Biomedical Science Program
Graduate Student Handbook
2020-2021

Cancer Biology (CAB)
Medical Microbiology and Immunology (MMI)
Molecular Medicine (MOME)
Neuroscience and Neurological Disease (NND)
Bioinformatics and Proteomic/Genomics (BIPG)
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Welcome

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.

The current version of this handbook is undergoing revision during the COVID 19 pandemic while UT is undergoing several changes due to fiscal issues. We will do our best to update anything that changes due to the pandemic period and aftermath fiscal cutbacks.

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 yourself.

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

The University of Toledo Mission, Vision, & Values

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, Professional and Leadership, Diversity
College of Medicine & Life Sciences Mission, Vision, & 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 Admissions Standards

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.
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

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/](http://www.utoledo.edu/med/grad/biomedical/)

**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>
<tr>
<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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<td>Medical Microbiology and Immunology (MMI)</td>
<td>MD/PhD, PhD, MSBS</td>
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</tr>
<tr>
<td>Neuroscience and Neurological Disease (NND)</td>
<td>MD/PhD, PhD</td>
</tr>
<tr>
<td>Bioinformatics and Proteomics/Genomics (BIPG)</td>
<td>MSBS, PSM, Certificate in Bioinformatics and Biomarkers</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.

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

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.

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:

- 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
- Host responses to infection that can contribute to disease prevention or to autoimmune diseases such as asthma, lupus and rheumatoid arthritis
- Development, differentiation and activation of the innate and adaptive immune systems
- Novel approaches to vaccine and therapeutic development
- Mechanisms to prevent organ/ tissue transplant rejection

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.

**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 Master’s 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.
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.

**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.

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
- Radiation Therapy

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

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.

**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.

**Biomedical Science Program (BMSP) Core Curriculum**

All 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 to identify a major advisor.

**First Year Core Curriculum**

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<tr>
<th>Fall Semester:</th>
<th>Credits</th>
<th>Grade</th>
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<tbody>
<tr>
<td>CPRA* in Proteins</td>
<td>2</td>
<td>letter</td>
</tr>
<tr>
<td>CPRA in Genes and Genomes</td>
<td>2</td>
<td>letter</td>
</tr>
<tr>
<td>CPRA in Cell Membranes</td>
<td>2</td>
<td>letter</td>
</tr>
<tr>
<td>Methods in Biomedical Sciences</td>
<td>2</td>
<td>letter</td>
</tr>
</tbody>
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Introduction to Biomedical Research (PI seminar series) 0 none
Mentored Research (two 5 wk lab rotations) 1 S/U
Total 9

**Spring Semester:**
CPRA in Cell Biology and Signaling 3 letter
Systems Pathophysiology 4 Letter
Mentored Research (one 5 wk lab rotation) 1 S/U
Track-Specific Journal Club 1 letter or S/U
Total 9

**Summer Semester:**
Statistical Methods 3 letter
Practical Bioinformatics 1 letter
*(required for Cancer Biology students; optional for others)*
On Being a Scientist 1 S/U
Research in “Your Track” and/or Electives 1-2 S/U

*CPRA = Current Problems and Research Approaches*

Each track has specific upper level courses that are required, including didactic courses, journal club, seminars, and research.

Students should consult
[https://www.utoledo.edu/med/grad/biomedical/pdfs/20202021graduatecatelog.pdf](https://www.utoledo.edu/med/grad/biomedical/pdfs/20202021graduatecatelog.pdf)

for track specific curriculum requirements.

**Graduate Research Assistantship**

All students receive a graduate school tuition waiver and living stipend while enrolled as full-time graduate students. Students must maintain a cumulative 3.0 GPA for all graduate courses. Students must complete new hire paperwork prior to their first semester for their living stipend. The tuition waiver covers 9 credit hours for fall semester, 9 credit hours for spring semester, and 6 credit hours for summer semester at this time (this may change in the future). The student is responsible for all general fees each semester and health insurance payments.

The COMLS Graduate Studies Coordinator will contact students to complete any necessary paperwork associated with tuition waivers and stipends.
Mentored Research

All biomedical students must register for Mentored Research. This course is designed to provide training in biomedical research techniques and approaches while the student rotates through different research labs to identify a research mentor. Master’s students complete two five week lab rotations while PhD students complete three five week lab rotations. Students are strongly encouraged to consider these rotations very seriously. Both the faculty and you are interviewing for a very important and lengthy part of your training. If the faculty is not a good ‘fit’ for you, you are not required to choose this faculty as your mentor. If you do not show up promptly, work hard on your given project, attend lab meetings, be respectful and ask questions during your time in the lab, this faculty is under no obligation to choose you as an advisee.

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.

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 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 more than one student, 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 two or 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.

UTCOMLS Core Tenants of Graduate Training

Graduate 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 graduate 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 advice 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.

A relationship of mutual trust and respect should be established between mentors and graduate students to foster healthy interactions and encourage individual growth. The 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 graduate 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. The compact can be found in the appendix section of this handbook.

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 COMLS should be contacted.

The UT COMLS Core Tenets of Graduate Training: Compact Between Graduate Students and Their Research Advisors Compact can be found in the appendix of this handbook.

**PhD Advisory Committee**

A student should assemble a Dissertation Committee within the first month or so after joining a faculty mentor’s lab. The Committee is responsible for assisting the student with their research project and progress through the PhD side of the program. The Committee also administers the Qualifying Exam (see below) and serves as the decision-making body during the Dissertation Defense when the student presents and defends her/his research as a final requirement for the PhD. Hence it is important the committee contains individuals knowledgeable in the student’s research area.

Membership of the Dissertation Committee should be determined in consultation with the student’s faculty mentor. A minimum of five faculty members is required and inclusion of an extramural member(s) is possible if appropriate but is not a requirement. Not all committee members need to be members of the Track in which the student has chosen to concentrate, but typically, most will be. All members must be Graduate Faculty as determined by the UT Graduate Council. If not, then the requested member of the committee must submit a Graduate Faculty Membership Application and curriculum vita, to the Graduate Council Graduate Faculty membership committee for approval prior to appointment to the advisory committee. When committee members are identified, they should agree to serve by signing a the committee page of the student’s GRAD form, which will be placed in the student’s file. Occasionally members of the Dissertation Committee must resign, usually because of a move to
another institution. In those cases, the minimal number of five members must be maintained by the addition of another member.

The student should meet with the Committee at least once per year to provide a progress report on the research project. The Committee also will determine when the student has generated sufficient data to begin writing the dissertation and scheduling its defense.

PhD Qualifying Exam

PhD students are required to pass a Qualifying Examination as graduate students during their first full year in graduate school. The purpose of the Qualifying Examination is to evaluate the student's knowledge and ability to analyze information in his/her area of concentration and to apply this to the solution of problems that a student would be expected to meet in her/his professional career. The examination provides the student with the opportunity to demonstrate that s/he is adequately knowledgeable in a chosen area of concentration. Timely completion of the exam is important, as the student cannot register for dissertation credits until this exam is successfully passed and the student is an official Candidate for the Doctoral Degree.

Prior to the scheduling of the examination, the GRAD and Plan of Study forms and establishment of the Dissertation Committee must be completed.

The Qualifying Examination is administered by the Dissertation Committee and consists of a written portion in the form of an NIH R21 style grant and an oral exam. The written portion must be written solely by the student. The oral exam includes questions that probe the breadth and depth of basic knowledge and critical thinking skills of the candidate, including past course work. A grade of Pass or Fail will be determined by the Committee based on the written and oral portions. The Committee is also responsible for determining the topic for the research proposal. Successful completion of the Qualifying Examination requires a unanimous pass vote of the Committee members. To ensure fairness of proceedings, a representative of the Graduate Faculty who is not on the Committee may serve as an observer of the exam at the student’s or Committee’s request. The completed Report of the Qualifying Examination Form must be sent to the office of the Associate Dean, College of Graduate Studies and a copy also sent to the Associate Dean, College of Medicine and Life Sciences Graduate Programs. If the student fails the exam, it may be repeated at the discretion of the student’s Graduate Committee. Guidelines for preparation of the research proposal and additional information about repeating the exam in the case of a failure can be obtained from the Associate Dean, College of Medicine and Life Sciences Graduate Programs.

After passing the Qualifying Examination, the student is eligible to register for Dissertation Research (INDI 9990) to complete the remainder of their research activity as a graduate student. A minimum of 30 credits of Dissertation Research are required for graduation.
Students must be registered for at least one credit during the semester in which they defend their dissertation. It is acceptable to defend in the summer term and be registered for courses as a medical student.

**Master’s Advisory Committee**

Membership of the thesis committee should be determined in consultation with the student’s faculty mentor. A master’s thesis committee must consist of a minimum of three members, all of whom must be listed as 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 vitae, must be submitted to the Graduate Council Graduate Faculty membership committee for approval prior to appointment to the advisory committee.

**Graduate Forms**

All required forms can be found on the [College of Graduate Studies website](#).

**Plan of Study:** Students must complete the [Plan of Study for the Doctoral Degree form](#); [Plan of Study for the Master’s degree form](#) (POS) that outlines the courses to be taken throughout graduate training. This should be completed within one semester after the student joins a faculty mentor’s lab. If this form is not submitted within the first year, the College of Graduate Studies will withhold the students’ tuition waiver and stipend. This form must be submitted before the student is permitted to take the Qualifying Examination.

The student must complete all required courses in the Biomedical Science Program and in the individual track, and all courses on the Plan of Study, to graduate. Amended POS’s are accepted but required courses must still be taken.

**Graduate Research Advisory Committee Approval and Assurances (GRAD Form):** Once it has been decide which faculty lab a student will be working in during the duration of their PhD studies the [GRAD form](#) will need to be completed. This form should be completed prior to starting research and needs to be signed by members of the committee.

**Report of the Qualifying Exam:** The [Report of the Qualifying Exam form](#) is completed when the students completes their Qualifying exam.

**Defense Acceptance & Intellectual Protection form:** The [Defense Acceptance & IP Protection form](#) is completed when the student and advisor have determined a defense date. This form should be shared with the Associate Dean of COMLS Graduate Studies
(Kandace.Williams@utoledo.edu or HSB 437B) so a public announcement can be made regarding the defense. This also alerts COMLS Graduate Programs office that the student is nearing the end of their PhD work.

**Approval of Dissertation:** The [Approval of Dissertation form](#) is completed after a student has successfully completed and defended their dissertation.

**Getting Started at UToldeo**

**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](http://myut.utoledo.edu) Click on “Account Maintenance”

![Activation Screen](image)

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”.

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.
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.

Student Code of Conduct & Policies

All UT students are required to follow the University of Toledo Student Code of Conduct. In addition, COM&LS students are to follow College of Medicine and Life Sciences policies. A complete list of COMLS Policies can be found here.

Rocket Card

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”.
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).

Parking

All HSC medical and graduate students are charged for parking. The charge is a flat fee of $125 per semester regardless of program, level or credit hours. This amounts to $375 per year.

Every vehicle that parks on UT Toledo property – student, staff or visitor - is required to have a permit. The UT Toledo Police do not ticket for "No Permit" between 5 p.m. Friday and 7 a.m. Monday or when classes are not in session (winter break, spring break, and University holidays). However, do note that school is considered to be in session during exam weeks. Students may purchase parking permits through UT’s myUT online portal. Additional information is available on UT’s Parking Services website.

Campus Safety

The Safety and Health Department has a comprehensive plan to develop, implement and monitor programs of environmental and occupational safety and health as necessary to protect the health and safety of faculty, staff, students and campus visitors, and to provide compliance with applicable regulations. This department is located in Mulford Library, Room 011 on Health Science Campus and in Transportation Center, Rooms 1200 A-D on the university’s main campus.
The Rave Guardian App informs all students, faculty, and employees about emergencies. More information about the app and how to sign up can be found [here](#).

On campus incidents involving theft of personal possession(s) as well as bodily and/or property damage arising from University related maintenance issues should be reported as soon as possible to the University of Toledo Police (Main Campus 419-530-2600; Health Science Campus 419-383-3700). Note: Reporting of such incidents does not automatically grant coverage under the University’s insurance. Any threat of physical violence or actual attack should be communicated to the Toledo Police by calling 911. Suspicious behavior or circumstances should be immediately reported to UT Police at 419-530-2600 (x2600). Click [here](#) for UT’s Police Department Web site.

Most students feel safe on campus at all times of the day or night, but reasonable precautions should be taken. Lab doors should be locked when the lab is empty and when one is there at night. Further, after dark, individuals should walk in pairs through the parking lot and around campus. Also, Campus Police is happy to provide an escort upon request.

**Travel Awards**

As of this updated handbook, because of COVID-19 travel restrictions for UT personnel and lack of travel funds, travel to scientific meetings by students is restricted. However, if these travel and fiscal restrictions are lifted, then students are strongly encouraged to take advantage of opportunities to attend regional and national meetings to present their research or participate in organizations. Funding for travel can come from a variety of sources. The College of Graduate Studies allocates funds up to $1000 for students to travel to a meeting to present their work, although this money is not currently available. Application for student travel funds can be found in the appendix of this handbook. Students are also encouraged to apply for travel support funding through the [Graduate Student Association](#).

**Vacation, Holiday, and Sick time**

Vacation for the first year Predoctoral and premasters in the Biomedical Science Program is limited to two distinct time periods during the academic year and major holidays. 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 “winter break”). The second vacation period is the entire week of Spring Break as defined by the official UToledo 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 advisory.

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 withheld accordingly.

Major single-day holidays that employees have off are also extended to graduate students. (New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, and Christmas).

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 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.

**Student Health Care & Health Insurance**

University Health Services (UHS) encompasses services for student health, employee health and acute illness care, occupational medicine and workman’s compensation.

Appointments are scheduled through Family Medicine located in Glendale Medical East building across from the HSC campus by calling (419) 383-3777.

**For emergency or after-hours visits go directly to the University of Toledo Medical Center Emergency Department or call 911.**

UHS provides full-service care for students including:

- Illness visits
- Occupational exposures (i.e. needle stick injury)
- Physical examinations and immunizations to fulfill requirements for individual programs of study as well as requirements for foreign travel
- Well woman examinations including immunizations and routine contraceptive care
- Prescription management
- Mental health and counseling services through Harbor Symmetry Wellness (Emergency Mental Health services 24 hours a day 7 days a week 419-475-5338)
- Allergy injections

UToldeo graduate students, undergraduate students and medical students who have a valid student ID badge and whose general fees are paid to/received by UToledo are eligible for services at UHS.

 MD/PhD student are required to have health insurance. Students at the early stages of training may still qualify to be on their parents’ plans. In this case, the student can waive the University’s student health insurance by logging in to the myUT portal and under the Student Tab/My Toolkit, My Registration selecting Health Insurance – Change or Waive then following the prompts and submitting required additional information. For the purpose of health
insurance, MD/PhD students are considered medical students throughout their student tenure, including the graduate student period. Further information about student health services and health insurance can be found on the Student Health and Wellness page.

Health Risks to Graduate Students in Science Research

It is the graduate student’s responsibility to incorporate safe working practices into one’s research. The University of Toledo is required to follow OSHA and EPA Regulations. One should work with one’s mentor to ensure proper training for any work involving biological/infective hazards, radioactive compounds/isotopes, and animals. The student’s mentor MUST obtain the appropriate approvals before a student can actively participate in research projects involving these hazards, even if only for a lab rotation. Please visit the Environmental Health and Radiation Safety department webpage for specific information.

Key Control & HSC Card Access

http://www.utoledo.edu/policies/administration/police/pdfs/3364_61_11.pdf

UToledo 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.


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

Financial Aid

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/

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

The Graduate Student Association (GSA) is a UToldeo – 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.

For complete information, please visit the Graduate Student Association Website.

The University of Toledo Council of Biomedical Graduate Students (CBGS) 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.

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: http://www.utoledo.edu/med/grad/biomedical/cbgs/studentresources.html

Valuable Websites

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/

UT College of Medicine and Life Sciences Policy Website https://www.utoledo.edu/policies/academic/college_of_medicine/

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

College of Graduate Studies http://www.utoledo.edu/graduate/

Campus Resources

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<thead>
<tr>
<th>Resource</th>
<th>Location</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Academic Enrichment Center</td>
<td>506/507 Mulford Library</td>
<td>M-Th 8:00 am - 6:00 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></td>
<td>F 8:00 am - 4:30 pm</td>
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<tr>
<td>419-383-6118</td>
<td></td>
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<tr>
<td>Academic Calendar</td>
<td>1st Floor CCE Building</td>
<td>M-F 8:00 am - 5:00 pm</td>
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<tr>
<td><a href="http://www.utoledo.edu/offices/provost/calendar/">http://www.utoledo.edu/offices/provost/calendar/</a></td>
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<tr>
<td>Academic Testing Center</td>
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<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></td>
</tr>
<tr>
<td>419-383-6566</td>
<td></td>
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</tr>
<tr>
<td>Resource</td>
<td>Location</td>
<td>Hours</td>
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<tr>
<td><strong>Admissions</strong></td>
<td><a href="http://www.utoledo.edu/admission/">http://www.utoledo.edu/admission/</a> 800-568-5336</td>
<td>2801 W. Bancroft St, Main Campus</td>
</tr>
<tr>
<td><strong>Disability Services (Student)</strong></td>
<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> 419-383-6141</td>
<td>T, F 8:00 am - 4:15 pm</td>
</tr>
<tr>
<td><strong>Diversity Resources, COM</strong></td>
<td><a href="http://www.utoledo.edu/med/diversity/kristinapeterson@utoledo.edu">http://www.utoledo.edu/med/diversity/kristinapeterson@utoledo.edu</a> 419-383-3438</td>
<td></td>
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<tr>
<td><strong>Financial Aid (HSC)</strong></td>
<td><a href="http://www.utoledo.edu/financialaid/hsc/anne.yeager@utoledo.edu">http://www.utoledo.edu/financialaid/hsc/anne.yeager@utoledo.edu</a> 419-383-4574</td>
<td>Mulford Library 1st Floor, Student Services M-F 8:30 am - 5:00 pm</td>
</tr>
<tr>
<td><strong>Health &amp; Wellness (Student)</strong></td>
<td><a href="https://www.utoledo.edu/healthservices/hsc/">https://www.utoledo.edu/healthservices/hsc/</a> 419-383-5000 Appointments</td>
<td>Glendale Medical Center 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><strong>Counseling Center</strong></td>
<td><a href="http://www.utoledo.edu/studentaffairs/counseling/419.530.2426">http://www.utoledo.edu/studentaffairs/counseling/419.530.2426</a></td>
<td>1810 Rocket Hall Main Campus M-F 8:30 am - 5:00 pm</td>
</tr>
<tr>
<td><strong>Health Science Campus Mental Health Services</strong></td>
<td><a href="http://www.utoledo.edu/healthservices/hsc/mental.html">http://www.utoledo.edu/healthservices/hsc/mental.html</a> 419-383-3815</td>
<td>Kobacker Hall, 1400 East Medical Loop Will be moving 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><strong>Main Campus Medical Center</strong></td>
<td><a href="http://www.utoledo.edu/healthservices/student/419-330-3451">http://www.utoledo.edu/healthservices/student/419-330-3451</a></td>
<td>1675 West Rocket Dr 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><strong>Family Practice Center</strong></td>
<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>3333 Glendale Ave. M-F 8:00 - to 5:00 pm</td>
</tr>
<tr>
<td><strong>Health Insurance (Student)</strong></td>
<td><a href="http://www.utoledo.edu/healthservices/student/health_insurance/419-330-3451">http://www.utoledo.edu/healthservices/student/health_insurance/419-330-3451</a> 419-330-3475</td>
<td></td>
</tr>
<tr>
<td><strong>Parking Services</strong></td>
<td><a href="http://www.utoledo.edu/parkingservices/Parking@utoledo.edu">http://www.utoledo.edu/parkingservices/Parking@utoledo.edu</a> 419-530-4100</td>
<td>Transportation Ctr, 1515 Tower View Blvd Parking Permit, campus maps</td>
</tr>
<tr>
<td><strong>Registrar’s Office</strong></td>
<td><a href="http://www.utoledo.edu/offices/registrar/hscregistrar@utoledo.edu">See Student Service Center</a> 419-383-3600</td>
<td>Mulford Library 1st Floor Ohio In-State Residency, Grades, Enrollment Verification, State Licensure Paperwork M-F 8:30 am -5:00 pm</td>
</tr>
<tr>
<td><strong>Student Service Center</strong></td>
<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>Mulford Library 1st Floor Student billing questions, financial M-F 8:30 am - 5:00 pm</td>
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<tr>
<td>Resource</td>
<td>Location</td>
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<tr>
<td><strong>Technology Support Services</strong>&lt;br&gt;<a href="http://www.utoledo.edu/it/CS/HelpDesk.html">http://www.utoledo.edu/it/CS/HelpDesk.html</a>&lt;br&gt;<a href="mailto:ithelpdesk@utoledo.edu">ithelpdesk@utoledo.edu</a>&lt;br&gt;419-383-2400</td>
<td>Dowling Hall Rm 025</td>
<td>Central point of help for questions, issues, service requests M-F 8:00 am - 5:00 pm</td>
</tr>
<tr>
<td><strong>Transit / HSC Shuttle</strong>&lt;br&gt;<a href="http://www.utoledo.edu/facilities/transit/HSC.html">http://www.utoledo.edu/facilities/transit/HSC.html</a>&lt;br&gt;<a href="mailto:transit.services@utoledo.edu">transit.services@utoledo.edu</a>&lt;br&gt;419-530-1026</td>
<td>Health Science Campus</td>
<td>Shuttle M-Th 7:15 am – 10:00 pm F 7:15 am to 7:00 pm *No Weekend Service</td>
</tr>
<tr>
<td><strong>University Libraries</strong>&lt;br&gt;<a href="http://libguides.utoledo.edu/medicine/">http://libguides.utoledo.edu/medicine/</a>&lt;br&gt;<a href="mailto:Mulfordreference@utoledo.edu">Mulfordreference@utoledo.edu</a>&lt;br&gt;419-383-4214</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>
</tbody>
</table>

**People**

Kandace Williams, PhD  
Associate Dean of College of Medicine and Life Sciences Graduate Programs  
Cancer Biology Track Co-Director

Michelle Lindhorst  
Graduate Studies Coordinator, COMLS

Allison Spencer, M.Ed  
Administrator, COMLS Graduate Programs

Dayanidhi Raman, BVSc, PhD  
Cancer Biology Track Co-Director

Kevin Pan, PhD  
Medical Microbiology & Immunology Track Co-Director

Jason Huntly, PhD  
Medical Microbiology & Immunology Track Co-Director
Ritu Chakravarti, PhD
MOME Track Director

David Giovannucci, PhD
Neurosciences and Neurological Disorders Track Director

Robert Blumenthal, PhD
Bioinformatics & Biomarkers Track Director
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/.

The College of Graduate Studies Graduate Student Handbook web site address is: 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/

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  

______________________________________________________________
Appendix

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 of my graduate program, graduate school, and institution. I will commit to meeting these policies. See https://www.utoledo.edu/policies/academic/college_of_medicine/

- I will be specifically knowledgeable of the COMLS Policy Number 3364-81-22 that describes disciplinary action and due process/appeals pertaining to unprofessional behavior for all COMLS graduate programs, including BMSP. The purpose of this policy is to outline the procedures that the COMLS and COGS will use to address conduct that violates the standards applicable to graduate students, as well as procedures for appealing adverse decisions.

- As well, all students at the University of Toledo are responsible for understanding and complying with University of Toledo policies regarding professionalism and academic integrity. Applicable policies include, but are not limited to 3364-77-01 Graduate Student Academic Dishonesty, 3364-30-04 Student Code of Conduct, 3364-70-02 Responsible Conduct of Scholarship and Research, and 3364-81-04-017-02 Professionalism and Related Standards of Conduct As scientists-in-training or health care professionals-in-training, COMLS.
graduate students are held to the highest standards of professionalism, and have a number of professional responsibilities that they are obligated to uphold. A failure to comply may result in disciplinary action.

- **I will be knowledgeable of the 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 safety 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/](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                 


Application for COMLS Graduate Student Travel Funds

COM&LS Graduate Program office provides travel support to COM&LS graduate students, up to $1,000* total during their training, to present their dissertation research, thesis research, scholarly project work or to represent students’ UT graduate program, at professional meetings.

To received funds complete the following:

- Be a registered COMLS graduate student
- Be presenting at the conference or representing UToledo in official capacity.
- Complete the below form and email to Allison.Spencer@utoledo.edu or turn in to HSB 437A along with the Conference agenda, submitted abstract, and copy of the acceptance.
- Go to the UT Accounts Payable – Concur Resources page
  http://www.utoledo.edu/offices/controller/accounts_payable/Concur.html

You will need to:

  o Review the travel policy
    https://www.utoledo.edu/policies/administration/finance/pdfs/3364_40_03.pdf
  o Create a new user account, if you do not already have an account
- Create a travel request through Concur. Your department secretary can assist you in the process.
  o You will need the PI index number or your department index number.
- Book travel (airfare, hotel, conference registration. When booking lodging do not use Airbnb)- Work with your department to get travel booked.
- After travel, work with your department on travel expense report
- After travel, submit copies of final receipts to Allison Spencer at HSB 437A

*Funds are based on availability
Application for COMLS Graduate Student Travel Funds

Student Name: ________________________________

Email Address: ________________________________

Rocket Number: ________________________________

Department: ____________________________________

Conference: ____________________________________

Location: ___________________ Dates: __________________

Estimated Cost: ____________ (include conference registration, airfare, lodging)

Presentation Title: ____________________________________

If not presenting state your reason for attendance:
______________________________________________________________________________
______________________________________________________________________________

All students need to have their advisor’s approval to travel.

Advisor: ___________________

Advisor’s Signature: ___________________ Date: ___________________

How will you be paying for the trip?

___Department Pcard  ___PI’s Pcard; Name on Pcard___________________________

___ Personal Credit Card

For COMLS Graduate Programs:

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Kandace Williams, Associate Dean for COMLS Graduate Programs