



HEALTH SCIENCES  
DIVISION

# Graduate Student Handbook

*Integrated Program in Biomedical Sciences (IPBS) PhD*

*Stritch School of Medicine*

*Loyola University Chicago*

*2017-2018*

*Revised August 2017*

## **Graduate Student Handbook**

Welcome to Loyola University Health Sciences Campus! We are excited that you chose to continue your studies with us. In this handbook, you will find all the information to get you from orientation to graduation. It provides the basics about tuition, fees and online payments as well as information concerning qualifying exams, dissertation progression and other important educational milestones. Please retain a copy of this handbook to serve as a reference and guideline in your progress towards your PhD.

### **PURPOSE OF THE HANDBOOK**

This handbook contains information both necessary and helpful to graduate students, pertaining to academic requirements, Graduate School policies, facilities and activities. The information presented here supplements that found in the Loyola University Chicago Graduate School Catalog. It is not intended to be definitive, since changes in the graduate program may occur, and interpretation of regulations may require decisions by the Director of Graduate Programs, the Track-specific Chairperson or Graduate Program Director (GPD), or the faculty.

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# **Integrated Program Description and Graduate School Policies**

## **Overall Goals and Competencies**

The goal of the PhD training program is to prepare the student for a professional career in science through the acquisition of a general base of scientific knowledge, the development of logical skills, and a set of methodological tools to identify relevant scientific questions and search for their answers. The students will learn to search the scientific literature and data repositories, and to evaluate and select the relevant information from these sources. They will also learn to communicate clearly with their science colleagues and with the lay public. The ability to challenge current paradigms, and apply critical thinking to new problems is central to this training. The training process is initially mentored by an established scientist, with the end goal of becoming an independent scientist. Nevertheless, in a sense, the training will stretch throughout the scientist's career, in the postdoctoral years and beyond, with the initial mentoring replaced by continued interactions with peers and students.

The PhD degree is conferred after demonstrating certain competencies:

- 1) Acquisition of general knowledge base in the biomedical sciences.
- 2) Acquisition of deep knowledge in a more specific field within these sciences.
- 3) The ability to identify relevant original questions, and to propose and execute critical experimental designs to address these questions.
- 4) The ability to search and critically evaluate the scientific literature and scientific data.
- 5) Acquisition of oral and written communication skills for scientific peers and the general public.
- 6) Ability to mentor junior scientists.

## **Graduate Program Advising**

During the first year, the Associate Dean and Director of Graduate Programs (Dr. Leanne Cribbs) will serve as a general advisor to incoming IPBS PhD students. Dr. Cribbs will monitor academic performance, and facilitate selection of lab rotations and a dissertation advisor in consultation with the track specific Graduate Program Directors (GPDs). **Dr. Cribbs and the Graduate Program Office are located on the 3rd floor of the Stritch School of Medicine within the Offices of Medical Education (Building 120, room 300).**

## **General Track Information**

### *Academic Tracks*

The PhD Integrated Program in Biomedical Sciences consists of six tracks of study:

(1) Biochemistry and Molecular Biology

The Biochemistry and Molecular Biology program is an interdisciplinary program, offering students the opportunity to pursue research in molecular virology, eukaryotic and prokaryotic gene transcription and expression, bacteria/host symbiosis, eukaryotic and prokaryotic cellular stress responses, human cancer, molecular immunology, epigenetics, eukaryotic and prokaryotic genetics, molecular cardiology, and eukaryotic and prokaryotic signal transduction and signaling networks.

(2) Cell and Molecular Physiology

The Cell and Molecular Physiology track offers a solid foundation in basic medical sciences including biochemistry, biophysics, cell biology, molecular biology, physiology and pathophysiology, with cardiovascular and neuroscience research as the major focus.

(3) Integrative Cell Biology

The Integrative Cell Biology track emphasizes interdisciplinary research in a broad array of disease and injury models in order to understand basic cellular mechanisms and to develop therapies. Using *in vivo* and *in vitro* approaches, major research topics include the host response to injury and infection; regeneration and stem cell biology in homeostatic, injury and transplantation paradigms; cancer vaccine and therapy; innate and adaptive immunity in aging; neuroendocrinology, neurological diseases and neuroregeneration.

(4) Microbiology and Immunology

This track prepares students for careers in microbiology, virology, immunology, and molecular biology. Major areas of research are molecular and cellular immunology, neuroimmunology, cancer immunology, immunodermatology, mucosal immunology, viral immunology, molecular biology, genetics, pathogenic and diagnostic microbiology, molecular virology, viral pathogenesis, microbial genetics, and microbial physiology.

(5) Molecular Pharmacology and Therapeutics

This track trains students for research and teaching in medical schools and other academic institutions, research centers, and the pharmaceutical industry. Students gain a deeper understanding of the mechanisms of drug action, drug-receptor interactions, and cellular signal transduction.

## Neuroscience

Neuroscience is one of the most exciting and challenging “frontiers” of the biomedical sciences. The *Neuroscience Program* at Loyola encompasses a vast interdisciplinary track where students are provided with hands-on opportunities to develop and contribute to this rapidly expanding discipline. The student who chooses to join our neuroscience academic community will have options available to them for advanced training in a diverse array of disciplines including behavioral neuroscience, biochemistry, chemistry, cellular and molecular neurobiology, neuropharmacology, neuroimmunology and autoimmune disease, neuroendocrinology, regeneration and repair, stroke, traumatic brain injury, or peripheral neuropathies. Students interested in pursuing a graduate education in the neurosciences are encouraged to contact the *Neuroscience Institute* for further information (<http://www.stitch.luc.edu/nsi/content/welcome>).

### *Track Administration*

Each of the IPBS tracks will have a designated GPD, who (along with the Director of Graduate Programs) will aid first-year students in the selection of laboratory rotations and dissertation advisors. Beyond the first year, the GPD will oversee all aspects of the students’ progression through the dissertation research. This includes aiding in selection of course work and monitoring academic performance. Each track will also have a designated staff administrator, who will provide track-specific administrative support to the students studying in that track beyond the first year.

### **Coursework-IPBS PhD**

#### Semester 1. 12 Credits (10 didactic)

Biochemistry and Molecular Biology (4 cr)

Cell Biology (4 cr)

Methods in Biomedical Sciences (1 cr)

Ethics in Biomedical Sciences (1 cr)

Research (one lab rotation; 2 cr)

(cont.)

## **Coursework-IPBS PhD (cont.)**

### **Semester 2. 12 Credits (8 didactic)**

Systems Biology (3 cr)

Statistical Methods in Biomedical Sciences (2 cr)

Presentation Skills (1 cr; not included in lecture-based didactic total)

Elective course from any track (3 cr)

Research (two lab rotations; 3 cr)

All rotations are of approximately equal duration (8-10 weeks).

Students choose a lab and decide upon a track at the end of the second semester.

### **Semester 3. 9 credits (6 didactic).**

Advanced/specialized course (3 cr)

Advanced/specialized course (3 cr)

Research (3 cr)

### **Semester 4. 7 credits (3 didactic)**

Advanced/specialized course (3 cr)

Research (4 cr)

***For specific IPBS elective courses and requirements, please refer to:***

**[http://ssom.luc.edu/graduate\\_school/curriculum/biomedicalscienceelectives/](http://ssom.luc.edu/graduate_school/curriculum/biomedicalscienceelectives/)**

The Qualifying Exam will take place at the end of the 4<sup>th</sup> semester. The minimum number of credits and lecture-based didactic credits at the end of the second year will be 40 and 27, respectively. Research or additional elective coursework will be taken to bring the total credit hours up to 48 by the end of year 3. Students are also required to register for and attend the Journal Club (0 cr) and Seminar (0 cr) associated with their track for the duration of their PhD training.

## **Professional Development Milestone**

The Professional Development Milestone is required for PhD students (optional for MS students) matriculating in Fall 2017 or later.

Elements of the Professional Development Milestone include:

- Completion of the Individual Development Plan ([myidp.sciencecareers.org](http://myidp.sciencecareers.org))
- Setting career goals
- Setting networking goals
- Participation in a professional event outside of Loyola
- Participation in a service activity

For detailed information on completing the Professional Development Milestone, please refer to:

<http://hsd.luc.edu/bioethics/mededcontent/professionaldevelopmentmilestone/>

### **(Coursework- MD/PhD Students Only)**

MD/PhD students begin research rotations the summer following the M1 year and, if necessary, during the summer following the M2 year. Research rotations are intended to identify a suitable mentor/laboratory for doctoral dissertation research.

After completion of year M2, the students will enter the PhD program under the appropriate track for their intended dissertation. Selection of the dissertation advisor and track will be done in consultation with the Director of Graduate Programs and the GPD and must be approved by the MD/PhD Program. Students will communicate this decision with the Graduate Program Office via submission of the "IPBS PhD Track & Advisor Selection Form" (Appendix 1). Students will complete the required course work and research training for that track.

MD/PhD course requirements will be similar for all tracks, consisting typically of:

Methods (1 credit, BMSC 416, Fall semester)

Ethics in Biomedical Science (1 credit, BMSC 405, Fall semester)

Statistics (2 credits, BMSC 402, Spring semester)

Required/Elective courses-track-specific (2 courses, 6 credits, Fall or Spring semesters)

Qualified elective courses to fulfill these 6 credits must be didactic, scientific content-based courses. Presentation or writing skills courses may be taken, but they cannot be used toward the 6 credits of required/elective courses.

Journal Club and Seminar series (participation required every semester until graduation)

Mentored Research (to bring total credits to 24)

The required/elective courses for MD/PhD students in each track are summarized below. All electives can be seen on the HSD Graduate Program website,

[http://ssom.luc.edu/graduate\\_school/curriculum/biomedicalscienceelectives/](http://ssom.luc.edu/graduate_school/curriculum/biomedicalscienceelectives/)

A. *Biochemistry and Molecular Biology*

Any 2 elective courses.

B. *Microbiology and Immunology*

Any 2 elective courses listed under Microbiology and Immunology ([http://www.stitch.luc.edu/graduate\\_school/curriculum/bsc](http://www.stitch.luc.edu/graduate_school/curriculum/bsc)) except Microbial Pathogenesis (MIIM 401).

C. *Molecular Pharmacology and Therapeutics*

Receptor Pharmacology (PHAR 408) and any elective course.

D. *Neuroscience*

Cell and Molecular Neurobiology (NRSC 410) and Neurochemistry (BICH 415).  
Teaching Neuroscience (NRSC 421) is also required.

E. *Integrative Cell Biology*

Any 2 elective courses listed under Integrative Cell Biology

[http://ssom.luc.edu/graduate\\_school/curriculum/biomedicalscienceelectives/](http://ssom.luc.edu/graduate_school/curriculum/biomedicalscienceelectives/)

F. *Cell and Molecular Physiology*

PIOL 470 and PIOL 472 are recommended, but these can be substituted with any 2 elective courses.

At the end of the first year of the PhD program MD/PhD students must pass the Qualifying Examination, under the same rules as for other PhD students. After passing the qualifying examination the students will proceed with their dissertation research following the guidelines established for other PhD students. The students will typically defend their dissertation within 2-3 additional years and then return to the medical school curriculum (Years M3-M4) to complete their MD degree requirements.

## PhD Lab Rotations

During the first semester, students will be introduced to ongoing research in the Biomedical Sciences by way of faculty presentations, seminars and/or poster sessions. Three laboratory rotations of similar duration (approx. 8-10 weeks) are mandatory for each first year student. Lab rotations will be arranged with the guidance of the Director of Graduate Programs, and in consultation with the Graduate Program Directors (GPDs) and faculty within the six academic tracks. Rotation preferences should be communicated to the Director of Graduate Programs and relevant GPD as early as possible, and no later than two weeks before the start date of the rotation. During lab rotations, students are expected to attend journal clubs and seminars appropriate for their current lab.

## Track/Lab Selection

By the completion of the first year, students will have completed the three required laboratory rotations and will select a dissertation advisor and track in consultation with the Director of Graduate Programs and GPD. **Students will communicate this decision with the Graduate Program Office via submission of the “IPBS PhD Track & Advisor Selection Form” (Appendix 1).** Forms are also available online at the Graduate Program website: <https://gsps.luc.edu/Secure/login.aspx>.

## Qualifying Examination

For admission to candidacy for the PhD degree, all students must pass a Qualifying Examination. The Qualifying Examination is standardized among all IPBS tracks, and is administered at the end of the 4<sup>th</sup> semester after the required coursework is complete. The purpose of the Qualifying Exam is to evaluate the student's competency in the following areas:

1. **Hypothesis or Experimental Question.** The student must have a hypothesis or experimental question which is clearly stated, testable, and well-justified. The rationale for this hypothesis or question must be clear, and the student must be able to defend his/her proposed hypothesis or question.
2. **Experimental Approach.** The student must present an experimental approach that is clearly described and logical. The approach must directly test the hypothesis or experimental question. Discussion of expected and alternative outcomes, potential pitfalls, and alternative approaches must be included.
3. **Background Knowledge.** The student must display a deep understanding of the Qualifying Exam topic and supporting literature. The student must also have broad knowledge of the general biomedical sciences and experimental approaches, especially in their specific track.

(cont.)

## Qualifying Examination (cont.)

4. **Oral Presentation.** The student must be able to clearly articulate and describe the research proposal. The student must be able to defend his/her rationale for specific approaches and respond to critiques in a professional manner. Overall oral communication skills are evaluated in this section.

### *Procedure*

The Qualifying Examination will consist of preparation and oral defense of a mock grant proposal on a topic different from the intended dissertation research. The topic of the grant proposal should be determined by the student and approved by the Examination Committee no later than April 1<sup>st</sup>. The student should then submit a Specific Aims page for approval no later than May 1<sup>st</sup> of the second year (see below). The format of the grant proposal should be as follows: Specific Aims page, Background and Significance, Preliminary Data (from the literature), and Research Design and Methods. The proposal should be a maximum of 20 pages in length and double-spaced, including figures but not including references. Detailed format instructions can be found in Appendix 1, along with the grading rubric. Both can also be found on the HSD Graduate Program website ([www.luc.edu/biomed](http://www.luc.edu/biomed) under “Student Resources”, and “Academics”).

An Examination Committee for each student will be composed of four Graduate Faculty members from among any of the 6 IPBS academic tracks. The Examination Committee will include the student’s Advisor as a non-voting member; selection of the other three committee members will be completed by the student’s academic track Ph.D. program committee (which includes the GPD and two other faculty members) in consultation with the Advisor. The composition of the Examination Committee should be decided early in the 4<sup>th</sup> semester (Spring of Year 2) and communicated to the student in early February. The student will arrange a meeting with the Examination Committee no later than May 1<sup>st</sup>, to evaluate the Specific Aims page. The committee will approve the Specific Aims page or recommend changes that must be completed within one week. The student will then prepare a written proposal which must be defended orally to the Examination Committee by August 1. Students are free to consult with faculty members or others with established expertise with the topic and/or methods of the proposal, **in general terms**. Details of the proposed Specific Aims should not be discussed.

The Examination Committee will evaluate both the written document and the oral presentation/discussion of the proposal on the basis of its originality, the student’s mastery of the material, the degree of logicity/rationality of the presentation, the quality of the justification and the defense of the proposed research plan. To pass the qualifying examination the student must be assigned grades of “Pass” by at least two of the three grading examiners. The Chair of the Examination Committee will prepare a written summary of the Committee’s evaluation. If the Committee determines that there are deficiencies in performance on the exam, at the discretion of the committee a final grading decision may be deferred. In this case the student will be given the opportunity to correct the deficiencies within a specified time frame, **not to exceed one month**, at which time the performance will be re-evaluated and a decision rendered.

Important dates:

**Early 4<sup>th</sup> semester**-Qualifying Examination Committee formed

**April 1<sup>st</sup>**-Topic chosen and approved by the Examination Committee

**May 1<sup>st</sup>**-Specific Aims submitted to the Examination Committee, 1 week allowed for changes

**May 8<sup>th</sup>**-Specific Aims must be approved by Examination Committee

**First week of July**- Document must be submitted to Examination Committee

**August 1<sup>st</sup>**-Oral defense of written proposal must be complete

**Upon completion of the Qualifying Examination** the GPD will login to the GSPS (<https://gsps.luc.edu/Secure/login.aspx>) and initiate the Qualifying Examination form (which is found under “Student Forms”, and is called the “Comprehensive Exam” by the LUC Graduate School).

## Dissertation

### *Dissertation Committee*

As soon as possible after passing the Qualifying Examination, the student should form a PhD Dissertation Committee. The student in consultation with the advisor will select at least five members for his/her Dissertation Committee. The student's advisor and three of the members must be members of the Graduate Faculty of the Integrated Program in Biomedical Sciences. It is recommended that one member is from outside the Program, including from outside the institution. The committee membership must be approved by the Graduate Program Director and communicated to the Associate Dean of the Graduate School, who will have the responsibility of officially appointing the Committee. It is strongly suggested that the Committee be formed by January 1st of the third year, and required **no later than August 1<sup>st</sup>**, at the beginning of the 4<sup>th</sup> year of study. In the first meeting the Committee members will select a Committee Chair different from the student's advisor. The student should schedule meetings with the Dissertation Committee at least once a year to discuss progress or changes of direction in his/her dissertation work (see "*Subsequent Dissertation Committee Meetings*" below).

The student will initiate the Dissertation Committee form by logging into the Graduate Student Progress System (GSPS) at <https://gsps.luc.edu>. Once committee members are entered, the form will be approved (electronically) by the Director of the Dissertation Committee and the Graduate School. (On the GSPS form, the term "Director" refers to the Committee Chair, which is different from the student's advisor, which should be designated as "Principal Investigator"). Electronic approval from readers on the Committee is not required at this time, but all Committee members will be required to approve the subsequent Dissertation Proposal form and sign the Dissertation Defense form.

In rare circumstances, it may be necessary to change the composition of the Dissertation Committee. Because the committee is an official body appointed by the Associate Dean of the Graduate School, a student must make a formal request to the Associate Dean in writing, to add or replace any member of the Dissertation Committee. It will then be necessary to create a new committee in the GSPS, and have it approved.

### *Dissertation Proposal*

The student will send to the Dissertation Committee a written Dissertation Proposal which outlines the dissertation, including: Background, Specific Aims, Experimental Plan, and Bibliography. The proposal should be formulated as soon as possible after passing the Qualifying exam, and **no later than August 1<sup>st</sup>**, at the beginning of the 4<sup>th</sup> year. The experimental plan in the Proposal is not binding, and can be modified after consultation with the Dissertation Committee. A meeting of the Committee should be scheduled at least two weeks, but not more than a month, after submission of the document. At that meeting, the student will defend the Dissertation Proposal during an oral presentation. The Dissertation Committee must approve the Proposal with or without modifications by written vote of the members, and submit the written document to the relevant program administration office.

Students must initiate the “Ballot for Approval of a Dissertation Proposal” by logging into the GSPS (<https://gsps.luc.edu>). Committee members, the Graduate Program Director and the Associate Dean will approve by electronic signature.

### *Subsequent Dissertation Committee Meetings*

**At least** once a year, and at more frequent intervals as deemed necessary by the Dissertation Committee, the student will schedule committee meetings to evaluate his/her progress. Prior to the meeting, the student will submit a Progress Report detailing the experimental work performed since the last Dissertation Committee meeting. Each committee member will evaluate the progress, and a written report will be compiled by the Committee Chair. This report will be submitted to the Program Administrator, who will distribute it to the student, the GPD, and place in the student’s file.

### *Student Progress*

The Dissertation Committee plays an essential role in monitoring and evaluating the student’s progress towards the completion of laboratory experiments, writing, and defense of the Dissertation. The Committee Chair (a person other than the research mentor) will be responsible for documentation of the student’s progress and the results of each Committee meeting.

In addition to evaluating the student’s progress, the Dissertation Committee may make recommendations for supplementary didactic courses or training in special methods. These recommendations should be included in the Dissertation Committee written report.

The Dissertation Committee can, and should, encourage timely completion of the degree. In cases where progress towards completion is determined to be significantly delayed, the committee (in consultation with the Dissertation Mentor) may recommend conditions to be met and set specific deadlines. Failure to meet such deadlines could result in suspension of stipend support and/or dismissal from the program due to insufficient progress (see below: “*Causes for Dismissal*”).

### *Dissertation Defense*

The candidate must be registered for the term in which he/she takes the final oral examination, the Dissertation Defense. The candidate must send each Dissertation Committee member a complete written document of the Dissertation at least 4 weeks prior to the defense. All Dissertation Committee members must be present at the defense, unless the Dean of the Graduate School approves the absence. In most cases, presence of an out-of-town committee member via teleconference will be acceptable. The final revised document must be approved by all Dissertation Committee members prior to degree conferral.

At least one week before the defense, a public invitation must be made to the Associate Dean of the Graduate School at the Health Sciences Division, the Dean of the Medical School, and the Health Science Division faculty and students, announcing the oral presentation of the candidate's research and its defense. This invitation can be printed as a brochure including the candidate's curriculum vitae, publications, dissertation abstract, and the constitution of the Dissertation Committee.

A 45 minute public oral presentation will be followed by a question-and-answer period, after which a closed examination with the candidate and the Dissertation Committee members will be held. The candidate must successfully defend his/her document and must demonstrate solid background knowledge of the corresponding field of inquiry.

Successful completion of the oral examination requires approval by the Chair of the Committee, and at least three of the other voting Committee members. The student will make any modifications requested by the Committee, and submit the final copy of the Dissertation to the Associate Dean of the Graduate School at the Health Sciences Division within a month following the oral defense.

In case of failure to get approval of the Dissertation by the Committee at the oral examination, the student may request to schedule a second examination, which must be approved by the Dean of the Graduate School, with input from the Associate Dean of the Graduate School at the Health Sciences Division.

The Graduate Program Director will initiate the Thesis/Dissertation Defense form by logging into GSPS at <https://gsp.s.luc.edu> and will be instructed to submit a pdf of the approved (paper) Dissertation Defense Form. Electronic approvals of the Graduate School will follow.

### **Graduation**

Degrees are conferred 3 times a year, and students must be registered in the semester of the thesis or dissertation defense. Registration for degree conferral is done in the semester prior to degree conferral.

For important information on preparation and submission of the thesis/dissertation, deadlines and procedures for degree conferral and graduation, please refer to:

[http://ssom.luc.edu/graduate\\_school/studentresources/](http://ssom.luc.edu/graduate_school/studentresources/)

## **Academic Policies and Guidelines**

### *Academic Integrity*

Honesty and fairness in using information that we obtain from others, in attributing the origin of such information, in communicating our own findings accurately, and in attributing credit to our collaborators for their contributions, are aspects of personal ethics essential to the functioning of the scientific enterprise.

A violation of these ethic principles, including, but not limited to, plagiarism or willful misrepresentation of data, is considered scientific misconduct, and will be considered cause for dismissal from the program. Additional information about Academic Integrity can be found within Loyola's statement of Academic Policies:

[http://www.luc.edu/gradschool/academics\\_policies.shtml](http://www.luc.edu/gradschool/academics_policies.shtml).

### *Grading, Grade Requirements and Remediation Policy*

Students are expected to maintain an average of not less than a B (3.0). No more than two grades of C and no grades of D or F may be counted as fulfilling degree requirements. Such grades, however, will be used to calculate the student's GPA. No student will be allowed to graduate with less than a B average (3.0).

The Graduate School uses the following grade conversion system:

A = 4.0	I = Incomplete
A- = 3.67	X = Absent from examination
B+ = 3.33	W = withdrawal
B = 3.0	WF = Withdrawal with failure
B- = 2.67	CR = Credit
C+ = 2.33	NC = No credit
C = 2.0	AU = Audit
C- = 1.67	
D+ = 1.33	
D=1.0	
F = 0.0	

Exams are expected to be taken at the scheduled time. If a student is unable to be present at the scheduled exam time, a request must be made in writing (email is sufficient) to the Course Director, explaining the circumstances. If the reason is due to illness, documentation must be provided. When multiple Course Directors exist, only one needs to be contacted, but that Course Director has the responsibility of communicating the request with the other Course

Director(s). Permission to change the exam time, and scheduling of a different time, are at the discretion of the Course Directors, who may also wish to consult with teaching faculty.

Students are expected to complete the course work by the end of the semester. However, if the professor agrees in advance, students may receive a grade of "I" at the end of the semester. The incomplete work should be finished according to a schedule approved by the professor, but by the last day of the semester following the term in which the "I" grade was assigned. Within this period evaluative grades will be added to the record (e.g., I/A). After the end of the semester following the term in which the "I" grade was assigned, no evaluative grades may be added.

Students may withdraw from courses before the midterm, as specified in the Biomedical Sciences Course Registration Packet each semester, with the approval of the instructor of the course. After midterm, the recommendation of the track Graduate Program Director and approval by the Associate Dean of the Graduate School are required. No re-examinations are allowed for individual courses.

A student that fails to maintain a B grade average at the end of a semester, or who got a D or F in any course in that semester, will be placed on academic probation during the following semester. He/she will be required to raise the grade average to B within the next two semesters, and/or obtain a grade above B in the deficient courses.

#### *Computation of Academic Grade-Point Averages*

The transcript reflects a student's actual academic record and the cumulative GPA includes **all** grades earned during the pursuit of the degree. Students must maintain at least a 3.0 or higher cumulative GPA for all graduate-level and undergraduate-level courses required for the degree.

No more than two courses for which a student receives a final grade of C+ (2.33) or C (2.00), and no course for which a student receives a final grade of less than a C (2.00), will count toward completion of the degree or certificate requirements, although such grades will contribute to the student's cumulative GPA. A student may retake a course with the authorization of the Dean and graduate program director. Only the most recent grade earned for an authorized repeated course will count when evaluating whether or not all such degree or certificate requirements have been met. Both grades for the repeated course, however, will be used in the calculation of a student's overall cumulative GPA and will appear on the student's transcript, although the student will only receive credit for the course once.

#### *Classroom Recording*

Video/audio recording of lectures and classroom discussion is prohibited; however, in some cases recording may be permitted provided the instructor and all members of the classroom are notified and have given consent. Lectures and course material are intended solely for the students enrolled in the class, and should not be transmitted or distributed publicly. Please refer to course syllabi for more specific information.

### *Causes for Dismissal*

A student will be dismissed from the program if he/she:

- a) Is found to have violated the academic integrity or research ethics rules during an exam or during the performance of his/her research work.
- b) Fails to maintain a B grade average in his/her coursework or obtain a grade above B after the academic probation period.
- c) Fails the Qualifying Exam with no option for remediation.
- d) Fails to produce and defend an acceptable Dissertation project outline as judged by the Dissertation Committee.
- e) Fails to make adequate progress on their dissertation research as judged by the Dissertation Committee.
- f) Fails his/her final Dissertation defense as judged by the Dissertation Committee.

### *Health Sciences Division Grievance Procedure*

Students, faculty members, and administrators are strongly encouraged to attempt to informally resolve problems arising from academic matters. The Graduate School hopes that open communication between all parties and mutual confidence in one another's goodwill will lead to the resolution of problems in this manner. When informal attempts at resolution fail, the management of academic grievances involving graduate students of the Health Sciences Division (HSD) is to proceed according to the formal procedures set forth in the Academic Grievance Procedure for Graduate Students in the HSD, found in Appendix 1. The Academic Grievance Form is appended to this document, which can also be found online at [www.luc.edu/biomed](http://www.luc.edu/biomed) under "Student Resources".

## **Vacation and Leave Policies**

The following policies apply to all full-time graduate students in good standing in biomedical sciences masters and doctoral degree programs in the Health Sciences Division of Loyola University Chicago. **Students who are not registered or who are not already receiving stipends will not be eligible for stipend support during a period of sick leave or family leave. Full, formal policies can be seen online at [www.luc.edu/biomed](http://www.luc.edu/biomed) under “Student Resources”, HSD Academic Policies.** (These policies supersede policies of the LUC Graduate School.)

**Vacation.** Graduate students enrolled in the Biomedical Sciences PhD and MS programs are entitled to time off from their studies and research as established by the Loyola University Chicago holiday calendar plus 10 working days of vacation each year. Students can elect to add unused vacation or holiday time from one year to their allotted vacation in the following year in order to have a longer period of vacation (up to 20 working days). For first year students, vacations must be approved by the Director of Graduate Programs. The Dissertation Advisor must approve the vacation schedule once the student joins his/her laboratory. Approval of vacation scheduling is intended to minimize disruption of the student’s course work, research or other academic activities, and should be restricted to the allowable vacation time set by this policy. Student requests for vacation time should be submitted at least one month in advance of the intended vacation start date.

**Sick Leave.** Full-time biomedical sciences graduate students in the LUC HSD may continue to receive stipends for up to 15 calendar days of sick leave per year. Sick leave may be used for medical conditions related to pregnancy and childbirth (in addition to Family Leave as described below).

**Family Leave.** Full-time biomedical sciences graduate students in the LUC HSD may take up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year (with stipend support if applicable) for the adoption or the birth of a child. Either parent is eligible for parental leave. The use of parental leave requires notification of the dissertation advisor four months in advance of the anticipated leave date unless dictated by unexpected circumstances (e.g. sudden notification of adoption).

Full-time biomedical sciences graduate students in the LUC HSD may take up to 60 calendar days (equivalent to 8 work weeks) of family leave as the primary caregiver of a dependent relative or spouse (with stipend support if applicable). This is not in addition to parental leave. The primary caregiver is defined as devoting at least 40 hours per week to the direct care and supervision of the relative or spouse. A dependent relative or spouse is defined as one who is incapable of self-care.

Sick Leave, if available, may be added to Family Leave such that the total duration of paid leave may be up to 10 work weeks. Students may petition the HSD Associate Dean of the Graduate School for full or partial stipend support in the event that extramural funding agencies do not allow full stipend support during a period of Family leave.

#### *Procedures for Application for Family Leave*

- a. A petition for approval of Family Leave should be submitted to the HSD Associate Dean of the Graduate School. To facilitate accommodations for expected lapses in course work, teaching, research, etc., the petition should be submitted as early as possible. In the case of expectant mothers and adoptive parents, a petition should be submitted at least 4 months prior to the expected delivery or adoption date.
- b. Approval by the Associate Dean of the Graduate School will be based on the student's standing in a biomedical sciences graduate program.
- c. If a student is receiving stipend support from an extramural source, the student is responsible for notifying the Director of the HSD Office of Research Services of an intended leave of absence.
- d. International students with student visas should notify the International Students Office of the intended leave of absence and ascertain any impact on their visa status.
- e. Students requiring relief from responsibilities in ongoing course work, research, teaching, etc. during the period of approved leave must initiate a discussion of academic accommodations as early as possible.

Relief from responsibilities related to:

- i. Course work

Students are required to inform program directors and course directors of the intended leave of absence and arrange to minimize the interruption of their course work. Typically, the requirement to attend classes will be waived during the period of Leave, but students may incur a delay in their ability to complete required course work if logistics prevent progression in the course or recovery of the missed classes or assignments. Course directors must make reasonable efforts to accommodate a student on approved Family Leave to minimize any delay or interruption of the student's intended course schedule.

- ii. Research

Students are required to notify their research advisor and Graduate Program Director of the intended leave of absence and make any arrangements to minimize the impact of the leave on the ongoing research. A requirement to participate in research activities will normally be waived during the period of approved Family Leave, but the students should make every effort to assure that collaborative projects are not compromised, e.g. by enabling essential research work to be completed by other individuals during the period of Family Leave.

iii. Teaching

Teaching obligations are suspended during the Family Leave, but it is the student's responsibility to consult with faculty and with departmental administrators to identify appropriate substitute teachers to fulfill the teaching duties during their absence. Adequate advance planning should enable a smooth transition at the beginning of the leave and resumption of teaching activities following the leave of absence. The suspension of teaching obligations during the period of leave does not constitute a waiver of teaching requirements; students should consult with their Graduate Program Director regarding how and when to make up any missed teaching experience.

iv. Other

Students should consult with their Graduate Program Director regarding policies or procedures pertaining to any other responsibilities or obligations that cannot be fulfilled during the period of the approved Family Leave.

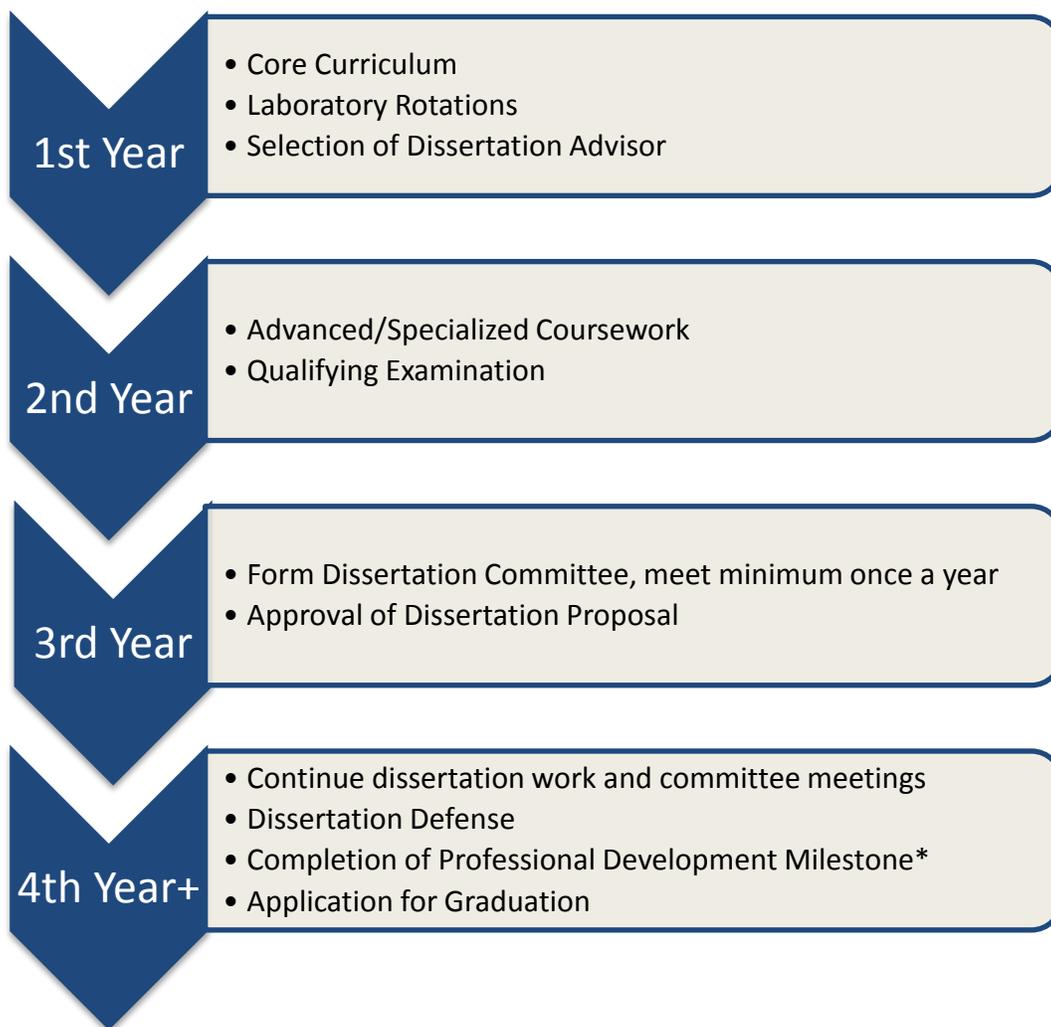
Extended (unpaid) Leave. Full-time biomedical sciences graduate students in the LUC HSD requiring extended absence from the graduate program, that is, more than 15 calendar days of sick leave or more than 60 calendar days of family leave, must seek approval from the LUC HSD Associate Dean of the Graduate School for an extended leave of absence without stipend support according to current policies and procedures of the Loyola University Chicago Graduate School, which can be seen at [http://www.luc.edu/gradschool/academics\\_policies.shtml](http://www.luc.edu/gradschool/academics_policies.shtml) . For Health Sciences Division graduate students, the student is expected to return to active status in either the Fall or Spring semester following the expiration of the leave, and failure to do so may result in dismissal from the program.

Depending on circumstances, students on extended leave may need to transfer their research project to another individual to ensure that sponsored work be continued. Upon return from an extended leave, it cannot be guaranteed that the student will be able to resume the original research project. Students on extended leave of absence will forfeit their active student status. International students with student visas and students with educational loans should be aware of the potential consequences of loss of active student status.

Extended Leave of Absence requests should be initiated by the student at <https://gsps.luc.edu/Secure/login.aspx> and the leave must be approved by the Graduate Program Director and the Graduate School.

## Academic Goals and Timeline

The Integrated Program in Biomedical Sciences has established a set of academic goals, which provides a guideline for timely completion of the PhD degree. Accomplishment of these goals will be monitored biannually for each student by the track GPDs and Associate Dean, and recorded by the Graduate Program Office. The following goals are mandatory for successful completion of the PhD degree:



\*For more information on completion of the Professional Development Milestone (new for students matriculating in Fall 2017), refer to Page 4 of this handbook, and:

<http://hsd.luc.edu/bioethics/mededcontent/professionaldevelopmentmilestone/>

## Administrative Information

### Tuition, Stipend, Fees and Financial Aid

#### *Tuition Awards*

Each PhD student will receive a yearly tuition award letter, which delineates the total amount of credit hours awarded each semester. If there are problems with your award letter, please come to the Graduate Program Office in the Office of Research Services (Bldg. 120, room 400).

#### *Payments and Fees*

The tuition for PhD students is paid by the graduate school for the first 21 months and then, through the funding of the student's mentor. However, there are mandatory fees associated with enrollment as a student, as described below, that are the responsibility of each student. Information about your student account can be found by logging into LOCUS at <https://locus.luc.edu>. **An electronic bill (e-bill) is generated by Loyola on the 15<sup>th</sup> of every month. Payments are due on the 5<sup>th</sup> of the following month.** Late fees are assessed at 1.5% of the past due balance on your student account. Your e-bill can be found on LOCUS under **Campus Finances → View E-bill → View Details**.

Mandatory fees are explained in detail below. **The deadline to pay fees is September 5<sup>th</sup> for all incoming students. DO NOT wait until your tuition is paid before you pay this fee or you will be charged a late fee. If you want to know when your fees are due or have questions about your fees, call the Bursar's Office (x87705).**

#### **Activity Fee: \$60/semester**

The mandatory activity fee covers extra activities/outings that the Graduate School Council coordinates for the graduate students, such as the Graduate School Picnic, shows and events in downtown Chicago and the St. Albert's Day Dinner Dance. The deadline for payment of the activity fee is dependent on when you register, so be sure to check your e-bill on LOCUS.

#### **Student Health Services: \$167/semester**

All students must pay the Student Health Services fee whether or not they have Loyola health insurance or another health insurance provider. It covers minor treatments at Student Health located on the 3<sup>rd</sup> floor of the Loyola Outpatient Center. To make an appointment please call (708)-216-3400.

**Fitness Center Fee: \$166/semester**

The Fitness Center fee covers mandatory membership to Loyola's Center for Health and Fitness. This represents a highly discounted rate for membership in the state-of-the-art facility.

**Technology Fee:** Charged once per year; please refer to the Office of the Bursar:

<http://www.luc.edu/bursar/fees.shtml>

**Matriculation Fee: \$100**

This is a one-time fee for all graduate students. This fee will be billed to your student account in LOCUS during your first semester of enrollment.

**Other helpful websites for payments and fees:**

**E-Bill:** <http://luc.edu/bursar/ebilling/index.shtml>

**Payment Options:** [http://www.luc.edu/bursar/payment\\_options.shtml](http://www.luc.edu/bursar/payment_options.shtml)

**Credits & Refunds:** <http://www.luc.edu/bursar/refunds.shtml>

*Financial Aid*

FAFSA (Free Application for Federal Student Aid) is education assistance in the form of grants or loans from the government. Students receiving an assistantship may want to complete the FAFSA to help out with living expenses. This is available to everyone including students in the military.

To determine if you qualify for federal grants or loans, you can complete the FAFSA online at <http://www.fafsa.ed.gov/>.

If you have any questions concerning this issue, contact the Office of Student Financial Assistance by phone 773-508-7704, email: [lufinaid@luc.edu](mailto:lufinaid@luc.edu) or online at <http://www.luc.edu/finaid/>.

## Student ID/Parking

During orientation, you will be issued a student ID and have the option to pay for parking in Deck C located at the south end of campus, adjacent to the outpatient building. The yearly charge for parking (assignment will be made) is \$260.

Your student ID is required to gain access to the Stritch School of Medicine, the Fitness Center, and many of the laboratories and buildings on campus.

## Student Health and Counseling Services

### *Student Health*

Student Health services include acute injury and illness evaluation and follow-up, work place exposure evaluation, TB testing, fit testing, flu shots and Pap smears. Usual in-office diagnostics (urine dip, pregnancy, rapid strep, etc.) are also included. The student health team will facilitate the transition to the appropriate specialist when follow up is needed with a specialist. Prescription medication will be prescribed as clinically indicated. However, stimulants, anxiolytics, sedatives, sleeping pills, antidepressants, etc. will not be prescribed. Students requesting such are referred to Perspectives for Students:

<http://ssom.luc.edu/wellness/counseling/#d.en.329334>

If the student's situation requires further testing such as blood work and/or imaging that will be ordered by the student health team and the student will follow up with Student Health regarding the results. However, diagnostic testing done outside of the Student Health space (lab, radiology, etc.) would be done according to the student's health insurance.

Chronic disease management is not part of the services offered at Student Health. For those students, it is required that they have a primary care physician.

To make an appointment with Student Health, please dial x6-3400.

**Hours:           Monday, Wednesday and Friday: 7:00 am-noon and 1:00-3:30 pm**

**Tuesday and Thursday: 8:30 am-noon and 1:00-5:00 pm**

### *Loyola Health Insurance Plan*

Students will be enrolled automatically in Loyola's Health Care Plan. It is required that you be enrolled in either Loyola's health insurance or another insurance provider. If you are enrolled in another health insurance plan, you MUST WAIVE Loyola's Health Care Plan on-line. This can be done via LOCUS at <https://locus.luc.edu>. Under Campus Finances → Student Health Insurance, please provide the name of your insurance carrier & policy number.

All PhD students are eligible to receive health insurance coverage as long as they remain in good academic standing.

## *Counseling Guidelines for Health Sciences Division Graduate Students*

The Health Sciences Division (HSD) of Loyola University Chicago is committed to assisting you through the challenges of your academic career. Most of the time, you will be able to effectively resolve personal issues on your own. However, at other times your mood, stress level, emotional health, family relations and career direction may require additional assistance.

The HSD Student Counseling Program is delivered by Perspectives, an independent behavioral health organization established in 1981 that provides work/life, wellness and counseling services to many organizations locally and nationally.

The HSD Student Counseling Program is free, confidential, not on EPIC and provides:

- Unlimited 24/7 toll-free access (1-800-456-6327) to Masters-answered Call Center counselors to access information, resources and crisis support.
- An onsite counseling office in Stritch School of Medicine (discretely located in the northwest corner of the first floor) staffed by licensed masters level clinicians for assessment, counseling of up to 5 sessions per issue, with referral to additional resources (including the school sponsored psychiatrist) where necessary, and follow-up.
- The onsite office will be staffed on these days and times:

Monday: 10:00 a.m. – 2:00 p.m.

Tuesday: 8:30 a.m. - 12:30 p.m.

Wednesday: 11:00 a.m. – 3:00 p.m.

Thursday: 8:00 a.m. - 12 noon

- Access to *Perspectives Online*, an interactive website providing access to articles, self-guided wellness assessments, calculators, child/elder/pet care provider databases, skill building courses, expert audio clips and information in the following areas: Emotional Well Being, Work/Life, Legal/Financial, Wellness and the Workplace.

The Student Counseling Program is a resource to help with “issues of everyday living.” Just about any concern imaginable can be addressed, ranging from simple to complex. Some of the issues covered:

- Stress
- Anxiety
- Depression
- Relationship Difficulties

- Family and Parenting Problems
- Alcohol, Drug or Other Addictions
- Grief and Loss
- Child/Elder Care
- Change and Transition

Accessing assistance is easy. Simply call at any time the Student Counseling Program at 1-800-456-6327 to speak with a counselor or schedule an appointment. For online resources, simply go to [www.perspectivesltd.com](http://www.perspectivesltd.com) and enter **LUC500** for your User ID and “perspectives” for the password.

**Please be advised**, any student seeking counseling services should start with Perspectives. If in their opinion the student would need to be seen by a psychiatrist, the Perspective therapists will make the referral.

Please contact the Graduate School Office at x6-3532 with questions.

### *Campus Ministry*

The Director of Medical School (Campus) Ministry is Ginny McCarthy, located in the Office of University Ministry, SSOM 270.

Ginny McCarthy  
<http://hsd.luc.edu/ministry/>  
x6-1242

### Loyola Center for Health and Fitness

As a student, you have access to the Loyola Center for Health and Fitness. You will be enrolled in the Health and Fitness Center during new student Orientation. Information about the Fitness Center hours and services/classes can be found at <http://www.loyolafitness.org/>

### Housing

There are many options for students to find housing in the area surrounding the Loyola University Chicago Health Sciences campus. Many students live in the surrounding suburbs including Forest Park, Oak Park and Riverside, while others live in downtown Chicago. You can find useful links to housing and communicate with classmates (including incoming Biomedical Science MS students) by accessing the Biomedical Science Facebook page (<http://www.facebook.com/loyolauniversitychicagobiomedicalscience>). Also, please see the Graduate Student Council website (<http://www.stitch.luc.edu/bgsc/content/where-live> for additional resources.

## Loyola University Health Sciences Library

The library is a great resource to aid you in your graduate education. Library staff can teach more effective techniques to search the literature, introduce you to reference managing software and help you obtain articles that may not be available on campus. For all the library has to offer, see their website at <http://library.luhs.org/hslibrary/index.htm>.

## Laboratory Safety

An introduction to radiation and biosafety training will be completed during your orientation and first week of classes. Following a presentation, you will complete a short exam to evaluate your competency. Additionally, you will receive brief training concerning human subjects and animal welfare, overseen by the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC), respectively. Additional training may be required for students who pursue research involving the use of radioisotopes, human subjects, or animals; the requirements should be discussed with the research mentor.

## Information for International Students

Below is a list of important things to consider during your training in the United States. **Additionally, instructions and/or forms for maintaining your legal immigration status, obtaining a social security card and obtaining a driver's license can be found in Appendix 2.**

### 1. IMPORTANT DOCUMENTS

- a. PASSPORT—must be valid at all times during your stay in U.S. Usually must have 6 months remaining on visa for travel purposes.
- b. VISA-only an entry document. Does not need to be renewed as long as you remain in the U.S.; period of validity of visa does not represent the period of authorized stay in the U.S. after entry. For all PhD students, visas should have D/S marked on them.
- c. I-94-indicates date of admission, category of admission & period of authorized stay. ONLY the I-94 card determines length of authorized stay in the U.S. J-1 & F-1 should state D/S; should not have an actual date
- d. I-20-must remain valid at all times while studying in the U.S.

### 2. MAINTAINING STATUS

- a. FULL-TIME PROGRAM OF STUDIES (8 CREDIT HOURS PER SEMESTER, or Dissertation Supervision).

- b. END DATE ON I-20-If you need time past this date to finish program, please speak to International Office at least 30-60 days PRIOR to expiration date. Janet Flores checks expiration dates often and will e-mail you and your advisor. There are certain documents needed in order to authorize an extension of time on your visa. Usually a visa is 60 months duration for doctorate degree and 48 months for a master's degree. We know in the real world that may not be the case and therefore extensions are authorized on an individual basis.

### 3. TRAVEL OUTSIDE THE US

- a. VISA-must have valid visa to re-enter the U.S. Your passport must have at least 6 months remaining in order to re-enter country unless we have an agreement with your country that allows travel up to the expired date and authorizes an additional 6 months on passport.
- b. TRAVEL SIGNATURE on I-20-make an appointment with International Office so that we can validate/sign the I-20 prior to your travel abroad
- c. TRAVEL LETTER-Contact International Office for travel letter (recommended, not required)

### 4. NOTIFICATION REQUIREMENTS

- a. CHANGE OF ADDRESS-must be done within 10 days of move
- b. ANY CHANGES TO PROGRAM
- c. INABILITY TO TAKE FULL-TIME COURSE OF STUDY

Questions and important changes to any of your documents or status should be directed to:

Janet Flores

Phone: 708-216-4989

Email: [jflores@luc.edu](mailto:jflores@luc.edu)

Office Location: 4th floor of Stritch School of Medicine, Room 400.

## Student Life

### Graduate Student Council (GSC)

The purpose of the Biomedical Graduate Student Council at Loyola University Chicago Health Sciences Division is to act as the liaison between the students and administration, as well as to provide opportunities to enhance the experience of graduate students campus-wide. The GSC consists of representatives from each of the programs and departments, as well as a governing board that is elected by the student body each academic year.

The GSC organizes a number of academic and social events. The academic events include a career development seminar series, where invited speakers provide insight on potential careers that are beyond the standard academic pathway. Other events include town hall meetings with the dean and administrators of the graduate school, which provides a unique opportunity for the students to voice their concerns directly to the administration. The GSC also participates in at least one philanthropic service event each semester in order to give back to the community of the greater Chicagoland area. The social events that are organized by the GSC occur several times per semester. Annual events include the New Student Orientation, the Graduate School picnic, and St. Albert's Day. Other events and trips often include trivia nights, nights out in the city, Chicago museums, Major League Baseball games, comedy clubs, and various events in Chicago or the suburbs.

#### *How to get involved*

At the start of each school year, the first year class is asked to choose a minimum of two students as their representatives on the GSC. Students who have joined a track can volunteer to be one of their track representatives on the council. Officers of the GSC executive board are elected to serve for one school year, with the elections taking place in May of the previous school year. To be an officer you must have previously served on GSC as a student representative. The GSC meets on the first Monday of every month to discuss issues brought forward by the students and to plan future events.

#### *Current Officers and Contacts*

The GSC is always available to address the comments and concerns of any student. A list of the current GSC officers and department representatives as well as their contact information can be found online at: <http://stritch.luc.edu/bgsc/content/contact-ussuggestions>. The GSC Facebook page can be accessed at <https://www.facebook.com/LoyolaGSC>

## St. Albert's Day

St. Albert's Day is Loyola University's annual celebration of research. The event usually occurs on campus in late October/early November. The day's events include Research Faculty of the Year presentations, research poster presentations, oral presentation competitions for graduate students, and presentations from medical students who take part in summer research programs at Loyola. St. Albert's Day also includes an awards banquet for the Biomedical Science graduate students and faculty.

## Funding Opportunities

Students working towards the PhD are eligible to submit grant proposals to several agencies to obtain funding for their research projects.

### *Funding from Loyola University Chicago*

The Arthur J. Schmitt Dissertation Fellowship is awarded to students in their final stage of doctoral work. These students must have demonstrated excellence in all aspects of graduate student. The award includes a stipend and a scholarship to cover the fees for student health insurance and Dissertation Supervision (course #600). If the fellowship is granted, students must participate in a lunch seminar concerning "pursuing knowledge in the service of humanity" and in a service project during the award year.

### **Eligibility Requirements:**

At the time of application, applicants are required to have:

- 1) Successfully completed all coursework and been awarded candidacy;
- 2) An anticipated defense of the dissertation no sooner than January 30 and no later than the end of the award year;
- 3) Submitted all required application material so that it is received no later than 5:00 PM on the deadline date.

More information on the Schmitt fellowship can be found on the LUC website:

[http://luc.edu/media/lucedu/gradschool/forms/Schmitt\\_Announcement.pdf](http://luc.edu/media/lucedu/gradschool/forms/Schmitt_Announcement.pdf)

### *Funding from External Agencies*

#### 1. National Institutes of Health (NIH)

The NIH offers the Ruth L. Kirschstein National Research Service Awards (NRSA F31 Grants for PhD students or F30 Grants for MD/PhD students) for Individual Pre-doctoral Fellowships. These grants fund pre-doctoral researchers for 2-3 years. As of 2012, these grants are available through 8 of the 27 institutes of the NIH. Verify that an institute suited to the proposed project is funding the F30 or F31 NRSA grants before submitting. For more information visit the NIH grant website:

<http://grants.nih.gov/grants/guide/pa-files/pa-07-002.html>

(cont.)

*Funding from External Agencies (cont.)*

2. American Heart Association (AHA)

The AHA Midwest-Affiliate sponsors grants for pre-doctoral MD and PhD students working towards beginning their career in research. These fellowships fund pre-doctoral students for 1-2 years and are non-renewable. Grants submitted to the AHA do not have to be primarily cardiovascular in nature, but they should be related to the overall goals of the AHA. For more information about these grants see the AHA Midwest Affiliate's website:

[http://my.americanheart.org/professional/Research/Research\\_UCM\\_316889\\_SubHomePage.jsp](http://my.americanheart.org/professional/Research/Research_UCM_316889_SubHomePage.jsp)

3. National Science Foundation (NSF)

Another source for a variety of funding opportunities is the NSF. For more information go to: <http://www.nsf.gov/funding/>

# Appendix

# IPBS PhD Track & Advisor Selection Form

**FORWARD TO:** GRADUATE SCHOOL OFFICE  
[mquesad@luc.edu](mailto:mquesad@luc.edu)  
SSOM Room 300  
Loyola University Chicago Health Sciences Division

**Entry:** Fall Semester \_\_\_\_\_  
Year

**Name of Applicant:** \_\_\_\_\_  
Last First

- Track Selection:**
- Biochemistry & Molecular Biology
  - Cell & Molecular Physiology
  - Integrative Cell Biology
  - Microbiology & Immunology
  - Molecular Pharmacology & Therapeutics
  - Neuroscience

**Signature of Graduate Program Director:**

\_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**PhD Advisor Selection:**

**Signature of Advisor:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

**Signature of Department Chair:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

**Signature of Associate Dean:**

\_\_\_\_\_ Date: \_\_\_\_\_

## Format for IPBS Qualifying Examination (Grant-writing Exercise)

Page size: 8 ½ x 11 inches

Font: Arial 11 or 12 point, black (smaller font sizes are allowed in figures and legends as long as they are legible)

Margins: at least 0.5 inch top, bottom, left, right

Header: Student's name, "IPBS Qualifying Examination", Month, Year

Footer: page number (number consecutively starting with 1 on the first page)

Language: English (avoid jargon)

Page limits (double spaced):

Project Summary/Abstract	30 lines plus 2-3 sentences
Specific Aims	2 pages
Research Strategy	18 pages (includes figures)
Literature Cited	no page limit

General format:

**Project Summary/Abstract:** The purpose of the Project Summary/Abstract is to describe succinctly every major aspect of the proposed project. It should contain a statement of objectives and methods to be employed and must be no longer than 30 lines of text. The abstract should include:

- a brief background of the project;
- specific aims, objectives, or hypotheses;
- the methodology (action steps) to be used to accomplish the specific aims or objectives or to test the stated hypotheses.

A second component of the Project Summary, usually called the **Project Narrative**, is a statement describing how your proposed project is relevant to public health. The Narrative should not contain more than two to three sentences. While your Project Summary will contain some direct benefits of your proposed project, the Narrative should contain more long term and far reaching benefits.

The **Specific Aims** page should include an introductory paragraph explaining the context of the proposed research and the broad, long-term objectives, making reference to the health relatedness of the research. State the goal(s) of the specific research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem,

challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology. The “Specific Aims” should be enumerated with an indication of the strategies proposed for achieving the goals(s), including a brief description of the types of methods that will be employed.

The **Research Strategy** should include background information leading to the proposed research, the significance of the research, and the research approach (design and methods) for achieving the Specific Aims. The information may be organized into the following sections:

A “Background & Significance” section should be a brief sketch of the background leading to the present application. Critically evaluate existing knowledge and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described in this application by relating the specific aims to broad, long-term objectives and to the mission of the NIH. Finally, a statement should be included here to describe the innovative aspects of the proposal.

“Preliminary Studies” – For this exercise, a description of preliminary studies is not required, but it may be beneficial to include pertinent data from the literature (with appropriate citations) to support the hypotheses under investigation and/or the feasibility of the approach.

“Research Design and Methods” – This section is a description of the research design conceptual or clinical framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Provide a specific rationale for each set of experiments, and include expected/alternative outcomes of the proposed studies. Describe any new methodology and its advantage over existing methodologies. Describe any novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

The **Literature Cited** section should provide complete references. For journal articles include all authors, title, journal name, page numbers, and year of publication. A consistent format should be used throughout the document.

The proposed research may involve the use of vertebrate animals or human subjects. Although not required for this exercise, be aware that an actual research proposal involving animals or human subjects would require additional detailed sections describing the specifics of their intended use, justification for their inclusion, as well as approval by the respective compliance committees of the university (IACUC and IRB, respectively).

# Qualifying Exam Grading Rubric

Integrated Program in Biomedical Sciences

<b>Student Name:</b>	
<b>Date of Exam:</b>	
<b>Committee Member:</b>	
<i>(Scoring System on 2<sup>nd</sup> page)</i>	
<b>Hypothesis or Experimental Question (Comments):</b>	<b>Score:</b>
<b>Experimental Approach (Comments):</b>	<b>Score:</b>
<b>Background Knowledge (Comments):</b>	<b>Score:</b>
<b>Oral Presentation:</b>	<b>Score:</b>
<b>Additional Comments:</b>	<b>Grade (Pass/Fail):</b>

## **Scoring System**

**1** Exceeds Expectations Outstanding

The student excelled in this area. He/she understood it and was highly proficient.

**2** Meets Expectations Good/Fair

The student did OK and performed adequately. There are some areas in need of improvement.

**3** Below Expectations Poor

The student did not understand this or do well in this area. The student failed to demonstrate minimal adequate competency, even with suggestions from the committee.

A grade of "Fail" by two or more committee members will result in remediation or termination from the PhD program.

### **Hypothesis or Experimental Question**

Student must have a hypothesis or experimental question which is clearly stated, testable, and well-justified. The rationale for this hypothesis or question must be clear, and the student must be able to defend his/her proposed hypothesis or question.

### **Experimental Approach**

The experimental approach must be clearly described and logical. The approach must directly test the hypothesis or experimental question. Discussion of expected and alternative outcomes, potential pitfalls, and alternative approaches must be included.

### **Background Knowledge**

The student must display a deep understanding of the Qualifying Exam topic and supporting literature. The student must also have broad knowledge of the general biomedical sciences and experimental approaches, especially in their specific track.

### **Oral Presentation**

The student must be able to clearly articulate and describe the research proposal. The student must be able to defend his/her rationale for specific approaches and respond to critiques in a professional manner. Overall oral communication skills are evaluated in this section.

# Loyola University Chicago Graduate Student Progress System (GSPS)

Beginning in August 2013, The Health Sciences Division Graduate School initiated the use of electronic filing for many of the required graduate student forms. Forms are accomplished via the online Loyola University Chicago Graduate Student Progress System (GSPS), which is accessed at <https://gsps.luc.edu/Secure/login.aspx>. There is also a link to the GSPS on the "Student Resources" tab of the HSD Graduate Program website (under "Forms"): [www.luc.edu/biomed](http://www.luc.edu/biomed). The GSPS login is the same as the HSD portal and LOCUS login, which is your universal ID and current password.

## On the Home Page of GSPS, you will find a link to the User Manual

### **Student Initiated forms:**

- Thesis/Dissertation Committee
- Thesis/Dissertation Proposal
- Professional Activities (also available to Department/Track Administrators)
- Leave of Absence

### **GPD Initiated forms:**

- Comprehensive Exam (HSD Qualifying Exam)
- Thesis/Dissertation Defense

### **Graduate School Initiated Forms:**

- Doctoral Candidacy
- Degree Requirements

## ***??? Questions about HSD Graduate Student use of the GSPS ???***

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## **ACADEMIC GRIEVANCE PROCEDURE FOR GRADUATE STUDENTS IN THE HEALTH SCIENCES DIVISION**

Students, faculty members, and administrators are strongly encouraged to attempt to informally resolve problems arising from academic matters. The Graduate School hopes that open communication between all parties and mutual confidence in one another's goodwill will lead to the resolution of problems in this manner. When informal attempts at resolution fail, the management of academic grievances involving graduate students of the Health Sciences Division (HSD) is to proceed according to the formal procedures set forth below.

### **Jurisdiction**

Students, faculty members, or administrators may invoke the following procedures when academic grievances arise. Academic grievances include dismissal from a program as well as those that arise from matters involving scholarly competence and ethical scholarly behavior; thus, questions regarding evaluation of students and cheating on examinations, are included within the meaning of "academic." Allegations of scientific misconduct in the design, conduct or reporting of research (e.g. plagiarism, falsification or fabrication of data) shall be handled through the procedures described in the HSD's policy on Scientific Misconduct (available at [http://hsd.luc.edu/research\\_services/sites/default/files/site\\_hsd\\_research/misconduct-science.pdf](http://hsd.luc.edu/research_services/sites/default/files/site_hsd_research/misconduct-science.pdf) ).

Problems arising from clearly non-academic matters fall within the jurisdiction of the university's Division of Student Development <http://www.luc.edu/osccr/index.shtml>. In cases in which the jurisdiction is unclear or mixed, the Dean of the Graduate School will determine the appropriate jurisdiction.

Regarding evaluation of students, the academic grievance procedure applies only to those cases in which the evaluation of the student is alleged to be capricious, in significant violation of clearly established written school policies or a result of improper procedures. An evaluation of a student is capricious if the evaluation is: 1) based partially or entirely on criteria other than the student's performance; 2) based on standards different from those standards of evaluation applied to other students; or 3) based on a substantial departure from announced standards of evaluation. In cases other than those noted above, an evaluation of a student is not a basis for an academic grievance.

### **Department/Program Grievance Hearing**

When informal efforts at grievance resolution fail, students must first address the issue at the departmental or programmatic level. If a complainant wishes to appeal the decision reached at the departmental/programmatic level, the complainant can request a Graduate School hearing.

## **Graduate School Hearing**

Request for a Hearing: The grievant is to make a written request for a hearing to the Associate Dean of the Graduate School, Health Sciences Division. The request, which should utilize the form obtained at

<http://ssom.luc.edu/media/stritchschoolofmedicine/graduateprograms/documents/academic-grievance-procedure-form.pdf>

must specify the nature of the grievance and describe prior attempts to resolve the matter. The request must be made within thirty days of a decision reached at the departmental/programmatic level. Once such a request is received, the HSD Graduate School Office will request copies of all materials generated at the departmental/programmatic level.

## **Hearing Board**

The HSD Graduate School Office has a standing hearing board, appointed by the Associate Dean, consisting of at least three Graduate School faculty members; alternate members are available should a member of the standing board be involved in the grievance or otherwise unable to participate. Only members of the Graduate School faculty are eligible to serve on the hearing board. The hearing board is to have a chairperson, appointed by the Associate Dean, who is responsible for managing all procedures related to the hearing.

## **Hearing Procedure**

The purpose of the hearing is to ensure that all parties have full opportunity to present their views to the hearing board and to allow the hearing board to assure itself that it fully understands the parties' views. The conduct of the hearing is informal. It is not bound by rules of evidence or court procedures. All matters of procedure are to be decided by the chairperson of the hearing board in accordance with the following guidelines.

The chairperson of the hearing board is to set the date, time, and location of the hearing. The hearing is to take place within 30 days of the request for a hearing, if practicable. All involved parties are to receive a timely written notice of the hearing and the matters to be considered. All supporting documentation relating to the matter is to be submitted to the Associate Dean of the Graduate School at least three weeks prior to the hearing. Arrangements may be made for a party to participate in the hearing from a remote site via video conferencing.

The Associate Dean will distribute all related information in a timely manner to all involved parties prior to the hearing. The hearing and material submitted to the hearing board are private, and all parties involved in the grievance are to consider their contents confidential. However, if a party disseminates their contents, the party's interest in confidentiality is deemed waived. Electronic recording of the hearing is prohibited.

A party may obtain the assistance of members of the university community in preparing written documentation or in presenting information to the hearing board, provided that the assistants are not

attorneys legally representing the interests of either party. Individuals from outside the university are not permitted to serve as assistants. The party must notify the chairperson of the hearing board of the names of the assistants at least one day prior to the hearing.

Each party may present information, both orally and in writing, to the hearing board. All parties are to be available throughout the hearing. Two formats for the hearing exist and are determined by the chairperson of the hearing board: all parties are present together during the hearing or the parties are heard separately at the hearing. Each party may call witnesses at the hearing. The party is to submit to the chairperson of the hearing board the witnesses' names at least one week prior to the hearing; the hearing board will notify all parties of the names of witnesses in a timely manner prior to the hearing. The board may direct questions to any party or witness. All individuals presenting information to the hearing board have the responsibility of presenting truthful information.

After the hearing board has gathered all necessary information, the board will deliberate in private. In reaching its decision, the board will examine all documents and other exhibits and consider fully statements of all parties and witnesses. The decision of the board will be determined by a majority vote of participating board members.

The Associate Dean of the Graduate School will notify the parties in writing of the board's decision within two weeks of the hearing.

### **Appeal**

A party may appeal the decision of the hearing board to the Dean of the Graduate School. The party is to request an appeal in writing within 30 days of notification of the hearing board's decision. The request must include an explanation of the basis for the appeal. The Dean will notify all parties of the request for an appeal and will provide an opportunity for a response. The Dean will obtain from the parties and the hearing board information necessary to consider fully the hearing board's decision and the basis for the party's appeal.

The Dean may affirm, modify or reverse the hearing board's decision. The Dean will notify the parties of the disposition of the appeal within 30 days of receiving the appeal, if practicable. The Dean's decision is final in all cases (including dismissal from a Graduate School program), except those involving possible expulsion from the university (i.e., a permanent prohibition of enrollment at the university); the penalty of expulsion may be imposed only by the university's provost or senior vice president for health sciences.

The Graduate School retains copies of all documentation related to the management of grievances under its jurisdiction.

