



Department of Neurobiology and Anatomy

Graduate Student Handbook

February 4, 2011

Neurobiology and Anatomy Graduate Student Handbook

Introduction

Section I: Graduate study in the Department of Neurobiology and Anatomy

Course requirements

Time line and student responsibilities

Check list for forms and requirements

Student responsibilities in each year of graduate school

Requirements for MD/PhD

Information for International Students

Section II: Departmental Policies

Students Rights and Responsibilities

Policy Statement on Academic standards

Honor code

Policies and recommendations

Student family insurance

Teaching assistantships

Student tuition waivers

Vacation and work hours

Graduate fellowships and training grants

Section III: Appendix

Forms for the Department

i. Summary of Laboratory Rotations (direct admits only)

ii. Laboratory Acceptance Form (direct admits and MD/PhD students)

iii. Establish a Second Year Advisory Committee

iv. Consent to Teaching Assistantship

v. Establish a Preliminary Exam Committee

vi. Report of the Preliminary Examination

vii. Establish a Supervisory Committee

viii. Report of Thesis Committee Meeting

ix. *Exit* Interview/Check-Out form

Forms required by the Graduate School

Application for Graduation (<http://www.sa.utah.edu/regist/graduation/applying.htm>)

Supervisory Committee Approval (<http://www.gradschool.utah.edu/thesis/index.php>)

Final Reading Approval (<http://www.gradschool.utah.edu/thesis/index.php>)

Introduction

Welcome to the Department of Neurobiology and Anatomy. We have tried to collect information that will help you proceed smoothly through your graduate education. Every effort has been made to ensure that the requirements and policies of the Department are in accordance with those of the Molecular Biology and Neuroscience Programs and Graduate School. This handbook provides a brief timeline for the first four years of graduate school, policy information from the Department and examples of required forms. This information is meant to supplement the information available on the departmental website (<http://www.neuro.utah.edu>). Suggestions designed to improve the handbook, or the website, are welcome.

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Websites:

Neurobiology and Anatomy	http://www.neuro.utah.edu
Graduate School	http://www.gradschool.utah.edu
Neuroscience Program	http://neuroscience.med.utah.edu/
Molecular Biology Program	http://www.bioscience.utah.edu/mb/index.html
International Student Center	http://www.sa.utah.edu/inter/iss/
Developmental Biology Training Grant	http://dbtg.utah.edu/
Genetics Training Grant	http://gtg.path.utah.edu/
Graduate Fellowships	http://www.gradschool.utah.edu/tbp/finassist.php
Other Funding Sources: Office of Sponsored Projects	http://www.osp.utah.edu/Funding/resources.html
Other Funding Sources: Database maintained by the Sánchez lab	Contact Yvonne Jenkin: Yvonne@neuro.utah.edu
Patents and Inventions	http://www.regulations.utah.edu/research/7-002.html

Section I: Graduate Study in the Department of Neurobiology and Anatomy

Course Requirements

Department of Neurobiology and Anatomy

The Department of Neurobiology and Anatomy offers courses of study leading to the Doctor of Philosophy degrees. PhD candidates are typically admitted to the Department through the interdepartmental graduate programs in Neuroscience (NS) or Molecular Biology (MB). Students from MB join the Department in their second year, whereas NS students remain in the Neuroscience Program. In exceptional cases, students may be accepted into the Department by direct admission.

Requirements for students entering the Department from the MB Program can be found at <http://www.bioscience.utah.edu/mb/index.html>. First year students follow the MB Program's core curriculum. Upon joining the Department, students must subsequently take at least 12 additional credits; at least 6 credits must be in didactic courses. One didactic course must be from the list below and another will be selected from a list of approved courses in conjunction with the student's Second Year Advisory Committee. Students must also fulfill a teaching requirement (TA, 1 course), and take a course in statistics. In addition, in Year 2 and subsequent years students must register for RIP (ANAT 7720, 1 credit) one semester and Journal Club (ANAT 7740, 1 credit) or RIP the other semester, and must participate in RIP both semesters.

Year 1: 19 credits	MB Program requirements
Year 2+:	3 graded courses (any length) -- One must be*: Neuroanatomy Cell and Molecular Neuroscience Developmental Neurobiology RIP (ANAT 7720) both semesters Statistics TA
Year 3+:	Once students have taken the requisite 3 courses, they must continue to register for RIP (ANAT 7720) each semester, with the exceptions listed below.

Course requirements for students in the Neuroscience Program can be found at <http://neuroscience.med.utah.edu/>. NS students in the Department are expected to participate in RIP and attend departmental seminars.

Course requirements for students admitted directly to Neurobiology and Anatomy will be determined by the student's supervisory committee on an individual basis.

NB: All students in the Department are required to take a research ethics course and a statistics course. Domestic students must register for RIP (ANAT 7720) each semester that they receive tuition benefit. International students should register for RIP ONLY until the semester that they reach 84 cumulative graduate credit hours. However, attendance at RIP is mandatory both semesters for all students in the Department throughout their entire graduate career.

* An alternate course may be substituted at the discretion of the student's advisory committee.

Table 1: Useful Course Information

Course (credits)	Course #	Course (credits)	Course #
Cell and Molecular (4)	NEUSC 6040	RIP (1)	ANAT 7720
Neuroanatomy (3)	ANAT 7710	Thesis Research (1-9)	ANAT 7970
Developmental Neurobiology (3)	ANAT 7750	Journal club (1)	ANAT 7740
Research ethics	PHIL 7570/MBIOL 7570		
Statistics (1-2)	PSYCH 5500		
	PSYCH 5510		
	PH TX 6680		
	ONCSC 6150		
	MDCRC 6000		

Timeline

Enter Graduate School



First Year

- Complete first year course work
- Complete four laboratory rotations
- Select a thesis laboratory
- Establish a second year advisory committee
 - **File “Establish Second Year Advisory Committee” with DGS** (Appendix *iii*)
- Meet with the Director of Graduate Studies (DGS)
- Apply for Utah residency

Second year

- Complete second year course work
- File “Consent to Teaching Assistantship” w/ DGS (Appendix *iv*) & complete TA requirement
- Establish a preliminary examination committee
 - **File “Establish a Preliminary Exam Committee” with DGS** (Appendix *v*)
- Complete the Preliminary Examination
 - **File “Report of Preliminary Exam” with DGS** (Appendix *vi*)
- Establish a Thesis Committee
 - **File “Establish a Supervisory Committee” with DGS** (Appendix *vii*)
- Present your research in the Departmental RIP
- Meet with the DGS

Third year

- Have thesis proposal meeting within 6 months of the Preliminary Examination
 - **File “Report of Thesis Committee Meeting” w/ committee & DGS** (Appendix *viii*)
- Present your research in the Departmental RIP
- Meet with the DGS

Fourth Year

- Meet with your thesis committee approximately no less than once a year
 - **File “Report of Thesis Committee Meeting” w/ committee & DGS** (Appendix *viii*)
- Present your research in the Departmental RIP
- Meet with the DGS

Fifth Year

- With your thesis committee, agree to a timetable for completing your research and dissertation. Consult the Graduate School website for important deadlines
 - **File an Application for Graduation form with Registrar’s Office** (<http://www.sa.utah.edu/regist/graduation/applying.htm>) and ask the DGS to submit your Program of Study to Graduate Records at least one semester before graduation.
- Prepare the written thesis according to University guidelines
- Schedule a date for the defense in keeping with University deadlines
 - **Following the defense, submit signed “Supervisory Committee Approval” and “Final Reading Approval” forms to the Graduate School, and file a photocopy of each with DGS**
- Schedule a final meeting with the DGS and fill out Exit Interview/Check-Out Form (Appendix *ix*)



Graduation!

Graduate Program Checklist (Ph.D.)

Department of Neurobiology and Anatomy

STUDENT NAME: _____ UNID #: _____

DATE OF ADMISSION: _____

ADVISOR: _____

Requirement	Date completed/filed	Comments
<i>Required by the department</i>		
Required courses: Statistics Research Ethics	_____ _____	
Elective courses: 1. _____ 2. _____ 3. _____	_____ _____ _____	
Academic Standards/Honor Code		
Summary of Lab rotations (Appendix <i>i</i> , direct admits only)		
Lab acceptance (Appendix <i>ii</i> , direct admits and MD/PhD only)		
Establish a Second Year Advisory Committee (Appendix <i>iii</i>)		
Consent to Teaching Assistantship (Appendix <i>iv</i>)		
Establish a Prelim Exam Committee (Appendix <i>v</i>)		
Report of Preliminary Examination (Appendix <i>vi</i>)		
Establish a Thesis (Supervisory) Committee (Appendix <i>vii</i>)		
Report of Thesis Committee (Appendix <i>viii</i>) Committee should meet at least once a year; form should be submitted for each meeting		
Photocopy of signed Supervisory Committee Approval & Final Reading Approval (see below)		
Exit Interview/Check-Out Form Due before you leave the Department		
<i>Required by Graduate School</i>		
Application for Graduation Due one semester before graduation		
Supervisory Committee Approval Due following dissertation defense		
Final Reading Approval Due following dissertation defense		

Student responsibilities in each year

Note: All official documentation and tracking of student's progress is recorded electronically by the Graduate School. A designee in the Department of Neurobiology and Anatomy, either the Director of Graduate Studies (DGS) or the Administrative Secretary, submits information to Graduate Records via Graduate Student Record Tracking for approval by the Dean of Graduate Studies. It is important that students provide the DGS with accurate information of their progress in a timely fashion using forms reproduced in the Appendix and available on the Department website (www.neuro.utah.edu/education/grad_handbook/index.html). Note that many of these forms require signatures of faculty and/or the DGS. Students may verify the accuracy of their information in Graduate Records at any time via Campus Information System.

First year:

1. The requirements for the first year are determined by the admitting program (MB or NS) or by an individual departmental committee for students admitted directly into Neurobiology and Anatomy.
2. During the first year students must complete their laboratory rotations and select a thesis lab. Acceptance into a thesis lab must be indicated by a signed "Thesis Lab Mentor/Department Agreement" form (MB students) or "Lab Acceptance" form (Appendix *ii*; direct admits and MD/PhD students). Upon joining the Department students should fill out the departmental Check-in Form (http://www.neuro.utah.edu/related_links/it/welcome.html) and submit it to Karen Evans in Room 401 MREB.
3. After joining a laboratory, the student must organize a Second Year Advisory Committee (SYAC) consisting of three faculty members from the Department and file a "Second Year Advisory Committee" form (Appendix *iii*) with the Director of Graduate Studies (DGS). At least one member of the SYAC must be a regular (i.e. tenure-track) faculty with primary appointment in Neurobiology and Anatomy (i.e. must not be Adjunct Faculty). This committee must meet within three months after the student joins the department and will advise the student on the second year course requirements. Members of the SYAC may subsequently serve on the student's preliminary examination and thesis committees.
4. In May or June of the first year, the student must meet with the DGS to review second year requirements of the department. It is the responsibility of the student to schedule this meeting.
5. At the end of the first year, students who are not Utah residents are required to file for residency. Information on obtaining Utah residency is available at: <http://www.sa.utah.edu/admiss/>

Second year:

1. Coursework: The second year course work required for MB and other departmental students is described above (see Course Requirements) in Section I: page 1. Students in the Neuroscience program must complete the second year course requirements of this program.
2. Tuition Benefit Program (TBP), credit hours and financial support (more detail in Section II, Policy on Tuition Payment and: <http://www.gradschool.utah.edu/tbp/guidelines.php>): The Graduate School provides tuition waivers to students for 10 semesters (8 semesters for students entering with a Master's degree) as a form of financial support. To qualify for a tuition waiver, students are required to maintain between 9-12 credit hours in both Fall and Spring semesters, and maintain a 3.0 GPA. The number of credit hours for which students must register depends on whether or not the student is a Utah resident, the number of years he/she has been a graduate student, and the source of the student's stipend, as summarized in the guidelines in Table 2.

Table 2: Guidelines for Credit Hour Registration
Domestic students (Utah residents)

Source of Stipend	TBP	Years in Graduate Program	Fall Semester	Spring Semester	Summer Semester
			Credits	Credits	Credits
External research grant (5000 acct) (RA) ⁵	+	1	9-11	9-11	3
	+	2-5 ¹	9-11	9-11	3
	-	> 5 ^{1,4}	3 ANAT 7790 ⁴	3 ANAT 7790 ⁴	0 ²
“Activity” (TA, GA and GF) ⁵	+	1	9-12	9-12	0 ²
	+	2-5 ¹	9-12	9-12	0 ²
	-	> 5 ^{1,4}	3 ANAT 7790 ⁴	3 ANAT 7790 ⁴	0 ²

International students and non-residents

Source of Stipend	TBP	Years in Graduate Program	Fall Semester	Spring Semester	Summer Semester
			Credits	Credits	Credits
External research grant (5000 acct) (RA) ⁵	+	1	9-11	9-11	3
	+	2	9-11	9-11	3
	+	3-5 ^{1,3}	9-11 ANAT 7790 ³	9-11 ANAT 7790 ³	3 ANAT 7790 ³
	-	> 5 ^{1,4}	3 ANAT 7790 ⁴	3 ANAT 7790 ⁴	0 ²
“Activity” (TA, GA and GF) ⁵	+	1	9-12	9-12	0 ²
	+	2	9-12	9-12	0 ²
	+	3-5 ¹	9-12	9-12	0 ²
	-	> 5 ^{1,4}	3 ANAT 7790 ⁴	3 ANAT 7790 ⁴	0 ²

¹ TBP eligibility is reduced by 1 year for students entering with a Master’s degree; if a student is supported by a fellowship that pays tuition, the TBP will be extended.

² Students must be enrolled for 3 credits of thesis research in the semester of their Preliminary Exam or Thesis Defense.

³ International and non-resident students paid as RA’s must register ONLY for thesis research (ANAT 7790) in the semester in which cumulative registration exceeds 84 credit hours as a University of Utah graduate student, and in all subsequent TBP semesters.

⁴ All students should register ONLY for 3 credit hours of thesis research (ANAT 7790) once they have exhausted their TBP.

⁵ RA, Graduate Research Assistant, PAN job code 9314, Exempt; TA, Graduate Teaching Assistant, PAN job code 9416, Exempt; GA, Graduate Assistant, PAN job code 9330, Exempt; 9331, Hourly; GF, Graduate Fellow. For more information see definitions at <http://www.gradschool.utah.edu/tbp/guidelines.php> and/or Karen Evans in the Department office.

If the student is supported by an externally funded research grant (5000 fund) as a Graduate Research Assistant (RA) and doing research for that project, he/she should register for 9-11 credit hours in Fall and Spring and 3 credit hours in the Summer to maintain a tuition waiver. The Graduate School will pay for summer registration for all students who are currently paid off of a "5000" account (research grant account) as an RA (see Section II, Policy on Tuition Payment). Registration for 3 credits in Summer allows students to avoid paying FICA taxes on their summer stipend. If the student does not qualify for this program, he/she will need to pay for summer registration himself or choose not to register (it is not required to maintain full-time status). *Failure to register for the required number of credits will result in the student being held responsible for payment of tuition. If the student exceeds the maximum credit hours, the student will be required to pay for the additional courses.*

The Graduate School provides tuition waivers to students for 10 semesters (8 semesters for students entering with a Master's degree). However, if a student is supported on a fellowship or training grant that pays tuition, he/she remains eligible for any 'unused' semesters of tuition waivers from the Graduate School. Students are encouraged to apply for fellowships and/or positions on training grants. Websites of potential funding opportunities are listed in the Introduction to this Handbook.

3. Preliminary ('Qualifying') Examination: The Preliminary Examination should take place at the end of the second year, once the second year course work has been completed. If the exam does not take place within the second year, it should be scheduled for the *first semester* of the third year. *Note that if the Preliminary Examination takes place during the summer semester, the Graduate School requires that the student register for at least 3 research credit hours.*

- **Students may not schedule their preliminary exam until the exam committee has been approved by the DGS.**

The Preliminary Examination committee for MB and other departmental students will consist of five faculty members: three or four from the department and at least one outside member. One member must be designated as the Chair of the Committee. Students should file "Establish a Preliminary Exam Committee" form (Appendix v) with the DGS prior to the initial committee meeting. The DGS or Administrative Secretary will enter this committee into Graduate Student Record Tracking as the Supervisory Committee, with a comment that this is a Preliminary Exam committee. The student's advisor will not participate in the exam, but may be present at the exam and committee meetings. The protocol for the Preliminary Examination and helpful information about preparation for the Exam are found in Section II of "Guidelines for Scientific Presentations and the Preliminary Exam" on the departmental website: www.neuro.utah.edu. Neuroscience students in the department must follow the requirements of the Neuroscience program for the establishment of the prelim exam committee.

- a. Initial meeting (optional): The student may elect to convene an initial meeting of the prelim committee to review coursework, research to date, etc. This may not be necessary if members of the SYAC are also members of the prelim committee.
- b. Abstract meeting: The student will present two, 2-page abstracts to the committee one week prior to the abstract meeting. The subject area of the proposal should be distinct from the area of the student's thesis research since this exam is intended to determine the student's ability to think creatively and independently. At the meeting, the student will

give a 10-minute oral presentation of each abstract. The committee can select one of these topics for a full proposal or may choose another topic if neither of these is appropriate. If the student is required to substantially revise their abstracts or generate new abstracts, a second abstract meeting will be held.

- c. Examination: 6-8 weeks following the abstract meeting, a full proposal will be presented. The written proposal must be turned in one week before the exam date. The format and length should follow the current guidelines for an NIH/NRSA proposal.* Students are allowed to seek advice on preparing abstracts and on the written proposal from fellow students, postdocs and faculty *with the exception that their mentor may NOT participate in preparation of either the abstracts or the proposal.*

In the examination, the student will give a 20-30 minute oral presentation of the proposal, and will then be examined on the proposal. There will also be a comprehensive component to the exam based upon the course work that the student has completed. The student can pass, conditionally pass or fail the examination. If the student passes conditionally, the committee may require additional course work, re-examination on limited subject material or rewriting of the proposal. If the student fails the examination, he/she may have one chance to retake the exam at the discretion of the committee. If a student fails the exam a second time, he/she will be dismissed from the program.

*NIH/NRSA guidelines: <http://apply07.grants.gov/apply/UpdateOffer?id=16446>

Following the examination (regardless of the outcome), the student must complete and file the departmental "Report of Preliminary Examination" form (Appendix vi) with the DGS. Remember to bring a copy of this form to the exam.

- **Students will not pass the Preliminary Examination until this form is submitted.**

The DGS will enter the date of successful completion of the exam in Graduate Student Degree Tracking. After the chair of the Preliminary Exam committee verifies electronically that the student has passed the preliminary exam, the student advances to candidacy.

Thesis (Supervisory) Committee: Following successful completion of the preliminary exam the student must establish a thesis (supervisory) committee and submit the "Establish a Supervisory Committee" form (Appendix vii) to the DGS. The DGS will amend the Supervisory Committee in Graduate Student Records to reflect the new composition.

- **Students may not schedule a thesis proposal meeting until the thesis committee has been approved by the DGS.**

The thesis committee consists of five faculty; at least three must be regular (i.e. tenure-track) faculty with their primary appointment in Neurobiology and Anatomy (i.e. must not be Adjunct Faculty), and one must hold a primary appointment in another department. Faculty who hold an adjunct appointment in the Department can serve as the outside member of the committee. Some or all of the members may have served on the Second Year Advisory committee or the Preliminary Examination committee.

NB: Selection of the thesis committee should be done very carefully! Your committee will work *with* you to help you complete a body of work that you can be proud of and one that *merits* the award of a doctorate degree. Consequently, you need to select people who have

expertise in areas pertinent to your research, but also people you can communicate with comfortably. The committee has full authority to determine when you have completed your research. You need make an ongoing effort to keep your committee informed of *any important changes* in your project and solicit their advice and cooperation in addressing any issues that arise.

4. TA-ships: The Molecular Biology Program requires that students admitted through this program TA one course. TA-ing one course is strongly recommended for all students. If a student TAs, it is their responsibility to ensure that they do not exceed the 0.74 FTE status that allows them to be considered 'part-time employees', otherwise their stipend will be reduced to maintain part-time status. The student must negotiate all TA-ships with their advisor, and the advisor must agree in writing (*Consent to Teaching Assistantship Form, Appendix iv*) for each course the student TAs. For the semester in which the student TAs, the student's stipend will be reduced by whatever amount of salary is offered by the TA-ship (i.e. the student's total salary will be unchanged). The reduction in stipend reflects the fact that graduate research is considered a full time occupation; devoting time to the TA-ship will reduce the time spent conducting research.
5. In May or June of the second year, the student must meet with the Director of Graduate studies to review third year requirements of the Department. It is the responsibility of the student to schedule this meeting.

Third Year:

1. Thesis Proposal: The student will present a brief thesis proposal to the thesis committee within the six months of completion of the Preliminary Examination. The purpose of this is to ensure that the student has an appropriate and feasible research plan that will result in timely completion of the doctorate degree. The proposal should use the current NIH/NRSA style similar to that of the preliminary exam.*

Students must give a copy of the proposal to the committee one week before the committee meets. The student will be examined on the proposal and may be asked to revise some or all of the aims. If revised, the proposal must be resubmitted to the committee and a second meeting held to approve the revised proposal. After every meeting of the thesis committee, students must file a "Report of the Thesis Committee Meeting" form (Appendix *viii*) that summarizes the student's progress, goals for the next meeting and recommendations of the committee (see Thesis work below). All committee members must approve of and receive a copy of each report, and a copy should be placed in the student's file after every meeting.

*NIH/NRSA guidelines: <http://apply07.grants.gov/apply/UpdateOffer?id=16446>

3. Course work: See Course Requirements on Section I, page 1. Students (except international and non-resident students, see **NB** below) are required to register for the departmental RIP (ANAT 7720; 1 credit) at least one semester and/or a journal club (ANAT 7740) the other semester **every year** from the second year on.

NB: To reduce the cost of the tuition waiver program, the Graduate School requires that international students and non-residents supported on "5000 accounts" as RAs **not** register for RIP (although they must attend and present) or any other classes that receives a grade in the semester in which cumulative registration exceeds 84 credit hours of graduate work at the University of Utah. In that semester and in subsequent semesters, international student and

non-resident RAs should register for 9 credits of thesis research (ANAT 7970). A total of 9-12 credit hours must be maintained to maintain the tuition waiver.

Students supported by an externally funded research grant (5000 fund only) and doing research for that project (i.e. RAs) should register for 9-11 credit hours in Fall and Spring and 3 credit hours in summer to maintain tuition waiver. Students supported by other means should register for 9-12 credit hours in Fall and Summer only. *However, if a student is to be examined (Prelim or Thesis Defense) during summer semester, the Graduate School requires that the student be registered for at least 3 credits of thesis research during the summer.*

4. In May or June of the third year, the student must meet with the Director of Graduate studies for an annual meeting. It is the responsibility of the student to schedule this meeting.

Fourth and Subsequent Years:

1. Thesis work: The student should meet with their thesis committee every six months, but **no less than once a year**. In the committee meetings, the student will present their research progress to date, update their timetable, outline any changes to their research plan, and set goals and a tentative date for the next meeting. Immediately following each meeting the student in consultation with the student's advisor must provide ALL committee members with a copy of a "Report of the Thesis Committee Meeting" form (Appendix *viii*) for their approval. Upon receipt of approval of all committee members, the student will submit the approved form to the DGS, who will place a copy of the report in the student's file.
2. Course work: see Year 3.

NB: Tuition benefit support from the Graduate School is provided for a total of 5 years (see Departmental policy on Tuition, Section II), or 4 years if the student enters with a Master's degree. After the tuition waiver period is over students should register for 3 credits of thesis research ONLY (ANAT 7970) to maintain minimum registration requirements. From this point on, tuition must be paid by either the student or his/her advisor. *If a student is to be examined during summer semester, the Graduate School requires that the student be registered for at least three credits of thesis research during the summer.*

3. Annual meeting with the Director of Graduate Studies: Students must continue to have an annual meeting with the DGS in May or June of each year.
4. Thesis Defense: The Graduate School has established several important deadlines with regard to submission of the thesis and graduation, which are listed at: <http://www.gradschool.utah.edu/thesis/>.

When the student is nearing completion of the thesis research he/she is advised to consult this website. **Note that students must submit an Application for Graduation Form** (<http://www.sa.utah.edu/regist/graduation/applying.htm>) **to the Registrar and the DGS must submit the Program of Study to Graduate Student Degree Tracking no later than the semester BEFORE the student's defense.** It is the student's responsibility to inform the DGS of his/her expected defense date in sufficient time. *Students must be registered during the semester he/she defends the thesis.* If the dissertation defense occurs during the summer semester, the student must register for at least 3 credit hours of thesis research.

- **Students may not schedule their defense until the Application for Graduation and Program of Study have been submitted.**

When the student and supervisory committee feel the student is ready to defend the student should set a date for the thesis defense. As soon as the date is set, but no less than 2 weeks before the scheduled date, the student should notify the DGS and the Administrative Secretary of the Department of Neurobiology and Anatomy, who will arrange a room for the defense and distribute flyers announcing the defense. The student must provide each committee member with a copy of the thesis at least one week before the scheduled defense. The student will give an oral presentation of their work and meet with their committee following the presentation for a final examination. Once the thesis committee agrees that the student has written and successfully defended an acceptable dissertation, the student must submit signed “Supervisory Committee Approval” and “Final Reading Approval” forms to the Graduate School, and file a photocopy of the forms with the DGS. The DGS will enter the date that the student completed their dissertation in Graduate Student Records Tracking.

5. Filing of the Thesis: The final, signed version of the thesis must be prepared according to the “Handbook for Theses and Dissertations” and submitted to the University. The “Handbook,” deadlines for format approval, filing and thesis release are given on the Graduate School website at: <http://www.gradschool.utah.edu/thesis>
6. Following completion of the degree, students must have a final exit interview with the DGS and file an Exit Interview/Check-out Form (Appendix *ix*) with the Department office.

Requirements for MD/PhD students joining the Department of Neurobiology & Anatomy:

The MD/PhD program requires each student to take **9 credits of graduate coursework**. For students joining the Department of Neurobiology & Anatomy this must include:

1. Two semester-long graded courses, one of which must be didactic. The specific courses will be chosen with the advice of the advisor depending upon the proposed thesis work (although one class offered from the department is recommended). If necessary the student can convene an advisory committee to guide them in choosing courses (comparable to the department's second year advisory committee for incoming Molecular Biology students. This would be a 3-person committee from faculty in the department simply to advise on classes).
2. A one-credit research ethics class.

In addition, students are required to register for and attend the weekly RIP in the department (ANAT 7720).

If the supervisory committee deems additional coursework to be necessary then the student will be asked to do this.

Otherwise, all other Neurobiology & Anatomy Department Graduate Student requirements apply to MD/PhD students (except the supervisory committee, which must meet MD/PhD program guidelines by having one member from the MD/PhD Advisory Committee).

Information for International Students

There are a number of issues unique to international students and a number of resources on campus that provide assistance in dealing with them. Up-to-date information can be found on the website of the International Center (<http://www.sa.utah.edu/inter/>). Students who have additional information that may be helpful to other students or who have encountered problems not covered here are encouraged to inform the DGS so that future students can benefit from your experience.

1. **International Teaching Assistant (ITA) workshop.** Before international students can undertake a Teaching Assistantship, they must have clearance from the Graduate School's International Teaching Assistant Program. See <http://www.gradschool.utah.edu/ita> for information.
2. **English for Speakers of Other Language (ESOL) courses.** The University of Utah offers a variety of resources to assist students in improving their written or spoken English. For information on ESOL resources see <http://www.gradschool.utah.edu/ita>.
3. **Nonresident tuition.** All international students are considered nonresident with respect to tuition. A full tuition schedule for nonresidents can be found at: <http://fbs.admin.utah.edu/index.php/tuition>. The cost of tuition for nonresidents is approximately three times the cost for residents *with the exception* of the tuition charged for 'thesis research' credits (ANAT 7970). For thesis research, tuition charges are the same for residents and nonresidents.

Typically, for the first 5 years of graduate school, tuition is paid for with a tuition waiver from the Graduate School. 4 years of tuition waiver are allowed for students entering with a Master's degree from another school. To keep the cost of the tuition waiver program as low as possible, the Graduate School requests that international students (and other nonresident students) supported on "5000" accounts (i.e. RAs) register **ONLY** for thesis research credits in the semester in which cumulative registration exceeds 84 graduate credit hours at the University of Utah, and in subsequent semesters in which they receive a tuition waiver. Once students are no longer eligible for tuition waiver, they can maintain continuous full time status required by the Graduate School by registering for 3 credits of thesis research (ANAT 7790) in Fall and in Spring Semesters. **NOTE:** If at any time after they reach 84 credit hours, international students register for ANY courses other than thesis research, the **ENTIRE** tuition bill for that semester (*including* thesis research credits) will be charged at the nonresident rate.

4. **Summer registration.** The Graduate School will pay for summer registration for all students who are currently paid as a Graduate Research Assistant (RA) from a "5000" account (research grant account) (see Section II). If you do not qualify for this program, you will need to pay for summer registration yourself or choose not to register. International students are required to be registered full time for two consecutive semesters in each academic year to maintain student visa status. If you have been registered full time (at least 9 credits) for Fall and Spring semesters this year, you are allowed to take a "vacation" semester, without affecting your visa status. You will need to file a "Vacation Semester Form" in the International Center indicating you will not be enrolled in classes in summer. *As for all students, you must be registered for summer classes if your preliminary exam or thesis defense takes place in summer semester.*

5. **International student fee.** For every semester, international students are required to pay an international student fee (currently \$75.00), in addition to their tuition. This fee is *not* paid by the tuition benefit program run through the Graduate School and must be paid either by the student, by the department or by the student's advisor.
6. **The International Center** (410 Olpin Union; 1-8876); <http://www.sa.utah.edu/inter/>) has a variety of resources to assist international students. In particular, if you intend to leave the country, you must have the International Center certify that you are a student in good standing by signing your I-20 form in your passport *or you will not be allowed to re-enter the country. The I-20 signature is valid for only 6 months.*
7. **Curricular practical training.** International students are generally not allowed to hold jobs to supplement their income. Holding a job results in students being considered "out of status" for their visa, which can result in deportation or denial of reentry into the country. The "Curricular Practical Training" (CPT) form available at the International Center allows international students to work off campus for up to 20 hours/week as a means of gaining experience in their field. If you would like to earn additional income and are able to find a position that relates to your degree program (teaching in a junior college, for example), this form will enable you to work off campus. The form must be renewed *every semester*. You are allowed to work *on campus* with a letter from the student center. There is also an "Optional Practical Training" (OPT) form that allows you to work for up to one year post graduation in your field without a change in visa status. If you use the CPT for more than a year full time, you are not eligible for the OPT. Information about these programs is available at: <http://careers.utah.edu/internships/infointernationalstud.htm>
8. **Spousal employment:** The spouses of international students are generally granted an F2 visa, which does not allow them to be employed in the United States. Under the NAFTA trade agreements, there are some limited exceptions for spouses of students from Canada or Mexico. For more complete information on spousal employment consult the International Center (<http://www.sa.utah.edu/inter/>).

Section II: Departmental Policies

Student rights and responsibilities

As stated in the University of Utah Code of Student Rights and Responsibilities (“Student Code”: <http://www.regulations.utah.edu/academics/6-400.html>), “Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility.” Students are expected to treat others and to be treated with integrity, autonomy, justice, respect and responsibility. If a student in the Department perceives inappropriate conduct or a violation of ethical principles either toward themselves or others, or is accused of such, they should first discuss their concerns with their thesis advisor or the involved faculty member. If the advisor has a conflict of interest, students may bring their concerns to their thesis committee, to the Director of Graduate Studies (DGS), or to the Department Chair. The Department Chair should be informed of all instances of perceived academic misconduct, as described below. The Department encourages informal resolution of problems, but concerns regarding inappropriate conduct or ethical issues that cannot be resolved informally by mutual consent with all parties will be handled as outlined in the Student Code.

Students who feel they may have a disability for which they would like to seek accommodation should consult the U of U Center for Disability Services at: <http://www.sa.utah.edu/ds/>.

The University of Utah is committed to ensuring a quality environment where all members of the university community are treated in an equitable and fair manner. Students who feel they have been subjected to illegal discrimination or harassment may consult the University of Utah Office of Equal Opportunity and Affirmative Action at: <http://www.hr.utah.edu/oeo/>.

Policy Statement on Academic Standards

The Department of Neurobiology and Anatomy at the University of Utah is a degree granting department. It is the responsibility of the Department to train graduate students and to monitor the progress of students and assure that all requirements for graduation are satisfactorily completed.

Occasionally, unacceptable or incomplete performance will require assessment of the student, and appropriate action. Examples of situations requiring attention are: 1) failure to pass all core courses (grade of B- or better); 2) GPA of less than 3.0; 3) unsatisfactory completion of laboratory rotations and 4) academic dishonesty such as cheating as defined by the National Academy of Sciences, the University of Utah Student Code, or this Policy Statement. Copies of these definitions appear at the end of this document. Cheating or other academic misconduct shall be grounds for academic action under this Policy Statement and for academic sanctions under the Student Code. Other behavior may also require action under this Policy Statement and under the Student Code. This document states the Neurobiology and Anatomy Program’s policy and procedure in cases of failure to meet academic standards and in cases of academic or other misconduct. The Student Code states the University’s policy and procedure in such cases.

In cases of failure to meet academic standards, such as examples 1-3 above, appropriate action may include, without limitation, dismissal from the Program or a designated probation. The student, the student’s advisor, the Chair of the Department, and the Director of the Graduate Studies in Neurobiology and Anatomy (Director of Graduate Studies), will be notified of perceived failures to meet the academic standards. The student’s advisor and/or the Chair of the Department will decide on an appropriate action and the decision will be reported to the student, and in cases requiring dismissal from the Program, the Dean of the Graduate School will also be notified. In the latter situation, the student will be given an opportunity to appeal the decision to the Academic Appeals/Misconduct Committee of the School of Medicine (see the SOM Student Handbook; <http://medicine.utah.edu/studentaffairs/student/index.htm>).

The Chair of the Department will evaluate cases of academic misconduct. The Department Chair should be informed of all instances of perceived misconduct that occurs during the year. The Chair will inform the student, his/her advisor and the Director of Graduate

Studies. The student will have an opportunity to respond and may consult with his advisor or with an alternate faculty member in cases where the advisor has a conflict of interest.

The Chair will recommend appropriate action and will inform the student and his/her advisor of his decision in writing. The student has the right to appeal to the Academic Appeals/Misconduct Committee of the School of Medicine.

The Chair may impose academic sanctions such as requiring the student to rewrite paper(s) or retake exam(s), a grade reduction or a failing grade. In addition, the chair may recommend to the Academic Appeals/Misconduct Committee of the School of Medicine that the student be dismissed from the program. In such cases the Chair will provide the student with a copy of such a recommendation.

Students will receive a copy of this Policy Statement document upon joining the Department. At this time, expectations for satisfactory academic performance will be discussed, as will the appropriate procedures for individual completion of take-home examinations. Students will be reminded that academic misconduct, such as cheating, plagiarism or collusion on examinations is not permissible, and may likely result in a complaint seeking dismissal. Collaboration on certain problem sets and homework assignments may be permitted, but only as specified by the course instructor. If any doubt exists, students must ask the instructor for clarification.

National Academy of Sciences Definition of Misconduct in Science

Misconduct in science is defined as fabrication, falsification, or plagiarism, in proposing, performing, or reporting research. Misconduct in science does not include errors in the recording, selection, or analysis of data; differences in opinions involving the interpretation of data; or misconduct unrelated to the research process.

Definitions from the Student Code:

(The complete document is available in the University of Utah Regulation Library, specifically at: <http://www.regulations.utah.edu/academics/6-400.html>)

1. “**Academic action**” means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, or on a dissertation or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term “academic action” does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct.
2. “**Academic misconduct**” includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.
 - a. “**Cheating**” involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.
 - b. Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work, or submitting the same work in more than one course without prior permission of both faculty members.

- c. **“Plagiarism”** means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.
 - d. **“Fabrication”** or **“falsification”** includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.
3. **“Academic sanction”** means a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from a program or the University, or revocation of a student's degree or certificate. It may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

I acknowledge that I have received a copy of the **Policy Statement of Academic Standards of the Neurobiology and Anatomy Program** and that it is my responsibility to read and understand this statement and to follow the rules described. I further acknowledge and agree that it is my responsibility to ask questions about anything I do not understand.

Student Signature: _____

Date: _____

Honor Code Statement

Department of Neurobiology and Anatomy

I pledge to follow the Honor Code and to obey all rules for taking exams and performing homework assignments as specified by the course instructor. I understand that when asked to follow the Honor Code on exams or homework assignments I must follow the rules below.

1. When following the Honor Code a student must work entirely alone.
2. When following the Honor Code a student may not share information about any aspect of the exam with other members of the class, other faculty members, or other scientists.
3. When following the Honor Code a student must direct all questions concerning the exam or homework assignment to the course instructor or teaching assistant.
4. When following the Honor Code it is the student's responsibility to obtain clarification from the instructor if there are questions concerning the requirements of the Honor Code.

Student Signature: _____

Date: _____

Policies and recommendations

Department of Neurobiology and Anatomy

RECOMMENDATION ON INSURANCE

Individual student insurance will be paid for by the student's advisor. NIH policy indicates that family insurance cannot be paid from NIH funds, and therefore the decision to insure a student's family will be left to the individual investigator on a student-by-student basis. Students will be notified by the Director of Graduate Studies upon joining the Department that individual student insurance is guaranteed (including vision and dental coverage) and that family insurance must be negotiated with their advisor. The Department further *recommends* that students requesting family insurance coverage be asked to support half of the additional cost. Supplemental insurance can be purchased by the student through the University to increase the level of benefit or partially cover the costs of pharmacy and chiropractic care.

POLICY ON TEACHING ASSISTANTSHIPS

TAing one semester is strongly recommended for all students. The Molecular Biology Program requires that students admitted through this program TA one course. The student must negotiate all TAs with their advisor, and the advisor must agree in writing ("Consent to Teaching Assistantship" form, Appendix *iv*) for each course TAed.

POLICY ON TUITION PAYMENT

Tuition rates for non-resident (international and out-of-state national) students are approximately three times the rates charged to Utah residents (consult the *Information for International Students*, section I). Students who are not residents of the state of Utah are *required to file for residency* at the end of their first year in graduate school. Information on obtaining Utah residency is available at: <http://www.sa.utah.edu/admiss>.

The Graduate School provides tuition waivers to students as a form of financial support. To qualify for a tuition waiver, students are required to maintain between 9-12 credit hours in both Fall and Spring semesters, and to maintain a 3.0 GPA. Failure to register for the required number of credits will result in *the student being held responsible for full payment of tuition*. If the student exceeds 12 credit hours, *the student will be required to pay for the additional courses*.

The Graduate school provides tuition waivers (Tuition Benefit Program) for a total of 10 semesters (5 years). If a student is supported on a fellowship that pays tuition, they remain eligible for any 'unused' semesters of tuition waivers from the Graduate school. If a student enters the PhD program with a Master's degree in a related discipline, the Graduate school will provide tuition waivers for only 8 semesters (four years). Students with a Master's degree must inform the Director of Graduate Studies and their advisor of this fact when they are accepted into the Department. Information on tuition waivers is available at: <http://www.gradschool.utah.edu/tbp/guidelines.php>.

Once a student is no longer eligible for tuition waiver, the responsibility for payment of full-time tuition falls upon the student and/or their advisor. The Department recommends that students register for the minimum of credits required to maintain full time status (3 credit hours of thesis research, ANAT 7970, per semester). For international students, thesis research credits will be

Revised February 2010

billed at the *Resident* tuition rate. If international or non-resident students who are paid from a "5000" account (i.e. RAs) register for non-thesis research credits during or after the semester in which their cumulative registration reaches or exceeds 84 hours of graduate credit, the entire tuition for that semester will be billed at the *Nonresident* rate. The difference in tuition will be *the responsibility of the student*.

During summer semester students *do not* need to register for classes to maintain continuous registration status or to qualify for tuition waivers. If a student is being examined in summer semester (Preliminary Exam or Thesis Defense), the Graduate School *requires* that the student register for at least 3 research credit hours. If a student is currently being paid from a "5000" account as an RA and registers for 9-11 credit hours in the Fall and Spring semesters, the Graduate School will pay for full time summer registration (3 research credit hours). The Administrative Assistant for the Department (Karen Evans) will assist you in determining whether you qualify for this benefit. Summer tuition paid by the Graduate School is in addition to the 10 semesters of tuition payment you normally receive, and will not affect this benefit.

NB: International student should consult the *Information for International Students* (Section I) for regulations on tuition that apply uniquely to them.

POLICY ON VACATION AND WORK HOURS

The NIH, the Graduate School, the Neuroscience program, the Molecular Biology program and the Department all agree that being a graduate student is a full time job. Many fellowships and awards explicitly stipulate that students are not allowed to take vacation time while supported on the grant. The departmental policy may be superceded by policies of granting agencies.

- The policy of the department is that students are expected to work **full time** in the laboratory (a minimum of 40 hours per week).
- Students are free to negotiate vacation time with their advisors, with a recommended 2 weeks vacation per year. Any time away from the laboratory must be approved by the advisor.
- The Department recommends that students do not pursue employment outside of the laboratory due to the high likelihood that such activity will delay the completion of their doctorate and impair the quality and quantity of their research. Second positions that interfere with the full time work of the student must be approved by the advisor.

NB: It is in the best interest of the student to consider graduate research a full time position. Working consistent hours in the laboratory will minimize the time required to complete the Ph.D. In most cases, student salaries are paid from grant funds--funds that will not be renewed if the work is not completed. Any activity that delays the timely completion of your project not only affects how long it takes you to graduate, but could seriously impair the ability of your advisor to support you and other people in the laboratory.

RECOMMENDATION ON GRADUATE FELLOWSHIPS AND TRAINING GRANTS

It is in your best interest to apply for and obtain independent funding for your graduate research for at least four reasons:

1. Writing a grant is an excellent educational experience. Grantsmanship is an important part of a scientific career, and it is well worth making an effort to develop your skills in this area. Writing a grant on your own research will also help solidify your ideas and will improve your thesis proposal.
2. Graduate fellowships are often more lucrative than the standard graduate stipend, so it is in your financial interest to apply for them.
3. Successfully competing for funding as a graduate student is a mark of distinction that will help you to move ahead in your career. Potential postdoctoral advisors and industry employers give added consideration to candidates who have successfully obtained funding for their projects.
4. Being independently funded relieves your advisor of the financial burden of supporting you (freeing funds for other students or for the support of research in the lab) and also insulates you from any changes in funding your advisor may experience.

Websites containing information on funding opportunities are listed in the Introduction to this Handbook.

Section III: Appendix

Forms required by the Department of Neurobiology and Anatomy

All official documentation and tracking of student's progress is recorded electronically by the Graduate School. A designee in the Department of Neurobiology and Anatomy, either the Director of Graduate Studies (DGS) or the Administrative Secretary, submits information to Graduate Records via Graduate Student Record Tracking for approval by the Dean of Graduate Studies. It is important that students provide the DGS with accurate information of their progress in a timely fashion using forms reproduced in the Appendix and available on the department website (www.neuro.utah.edu/education/grad_handbook/index.html). Note that many of these forms require signatures of faculty and/or the DGS. Students may verify the accuracy of their information in Graduate Records at any time via Campus Information System.

Forms required by the Department

- i.* Summary of Laboratory Rotations (direct admits only)
- ii.* Lab Acceptance (direct admits and MD/PhD students only)
- iii.* Establish a Second Year Advisory Committee
- iv.* Consent to Teaching Assistantship
- v.* Establish a Preliminary Exam Committee
- vi.* Report of the Preliminary Examination
- vii.* Establish a Supervisory Committee
- viii.* Report of Thesis Committee Meeting
- ix.* Exit Interview/ Check-Out form

Forms required by the Graduate School

- Application for Graduation (www.sa.utah.edu/regist/graduation/applying.htm)
- Supervisory Committee Approval (www.gradschool.utah.edu/thesis/index.php)
- Final Reading Approval (www.gradschool.utah.edu/thesis/index.php)

Appendix *i* (required only for direct admits)

Summary of Laboratory Rotations
Department of Neurobiology and Anatomy

Student: _____

Current Lab: _____

Rotation Advisor:

Department:

Phone:

Rotation Advisor:	Department:	Phone:

Comments:

Laboratory Acceptance
Department of Neurobiology and Anatomy

Student: _____ UNID: _____

U of U GPA: _____ U of U graduate courses and grades: _____

Laboratory rotations:

Fall: _____

Spring: _____

This form is to certify that the above named student has been accepted into my laboratory as a graduate student. I am aware of any deficiencies indicated below:

- Because the above named student has a Master's degree, the student is only eligible for the Tuition Benefit Program for 4 years. As mentor, my laboratory will be required to pay tuition for any student who requires more than 4 years to complete their Ph.D.
- Because the above named student's GPA is below a 3.0, he/she is not eligible for the Tuition Benefit Program through the Graduate School. My laboratory will be required to pay the tuition for the student for the next fall semester unless the GPA can be raised to 3.0 through summer coursework.
- Because the above named student failed one of the courses required by his/her supervisory committee, he/she will have one more chance to take the course and petition to have it replace the previous grade. If he/she fails the course the second time, the student will be dismissed.
- Because the student has not received clearance from the International Training Assistants Workshop he/she will be required to take addition English training to be allowed to TA.
- This student has been accused/sanctioned of Academic Misconduct. Please see the student's file for details.

Director of Graduate Studies signature: _____ Date: _____

Student's signature: _____ Date: _____

Faculty Mentor Signature: _____ Date: _____

Establish a Second Year Advisory Committee
Department of Neurobiology and Anatomy

Student: _____ Lab: _____

Degree sought: _____

Proposed Committee:

Name:	Department:	Signature:

Approved: _____ Date: _____
(Director of Graduate Studies)

Consent to Teaching Assistantship
Department of Neurobiology and Anatomy

To the student: The department recommends that students work as a Teaching Assistant for one semester/one course. To hold additional Teaching Assistantships, students must have the agreement of their advisor and the Director of Graduate Studies. Obtain the signatures indicated below and return this form to the Neurobiology and Anatomy Office (402 MREB) before accepting a Teaching Assistant position.

In signing below you consent to have your Graduate Student Stipend reduced so that total compensation remains constant.

Student signature: _____ Date: _____

Course: _____ Semester offered: _____

% FTE: _____ Total Stipend reduction: _____

To the advisor: In signing below you indicate your willingness to allow the student to be employed as a Teaching Assistant in the indicated course. The amount of stipend you pay the student will be reduced to reflect the percent effort devoted to the Teaching Assistantship and the correspondingly reduced effort made towards completion of the student's graduate research program.

Advisor signature: _____ Date: _____

Director of Graduate Studies: _____ Date: _____

Establish a Preliminary Exam Committee
Department of Neurobiology and Anatomy

Student: _____ Lab: _____

UNID: _____

Proposed committee:

Name	Department	Signature
Chair		
Member		
Member		
Member		
Member		
Member		

Approved: _____ Date: _____
(Director of Graduate Studies)

Entered in Graduate Student Degree Tracking by: _____ Date: _____
(Initial - DGS or Admin Sec)

Report of Preliminary Examination

Department of Neurobiology and Anatomy

Student: _____ Lab: _____

Date of examination:

Pass

Conditional Pass

Fail

(specify conditions in box)

Comments: Describe plans to complete coursework. Specify work required to complete the exam. Note any other factors impacting the program of study. Use additional pages or back if necessary.

	Department	Signature
Chair		
Member		
Member		
Member		
Member		
Member		

Advisor signature: _____ Date: _____

Student signature: _____ Date: _____

Entered in Graduate Student Degree Tracking by: _____ Date: _____
(Initial - DGS or Admin Sec)

Establish a Supervisory Committee
Department of Neurobiology and Anatomy

Student: _____ Lab: _____

Proposed committee:

Name	Department	Signature
Chair		
Member		
Member		
Member		
Member		
Member		

Approved: _____ Date: _____
(Director of Graduate Studies)

Entered in Graduate Student Degree Tracking by: _____ Date: _____
(Initial - DGS or Admin Sec)

Report of Thesis Committee Meeting
Department of Neurobiology and Anatomy

Student: _____ Lab: _____

Date of meeting: _____

Dissertation proposal approval date: _____

Dissertation title: _____

Anticipated thesis defense date: _____

- Summarize the student's progress since the last meeting, including both coursework and research.
- Note any problems or obstacles to the progress of research and/or any changes in student's research plan.
- List goals for next thesis committee meeting AND the approximate date of the next meeting.

Exit Interview/Check Out Form
Department of Neurobiology and Anatomy

Student: _____

UNID: _____ Last Day / Graduation: _____

Lab: _____

New Position: _____

Forwarding E-Mail Address: _____

Forwarding Physical Address (To Send W-2):

Final Paycheck:

Mail to Forwarding Address

-OR-

Will Be Picked Up By: _____

Student Signature: _____

Office Use:

ID Card Returned:	Initial:
Key(s) Returned:	Initial:
Web Site Updated:	Initial:
Email Removed From Lists:	Initial:
Removed From Directory:	Initial: