Biomedical Science Program

Graduate Student Handbook

2019-2020

Cancer Biology (CAB)
Medical Microbiology and Immunology (MMI)
Molecular Medicine (MOME)
Neuroscience and Neurological Disease (NND)
Bioinformatics and Proteomics/Genomics (BIPG)
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Welcome Message from the Associate Dean of UT-COMLS Graduate Programs

On behalf of the University of Toledo College of Medicine and Life Sciences, I welcome you to the Biomedical Science Program. I am glad that you have chosen the University of Toledo as the place for your graduate research training in biomedicine.

The advantages of a graduate degree in Biomedical Science from the University of Toledo include cutting edge research in biomedical sciences, close interaction with research faculty, and preparation for careers in academia, government, or biomedical industries.

This handbook provides information and guidelines specific to you, as graduate students within the Biomedical Science Program. Additional information can be found on the Biomedical Science Program website: http://www.utoledo.edu/med/grad/biomedical/

Please take time to review the information in this student handbook carefully. If you have any questions or concerns do not hesitate to contact me.

I look forward to getting to know you and providing any advice or assistance you may seek as you embark on this exciting scientific journey into biomedical science research as a career for you.

Kandace Williams, PhD
Professor, Department of Cancer Biology
Associate Dean of College of Medicine and Life Sciences Graduate Programs
MISSION

The University of Toledo is a national, public research university where students obtain a world-class education and become part of a diverse community of leaders committed to improving the human condition in the region and the world.

VISION

The University of Toledo will be a nationally ranked, public research university with internationally recognized expertise and exceptional strength in discovery, teaching, clinical practice and service.

VALUES

Excellence
Student-centeredness
Research and Scholarship
Professionalism and Leadership
Diversity
College of Graduate studies vision and mission

**Vision Statement**
The vision of the College of Graduate Studies is to enable its graduate and professional academic programs to become nationally distinguished and highly ranked and to improve the human condition by preparing graduates for careers in the 21st century and fostering a culture of life-long learning.

**Mission Statement**
The mission of the College of Graduate Studies is to provide leadership for graduate education through exceptional support services for graduate students and faculty; to foster quality in graduate education, research and scholarship; to nurture the diversity and collegiality of graduate programs; and to work with Graduate Council to establish university graduate policies, standards and procedures that define best practices for the graduate programs it serves.

College of MEDICINE AND LIFE SCIENCES MISSION, vision and VALUES

**Mission**
The mission of The University of Toledo College of Medicine and Life Sciences is to improve health in the communities and region we serve. We do this by educating excellent clinicians and scientists, by providing patient centered and high-quality care and by producing nationally recognized research in focused area.

**Vision**
The University of Toledo College of Medicine and Life Sciences, with its partner ProMedica, is nationally recognized for education and focused research, and regionally distinguished for comprehensive clinical care.

**Values**
Both statements above reflect the College’s core values of professionalism, service, diversity, collaboration and discovery.

**Accreditation**
University of Toledo College of Medicine and Life Sciences Graduate programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, specific COMLS clinical programs also require accreditation by discipline-specific accrediting agencies. The official letter confirming the university’s status of affiliation with the Higher Learning Commission can be found on the website of the Office of Assessment, Accreditation, and Program Review as well as information regarding individual program accreditations and endorsements.

[https://www.utoledo.edu/aapr/accreditation/index.html](https://www.utoledo.edu/aapr/accreditation/index.html)
General Admission Standards for PhD or MSBS in Biomedical Science Program

To be admitted to either the PhD, Master of Science in Biomedical Sciences (MSBS), or Certificate in Biomarkers and Bioinformatics programs, applicants must hold an earned baccalaureate degree (or equivalent) from an accredited college or university and have a minimum overall GPA of 3.0 on a 4.0 scale. Graduate Record Examination (GRE) scores are required in most programs of study (see individual degree programs for specific requirements). Competitive scores are at the 50th percentile or above for Verbal, Quantitative and Analytical Writing. For international applicants, an English language proficiency test is required. Scores from the Test of English as a Foreign Language (TOEFL) are accepted and a minimum iBT score of 80, or PBT score of 550 is required. Scores from the International English Language Testing Service (IELTS) are also accepted with a minimum score of 6.5. A prior Master’s degree is not required to enter the PhD program. At this time, all students accepted without provisions into the PhD program in Biomedical Sciences, and who remain in good academic standing will receive a full tuition scholarship and a research stipend funded in whole or in part by the College of Graduate Studies (COGS), and/or funding from the student’s major advisor through a grant(s).

Individual research training tracks may have more specific admissions criteria than above. Additional information can be found on the Biomedical Science Program website: http://www.utoledo.edu/med/grad/biomedical/

Admission into the MD/PhD Biomedical Science Program

Eligibility and Selection Criteria

Students interested in careers combining biomedical research with patient care may apply for admission to the combined MD/PhD program. This program integrates the standard medical school curriculum with graduate coursework and research experience that will prepare students to conduct independent biomedical research related to disease mechanisms as well as training them to be outstanding physician-scientists. Students admitted to this program will have demonstrated an interest in and aptitude for research prior to acceptance.

Students interested in the combined MD/PhD degree will initially apply to the MD program in the College of Medicine & Life Sciences, indicating the MD-PhD track on their application. The admissions process will include interviews by both clinical and basic science faculty in the College of Medicine & Life Sciences, including representation from the MD/PhD committee. If accepted into medical school, each application in this track will be reviewed by their PhD track of interest (CAB, MOME, MMI, or NND). If accepted by the track of interest, the applicant will be reviewed by the MD-PhD Steering Committee for final acceptance into the dual degree program. A College of Graduate Studies application will also be submitted after acceptance by the program. The MD/PhD applicant will complete the College of Graduate Studies online application, indicating the PhD track of interest, and the students’ AMCAS application and supplemental application to the University of Toledo College of Medicine & Life Sciences will substitute for the remainder of the COGS application packet, including the MCAT scores, which may be used in place of the GRE. Once the MD-PhD candidate has been accepted into the PhD track, the MD/PhD Committee will make recommendations about medical tuition scholarships (Dean’s Award) to the Dean of the College of Medicine & Life Sciences, who will make the final decision for each award.

Applicants seeking admission to the MD/PhD program should refer to the following web page for further information: http://www.utoledo.edu/med/mdphd/admission.html
Technical Standards for Admission into the Biomedical Science Program

The objective of the University of Toledo is to increase opportunities for persons with disabilities, while maintaining the expectation that all students achieve the goals of our programs. The technical standards for admission establish the expectations and abilities considered essential for students admitted to any of the PhD or MSBS tracks in the Biomedical Science Program in order to achieve the level of competency required for graduation. At the time of admission and throughout their course of study, all students must demonstrate a fundamental respect for the truth and a commitment to honest reporting of experimental results.

In addition, all students admitted to the Biomedical Science Program are expected to be able to demonstrate the abilities below:

- Must have the mental capacity to assimilate, within a reasonable time, a large amount of scientific information in the area of biomedical sciences
- Must have the ability to communicate effectively with all persons involved in graduate training; where such training involves interacting with additional persons (e.g., patients or volunteers for experiments), an effective level of communication skill is similarly required
- Must be able to master concepts, show evidence of a reasonable level of deductive reasoning, and be able to acquire the essential skills needed for presentation of research data
- Must possess sufficient postural control, neuromuscular control and eye-to-hand control to independently use standard laboratory/medical/surgical instruments
- Must have the ability to independently perform, at a reasonable level, all laboratory or other manipulations required for research leading to the PhD or MS in Biomedical Sciences degree

Students are expected to meet the technical standards of the program. If a student determines that they require disability related accommodations to fully engage in the program, they should contact The University of Toledo’s Student Disability Services office by phone at 419.530.4981. Information pertaining to the nature of a disability is handled in a confidential manner. Reasonable accommodations will be made to qualified applicants with a disability in accordance with the Americans with Disabilities Act. Accommodations are typically not retroactive; therefore, timely requests are encouraged. Please visit the Student Disability Services website to learn about the eligibility process for services. [http://www.utoledo.edu/offices/student-disability-services/](http://www.utoledo.edu/offices/student-disability-services/).

Introduction to Biomedical Science Program

The Biomedical Science Program is an umbrella program containing 5 different research training tracks. These tracks offer MD/PhD, PhD, MSBS, Professional Science Master’s (PSM) degrees and/or certificate. See the table below for the degrees offered in each track.

<table>
<thead>
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<th>BMSP Track</th>
<th>Degree(s) Offered</th>
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<tr>
<td>Cancer Biology (CAB)</td>
<td>MD/PhD, PhD</td>
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<tr>
<td>Medical Microbiology and Immunology (MMI)</td>
<td>MD/PhD, PhD, MSBS</td>
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<td>Neuroscience and Neurological Disease (NND)</td>
<td>MD/PhD, PhD</td>
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Cancer Biology

The Cancer Biology track within the Biomedical Science Program at the University of Toledo fosters young scientists to become cutting-edge researchers who understand the molecular and genetic basis of cancer and the knowledge to develop improved therapies for human cancer. Students in the Cancer Biology track develop scientific thinking and laboratory skills to approach cancer research questions in ways that will best lead to success. Graduates of the Cancer Biology program move on to become successful scientists and leaders in academic, government, and industrial settings. CAB students may pursue the Doctor of Philosophy (PhD) degree or, after acceptance into the medical school, a combined MD/PhD degree.

Cancer Biology PhD students enroll in a first-year core curriculum that is designed to provide a foundation of knowledge for cutting edge research. The first-year curriculum provides students with a comprehensive overview of molecular and cellular biology, systems pathophysiology, modern research methodology, and statistical analysis. In addition, students complete laboratory rotations during the first two semesters to identify a Cancer Biology major advisor and laboratory for their dissertation research project. PhD students complete three rotations and then may join a Cancer Biology laboratory in the spring semester of their first year. Doctoral students in good academic standing may be supported financially by a tuition scholarship and stipend during their academic training. This financial assistance does not require the student to be a Teaching Assistant for undergraduates, thus enabling the student to more fully concentrate on his/her graduate program.

The CAB program faculty research interests and areas of expertise are: 1) Control of tumor cell growth and death, 2) Signal transduction, 3) Mechanisms of cancer cell motility and chemotaxis, 4) Invasion and metastasis, 5) Molecular genetics of cancer risk, 6) Influence of tumor microenvironment on cancer progression and metastasis, 7) Protein trafficking, 8) Epigenetic regulation of oncogenes and tumor suppressor genes. 9) Chromatin remodeling and mechanisms of DNA repair, 10) Nitric oxide signaling alterations in cancer cells and 11) Adipogenesis and pre-adipocyte/adipocyte functions; Role of adipokines in cancer.

Kandace Williams, PhD
Professor
Associate Dean of COMLS Graduate Programs
Department of Cancer Biology
Cancer Biology Track Co-Director

Dayanidhi Raman, BVSc, PhD
Assistant Professor
Cancer Biology Track Co-Director
Department of Cancer Biology

Medical Microbiology and Immunology

The Medical Microbiology and Immunology (MMI) track, affiliated with the Department of Medical Microbiology and Immunology, educates and trains graduate students for careers investigating the microorganisms that are relevant to human health, the mechanisms by which the immune system overcomes infections, maintenance of immune homeostasis (compared to immune disorders), as well
investigations to prevent the rejection of transplanted organs and tissues. MMI students may pursue the Master of Science of Biomedical Science (MSBS) or the Doctor of Philosophy (PhD) degree or, after acceptance into the medical school, a combined MD/PhD or MD/MSBS degree.

MMI PhD students enroll in a 1st year core curriculum that provides a comprehensive overview of biochemistry/protein biology, molecular and cellular biology, molecular basis of diseases, research methodology, ethics, and statistical analyses. PhD students complete three laboratory rotations during their 1st year and join a MMI laboratory during the spring semester of their 1st year. In the 2nd year and beyond, MMI PhD students take advanced and elective courses, including advanced immunology, advanced microbiology, current topics in MMI (journal club and departmental seminar series), and dissertation research. Other training activities include formal research presentations at annual Medical Microbiology and Immunology Departmental retreats, Council for Biomedical Graduate Student research forums, and presentations at regional, national, and international conferences. All PhD students in good academic standing (GPA > 3.0) may be supported by a tuition scholarship and stipend during their academic training. This financial assistance does not require the student to be a Teaching Assistant for undergraduates, thus enabling the student to concentrate on his/her graduate research. Teaching experiences can be arranged if a student desires this training as well. All PhD students are required to complete a written dissertation and defend his/her research project at a final oral defense before the degree will be conferred.

Our translational research efforts are aimed at more rapidly moving fundamental research findings from bench to bedside. Faculty initiatives focus on acute and persistent microbial infections (bacterial and viral), development of new vaccines and therapeutics, discovering how host immune components/cells sense and clear microbial infections, understanding complex functions of immune cells and proteins, and understanding immune responses that lead to transplant organ/tissue rejection.

The MMI faculty are internationally recognized and have a strong record of graduate student and postdoctoral fellow mentoring. Faculty research interests include: 1. Studies to understand individual microbes (bacteria, viruses, or fungi), including those relevant to biodefense, with particular emphasis on their biology, bioinformatics, genetic regulation, pathogenesis, and evolution (Blumenthal, Chattopadhyay, Huntley, Matson, Taylor, and Wooten); 2. Host responses to infection that can contribute to disease prevention or to autoimmune diseases such as asthma, lupus and rheumatoid arthritis (Chattopadhyay, Ferreira, Huntley, Pan, Taylor, Wooten, and Worth); (3) Development, differentiation and activation of the innate and adaptive immune systems (Ferreira, Pan, Stepkowski, Wooten, and Worth); 4. Novel approaches to vaccine and therapeutic development Chattopadhyay, Ferreira, Huntley, Matson, Pan, Taylor, Stepkowski, Taylor, Wooten, and Worth); and (5) Mechanisms to prevent organ/ tissue transplant rejection (Stepkowski).

Facilities within the Department provide state-of-the-art technologies for Live Cell Imaging, Luminex Multiplex Cytokine Detection, Bioinformatics and Genomics Analyses, and Flow Cytometry. The Department of MMI at the UTCOMLS is dedicated to the fight against infectious pathogens that remain a major cause of human diseases and to the study of defective or excessive immunity that is a cause of many other disorders, including cancer, autoimmune disease, and allergic disease.
**Title:** Molecular Medicine

The Molecular Medicine (MOME) track formerly called the Cardiovascular and Metabolic Diseases (CVMD) track is affiliated with the Department of Physiology and Pharmacology. The MOME track provides the necessary tools to pursue an independent career in biomedical sciences. The program encompasses a unique interdisciplinary approach to train students to conduct research in the underlying molecular mechanisms of diseases that have a profound impact on human health.

The program draws on faculty research strengths in physiological ‘-omics’ of complex traits, systems biology, model organism genome editing including CRISPR/Cas9 technology, metabolism, microbiota and immunological contributions to precision medicine, cardiac, vascular and renal physiology and pharmacology, endocrinology, exercise physiology, reproductive physiology and skeletal physiology. The MOME faculty members are not only from its associated department, the Department of Physiology and Pharmacology, which includes the Center for Hypertension and Precision Medicine (CHPM) and the Center for Diabetes and Endocrine Research, but also from other departments including the Departments of Medicine, Orthopedics, and Urology. Several faculty members are leaders in reputed National and International organizations such as the American Physiological Society, American Heart Association, the American Diabetes Association, and the American Society of Nephrology. The MOME program offers degrees of Doctor of Philosophy (PhD) and Masters of Science in Biomedical Sciences (MSBS). The program also offers these graduate degrees in combination with the Medical Degree (MD) that is offered by the medical school.

Students from the four programs, PhD, MSBS, MD/PhD and MD/MSBS, follow a well-defined program that includes core courses, journal clubs, seminars, laboratory rotations, independent research, and electives in the area of interest as well as custom-designed leadership development activities. Students select faculty advisors and begin their independent dissertation research following the laboratory rotations in the biomedical science core curriculum. The curriculum is designed to enable students, guided by their advisors, to develop the expertise that prepares them for a successful career in research and education.

In summary research in the MOME track encompasses a wide spectrum of topics including, cardiovascular disease, including hypertension, endothelial dysfunction, heart failure and ischemic heart disease, diabetes, obesity, genetic diseases, infertility, renal failure, gastrointestinal inflammation and osteoporosis.

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**Andrew Beavis, PhD**  
**Professor**  
**Department of Physiology and Pharmacology**  
**MOME Track Director**
Neuroscience and Neurological Disorders

The combination of molecular biology and genetics with modern neuroanatomical techniques is transforming both our ability to examine and to understand the nervous system. Ongoing research by the faculty in the Neurosciences and Neurological Disorders graduate program is providing insights into neurotransmission, sensory system function, development and plasticity of the nervous system, regeneration and repair following neural damage, the basis of neural disease, and behavior. As one of four biomedical science degree programs in the University of Toledo, College of Medicine & Life Sciences, the Neurosciences and Neurological Disorders program is an interdisciplinary course of studies whose primary goal is to train students for independent, creative careers in biomedical research and/or teaching. The program awards both PhD and MSBS in biomedical sciences degrees and participates in the MD/PhD and MD/MSBS combined degree programs.

Nationally-recognized, NIH-funded Neuroscience faculty who serve as research mentors are drawn from a number of departments including:

- Neurosciences,
- Neurology,
- Physiology and Pharmacology,
- Otolaryngology,
- Psychiatry and
- Radiation Therapy.

Modern, state-of-the-art research laboratory and core facilities are available through the program and these participating departments.

The Neurosciences and Neurological Disorders training program at the University of Toledo on the Health Science Campus offers the PhD, or MD/PhD degrees through the interdisciplinary degree programs in Biomedical Sciences. MSBS in Neuroscience and Neurological Disorders is not currently offered. The primary goal of the doctoral program in Neurosciences and Neurological Disorders is to train students for independent, creative careers in research and/or teaching.

The curriculum for the PhD degree consists of a core of concentrated course work in the first year, followed by specialized elective courses and an emphasis on laboratory research. Elective courses are offered in developmental and systems neuroscience, as well as ion channel function, sensory physiology, and neuropharmacology. During the first two semesters, each student rotates through four research laboratories, conducting short-term projects, gaining exposure to techniques and identifying potential areas for further investigation. At the end of the second semester, each student selects a major advisor who directs the student’s doctoral or thesis research. A faculty committee is also jointly chosen by the student and advisor to supervise academic progress toward completion of the PhD. In addition to 90 credit hours in didactic and other courses, PhD students are required to successfully pass a qualifying exam and to write and defend a research dissertation.

David Giovannucci, PhD
Professor
Department of Neurosciences
Neurosciences and Neurological Disorders Track Director
Bioinformatics and Proteomics/Genomics

The Bioinformatics and Proteomics/Genomics (BIPG) track offers three graduate degrees. These programs are designed to provide training in the rapidly-developing interface between computer science and life sciences. Graduates with such training are in high demand as personalized medicine becomes more integrated into the clinic. BIPG studies can be an independent degree or a certificate, or can be conducted within one of the above BSMP tracks.

The program in Bioinformatics and Proteomics/Genomics (BIPG), along with the Ohio Center of Excellence for Biomarker Research and Individualized Medicine (BRIM) at the University of Toledo, offers a Certificate that can be earned either alone or in association with the Doctor of Philosophy (PhD) or Doctor of Medicine (MD). The Biomarkers and Bioinformatics (BRIM) Certificate Program introduces students to the rapidly growing fields of bioinformatics, proteomics and genomics, and provides a core knowledge of analytical approaches used in these fields. It is particularly valuable for PhD students whose research would be strengthened by expertise in bioinformatics. Upon completion of the program, students will be prepared to utilize biomarker research and bioinformatics techniques and be able to interact with specialists in a range of biomedical sub-disciplines.

The BIPG also offers a Master of Science in Biomedical Sciences (MSBS) degree. MSBS students follow a well-defined curriculum that includes core courses, journal club, seminars, thesis research projects, and electives in their area of interest. Both Certificate and MSBS students are trained in the theory, methods and applications of bioinformatics, proteomics, genomics, and biomarker research.

Professional Science Master (PSM) provides students advanced training in science, as well as highly-valued business skills. PSMs prepare students for science careers in academia, biomedical industry or government where workforce needs are increasing rapidly. PSM programs are characterized by “science-plus,” combining rigorous study in science or mathematics with skills-based coursework in management, policy, or law. Our students have a real-world internship in a business or public sector enterprise, instead of the more typical thesis research project.

The University of Toledo’s BIPG track places an emphasis on the biomedical aspects of the field. However, there are courses in PERL, Java, and SQL programming (for example). This track provides biomedical researchers with a solid introduction to the computational aspects, or computer science experts with a rigorous introduction to the biomedical aspects of bioinformatics.

Robert Blumenthal, PhD
Professor
Department of Medical Microbiology and Immunology
Bioinformatics and Biomarkers Track Director

Outline of the Biomedical Science Program (BMSP) for the PhD degree (CAB, MMI, MOME, NND)

Year 1
- PhD applicants apply to and are accepted into one of the four BMSP research tracks.
- During the first year of study, all BMSP PhD students will register for the required core BMSP courses and track specific courses in the most recent catalog.
- First year PhD students will also rotate in three laboratories to identify their major faculty advisor for their dissertation project.
- Each Track Director is the primary advisor until students join a faculty member’s lab, usually before the end of spring semester of the first year.
Structure of Mentored Research Rotations (BMSP 6390/8390)

During the first part of Fall semester of year 1 in the Introduction to Biomedical Science Research course, individual faculty will provide a 20 - 30 minute presentation on the research projects conducted in each of their labs and the significance of their work in a given field. All new students are required to attend these presentations.

Course Director:
Dr. Ivana de la Serna

Purpose:
- This course covers the lab rotation(s) required for MS and PhD tracks in the Biomedical Science Program
- The purposes of the course are 1) for students to align with a major advisor (mentor) and laboratory for their advanced research training, and 2) provide training in biomedical research techniques and approaches.

Description:
- Students will be mentored in biomedical research and will gain familiarity with one or more research projects ongoing in graduate faculty laboratories.
- First year Ph.D. students in the Biomedical Science Program are required to perform research rotations in three different faculty laboratories for five weeks each, with two five-week periods in Fall semester and one five-week period in Spring semester. One additional research rotation in the Spring semester can be scheduled if necessary.
- First year MSBS students in MOME, or MMI are required to perform two five week long research rotations in faculty laboratories in the Fall semester. One additional research rotation in the Spring semester can be scheduled if necessary.
- First year MSBS students in BIPG are required to perform two 4 week long research rotations in faculty laboratories in the Fall semester. An additional research rotation in the Spring semester can be scheduled if necessary.
- After completion of the required rotation(s), individual students will align with individual faculty mentors for the undertaking of the dissertation or thesis project.
- Faculty and students are not allowed to ‘pre-agree’ to any mentor/mentee choices until all of the required lab rotations are over.
- If students have not aligned with a faculty mentor after completing the required research rotation(s), additional rotations can be scheduled as described above. However, students must align with a mentor by the end of the Spring semester of their first year.
- M.D./Ph.D. students are required to complete two five week rotations after completing M2 and taking Step 1 of the USMLE.

Process for Identifying Research Rotation Laboratories:
- After the completion of all of the faculty seminars (Introduction to Biomedical Research), students will interview with potential faculty advisors in laboratories they wish to rotate through. PhD students should interview with at least six faculty/labs; MS students should interview with at least three faculty/labs.
• During the interview, the student and faculty should discuss the research project for the rotation. At the end of the interview, the student should obtain the faculty’s signature.
• After completing the interviews, the student will rank the rotation choices and turn the list in to Dr. de la Serna by the stated deadline. (If Dr. de la Serna is not in her office, leave your list under her office door or in her mailbox in the Cancer Biology office.)
• Dr. de la Serna will then contact faculty members to verify that they are willing to host a student and prepare a schedule of all student rotations.
• In cases where there are an excess number of students for the positions in a laboratory, the faculty member will decide which students will rotate in his/her lab.
• If a laboratory is not available to a student, the next available laboratory on the student’s list will be scheduled for the rotation.

Grading Policy for Research Rotations:
• The course is graded Satisfactory/Unsatisfactory (S/U).
• The faculty mentor of the rotation will determine whether the student’s effort was satisfactory or unsatisfactory in the rotation.
• At the start of the rotation, the faculty member and student should discuss the requirements for a satisfactory grade.
• When the rotation is completed, Dr. de la Serna will obtain the student grade from the faculty and turn in the grade to the Registrar.
• If the student receives an unsatisfactory grade in any one research rotation, that student must undergo an additional rotation and earn a satisfactory grade before selecting a dissertation or thesis advisor.

Process for Final Matching of Students with Faculty Advisors
• Upon completion of the rotations, the students will rank their rotation laboratories for final alignment with a faculty mentor.
• Beginning with the first choice on the student list, Dr. de la Serna will inquire with the faculty to determine whether the faculty member is willing to take the interested student.
• If yes, the student and faculty member are aligned and should complete the GRAD form (http://www.utoledo.edu/graduate/files/GRAD_Form_fillable_03_05_2012.pdf) including the signature of the faculty member’s Chairman, and turn the completed form into the Associate Dean of COMLS Graduate Programs office (BHSB 437B).
• If the faculty member is unwilling to take the student, Dr. de la Serna will move down to the student’s next choice for mentor.
• In cases where a faculty member is selected by several students, the faculty member will determine which student(s) he/she will take.
• If students are unable to align with a faculty member after completing the required three rotations, the students may sign up for an additional rotation. Students need to keep in mind that all rotations should be completed by the end of the spring semester. It is important to align with a major advisor and lab to progress through the program in a timely manner.

All students must identify a major advisor by the end of the Spring semester of the first year of training in order to continue in the program. The advisor/advisee decision is a mutual one, and is agreed upon by both the student and the faculty member.
Composition of PhD Advisory Committee

A PhD advisory committee must consist of a minimum of five faculty, all of whom must be members of the graduate faculty. The major advisor must be a full graduate faculty member. An expert from outside the University may also serve as one of the five advisory committee members upon recommendation of the committee chair. The request, along with the Graduate Faculty Membership Application and curriculum vita, must be submitted to the Graduate Council Graduate Faculty membership committee for approval prior to appointment to the advisory committee. The composition of your committee should be a collaborative project with your major advisor.

After matching with a Faculty Advisor during the Spring semester of year 1:

- Select an Advisory Committee with the help of the major advisor.
- Complete the Graduate Research Advisory Committee Approval & Assurances (GRAD Form). A preliminary GRAD form may be submitted to the Associate Dean of COMLS Graduate Programs before committee is selected. The GRAD form must be completely filled out except for committee members before submission.
  - [http://www.utoledo.edu/graduate/files/GRAD_Form_fillable_03_05_2012.pdf](http://www.utoledo.edu/graduate/files/GRAD_Form_fillable_03_05_2012.pdf)
  - Once the GRAD form is filled out, signed and delivered to the Associate Dean of COMLS Graduate Programs, the following documents will be sent to the student and major advisor.
    1. The Graduate Compact between Graduate Students and Their Research Advisors
    2. The UT College of Medicine & Lifes Sciences Graduate Student Travel Awards information
    3. The Vacation, holiday, and sick time allowed for Predoctorals and Premasters in the Biomedical Science Program
    4. The Qualifying Exam Requirements for PhD

- Complete the Plan of Study form (POS) before the first semester of year 2.
  - [http://www.utoledo.edu/graduate/forms/DocPOS.pdf](http://www.utoledo.edu/graduate/forms/DocPOS.pdf)
- Meet with advisory committee to plan for the Qualifying Exam (QE), usually before end of Summer of year 1 or early Fall of year 2. Both written and oral parts of the exam must be completed by the end of the Fall semester of year 2.
- You cannot register for dissertation research credits until you pass the QE; see web link below for full instructions and rules of QE.

Year 2 and beyond

- Students complete track-specific coursework and other requirements specified by their research track, and electives, if any.
- Students must take the QE before the end of the Fall semester of year 2.
- Students work on their dissertation (PhD) research projects in their major advisors’ research lab.
- Meet a minimum of once per year with your advisory committee to report progress on your dissertation research.
• When you and your major advisor believe you are near the end of your research towards your dissertation, meet one final time with your research committee to report progress and discuss dissertation format before starting to write.

• Present and defend your PhD dissertation both publically and to committee members behind closed doors.

Graduation information and forms
When you are in the final semester of your graduate career, you will need to be aware of important deadlines and submit a graduation application, along with various other forms to College of Graduate Studies. This link is where to go to find out all info: https://www.utoledo.edu/graduate/currentstudents/graduation/

Specific requirements for PhD
• Completion of a minimum of 90 credits including BMSP core course requirements and all track specific requirements. Please see the most recent COMLS Catalog or the catalog of the year that you entered the program: https://catalog.utoledo.edu/

• The credits should include a minimum of 25 credits didactic coursework (letter grade received)

• A minimum of 30 credits dissertation research are required. The remaining credits will consist of required track specific coursework, electives, and research credits before passing QE.

• A cumulative GPA of a 3.0 (“B” letter grade) is mandatory to maintain a stipend, tuition waiver, and to graduate. No more than 10 credits hours of C letter grade may be earned and applied to the Plan of Study by the PhD candidate. No credits can be applied to the Plan of Study that are below “C-“.

• To be considered a full-time graduate student, students must register for 9 credit hours in the Fall and Spring semesters and 6 credits for Summer semesters. At the beginning of the 5th year that students are enrolled in the program and actively working on their theses (must be defended that semester), they will receive tuition waivers for 1 credit hour per semester until they graduate.

• If a graduate student fails to register for any semester, his/her stipend will be stopped for that semester.

• Tuition waivers apply only to the tuition, students are responsible for all other fees on your student account. You will not be able to register for subsequent semesters if all fees are not paid in full each semester.

The PhD Qualifying Examination Requirements can be found at this web link: http://www.utoledo.edu/med/grad/biomedical/pdfs/UTCOMLS-QualifyingExam-PhD-2018.pdf
This document will need to be carefully read and signed by both the student and major advisor. The original signed document must be submitted to the Associate Dean of COMLS Graduate Programs before the student’s QE can be scheduled.
MD-PhD degree (CAB, MMI, MOME, NND):

Outline of the Biomedical Science Program (BMSP) for the MD/PhD Students Curriculum and Rotation Requirements (see the MD/PhD link for additional information (http://www.utoledo.edu/med/mdphd/overview.html)

1. MD/PhD students are required to take the following graduate courses:
   - On Being a Scientist (Fall or Spring Semester)
   - Mentored Research (Two 5 Week Lab Rotations)
   - Biostatistics (Summer Semester)
   - Track Specific Required Courses

2. MD/PhD students are strongly encouraged to take the following courses:
   - Methods in Biomedical Science
   - Other courses as recommended by your major advisor and/or committee

3. During the graduate school years, MD/PhD students will spend eight hours per month in clinical training. MD/PhD Students will be given 4th year medical school elective credit (one month for every 150 hours of clinical training). Please see the MD/PhD student handbook and College of Medicine Student Handbook for specific requirements and updates.

Master of Science in Biomedical Science (MSBS) degree (BIPG, MMI, MOME):
Outline of the Biomedical Science Program (BMSP)

MSBS students in each track must refer to the catalog of the year they enter the program, as each track has different requirements and QE formats.

Composition of Master (MSBS) Advisory Committee
A master’s thesis committee must consist of a minimum of three members, all of whom must be members of the graduate faculty. The major advisor must be a full graduate faculty member. An expert from outside the University may also serve as one of the three advisory committee members upon recommendation of the committee chair. The request, along with the Graduate Faculty Membership Application and curriculum vita, must be submitted to the Graduate Council Graduate Faculty membership committee for approval prior to appointment to the advisory committee. The composition of your committee should be a collaborative project with your major advisor.
UT COM&LS Core Tenets of Graduate Training: Compact Between Graduate Students and Their Research Advisors

Biomedical Graduate Students and Their Research Advisors

Pre-doctoral training entails both formal education in a specific discipline and an apprenticeship in which the graduate student trains under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. A positive mentoring relationship between the pre-doctoral student and the research advisor is a vital component of the student’s preparation to become not only an independent and successful research scientist but also an effective mentor to future graduate students.

Individuals who pursue a biomedical graduate degree are expected to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the responsible conduct of research and research ethics, and financial support. The faculty advisor also performs a critical function as a scientific role model for the graduate student.

Quality Mentoring

Effective mentoring is crucial for graduate school trainees as they begin their scientific careers. Faculty mentors must commit to dedicating substantial time to graduate students to ensure their scientific, professional and personal development. A relationship of mutual trust and respect should be established between mentors and graduate students to foster healthy interactions and encourage individual growth. Effective mentoring should include teaching the scientific method, providing regular feedback in the form of praise and constructive criticism to foster individual growth, and promoting students’ careers by providing appropriate opportunities. Additionally, good graduate school mentors should be careful listeners, actively promote and appreciate diversity, possess and consistently exemplify high ethical standards, recognize the contributions of students in publications and intellectual property, and have a strong record of research accomplishments and financial support.

These guiding principles, known as the Compact Between Graduate Students and Their Research Advisors, are intended to support the development of a positive mentoring relationship between the pre-doctoral student and their research advisor.

This Compact should be discussed and signed by the graduate student and advisor soon after the student begins dissertation/thesis research. If a situation arises in which the student or advisor believes additional advice/intervention would be beneficial, the Track Director should be the first contact. If the Track Director or you require further input, the Department Chair and/or Associate Dean for UT-COM & LS should be contacted.

The UT COM&LS Compact was developed from the AAMC Web site at: www.aamc.org/gradcompact
Commitments of Graduate Students

- **I acknowledge that I have the primary responsibility for the successful completion of my degree.** I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.

- **I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.**

- **I will work with my research advisor to develop a thesis/dissertation project.** This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.

- **I will work with my research advisor to select an Advisory/Supervisory committee.** I will commit to meeting with this committee at least every six months. I will be responsive to the advice of and constructive criticism from my committee.

- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution.** I will commit to meeting these requirements.

- **I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.**

- **I will comply with all institutional policies, including academic program milestones.** I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.

- **I will participate in my institution’s Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.**

- **I will be a good lab citizen.** I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.

- **I will maintain a detailed, organized, and accurate laboratory notebook.** I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.

- **I will discuss policies on work hours, sick leave and vacation with my research advisor.** I will consult with my advisor and notify fellow lab members in advance of any planned absences.

- **I will discuss policies on authorship and attendance at professional meetings with my research advisor.** I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.

- **I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree.** I will seek guidance from my research advisor, career
counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plan such as http://myidp.sciencecareers.org/.

Commitments of Research Advisors

• **I will be committed to the life-long mentoring of the graduate student.** I will be committed to the education and training of the graduate student as a future member of the scientific community.

• **I will be committed to the research project of the graduate student.** I will help to plan and direct the graduate student’s project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student’s pursuit of his/her thesis/dissertation research.

• **I will be committed to meeting one-on-one with the student on a regular basis.**

• **I will be committed to providing financial resources for the graduate student as appropriate or according to my institution’s guidelines, in order for him/her to conduct thesis/dissertation research.**

• **I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including human resources guidelines.**

• **I will help the graduate student select a thesis/dissertation committee.** I will assure that this committee meets at least every six months to review the graduate student’s progress. I will provide critical comments on proofs of the graduate student’s dissertation/thesis prior to submission to the student’s committee.

• **I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism.**

• **I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.**

• **I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.**

• **I will discuss authorship policies regarding papers with the graduate student.** I will acknowledge the graduate student’s scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student’s graduation. I will discuss authorship on manuscripts containing experimental results generated by the graduates student prop to submission for scientific peer review and publication.
• I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.

• I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.

• I will provide career advice. I will advise the student on employment opportunities in both the academic and private sector. I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.

• I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.

• Throughout the graduate student’s time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful. I will foster the graduate student’s professional confidence and encourage critical thinking, skepticism and creativity.

Our signatures below indicate that we (student and advisor) have discussed and agree on the principles contained in this document. It is clearly understood by both of us that this is not a legal binding contract, but rather as a guide for a successful professional relationship during the student’s doctoral training and beyond.

______________________________  ________________
Advisor’s Signature  Date

______________________________  ________________
Student’s Signature  Date
UT COLLEGE OF MEDICINE & LIFE SCIENCES GRADUATE STUDENT

TRAVEL AWARDS

The COM&LS Graduate Program office provides travel support to COM&LS graduate students, up to $1,000 total during their training.

Depending on the availability of funds, travel support may be available for graduate students to present their dissertation research, thesis research or scholarly project work at professional meetings. Rules for travel established by COM&LS must be followed.

Registered COM&LS PhD students are eligible to apply, prior to traveling, for financial support to a maximum of $1,000 during their tenure as a graduate student.

MSBS graduate students are eligible to apply, prior to traveling, for financial support during their tenure as a graduate student. Travel support may be extended to MSBS students during the time between completion of their degree requirements (defense) and the following semester.

To request travel support for attending and presenting at scientific meetings,

1. Send an email request to Michelle Lindhorst (Michelle.Lindhorst@utoledo.edu) that states the name of the meeting, dates and location (the request must be before you actually attend the meeting),
2. Your mentor must also send a letter or email acknowledging their agreement to your request,
3. Send a copy of the submitted abstract and a copy of the acceptance of its presentation from the meeting. (or see below for travel of a student representative for UT of a national clinical/medical or scientific organization).
4. Send receipts of expenses (travel, hotel, registration etc) upon your return.
5. If you have used some funds already, only the remaining amount will be available for a second meeting.

To represent UT in an official capacity:

Registered COM&LS graduate students are eligible to apply, prior to traveling, for financial support during their tenure as a graduate student to represent UT COM&LS in an official capacity. In addition to following the above procedures of COM&LS, a student and their mentor must both attest that the student is an official student representative for UT of a national clinical/medical or scientific organization.

You should also go to the UT Graduate Student Association sight and follow their directions for travel funds as well, this will not affect your funds from COM&LS.

http://graduatestudentassociationblog.wordpress.com/funding/travel-reimbursement/

Kandace Williams, PhD
Associate Dean for COM & LS Graduate Programs
Vacation, holiday, and sick time allowed for Predoctorals and Premasters in the Biomedical Science Program

Vacation for first year Predoctorals and Premasters in the Biomedical Science Program is limited to two distinct times during the academic year. The first is the time between the last day of classes of the fall semester and the first day of classes of the spring semester (traditionally known as the "Holiday Break"). The second vacation period is the entire week of Spring Break as defined by the official UT academic calendar.

Starting the day following the last day of classes of the spring semester of their first year, students will be expected to be in laboratory rotations, or have started to work in the laboratory of their selected major advisor.

Predoctoral and Premasters after their first year in the Biomedical Science Program will be entitled to 3 weeks of vacation per calendar year, while on stipend. This time is to be arranged in advance with the major advisor. If additional time off is required, this is to be arranged with the major advisor and the Associate Dean of COMLS Graduate Programs and the student's stipend will be withhold accordingly.

Major single-day holidays that employees have off are also extended to graduate students (Christmas, New Year, Independence Day and Thanksgiving).

Sick days - notification to the major advisor by the student who is sick is mandatory at the start of the day that the student will not be in to the lab. If the student remains ill at home for more than 3 days, then a Doctor’s note is required.

Students may not “bank” vacation days from one year to the next, or holidays for future use.

Pre-Doctoral Fellowship/Graduate Research Assistantship

Full-time students admitted to regular status in the Biomedical Sciences Doctor of Philosophy degree program may be eligible for stipend support for living expenses in the form of a pre-doctoral fellowship/graduate research assistantship. This support requires that the student be registered EACH semester in which they are seeking fellowship/graduate research assistantship support.

Stipend support for living expenses is based on the National Institutes of Health/National Research Service Award level (currently $24,816). All tuition waiver support is from College of Graduate Studies.

To receive stipend support each student must initial and sign the document below (example only) and return to the Associate Dean of the College of Medicine & Life Sciences Graduate Programs.
As a full-time Predoctoral Fellowship/Graduate Research Assistantship recipient in the College of Medicine and Life Sciences at the University of Toledo on the Health Science Campus (UTHSC), I hereby acknowledge in accordance with the rules and regulations of the university, as adopted by the Board of Trustees and any granting agency providing compensation for my Graduate Research Assistantship the following:

Sign (initials)  Terms of the Award

As a recipient of a Predoctoral Fellowship/Graduate Research Assistantship, I shall be awarded, beginning Fall Semester 2018, for a maximum of four (4) years, the amount of $22,920 per year (rate subject to change). I shall receive from College Of Graduate Studies (COGS) a Predoctoral Fellowship in the amount of $881.54 per bi-weekly pay period for one year. For the next three (3) years, the $22,920 will be distributed as a Predoctoral Fellowship from COGS and from my major advisor.

As a recipient of this Award, I shall register as a full-time graduate student at the UTHSC for the period of the Award and must be accepted into the laboratory of a qualified mentor by the end of the first year of study.

I understand to retain this Predoctoral Fellowship/Graduate Research Assistantship Award (i.e. tuition scholarship and stipend) requires that I must be in good academic standing (cumulative 3.00 GPA or better) and making satisfactory progress toward my graduate degree.

I understand that if I fail to maintain a minimum overall GPA of 3.0 for all graduate courses, or do not make adequate progress, I will be placed on academic probation. I must correct the GPA deficiency within the next semester of enrollment. Failure to do so may result in my dismissal.

I acknowledge that Supplementation of this Award will not be permitted.

I acknowledge that this Award precludes additional employment which would interfere with my full-time obligation to scholarly activity.

I acknowledge full responsibility for any income tax reporting.

I agree to abide by the policies published in the Graduate Student Handbook and the policies of the University of Toledo.

Signature  Date

Kandace Williams, Ph.D., Associate Dean, COMLS  Date
PreMaster of Science in Biomedical Science (MSBS) Fellowship/Graduate Research Assistantship

To receive stipend support each student must initial and sign the document below (example only) and return to the Associate Dean of the College of Medicine & Life Sciences Graduate Programs.

Student Name: ____________________________  Rocket Number: R______________

Date of Matriculation: ____________________________  Program: Biomedical Sciences

As a full-time PreMasters Fellowship/Graduate Research Assistantship recipient in the College of Medicine and Life Sciences at the University of Toledo on the Health Science Campus (UTHSC), I hereby acknowledge in accordance with the rules and regulations of the university, as adopted by the Board of Trustees and any granting agency providing compensation for my Graduate Research Assistantship the following:

Sign (initials)  Terms of the Award

_____  As a PreMasters Fellowship/Graduate Research Assistantship, I shall be awarded, beginning Fall Semester 2018, for a maximum of two (2) years, the amount of $12,100 per year (rate subject to change). I shall receive from the College of Graduate Studies a PreMasters Fellowship in the amount of $384.62 per bi-weekly pay period for two (2) years.

_____  As a recipient of this Award, I shall register as a full-time graduate student at the UTHSC for the period of the Award and must be accepted into the laboratory of a qualified mentor by the end of the first year of study.

_____  I understand to retain this PreMasters Fellowship/Graduate Research Assistantship Award (i.e. tuition scholarship and stipend) requires that I must be in good academic standing (cumulative 3.0 GPA or better) and making satisfactory progress toward my graduate degree.

_____  I understand that if I fail to maintain a minimum overall GPA of 3.0 for all graduate courses, or do not make adequate progress, I will be placed on academic probation. I must correct the GPA deficiency within the next semester of enrollment. Failure to do so may result in my dismissal.

_____  I acknowledge that Supplementation of this Award will not be permitted.

_____  I acknowledge that this Award precludes additional employment which would interfere with my full-time obligation to scholarly activity.

_____  I acknowledge full responsibility for any income tax reporting.

_____  I agree to abide by the policies published in the Graduate Student Handbook and the policies of the University of Toledo.
Retention of the Stipend and Tuition Scholarship

- To retain the stipend and tuition scholarship, students must register each semester and must maintain a 3.0 (“B” grade) or higher GPA.
- If the students’ GPA falls below 3.0, they will be placed on Academic Probation and must raise their GPA to a 3.0 or higher within a time period determined by the Associate Dean of Biomedical Sciences Program, or risk losing financial aid and possibly dismissal from the program.
- **Taxes** Any portion of stipend or fellowship used for living expenses is subject to U.S. taxes. The interpretation and implementation of the tax laws is the domain of the Internal Revenue Services. Students may consult a tax expert for advice.
- For an international student, the university is required to withhold taxes on the portion of the fellowship used for living expenses unless there is a tax treaty between student’s country and the United States.

Health Insurance

The University of Toledo believes it is important that all students maintain health-care coverage to help ensure academic success and well-being. To assist with this goal, the University offers a Student Health Insurance Plan.

Effective Jan. 1, 2019, UT entered into a partnership with a new provider, Payer Fusion, LLC, to manage the plan starting Spring 2019. The plan provides excellent levels of health coverage, with low out-of-pocket costs when compared to plans offered commercially or through the Affordable Care Act marketplace. For Affordable Care Act plan information, visit healthcare.gov.

The UT Student Health Insurance Plan has three options available — Gold, Silver and Bronze — for undergraduate and graduate students, for a total of six primary health-care coverage choices. A Supplemental Plan also is available. Detailed information about the premium rates is available at: http://www.utoledo.edu/depts/hr/benefits/student/graduate-plan.html This plan may change at any time in the future.

Pre-stipend Health Screening Requirements

College of Medicine and Life Science Graduate Students receiving a stipend will be required to have the following immunizations/screenings at Employee Health Occupational Screening: Call 419-383-5000 to schedule a “NEW HIRE” appointment. Check in and register at the Emergency Department front desk.

- **TB Test**: 2 step PPD, or a QFT, or a T-spot lab test
- **MMR**: X2 Vaccines or Positive Titer
- **Varicella**: X2 or History of Chickenpox
- **T-DAP/TD/Tetanus**: Within the past 10 years
- **Drug screening (urine sample)**
Financial Aid and Eligibility
To be eligible for federal financial aid a student must be enrolled in an eligible degree seeking program, maintain required enrollment and show academic progress. If you are enrolled in a certificate program please verify that your program meets the criteria for applying for financial aid at the following web site: http://www.utoledo.edu/offices/provost/gainful-employment/

As a graduate student, you must be enrolled and attend at least half-time graduate level credit hours each semester to be eligible for federal loans. For graduate/professional students, if you intend to enroll in undergraduate or mixed level courses, it could affect your eligibility for federal financial aid.

Non-U.S. citizens are not eligible for financial aid from the U.S. federal government. Some private lenders may provide loans if the student has a sponsor in the United States who is willing to sign the loan for the student.

Acceptance of any Fellowships, Scholarships, Waivers or Awards could affect other financial aid or student loans. You are strongly encouraged to contact the Office of Financial Aid to inform them of acceptance of any awards.
For more information about the Office of Financial Aid please see the following web page: http://www.utoledo.edu/financialaid/hsc/

Related UT Financial Links
University Finance Brochure
https://www.utoledo.edu/offices/treasurer/finance_brochures.html

Treasurer’s Office
http://www.utoledo.edu/offices/treasurer/

Rocket Solution Central
http://www.utoledo.edu/rsc/

Graduate Student Organizations:

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) is a UT – wide organization that strives to voice the concerns of graduate students, representing the 4,924 graduate students at The University of Toledo, while also providing funding to subsidize travel to conferences and symposiums. The GSA represents the diverse graduate student community as a whole meeting with the Graduate Council, a body of Deans & UT Faculty, weekly. The GSA also organizes social events both on and off campus, to help graduate students develop social and professional contacts across all of the University’s colleges. Together, we
maintain UT as a first rate institution for graduate education, across all fields of study working to improve the human condition. For complete information, please visit the Graduate Student Association Website.

THE COUNCIL OF BIOMEDICAL GRADUATE STUDENTS

OUR MISSION

• To provide a forum for discussion of internal and external issues of concern to graduate students in the biomedical sciences.
• To represent biomedical graduate student interests before the University of Toledo faculty, graduate student association, and administration.
• To organize, promote, and conduct activities beneficial to biomedical graduate student life, including community activities.
• To disseminate information of interest to students with biomedical interests in the College of Medicine of the University of Toledo Health Science Campus.
• To provide support and assistance to graduate student organizations.
• To select graduate students for appointment to University, College and faculty committees as requested by the College of Medicine.
• To provide a common association among graduate students in programs in biomedical sciences at the University of Toledo.

The University of Toledo Council of Biomedical Graduate Students consists of officers and representatives from biomedically related graduate programs at the University of Toledo. This includes the Biomedical Science Graduate Program at the Health Science Campus and related graduate programs at the main campus, including Pharmacy, Medicinal & Biological Chemistry, Biology, Bioengineering, and so on.

The overall purpose of the Council is to facilitate discussion amongst graduate students pertaining to any issue that may affect graduate life; to represent graduate student interests before the UT faculty, GSA (our main campus counterparts), and administration; and to organize events and activities beneficial to graduate student life.

We meet regularly, at least once per month, to discuss any current issues that need to be addressed and to plan and organize upcoming events. The meetings are open to all graduate students to encourage discussion of ideas and concerns pertaining to graduate student life. However, only elected members of the Council may vote during the meetings.

Annual events organized by the CBGS include:

• Graduate Student Picnic - A summer social event for new and current students
• Career Forum - Held in autumn to help guide students for career decisions
• Graduate Research Forum - Held in late winter to allow students to showcase their research and get helpful advice from faculty and fellow students

For complete information, please visit the For complete information, please visit: http://www.utoledo.edu/med/grad/biomedical/cbgs/studentresources.html
CBGS Welcome to Toledo information for incoming students!

Dear 2019 Fall students,

On behalf of the Council of Biomedical Graduate Students (CBGS), I would like to congratulate all of you for your successful admission in the graduate program here at the University of Toledo and also extend a very warm welcome.

As a student moving into a new city/state/country, we are often anxious to know what the lifestyle is like around the area. Having been through this process before, we thought we could try and address some of the frequently asked questions by incoming graduate students. Please remember the information below is meant to be informal and will go through revisions and updates with time. Also, this is based on what I know rather than any preferences!! Hopefully you find this helpful. We welcome your suggestions, so we could improve this list in the future.

**Stipend**: The annual stipend for an incoming PhD Biomedical Science student is currently $24,816 per year and that for a Master’s in Biomedical Science/ Bioinformatics and Proteomics/Genomics program is $12,100 per year.

You have several workshops and orientations which you have to attend before 1st day of class. These provide you information regarding various documentation requirements and all the paper work which needs to be completed in relation to your admit. You should receive a schedule of all the events from Dr. Williams or the university pretty soon. So I would recommend you arrive at least 2-3 weeks prior to commencement of classes. It takes at least 2-4 weeks after start of classes for you to start receiving your stipend. So it’s advisable to carry sufficient cash to help you through at least the 1st month. This would include rent, grocery, utilities, college fee for fall semester ($1000 approx) and other miscellaneous expenses. For international students it is advised to carry around $2000- $2500 with you to sustain yourself during the 1st month until the stipend kicks in. Alternately, if you not to carry such a large sum of money, you can opt to get a US bank account opened on the very 1st day you arrive and have the money wired to your account directly. Travellers/Forex cards is also a good option to carry money, however it would work only in places which accept cards (cant use it to pay rent).

Apart from tuition fee, we have to pay a general fee and other facility fees. In your 1st semester you will also pay a charge for your college ID, orientation and a few other miscellaneous expenses. So the fee we pay for the 1st semester is around $950. The 2nd semester is around $800. It goes down to around $350-400 for the summer semester. From your 2nd yr the fees for your fall and spring semester will be around $600 and around $350-$400 for summer.

Most students I know here easily manage to pay the semester general fee from the stipend they get. The only concern would be the 1st semester general fee which would be due before your stipend kicks in. This is the fee you should consider bringing with you or wired in once you get a bank account here or pay it from a bank account back home (incurs an extra fee). Normally when you move here, during the 1st month (takes that long for the stipend to start coming to your account) you pay for rent, 1st semester general fee, utilities and other basic expenses.
Again, I recommend carrying around $2000 - $2500 when you 1st move here. This should be sufficient for you to settle in until your stipend kicks in. This is just an estimate from my experience. The actual cost depends upon your lifestyle.

**Health Insurance**
The University of Toledo believes it is important that all students maintain health-care coverage to help ensure academic success and well-being. To assist with this goal, the University offers a Student Health Insurance Plan.

Effective Jan. 1, 2019, UT entered into a partnership with a new provider, Payer Fusion, LLC, to manage the plan starting Spring 2019. The plan provides excellent levels of health coverage, with low out-of-pocket costs when compared to plans offered commercially or through the Affordable Care Act marketplace. For Affordable Care Act plan information, visit healthcare.gov.

The UT Student Health Insurance Plan has three options available — Gold, Silver and Bronze — for undergraduate and graduate students, for a total of six primary health-care coverage choices. A Supplemental Plan also is available. Detailed information about the premium rates is available at: http://www.utoledo.edu/depts/hr/benefits/student/graduate-plan.html This plan may change at any time in the future.

Please go to the university webpage for further details. I believe these plans provide full coverage and is definitely recommended of people with medical conditions. Depending on your requirements you can browse through the plans. www.utoledo.edu/depts/hr/benefits/student/graduate-plan.html

International student can opt to waive UT health insurance options. There are multiple companies for this one including PSI and ISO silver compass health plans, however their coverage isn’t as comprehensive as the college health insurance. The cost of these vary from $400 - $1100/per (depending on your age, health conditions etc). Once you get here, we can help you out with these if needed. Here are the links to the health insurance company websites.

http://www.psiservice.com/psiweb/
https://www.isoa.org/

**Information for living arrangements:** There are multiple housing complexes close to UT health science campus. A few close to health science campus are listed below:

Oak hill court offers very convenient and decent sized 2 bed room apartments. The rent is around $550-$600 for those apartments. The other apartment complex which is walking distance from the university is DeerField Run. If you want an Indian roommate and live in close proximity to the university, Oak hill court is your best bet.

a. **Oak Hill Court:** This is one of the most preferred apartment complexes for students at UT, especially International Students who don’t have a car at the outset because both campus and local grocery stores are a stones throw away. These are unfurnished apartments but provide the basic necessities such as heat, air-conditioning, oven and refrigerator. The cost for a 2-bedroom apartment is $540 per month. This excludes utilities such as Internet and electricity.

b. **Linda and Susan apartments**: Close to campus, but you will still need a car to drive to campus.

c. **Roommates**: Students usually go over University of Toledo groups on facebook to see if somebody is need of roommates and try to coordinate with them. You can try the links below
https://www.facebook.com/utmedicalcenter
https://www.facebook.com/utmedicalcenter
https://www.facebook.com/utoledo
https://www.facebook.com/groups/utisg/
https://www.facebook.com/groups/utisg/
https://www.facebook.com/groups/utisco

We have an Indian Student Committee at UT. They help you connect with roommates and also provide pick up rides from the airport when you arrive.
The best way to find roommates is to post it on the Indian Student committee page on FB. I've attached the link. This lets you contact with people who are looking of for roommates. People generally leave a post on the group and find roommates before their arrival as it is less of a hassle that way. I am also sharing the link for the Indian Student Cultural Organization (ISCO). They do a tremendous job in helping you find roommates and providing more info.
https://www.facebook.com/groups/ut.indian.fall.14/
https://www.facebook.com/groups/utisg/
https://www.facebook.com/utisco

Rent per month for a 2 bed room apt is 550$ which is split between roommates. Electricity each month during summer for my apt is around 40-60$ which i split with my roommates. In winter, it gets really cold here. In 2014 the temperature went down to as low as -35C. The electricity then obviously goes high. The highest that we had for our apt was 130$ that month. Obviously all this varies depending on usage and how many roommates you have. Internet ranges from 30 to 50$ per month which again gets split between roommates. Mobile phone bills vary from $30-$50 a month depending on the plan you buy.

**Utilities:**

a. **Electricity**: Contact Toledo Edison
Link: https://www.firstenergycorp.com/content/customer/toledo_edison.html

b. **Internet**: Buckeye Cable
Link: http://www.buckeyecablesystem.com/index.html
http://www.buckeyecablesystem.com/index.html
http://www.buckeyecablesystem.com/index.html

c. **Phone Networks**:

Furniture:

a. Cherry Street Mission: In case you do not wish to spend on furniture when you just move in, you could contact Cherry Street Mission. They provide free furniture, such as study desk, dining tables, couches and bed and also help you in moving them. Make sure to contact them in advance and express your interest.
   Link: [http://www.cherrystreetmission.org/](http://www.cherrystreetmission.org/)

b. Walmart: You could alternatively buy and assemble furniture from Walmart or such relevant stores. Walmart is across the street from Oak Hill Court.

Local Stores:

Glendale Avenue which is very close to UT health science campus, has multiple cafes, restaurants and local grocery stores.

a. Grocery stores: Walmart and Kroger are in close proximity.

b. Places to eat: Hong-Kong Buffet, Glendale Garden café, Pizza Hut, Tim Hortons and the list goes on! 😊
   Link: [http://www.mapquest.com/maps?address=3100+Glendale+Ave&city=Toledo&state=OH&zipcode=43614&redirect=true#e473563f1f320f5b34bc59b](http://www.mapquest.com/maps?address=3100+Glendale+Ave&city=Toledo&state=OH&zipcode=43614&redirect=true#e473563f1f320f5b34bc59b)
   [http://www.mapquest.com/maps?address=3100+Glendale+Ave&city=Toledo&state=OH&zipcode=43614&redirect=true#e473563f1f320f5b34bc59b](http://www.mapquest.com/maps?address=3100+Glendale+Ave&city=Toledo&state=OH&zipcode=43614&redirect=true#e473563f1f320f5b34bc59b)

Food and Grocery: It is definitely more economical if you cook at home. But Toledo has pretty nice and reasonable restaurants too. I eat out alot and it is very much manageable with our stipend. I personally spend around $200-$350 on restaurants and grocery.
Trust me you can live pretty comfortably and travel around USA during your stay here.
You can't expect to make savings for a lifetime during your PhD but the lifestyle quality is still pretty good.

Shopping Complexes:

a. Burlington Coat factory: Protect yourself from Toledo’s winter!! Winter Jackets here are at a reasonable price!! 😊

b. **Franklin Park Mall:**
http://www.shoppingfranklinparkmall.com
http://www.shoppingfranklinparkmall.com/
http://www.shoppingfranklinparkmall.com/

c. **Levis Commons:**
http://www.shopleviscommons.com
http://www.shopleviscommons.com/
http://www.shopleviscommons.com/

**Transportation:**

a. **TARTA bus service:** It does help you travel around Toledo and free for students.
Link: http://www.tarta.com
http://www.tarta.com/
http://www.tarta.com/

b. **UT shuttle:**
http://www.utoledo.edu/facilities/transit
http://www.utoledo.edu/facilities/transit/

b. **Megabus:** Helps you travel around different states:
https://us.megabus.com
https://us.megabus.com/
https://us.megabus.com/

d. **Car:** This is something that people opt for in the PhD program after a year or so once they are settled. If you buy a car your bound to have some loans and car insurance expense. It depends upon the kind of car you opt to purchase.

- There are lots of car dealers in Toledo including Jim White Honda, Jim White Toyota, Brown Honda, Yark Auto that sell both first and 2nd hand cars.
- You could also look for cars on Craigslist. However, make sure you consult an experienced individual while buying cars from craigslist as there are lots of scams associated with it. Link: http://toledo.craigslist.org
http://toledo.craigslist.org/

**Night Watch (Escort Service):** This is for the safety of anyone walking alone on campus during the evening hours, provides assistance to people requesting an escort from one UT building to another or from campus to campus. To request an escort, simply call 419-530-3024 (extension 3024 on campus). A team of Night Watch members will be dispatched to your location and assist in getting you to your desired parking lot, building or campus. Depending on the distance of the escort, you may be accompanied on foot, or transported by golf cart or motor vehicle. This is also helpful for those who want to board on or get down from Megabus at odd hours near the Megabus Scott Park Stop. The campus is very safe. We always have one police officer patrolling on the health science campus for security and also have a police station on Main Campus. I stay right across the university at Oak Hill Court and have never faced any such issues. We travel at night on weekends with friends and over all we have never faced any problems. The people here are very friendly and it’s a good environment to live in.

All members of the Night Watch staff are cleared by The University of Toledo Police Department before being offered employment.
The Night Watch service is available during the fall and spring semesters and operates on the schedule listed below:
Sunday through Thursday 7:00 p.m. to 2:30 a.m.
Friday and Saturday 7:00 p.m. to 10:00 p.m.
**Banks:** University of Toledo has many banks within close proximity. The banks enlisted below are just the ones that are close to health science campus. Overall, you have many more options than what’s stated below

a. **UT Federal Credit Union:** This bank is on the health science campus itself and is a preferred destination for new students since it’s on the campus. The bank does help in getting loans to new students.  
   Link: [http://www.uoftfcu.com/](http://www.uoftfcu.com/)

b. **Fifth Third Bank:**  
   Link: [https://www.53.com/site](https://www.53.com/site)

c. **Huntington National Bank**  
   Link: [https://www.huntington.com/](https://www.huntington.com/)

**Tourist Attractions:** [http://www.dotoledo.org/Explore-Toledo/Attractions](http://www.dotoledo.org/Explore-Toledo/Attractions)

Hope this helps. We all have been in the same place a couple of years ago. So I can imagine all that you are going through. Do let us know if you need help with anything further.

Hope to see you soon!

For planning your first year of graduate studies:
Further information for getting started at UT

myUT Account set up:
Your myUT account also called your UTAD account enables you to register for courses, obtain an email account, billing information, etc. It is important to activate your UTAD account as soon as possible.

How to Activate Your University of Toledo Account (UTAD)

1. Go To http://myut.utoledo.edu Click on “Account Maintenance”

2. Follow instructions by typing in your Rocket Number and your Date of Birth

3. Answer the security question and click “Find Account”

4. Your personal page will appear. On the left side you will find your UT Rocket Number, your user name and several other key pieces of data. In the middle you will find several options, click on “Set Your Password”.


5. On this screen, follow the criteria for selecting a password. Then click “Set” to activate the password.

*Note that if your password does not meet the criteria it will not be accepted. On this page, click “Confirm”. Then click “Log Out”.

![UTAD Account Management Screen](image-url)
Course Registration
Students will receive registration notifications via their university of Toledo emails. Students may register for classes online by accessing the myUT portal. To login to the myUT portal, students enter their UTAD username and password. The myUT portal allows students to register for classes and print a bill or class schedule.

Students are responsible for registering for classes on time. Incomplete or inappropriate registration can impact stipend distribution and result in the student paying late fees. If a student needs to withdraw from a class or make any changes to their course schedule after the registration date, please notify your advisor. If you have difficulty registering please contact Michelle Lindhorst, the Graduate Studies Coordinator at michelle.lindhorst@utoledo.edu or via phone 419.383.5291.

Your Rocket Card application instructions
Your Rocket card is the official University of Toledo identification card which includes your photo, your name, and your university affiliation. As a student your Rocket Card gives you access to your academic buildings, computer labs, Library, the Student Recreation Center, Student Medical Center and other services on campus. If you lose or damage your rocket card you will be subject to a $35 replacement fee. Please see the Rocket Card web page for additional information: http://www.utoledo.edu/rocketcard/
You may apply on line for your Rocket card. Please see directions below.

Ordering a Rocket Card
1. Go to http://myut.utoledo.edu
Log in with your UTAD and Password
2. Go to the Student Tab

3. Scroll to the bottom of the page, find the column titled “My Other Resources”, and click on “Request New/Replacement Rocket Card”.

4. The page “Rocket Card Photo Upload and I.D. Request System will appear”
   a. Check the “Personal Information” fields for accuracy
   b. ID Pickup Location: Choose the “HSC Nursing Administrative Office” as your pickup location. We will have a designated time during Orientation to pick up your badge.
   c. Upload a current photo. The background of the photo should be a solid color.
   d. Click “Submit Order”.

![Image of the Student Tab](image1)

![Image of the Rocket Card Photo Upload and I.D. Request System](image2)
You will want to pick your ID badge up in the Nursing Administration 2nd Floor Mulford Library Annex. In order to obtain your I.D. Badge, you will be asked for your Rocket Number and must provide personal identification (e.g., passport or driver’s license).

**Key Control**
Policy Number: 3364-61-11
http://www.utoledo.edu/policies/administration/police/pdfs/3364_61_11.pdf

UT Police Department is authorized to issue university keys to faculty, staff, graduate assistants, students, and individuals with an authorized relationship and requiring key access to university facilities. Key control is located on the HSC with campus police in Mulford Library basement. Key control on the main campus operates Monday-Friday 8:30am-5:00pm in the Transportation Center, Room 1400, 419.530.KEYS.

**HSC Card Access**

The UT Health Science Campus has a card access system. Please check with your department regarding access areas and authorization procedures.

**Parking Permit**
If you have a car and wish to park on the Health Science Campus, a University Parking Permit is required. Twenty four hours after registering for classes you will need to apply for a parking permit. Registration for parking is required on a semester-to-semester basis. The cost of a parking pass is $125 each semester or $375 a year. Please see the instructions below for obtaining or renewing a parking pass.

1. Go to http://myut.utoledo.edu
   Log in with your UTAD and Password.

2. Go to Student Tab
3. Scroll to the bottom of the page, find the column titled “My Other Resources”, and click on “Request/Update Parking Permit”.

My Other Resources
AlcoholEatsHaven
Graduation Information
Proxy Access
Register Your Electronics Devices and Bikes
Request Door Access for HSC Proxy Card
Request New Replacement Rocket Card
Request/Update Parking Permit
Request Official Transcript
Starfish Early Alert and Connect
Student Emergency Fund
Student Organizations
Student Vaccination Records
Training Testbank
Vehicle Traffic and Parking
Policy Number: 3364-61-01
http://www.utoledo.edu/policies/administration/police/pdfs/3364_61_01.pdf
The University of Toledo provides parking facilities for use by the University's students, faculty, staff, patients, affiliates, visitors and other persons or groups whose activities are consistent with the mission of the University. All students who park or expect to park a motor vehicle on University property, at any time, must obtain a valid parking permit through Auxiliary Services.
http://www.utoledo.edu/parkingservices/index.html

Valuable Web Sites
The information within this Biomedical Science Graduate Student Handbook is superseded by information in the University of Toledo (UT) General Catalog and UT Policy Website.

University of Toledo General Catalog
http://www.utoledo.edu/catalog/

University of Toledo Policy Website
http://www.utoledo.edu/policies/

College of Graduate Studies
http://www.utoledo.edu/graduate/
419.530.GRAD (4723)
Main Campus
University Hall 3240, Mail Stop 933
Health Science Campus
Mulford Library 1st floor, Mail Stop 1042
<table>
<thead>
<tr>
<th>Resource</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Enrichment Center</strong></td>
<td>506/507 Mulford Library</td>
<td>M-Th 8:00 am - 6:00 pm F 8:00 am - 4:30 pm</td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/med/depts/aec/aec@utoledo.edu">http://www.utoledo.edu/med/depts/aec/aec@utoledo.edu</a></td>
<td>419-383-6118</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Calendar</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/offices/provost/calendar/">http://www.utoledo.edu/offices/provost/calendar/</a></td>
<td>1st Floor CCE Building</td>
<td>M-F 8:00 am - 5:00 pm</td>
</tr>
<tr>
<td><strong>Academic Testing Center</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/centers/testingcenter/carole.miller@utoledo.edu">http://www.utoledo.edu/centers/testingcenter/carole.miller@utoledo.edu</a></td>
<td>1st Floor CCE Building</td>
<td>M-F 8:00 am - 5:00 pm</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>2801 W. Bancroft St, Main Campus</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/admission/">http://www.utoledo.edu/admission/</a></td>
<td>800-568-5336</td>
<td></td>
</tr>
<tr>
<td><strong>Disability Services (Student)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/offices/student-disability-services/studentdisabilitysvs@utoledo.edu">http://www.utoledo.edu/offices/student-disability-services/studentdisabilitysvs@utoledo.edu</a></td>
<td>419-383-6141</td>
<td>T, F 8:00 am - 4:15 pm</td>
</tr>
<tr>
<td><strong>Diversity Resources, COM</strong></td>
<td>Mulford Library 1st Floor (Med Admissions Area)</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/med/diversity/kristinapeterson@utoledo.edu">http://www.utoledo.edu/med/diversity/kristinapeterson@utoledo.edu</a></td>
<td>419-383-3438</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Aid (HSC)</strong></td>
<td>Mulford Library 1st Floor, Student Services</td>
<td>M-F 8:30 am - 5:00 pm</td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/financialaid/hsc/anne.yeager@utoledo.edu">http://www.utoledo.edu/financialaid/hsc/anne.yeager@utoledo.edu</a></td>
<td>419-383-4574</td>
<td></td>
</tr>
<tr>
<td><strong>Health &amp; Wellness (Student)</strong></td>
<td>Ruppert Health Center Lower Level RM 0013</td>
<td></td>
</tr>
<tr>
<td><a href="https://www.utoledo.edu/healthservices/hsc/">https://www.utoledo.edu/healthservices/hsc/</a></td>
<td>419-383-5000 Appointments</td>
<td>Medical visits, vaccinations, travel consults &amp; program physicals M-Th 12:00 -3:30 pm F 9:00 am -12:00 pm</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>1810 Rocket Hall Main Campus</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/studentaffairs/counseling/419.530.2426">http://www.utoledo.edu/studentaffairs/counseling/419.530.2426</a></td>
<td>419.530.2426</td>
<td>M-F 8:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Health Science Campus Mental Health Services</td>
<td>Kobaekker Hall, 1400 East Medical Loop Will be moving</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/healthservices/hsc/mental.html">http://www.utoledo.edu/healthservices/hsc/mental.html</a></td>
<td>419-383-3815</td>
<td>Amy Riese, MD M 9:00 am - 2:30 pm T 9:00 am - 2:00 pm W 1:00 pm - 2:30 pm Sandy M Cluskey, LPCC M-F 9:00 am - 3:00 pm</td>
</tr>
<tr>
<td>Main Campus Medical Center</td>
<td>1675 West Rocket Dr</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/healthservices/student">http://www.utoledo.edu/healthservices/student</a></td>
<td>419-530-3451</td>
<td>Medical visits, vaccinations, travel consults, allergy shots, program physicals M-Th 12:00 pm - 6:00 pm F 1:00 pm - 5:00 pm Closed during breaks and summer</td>
</tr>
<tr>
<td>Family Practice Center</td>
<td>3333 Glendale Ave.</td>
<td></td>
</tr>
<tr>
<td><a href="http://uthealth.utoledo.edu/clinics/familymed/gme/419-383-5555">http://uthealth.utoledo.edu/clinics/familymed/gme/419-383-5555</a></td>
<td>419-383-5555</td>
<td>M-F 8:00 - to 5:00 pm</td>
</tr>
<tr>
<td><strong>Health Insurance (Student)</strong></td>
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<tr>
<td><a href="http://www.utoledo.edu/healthservices/student/health_insurance/">http://www.utoledo.edu/healthservices/student/health_insurance/</a></td>
<td>419-530-3451</td>
<td></td>
</tr>
<tr>
<td>Parking Services</td>
<td>Transportation Ctr, 1515 Tower View Blvd</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/parkingservices/Parking@utoledo.edu">http://www.utoledo.edu/parkingservices/Parking@utoledo.edu</a></td>
<td>419-530-4100</td>
<td>Parking Permit, campus maps</td>
</tr>
<tr>
<td>Resource</td>
<td>Location</td>
<td>Hours</td>
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<tr>
<td>--------------------------------</td>
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<td>--------------------------------------------</td>
</tr>
<tr>
<td><strong>Registrar's Office</strong></td>
<td>Mulford Library 1st Floor</td>
<td>M-F 8:30 am - 5:00 pm</td>
</tr>
<tr>
<td>See Student Service Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/offices/registrar/">http://www.utoledo.edu/offices/registrar/</a> <a href="mailto:hseregistrar@utoledo.edu">hseregistrar@utoledo.edu</a> 419-383-3600</td>
<td>Ohio In-State Residency, Grades, Enrollment Verification, State Licensure Paperwork</td>
<td></td>
</tr>
<tr>
<td><strong>Student Service Center</strong></td>
<td>Mulford Library 1st Floor</td>
<td>M-F 8:30 am - 5:00 pm</td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/financialaid/hsc/hscstudentservices@utoledo.edu">http://www.utoledo.edu/financialaid/hsc/hscstudentservices@utoledo.edu</a> 419-383-3600</td>
<td>Student billing questions, financial aid, transcripts, registration</td>
<td></td>
</tr>
<tr>
<td><strong>Technology Support Services</strong></td>
<td>Dowling Hall Rm 025</td>
<td>M-F 8:00 am - 5:00 pm</td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/it/CS/HelpDesk.html">http://www.utoledo.edu/it/CS/HelpDesk.html</a> <a href="mailto:ithelpdesk@utoledo.edu">ithelpdesk@utoledo.edu</a> 419-383-2400</td>
<td>Central point of help for questions, issues, service requests</td>
<td></td>
</tr>
<tr>
<td><strong>Transit / HSC Shuttle</strong></td>
<td>Health Science Campus</td>
<td>M-Th 7:15 am - 10:00 pm, F 7:15 am to 7:00 pm *No Weekend Service</td>
</tr>
<tr>
<td><a href="http://www.utoledo.edu/facilities/transit/HSC.html">http://www.utoledo.edu/facilities/transit/HSC.html</a> <a href="mailto:transit.services@utoledo.edu">transit.services@utoledo.edu</a> 419-530-1026</td>
<td>Shuttle</td>
<td></td>
</tr>
<tr>
<td><strong>University Libraries</strong></td>
<td>Mulford Library 4th Floor</td>
<td>M-Th 7:30 am - 12:00 am, F 7:30 am to 9:00 pm, Sat 9:00 am - 9:00 pm, Sun 9:00 am - 12:00 am</td>
</tr>
<tr>
<td><a href="http://libguides.utoledo.edu/medicine/">http://libguides.utoledo.edu/medicine/</a> <a href="mailto:Mulfordreference@utoledo.edu">Mulfordreference@utoledo.edu</a> 419-383-4214</td>
<td></td>
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</tbody>
</table>

*Times subject to change*
Biomedical Science Program Student Handbook Attestation

This Student Handbook has been compiled as a resource for students enrolled within The University of Toledo (UT-COMLS) Biomedical Science Program (BMSP). While every effort has been made to provide accurate information, the University reserves the right to modify rules, policies, and requirements, without prior notice. It is the student’s responsibility to meet and satisfy all University, College and Program requirements. This handbook does not supersede any of the policies and procedures established by the University of Toledo, College of Graduate Studies (COGS) or College of Medicine and Life Sciences (COMLS).

The University of Toledo Policy web site address is: [http://www.utoledo.edu/policies/](http://www.utoledo.edu/policies/).
The College of Graduate Studies Graduate Student Handbook web site address is: [https://www.utoledo.edu/graduate/files/Graduate%20Student%20Handbook%202018-2019.pdf](https://www.utoledo.edu/graduate/files/Graduate%20Student%20Handbook%202018-2019.pdf)
The College of Medicine and Life Sciences Policy web site address is: [http://www.utoledo.edu/policies/academic/college_of_medicine/](http://www.utoledo.edu/policies/academic/college_of_medicine/)

It is the student’s responsibility to follow all applicable UT policies and procedures.

After reading this Biomedical Science Program Student Handbook, each student must submit the signed statement below to the Associate Dean of College of Medicine and Life Sciences Graduate Programs.

I have read, understand and agree to comply with all the requirements of the College of Medicine and Life Sciences Biomedical Science Program Graduate Student Handbook. I understand that I may ask questions now or at a later date if I need further clarification of its contents.

Printed Name

______________________________________________________________

Signature

______________________________________________________________

Rocket #:

______________________________________________________________

Date

______________________________________________________________