



HEALTH SCIENCES  
DIVISION

**Master's Program in Neuroscience  
Student Handbook**

*Neuroscience Graduate Program*

*Loyola University Chicago Graduate School*

*Health Sciences Division*

## Preface

Welcome to Loyola University Chicago Health Sciences Campus. We are excited that you have chosen to study Neuroscience at our state of the art institution. Our research-intensive master's program will provide you with opportunities to discover the vast discipline of Neuroscience. In our program, you will learn cutting edge biomedical techniques designed to test mechanisms, therapies and cures for debilitating diseases of the central and peripheral nervous systems.

All good research is built on a foundation of background knowledge. Therefore, during the first year of our program you will refresh and expand your knowledge of basic science concepts by attending courses in Biochemistry and Molecular Biology, Cell Biology, Neurobiology and Neurochemistry. To help ensure that graduates from our program maintain the highest standard of scientific integrity, you will be asked to take additional courses in statistical methods and biomedical ethics. Throughout your tenure in the program you will continue to enhance your critical thinking and presentation skills through participation in our student-directed Neuroscience Journal Club and through progress report presentations in the Neuroscience Seminar series. Most importantly, by the end of the first academic year you should have completed a minimum of two 6-week rotations in neuroscience laboratories of your choosing. The goal of the research rotations is to identify a Graduate Faculty member that will serve as the primary mentor of your thesis project.

During the second year, you will work closely with your chosen mentor to formulate, develop, and challenge novel hypotheses that should ultimately culminate in peer-reviewed original contributions to the neuroscience literature.

Upon completion of our program, you will have successfully acquired the knowledge and hands-on bench-applicable skills required to prepare you for a challenging career in the neurosciences. It is my hope that you find your journey through Loyola's Master's Program in Neuroscience intellectually challenging, rewarding, and productive.

I wish you all the best.

A handwritten signature in blue ink that reads "Karie Scrogin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Karie Scrogin, Ph.D.  
Graduate Program Director  
Program in Neuroscience

## Purpose of the Handbook

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 thesis 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 *Master's degree in the Program of Neuroscience*.

This handbook contains information both necessary and helpful to *Master's* level graduate students, pertaining to academic requirements, Graduate School policies, facilities and activities. A separate handbook is available for those students seeking doctoral biomedical degrees at Loyola University Health Science Division.

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 your graduate program may occur, and interpretation of regulations may require decisions by the Neuroscience Graduate Program Director or the faculty.

# Table of Contents

<b>Section 1:</b>	<b><i>Master's Program in Neuroscience and Graduate School Policies</i></b>	
	Overall Goals and Competencies	1
	Neuroscience Graduate Program Director	1
	Required Coursework	1
	Lab Rotations	2
	Thesis Requirements	2
	Academic Policies and Guidelines	4
	Vacation and Leave of Absence Policies	5
<b>Section 2:</b>	<b><i>Administrative Information</i></b>	
	Fees and Financial Aid	7
	Student ID/Parking	8
	Student Health and Counseling Services	8
	Loyola Center for Health and Fitness	9
	Housing	9
	Loyola University Health Science Library	9
	Laboratory Safety	9
	Information for International Students	10
<b>Section 3:</b>	<b>Academic Milestones</b>	
<b>Section 4:</b>	<b>Student Academic Life</b>	
	Graduate Student Council	12
	St. Albert's Day	12
	Professional and Responsible Conduct	12

# **Graduate School Policies**

## **Overall Goals and Competencies**

The goal of the Master's training program is to prepare you for a professional career in neuroscience 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. You will learn to search the scientific literature and data repositories, and to evaluate and select the relevant information from these sources. You will also learn to communicate clearly with your science colleagues and with the lay public. The ability to challenge current paradigms, and apply critical thinking to new problems will be emphasized during this training. *The training process is mentored by an established scientist, with the ultimate goal of transitioning you into a semi-independent scientist.*

The Master's degree is conferred upon you after demonstrating certain competencies:

- 1) Acquisition of general knowledge base in the biomedical sciences.
- 2) Acquisition of applied knowledge in the neurosciences.
- 3) The ability to identify relevant original neuroscience-related questions, and to propose and execute critical experimental designs to address these questions.
- 4) The ability to search and critically evaluate neuroscience-related literature and data.
- 5) Acquisition of oral and written communication skills for scientific peers and the general public.

## **Neuroscience Graduate Program Director**

During the first year, the *Neuroscience Graduate Program Director* will serve as your primary academic advisor. The director will monitor your academic performance and help you facilitate selection of lab rotations and a thesis advisor.

*The Neuroscience Graduate Program Director's Office is located on the 4<sup>th</sup> floor of the CTRE, room 426.*

## **Required Coursework**

The minimum number of credit hours you will need to partially fulfill the requirements for a *Master's* degree in the *Program of Neuroscience* is 24 credit hours.

### **Semester 1** (11 credit hours)

- Biochemistry and Molecular Biology (BMSC 410, 4h)
- Cell Biology (BMSC 412, 4h)
- Methods in Biomedical Sciences (BMSC 416, 1h)
- Ethics in Biomedical Sciences (BMSC 405, 1h)
- Neuroscience Journal Club (NRSC 503, section 2, 1h)
- Two lab rotations

**Semester 2** (7 credit hours)

Statistical Methods in Biomedical Sciences (BMSC 402, 2h)  
Cell and Molecular Neurobiology (NRSC 410, 3h)  
Neuroscience Seminar (NRSC 503, section 1, 0h)  
Research (NRSC 499, 2h)

**Semester 3** (5 credit hours)

Neurochemistry (NRSC 415, 3h)  
Neuroscience Journal Club (NRSC 503, 1h)  
Research (NRSC 499, 1h)

**Semester 4** (1 credit hour)

Research (NRSC 499, 1h)

## Lab Rotations

During the first semester, you will be introduced to ongoing research in the Biomedical Sciences by way of faculty presentations, seminars and/or poster sessions. ***Two laboratory rotations of similar duration (approx. 6 weeks) are mandatory*** for each first year student in the Master's program. Lab rotations will be arranged with the guidance of the Neuroscience Graduate Program Director. Choosing a laboratory environment in which to establish and conduct your thesis work is critical and should be completed by the end of your second semester. During your lab rotations, you are expected to attend all neuroscience related journal clubs and seminars.

## Thesis Requirements

***Thesis Committee***

*At the beginning of your third semester, a formal Thesis Committee should be formed consisting of your mentor and no less than two other members of the Loyola University Faculty with a minimal rank of Assistant Professor. Members of your committee must be members of the Graduate Faculty. The committee membership must be approved by the Neuroscience Graduate Program Director and communicated to the Associate Dean of the Graduate School. Once established, it is strongly recommended that the student schedule a formal meeting with their Thesis Committee once every semester to discuss progress or changes of direction in his/her Thesis work. In the first meeting the Committee members will select a Committee Chair different from the student's advisor. Once the Thesis Committee is formed, the student must submit a Thesis Committee form in the Graduate Student Progress System (GSPS) system.*

***Thesis Proposal***

*At the first committee meeting, you will defend your written Thesis Proposal Outline which includes sections addressing your studies: Background & Rationale, Hypothesis, Specific Aims, Research Plan, and Bibliography. Your proposed research plan is not binding, and can be modified after consultation with your Thesis Committee. Your Committee should receive this document at least two weeks prior to your first scheduled meeting. At that meeting, you will defend your Thesis Proposal Outline during an oral presentation. The Thesis Committee must approve the Proposal Outline with or without modifications by written vote, and submit the written document to the Graduate School Office. Student must submit a Thesis/Dissertation Proposal form in the GSPS system.*

### ***Subsequent Thesis Committee Meetings***

At least once a semester, or at more frequent intervals as necessary, you should schedule a *Thesis Committee* meeting to discuss your research progress. Pending the outcome of this discussion, your committee may make recommendations for supplementary didactic courses or training in special methods.

### ***Written Document***

In partial fulfillment of the Master's degree in the *Program of Neuroscience*, while you remain enrolled you must prepare a written Thesis addressing your research findings. You must submit to each of your committee members for critical evaluation a bound hard copy of your completed Thesis. Your committee will have the choice of meeting with you privately (ie, closed defense) to discuss strengths and weaknesses of the submitted document. Your committee may accept your document without revisions or may ask you to revise some or all sections of your document to their satisfaction.

### ***Public Examination and Open Defense***

Once your *Thesis Committee* is satisfied with your revised written Thesis document, you will have one month to publically defend your Thesis work by presenting a publically held seminar and public oral examination.

At least one week before your scheduled defense, a public invitation must be made to the Dean of the Graduate School, 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 your research findings and your defense of these findings. This invitation should be printed as a brochure including an abstract of your Thesis research findings, a list of presentations, abstracts, and peer-reviewed publications directly resulting from your Thesis work, the composition of your Thesis Committee, and a brief Vita.

A 45 minute public oral presentation will be followed by a question-and-answer period, after which an open examination between you and your *Thesis Committee* will be held. As this is a comprehensive examination, any and all questions related to your field of study are valid. You must successfully defend your written document and must be able to demonstrate solid background knowledge of your corresponding field of inquiry to the satisfaction of your *Thesis committee*. All *Thesis Committee* members must be present at the defense, unless the Dean of the Graduate School approves their absence. In most cases, presence of unavailable committee members via teleconference will be acceptable.

Successful completion of the oral defense and examination requires approval by the Chair of the Thesis Committee, which takes into consideration recommendations of the other voting Committee members. The Chair of the Committee will collect the signatures of the Committee members on the voting sheet and submit it to the Graduate School office. Concerns raised during this defense may require additional revision of your Thesis document. You will have one month after the successful defense of your Thesis to make any modifications requested by the Committee and to submit a final revised copy of your document to the Associate Dean of the Graduate School at the Health Sciences Division prior to degree conferral.

In case of failure to get approval of the Thesis 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 from in the GSPS system. Following electronic approvals this form will be submitted to the Graduate School.

## 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***

You must maintain a cumulative grade point average of 3.0. If you fail to maintain a 3.0 at the end of a semester, or you receive a course grade of D or F, you will be placed on academic probation during the following semester. You will be required to raise your grade average to B within the next two semesters, and/or obtain a grade above B in the deficient course. If a student, with the authorization of the Dean and Graduate Program Director, retakes a course, only the most recent grade earned for the course will be used when evaluating whether or not all degree requirements have been met. 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), may be applied toward the fulfillment of degree or certificate requirements. Such grades, however, will be used in the calculation of a student's overall grade point average. The Graduate School uses the following grade conversion system:

A = 4.0	I = Incomplete
A- = 3.7	X = Absent from examination
B+ = 3.3	W = Withdrawal
B = 3.0	WF = Withdrawal with failure
B- = 2.7	CR = Credit
C+ = 2.3	NC = No credit
C = 2.0	AU = Audit
C- = 1.7	
D+ = 1.3	
D = 1.0	
F = 0.0	

You are expected to complete all course work by the end of the semester. However, if the professor agrees in advance, you 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 subject to the policies of the Graduate School, i.e., outstanding work must be submitted by the final day of the semester following the term in which the I grade was assigned. Failure to meet this deadline will result in the automatic change of the I grade to an F, and no further grade change will be approved by the Graduate School.

*You may withdraw from courses before the midterm* with the approval of the instructor of the course. After the midterm, the recommendation of the Neuroscience Graduate Program Director and approval by the Dean of the Graduate School are required. No re-examinations, however, are allowed for individual courses.



## ***Causes for Dismissal***

*You will be dismissed from the program if you:*

Are found to have violated the academic integrity or research ethics rules during an exam or during the performance of your research work.

- 1) Fail to maintain a B grade average in your coursework or obtain a grade above B after the academic probation period.
- 2) Fail to produce and defend an acceptable Thesis project outline as judged by your Thesis Committee.
- 3) Fail to make adequate progress on your Thesis research as judged by your Thesis Committee.
- 4) Fail your Thesis defense as judged by your Thesis Committee.

## **LUC Grievance Policy**

The *Program in Neuroscience* follows Loyola University Chicago's Academic Grievance Procedure as outlined in the following website: [http://www.luc.edu/gradschool/academics\\_policies.shtml](http://www.luc.edu/gradschool/academics_policies.shtml). *Grievances should first be brought to the attention of your mentor/ advisor unless your mentor/ advisor is the subject of the grievance.* In this case, or if the grievance cannot be resolved after discussion with your advisor, you should present your grievance before the Neuroscience Graduate Program Director who may consult with other authorities before making a judgment on the grievance. If the Neuroscience Graduate Program Director decision is unsatisfactory, you may appeal to the Associate Dean of the Graduate School at the Health Sciences Division or eventually to the Dean of the Graduate School at Loyola University Chicago.

## **Vacation and Leave of Absence Policies**

You and your fellow students will have a minimum of the Loyola holiday calendar plus 10 working days of vacation each year. Students are allowed to save vacation time for one year in order to have a longer period of up to 20 working days vacation on the following year if desired. Vacations need to be approved by the *Neuroscience Graduate Program Director* for first year students, and by your *Research Advisor* once you join their laboratory.

## ***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 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 Research Advisor and Graduate Program Director no less than 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. *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.

## ***Procedures for application for Family Leave***

- 1) 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.

- 2) Approval by the *Associate Dean of the Graduate School* will be based on the student's standing in a biomedical sciences graduate program.
- 3) 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.
- 4) 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.
- 5) 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:**

- 1) **Course work:** You are required to inform your *Research Advisor, Graduate Program Director, and Course Directors* of the intended leave of absence and arrange to minimize the interruption of your 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.
- 2) **Research:** You are required to notify your *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 student 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*.
- 3) **Other:** You should consult with your *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 Leave**

Full-time biomedical sciences graduate students in the LUC HSD requiring extended absence from the *Neuroscience Graduate Program* (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 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) .

Depending on circumstances, students on extended leave may need to transfer their research project to another individual to ensure that sponsored work is 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 an 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>.

## Administrative Information

Information about your 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 account.** Your e-bill can be found on LOCUS under Campus Finances, View E-bill, View Details.

In addition to tuition, you are responsible for mandatory fees associated with enrollment. 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 (708-508-7705).

### **Activity Fee**

The *mandatory activity fee* covers extra activities/outings that the Graduate School Council coordinates for the graduate students, such as bar nights, baseball games, the Graduate School Picnic, shows and events in downtown Chicago and St. Albert's Day 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**

A Student Health Services fee is *mandatory* regardless of whether you 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**

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.

### **Matriculation Fee**

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

### **Other helpful websites**

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.

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 in Deck C is \$260.** If you have additional questions the parking office can be reached at 708-216-9092. 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 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.

If your health situation requires further testing such as blood work and/or imaging, you are responsible for following-up with *Student Health*. However, diagnostic testing done outside of the *Student Health* (lab, radiology, etc.) would be done according to your 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 708-216-3400.**

Monday, Wednesday and Friday: 7:00AM-12:00PM and 1:00PM-3:30PM  
Tuesday and Thursday: 8:30 AM-12:00PM and 1:00PM-5:00PM

### ***Loyola Health Insurance Plan***

You 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.

### ***Counseling Services***

All students are strongly encouraged to utilize, as needed, our counseling services. All appointments are confidential and are discretely conducted on-site at our sister institution, Edward Hines Jr. VA Hospital, by a Loyola University Psychiatrist or a Loyola University Social Worker:

**Loyola University Ministry**  
**Director, Sr. Brenda Eagan, I.B.V.M.**  
[beagan@luc.edu](mailto:beagan@luc.edu)  
708-216-3245

## **Loyola Center for Health and Fitness**

As a student, you have access to the Loyola Center for Health and Fitness. You will receive an enrollment form during new student Orientation, which can be taken to the Health and Fitness Center to complete the enrollment process. 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 additional information about our Library, consult <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. You will also receive brief training concerning human subjects and animal welfare, regulated by the *Institutional Review Board* (IRB) and the *Institutional Animal Care and Use Committee* (IACUC), respectively. For students that choose to work in a research laboratory located at Edward Hines Jr. VA Hospital, you will also need to attend orientation at that facility.

***Before you engage in research involving the use of (i) radioisotopes (ii) human subjects and/or (iii) laboratory animals, it is mandatory that you first undergo extensive and comprehensive training in these respective areas at each institution.*** You must also be added to your *Research Advisor's* relevant committee-approved protocols. *You may not work with (or otherwise conduct research using) radioisotopes, vertebrate animals, or humans without prior committee approval.*

## Information for International Students

Janet Flores ([jflores@luc.edu](mailto:jflores@luc.edu) ;708-216-4989): Student Services Office, room 420

*Below is a list of important things to consider during your training in the United States.*

### 1) Important documents

- a. **Passport:** this must be valid at all times during your stay in U.S., one usually must have 6 months remaining on visa for travel purposes.
- b. **Visa:** this is only an entry document. your visa does not need to be renewed as long as you remain in the U.S. the period of validity of a visa does not represent the period of authorized stay in the U.S. after entry.
- c. **I-94 card:** this document 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 card:** this document 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 thesis supervision)
- b. **End date on I-20 document:** if you need to extend this date, contact the *International Office* at least 30-60 days prior to expiration date. There are certain documents needed in order to authorize an extension of time on your visa. Usually a visa is 48 months for a master's program. Extensions are authorized on an individual basis.

### 3) Travel outside the U.S.A.

- a. **Visa:** You must have a valid Visa to re-enter the U.S.A. Your passport must have at least 6 months remaining in order to re-enter the U.S.A. unless we have an agreement with your country of citizenship that allows travel up to the expired date and authorizes an additional 6 months on passport.
- b. **Travel Signature:** Make an appointment with the *International Office* to validate/sign your I-20 document prior to your travel abroad.
- c. **Travel Letter:** Contact the *International Office* to obtain a travel letter (optional)

### 4) Notification Requirements

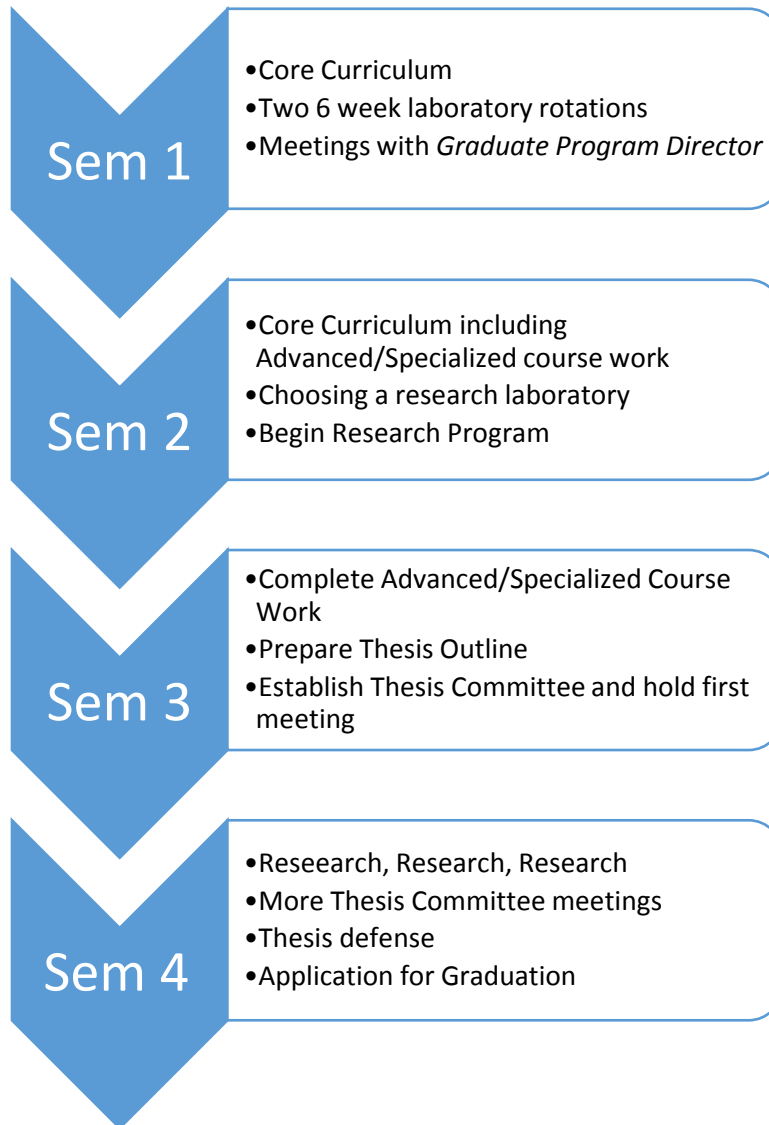
- a. **Change of address:** This must be done within 10 days of your move.
- b. **Any changes to program**
- c. **Inability to take full-time course of study**

## Academic Milestones

The *Program in Neuroscience* has established a set of academic milestones, which provides a guideline for timely completion of your *Master's* degree.

Accomplishment of these milestones will be monitored by the *Neuroscience Graduate Program Director*.

Below are the milestones that are mandatory for successful completion of the *Master's* degree in the *Program of Neuroscience*.



## Student Academic Life

### **Graduate Student Council**

The purpose of the Biomedical *Graduate Student Council* (GSC) 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 (typically doctoral students) 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.

### **Get Involved**

Neuroscience students can volunteer to be a representative 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>.

## St. Albert's Day

St. Albert's Day is Loyola University's annual celebration of research. The event usually occurs on a Friday in late October at the Loyola University Stritch School of Medicine. The day's events include research poster presentations, oral presentation competitions for fellow graduate students and post-doctoral fellows, 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.



## Professionalism and Responsible Conduct

All students enrolled in the Graduate School-LUMC biomedical science programs are required to maintain high standards of professionalism. ***As representatives of Loyola University Chicago, you will be expected to conduct yourselves responsibly and ethically at all times and to behave in a positive and professional manner.*** *Unethical behavior, such as cheating, plagiarism, falsification or fabrication of data, etc., will not be tolerated and may be considered as grounds for dismissal from the graduate program.*

All students are expected to contribute, through their words, actions and commitments, to the development and well-being of a community characterized by respect, caring, responsibility and honesty. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

Working together as a community, students, faculty and staff help foster a campus atmosphere that furthers the mission of the University. Students are expected to enhance the campus ethos. This expectation calls for behavior that demonstrates the four principles of the student judicial code: personal integrity, care for others, responsible use of property and respect for authority.

### ***Personal Integrity***

The university sets expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously and engage in self-enhancing behaviors. In addition, students are expected to conduct themselves in accordance with the policies of the university community and to follow local, state and federal laws. This principle requires students to demonstrate the personal characteristics of honesty and integrity both inside and outside the classroom.

### ***Diversity and Compassion***

It is expected that students will be open to learning, including learning about and respecting persons and cultures different from their own. ***Loyola University expects all members of the university community to act towards one another with sensitivity, consideration, understanding, appreciation, tolerance, civility and an active concern for the welfare of others.*** The university is particularly concerned that its members show respect for others regardless of race, creed, religion, gender, age, disability, sexual orientation, nationality, and other characteristics protected by applicable law, and refrain from all forms of harassing or offensive behaviors that demean the inherent dignity of others.

### ***Responsible Use Of Property***

The responsible use of property involves respect for property, including real estate, buildings and tangible personal or university property. Demonstrating a respect for property fosters a well-maintained environment and a sense of security. This principle requires students to respect both personal and institutional property, both inside and outside the Loyola University community.

### ***Respect For Authority***

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Loyola, that authority especially resides in the Board of Trustees, officers of the university, its faculty, administrators, and staff. Each of these individuals has been charged with responsibilities essential to the orderly operation of the university. The successful exercise of authority depends in part on the respect it receives from the community it serves.

### ***Academic Grievance***

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

Non-academic matters (e.g. allegations of misconduct in the design, conduct, or reporting of research supported by federal funds) shall be handled through the procedures described in the University's policy concerning misconduct in scholarship and the Responsible Conduct of Research (Office of Research Services).

### ***Student Rights and Responsibilities***

It is your responsibility to acquire an active knowledge of all policies and procedures set forth in the Graduate School catalog, program policy handbooks, and policies of the Office of Research Services. The catalog may be seen at: [www.luc.edu/g\\_radschool/academic\\_policies.shtml](http://www.luc.edu/g_radschool/academic_policies.shtml). Please read these documents carefully. *You are accountable for their content.*

***Students who choose to violate the Graduate School's policies and procedures as described in the catalog, program handbooks, and the policies of the Office of Research Services may be subject to a judicial hearing or to other disciplinary action.*** The Graduate School of Loyola University Chicago reserves the right to change the policies and procedures announced, and to change the schedules, course offerings, and regulations affecting students. Advanced students may be exempt or may petition the faculty for exemption from changes in academic requirements implemented during the course of their graduate studies. Any questions regarding current policies may be addressed to the Neuroscience Graduate Program Director or the Associate Dean of the Graduate School-LUMC.