do not recall its password, please go (or return) to [BlazerID Central](https://www.uab.edu/it/home/component/k2/item/355-blazerid-central) <https://www.uab.edu/it/home/component/k2/item/355-blazerid-central> for assistance.

BlazerNET

BlazerNET is your portal to UAB registration, transcripts, news and information, and other areas of interest. You log into BlazerNET with your Blazer ID and password. See the BlazerNET link on the UAB homepage.

Direct Deposit

UAB does not issue paychecks. Instead, they deposit your earnings directly into your bank account, issuing you a pay stub summary only.

To set up direct deposit information:

- Go to <http://www.uab.edu/adminsystems/>
- Click on Oracle HR & Finance
- Under Administrative Systems Status, click on the link “You may log into the application here”
- Enter your Blazer ID (which is the id you chose MINUS the @uab.edu) and password
- Click on **I Agree**
- Click on **UAB Self Service Applications**

- Click on **Manage Direct Deposit Account** . This is where you enter the pertinent information.

ID Badge/Card Key: The UAB One Card

You will receive a form to take to Key Control <http://www.uab.edu/businessservices/key-control> to have a photo ID made and receive an ID card that also provides access to the buildings in which you have classes and laboratory rotations. As your rotations continue you may need to have access to additional buildings added. The administrators of those departments or the theme program staff will help to process these requests.

Parking

Parking information for students is found at <http://www.uab.edu/parking/parking/students> . Graduate students can access the commuter student lots if they do not live on campus. In addition, graduate students can access the 9th Avenue deck, 10th Avenue deck, and 5th Avenue deck for a nominal additional fee. All of these facilities' permits are also honored in any commuter lot (Lot 15).

Parking is assigned on a first-come, first-serve basis. If demand for deck parking exceeds availability, then a waiting list will be taken for the current academic year only.

After-hours parking is available for certain areas. After-hours is defined as 5 p.m. - 6 a.m. weekdays, and all day weekends. This access is free for any graduate student with a deck permit. For those in commuter or resident student facilities, a \$20 charge applies. Current after-hours locations are:

- **University Boulevard Deck**
- **5th Avenue Deck**
- **Lot 16A (Underneath Education Building)**

Blazer Express Campus Bus Service

Blazer Express (www.uab.edu/blazerexpress) is a 24-hour weekday operation, beginning at 5:30am on Monday and ending at 5:30am on Saturday. During official University holidays, the transit system will run on a condensed schedule. Late night, on-demand van service is available from 12am to 5:30am as part of the Blazer Express system.

Go to www.uab.edu/blazerexpress/tracker to download smartphone app that will allow you to track our buses to see where they are in real time. The app allows you to click or touch the stops along the routes and get approximate arrival time of the next 2 buses coming to your particular stop.

Contact information:

Office: 934.8048

Lost and Found: 934.3659

Late-Night, On Demand Service: 934.8772

B-ALERT: EMERGENCY NOTIFICATIONS AT UAB

UAB's primary concern during any emergency or severe weather situation is the safety of its students, faculty, staff and visitors. UAB's diverse community requires multiple, overlapping means of communicating with the campus, including direct, live communication from UAB Police officers at the scene of an emergency. Communications plans are reviewed frequently to consider alternatives and enhancements in technology.

During any actual emergency or severe weather situation, this site - <http://www.uab.edu/emergency/> - will be the official source of UAB information. In addition, the UAB Emergency Management Team will use B-ALERT, the university's emergency notification system, to communicate through voice calls, SMS text messages and e-mails to the entire campus all at the same time. B-ALERT also integrates with Facebook and Twitter. **The UAB Severe Weather & Emergency Hotline at 205-934-2165** also will be updated as appropriate to provide official updates on the university's and UAB Hospital's opening and closing status

To register for B-ALERT or update your existing information in the system, go to <http://www.uab.edu/balert>. All registration is connected to your BlazerID. **Email:** B-ALERT e-mails will come from the UAB Emergency Management Team address: UABALERT@uab.edu All BlazerID-connected UAB e-mail addresses are automatically included in the system; **you will not be able to opt out of receiving these e-mails.** If there are other e-mail accounts where you would like to receive notifications, register those separately in the system.

Texts: Register at least one SMS-capable mobile device with the B-ALERT system. Why? Because message delivery in an emergency is usually quicker via this kind of messaging. Any time you register a new SMS text device, you will receive a message allowing you to opt out of the service. Should you choose to opt out, which is not recommended, update your preferences through the registration form <http://www.uab.edu/balert>. Responding to the message will not complete the opting out process.

Telephone: Register your cell, office and home phone numbers in order to receive voice messages at all numbers during a crisis situation.

Social Media: Follow B-ALERT on Facebook at www.facebook.com/UABALERT and on Twitter under the name @UABALERT: www.twitter.com/uabalert

Identifying Codes and Numbers: Text messages from the system will come to your cell phone or other handheld device from something called a short code; it will be either 23177 or 63079. Voice calls will originate from B-ALERT at 205-975-8000. Store these numbers/codes and program them all as B-ALERT so you will recognize them as the official source of UAB emergency and/or severe weather information.

Campus map

CAMPUS BUILDING ABBREVIATION KEY

AB	Administration Building
BBRB	Bevill Biomedical Research Building
BDB	Boshell Diabetes Building
BMR2	Bevill Biomedical Research Building II
CBSE	Center for Biophysical Sciences and Engineering
CH19	Community Health Services Building, 19th Street
CHT	Childrens Hospital Tower
CIRC	Civitan International Research Center
HH	Heritage Hall
KAUL	Hugh Kaul Human Genetics Building
LHL	Lister Hill Library (also site of Graduate School Office and the Edge of Chaos)
LHRB	Lyons Harrison Research Building
MCLM	Basic Health Sciences Building (McCallum)
SC	Sparks Center
SDB	School of Dentistry Building
SHEL	Shelby Interdisciplinary Biomedical Research Building
SRI	Southern Research Institute
SW	Spain – Wallace
THT	Tinsley Harrison Tower
VH	Volker Hall
WP	West Pavilion
WTI	Wallace Tumor Institute
ZRB	Zeigler Research Building

COURSE REGISTRATION INFORMATION

Registration announcement emails are sent out approximately 2 weeks prior to the registration date. YOU MUST REGISTER FOR YOUR CLASSES ON TIME. IF YOU KNOW THAT YOU WILL BE AWAY DURING THE CLASS REGISTRATION PERIOD, CONTACT YOUR THEME PROGRAM OFFICE PRIOR TO YOUR LEAVING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

Registering for Courses

NOTE: If you need to withdraw from a class or make any changes to your class schedule after you begin the registration process, talk with your Theme Manager first.

You may register online any time after your assigned time until the last day to Drop/Add before classes begin. BlazerNET is available 24/7, but the Add/Drop function within Registration Tools will end on the last day to Drop/Add. If you wish to add a course that is full during late registration, you will have to come in person to the Registrar's Office with a signed Add/Drop form. If you experience difficulty with BlazerNET, please call the Registrar's Office at 934-8222 or email registrar@uab.edu. Please see the [Academic Calendar](#) for the current term for applicable dates.

- **To register for courses, please sign in to [BlazerNET](#).**
Access to BlazerNET requires a BlazerID and password. If you do not have a BlazerID, you may obtain one at [BlazerID Central](#) or you may view the schedule of classes [here](#).
- **How to Register through BlazerNET**
 - ✓ Once logged in to BlazerNET, click on the Student Resources tab.
 - ✓ On the Student Resources tab, see a channel entitled "Registration Tools." All the tools you need to register are available as links within this area.
- **To look up the Course Reference Number for your course(s)**
 - ✓ Click on the "Look Up Classes" link to search the available courses for the term. You may search for classes with several different criteria, but the only block that must be utilized is the *Subject* block.
 - ✓ Once the classes are visible, register for the course(s) by clicking on the empty checkbox to the left of the CRN and clicking on the Register button at the bottom of the screen.
- **If you already know the CRN for your course(s)**
 - ✓ Click on the "Add/Drop Classes" link in the "Registration Tools" channel.
 - ✓ The Add/Drop worksheet will appear. There will be a row of empty blocks. Type in the 5-digit CRN for your course in any of the blocks. If you are registering for more than one course, tab over to another block and enter in all of the courses at one time. (You do not need to type in the subject or number for the course, only the CRN is required!)
 - ✓ Click on the *Register* button at the bottom of the screen when complete.

- **To verify that you have successfully registered**
 - ✓ If you would like a Registration Confirmation, click Registration Confirmation in the “Registration Tools” channel.
 - ✓ If you would like to see your classes in a schedule format, follow these steps:
 - On the Student Resources tab, click on the link “Banner Self-Service.”
 - Click on *Student and Financial Aid*
 - Click on *Registration*
 - Click on *Student Detail Schedule* or *Week at a Glance*

- **If you receive a Registration Error Message** Please see the list below of common registration errors and solutions:
 - ✓ **RAC:** A Registration Access Code (RAC) is required for your account. This is a 6-digit number given to you by your advisor.
 - ✓ **CORQ:** Course has a co-requisite. The CRN of the required co-requisite should follow the CORQ error message. Please submit the courses simultaneously.
 - ✓ **PREQ/TEST SCORE:** Course has a prerequisite or test placement requirement. The CRN or title of the required prerequisite should follow the PREQ error message. See your advisor for permission.
 - ✓ **TIME CONFLICT:** Course has a time conflict with another course already added to your schedule.
 - ✓ **CLOSED SECTION:** There are no more seats available in the course.
 - ✓ **NEED INSTRUCTOR PERMISSION:** Permission of the instructor is required to take this course. Please contact instructor for an online override.
 - ✓ **LEVEL RESTRICTION:** Your classification level is invalid for this course. Contact the department or instructor for online permission.
 - ✓ **Holds:** Holds are on your account which restrict you from registering. Please scroll down until you see a “View Holds” icon. This icon will show your specific holds. Please see the department listed to remove the hold.

NOTE: If you have any special circumstances or wish to audit a course, please see the appropriate instructor or department for BlazerNET permission. If you have any additional problems with registration, please call 934-8222 or contact your Theme Manager.

Withdrawing from Classes

The last day for graduate students to withdraw from courses and still receive a “W” on the transcript will occur no later than in the eleventh week of either spring or fall semester. Check the Academic Calendar on [BlazerNET](#) for the appropriate semester to verify the last date for withdrawal.

Mere cessation of class attendance does not constitute withdrawal, either academically or for tuition charges. If you fail to attend classes rather than properly withdraw (if this is an option), you will receive a final grade of F in the course. Students who wish to withdraw from a class after the Add/Drop date has passed must communicate with their Theme Manager and complete and submit to the Graduate School an academic appeal form.

STUDENT HEALTH SERVICES – GENERAL INFORMATION

All students in the graduate biomedical sciences are required to have health insurance. Students may choose to be covered by VIVA UAB or provide their own private insurance. If the student elects to be covered by their private insurance, verification of comparable coverage must be on file with the UAB [Student Health Office](#). Support is available for single coverage health insurance only. Spouse and children are separate and are to be paid for by the graduate student. For additional information regarding health insurance and policy, please contact:

Candace Ragsdale
UAB Student Health Services
3rd Floor, Learning Resource Center
1714 9th Avenue South
TEL: 205.934.3580
Email: craggs@uab.edu

What should you do if you get sick?

If it is a non-emergency, phone or go directly to the UAB Student Health Services Office at the address listed above. The hours of the clinic are Monday – Thursday from 8:00 am-5:00 pm (last patient is taken at 4:00 pm); Friday from 8:00 am – 4:30 pm. It is advisable to call in advance for an appointment because this keeps your waiting time to a minimum. Appointed patients will be taken before drop-in patients, unless the drop-in patient is of an emergency nature. There is physician on call 24 hours a day. If you have any emergency after regular clinic hours, please call the Page Operator at 934.3411 and ask for the Student Health physician on call.

Appointments

Student Health Services is located on the 3rd Floor of the Learning Resource Center, 1714 9th Avenue South.

Office Hours

8:00 a.m.-5:00 p.m. (M-Th)

8:00 a.m.-4:30 p.m. (F)

Closed daily from 12:00-1:00

Call 205-934-3581 to schedule an appointment.

Walk-In Acute Illness Hours

To improve access, Student Health offers same-day appointments with walk-in hours no longer available.

FINANCIAL BASICS

GBS Student Financial Support

All students accepted into GBS programs receive an annual stipend and fully paid tuition and fees. Support for single coverage **health insurance**, through VIVA Health UAB or comparable plan, is also available. First-year students are funded through their theme programs by Graduate School Fellowships and occasionally by other national and University fellowships. In subsequent years students are supported through their advisor's research grants, institutional funds or training grants. In addition, highly qualified students are encouraged to apply for individual fellowship awards, with the guidance of their advisors.

See **Fellowships & Awards** (<http://www.uab.edu/graduate/area-3/current-students/91-predoctoral-fellowships-a-awards-in-the-biomedical-sciences>) for additional fellowship information and resources.

Beginning in the 2015-2016 academic year, upon successful completion of requirements for admission to candidacy, the GBS student's annual stipend will increase by \$1,500.

GBS Policy Regarding Stipend Increases for Students Admitted to Candidacy

For GBS students who are applying for admission to candidacy, the \$1,000 stipend increase will be effective the start of the next pay period following the GBS Business Officer receiving documentation that the candidacy paperwork has been approved by the Graduate School. **It is the student's responsibility** to forward the "approval" email from the Graduate School to Scott Austin (scotta@uab.edu).

In order to register for dissertation research credits for the subsequent term, the forms must be processed by the dates posted on the Graduate School web site (<http://www.uab.edu/graduate/deadline-dates>).

Updated 11.2012

Tuition Payments, Late Fees and Overpayments Policy

Graduate students in GBS are awarded a tuition scholarship, which covers in-state tuition and fees until the degree requirements for your theme have been met. As a condition to receiving this tuition scholarship,

- 1) You must register for and successfully complete at least 27 hours of approved graduate credits each year. Any hours taken above 27 semester hours must be approved by your program.
- 2) Courses outside of the School of Medicine must be pre-approved by your mentor.
- 3) You must remain in good academic standing. This tuition scholarship may be terminated for students placed on academic probation.

All coursework must either fit within your theme's training plan or be pre-approved by your research mentor and/or thesis committee. If not, you will be responsible for the associated tuition/fees and may be subject to non-resident tuition rates.

For both Graduate Student Trainees and Graduate Research Assistants, it is the student's responsibility to notify Scott Austin (scotta@uab.edu) and the appropriate Theme Manager concerning an outstanding student accounting balance. **Students are responsible for any late fees incurred on their student account.** Each term, the deadlines for tuition payments are posted on the Academic Calendar, which is available on the UAB website under UAB Quicklinks. It is important that students are aware of these deadlines and that emails about your student account be forwarded appropriately.

If for some reason there is an overpayment on your student account, immediately notify Scott Austin (scotta@uab.edu) and the appropriate Theme Manager. Overpayments must be corrected immediately. In cases where the overpayment is not adjusted prior to the payment deadline for the following term, the student will be responsible for repaying the amount of the overpayment to offset a portion of the tuition balance for the current term.

GBS Policy 08.2014

Tax Information: Understanding the taxes on financial aid to graduate students

The following information is from the UAB website:
<http://financialaffairs.uab.edu/content.asp?id=343657>).

Types of Financial Aid:

1. Scholarships:

- Scholarships are generally given to graduate students to cover tuition and fees.
- If there is no requirement for service to the university or a third party, a scholarship is not subject to state, local, or federal taxes.
- Most scholarships are applied directly to student fees.
- No W-2 form is issued by UAB.

2. Fellowships*:

- Fellowships typically provide a stipend to defray living expenses, tuition and fees.
- If no service is required to receive the fellowship, it is exempt from state and local taxes.
- Any portion of a fellowship in excess of tuition, fees, and required books and equipment is subject to federal income tax.
- UAB does not withhold taxes from fellowships or issue W-2 forms.
- Students are advised to pay quarterly estimated federal taxes.

** Most 1st year GBS students are funded by Graduate School Fellowships or UAB Comprehensive Minority Faculty and Student Fellowships*

3. Assistantships*:

- Assistantships are compensation given for work performed.
- The most common forms of assistantships are teaching and research assistantships.
- These awards are not exempt from taxes.
- UAB will deduct taxes from checks and issue a W-2 form at the end of the year.

**Graduate students funded by grants and sources other than individual fellowships and training grants are considered to receive assistantships*

What about FICA?

- FICA is the social security tax.
- Fellowships are exempt from FICA.
- Graduate students receiving financial aid are exempt from FICA if they are enrolled in at least 3 credit hours of classes each quarter the exemption is claimed.
- You must enroll on time to be eligible.
- There are no limits on the number of hours worked.

What is the Lifetime Learning Tax Credit?

The lifetime learning tax credit benefits graduate students.

- After June 30, 1998, anyone paying tuition will be eligible for a tax credit.
- Students will be able to take a tax credit of up to \$1,000 on 1998 tax returns for tuition payments made in 1998. The tax credit is 20% of up to \$5,000 in 1998 and 1999. It increases to 20% of up to \$10,000 in 2000.

Interest on Student Loans

Beginning in 1998, interest paid on student loans will be tax deductible for up to 5 years of interest payments. There are restrictions. The more money you make, the less interest you can deduct. Students will have to itemize deductions to take advantage of this. Lenders will be required to report to students and the IRS if the interest on a student loan exceeds \$600 per year.

Some Common Fellowship Programs

- Graduate School Fellowships
- UAB Comprehensive Minority Faculty and Student Development Fellowships
- NSF Fellowships
- NIH Fellowships

Frequently Asked Questions:

1. How do I know what kind of financial aid I have?

Answer: You should receive a letter from your department or program director describing the nature of the award. Any time the award changes, the letter should be reissued. If you don't have a letter, ask for one.

2. I am paid on my advisor's research grant, but I am just working on my thesis. Why are taxes being deducted?

Answer: You have an assistantship. A research grant is awarded to the university for the purpose of conducting research, not training. Your advisor cannot give you fellowship support from a research grant.

3. If I have a fellowship, how do I pay estimated taxes?

Answer: Estimated taxes are due four times per year, starting on April 15th. You can get the forms, [Publ 505 Tax Withholding and Estimated Tax](http://www.irs.gov/pub/irs-pdf/p505.pdf) <http://www.irs.gov/pub/irs-pdf/p505.pdf> and [Publ 970 Scholarships and Fellowships](http://www.irs.gov/pub/irs-pdf/p970.pdf) <http://www.irs.gov/pub/irs-pdf/p970.pdf> , from the IRS web site-- <http://www.irs.ustreas.gov>, as linked above--or from the Graduate School Office, located on the ground floor of the Lister Hill Library (1700 University Boulevard).

4. I have a fellowship, but I supplement it by teaching a class. Will any taxes be deducted from my check?

Answer: Taxes will be deducted only from the portion of your funding that is a teaching assistantship. Because this is compensation, it is fully taxable.

5. I am on an NIH Training Grant. Is this a fellowship or an assistantship?

Answer: NIH Training Grants (e.g., T32, T35, T90) are treated like fellowships.

Graduate School Incentive Program to Promote Individual Fellowship Applications

The *Graduate School Incentive Program to Promote Individual Fellowship Applications* will provide \$500 awards to GBS students who submit fellowship applications and \$1500 additional annual stipend support to GBS students who receive a fellowship award.

Instructions at <http://www.uab.edu/graduate/incentive-program-for-individual-fellowship-applications>

Graduate Student Travel

Graduate student travel for professional reasons may apply to trips for the purpose of attending a scientific conference or learning new techniques. With appropriate documentation travel costs can be paid by grant or other sources. The specific documentation required will be determined by the student's status as a *research assistant* (employee policies apply) or as a *trainee/fellow* (i.e., funded by a training grant or individual fellowship).

Documentation requirements for travel reimbursement:

- **Trainees**
Trainee travel <http://sppublic.ad.uab.edu/policies/content/Pages/UAB-FA-GDL-0000365.aspx>
- **Research Assistants**
Research Assistants <http://uabfinancial.infomedia.com/content.asp?id=208886>

International Professional Travel

From the Office of the Provost:

The Office of the Provost is pleased to announce the development of a new Web-based process for faculty, staff and students to request and receive approval for UAB-related foreign travel. All UAB-Related Foreign Travel Requests must be made online through the UAB Forms site at www.uab.edu/uabforms . **UAB policy requires prior approval through this online request process for all UAB-related foreign travel, including for all students who participate in Study Away programs and/or travel overseas as part of UAB-related activities.**

Students may direct questions to the Office of Study Away at 205-975-6611 or via email to studyabroad@uab.edu.

TRAINING REQUIREMENTS

HIPAA Compliance - www.hipaa.uab.edu/

The University of Alabama at Birmingham (UAB) and The University of Alabama at Birmingham Health System (UABHS) continue to implement policies and procedures necessary to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Our priority at UAB/UABHS remains the highest respect for the privacy of our patients and research participants and the protection of their personal health information.

The UAB HIPAA site is designed to provide you with information regarding UAB/UABHS compliance with the Health Insurance Portability and Accountability Act (HIPAA). A variety of resources are provided within this website to help explain how the HIPAA regulations affect you as an employee, temporary employee, student, volunteer, faculty or contractor at UAB/UABHS. Please [contact us](#) if you have any questions, concerns, or comments. Go to <http://www.hipaa.uab.edu/index.php/contactus> to see a list of staff.

Institutional Animal Care and Use Committee (IACUC) - www.uab.edu/iacuc

The IACUC is responsible for overseeing all aspects of animal care and use at UAB in accordance with federal regulatory agencies and accrediting organization requirements. At UAB, an “animal” is defined as any traditional laboratory animal (mouse, rat, rabbit, etc.), farm animals, wildlife, aquatic animal and some invertebrate species.

To see your requirements for IACUC training, go to www.uab.edu/learningsystem:

1. Log in with your BlazerID and password.
2. Click on the My Learning tab.
3. Scroll down to the Assigned Learning Section.

Before you are able to work with animals at UAB you must:

- Schedule training with the IACUC office or provide evidence of appropriate prior training. Students must complete the following training items, accessible through BlazerNet: (1) Basic training in rules, regulations, ethics and (2) species-specific training. Items 1 and 2 are on-line training modules (approx. 3 hrs).
- Be listed on an approved protocol (existing or new). The Principal Investigator (PI) must have faculty status.
- Apply for access to the appropriate animal facilities.
- Participate in the UAB Occupational Health Program, including an initial health screening for personnel exposed to research animals.
- Understand the protocol and what your responsibilities are.

You are required to submit to a copy of your IACUC training certificate and a copy of the IACUC approval letter for your project to the Coordinator for the Scholarly Activity, VH109C. [IACUC](#) can be contacted via email at: iacuc@uab.edu

IRB - Institutional Review Board for Human Use - www.uab.edu/irb

Initial IRB Training

You need UAB IRB training if you are an employee or student at UAB or TCHA and you

- are listed as an Investigator or "key personnel" (i.e., engaged in the design, conduct, analysis, or reporting of research) on the IRB protocol or funding application; or
- screen potential participants and/or obtain informed consent; or
- have IRB-related responsibilities.

You need UAB IRB training if you are not affiliated with UAB or TCHA and you

- work at another institution that has an IRB Authorization Agreement whereby the UAB IRB is the "IRB of record"; or
- work at another institution and hold an Individual Investigator Agreement whereby the UAB IRB is your "IRB of record."

You do not need UAB IRB training if you

- are not affiliated with UAB or TCHA in any way (e.g., student, employee, consultant);
and
- work at another institution that has its own IRB.

In these cases, you should have your research work reviewed by your IRB.

See the IRB Training website

<http://www.uab.edu/research/administration/offices/IRB/Training/Pages/default.aspx>
for the options that can be used to fulfill the 4-credit requirement for initial IRB training.

Contact Information:

Administration Building, Room 470
701 20th Street South
P 205.934.3789 / F 205.934.1301

Tip Sheet for Students Involved in Research Involving Human or Animal Subjects

	IRB	IACUC	OH&S
Website	www.uab.edu/irb	www.uab.edu/iacuc	www.uab.edu/ohs/
Who can serve as Principal Investigator (PI)?	PI may be the student, however, the faculty mentor must be listed as Co-PI and is equally responsible for the conduct of the study.	PI must have faculty status. List faculty mentor as PI on animal protocol and list student's name in parentheses after title.	PI may be the student, however, the faculty mentor must be listed as Co-PI and is equally responsible for the conduct of the study.
How are students added to a protocol?	1-Submit amendment/revision form noting addition of personnel to existing protocol; 2-submit new protocol including student's name as PI; 3-add student's name to request for changes in investigator's Progress Report (renewal form) if involvement coincides with renewal due date.	1-Submit modification request form noting addition of personnel to existing protocol; 2-submit new protocol including student's name in personnel section, or 3-add student's name to renewal form in involvement coincides with renewal due date.	1-Send email to Donna Williamson (dsw@uab.edu) and indicate protocol name and funding agency (provide OH&S project number) and list student(s) to be added; 2-Amend Project Registration form to include additional student names. Make a note that the addition of students is the only amendment.
When is it a procedural vs. personnel modification?	N/A	If the student proposes to conduct animal procedures that are not already part of an approved protocol under their mentor, then the mentor must either submit an amendment or a new protocol.	N/A
Timeline for review and approval.	Amendment/Revisions are normally reviewed within a week – you may add RUSH to the top of the form with an explanation as to the nature of the rush request – some requests may be returned in 2-3 working days.	Personnel modifications are reviewed within 1-2 business days of receipt and can be approved when all required training documentation is on file. Procedural modifications and new protocols received by the 21 st of the month (or next regular business day if 21 st is holiday or weekend) are entered into the subsequent month for review. Voting for protocols called for Full Committee Review occurs on the last Wednesday of the assigned review month.	Personnel modifications are reviewed within 1-2 business days of receipt. PI and added personnel will be notified if additional information is needed.
Required training.	Initial and continuing Human Subjects Training, as applicable. Available training options and instructions are available at http://www.uab.edu/research/administration/offices/IRB/Training/Pages/default.aspx . If students have completed training at another institution, it may be submitted for review by the ORIB and may be accepted to meet UAB's training requirements. Online training may be started before student arrives on campus.	Students must complete the following training items, accessible through BlazerNet: 1-Basic training in rules, regulations, ethics and 2-species-specific training. Items 1 and 2 are online training models.	Depends on the nature of the research. In addition to IACUC and IRB requirements, the use of material of human origin requires annual bloodborne pathogen training.

	IRB	IACUC	OH&S
Occupational Health Requirements		The requirements for the UAB Occupational Health Program must be met before final approval to work with animals is granted. All non UAB employees must receive clearance from their personal physician indicating that the physician has reviewed the proposed work and the medical history of the individual, that the individual is current for all required immunizations and has been cleared to conduct the work proposed on the UAB Employee Occupational Health Enrollment Form. The letter and the form must be submitted before the requirements are met and the student cleared. Please note: this may take extra time.	The requirements for the UAB Occupational Health Program must be met before final approval to work with animals and certain other work (ie, work with material requiring immunizations) is granted. All non UAB employees must receive clearance from their personal physician indicating that the physician has reviewed the proposed work and the medical history of the individual, that the individual is current for all required immunizations, and has been cleared to conduct the work proposed on the UAB Employee Occupational Health Enrollment Form. The letter and the form must be submitted before the requirements are met and the student cleared. Please note: this may take extra time.
Student defined	An individual enrolled in a UAB undergraduate or graduate program.		
Non UAB student	An individual enrolled in an undergraduate or graduate program at another institution. Non UAB students must complete training; however, training from their "home" institution may be accepted. Please call OIRB for clarification. Non UAB students may need a "Blazer ID" to access online training. Faculty mentors may contact Human Resources for more information about obtaining a Blazer ID and appointment of the student.	An individual enrolled in an undergraduate or graduate program at another institution. Non UAB students may complete training items 1 and 2 but are not eligible for enrollment in the UAB Occupational Health Program. They must submit documentation of an equivalent evaluation provided through their own personal physician. They may use the UAB form, which must be submitted with a physician clearance, as the basis for that evaluation.	An individual enrolled in an undergraduate or graduate program at another institution. Non UAB students may complete UAB online training (call to register) but are not eligible for enrollment in the UAB Occupational Health Program. They must submit documentation of an equivalent evaluation provided through their own personal physician. They may use the UAB form, which must be submitted with a physician clearance, as the basis for that evaluation.
Sponsored Projects	If the student is the Prime Awardee of their own sponsored research project, they must submit a new protocol specifically detailing the protocol which must be concordant with the funding application.	If the student is the Prime Awardee of their own sponsored research project they must submit a new protocol specifically detailing the animal procedures proposed in the corresponding grant, fellowship, contract, etc. If the student is the Prime Awardee of a grant, fellowship, contract, etc. with funds solely for salary support, they must submit the IACUC form to register the project as a salary support project. Note: faculty mentor should be listed as PI on the IACUC form.	If the student is the Prime Awardee of their own sponsored research project and that project either involves material that is potentially hazardous or requires some sort of approval from OH&S, they must submit a new protocol specifically detailing the protocol which must be concordant with the funding application.

Radiation Safety Training: <http://www.uab.edu/ohs/training/radiation-training>

Radiation Safety Training is administered in three parts: 1-online quizzes (4 modules); 2-bioassay; and 3-practicum class.

You can find registration information at <http://www.uab.edu/ohs/training?id=105>.

A certificate of training will be awarded to those individuals who:

- successfully complete the online course,
- fulfill their baseline bioassay requirements, and
- successfully complete a live, hands-on workshop

Instruction in NIH-recommended Individual Development Planning for GBS Students
<http://myidp.sciencecareers.org/>

NIH has encouraged institutions to develop **Individual Development Plans (IDPs)** for all graduate students and postdoctoral researchers supported by NIH awards by October 2014. Use of IDPs is to be reported in all progress reports submitted on/after October 1, 2014, using the Research Performance Progress Report (RPPR). The notice is at **NIH Encourages Institutions to Develop Individual Development Plans for Graduate Students and Postdoctoral Researchers Notice Number: NOT-OD-13-093** .

Individual development plans are important tools in career planning. It is intended that all GBS students participate in IDP instruction, with each newly entered class to receive initial IDP instruction by October 1 of their year of entry. The Graduate School offers IDP instructional sessions that include participant initiation of IDP using the *Science Careers* website tool **myIDP** at <http://myidp.sciencecareers.org>. Theme directors may contact Drs. Jeff Engler engler@uab.edu to schedule a session. Individual themes may also establish their own IDP instruction and related requirements. MSTP students will participate in MSTP-organized IDP training rather than GBS theme-related IDP sessions.

Primary responsibility to assure that GBS students in each theme receive IDP instruction resides with the GBS theme director. A record of IDP instruction and initiation for students of each GBS theme must be provided to Dr. Engler by October 1 annually, to be forwarded to and monitored by the UAB Compliance Office. A session sign-in list or screen shots of the myIDP personal information summary page can provide evidence of participation. The MSTP Office will be responsible for MSTP student IDP instruction reporting to Dr. Engler. Additional IDP resources are available from the CCTS Training Academy and UAB PhD Careers, directed by Jami Armbrester JamiA@uab.edu.

DISABILITY SUPPORT SERVICES

If you have a disability, you aren't at a disadvantage. UAB Disability Support Services (DSS) <http://www.uab.edu/handbook/student-services/c-disability> provides a broad array of services and technologies to make the UAB campus—and a UAB education—accessible for everyone. For more information, continue reading below, review the **Transition Handbook** http://www.uab.edu/images/stuaff/dss/Transition_Handbook.pdf or contact us at dss@uab.edu.

Examples of Services

DSS handles each request for services individually, which ensures you'll receive the accommodations that are appropriate for you. Here are just a few examples of common services DSS can provide (not a comprehensive list):

- priority registration;
- extended time for exams;
- sign language interpreters;
- books in alternative formats such as Braille, books on tape, and large print;
- tape recording of lectures;
- note-taking assistance; and
- testing environments with reduced distractions.

Even computers are more accessible. Features include the following:

- screen reader applications;
- screen magnifier applications;
- large monitors;
- disabled-accessible workstations;
- ergonomic keyboards;
- closed-captioning;
- Braille translation software; and
- voice-to-text software.

This list does not include all the services and equipment available. If you have a specific accommodation request, please inform DSS. DSS does not provide financial aid, attendant (personal) care, transportation services, or tutoring.

How to Register

Registering for services is simple. First, contact DSS at (205) 934-4205 (voice) or (205) 934-4248 (TDD), or visit at 1701 9th Avenue South. You must present documentation of disability to receive DSS services. After DSS receives your completed documentation, you will meet individually with a member of the staff to discuss your accommodations. It's best to register with DSS when you apply to UAB.

Students must register with DSS to receive services; therefore, it is suggested that students with a disability register with DSS as soon as possible to provide the student with the best possible outcome and assistance.

UAB Graduate Biomedical Sciences Technical Standards Required for the Admission, Progression and Completion of the PhD Degree

Technical standards refer to non-academic requirements that are essential for meeting the academic requirements of our graduate programs in biomedical sciences. These standards are essential to the educational purpose and objective of the graduate programs. Within any area of specialization, students must demonstrate competence in those intellectual and physical tasks that together represent the fundamentals of biomedical research in their chosen discipline.

To obtain the PhD degree of the UAB Graduate Biomedical Sciences, students are required to satisfactorily complete a wet or dry laboratory-based research dissertation. The granting of this degree implies that the recipient has demonstrated a base of knowledge in the field and the ability to independently apply that knowledge to solve a particular problem by forming hypotheses, designing and conducting experiments, interpreting the experimental results, and effectively communicating the results and their interpretation to the scientific community.

Candidates for the PhD degree must meet the following minimum technical standards in the areas of observation, communication, motor/sensory coordination, intellectual/critical reasoning skills, and behavioral/social. These five areas include, but are not limited to, the following skills and abilities:

- 1. Observation:** Must be able to accurately acquire knowledge and process such knowledge by direct observation (visual, auditory and tactile) of demonstrations, experiments, and experiences in the lecture hall, laboratory, and online settings. Examples of such demonstrations, experiments and experiences may include, but are not limited to: physiological or pharmacological responses in animals, studies of microbiological cultures and organisms, identification of normal and abnormal cells or tissues through a microscope, and interpretation of results obtained from different scientific instruments and laboratory equipment.
- 2. Communication:** Demonstrate effective oral and written communication and comprehension skills in the English language with peers, faculty, staff, and scientific colleagues in individual and group settings, including, but not limited to, being able to effectively communicate and discuss the student's experimental hypotheses and results to the scientific community in presentations and journals. Students must be able to give and receive constructive feedback. Doctoral students must demonstrate the ability to process feedback and utilize it to conform their behavior to expected professional standards.
- 3. Motor and Sensory function:** Demonstrate sufficient motor and sensory skills to independently perform typical, and often complex, research laboratory duties and experiments. The skills may include, but are not limited to: 1) utilizing and operating laboratory equipment and performing experiments; 2) moving freely and safely in laboratories and classrooms; 3) completing the didactic and laboratory requirements (which may include moderately taxing continuous activity, including prolonged periods of sitting or standing).

4. **Critical Reasoning Skills:** Demonstrate critical reasoning skills, including, but not limited to intellectual, conceptual, integrative and quantitative abilities to solve simple and complex problems. Examples may include, but are not limited to: 1) ability to measure, comprehend, problem solve, compare, calculate, reason, analyze, apply, integrate and synthesize information; 2) acquire, retain, and apply new and learned information; 3) ability to pursue a course of independent research in a laboratory setting, including the ability to plan and execute experiments.
5. **Behavioral and Social Attributes:** Must possess emotional and mental health necessary to demonstrate the ability to fully utilize his or her intellectual abilities, exercise good judgment, effectively interact with and cooperate in group activities and assignments, promptly complete responsibilities inherent to their research project, function under the stress inherent in biomedical research, exhibit professional behavior and understand and comply with ethical standards for the conduct of research. Examples may include, but are not limited to: 1) ability to develop mature and effective professional relationships with peers, faculty, staff, and scientific colleagues; 2) demonstrate impartial motives, attitudes, and values in roles, functions, and relationships; 3) monitor and react appropriately to one's own emotional needs and responses and 4) display appropriate flexibility and adaptability in the face of stress or uncertainty associated with technical difficulties in research or scientific review (e.g., criticism of ideas shared in written or oral presentations, manuscripts, etc.).

Theme Specific Requirements In addition to the areas enumerated above, applicants and students must also possess any abilities and skills deemed essential for their particular theme. These areas of enumerated skills and abilities are the minimum attributes required of applicants for admission, progression and completion of the Ph.D. Degree.

Accommodations UAB Graduate Biomedical Sciences is committed to providing equal opportunity to all students. All students admitted to the GBS program must be able to meet both the academic and the technical standards with or without accommodation(s). GBS will collaborate with students and UAB Disability Support Services to provide reasonable accommodations to otherwise qualified persons with disabilities. Reasonable accommodations are those that do not significantly alter the fundamental and essential requirements of the program and do not impose undue hardship on the institution. It is the student's responsibility to make a request for a reasonable accommodation. GBS program administrators, along with UAB DSS, will engage in an interactive process with each student on an individualized basis in considering each student's request for accommodation.

Each student admitted to the GBS program must certify in writing at time of admission that they understand and meet the technical standards set forth herein.

Qualified students who wish to request an accommodation should contact the UAB DSS office.

dss@uab.edu
P 205.934.4205
F 205.934.8170

Physical Address:
9th Avenue Office Building
1701 9th Avenue South

STUDENT ENGAGEMENT

1715 9th Avenue South / 205-975-9509 / engagement@uab.edu

The Office of Student Engagement aims to provide developmental learning, holistic engagement and preventative education to every member of the UAB community.

Student Engagement staff aims to:

- Work with students to help identify and overcome barriers to success
- Help students get connected to campus and community resources
- Serve as advocates to help students navigate the university system
- Provide referrals for longer-term care
- Conduct outreach and education to students and other campus community partners on relevant issues students may face
- Serve in consultation to staff, faculty, students and families
- Interpret and uphold the [University Non-Academic Code of Conduct](#) to provide a safe and inclusive campus community environment

You're not alone; we are here to help.

[Student Engagement](#) is committed to nurturing, protecting and providing for its students. If you or someone you know is the victim of a physical or sexual assault or domestic violence, please remember: you are not alone. It is not your fault. UAB departments such as [Counseling Services](#), [Student Health Services](#), [Women's Counseling Center](#), and Student Engagement are here to offer assistance. Within Student Engagement, we have Case Managers to work closely and confidentially with undergraduate and graduate students. We will help you [report a crime](#), receive medical attention or get you connected to the right resources. If you or someone you know is struggling with depression, thoughts of suicide, or alcohol or drug abuse, we have assembled a list of medical professionals, counselors and support agencies, both on and off-campus, to lead you back to recovery.



Andy Marsch
Grad Student Ombudsman and
Assistant Vice President of Student Life
marsch@uab.edu



Shawra Rainer
Case Management Specialist
sranier@uab.edu
934.4175

COUNSELING SERVICE

The Student Health and Wellness Center (SHWC) Counseling Service assists in developing student's potential in physical, academic, spiritual, psychosocial, emotional and vocational areas.

- Individual and couples counseling
- Crisis counseling
- Wellness programs
- Group opportunities
- Educational resources

Confidential counseling services are available to all currently enrolled UAB students at no cost. Psychiatric services are also available.

For more information, call 205.934.5816.

WOMEN'S COUNSELING CENTER

SHWC also offers counseling advocacy and support services for women for, but not limited to, the following concerns:

- Eating disorders
- Sexual assault
- Sexual harassment
- Other mental health issues that affect women

For further information, call 205.934.6946.

The Counseling & Wellness Center offers no cost, confidential counseling related to personal growth, human development and interpersonal relationships. Our services are available to all currently-enrolled UAB students.

OFFICE OF EQUITY AND DIVERSITY

Goals

- Fully implement and regularly assess UAB policies related to affirmative action and equal opportunity.
- Explore creative ways to promote diversity and a university climate that is inviting and sustaining for all and to help all members of the community to understand and learn from each other.
- Actively foster and maintain effective external relations and collaborations in the city, state and nation that enhance support for programs of diversity and equity.
- Develop and implement activities to enhance external support for equity and diversity programs with particular emphasis on minority medical programs, undergraduate scholarships and graduate fellowships.

Available Graduate Fellowships

The Comprehensive Minority Faculty and Student Development Program (CMFSDP)

<http://www.uab.edu/equitydiversity/programs/scholarship-programs/8-programs/programs/42-awards>

(\$23,000 plus tuition and fees)

Graduate Fellowships are available to qualified African American students, newly enrolled at UAB and seeking to earn a Ph.D. degree. Applicants must be United States citizens or permanent United States residents and not hold a degree higher than a bachelor in order to be eligible to receive a fellowship. "These fellowships are for beginning graduate students only." The Office for Equity and Diversity will provide fellowship support for three years and the particular department must agree to provide an additional one or two years of fellowship support as needed and assign a faculty mentor to assist the student. *Note that the award stipend will be supplemented to the full GBS stipend level by mentor or departmental resources.*

The Equity and Diversity Enhancement Program (EDEP)

<http://www.uab.edu/equitydiversity/programs/scholarship-programs/8-programs/programs/59-edep>

(\$23,000 plus tuition and fees)

Graduate Fellowships are available to qualified underrepresented minority or women students, newly enrolled at UAB and seeking to earn a Ph.D. degree. Applicants must be United States citizens or permanent United States residents and not hold a degree higher than a bachelor in order to be eligible to receive a fellowship. "These fellowships are for beginning graduate students only." The Office for Equity and Diversity will provide fellowship support for three years and the particular department must agree to provide an additional one or two years of fellowship support as needed and assign a faculty mentor to assist the student. *Note that the award stipend will be supplemented to the full GBS stipend level by mentor or departmental resources.*

Contact Information: 401 Campbell Hall / 1300 University Blvd
T 205.834.8762 / www.uab.edu/equitydiversity/

STUDENT PROGRAMS AND ORGANIZATIONS

Graduate Student Research Days:

<http://www.uab.edu/graduate/graduate-student-research-days>

Graduate Student Research Days (GSRD) is a University-wide event held annually in early spring as a forum for graduate students to make oral presentations of their research to an audience of their peers. A group of faculty and post-doctoral fellows, representing a diverse group of scholars act as judges and prizes are awarded for outstanding presentations. Please see for details.

Professional Development Program:

<http://www.uab.edu/graduate/graduate-program-listing/professional-development-program>

Today's researchers, scientists, and academics face an increasingly competitive world. This is true not only in their fields of study, but in the areas of professional presentations, university teaching, publishing, inter-disciplinary collaboration, and fellowship and grant writing. Indeed, many leading institutions view these communication abilities as prerequisites for career advancement. This is why UAB's Professional Development Program offers ongoing support for graduate students, post-doctoral fellows and visiting scholars who want to take advantage of the school's resources to enhance their skills.

Under the direction of [Dr. Kellie Carter](#), the program offers semester-long credit courses as well as day-long workshops in a variety of areas, such as

- Career Support & Advancement
- Academic & Grant Writing
- Teaching at the College Level
- Presentation & Discussion Skills
- Academic English for Internationals
- Pronunciation & Accent Improvement

Click on [Professional Development Courses](#) and [Professional Development Workshops](#) for a detailed list of offerings. To view special courses and sections designed for English language learners, see [Academic English for Internationals](#). Check out the PDP website for the Current Schedule for a list of available offerings.

Graduate Student Government (GSG):

<http://www.uab.edu/gsg/>

UAB graduate students are represented by the Graduate Student Government (GSG), which works closely with the Graduate School and other offices of the university administration in formulating policy and meeting student needs. All graduate students are automatically members of the GSG, and the GSG Senate is composed of student representatives from graduate programs. Interested students should contact any GSG officer if they would like to become a GSG Senator.

Black Graduate Student Association (BGSA):

<http://www.uab.edu/bgsa/>

The Black Graduate Student Association (BGSA) was founded in 1993. We are dedicated to the pursuit of academic excellence and social and political awareness with respect to African-Americans at the University of Alabama at Birmingham (UAB). In an effort to make our members' time here at UAB more enjoyable, we sponsor social events, pertinent forums dedicated to issues of interest in the African American community at our Black Lecture Series "Meeting of the Minds", activism opportunities, an annual conference and much more! Come and see for yourself at our next general body meeting.

UAB Graduate Career Awareness and Trends (GCAT):

<http://www.uab.edu/gcat/>

Graduate Careers Awareness and Trends is a student-initiated and student-run informal discussion group open to all graduate students and postdocs. It is sponsored by the Comprehensive Arthritis, Musculoskeletal and Autoimmunity Center, the UAB Graduate School, UAB Graduate Student Association, and the UAB Post-Doc Association.

The GCAT hosts a monthly **seminar** highlighting careers for scientists outside academia. Students and postdocs may also register for our annual **Career Development Workshop**. This is a two-day workshop that includes speakers from nonacademic sectors including biotech companies, pharmaceutical companies, patent law, and government agencies as well as from academia including UAB and local small colleges.

Graduate Biomedical Student Outreach (GBSO)

http://uab.orgsync.com/show_profile/53205-graduate-biomedical-student-outreach

The Graduate Biomedical Student Outreach Committee (GBSO) serves to meet the needs of the students in Graduate Biomedical Science themes, associated programs and departments through programming and events that encourage interaction between students, faculty and the greater scientific community. It is our mission to bridge the temporal and disciplinary divides amongst PhD trainees and candidates at UAB in order to enrich the academic environment, stimulate prosperous collaboration, and foster a climate that is inclusive of all students in the biomedical sciences. GBSO members are selected by themes that they represent.

For all Graduate School resources, policies and guidelines see the Graduate School website at <http://www.uab.edu/graduate/>

GBS FIRST YEAR CURRICULUM

Theme-Specific Course Recommendations

All incoming GBS students will take 3 common courses in Basic Biosciences:

GBS 707 – Basic Biochemistry and Metabolism (Aug 11-Sep 21, 2015)

GBS 708 – Basic Genetics and Molecular Biology (Sep 22-Nov 2, 2015)

GBS 709 – Basic Biological Organization (Nov 3-Dec 18, 2015)

NOTE -- Additional course and/or other requirements may be required as specified by their chosen theme as described below. In consultation with the theme director, a cross-theme curriculum may be designed to meet the specific research interests of individual GBS students.

Themes may have additional courses in place for their first year students to run concurrent with GBS Basic Biosciences courses. Check with your Theme Director and Theme Manager.

All students will also participate in Lab Rotations as specified by their theme directors/managers.

The entire first year curriculum, arranged with Theme recommendations, is found on the following pages.

Biochemistry, Structural & Stem Cell Biology Theme (BSSB)

FALL SEMESTER (Aug 10-Dec 18, 2015)

GBS 795: Lab Rotation 1 (Aug 24-Nov 18) – Poster Session, Nov 18

GBS 707: Basic Biochemistry and Metabolism (Aug 11-Sep 21)

GBS 708: Basic Genetics and Molecular Biology (Sep 22-Nov 2)

GBS 709: Basic Biological Organization (Nov 3-Dec 18)

Additional Requirement(s):

GBSC 701: Graduate Student Research Meeting (meets once a month; you should attend but do NOT register for it during the first year)

Note: Next Lab Rotation is Nov 19, 2015-Mar 1, 2016, but you register for it in Spring Semester.

SPRING SEMESTER (Jan 4-Apr 25, 2016)

GBS 796: Lab Rotation 2 (Nov 19, 2015-Mar 1, 2016) – Poster Session, Mar 2

GBS 781: Molecular Enzymology (Jan 4-Feb 1)

GBS 782: Molecular Genetics (Feb 2-Feb 29)

GBS 783: RNA Biology (Mar 1-28)

GBS 784: Stem Cell Biology (Mar 29-Apr 25)

Additional Requirements:

---BY 755: Biometry (Biostats requirement) (January –May) You may choose to take this in Year 2 Spring, but it is recommended for this semester.

---GBSC 701: Graduate Student Research Meeting (meets once a month; you should attend but do NOT register for it during the first year)

Note: Next Lab Rotation is March 2-May 26, but you register for it in Summer Semester.

SPRING BREAK: April 26-29(if no course conflicts)

SUMMER SEMESTER (May 9-Aug 10, 2016)

GBS 797: Lab Rotation 3 (Mar 2-May 27) – Poster Session, May 27: Register in summer

GBS 747: SpTp-Scientific Communication and Review (May 2-30)

FALL SEMESTER of second year

GRD 717: Principles of Scientific Integrity (Ethics requirement)

Rotation Note: For students who did their 1st rotation during Summer 2015, your 2nd rotation will be Aug 24-Nov 18; your 3rd rotation will be Nov 19, 2015-Mar 1, 2016.

Cancer Biology Theme (CANB)

FALL SEMESTER (Aug 10-Dec 18, 2015)

GBS 795: Lab Rotation 1 (Aug 24-Nov 18) – Poster Session, Nov 18

GBS 707: Basic Biochemistry and Metabolism (Aug 11-Sep 21)

GBS 708: Basic Genetics and Molecular Biology (Sep 22-Nov 2)

GBS 709: Basic Biological Organization (Nov 3-Dec 18)

Additional Requirement(s):

CANB Theme Student Research Meeting & Presentation, every 1st Wednesday, 11am, SHEL 105

Note: Next Lab Rotation is Nov 19, 2015-Mar 1, 2016, but you register for it in Spring Semester.

SPRING SEMESTER (Jan 4-Apr 25, 2016)

GBS 796: Lab Rotation 2 (Nov 19, 2015-Mar 1, 2016) – Poster Session, Mar 2

GBS 710: Cell Signaling (Jan 4-Feb 1)

GBS 720: Genomic Structure & Function (Feb 2-Feb 29)

GBS 774: Cancer Immunology (Mar 1-28)

GBS 753: Pharmacology & Molecular Medicine (Mar 29-Apr 25)

Additional Requirements:

---BY 755: Biometry (Biostats requirement) (January –May) You may choose to take this in Year 2 Spring, but it is recommended for this semester.

---CANB Theme Student Research Meeting & Presentation, every 1st Wednesday, 11am, SHEL 105

Note: Next Lab Rotation is March 2-May 26, but you register for it in Summer Semester.

SPRING BREAK: April 26-29(if no course conflicts)

SUMMER SEMESTER (May 9-Aug 10, 2016)

GBS 797: Lab Rotation 3 (Mar 2-May 27) – Poster Session, May 27: Register in summer

GBS 770: Pathobiology of Cancer (May 2-30)

Additional Requirement:

CANB Theme Student Research Meeting & Presentation, every 1st Wednesday, 11am, SHEL 105

FALL SEMESTER of second year

GRD 717: Principles of Scientific Integrity (Ethics requirement)

Rotation Note: For students who did their 1st rotation during Summer 2015, your 2nd rotation will be Aug 24-Nov 18; your 3rd rotation will be Nov 19, 2015-Mar 1, 2016.

Cell, Molecular, and Development Biology Theme (CMDB)

FALL SEMESTER (Aug 10-Dec 18, 2015)

GBS 795: Lab Rotation 1 (Aug 24-Nov 18) – Poster Session, Nov 18

GBS 707: Basic Biochemistry and Metabolism (Aug 11-Sep 21)

GBS 708: Basic Genetics and Molecular Biology (Sep 22-Nov 2)

GBS 709: Basic Biological Organization (Nov 3-Dec 18)

Additional Requirement(s):

Joint Theme Student Research Presentation with CMDB & GGB, 1st Friday each month, 12noon, BBRB 170

Note: Next Lab Rotation is Nov 19, 2015-Mar 1, 2016, but you register for it in Spring Semester.

SPRING SEMESTER (Jan 4-Apr 25, 2016)

GBS 796: Lab Rotation 2 (Nov 19, 2015-Mar 1, 2016) – Poster Session, Mar 2

GBS 710: Cell Signaling (Jan 4-Feb 1)

GBS 712: Cellular/Molecular Aspects of Developmental Biology (Feb 2-Feb 29)

GBS 714: Developmental Neurobiology (Mar 1-28)

GBS 784: Stem Cell Biology (Mar 29-Apr 25)

Additional Requirements:

---BY 755: Biometry (Biostats requirement) (January –May) You may choose to take this in Year 2 Spring, but it is recommended for this semester.

---Joint Theme Student Research Presentation with CMDB & GGB, 1st Friday each month, 12noon, BBRB 170

Note: Next Lab Rotation is March 2-May 26, but you register for it in Summer Semester.

SPRING BREAK: April 26-29(if no course conflicts)

SUMMER SEMESTER (May 9-Aug 10, 2016)

GBS 797: Lab Rotation 3 (Mar 2-May 27) – Poster Session, May 27: Register in summer
GBS 747: SpTp-Scientific Communication and Review (May 2-30)

FALL SEMESTER of second year

GRD 717: Principles of Scientific Integrity (Ethics requirement)

Rotation Note: For students who did their 1st rotation during Summer 2015, your 2nd rotation will be Aug 24-Nov 18; your 3rd rotation will be Nov 19, 2015-Mar 1, 2016.

Genetics, Genomics and Bioinformatics Theme (GGB)

FALL SEMESTER (Aug 10-Dec 18, 2015)

GBS 795: Lab Rotation 1 (Aug 24-Nov 18) – Poster Session, Nov 18

GBS 707: Basic Biochemistry and Metabolism (Aug 11-Sep 21)

GBS 708: Basic Genetics and Molecular Biology (Sep 22-Nov 2)

GBS 709: Basic Biological Organization (Nov 3-Dec 18)

Additional Requirement(s):

Joint Theme Student Research Presentation with CMDB & GGB, 1st Friday each month,
12noon, BBRB 170

Note: Next Lab Rotation is Nov 19, 2015-Mar 1, 2016, but you register for it in Spring Semester.

SPRING SEMESTER (Jan 4-Apr 25, 2016)

GBS 796: Lab Rotation 2 (Nov 19, 2015-Mar 1, 2016) – Poster Session, Mar 2

GBS 724: Principles of Human Genetics (Jan 4-Feb 1)

GBS 720: Genomic Structure & Function (Feb 2-Feb 29)

GBS 722: Bioinformatics (Mar 1-28)

GBS 723: Model System for Genetic Analysis (Mar 29-Apr 25)

Additional Requirements:

---BY 755: Biometry (Biostats requirement) (January –May) You may choose to take this in Year 2 Spring, but it is recommended for this semester.

---Joint Theme Student Research Presentation with CMDB & GGB, 1st Friday each month,
12noon, BBRB 170

Note: Next Lab Rotation is March 2-May 26, but you register for it in Summer Semester.

SPRING BREAK: April 26-29(if no course conflicts)

SUMMER SEMESTER (May 9-Aug 10, 2016)

GBS 797: Lab Rotation 3 (Mar 2-May 27) – Poster Session, May 27: Register in summer

GBS 770: Pathobiology of Cancer (May 2-30)

FALL SEMESTER of second year

GRD 717: Principles of Scientific Integrity (Ethics requirement)

Rotation Note: For students who did their 1st rotation during Summer 2015, your 2nd rotation will be Aug 24-Nov 18; your 3rd rotation will be Nov 19, 2015-Mar 1, 2016.

Immunology Theme (IMM)

FALL SEMESTER (Aug 10-Dec 18, 2015)

GBS 795: Lab Rotation 1 (Aug 24-Nov 18) – Poster Session, Nov 18

GBS 707: Basic Biochemistry and Metabolism (Aug 11-Sep 21)

GBS 708: Basic Genetics and Molecular Biology (Sep 22-Nov 2)

GBS 709: Basic Biological Organization (Nov 3-Dec 18)

Note: Next Lab Rotation is Nov 19, 2015-Mar 1, 2016, but you register for it in Spring Semester.

SPRING SEMESTER (Jan 4-Apr 25, 2016)

GBS 796: Lab Rotation 2 (Nov 19, 2015-Mar 1, 2016) – Poster Session, Mar 2

GBS 740A: Intro to Immunology Part 1 (Jan 4-Feb 1)

GBS 740B: Intro to Immunology Part 2 (Feb 2-Feb 29)

GBS 745: Neuro Immunology (Mar 1-28)

GBS 741: Lymphocyte Biology (Mar 29-Apr 25)

Additional Requirements:

BY 755: Biometry (Biostats requirement) (January –May) You may choose to take this in Year 2 Spring, but it is recommended for this semester.

Note: Next Lab Rotation is March 2-May 26, but you register for it in Summer Semester.

SPRING BREAK: April 26-29(if no course conflicts)

SUMMER SEMESTER (May 9-Aug 10, 2016)

GBS 797: Lab Rotation 3 (Mar 2-May 27) – Poster Session, May 27: Register in summer

GBS 718: Epigenetics (May 2-30)

FALL SEMESTER of second year

GRD 717: Principles of Scientific Integrity (Ethics requirement)

Rotation Note: For students who did their 1st rotation during Summer 2015, your 2nd rotation will be Aug 24-Nov 18; your 3rd rotation will be Nov 19, 2015-Mar 1, 2016.

Microbiology Theme (MIC)

FALL SEMESTER (Aug 10-Dec 18, 2015)

- GBS 795: Lab Rotation 1 (Aug 24-Nov 18) – Poster Session, Nov 18
- GBS 707: Basic Biochemistry and Metabolism (Aug 11-Sep 21)
- GBS 708: Basic Genetics and Molecular Biology (Sep 22-Nov 2)
- GBS 709: Basic Biological Organization (Nov 3-Dec 18)

Note: Next Lab Rotation is Nov 19, 2015-Mar 1, 2016, but you register for it in Spring Semester.

SPRING SEMESTER (Jan 4-Apr 25, 2016)

- GBS 796: Lab Rotation 2 (Nov 19, 2015-Mar 1, 2016) – Poster Session, Mar 2
- GBS 760: Prokaryotic Genes and Molecular Biology (Jan 4-Feb 1)
- GBS 762: Virology (Feb 2-Feb 29)
- GBS 763: Microbial Pathogenesis (Mar 1-28)
- GBS 768: Communicating Science (Mar 29-Apr 25)

Additional Requirements:

- BY 755: Biometry (Biostats requirement) (January –May) You may choose to take this in Year 2 Spring, but it is recommended for this semester.

Note: Next Lab Rotation is March 2-May 26, but you register for it in Summer Semester.

SPRING BREAK: April 26-29(if no course conflicts)

SUMMER SEMESTER (May 9-Aug 10, 2016)

- GBS 797: Lab Rotation 3 (Mar 2-May 27) – Poster Session, May 27: Register in summer 5th Module – TBD - (May 2-30)

FALL SEMESTER of second year

- GRD 717: Principles of Scientific Integrity (Ethics requirement)

Rotation Note: For students who did their 1st rotation during Summer 2015, your 2nd rotation will be Aug 24-Nov 18; your 3rd rotation will be Nov 19, 2015-Mar 1, 2016.

Neuroscience Theme (NESC)

Prior to Fall Semester:

- GBS 730: Intro to Neurobiology, the Dauphin Island course (Jul 21-Aug 7)

FALL SEMESTER (Aug 10-Dec 18, 2015)

- GBS 795: Lab Rotation 1 (Aug 24-Nov 18) – Poster Session, Nov 18
- GBS 707: Basic Biochemistry and Metabolism (Aug 11-Sep 21)
- GBS 708: Basic Genetics and Molecular Biology (Sep 22-Nov 2)
- GBS 709: Basic Biological Organization (Nov 3-Dec 18)

Note: Next Lab Rotation is Nov 19, 2015-Mar 1, 2016, but you register for it in Spring Semester.

SPRING SEMESTER (Jan 4-Apr 25, 2016)

GBS 796: Lab Rotation 2 (Nov 19, 2015-Mar 1, 2016) – Poster Session, Mar 2

GBS 710: Cell Signaling (Jan 4-Feb 1)

GBS 746: SpTp-Cell Neurophysiology (Feb 2-Feb 29)

GBS 787: SpTp-Cell Mechanism of Neuro Function (Mar 1-28) --- **OR** ---

GBS 714: Developmental Neuroscience (Mar 1-28)

GBS 788: SpTp-Neuroscience Systems (Mar 29-Apr 25)

GBS 791: Grad Neuro Discussions (Jan-Apr)

Note: Next Lab Rotation is March 2-May 26, but you register for it in Summer Semester.

SPRING BREAK: April 26-29(if no course conflicts)

SUMMER SEMESTER (May 9-Aug 10, 2016)

GBS 797: Lab Rotation 3 (Mar 2-May 27) – Poster Session, May 27: Register in summer

GBS 733: Disease of the Nervous System (May 2-30)

FALL SEMESTER of second year

GRD 717: Principles of Scientific Integrity (Ethics requirement)

SPRING SEMESTER of second year

BY 755: Biometry (Jan-May) – biostats requirement

Rotation Note: For students who did their 1st rotation during Summer 2015, your 2nd rotation will be Aug 24-Nov 18; your 3rd rotation will be Nov 19, 2015-Mar 1, 2016.

Pathobiology and Molecular Medicine Theme (PBMM)

FALL SEMESTER (Aug 10-Dec 18, 2015)

GBS 795: Lab Rotation 1 (Aug 24-Nov 18) – Poster Session, Nov 18

GBS 707: Basic Biochemistry and Metabolism (Aug 11-Sep 21)

GBS 708: Basic Genetics and Molecular Biology (Sep 22-Nov 2)

GBS 709: Basic Biological Organization (Nov 3-Dec 18)

Note: Next Lab Rotation is Nov 19, 2015-Mar 1, 2016, but you register for it in Spring Semester.

SPRING SEMESTER (Jan 4-Apr 25, 2016)

GBS 796: Lab Rotation 2 (Nov 19, 2015-Mar 1, 2016) – Poster Session, Mar 2

GBS 750: Nerve, Muscle, Bones (Jan 4-Feb 1)

GBS 751: Heart, Lung, Kidney (Feb 2-Feb 29)

GBS 752: GI, Endocrinology, Immune System (Mar 1-28)

GBS 753: Pharmacology & Molecular Medicine (Mar 29-Apr 25)

Additional Requirements:

BY 755: Biometry (Biostats requirement) (January –May) You may choose to take this in Year 2 Spring, but it is recommended for this semester.

Note: Next Lab Rotation is March 2-May 26, but you register for it in Summer Semester.

SPRING BREAK: April 26-29(if no course conflicts)

SUMMER SEMESTER (May 9-Aug 10, 2016)

GBS 797: Lab Rotation 3 (Mar 2-May 27) – Poster Session, May 27: Register in summer

GBS 747: SpTp-Scientific Communication and Review (May 2-30)

FALL SEMESTER of second year

GRD 717: Principles of Scientific Integrity (Ethics requirement)

Rotation Note: For students who did their 1st rotation during Summer 2015, your 2nd rotation will be Aug 24-Nov 18; your 3rd rotation will be Nov 19, 2015-Mar 1, 2016.

GENERAL ACADEMIC REQUIREMENTS

General requirements for first year students:

- a) A working knowledge of the content of the 3 Core topics is expected of all GBS students. A letter grade of “C” or below is considered a failing grade. If a student does not pass any of the three core courses (Fall semester, GBS 707, 708, 709), he/she will be required to retake that course. If a passing grade is not obtained in the second attempt, the student will be dismissed from the GBS program.
- b) Students that earn a C or lower in a first-year GBS module course must retake the course. Receiving a C in the same course twice (or failing to complete the same course twice) will result in dismissal from the GBS program.
- c) Three letter grades of C in any combination of first-year courses or rotations will result in dismissal from the GBS program. Course and rotation grades will be effective upon receipt by the student’s Theme Director at the end of the course or rotation, rather than at the end of the semester, with regard to the student’s continuation in the program.
- d) A student who wishes to appeal his/her dismissal decision based on the reasons above must file a written appeal to the GBS Steering & Oversight (SOC) Chair, who will then convene the GBS Student & Faculty Affairs Committee (SFAC) to review and make a recommendation as to the merits of the dismissal. The SFAC will also be convened to hear appeals by the Theme Director for a student failing to meet the General Academic Requirements to request continuation in the GBS program. *See GBS SOC: Policies & Procedures for SFAC appeal processes.*
- e) Students must achieve a letter grade of B or better in all required first year courses of his/her selected theme before advancing to the qualifying exam in that theme.
- f) The Biostatistics course (BY 755) will be offered in the spring term of the first year, running concurrently with other courses for the entire semester. GRD 717-Principles of Scientific Integrity (ethics course) is usually taken in the fall of the second year. However, if the theme director and/or manager instructs a student to take them both during the second year, the student should follow those instructions.
- g) Tutoring is available for first year GBS students. If a student needs a tutor, he or she should contact his or her Theme Manager, who should inform the Theme Director and consult regarding a tutor recommendation. The Theme Manager can then connect the student in need to the recommended tutor(s).

GBS SOC 7.2015

General requirements for second year and beyond:

- a) At least 3 advanced courses will be required for students in all GBS themes. Each theme defines what constitutes an advanced course and may display on their website pre-approved advanced courses. If a course is not listed, then the student must contact the Program Manager or Theme Director to see if the course qualifies. Each theme may require more than 3 advanced courses, particularly if the advanced courses are 2 hours credit. One of the advanced courses* can be an off-site course such as those offered by Cold Spring Harbor, but this must be approved ahead of time by the Theme Director (or theme curriculum committee) and the mentor. These

courses are typically at least one week long and have class/lab times of 40 hours or more. Completion of the course with a grade of “B” or better is required to count toward the advanced courses requirement. The three advanced courses have to be 700 level classes to count as “advanced courses”. Other courses, such as 500 or 600 level classes, can be taken for graduate credit, but they will not count towards the “three advanced courses” requirement.

- b) Graduate courses offered by other UAB Schools require prior mentor approval and documentation of approval to the theme manager.
- c) The mentor and the student’s thesis committee will decide the appropriateness of all advanced courses taken by each student.
- d) Graduate classes can be taken off-site, such as those for GBS students at Hudson Alpha, with the prior approval of the Theme Director and mentor.
- e) The Graduate School requires that 48 credit hours should be completed prior to admission to candidacy. GBS students taking the standard course load (9 credit hours during the fall, spring and summer semesters) will fulfill this requirement before the end of the second year.
- f) Participation in a journal club will be required for all GBS students in both the Fall and Spring semesters until graduation.

***Note that individual themes may have additional requirements for their participating students.**

Oversight of GBS Student Course Selection

GBS policy stipulates that each GBS Theme should specify guidelines for course work that is required to allow students in the Theme to sit for their qualifying examinations and ultimately to defend their dissertations. Implementation of Theme Curriculum guidelines follows review by the GBS Curriculum Committee and approval by the GBS Steering and Oversight Committee.

Each student should develop a curriculum plan that optimally prepares the student for his/her anticipated dissertation research and for the student’s long-term career goals. In developing this plan, the student should be sure to meet course requirements specified by the Theme, and by the MSTP if the student is a MD/PhD student, and seek the advice of the mentor and members of the dissertation advisory committee. **The only individuals authorized to specify the student's course selections are the student, the dissertation mentor, the dissertation advisory committee, the Theme Director and/or the MSTP Director.** If there is disagreement between the student, the mentor and/or the dissertation advisory committee concerning the student’s curriculum, the Theme and/or MSTP Director will make the decision regarding what course work is required. The student or the mentor may petition the GBS Steering and Oversight Committee regarding any unresolved disagreement. The decision of the GBS Steering and Oversight Committee will be final.

Exams and Grading

Examinations in GBS 707,708,709 and selected other GBS courses will be mixed format examinations (essay, short answer, and/or multiple choice). The course instructors that have lectured on the topics to be tested, the heads of the relevant lecture blocks, and the course director will determine the exact composition of each examination.

- a) All examinations will be closed book and will be held for a maximum of 3 hours each. For in-class examinations, the use of dictionaries, calculators, and other electronic devices (e.g., cell phones, laptops, pagers, etc.) will be at the discretion of the course director.
- b) Each examination will be graded and returned to the students within 2 weeks. Grades will be determined on the basis of the following criteria: **A**: scores that are > 1 standard deviation (SD) above the class mean; **B**: scores that are +/- 1 SD around the class mean; **C**: scores that are between 1 and 2 SD below the class mean; **F**: scores that are greater than 2 SD below the class mean. In special circumstances, the grading scale can be adjusted for the class as a whole (i.e., "curved") at the discretion of the course master and Theme Director. A letter grade of **C** or below is considered a failing grade.
- c) Course and rotation grades will be effective upon receipt by the student's Theme Director at the end of the course or rotation, rather than at the end of the semester, with regard to the student's continuation in the program.
- d) The Honor System is a part of the exam process. The Honor System seeks to establish a fair academic environment and to maintain high standards of ethical and professional conduct. If any student feels these standards are not met, he or she is able to defer to the GBS Student & Faculty Affairs Committee (See *Academic Ethics and Conduct Policy & Procedure*) without prejudice, which will first investigate the matter and then make a ruling if warranted.
- e) Students who miss an examination will be allowed to make up the test only in cases of documented medical or family emergencies. This documentation must be provided immediately before or after the date of the examination. The decision to administer a make-up examination, and the format of that examination, will be at the discretion of the course master.

GBS Theme Directors Update 4. 2013

Temporary Grade Notations

The temporary notation of "I" may be reported at the discretion of the instructor to indicate that the student has performed satisfactorily in the course but, due to unforeseen circumstances, is unable to finish all the course requirements. An "I" should never be given to enable a student to raise a deficient grade. This notation should not be used unless there is reasonable certainty that the requirements will be completed during the following semester. The student will have one semester to complete the remaining course requirements. If the student does not complete the remaining course requirements within one semester, the "I" will be changed to an "F." If the course is offered once per year, the theme may request an extension for the amount of time that the student has to complete the course requirements. Requests for extensions must be approved by the course

instructor, graduate program director, and the Graduate School Dean. Requests for extensions should be made well in advance of the semester's end, in order to avoid the "I" being changed to an "F."

Please note: Students should not register for the course during the extended period since they are completing the requirements for a course from a prior term.

11/27/2012 Modified from Graduate Student Handbook for GBS use 11.2012
Latest modification: 3.2013

UAB Graduate School Handbook: Academic Performance Guidelines

Good Academic Standing

For a student to maintain good academic standing in the Graduate School, a grade point average of at least 3.0 (B average) and overall satisfactory performance on pass/not pass courses are required. Satisfactory performance on pass/not pass courses is defined as earning at least as many hours of P grades as hours of NP grades.

Conditional Dismissal

A degree-seeking or nondegree-seeking graduate student, who has been in good academic standing but who, at the end of any semester, fails to meet the criteria to continue in good academic standing will be placed on probation. Such a student must re-establish good academic standing within the next two semesters of graduate study undertaken. Students who do not accomplish this level of performance will be dismissed from the UAB Graduate School. The rules stated above govern university probation and dismissal, administered by the Graduate School. Individual graduate programs may establish and administer program probation and dismissal governed by more stringent requirements. In general, a student's retention in a specific graduate program is contingent on the faculty's belief that the student is likely to complete the program successfully. If the faculty ceases to hold this belief, the student may be dismissed from the program.

UAB Graduate Student Handbook

ROTATIONS & SELECTING A DISSERTATION MENTOR

Rotation Schedule:

Lab Rotation 1: August 24-November 18, 2015
Poster Session: November 18

Lab Rotation 2*: November 21, 2015-March 1, 2016
Poster session: March 2

Note: Although this rotation begins in Fall semester, you register for it in Spring semester

Lab Rotation 3: March 2-May 26, 2016
Poster session: May 25

Note: Although this rotation begins and ends in Spring semester, you register for it in Summer

Students who began their rotations in Summer Semester 2015 will register for Lab Rotation 2 in Fall and Lab Rotation 3 in Spring. They are expected to identify their permanent mentor lab close to the end of the third rotation

*First year rotation students should not be expected to be present in the lab during the week between the Christmas and New Year's holidays, regardless of whether or not UAB remains open. The time for this second rotation has been extended by one week to accommodate this break.

GBS 9.2013

Rotation and Mentor Selection Process

Rotation Registration

Students begin their first rotation on August 24, 2015 and continue through November 18, 2015. Registration for the first rotation is in Fall semester; for the second rotation, Spring semester; and for the third rotation, Summer semester. This means that students will have completed their three rotations and moved into their permanent labs by the time they register and receive a grade for their third rotation. However, note that rotation grades will be effective upon receipt by the student's Theme Director at the end of the rotation, rather than at the end of the semester, with regard to the student's continuation in the program.

Rotation Lab Selection

Students will choose their rotation labs in consultation with the theme director or a rotation advisor appointed by their chosen theme. Prior approval by one of these individuals is required before signing up for a rotation. Students will have a list of faculty from which they can determine lab rotation selection. To help students become familiar with faculty research interests, a faculty poster session will be held during the first week of classes. In addition, students should contact the faculty member to request a one-on-one meeting to learn more about faculty research interests and their interest and capacity to take rotation students. While rotations will typically occur with faculty in the student's

chosen theme, students are free to rotate with faculty in other themes in other research areas. A student's GBS theme application and prior rotation evaluations may be shared upon request by a potential rotation mentor, per FERPA guidelines. When a student secures a rotation, she/he needs to notify the theme manager, as there is a form that needs to be sent to the rotation mentor and used for evaluation purposes (*GBS/MSTP Evaluation Form for Lab Rotation Mentors*).

Rotation Grading and Credit Hour Assignment

- a) *Poster Session Evaluations and Percentage of Overall Rotation Grade*. GBS Poster Sessions will be held after each Lab Rotation. Students will create professional posters based on their rotation project. All students are expected to participate; exceptions require theme director pre-approval.
- b) Judges for the poster sessions will come from the GBS faculty and postdoctoral fellows. These faculty judges will complete a Rotation Poster Session Evaluation Form that will provide for comments and a grade on each poster.
- c) The rotation grade will reflect **90% on the Rotation Advisor grade, and 10% on the Rotation Poster evaluation**. The rotation grade will be effective upon receipt by the Theme Director at the end of the rotation rather than at the end of the semester of registration.

GBS SOC 7.2015

Rotation Waiver

1. All incoming GBS students are expected to participate in and complete 3 rotations during the first year before choosing a mentor for their thesis work. Exceptions require theme director approval.
2. The 3 rotation requirement can be satisfied with any 3 rotations, including a rotation scheduled during the summer before the first year (if initiated by June 1) or the three rotations scheduled during the first year.
3. In general, opting out of a rotation is discouraged. However, advanced students can be exempted for **no more than one rotation** if they have significant prior laboratory experience that could be considered to be more extensive than a single GBS rotation. Prior experience that **may** be considered appropriate would include:
 - A Master's degree in a related scientific field (such as chemistry or biology).
 - Extensive undergraduate research that has (or will) result in authorship on a publication.
 - Undergraduate research that resulted in graduation with honors for research (with a thesis defense).
 - At least 2 undergraduate summer research experiences offered by competitive summer undergraduate research programs.
 - At least one year of undergraduate research that averaged at least 10 hours/week.
4. Petitions should be made following consultations between the student, the proposed mentor and the relevant theme director. If all parties agree to petition for the exemption, petition materials should be submitted by the theme director to the evaluation committee.

5. All petitions (including those with research experiences similar to the examples above) will be evaluated by a committee of GBS faculty before an exemption is allowed. Petitions should be submitted to the GBS Administrative Director.

GBS SOC 1. 2011

Selection of Dissertation Advisor

The choice of a dissertation advisor/mentor is one of the most important decisions you will make as a graduate student. Thus, you should keep this matter in mind as you choose laboratory rotations and participate in lecture and seminar activities throughout your first year in the program. **First year students should select a dissertation advisor by June 1.** Students should make this choice in consultation with appropriate faculty so that the student and faculty member can come to a mutually agreeable decision and arrangement. The theme manager should be advised of the student's preference of dissertation advisor on the appropriate GBS Dissertation Advisor Selection form. Any outstanding first year requirements to be remediated will also be noted on the selection form. At this time the student, in consultation with their mentor and theme director as needed, will also confirm their theme affiliation.

In special cases, students unprepared to make this dissertation advisor choice may be allowed to complete one additional laboratory rotation(s) during the summer term. An additional laboratory rotation should be elected only after careful consideration, since it could delay the student's completion of the doctoral program. Completion of the 4th Rotation Form is required. The duration of the standard first-year appointment, assuming good academic standing, is one year; the duration of financial support for entering students should be verified annually by the GBS Business Officer, but for no less than twelve months. Extension of financial support for an additional period should be initiated by the theme director, must describe the extenuating circumstances, describe the plan to remedy the situation, and must be submitted to and approved by the SOC Chair in consultation with the GBS Finance Committee Chair.

GBS SOC 7. 2013; Revised 7.2015

Poster Printing for Rotation Poster Sessions:

Production of posters for first-year GBS rotation poster sessions is currently offered, without charge, by the Biomedical Sciences Service Center that is physically located in Suites SHEL120/121. It should be noted that this is not a "GBS poster service" but rather a standard University-wide poster service center that serves a clientele of more than 700 users annually. In order to accommodate the quarterly production of approximately 70 posters in a very concentrated timeframe, while maintaining standard services for other users, we ask that the following guidelines be applied.

Guidelines:

- Poster submission deadlines will be established in consultation between the GBS Curriculum Committee and the poster service. It is intended to establish a deadline that

is as close as possible to the relevant rotation poster session but will need to precede the poster session by at least 48 hrs, in order to allow time for printing, reviewing, and in some cases reprinting, of 70 posters. The deadlines will be distributed to rotation students and mentors at least two weeks in advance of each scheduled GBS poster session.

- Late poster submissions will be charged the standard rates (*see poster printing request invoice*), depending on other ongoing poster service center activity. Payment will be recovered from faculty or student funds, as determined by the involved rotation mentor and student.
- If late submissions are anticipated, the student should contact their theme manager and the poster service **as soon as possible** to determine options.
- Other poster printing service options include:
 - **UAB Printing Services**
<http://www.uab.edu/printmail/> -- Phone: 934-3790
 - **Makesigns.com**
http://www.makesigns.com/SciPosters_Home.aspx
 - **Fed-Ex Office Print & Ship (Kinko's)**
<http://www.fedex.com/Dropoff/SearchAction.do>

Formatting recommendations:

- Posters presented in a standard template format are thought to be easier to view; a template will be available from the theme program managers or online from the poster service if desired.
- Provide clearly indicated **Introduction, Hypothesis, Results** and **Conclusions** sections.
- Include the names of the student, others lab personnel that contributed to the work, and the faculty mentor. Also include the students' GBS theme affiliation.

Randy Seay (rseay@uab.edu) is the contact person. Poster dimensions (created in PowerPoint) are either 36" high x 56" wide or 42" high x 56" wide. Additional sizes can be accommodated. Please contact the office for specifics. A service guide can be found at <http://www.uab.edu/medicine/poster/>.

QUALIFYING EXAM - ADMISSION TO CANDIDACY

General Qualifying Exam/Thesis Committee Guidelines

1. All GBS students are required to pass a qualifying exam prior to being considered for admission to candidacy.
2. Students must successfully complete all first year course requirements of their chosen theme before scheduling the qualifying exam.
3. After selecting a lab, a thesis committee should be formed to administer the qualifying exam and guide the student in selecting an appropriate program of advanced courses, seminars, and independent study. This program will be designed to meet the student's specific needs and satisfy GBS Program and Graduate School requirements.
4. The qualifying exam will entail both a written research proposal and an oral defense of this proposal.
5. Ph.D. students should form their thesis committee during the second year of study in the GBS program; MSTP students should form their committee during the third year of study in the GBS program. Ph.D. students should schedule their qualifying exam as early as possible in their 3rd year (and no later than the end of the 3rd year), while MSTP students should schedule their qualifying exam as early as possible in their 4th year (and no later than the end of the 4th year).
6. The Qualifying Exam/Thesis Committee will include five faculty members (including the mentor). At least one or two committee members should have significant research interests outside the student's primary area of research. All committee members should bring some relevant insight and expertise to guide the student.
7. Determining Graduate Committee Composition:
 - a. The student and advisor should jointly agree on the graduate committee membership.
 - b. The advisor should submit those recommendations for committee membership to their GBS Theme Director for approval.
 - c. The Theme Director will then submit those recommendations to the Graduate School Dean for final approval. The Graduate School Dean, who is an *ex officio* member of all graduate student committees, is ultimately responsible for all graduate committee appointments.
8. The student is required to meet with his/her thesis committee at least once per year during years 2-4 in the GBS program and every 6 months after that.
9. The progress of the student must be reviewed and documented on at least an annual basis, in accordance with Graduate School policy (see *Policy on Graduate Student Progress Reviews* below).
10. Each theme has the option of adding additional requirements for the qualifying exam/thesis committee as needed.

Specific Qualifying Exam Guidelines

1. Students should have one thesis committee meeting before the qualifying exam to approve the planned topic of their thesis research.
2. Completion of a grant-writing course before the qualifying exam will be encouraged but not required.

3. A committee member other than the mentor will coordinate and chair the qualifying exam. The chair should be selected by agreement of the student and mentor.
4. Each examination committee will decide the extent to which the mentor participates in the qualifying exam. If the mentor does participate in the oral examination, it is recommended that he/she only be allowed to ask questions and not otherwise contribute to the discussion.
5. The qualifying exam will be written on the topic of the student's proposed thesis research. The minimal format for this document will follow the basic features of the NIH NRSA (SF424) predoctoral fellowship application (1 page for Specific Aims; 6 pages for Research Strategy; and a Literature Cited section). However, themes may choose to require longer page limits (and other formats, such as the RO1) at their discretion. http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship_VerB.pdf
6. The mentor and other committee members are encouraged to provide only general guidance and advice to the student as he/she writes the proposal.
7. A draft of the proposal should be provided to each committee member for his/her review at least two weeks prior to the scheduled committee meeting (i.e., two weeks before the scheduled oral defense of the proposal).
8. It is the responsibility of the committee members to notify the student and mentor if the written proposal is unacceptable prior to the oral defense meeting. If so, the student will be allowed one attempt to revise the written proposal. If the revision is also unacceptable, the student will fail the qualifying exam.
9. Upon approval of the written proposal by each committee member, the student may proceed with the oral defense of the proposal before the committee.
10. During the oral phase of the qualifying exam the committee members will ask questions that extend beyond the scope of the proposal to gauge the student's general comprehension and critical thinking skills.
11. Following the oral defense, the committee may recommend corrections to the written proposal. The student should complete the corrections and re-submit the revised proposal to the committee within a month of the defense.
12. If the student fails the oral defense, he/she will be allowed one more attempt to pass the oral component of the qualifying exam within 2 months of the initial defense.
13. Students who fail either the written or oral components of the qualifying exam twice will be dismissed from the GBS program.
14. Upon successful completion of both the written proposal and oral defense, the student may apply for candidacy.
15. Each examination committee has the option of preparing written critiques of the proposal, as would an NIH study section. This could entail providing the student with brief written critiques in bullet-style format with criterion scores on the 1-9 scale currently used by NIH study sections. The committee will decide whether to prepare written critiques before the student begins writing the proposal.
16. It is understood that the aims of the qualifying exam proposal do not constitute a binding contract for the successful completion of the thesis project.
17. Each theme has the option of adding additional requirements for the qualifying exam as needed, including attendance of theme directors or other individuals who are not the student's committee members.

18. For the class entering in 2014 and beyond, students must also have successfully completed Responsible Conduct of Research training by taking GRD 717-Principles of Scientific Integrity, or its approved equivalent, in order to be eligible for Admission to Candidacy.

UAB Graduate School 8.2014; GBS SOC update 7.2015

GBS Policy on Late Qualifying Exam

If a student in any of the GBS Themes fails to take the qualifying exam by the deadline specified in the Theme Training Plan, the theme director will meet with the student and has discretion to request that the GBS SOC Chair schedule a meeting of the student and his/her mentor with the Theme Director and a SOC ad hoc subcommittee. At this meeting the student and mentor must explain why the student has not met the qualifying exam deadline and present an explicit plan acceptable to the Theme Director and theme oversight committee for completing the exam. In addition the student will receive an Incomplete for non-dissertation research for the term in which the qualifying exam was to be taken. The Incomplete will be changed to a Pass upon taking the exam or to a Fail if the exam is not taken according to the agreed upon schedule. A faculty mentor who delays qualifying exam completion for multiple students may be subject to review by the GBS SOC for further access as a research mentor to GBS students. The Theme Director will also be authorized to take additional disciplinary actions that may include refusal to allow the student to enroll in the next semester, withholding the student's stipend, or terminating the student from the Program.

GBS SOC 1. 2013

UAB Graduate School Policy on Graduate Student Progress Reviews

1. The progress of each student enrolled in a graduate degree granting program toward meeting his/her degree requirements must be reviewed on at least an annual basis.
2. The review format and timing of reviews are the prerogative of the program. Progress Reviews may be performed by either the student's thesis or dissertation committee, by the Program Director, or by the program Executive Committee.
3. A written documentation (usually one page or less) of review group consensus regarding progress made and/or goals met since the previous review, as well as timelines for meeting specific goals during the next review period must be prepared and submitted to the program director who is responsible for maintaining a "progress record" for each student in the program.
4. In the event that progress is considered to be unsatisfactory, or a student is nearing the 5 year (Masters) or 7 year (Doctoral) limit for completing his/her degree requirements, the student's thesis or dissertation committee, or the program Executive Committee should implement a "Completion Plan."

Completion Plan Template

A "Completion Plan" should include specific goals and specific deadlines for meeting those goals, as well as prescribed consequences if the goals are not met within the proposed

deadline time points. The plan should include a stipulation that the student will meet with his/her committee to review progress at each of the proposed deadline times. It is recommended that the time intervals between proposed committee meetings be no longer than three months. The plan should be incorporated into a written document, signed by the student, by his/her advisor, and by the program director. If it will be necessary to request an extension beyond the 5 or 7 year limit for completion of degree requirements, the plan must be submitted (along with the extension request) to the Graduate School Dean for review and approval.

UAB Graduate School 3.2011

REQUIREMENTS FOR THE DOCTORAL DEGREE

General Statement

The doctoral degree is granted in recognition of (1) scholarly proficiency and (2) distinctive achievement in a specific field of an academic discipline. The first component is demonstrated by successful completion of advanced coursework (of both a didactic and an unstructured nature) and by adequate performance on the comprehensive examination. Traditionally, the student demonstrates the second component by independently performing original research. In certain doctoral programs, a major project undertaking may be acceptable even though it may not be of a traditional research nature. However, in all programs, with the exception of DPT, a dissertation is required, presenting the results of the student's independent study.

The Graduate School also recognizes professional doctorates awarded in preparation for the autonomous practice of a profession. Professional doctorates are accredited programs of study designed to prepare students for the delivery of clinical services. Students in professional doctorate programs must demonstrate competence in clinical practice and scholarship but are not required to conduct and defend original independent research. In lieu of a dissertation, students in programs designated as professional doctorates are required to demonstrate that they are capable of evaluating existing research, applying it to their professional practice, and expanding the body of knowledge on which their professional practice is based. This requirement is met by the design and conduct of a research or scholarly project submitted in writing and presented formally before the members of the program.

Faculty Advisor

Immediately after a degree-seeking student enters the UAB Graduate School, a member of the faculty of the graduate program to which the student has been admitted should be assigned to serve as the student's advisor. This assignment may be a temporary arrangement. The student and the advisor should confer about the initial courses and any special work to be taken on the basis of the student's previous experience and the requirements of the graduate program.

Graduate Study Committee

As soon as possible, a graduate study committee should be formed to guide the student in a program of courses, seminars, and independent study designed to meet the student's needs and to satisfy program and Graduate School requirements. This committee should consist of at least five graduate faculty members, two of whom should be from outside the student's graduate specialization and each of whom should be able to bring some relevant insight and expertise to guide the student.

Recommendations for graduate study committee members are submitted by the advisor and the student to the program director, who subsequently submits these recommendations to the Graduate School dean. Graduate study committee appointments are made by the Graduate School dean, who is an ex officio member of all graduate study

committees. Changes to this committee must also be submitted online on the appropriate form at <http://main.uab.edu/Sites/gradschool/forms/>.

Transfer of Credit

Previously earned graduate credit that has not been applied toward another degree (either at UAB or elsewhere) is eligible for transfer into the student's current degree program. Ordinarily, no more than 12 semester hours of transfer credit can be applied to a degree program. Acceptance of more than 12 hours will require approval by the program director, department chair, and Graduate School dean. All transfers must be initiated by the student and require the approval of the graduate program director and the Graduate School dean. Transfer of Credit forms are available online at <http://main.uab.edu/Sites/gradschool/forms/>. An application for transfer of credit will not be considered until the student has completed at least 9 semester hours of graduate credit in the current UAB program and is in good academic standing. Once transfer credit has been accepted, it will be included in the calculation of the GPA in the student's current UAB program.

Graduate credit earned with a grade of B or above by a graduate student in another accredited graduate school may be considered for transfer. In programs offered jointly by UAB and other universities, all graduate credits earned in the program at a cooperating university are eligible for transfer to UAB. If a student earns credit in one UAB graduate program and is later admitted to another program, unused credits from the previous program are eligible for consideration for transfer into the current program.

Minimum Course Credit Requirements

The Graduate School has minimum course credit requirements for students in doctoral programs. Program requirements for course work may exceed the Graduate School minimums. Graduate School minimum requirements are as follows:

1. If entering with a baccalaureate degree:
 - a. Completion of 48 credit hours of course work prior to candidacy
 - b. Up to 16 credits of the 48 can be as non-dissertation research credits
 - c. Up to 10 credits can be as lab rotation, seminar, or directed study credits
 - d. Doctoral students must satisfy one of the following: Must complete at least two semesters in candidacy and accumulate at least 24 semester credit hours in 799 dissertation research **OR** must complete at least two semesters as a student in candidacy and have accumulated at least 12 semester credit hours in other appropriate research-based coursework, which has been approved by the graduate student's program. Courses which have been previously applied toward meeting the requirements of another degree are not eligible to satisfy the research credit requirement. The student's graduate department/program should provide a course planning curriculum worksheet detailing the courses taken which are intended to be used toward meeting degree requirements along with the application for degree.

2. If entering with a previous Masters degree appropriate to the doctoral degree field (Also applies to previously earned M.S., D.V.M., D.M.D., D.D.S., etc.):

- a. Completion of 27 credit hours of course work prior to candidacy
- b. Up to 6 credits of the 27 can be as non-dissertation research credits
- c. Up to 6 credits can be as lab rotation, seminar, or directed study credits
- d. Must complete at least two semesters in candidacy and accumulate at least 24 semester credit hours in 799 dissertation research. **OR** must complete at least two semesters as a student in candidacy and have accumulated at least 12 semester credit hours in other appropriate research-based coursework, which has been approved by the graduate student's program. Courses which have been previously applied toward meeting the requirements of another degree are not eligible to satisfy the research credit requirement. The student's graduate department/program should provide a course planning curriculum worksheet detailing the courses taken which are intended to be used toward meeting degree requirements along with the application for degree.

Up to 12 credits of course work that have not been applied toward meeting the requirements for an earned degree taken at UAB or other institutions may be used to satisfy these course credit requirements upon approval of the graduate program director and the Graduate School Dean.

The Graduate School requires only 30 semester credit hours for a master's degree. Any credit hours earned at UAB beyond 30 semester credit hours may be applied toward a doctoral degree at UAB.

Residence Requirement

The usual minimal period in which the doctoral degree can be earned is three academic years of full-time study, or longer if the student has periods of part-time enrollment. The nature of doctoral study requires the closest contact between the student and the faculty of the graduate program, and the individual investigation or other special work leading to the dissertation must be done directly under the guidance and supervision of a full member of the UAB graduate faculty. Therefore, doctoral students should be in residence (enrolled) for three full semesters each year including summers during a three year period or collectively a minimum of nine semesters if the student has to take a leave of absence or stop out during the course of their doctoral education.

Foreign Language or Other Special Tools of Research

In consultation with the faculty, the director of each graduate program will specify any additional requirements, such as a reading knowledge of a foreign language or a working knowledge of statistics, which are considered essential to mastery of the academic discipline. Such requirements become conditions for the completion of the degree.

Comprehensive Examination

The scholarly proficiency of a doctoral student in the chosen field of study must be evaluated by comprehensive examination. The conduct of these examinations is the responsibility of the graduate program in which the student is enrolled and may consist of either individual examinations in several appropriate areas or a single combined examination. When both written and oral examinations are given, the written should precede the oral so that there is an opportunity for the student to clarify any

misunderstanding of the written questions. Students must be registered for at least 3 semester hours of graduate work during the semester in which the comprehensive examination is taken.

Admission to Candidacy

When the student has passed the comprehensive examination, satisfied any program requirements for foreign language proficiency or special tools of research, and presented to the graduate study committee an acceptable proposal for dissertation research or special study, the committee will recommend to the Graduate School dean that the student be admitted to candidacy. A student must be in good academic standing to be admitted to candidacy. Admission to candidacy must take place at least two semesters before the expected completion of the doctoral program. Students must be admitted to candidacy before they can register for dissertation research hours (i.e., 799).

Admission to candidacy is an important step forward in the student's pursuit of the doctorate. By approving admission to candidacy, the graduate committee indicates its confidence that the student is capable of completing the proposed research project and the doctoral program.

IRB and IACUC Approval

If the research involves human or animal subjects, approval from IRB or IACUC must be documented before admission to candidacy can be approved and must be kept current until the research is completed (please refer to Tip Sheet for Students Involved in Research Involving Human or Animal Subjects located at the end of the Handbook). The student's name must appear on the IRB approval form. The IACUC form must display the appropriate protocol number.

Application for Degree

Each candidate for a doctoral degree must signify the intention to complete the requirements by a particular graduation date by submitting a completed Application for Degree Form. Because this form is used to check requirements, order the diploma, and enter the student on the commencement program, it must be received in the Graduate School Records Office no later than 3 weeks into the expected semester of graduation. See deadline dates located on the Graduate School website. Students must be registered for at least 3 semester hours in the semester they plan to graduate. Forms are available online at <http://main.uab.edu/Sites/gradschool/forms/>.

Dissertation

The results of the candidate's individual inquiry must be presented in a written dissertation comprising a genuine contribution to knowledge in the particular academic field. The document should also demonstrate the candidate's acquaintance with the literature of the field and the proper selection and execution of research methodology.

Signatures of committee members and program directors on approval forms indicate their assurance that they have examined the document and have found that it is of professional quality from all standpoints, including writing quality, technical correctness, and professional competency, and that the document conforms to acceptable standards of

scholarly presentation. The Graduate School is responsible for ensuring that the final version of the dissertation meets the physical standards required of a permanent, published document and for adherence to the requirements stated in the UAB Format Manual for Theses and Dissertations, available online at <http://www.uab.edu/graduate/images/acrobat/forms/theses/FormatManual.pdf>.

No later than 2 weeks (10 business days) following the public defense, the completed, committee-approved dissertation, as a single PDF, must be submitted to the for final review. There is a \$65 charge, paid online at the time of submission. Also submitted online are the UAB Publication Agreement and the Survey of Earned Doctorates. One copy of the signed approval form is submitted to the Graduate School office. Additional information concerning completing graduation requirements and the dissertation submission and publication process is available online at <http://main.uab.edu/Sites/gradschool/students/current/theses/>.

Final Examination

The final examination should take the form of a presentation and defense of the dissertation, followed by an examination of the candidate's comprehensive knowledge of the field. The time, date, and location of this examination is reported to the Graduate School via the online Request for Thesis or Dissertation Approval forms (submitted at least 10 days before the public defense) and allows for the attendance of the Graduate School dean. The meeting must be open to all interested parties, publicized on the UAB campus, and must take place at least 30 days before the expected date of graduation. Candidates must be registered for at least 3 semester hours of graduate work during the semester in which the final examination is taken.

If in the opinion of one or two of the five members of the dissertation committee, the student has failed the dissertation defense, there is no consensus to pass. The chair of the committee shall advise the student that the dissertation fails to meet the requirements of the program. The chair shall notify the student in writing about the reason(s) for failure. If the student resubmits or submits a new dissertation for consideration by his/her graduate program at least two members of the new examining committee shall be drawn from the original committee. If the modified or new dissertation fails to meet the requirements of the program, the student shall be dismissed from the graduate program.

In the event that only one of the five committee members dissent, that individual must submit a letter in which he/she outlines the reasons for their dissent to the student's advisor. The advisor and student may then prepare a rebuttal statement that is submitted, along with the letter of dissent, to the advisory or executive committee of the program for review. The advisory committee can then decide to accept or reject the rebuttal statement. If the rebuttal is accepted, the student is passed on his/her dissertation defense. If the rebuttal is rejected, the advisory committee can recommend to the student or advisor potential steps necessary to remediate the dissertation and potentially also the work therein, or the committee can recommend that the student be dismissed from the program.

Recommendation for Degree

The candidate will be recommended for the doctoral degree to the Graduate School dean by the graduate study committee and the graduate program director. This recommendation must be received no later than 20 days before the end of the semester in which the candidate is expected to complete all degree requirements. Candidates must be in good academic standing to graduate, with no temporary grades for courses required for the degree on their transcripts.

Award of Degree

Upon approval by the Graduate School dean and payment of any outstanding financial obligations to the university, the student will be awarded the degree. Doctoral students are generally expected to complete all degree requirements within 7 years of matriculation.

Summary of Steps Toward the Doctoral Degree

- Admission to doctoral degree program
- Selection of faculty advisor
- Maintenance of good standing
- Appointment of graduate study committee
- Passing of comprehensive examination
- IRB and/or IACUC approvals obtained
- Admission to candidacy—no later than two semesters before expected graduation
- Application for degree—no later than 3 weeks into the expected semester of graduation
- Production of preliminary version of dissertation
- Final examination—no later than 30 days before expected graduation
- A PDF of the defended committee-approved dissertation to UAB/ProQuest submission web site no later than 2 weeks (10 business days) following the public defense
- Conferring of degree

<http://www.uab.edu/graduate/area-3/current-students/71-requirements-for-the-doctoral-degree>

Graduate School Policy: Masters Degree in Basic Medical Science (MSBMS)

A student who has successfully completed all of the course work requirements of their program (first year coursework and required advanced coursework) and the qualifying examination administered by their program can withdraw from their Ph.D. program and obtain a Masters degree in Basic Medical Science (MSBMS). The MSBMS is only awarded under unusual circumstances and only to students who have completed the requirements indicated above. These are minimal requirements for awarding the MSBMS; programs may elect to mandate additional requirements such as preparing and successfully defending a Masters thesis and/or having published a first author paper in a peer reviewed journal. The recommendation to award the MSBMS degree must come from the student's mentor, their thesis committee if one has been formed, and the Director of their program. The Graduate School staff verifies that students have met the requirements for this degree which is then granted by the university.

UAB GRADUATE STUDENT GUIDELINES AND POLICIES: RESPONSIBILITIES OF THE GRADUATE ASSISTANT OR TRAINEE

A fundamental responsibility of the graduate assistant is to work closely with the faculty supervisor in carrying out research or teaching activities, while at the same time making good progress toward the completion of the degree program. If the student's assistantship responsibilities and academic program are properly coordinated, these responsibilities will be compatible. The assistant should articulate his or her goals early in the term of appointment and work with the supervisor to achieve them. The graduate assistant is obligated at all times to maintain high ethical standards in academic and nonacademic activities, and to report violations of these to the faculty supervisor. The graduate assistant should keep well informed of departmental, school, and institutional regulations, and follow them consistently. If problems arise in the assistantship assignments, the graduate assistant should seek help first from the faculty supervisor. If problems cannot be resolved, the student should consult the Program Director.

In general, graduate assistants are expected to be available in the periods between academic terms*. Graduate assistants are entitled to the following short-term leaves:

- A maximum of 15 calendar days (one-half month) paid leave of absence (vacation) per calendar year,
- 3 calendar days paid sick leave of absence per calendar year, and
- Parental leave of absence (with pay) of 30 consecutive days per calendar year upon the birth or adoption of a child. Either or both parents are eligible for parental leave.

These leaves (vacation, sick, parental) do not accrue. All leaves must be requested and require approval by the mentor and graduate program director. With the agreement of the mentor and graduate program director, extended, unpaid, nonemergency absences from campus for periods up to a month may be approved. Extended absences (without pay) for non-academic purposes should be limited. Program policies regarding leaves of absence must apply equitably to all full time students in good standing in the program. Students should consult the Graduate School Policies and Procedures concerning leaves of academic absence. In emergencies, graduate assistants should inform their mentors or program directors as soon as possible about the need for a leave of academic absence. NOTE: Graduate students (Trainees and Assistants) are not eligible for FMLA.

***GBS Policy on Winter Break**

First year students: First year rotation students should not be expected to be present in the lab during the week between the Christmas and New Year's holidays, regardless of whether or not UAB remains open. The time for this second rotation has been extended by one week to accommodate this break.

Second year students and beyond: All breaks, including winter break, are a matter of individual negotiation to be decided between the student and the student's research mentor.

GRADUATE SCHOOL GUIDELINES FOR GRADUATE STUDENT COMPENSATION

All students accepted into GBS programs receive an annual stipend and fully paid tuition and fees. Single coverage health insurance is available. The stipend level is reviewed periodically and adjusted, upon recommendation of the GBS Steering and Oversight Committee, with review by the Graduate School.

A salary cap for UAB Graduate Assistants, Graduate Student Assistants and Graduate Student Trainees has been set in consultation with the Academic Programs Council and has been approved by the Provost's office. The maximum is indexed to equal 90 percent of the current NSF individual fellowship stipend. Conditions for exceptions may exist and relevant information can be found at Administering Fellowships and Assistantships – <http://www.uab.edu/graduate/graduate-council-information/administering-fellowships-and-assistantships>. Students who are supported by extramural fellowships or training grants that provide stipends and additional benefits which exceed the recommended maximum are entitled to receive the full support provided by the extramural award.

Note: Assumption of additional assignments other than Graduate Assistant (06) or Graduate Student Trainee (46) requires prior approval in writing by the Graduate School Dean. The Request for Additional Assignment form may be found on the Graduate School website on the [Online Forms](#) page. If a student is already being compensated at the maximum allowed (see above), an additional assignment outside their primary appointment can only be made under special circumstances.

GRADUATE SCHOOL INCENTIVE PROGRAM TO PROMOTE INDIVIDUAL FELLOWSHIP APPLICATIONS

Rationale and Goal: Many UAB graduate students would be competitive for individual fellowships, but not all who are eligible actually apply for a fellowship. Accordingly, the Graduate School has established an incentive plan designed to encourage more students to apply for individual fellowships. By implementing this incentive plan it is hoped that a significant number of additional individual fellowships will be awarded to UAB predoctoral trainees.

Plan Description (GBS Program):

1. The Graduate School will provide a monetary incentive for GBS students to APPLY FOR individual fellowships funded by extramural agencies or foundations. Graduate students who apply for an individual fellowship (e.g. NSF Individual, NIH NRSA, or other) will be awarded \$500 from the Graduate School through the UAB Financial Aid office as a reward for submitting the application. To qualify for this award, the application must be reviewed prior to submission by the student's program director or mentor, who must provide a written verification to the Graduate School that the application is considered to be competitive. After submission of the grant application, the student will provide a PDF of the application to the Graduate School and the incentive reward will be authorized when the student provides evidence that the application has been received by the granting agency. **The \$500 award is given for first submissions only.**
2. If a GBS student's application is funded, the student will receive an additional financial reward.
 - a. For an NIH NRSA or other grant that provides less than the base stipend currently being offered to all students in that student's program, the student will receive supplementation of the fellowship stipend to an amount equal to the base stipend plus \$1,500 per year for the term that the grant is funded. The supplemental funding will be provided by the Graduate School. If the stipend amount from the external award is equal to or greater than the equivalent of \$1,500 more than the current base stipend in the student's program, the student is entitled to receive the full amount of the stipend. The form used to apply for provision of the supplement from Graduate School resources can be downloaded from the Graduate School web site at:
<http://www.uab.edu/graduate/images/acrobat/forms/funding/gsincentive.pdf>
 - b. If a student receives an NSF predoctoral fellowship, he/she will receive no supplement to his/her stipend during the three year term of the NSF fellowship. This stipulation is necessary because the NSF stipend of \$30,000 exceeds the current maximum stipend recommended by the Graduate School. After the NSF grant terminates, the student's mentor or department will be responsible for providing the current base stipend in that student's program and the Graduate School will provide the \$1,500 supplement until the student completes his/her degree requirements.

Eligibility: This plan is available to students in any graduate program discipline in which extramural individual fellowship funding is available. To be eligible for both the reward for submitting the application and the supplement to a student's stipend, the award must provide more than half the current base stipend in the student's program. Applications for and receipt of travel and other small grants will not be eligible for an incentive award under this program.

Additional details for students and faculty concerning the Graduate School-sponsored Fellowship Incentive Plan follow below.

To receive the application incentive (\$500) the following materials are required:

1. A letter from the student's advisor verifying that the advisor reviewed the application and believes that it is competitive.
2. Documentation that the amount of the fellowship provides greater than half of the student's current base stipend.
3. An electronic or hard copy PDF of the application.
4. Verification of receipt of the application by the funding agency.
5. Incentives apply to applications submitted January 2, 2007 or later.

These materials may be submitted to:

- Thomas Harris, Executive Assistant to the Dean, LHL 103, 996-4062, tharris@uab.edu (Graduate Dean's Office) or to
- Cyndi Ballinger, Graduate School Business Officer, LHL 103, 975-7188, cknight@uab.edu (Graduate Dean's Office)

If the application is successfully funded, the student should provide a copy of the award notice and the Request for Individual Fellowship Supplement Funding Form to one of the individuals above (Thomas Harris or Cyndi Ballinger in the Graduate School Dean's Office) in order to receive the additional financial reward as described in the Plan Description.

We strongly encourage our graduate students and faculty to participate in this incentive program.

From - <http://www.uab.edu/graduate/incentive-program-for-individual-fellowship-applications>

ACADEMIC ETHICS AND CONDUCT

UAB Graduate School

As a graduate student at UAB, you have joined a distinguished academic community that is guided by a conviction in the worth of knowledge and its pursuit. By virtue of your membership in this community, you accrue many benefits—among them, access to the ideas and materials of others. Graduate students not only learn from others but also engage in the pursuit of new knowledge and, in some instances, teach or provide service to others. Being a member of an academic community and functioning in multiple roles in the community carries with it certain responsibilities. For this reason, we provide guidance here in the forms of both general standards of conduct and university policies.

As members of an academic community, students, faculty, and administrators share a responsibility to seek truths and communicate them to others. As we pursue knowledge and encourage learning, we acknowledge the need for a free exchange of ideas and recognize the importance of listening to and maintaining respect for the views of others. We must always aspire to learn, apply, and communicate to others the best scholarly standards of the disciplines in which we are involved. High scholarly standards demand high ethical standards. We must commit to learning and communicating the best ethical standards and their application to our disciplines. In interactions with others, we must demonstrate respect for them as individuals, give credit for significant academic or scholarly assistance, and respect the confidential nature of some exchanges. We must adhere to the highest standards of academic conduct, avoiding those acts of misconduct and dishonesty that undermine the purposes of the academic community.

All UAB students are expected to be familiar with the UAB Academic Honor Code as well as any honor codes that are specific to their schools or disciplines. The code represents a commitment to integrity in the academic community and a respect for an individual's educational endeavors:

I have read and, by choosing to become a member of the UAB academic community, accept the UAB Honor Code. I understand that violation of this code will result in penalties as severe as expulsion from the university. I promise and confirm that I will not, at any time and under any circumstances, involve myself with abetting, cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at the University of Alabama at Birmingham.

Academic Integrity — Honor Code

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be

defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING: helping another student commit an act of academic dishonesty. Allowing others to copy your quiz answers, or use your work as their own are examples of abetting.

CHEATING: use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer-related information.

PLAGIARISM: claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, and copying others' ideas.

FABRICATION: presenting as genuine falsified data, citations, or quotations.

MISREPRESENTATION: falsification, alteration or misstatement of the contents of documents, academic work, or other materials related to academic matters, including representing work substantially done for one class as work done for another without receiving prior approval from the instructor. Misrepresentation also includes misrepresenting schedules, prerequisites, transcripts, or other academic records.

A student who commits an act of academic misconduct within the context of meeting course requirements will be given the grade of F in the course or on the assignment at the discretion of the department or program in which the misconduct occurred. Academic misconduct can occur in other contexts as well, such as when taking comprehensive examinations, performing research, preparing manuscripts or generally during the performance of other activities related to the process of satisfying degree requirements. Under Graduate School policy the program in which the student is enrolled may choose to expel the student from the university on the first offense. Students should consult the policies of their graduate program to determine whether expulsion can occur with a first offense. If, as determined by the records of the Graduate School or the department or program, the act of academic misconduct is a second offense, the student will be expelled from the university. The transcript of a student expelled for committing academic misconduct will bear the statement "Expelled for Academic Misconduct." Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal if the violation is substantiated.

If the school or department in which the student is enrolled has its own honor code, then the procedures of that honor code must be followed, including any prescribed appeals process. For dual degree students whose academic misconduct occurs in one of their two schools, the honor code of the school in which the infraction occurred should prevail.

See below for GBS Academic Ethics and Conduct Policy and Procedure

GBS Academic Ethics and Conduct Policy and Procedure

GBS students will be informed of *UAB Academic Ethics and Conduct* guidance contained in the Graduate School Handbook in a mandatory session to occur on the first day of class in the academic year for each new entering class. Students are expected to be and stay familiar with the guidance as well as the UAB Honor Code and will sign a copy of the UAB Honor Code, to be retained in their theme files.

The GBS Student & Faculty Affairs Committee (SFAC) will review allegations of violations of academic ethics and Honor Code for any GBS theme student. A faculty member or student, who sees cause to charge a student with academic misconduct, must inform the SFAC Chair as soon as practicable, and preferably, within seven (7) calendar days of noting the incident. A failure to report the incident within seven (7) days will not prevent the SFAC from considering the allegation. The SFAC Chair will communicate the charge to the program director and to the student within 24 hours.

A meeting to review the charge will be convened within 7 calendar days. The student will meet with the Committee to respond to the charge or to accept liability. A student who accepts liability will be subject to sanctions for the violation. A student who accepts liability cannot appeal the decision to the Graduate School Appeals Board ("GSAB").

At the meeting, the student may present any information it wishes for the SFAC to consider, including presenting any witnesses or witness statements. The student may also have an advisor present to consult with the student. The advisor, however, may not address the SFAC or otherwise participate in the meeting. The student's theme director will attend as a non-voting participant. The meeting may be recorded and the recording will be the property of the University.

The Committee will deliberate and determine the validity and consequences of the allegation and may recommend expulsion or other sanction. Generally, a first violation shall result in the assignment of a failing grade in the assignment or in the course in which the violation occurred, at the discretion of the instructor. A notation on the student's permanent academic record may also be made to indicate that a reduced or failing grade was assigned because of an Academic Misconduct violation (e.g., "F, Academic Misconduct violation, June 15, 2006"), on the judgment of the SFAC. A second violation of the Honor Code shall result in expulsion from the University. No student may graduate until pending allegations of an Academic misconduct violation have been resolved.

The SFAC's decision will be communicated to the student in person, via telephone or UAB email, and theme director within 7 calendar days. The student may have the right to appeal the SFAC's decision to the GSAB as described in the Graduate School Academic Ethics and Conduct Policy, if certain grounds are met as set forth therein. If the SFAC's decision is to dismiss the matter, the decision will not be a part of the student's record.

Allegations of GBS student **research misconduct** should be managed according to UAB Responsible Conduct of Research policies.

GBS SOC 7.2015

NON-ACADEMIC CONDUCT

The university is a community of scholars and learners; therefore, all participants are expected to maintain conduct that (1) facilitates the institution's pursuit of its educational objectives, (2) exhibits a regard for the rights of other members of the academic community, and (3) provides safety to property and persons. Through appropriate "due process" procedures, disciplinary action will be taken in response to conduct that violates these principles. A more detailed description of non-academic misconduct can be found in the student handbook *Direction*. It is the student's responsibility to be fully aware of the policies and procedures described in *Direction*. The Vice President for Student Affairs has the responsibility for coordinating policies and procedures regarding students' non-academic misconduct.

Ethical Standards in Research and Other Scholarly Activities

Proper procedures for reporting concerns about practices or personnel conduct at UAB
We are taking this opportunity to ensure that your faculty and staff are aware of the proper procedures for reporting concerns about practices or personnel conduct at UAB.

- For most cases, reports should follow the "chain of command". The immediate supervisor should be first notified unless the problem involves that individual, in which case the next highest supervisor should be notified. Any situation that endangers personnel safety should be reported directly to UAB Police, Occupational Health and Safety (934-2487), Facilities, or others as appropriate with subsequent notification of a supervisor.
- Scientific misconduct, defined as "fabrication, falsification, plagiarism, or other practices which seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research" should be reported to the Vice President for Research, who serves as the UAB Scientific Integrity Officer. UAB's *Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities* can be found at <http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx> and provides information about the ethical standards expected of UAB faculty and staff.
- Concerns about research or research administration can also be reported directly to the UAB University Compliance Office <http://www.uab.edu/compliance/> or through the hotline maintained by this office. Anonymous reports are accepted.
- Problems related to personnel issues should be reported through the supervisory chain of command unless it is more appropriate to go directly to Human Resource Management Relations 934 -4701.

POLICY CONCERNING THE RESPONSIBLE CONDUCT OF RESEARCH AND OTHER SCHOLARLY ACTIVITIES

<http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx>

[Replaces January 27, 1997 policy, "POLICY CONCERNING THE MAINTENANCE OF HIGH ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES"]

See also the following UAB documents:

[UAB Enterprise Code of Conduct](#)

[Institutional Review Board Guidebook](#)

Institutional Review Board Assurance of Compliance

Animal Resources Program Information Manual

NOTE: The previous version of this policy was adapted from a statement on "The Maintenance of High Ethical Standards in the Conduct of Research" (1982) published by the Executive Council of the Association of American Medical Colleges. The current version, while based on the 1997 version, has been modified to conform to the Public Health Service Policies on Research Misconduct: Final Rule, 42 CFR Parts 50 and 93, published May 17, 2005 in the Federal Register. This policy is broad in scope and addresses, as the title states, "ethical standards in research and other scholarly activities."

Introduction

The maintenance of high ethical standards in research and scholarly activities is paramount to ensuring the success of UAB's mission and demonstrates UAB's values in action. Validity and accuracy in performing, recording, and reporting research and other scholarly activities are intrinsically essential to the process for discovery of new knowledge; dishonesty in these endeavors runs counter to the very nature of research and scholarly activities, that is, the pursuit of truth and public trust.

It is in the best interest of the public and of academic institutions to prevent misconduct in research and scholarly activities and to deal effectively and responsibly with instances in which misconduct is suspected. This policy supports these fundamental values and reinforces the expectations of UAB community members as expressed in the UAB Enterprise Code of Conduct.

Definitions

For purposes of this policy, the following definitions apply:

Allegation – A disclosure of possible Research Misconduct through any means of communication

Assessment – A review to determine if the Allegation states a potential claim of Research Misconduct, as defined by this policy, and if the Allegation is sufficiently credible and specific to identify possible evidence of Research Misconduct.

Fabrication – Making up data or results and recording or reporting them.

Falsification – Manipulating Research materials, equipment, or processes, or changing or omitting data or results such that the Research is not accurately represented in the Research record.

Inquiry – A process conducted by a committee involving information gathering and initial fact finding to determine whether an Allegation of Research Misconduct requires further review and to determine the Respondent(s).

Investigation – A formal examination and evaluation of facts conducted by a committee for the purpose of determining if Research Misconduct has occurred and, if Misconduct is established, to identify the person(s) responsible.

Plagiarism – Appropriation of another person’s ideas, processes, results, or words, without giving appropriate credit.

Reports – Work product, including but not limited to, manuscripts submitted for publication, publications or presentations, abstracts submitted for presentations at meetings, summaries of Research or other deliverables to Research sponsors, and any internal Research summaries, publications or presentations.

Research – A systematic experiment, study, evaluation, demonstration, survey, or other scholarly work designed to develop or contribute to general knowledge or specific knowledge.

Research Misconduct – Fabrication, Falsification or Plagiarism in proposing, recording, performing or reviewing Research, or in reporting Research results.

Respondent – the individual against whom an Allegation of Research Misconduct is directed or who is the subject of a Research Misconduct proceeding.

Policy Statement

1. UAB shall accept as employees only those individuals whose career activities clearly demonstrate the highest ethical standards. To this end, the relevant credentials of all potential employees are to be thoroughly examined by the appropriate department/unit heads or their representatives in order to verify the claimed accomplishments of the candidate. The responsible department/unit heads or their representatives shall seek further confirmation of the candidate's accomplishments during the normal procedures of personal interviews and letters from references. Proof of faculty credentials shall be maintained by the responsible dean or department head in accordance with appropriate records retention policies and schedules.
2. Faculty members and any individuals who supervise colleagues, fellows, technicians, staff, or students are expected to provide them with appropriate guidance and counsel to maintain the highest professional and ethical standards.
3. The UAB academic and research community is encouraged to promote individual awareness of the importance of maintaining high ethical standards in Research and scholarly activities and to discuss issues related to Research ethics in formal courses, in seminars, and by other informal means.
4. Results of Research and scholarly activities should be supported by verifiable evidence. Faculty and staff should maintain sufficient records or other documentation of their studies for at least six years following the most recent use of such records or information contained in such records. It is the responsibility of senior investigators and scholars to develop among junior colleagues and trainees the necessary respect for careful recording and preservation of primary data.
5. The UAB research and academic community is encouraged to engage in free discussion of results, to share data and techniques, and to avoid secrecy in the conduct of scholarly activities, provided such free discussion and sharing are consistent with the proper

protection of intellectual property. It should be remembered that independent confirmation of results is important in direct proportion to the potential significance of the results in question and may be crucial to the establishment of new concepts.

6. Faculty members are responsible for the quality of all Reports based on their own efforts or on the collaborative work of students, technicians, or colleagues, especially those which bear the faculty member's name. The same standards of scientific integrity apply to abstracts as to full-length publications. Abstracts or other Reports of preliminary findings should indicate clearly that the findings are preliminary. Any Report of Research results must include the name of at least one faculty member, employee, or trainee who assumes full professional and ethical responsibility for the contents of the Report. Each contributor to the Report must assume full responsibility for their own contributions to the Report. UAB supports the practice of explicitly describing the role(s) of each contributor in the conduct of the project and preparation of resulting Report(s).
7. Any faculty member, employee, or trainee who has reason to suspect any other faculty member, employee, or trainee of Research Misconduct with regard to the conduct or reporting of Research has the responsibility of following up these suspicions in accordance with the procedures outlined below.
8. Research Misconduct does not include honest error or honest differences of opinion. Intentionally withholding information relevant to the review of Research Misconduct, intentionally pressuring others to do so, or bringing malicious charges against another individual shall be considered a violation of this policy and the UAB Enterprise Code of Conduct. Additionally, any act of interference, retaliation or coercion by a UAB employee against a faculty member, employee, or trainee for using this policy is prohibited and is also a violation of this policy and the UAB Enterprise Code of Conduct.
9. A finding of Research Misconduct requires that: 1) there is a significant departure from accepted practices of the relevant Research or scholarly community; 2) the Research Misconduct is committed intentionally, or knowingly or recklessly; and 3) the alleged Research Misconduct is proven by a preponderance of the evidence. If the initial Inquiry or the subsequent Investigation indicates that the Allegations are unsubstantiated, UAB will make diligent efforts to restore the reputation of those accused at UAB with any involved funding agencies and elsewhere.
10. Allegations of this nature are very serious matters, and all parties involved should take measures to assure that the positions and reputations of all individuals named in such Allegations and all individuals who in good faith report apparent Research Misconduct are protected. Details of the charge, the name of the accused, the identity of the complainant, and all other information about the case shall be kept confidential as far as possible, compatible with investigating the case. Revealing confidential information to those not involved in the review shall itself be considered a violation of this policy and the UAB Enterprise Code of Conduct.
11. Because UAB is interested in protecting the health and safety of research subjects, students, staff, and faculty and because UAB is responsible for protecting sponsored research resources, if the situation warrants it, interim administrative action may be taken prior to conclusion of either the Inquiry or the Investigation to provide protection for individuals and resources in accordance with existing UAB policy. Such action includes, but is not limited to, administrative suspension; re-assignment of student(s);

involvement of the Institutional Review Board, the Institutional Animal Care and Use Committee, the University Compliance Office, and the Office of Internal Audit-UAB; or notification of external sponsors when required by federal regulations.

12. In the event that a respondent is employed by UAB and another organization, UAB may share information with such employees of the other organization as it deems appropriate and employees from such organization may also participate in the process set forth in this Policy as UAB deems appropriate.

Procedures To Be Followed

Reporting Allegations of Research Misconduct

It is the responsibility of faculty, employees, and trainees who become aware of Research Misconduct to report such Research Misconduct to one of the following: (a) their department/unit head, (b) the dean of the school in which their department/unit is located, (c) the UAB Research Integrity Officer (RIO), or (d) the UAB Ethics Matters Hotline. In the case of graduate students or of trainees at any level, such evidence also may be reported to a faculty mentor or the Dean of the Graduate School. Those individuals receiving such Allegations or evidence of Research Misconduct must immediately report to the UAB RIO. The RIO will report the Allegation to the Dean of the unit in which the alleged Research Misconduct occurred and to the Provost. In the event that there are Allegations against a Dean or other member of senior leadership, the RIO will consult with the Office of Counsel regarding the appropriate reporting line.

Assessment

In consultation with the Dean and the Provost, or other appropriate responsible official, the RIO will conduct or direct a preliminary Assessment of the information presented. The purpose of the preliminary Assessment is to determine if the Allegation states a potential claim of Research Misconduct, as defined by this policy, and if the Allegation is sufficiently credible and specific to identify possible evidence of Research Misconduct. If these criteria are met, the RIO will inform the appropriate department/unit head and the Office of Counsel and will initiate an Inquiry. Reporting Allegations to the department/unit head in advance of the preliminary Assessment will be at the discretion of the Dean.

Inquiry

1. If, as a result of the Assessment, an Inquiry is deemed necessary, the RIO will prepare a written summary of Allegations for the suspected individual (respondent), if named or known, which will be delivered in a manner sensitive to the confidentiality of the process. At the time the summary of the Allegations of Research Misconduct is delivered to the respondent, i.e., the accused party, records thought to be relevant to the Allegation(s) will be sequestered by the RIO or his/her designee. Such records will be inventoried and, thereafter, access to the originals or copies will be provided, to the respondent or his/her designee, as may be necessary. Original records will be retained by the RIO for the duration of the Inquiry/Investigation.
2. In consultation with the Dean(s), the RIO shall appoint a committee of faculty members to investigate the charges through an Inquiry process, including interviews with the individual making the Allegation (complainant, if known), the respondent (if one is known), and such other individuals deemed necessary to determine whether the

Allegation warrants an Investigation. The RIO will appoint the committee chair. The Inquiry Committee will usually be comprised of at least three members with relevant expertise who, preferably, do not hold primary academic appointments in the department of the respondent. To ensure that necessary expertise is available to the Inquiry Committee, advice may be sought from appropriate individuals outside the Committee and University. The RIO shall consult with the Dean, the proposed members of the Committee, and the respondent in order to ensure that a real or apparent conflict of interest does not exist between the Committee members and the complainant, or the Committee members and the respondent. The decision of the RIO regarding an alleged conflict of interest shall be final.

3. UAB will endeavor to complete the Inquiry within 60 days of its initiation. If the Inquiry extends beyond 60 days, the reasons for the extension will be documented by the UAB RIO and will be retained with the record of the Inquiry.
4. The RIO shall keep the Dean or department/unit head and the Office of Counsel informed during the Inquiry process, and the Office of Counsel shall provide advice concerning procedural matters.
5. The written report of the Inquiry shall state what evidence was reviewed, shall summarize the relevant interviews, and shall include the conclusions of the Inquiry and the basis for its recommendation. The respondent(s) shall be given a copy of the Inquiry report and shall have up to 14 calendar days to make written comment regarding the report. This report, including a conclusion as to whether there is reasonable cause to believe that Research Misconduct has occurred, shall be forwarded to the Provost (with a copy to the UAB RIO) through the appropriate dean who should make whatever comment or recommendation is deemed warranted.
6. The Provost, with the advice and counsel of the RIO and others, as appropriate, shall decide whether to close the matter following the Inquiry or whether sufficient basis exists to proceed with an Investigation.

Investigation

1. The RIO, in consultation with the Provost and others, as necessary, will initiate a formal Investigation and appoint an Investigation Committee within 30 days of the completion of the Inquiry. The written report of the Inquiry will be made available to the Investigation Committee.
2. The RIO shall appoint a chair of the Committee. The Investigation Committee will usually be comprised of at least five members who, if possible, do not hold primary faculty appointments in the department of the respondent(s) and were not part of the Inquiry proceeding. The RIO shall consult with the Provost, the proposed members of the committee, and the respondent to ensure that a real or apparent conflict of interest does not exist between the Committee members and the complainant, or the Committee members and the respondent. The decision of the RIO regarding an alleged conflict of interest shall be final.
3. If applicable, upon initiation of an Investigation, the RIO will notify the appropriate oversight agency or body, for example, the Office of Research Integrity, in accordance with federal regulations and in consultation with the Provost. Appropriate funding agencies or journals shall be notified if it is ascertained during the Inquiry or Investigation that the potential Research Misconduct constitutes an immediate health

hazard or, if such notification is necessary to protect the interests of the persons making the Allegations, the individuals who are the subject of the Allegations, or any co-investigators and associates, or, if it is likely that the alleged incident is going to be publicly reported or if there is a likelihood that a criminal violation has occurred.

4. The chairperson shall conduct meetings of the Investigation Committee as frequently as required in order to determine whether or not the activities alleged in the charge constitute Research Misconduct, and, if so, to identify the individual(s) responsible. During the course of the Investigation, new charges and/or different respondents may be identified and the Investigation may be modified accordingly. If additional Research data are thought to be relevant to the Investigation, they may be sequestered and access to the originals or copies will be provided, as may be necessary.
5. The respondent(s) will be given a written summary of the charge(s) and access to supporting evidence, and will be afforded an opportunity to appear before the Committee to comment on Allegations. The respondent may be accompanied by an advisor of his or her choosing, but the advisor may not participate in the proceeding or address the Committee. The Committee will base its findings and conclusions on a preponderance of the evidence considered.
6. All meetings and deliberations of the Investigation Committee shall be held in confidence. The RIO and/or his or her designee(s) and a representative of the Office of Counsel may be present at meetings for technical assistance and to provide guidance and advice as to process. The Committee may call upon persons with technical expertise for assistance in the review of data or in the investigative process, as necessary. Technical expertise may be sought from within or outside the University, at the discretion of the Committee. If persons called to meet with the Committee are unable to meet face-to-face, interviews may occur by other means. Interviews of persons appearing before the committee in formal session, whether in person or remotely, will be recorded and transcribed. In some instances, one or more members of the Committee may be authorized to conduct an interview on behalf of the entire Committee.
7. The Committee will endeavor to complete its review and report for submission to the President within 120 days of being charged with its task. This time period includes 30 days for the respondent to provide a written response to the report (see below). In the event that a case takes longer to resolve, the RIO will request, if required, extensions from the appropriate oversight agency or body, for example the Office of Research Integrity for PHS-funded research.
8. A copy of the Committee's report will be provided to the respondent, who will have up to 30 calendar days to provide a written response, if desired. Such response will be included as an appendix to the report submitted to the President. A respondent found by the Investigation Committee to have committed Research Misconduct will also have 30 calendar days to submit a written appeal of the findings and conclusion(s) of the Committee to the President. An individual found by the Investigation Committee to have committed Research Misconduct may or may not be the respondent identified in the original Allegation.
9. The President, based on the Investigation Committee's findings and responses to those findings, shall determine what actions are appropriate; such actions may include discharge from employment at UAB or, in the case of a student, expulsion from UAB.

The President will notify the UAB RIO who in turn will work with the appropriate UAB offices to notify any sponsors supporting the Research in question and any journals or other publications which may have been affected by the publication of results of that Research. The President's decision is final.

10. If applicable, the UAB RIO shall submit the report of the Investigation to the appropriate federal oversight agency, e.g., the federal Office of Research Integrity, and shall include in that report the policies and procedures under which the Investigation was conducted, how and from whom information was obtained relevant to the Investigation, the findings of the Investigation, and the basis of the findings. Also included will be a description of any sanctions taken by UAB and the actual text of, or an accurate summary of, the views of any individual(s) found to have engaged in Research Misconduct.

UAB GRADUATE SCHOOL AND GBS GRIEVANCE POLICY

From the Graduate School Handbook:

Although rare, disagreements can arise that may affect a student's progress towards the completion of the degree. The parties involved in such a dispute should make a good faith effort to discuss and resolve the disagreement. The following guidelines may be helpful.

Step 1. Identify the problem; clearly define what happened and what you perceive is needed to resolve the issue.

Step 2. Approach the other person or group involved with the dispute one-on-one. Set up a mutually agreeable time to talk; listen and ask to be listened to; use "I" statements when speaking; avoid assigning blame or leveling accusations.

Step 3. If these steps do not culminate in a resolution, the parties involved with the dispute should agree to approach an impartial third party, a mediator, who will respect confidentiality and with whom the situation can be discussed. The Program Director will suggest such a third party if asked. The mediator may be able to help the parties involved reach a resolution.

Step 4. If no resolution is found then you may submit the disagreement to the Graduate Program for arbitration.

Please see Section below for GBS Grievance Policy & Procedure; GBS serves as the "Graduate Program" referenced in Step 4.

GBS Grievance Policy and Procedure

Before a request for review of a grievance is accepted, all normal channels for resolution must have been followed (See above and Graduate School Handbook, Grievance Policy, pg 18, Steps 1-3). Requests for review must be submitted in writing with accompanying documents to the Chair, GBS SOC for assignment to the GBS Student & Faculty Affairs Committee (SFAC). See *GBS SOC Policies & Procedures* for the SFAC membership information. The written request must specify the grounds for the grievance. The chair of the SFAC will notify the party whose action is disputed of the grievance.

The SFAC will not review

- Appeal of course grades
- Grievances filed more than 30 calendar days from the date of grieved action or decision

Initial review of grievance:

The SFAC will be convened for initial review of the grievance to determine if SFAC consideration of the grievance will be accepted. The SFAC may request additional relevant information from the parties at this time. The determination will be communicated to all parties within 10 calendar days of grievance receipt.

Determination of grievance:

If the grievance is accepted for review, the committee will meet to discuss, no more than 10 calendar days following receipt of the grievance or following receipt of additional

documents if requested. The SFAC may also request the parties in the dispute to meet with the Committee individually or together to provide additional information. The result of the committee discussion will be communicated in writing to the parties in the dispute no more than 7 calendar days following the meeting.

If a party in the dispute is not satisfied with the outcome of the grievance review, an appeal may be submitted to the Graduate School Appeals Board for specific information about consideration and process (*GS Handbook, Graduate School Appeals Board (GSAB)*, pg 19).

GBS SOC 7.2015

THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review student's education records within 45 days of the day the University receives a request for access
Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading
Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the University of Alabama at Birmingham to comply with the requirements of FERPA.

<http://sa.uab.edu/enrollmentservices/ferpa/default.asp>

OTHER UAB POLICIES APPLICABLE TO GBS GRADUATE STUDENTS

Please see the [UAB Student Handbook "Direction – Policies and Procedures"](#) and the following policies and guidelines:

- [Computer Software Copying and Use Policy](#)
- [Copyright Policy](#)
- [Drug-Free Campus Policy](#)
- [Equal Opportunity and Discriminatory Harassment Policy](#)
- [Falsification of UAB Records and Documents](#)
- [Health Care Policy For International Students and Scholars](#)
- [Immunization Policy](#)
- [Intellectual Property / Patent Policy](#)
- [Policy Concerning AIDS and HIV Infection](#)
- [Policy Concerning Consensual Romantic Relationships](#)
- [Student Participation in Proprietary Research](#)
- [Scientific Ethics](#)
- [UAB Student Records Policy](#)

GBS FACULTY AND ADMINISTRATORS' GUIDANCE AND POLICIES

GBS Steering & Oversight Committee: Policies and Procedures

GBS Steering & Oversight Committee (SOC) Administrative Structure

Membership

Total membership shall consist of:

- 4 from Clinical Departments (2 Chairs or designees; 2 faculty elected)
- 8 from JHS Departments (3 Chairs or designees; 5 faculty elected)
- 2 from non-SOM Departments (1 Chair; 1 faculty elected)
- MSTP Director or designee
- 2 Theme Directors Council representatives
- GBS Director, *ex officio* (non-voting)
- Graduate School Dean, *ex officio* (non-voting)
- School of Medicine Dean representative, *ex officio* (non-voting)
- Committee Chairs (if not SOC members), *ex officio* (non-voting)

Membership rotation

- The faculty members of the committee will each serve 4-year terms. These terms will be staggered to ensure that experienced members overlap with new members on the committee. Faculty members cannot serve consecutive terms; however, they can serve more than one non-consecutive term. Theme directors will be asked to nominate candidates for the new faculty members, who will then be voted on by the SOC membership.
- The Chair or designee members of the committee will each serve 3-year terms. Terms can be renewed once. The SOM and Graduate School Deans will review nominations for chair members; a 30:70 SOC membership proportion of Chairs: Faculty has been approved by the Deans.
- There shall be two Theme Director representatives on the SOC, as selected by the Theme Directors Council. Terms will be for 3 years and can be renewed once. To determine who will serve as a representative, each theme will get two votes (Director, Co-Director). To preserve institutional memory and consistency, the person with the highest number of votes will hold the position for 3 years; the second highest number of votes will hold for 2 years. Thereafter, each representative will serve for 3 years. Both the Director and Co-Director of one theme cannot concurrently serve as SOC representatives.
- Membership rotation will occur in September.

Chair The Chair will convene and conduct quarterly meetings of the SOC and act as a liaison between the SOC and the Graduate School, School of Medicine and additional affiliated Schools. The Chair will provide leadership appropriate to ensure that the SOC functions effectively. Candidates for Chair will be nominated from the current or past SOC membership or current or past Theme Directors. Self-nominations are accepted. If no appropriate candidate can be identified, then a Request for Applications will be distributed to all GBS Faculty to solicit nominations. SOC members with departmental Chair titles are

eligible. The willingness of the nominees to be placed on the ballot will be determined in advance. The Chair will be elected by a majority vote of the SOC membership. The Chair will serve a 3 year term with the option to be considered for one additional term.

Meetings The SOC shall meet in the first month of each quarter (January, April, July, and October). The SOC Chair will call additional meetings as required. A majority of the voting membership will constitute a quorum. Minutes of each meeting will be recorded and distributed by a designated member of the GBS staff to all SOC members, Theme Directors, Theme and MSTP Administrators, and others as required.

Functions of the SOC include but are not limited to:

- Establishing fundamental criteria for new thematic program formation
- Approving new thematic programs
- Conducting annual reviews of existing theme/program outcomes/milestones (during the 3rd quarter of each year, due by September 30). The fourth quarter meeting every year will include this review.
- Approving or designating theme leaders nominated by theme faculty
- Recommending thematic program restructuring or termination
- Creating and overseeing major policies affecting the GBS, including amending the GBS' grievance and honor code procedures
- Making and overseeing major budgetary decisions
- Designating, overseeing, and conducting quarterly reviews of actions of committees that report to the SOC
- Conducting regular five-year external reviews of the GBS and theme programs
- Ensuring transparency and communication among all of the Schools and Departments affiliated with GBS. The SOC Chair and GBS Director will jointly host a yearly meeting, open to all GBS faculty, to discuss progress and any changes made to the GBS program within the last year. Copies of any slides used during this yearly talk will be provided electronically to all Deans and Department Chairs of affiliated groups.

GBS Committees Reporting to SOC

GBS Student and Faculty Affairs Committee: The GBS Student and Faculty Affairs Committee ("SFAC") will be responsible for reviewing, hearing and making determinations of grievances between students and faculty; allegations of honor code or other student academic ethics violations involving GBS students and academic challenges by GBS students. The committee will consist of three members selected from the SOC faculty in GBS Themes, plus an alternate(s) to participate as needed to avoid potential conflicts of interest. The SOC Chair will appoint members to the committee and solicit input from the committee as to potential new members. Members will serve 3-year terms with a staggered membership rotation. In addition, two student members will be nominated by the GBS Theme Directors Council and appointed by the SOC Chair; students will serve 2 year terms. The SFAC will identify a Chair who will convene meetings and report to the GBS SOC on behalf of the Committee. The Chair will serve for 2 years.

The Committee is charged with the following duties:

- Serving as the “Graduate Program Committee” identified in Step 4 of the UAB Graduate School Grievance Policy.
- Following the procedures set forth in the UAB Graduate School Grievance Policy.
- Reviewing, hearing and making determinations as well as recommendations for sanctions, as applicable, of, allegations of honor code or other student academic ethics violations by GBS students reported to the SOC Chair pursuant to the *GBS Academic Ethics and Conduct Policy and Procedure*. These allegations should be reported to the GBS SOC quarterly.
- Reporting annually or as needed to the GBS SOC on matters of academic ethics
- Reviewing, hearing and making determinations as well as recommendations of academic challenges pursuant to the GBS Academic Challenge Procedures.

GBS Grievance Policy and Procedure Before a request for review of a grievance is accepted, all normal channels for resolution must have been followed (See Graduate School Handbook, Grievance Policy, pg 18, Steps 1-3). Requests for review must be submitted in writing with accompanying documents to the Chair, GBS SOC for assignment to the GBS Student & Faculty Affairs Committee (SFAC). The written request must specify the grounds for the grievance. The chair of the SFAC will notify the party whose action is disputed of the grievance.

The SFAC will not review:

- Appeal of course grades
- Grievances filed more than 30 calendar days from the date of grieved action or decision

Initial review of grievance The SFAC will be convened for initial review of the grievance to determine if SFAC consideration of the grievance will be accepted. The SFAC may request additional relevant information from the parties at this time. The determination will be communicated to all parties within 10 calendar days of grievance receipt.

Determination of grievance If the grievance is accepted for review, the committee will meet to discuss, no more than 10 calendar days following receipt of the grievance or following receipt of additional documents if requested. The SFAC may also request the parties in the dispute to meet with the Committee individually or together to provide additional information. The result of the committee discussion will be communicated in writing to the parties in the dispute no more than 7 calendar days following the meeting.

If a party in the dispute is not satisfied with the outcome of the grievance review, an appeal may be submitted to the Graduate School Appeals Board for specific information about consideration and process (*Graduate School Handbook, Graduate School Appeals Board (GSAB)*, pg 19).

GBS Academic Ethics and Conduct Policy and Procedure GBS students will be informed of *UAB Academic Ethics and Conduct* guidance contained in the Graduate School Handbook in a mandatory session to occur on the first day of class in the academic year for each new

entering class. Students are expected to be and stay familiar with the guidance as well as the UAB Honor Code and will sign a copy of the UAB Honor Code, to be retained in their theme student files.

The SFAC will review allegations of violations of academic ethics and Honor Code for any GBS theme student. A faculty member or student, who sees cause to charge a student with academic misconduct, must inform the SFAC Chair as soon as practicable, and preferably, within seven (7) calendar days of noting the incident. A failure to report the incident within seven (7) days will not prevent the SFAC from considering the allegation. The SFAC Chair will communicate the charge to the program director and to the student within 24 hours.

A meeting to review the charge will be convened within 7 calendar days. The student will meet with the Committee to respond to the charge or to accept liability. A student who accepts liability will be subject to sanctions for the violation. A student who accepts liability cannot appeal the decision to the Graduate School Appeals Board ("GSAB").

At the meeting, the student may present any information it wishes for the SFAC to consider, including presenting any witnesses or witness statements. The student may also have an advisor present to consult with the student. The advisor, however, may not address the SFAC or otherwise participate in the meeting. The student's theme director will attend as a non-voting participant. The meeting may be recorded and the recording will be the property of the University.

The Committee will deliberate and determine the validity and consequences of the allegation and may recommend expulsion or other sanction. Generally, a first violation shall result in the assignment of a failing grade in the assignment or in the course in which the violation occurred, at the discretion of the instructor. A notation on the student's permanent academic record may also be made to indicate that a reduced or failing grade was assigned because of an Academic Misconduct violation (e.g., "F, Academic Misconduct violation, June 15, 2006"), on the judgment of the SFAC. A second violation of the Honor Code shall result in expulsion from the University. No student may graduate until pending allegations of an Academic misconduct violation have been resolved.

The SFAC's decision will be communicated to the student in person, via telephone or UAB email, and theme director within 7 calendar days. The student may have the right to appeal the SFAC's decision to the GSAB as described in the Graduate School Academic Ethics and Conduct Policy, if certain grounds are met as set forth therein. If the SFAC's decision is to dismiss the matter, the decision will not be a part of the student's record.

Allegations of GBS student **research misconduct** should be managed according to UAB Responsible Conduct of Research policies.

GBS Academic Challenge Procedures Under the GBS General Academic Requirements, a GBS student who receives a final grade of 3 Cs or lower in any combination of first year courses will be dismissed from the GBS program. Similarly, a student who fails to pass any

of the 3 Core 1 (Fall Semester) courses, after retaking the course, will be dismissed. A letter grade of “C” or below is considered a failing grade.

A student who wishes to appeal his/her dismissal decision based on the reasons above must file a written appeal to the SOC Chair, who will then convene the SFAC to review and make a recommendation as to the merits of the dismissal. The SFAC will also be convened to hear appeals by the Theme Director for a student failing to meet the General Academic Requirements to continue in the GBS program.

Appeals by the student or the Theme Director must be submitted in writing to the SOC Chair within 7 calendar days of the student receiving his/her third C or failing grade or of the student receiving his/her final failing grade in one of the 3 Core 1 courses.

Upon receipt of the challenge or appeal, the SOC Chair will notify the SFAC Chair, who will convene a meeting of the SFAC to take place within 7 calendar days. The SFAC will review materials submitted by the student or Program Director and will review grades and other material pertinent to the student’s progress as the SFAC deems necessary to evaluate and make a determination of the student’s academic status. The materials to be reviewed by the SFAC and which the Theme Director shall make accessible to the SFAC may include admissions information, graduate progress and lab evaluations. The SFAC, in its academic discretion, may also choose to interview the student, other faculty members or the Program Director. The SFAC will deliberate and will make a recommendation based on majority vote as to whether the student should be dismissed or retained and any conditions that may be imposed for the student to remain in the GBS program. The recommendation will be made to the SOC Chair, who will make the final decision.

The SOC Chair will convey any decision involving academic action to the student in-person, via telephone or the student’s UAB email. The notification will include any conditions placed for retention in the GBS program, which the student must agree to and comply with to prevent dismissal.

GBS SOC 1.2015; Clarifications added 7.2015

GBS Finance Committee The Finance Committee will be responsible for review of GBS budgetary matters and recommendation of annual GBS budgets for approval by the GBS SOC. The Committee will consist of five members and include two departmental chairs, a representative from the MSTP and two additional members selected from the SOC. The SOC chair will serve on this Committee in an ex-officio capacity. The SOC Chair will appoint members to the committee for staggered three year terms and solicit input from the committee as to potential new members. In addition the Committee will include the Graduate School and GBS Business Officers and a representative from School of Medicine Finance. The Committee should identify a Chair, who will be assisted by GBS staff. The Chair will convene meetings and report to the GBS SOC on behalf of the Committee as an *ex officio* SOC member (if the Chair is not a full member of the SOC). The Chair will serve a two year term with the option to be considered for an additional term. This Committee will:

- Annually review and approve GBS theme and programmatic expenses

- Annually establish the first-year GBS student departmental charge-back or other administrative fee for GBS SOC approval
- Oversee the GBS Enrichment Fund application and awards process
- Periodically review and update processes for recovery of GBS theme and program expenses
- Periodically review and recommend to the SOC changes in GBS student stipend level and duration of first-year student support
- Develop policies for support of displaced and direct admit GBS students
- Advise the SOC on any unanticipated financial issues that may arise as related to functioning of the GBS

GBS Faculty Review Committee The Faculty Review Committee will be responsible for regular review and approval of faculty for participation in GBS training and education activities. The Committee will consist of a representative from each GBS theme and a representative of the MSTP. Each representative will be appointed by their respective theme/programs and will serve for a three year term that can be renewed. Terms will be staggered. The chair of the SOC will appoint a chair of the Faculty Review Committee from the SOC membership. The committee chair will serve a two year term with the option to serve an additional term. The Chair will convene meetings and report to the GBS SOC on behalf of the Committee as an *ex officio* SOC member, if not a full member during their tenure.

This Committee will

- Establish guidelines for GBS faculty membership and periodic review
- Review all new applications for GBS membership as requested by the chair of the faculty member's primary appointment department and/or the director of an appropriate thematic program
- Review active status of each GBS faculty member on a tri-annual basis and recommend termination or inactive status as necessary
- Report annually or as requested to the GBS SOC on matters of faculty review and to request approval of faculty status actions

GBS Admissions Committee The GBS Admissions Committee will be responsible for establishing and participating in common GBS applicant review and admission functions. The Committee membership will include two faculty and one student representative from each theme. In addition, the GBS Director, the GBS Data Support staff and the GBS Business Officer all serve as *ex officio* members. Candidates for Chair will be nominated from the Committee membership, elected by a majority vote of the Committee members, and serve for two years. The Chair can serve multiple terms. The Chair will convene meetings and report to the GBS SOC on behalf of the Committee as an *ex officio* SOC member.

This Committee will

- Establish guidelines for committee operations and application review
- Provide oversight of theme-specific admissions activities including establishment of specific interview and offer guidelines and review of applications as necessary

- Provide recommendations to GBS SOC regarding fellowship allocation assignments
- Annually review GBS program application, admissions and recruitment activities
- Periodically review and provide recommendations for Graduate School Fellowship allocation criteria
- Report and submit recruitment and admissions-related recommendations for approval to the GBS SOC annually or as requested by the SOC Chair
- Establish standards and guidelines as needed for the determination of admission criteria

Graduate Biomedical Student Outreach (GBSO) Committee The GBSO Committee will be responsible for recommending and managing GBS-wide initiatives to engage GBS students across all themes, as well as remaining JHS students, throughout their training. The Committee membership will include two representatives from each theme and two representatives from the MSTP, to be identified with theme director oversight. Each representative will serve a term of two years, which can be renewed once. A GBS staff advisor will assist the Committee. A faculty advisor from the Theme Directors Council will be nominated by the Council and assigned to the Committee, and will be responsible for reporting back to the SOC at its quarterly meeting. A Chair and Chair-Elect will be identified from the Committee membership by nomination and election by majority vote. Each will serve for one year, with the expectation that the Chair-Elect will serve as Chair the following year. The Chair will convene regular meetings and prepare reports for the SOC on GBSO activities.

The Committee will

- Identify, plan and manage social, scientific, outreach or other activities of interest to GBS students
- Provide feedback to GBS SOC regarding GBS student training needs and interests

Theme Directors Council (TDC) The Theme Directors Council membership will include Directors and Co-Directors of each of the GBS thematic programs as well as a representative from the MSTP. The TDC will meet every other month, with additional meetings held as necessary. GBS staff will be asked to attend the meetings as needed. The two Theme Directors elected as SOC representatives shall serve as Chair and Vice-Chair. Because all of the Themes are equal, this council will strive to address issues through consensus. Consensus is reached through discussion when all members agree to a particular condition or proposal. If any member(s) does not agree, discussion will continue with compromises being made until everyone can agree. In the event a consensus decision will be made via email (or by other means not in person), the failure to cast a vote is considered to represent agreement. If consensus cannot be reached on a specific issue at two consecutive meetings, the issue will be resolved by a majority vote.

The Council will also be responsible for evaluation and integration of thematic curriculum elements and ongoing oversight of GBS curricular affairs through the GBS Themes Curriculum Committee. The Committee members include all GBS theme directors and MSTP representative as well as course directors of the GBS Core Course modules (GBS

707,708,709). The Committee chair will be selected from among the Committee members and will serve a three year term.

GBS Theme Directors Details of the GBS Theme Director position and responsibilities are described below. The GBS SOC is responsible for identifying and selecting qualified candidates for theme directorship. The SOC Chair will advertise and solicit nominations from the SOC membership, from the theme faculty membership and from Center Directors if appropriate. Self-nominations will be accepted. The Chair will confirm the willingness of the nominees to be considered and will solicit CV's and training experience statements from those who are willing. Nominee names and documents will be provided to the SOC for review, typically by email ballot; a SOC meeting will be called if discussion is needed. The theme director will be elected by majority vote.

Theme Associate or Co-Director The SOC Chair will advertise and solicit nominations from the SOC membership and from the theme faculty membership for Theme Associate or Co-Director positions. Self-nominations will be accepted. The Chair will confirm the willingness of the nominees to be considered and will solicit CV's and training experience statements from those who are willing. Nominee names and documents will be provided to the SOC for review and ranking, typically by email ballot; a SOC meeting will be called if discussion is needed. Top ranked nominees will be reviewed with the Theme Director for final selection.

GBS SOC revised 1. 2015; Clarifications added 7.2015

GBS Thematic Program Director: Position Description

Overview: It is proposed by the GBS Steering and Oversight Committee (SOC) that desirable general characteristics of a Thematic Program Director include the following:

- Strong scientific credentials, with an active research program
- Experience with and active current involvement in graduate education and training
- Leadership skills and capacity to be an effective recruiter, to serve as a “cheerleader” for the program
- Potential to serve as T32 Program Director/PI or intent to promote development of training grant applications under the leadership of another appropriate individual
- Organizational/administrative experience; most daily administrative functions typically assigned to staff

Description of overall responsibilities and scope of duties: Thematic program directors will be charged with assembling theme-specific steering and other committees, which will oversee all theme-specific activities. Although the exact committee structure will be left up to each Theme, the GBS SOC anticipates that each Theme will require at least a Theme Steering Committee and a Theme Admissions Committee. Each thematic program director will also identify a faculty member (s) to represent the theme on the common GBS Theme Directors Council Curriculum Committee and on the common GBS Faculty Review

Committee. The director will chair meetings of the theme membership and will act as liaison between the theme and the GBS SOC and staff. The director will also serve as chair of the theme steering/executive committee. The director, via theme-specific committees, will be responsible for oversight of theme student recruitment and admissions, development of curricula with core and theme-specific elements, rotations and mentor selection, requirements for degree completion, monitoring student progress, provision of theme-affiliated enrichment activities and identification of faculty for theme participation. The director will be responsible for compliance with all theme-specific, GBS and Graduate School policies. Graduate School policies concerning appointment and authority of Program Directors is found in Graduate School Policies & Procedures, Section 12 <http://www.uab.edu/graduate/current-students/23-students/catalog/72-policies-and-procedures%20-%20limit111#limit111>.

The theme director will be responsible for applying annually for stipend and tuition awards for entering students, which are allocated by the Graduate School and distributed by the GBS SOC. It is recommended that new programs should receive funding commensurate with support of a minimum of five student positions. The director will also be responsible for oversight of any theme-specific financial matters, including verification of support mechanisms for students beyond their first year of support.

Reporting structure: Theme directors will report to the GBS SOC on behalf of their program. It is anticipated that the theme director will be responsible to the theme steering/executive committee for day to day program matters.

Administrative support: Administrative support for the theme will be provided by a theme-dedicated GBS staff member. It is anticipated that in most cases, one GBS staff member will divide effort between two themes. Efforts will be made to align programs and GBS staff interests and expertise. Support for general fiscal and personnel activities, curriculum needs and partial recruitment/admissions functions will be provided by GBS staff in common to all GBS programs.

Term of service: Renewable three year term, with annual review by the GBS SOC. A successful theme director would have the potential to serve two or more consecutive terms. Themes may consider creation of Co-Director positions as a means to support program leadership transitions or other purposes.

GBS SOC 8. 2008

Graduate Biomedical Sciences Faculty Participation Guidelines

Participating faculty are expected to be full-time, UAB faculty with a current UAB Graduate School Faculty appointment. Participants are expected to be scientifically productive and possess expertise in the themes in which they request membership. They are also expected to be, or become, actively involved in one or more GBS themes. Evidence of such current or planned active involvement in GBS theme(s) includes mentoring a GBS student, teaching in GBS courses, service on student thesis or examination committees, judging GBS rotation

talks or posters, teaching in advanced courses in GBS programs, serving as a preceptor for a rotation student, or interviewing prospective students. Funding to support students' stipends and research projects is expected but not essential for GBS participation. However, to accept thesis students, and in most cases rotation students, into their laboratories, GBS participants will need to provide evidence of adequate funding.

Application materials for GBS faculty status review include a completed GBS Faculty Requested Information Form, a current NIH SF424 (R&R) Biosketch including Research Support or a similar document, and information on past and current trainees. The application form is available online, by contacting the Graduate Biomedical Sciences Office.

Participating faculty will be reviewed on a three year cycle.

To request application and review of appointment for GBS Faculty status, please contact the GBS office, Savitha Memula, smemula@uab.edu, 996-9798. For further information concerning GBS Faculty status, please contact Dr. Paul Gamlin, Chair, GBS Faculty Review Committee, pgamlin@uab.edu, 934-0322. To apply for UAB Graduate School Faculty appointment, please see [Recommendation for Appointment to Graduate Faculty](#). The list of faculty with Graduate Faculty status is at <http://www.uab.edu/graduate/gradfaclist>.

Direct Admission of Students to GBS Themes by Department Recommendation

Although the Graduate Biomedical Sciences leadership affirms the general principle that GBS students should be admitted to the doctoral Themes via the GBS Application process (<https://app.applyyourself.com/?id=uab-grad>), it acknowledges that under some circumstances UAB departments will admit students for doctoral training outside of the regular GBS Admissions process. The following guidelines specify rules under which students admitted directly to a departmental program can join a GBS Thematic Program.

In order for a student who was directly admitted into a UAB departmental doctoral training program to be transferred into a GBS Theme, the following process must be completed and regulations observed.

1. The Chair and the anticipated thesis mentor must agree in writing to provide financial support of the student's stipend, tuition, and fees. Ultimate financial responsibility will reside with the departmental Chair.
2. The student's credentials must first be reviewed and approved by the Admissions Committee of the relevant Theme, and then by the GBS Admissions Committee. The GBS Admissions Committee will not review the student for GBS admission without submission of the Chair's agreement. Both of these Committees must specify that the student's credentials are comparable to or exceed the credentials of the pool of students that were admitted into that Theme during the current or preceding academic year.
3. The student must agree to complete a minimum of two eight- to ten-week research rotations with GBS faculty members before commencing thesis research. It is assumed that the first rotation will be with the anticipated thesis mentor. The anticipated thesis mentor and the mentor's primary department Chair should recognize that if the research pursued in the second rotation does not benefit the research in the

anticipated thesis mentor's laboratory, this may preclude supporting the student's stipend during this rotation from the anticipated thesis mentor's research grants, in which case non-grant funds from either the mentor or the department Chair will be required to support the student's stipend during this second rotation. The GBS will not provide funds to support the stipends of students admitted directly through a department.

Note: *The requirement for research rotations does not apply to students who transfer to UAB GBS themes with their faculty mentors who are recruited from another institution.*

4. The student must agree to comply with all requirements of the Theme that accepts them. In return, the Theme agrees to make available to the student all opportunities and academic courses that can be accessed by students admitted through the regular GBS Admissions Process.
5. If, after completing two rotations, the student chooses a laboratory for dissertation research that is outside the department that originally admitted the student, the original department will be obligated to absorb all expenses incurred by the student to date. Following transfer to mentorship under a new department, the financial obligation for the student will transfer to the receiving department, with this obligation documented by execution of the usual Thesis Laboratory registration document.
6. If any unanticipated problems develop with students admitted through this mechanism, they should first be referred for resolution to the Steering Committee of the Theme in which the student is enrolled. If the problem cannot be resolved by the Theme Steering Committee, it will be referred to a subcommittee of 3 members of the GBS Steering and Oversight Committee, appointed by the GBS SOC Chair, for final binding resolution.

*GBS SOC 6.2011
Updated 7.2014*

Financial Support of Theme Students Needing to Change Laboratories

This policy covers theme students who need to change laboratories due to circumstances out of their control (mentor leaving UAB, mentor illness or death, incompatibility between mentor & student).

- 1) If a student finds him/herself in one of the situations listed above, then the Theme Director, the SOC Chair, and the thesis committee must be notified promptly. These individuals will work with the students to quickly find a new rotation mentor.
- 2) The student will be free to choose a rotation mentor from any GBS Faculty at UAB. Although it will be encouraged for the student to pick a mentor in the same theme, it is not a requirement. If the mentor is not in the student's theme, then this choice and the impact on coursework requirements need to be discussed with the current and future theme director before the rotation will be approved.
- 3) The rotation with the potential new thesis mentor will be one month. If a second rotation is necessary, it will also be one month in length. Thus the maximum total time available for a displaced student to settle in a new thesis lab is 2 months. If the student

- has not been accepted in a new thesis lab within 2 months of leaving the initial lab, then the student will be terminated from the GBS programs.
- a. The time taken to find a rotation lab is included in the 2 month period that is the maximum time the student has to find a new thesis lab. Thus, a student who requires 4 weeks to identify a rotation lab may only have time to have 1 rotation before he or she either is accepted for thesis research by a new mentor or is terminated from the GBS programs.
 - b. If the displaced student has not identified a rotation lab within one month of leaving the original thesis research lab, then the student should be terminated.
- 4) The student's stipend during these rotations will be initially covered by the department of the previous mentor.
 - a. If the student chooses a faculty mentor in the same department, then the Chair will decide when the stipend cost is transferred to the new faculty mentor.
 - b. If the student chooses a new faculty mentor in a different department, then the stipend costs for the time of the final determinate rotation (1 month) will be reimbursed to the original department by the new department. These monies can either come from the faculty grants or from departmental accounts.
 - 5) There will be no reimbursement of the charge back monies already paid by the original department.
 - 6) Permission for more than two 1 month rotations may be given on a case-by-case basis in consultation with the SOC Chair, the original Theme Director, and original Department Chair.

GBS 7.2011; Clarification added 2.2012

GBS Theme Course Management and Support Guidelines

GBS theme staff invest a very significant amount of work effort in daily activities related to multiple and sometimes simultaneous GBS theme course(s) support. This effort is particularly problematic during the Spring semester period of heavy student recruitment activity. In order to allow the staff to manage all of their theme support responsibilities most effectively the following changes in course management and support have been proposed in discussion by GBS staff and approved by GBS Theme Directors. These guidelines are anticipated to result in common expectations of all theme staff that also would not significantly impact current course director and lecturer effort.

The plan below will become effective for AY 2014-15. GBS Core course support will remain as in previous years. GBS theme staff will be pleased to offer additional information if needed. Your cooperation in following these guidelines is greatly appreciated.

GBS Theme Course Management Responsibilities	
Course Director/Lecturers	Staff
Course Preparation	
Learn use of CANVAS learning management system	Learn use of CANVAS learning management system
Create syllabus & recruit lecturers	Receive syllabus
Reserve class room if departmental space to be used	Reserve room if departmental space not to be used
	Create course shell on Canvas
Class Preparation	
Upload lectures to Canvas (each lecturer has access, same effort as emailing to staff)*	Administer distribution of evaluations through desired mechanism(s)
Manage acquisition of key and opening/closing classroom	
Upload presentations to classroom computer**	
Exams (if course directors do not manage personally)	
Organize, receive questions from other lecturers, and format the exam	Print exams, deliver to Course Director
Proctor, deliver exams to staff	Scan and distribute exams to faculty for grading
Return graded exams to staff	Re-assemble exams, record scores for Course Director review
Calculate & enter grades*	

* Instructions available

**Students are responsible for printing lecture handouts if needed

GBS Curriculum Committee 5.2014

Instruction in NIH-recommended Individual Development Planning for GBS Students

NIH has encouraged institutions to develop **Individual Development Plans (IDPs)** for all graduate students and postdoctoral researchers supported by NIH awards by October 2014. Use of IDPs is to be reported in all progress reports submitted on/after October 1, 2014, using the Research Performance Progress Report (RPPR). The notice is at **NIH**

Encourages Institutions to Develop Individual Development Plans for Graduate Students and Postdoctoral Researchers Notice Number: NOT-OD-13-093 .

It is intended that all GBS students participate in IDP instruction, with each newly entered class to receive IDP instruction by October 1 of their year of entry. The Graduate School offers IDP instructional sessions that include participant initiation of IDP using the *Science Careers* website tool [myIDP](#). Theme directors may contact Drs. Jeff Engler engler@uab.edu or Susan Rich srich@uab.edu to schedule a session. Individual themes may also establish their own IDP instruction and related requirements.

Primary responsibility to assure that GBS students in each theme complete an IDP resides with the GBS theme director. A record of IDP instruction and initiation for students of each GBS theme must be provided to Dr. Engler by October 1 annually, to be forwarded to and monitored by the UAB Compliance Office. A session sign-in list or screen shots of the myIDP personal information summary page can provide evidence of participation. (*need to clarify reporting of MSTP students*) Additional IDP resources are available from the [CCTS Training Academy](#) and [UAB PhD Careers](#), directed by Jami Armbruster jamiA@uab.edu.

GBS 7.2014

HOW TO DEAL WITH DISTRESSED STUDENTS

Prepared by the UAB Counseling & Wellness Center

Any member of the UAB community may come into contact with a distressed student. Being aware of distress signals, methods of intervention, and sources of help for the student can help you feel more in control of situations that may arise. The mental health professionals at the Center for Counseling & Wellness are available to faculty and staff for consultation regarding these issues. Feel free to call us at 934-5816 if you would like to discuss these matters further.

Distress Signals

Listed below are some of the more common signs that someone is in distress. This list is intended to provide only basic information.

- **Depression:** While we all may feel depressed from time to time, "normal" depressions may consist of only one or two symptoms and usually pass within days. Clinically depressed students will exhibit multiple symptoms for a longer period of time. Some of these symptoms are sleep disturbances, poor concentration, change in appetite, loss of interest in pleasurable activities, withdrawal, poor hygiene, loss of self-esteem, and preoccupation with death.
- **Agitation or acting out:** This would represent a departure from normal or socially appropriate behavior. It might include being disruptive, restlessness or hyperactivity, being antagonistic, and increased alcohol and/or drug abuse.
- **Disorientation:** Some distressed students may seem "out of it." You may witness a limited awareness of what is going on around them, forgetting or losing things, misperception of facts or reality, rambling or disconnected speech, and behavior that seems out of context or bizarre.
- **Drug and alcohol abuse:** Signs of intoxication during class or interaction with university officials are indicative of a problem that requires attention.
- **Suicidal thoughts:** Most people who attempt suicide communicate early messages about their distress. These messages can range from "I don't want to be here", to a series of vague "good-byes", to "I'm going to kill myself." Non-verbal messages could include giving away valued items, and putting legal, financial, and university affairs in order. *All of the above messages should be taken seriously.*
- **Violence and aggression:** You may become aware of students who may be dangerous to others. This may be manifested by physically violent behavior, verbal threats, threatening e-mail or letters, harassing or stalking behavior, and papers or exams that contain violent or threatening material.

Intervention Guidelines

While it is not expected that you be a "watchdog" or that you will provide a thorough assessment, you may be the first contact for a student in distress and in a position to ask a few questions. Following these guidelines can lead to a hopeful outcome for everyone involved.

- **Safety first!** Always keep safety in mind as you interact with a distressed student. Maintain a safe distance and a route of escape should you need it. If danger to you or the student seems imminent, call 911 or the UAB Police at 934-3535. After stabilizing the situation, notify the Non-academic Judicial Affairs Office at 934-4175.
- **Avoid escalation** Distressed students can be easily provoked. Avoid threatening, humiliating, and intimidating responses. It is usually not a good idea to "pull rank" and assert authority unless you are certain of the student's mental health status. Distressed students are in need of listening and support. One can always remind them of rules at a later time.
- **Ask direct questions** Take a calm and matter-of-fact approach. Ask students directly if they are drunk, confused or if they have thoughts of harming themselves. You need not be afraid to ask these questions. You will not be "putting ideas in their heads" by doing so. Most distressed students are relieved to know that someone has noticed and cares.
- **Do not assume you are being manipulated** While it is true that some students appear distressed in order to get attention or relief from responsibility, only a thorough assessment can determine if this is the case. Attention-seekers can have serious problems and be in danger, too.
- **Know your limits** You will be able to assist many distressed students on your own by simply listening and referring them for further help. Some students will, however, need much more than you can offer. Respect any feelings of discomfort you may have and focus on getting them the assistance they need. You can do this by affirming them for confiding in you, being accepting and nonjudgmental, trying to identify the problem area, and indicating that seeking professional help is a positive and responsible thing to do.

Some signs that indicate you may have over-extended yourself include:

- Feeling stressed out or overwhelmed by the situation
- Feeling angry at the student
- Feeling afraid
- Having thoughts of "adopting" or otherwise rescuing the student
- "Reliving" similar experiences of your own

Referral Resources

- UAB Counseling & Wellness Center: 934-5816
- Women's Center: 934-6946
- Campus Counseling Center: 934-3779
- UAB Police: 911 or 934-3535 (emergency); 934-4434 (non-emergency)

- Crisis Center: 323-7777
- Rape Response: 323-rape (323-7273)
- UAB Hospital ER: 934-4322
- Andy Marsch, Non-Academic Judicial Officer: 934-4175

Our Mission

The mission of the Counseling & Wellness Center is to:

- provide counseling to enrolled students
- provide outreach services and other activities oriented toward emotional health issues, personal development, and the prevention of psychological and behavioral problems to the UAB community
- provide training opportunities for students in the helping professions

Student Health & Wellness Center
1714 9th Avenue South
T 205.934.5816
email: counseling@uab.edu

GUIDELINES FOR UAB MSTP STUDENTS IN GBS THEMES

1. **MS1 MSTP** students (1st year in the MSTP) are not required to take GBS core courses 707, 708, or 709 in Fall term. Instead they take MSTP 793 (Basic Science Research Forum), which substitutes for 707, 708, and 709 and is listed as a SOM course. They do not take any GBS courses in the Spring of their MS1 Year. They are exempt from any other theme-specific courses taught in the Fall of the GS1 year. These include:

- BSB: GBS 780 (BSB Lab Methods); GBSC 701 (Grad Student Research Meeting)
- CB/CMDB: GBS 710 (Cell Signaling)
- Genetics: GBS 724 (Principles of Genetic Inherited Diseases)
- Immunology: GBS 740A (Intro to Immunology)
- Microbiology: GBS 748 (Fundamentals of Micro)
- Neuroscience: GBS 730 (Intro to Neurobiology); GBS 731 (Principles of Cell Neuro)
- PBMM: GBS 704 (Intro to Experimental Medicine)
- All themes: any required seminars, journal clubs, or lab rotations
- The MSTP students do all rotations during the summer months (see below)

2. **MS2 MSTP** students will choose a **theme-specific curriculum track** by November 1 of their 2nd year in the MSTP (i.e. their 2nd year in medical school). They commence with their theme-specific coursework in spring of their MS2 year (see #3 below). An e-mail will be sent in November to the theme managers notifying them of those MSTP students who have chosen their theme-based curriculum track. MSTP students take the normal theme-specific spring courses in the Spring of their MS2 year (which corresponds to the spring of the GS1 year for other graduate students) with the following exceptions. They are exempt from:

- BSB: GBSC 701 (Grad Student Research Meeting)
- Immunology: GBS 740B (Intro to Immunology)
- Neuroscience: GBS 732 (Grad Neuro)
- BY 755 (MSTP students will take a biostatistics course during their initial graduate year (their 3rd year in the program)

MSTP Office:

- Will obtain these choices from the MSTP students and transmit these choices to the Theme and to GBS Data Support.
- Give the GBS Theme Administrators access to the MSTP records website (<https://services.medicine.uab.edu/MSTPRecords>) so that the themes can pull down necessary information about the student and their SOM grades.
- The MSTP will inform the student that they need to meet with theme manager and/or director to review required and/or recommended courses and sequence prior to registration for Spring term (i.e., typically by early Nov, in advance of registration for Spring courses. The MSTP will communicate this date to MSTP students). After this meeting, the student will promptly communicate the agreed upon courses to MSTP, confirmed with the theme.
- All MSTP emails to MSTP students who have a theme affiliation, **which discuss theme information or requirements** will be copied to the appropriate theme(s).

- Obtain course descriptions of GBS courses taken by MSTP students and transmit those GBS course descriptions to the UASOM for inclusion in the Medical School course catalog.
- The MSTP office will facilitate obtaining signatures on the UASOM grade sheets from the course-masters and transmitting them to the UASOM.

Theme Directors/Administrators:

- After this notification, the theme manager should immediately initiate welcome contact with MSTP student, cc'd to mstp@uab.edu.
- These students need to immediately be added to any theme e-mail lists. It is recommended that all theme emails that include theme MSTP students should be copied to mstp@uab.edu;
- MS1s (fall term) and MS2s (spring term) will need access to the Blackboard sites for all classes. MSTP student names and student numbers will be provided to the Registrar's office by the MSTP manager. The Registrars Office will add the MSTP students to their chosen courses so they may gain access to Blackboard sites.
- Letter grades for all courses will be reported to the MSTP Office for reporting to the UASOM for the student's transcript at the end of the semester. This should be done at the same time these grades are entered into the online system. The UASOM requires individual grade sheets for each class/instructor. The MSTP will facilitate getting these grade sheet signatures.
- MSTP students transfer to oversight of their graduate theme requirements starting with the Fall term of their GS1 (MS3) year. Any theme checklists generated to document completion of theme specific requirements should be copied to the MSTP office for their student files. Advertisement of PhD thesis public defenses for MSTP students is completed for MSTP students by the theme administrators following the same procedures as for other theme students.
- Any MSTP specific regulations (i.e. every 6 month committee meetings with reports back to the MSTP) will be overseen by the MSTP office and copies of the reports will be sent to the appropriate theme for their files.
- GBS course descriptions must be provided to the MSTP for transmittal to the UASOM. All courses taken by MSTP students while enrolled in UASOM must be dual listed in the UASOM catalogue. The MSTP Office will obtain this information from GBS course descriptions, which can be obtained through the UAB Academic Catalogue under course description. Therefore, it is important that the course descriptions are updated annually so to provide the most current information to the UASOM.

Course Requirements:

- These MS2 MSTP students will take the normal GS1 Spring Coursework required by the theme of choice with the following exceptions (to be updated as theme courses evolve):
 - Neuroscience Theme: MSTP Students are only required to take Grad Neuro Discussion (GBS 791). For GBS737 (Student Summer Seminar) - MSTP students will be required to take this course as per theme requirements, but

will be excused for the month of June following the MS2 year, if the student is enrolled in a Family Medicine clerkship. The MSTP will notify the Neuroscience Administrator of the names of the students for which this exception needs to apply.

- All Themes: MS2 MSTP students cannot take any required coursework during the month of May due to the UASOM requirement for USMLE Step I.
- All required theme GS1 coursework (Spring and Fall) must be taught in the 8-10am timeslot to accommodate the concurrent medical school coursework that the MSTP students are also required to take.

3. Individual Development Plans: The UAB MSTP has an extensive requirement for IDPs for its students, which include both research career development and clinical career development plans. This will be initiated for each UAB MSTP student upon entry into the MSTP (during the summer prior to their MS1 year) and the appropriate documentation of completion will be provided to the PhD Theme Directors/Administrators at the time a MSTP student chooses their graduate theme.

4. GS1 MSTP students (3rd year in the program), are required to follow all theme requirements for advanced coursework and qualifying exams. In order to ensure that the student is meeting theme-specific requirements, it is up to the theme to use appropriate oversight to make sure the student is meeting their specific theme requirements. However, there are several unique aspects to the training of the MSTP students in the themes:

- MSTP students typically perform 3 research rotations, 1) summer before MS1 yr; 2) summer following MS1; and 3) summer following MS2 (some MSTP MS2s will choose to do a Family Medicine rotation, which will delay this third research rotation by one month. MSTP students can directly enter a thesis lab after two rotations with MSTP Director permission.
- MSTP students register for either MSTP 798 (non-dissertation research) or MSTP 799 (dissertation research), in accord with MSTP NIH T32 program guidance.
- The deadline for MSTP students to select their thesis mentor and final theme affiliation is two weeks before the end of their third rotation (summer after their second year of medical school). This is usually in mid-August. Mentor choices will be communicated promptly to the theme and to GBS Data Support.
- MSTP students are required to set up a meeting with one (or more if needed) Theme Administrator(s) in November of their MS2 year to discuss their potential GBS Theme Choice and their Spring GBS coursework. A two-week period will be designated for these meetings. Then they need to meet with the appropriate Theme Director within one month of choosing their laboratory (in the summer after their MS2 year).
- MSTP students must form their dissertation committees within 6-months of joining their laboratories and they must have dissertation committee meetings every 6-months.
- The MSTP office will help the student create and process the Graduate Committee Selection Form, Change in Graduate Committee Form, the Admission to Candidacy form, and the Application for Degree Forms. The Graduate School has agreed to copy

the mentor, theme, and MSTP, once the forms are approved by the Graduate School Dean's Office.

- The MSTP office tracks committee meetings and reminds students/mentors.
- MSTP students have to fill out a report following each dissertation committee meeting. The MSTP office tracks these reports and reminds students/mentors if they are not received. The MSTP office will provide copies of these reports to the respective student's theme administrators for their files.
- GBS Bioethics – MSTP students are required to take this, but due to medical school conflicts, they cannot take it the summer of their MS2 year. In general, they will take this course the summer after their GS1 year (their 3rd year in the MSTP). If the course is scheduled for Fall term, they will take this course in the Fall of their GS1 year.
- GBS Biostatistics – MSTP students are required to take this course as a minimum. In general, they will take this course the summer after their GS1 year (their 3rd year in the MSTP). If the course is scheduled for Fall term, they will take this course in the Fall of their GS1 year. Some MSTP students may opt to take a more intensive biostatistics course and that will be approved by the MSTP office and that approval transmitted to the specific theme involved. This requirement cannot be waived based on previous undergraduate courses.

5. The MSTP students have several additional requirements:

- MSTP students are required to have their assigned MSTP mentor on their Thesis Committee. The MSTP Mentor can either be an ex officio member or a full member of the Dissertation Committee.
- Other MSTP-specific requirements, including required MSTP events and MSTP-specific courses are listed below:
 - MSTP 794: Translational Research Seminar (required every semester-Fall, Spring, Summer) (2nd Wednesday of each month, 5:30-7pm)
 - MSTP 795: Continuing Clinical Education (will be taken periodically in upper GS years) (offered Fall/Spring semester)(requires clinical experiences that will be scheduled around the attending and student's schedules, as well as a translational JC which occurs on the 3rd Tuesday of the month from 12-1)
 - MSTP Retreat (on a summer weekend in June or July)
 - All MSTP students are required to submit a NIH F30/F31 (or private foundation equivalent) on or before April of their 4th year in the MSTP.

6. Other:

- All themes will receive copies of the current MSTP Handbook or a notice when the online handbook is updated.
- Copies of up-to-date Theme Training Plans, Qualifying Exam Guidelines, and the 1st year GBS curriculum grid will be provided to MSTP annually by May 1 and updates to the GBS Handbook will be forwarded to MSTP as to all themes.
- The MSTP must update GBS course descriptions annually for the UABSOM; therefore updated course descriptions should be provided to the MSTP when each semester's schedule is finalized.

- Financial oversight of MSTP students is managed by the MSTP office. Therefore, before any MSTP student is given permission by a theme to change courses after registration, this needs to be discussed with the MSTP office so that we can make sure that an additional charge is not generated or that the student does not get an inappropriate refund into their student account.

Updated 08.2014

GBS FORMS

See GBS Website, Forms at <http://www.uab.edu/gbs/home/current-gbs-students/2013-09-19-19-49-47>.

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