

## Neuroscience Program Academic Policies and Procedures Guide

1. Program Description and Admission Requirements: See the Program in Neuroscience brochure and the general catalogue for details.
2. Academic Requirements for the Doctoral Degree in Neuroscience

Note: General requirements of the University of Utah Graduate School concerning residency, grading policies, supervisory committees, qualifying examinations, the dissertation and the final examination may be found in the University of Utah General Catalogue <http://www.ugs.utah.edu/catalog/>

### 2.1 Completion of the Core Program in Neuroscience

#### 2.1.1 Required Didactic Courses

Course	Course Title	Credits
NEUSC 6040	Cellular and Molecular Neuroscience	4
NEUSC 6050	Systems Neuroscience	4
NEUSC 7750	Developmental Neurobiology	3
NEUSC 6060	Neuroanatomy for Biomedical Scientists	3
NEUSC 6250	Molecular Biology Laboratory	2
NEUSC 6245	Neurophysiology Laboratory	2
MBIOL 7570	Research Ethics	1
NEUSC 7950	Professional Skills/Grant Writing	2
<u>one statistics course</u>		
<u>Examples include:</u>		
MDCRC 6050	Biostats: Basic Science	1-2
PSY 6250 (on-line)	Applied Statistics	3
PSY 6500/6510	Quantitative Methods I or II	1-4/1-4
MDCRC 6000	Intro Biostatistics	1

#### 2.1.2 Required Seminar Courses

Course	Course Title	Credits
NEUSC 6010	Frontiers in Neuroscience	Fall Semester, first year, 1 credit

- 2.1.3 Required Rotations- NEUSC 6900 - 4 times (half-semester) in the first year, 1 credit each = 4 credits.  
Request for Rotation Form [http://neuroscience.med.utah.edu/documents/forms/NPForm1a\\_042017.pdf](http://neuroscience.med.utah.edu/documents/forms/NPForm1a_042017.pdf)  
Abstract Instructions: [http://neuroscience.med.utah.edu/documents/forms/abstract\\_instruc.pdf](http://neuroscience.med.utah.edu/documents/forms/abstract_instruc.pdf)

- 2.1.4 Advanced Didactic Training- At least 3 graded, half-semester graduate level courses and 3 credit hours of ungraded journal club courses. The following list is a sampling of the many available courses.

#### 2.1.4.1 Suggested (but not required) Graduate Level Courses

Area	Course	Course Title	Credits
Molecular Biology	MBIOL 6410	Biochemistry	2
	MBIOL 6420	Genetic and Genome	3
	MBIOL 6440	Gene Expression	1.5
	MBIOL 6480	Cell Biology	1.5
Biological Chemistry	BLCHM 6400	Genetic Engineering	2
	BLCHM 6450	Biophysical Chemistry	2
Pharmacology	PH TX 7270	Biochemical Basis of Neuropharm	2
	PH TX 7280	Advances in NeuroPharmacology	2
Bioengineering (these classes have additional)	BIOEN 6000/6010	Cell and Tissue Physiology I/II	4/4
	BIOEN 6900	Quantitative Neuroscience	1-4

tuition not covered by the Tuition Benefit)			
Psychology	PSY 5700	Neuropsychology	4
Neuroscience	NEUSC 6100	Visual Neuroscience	3
	NEUSC 6500	Advances in Vision Research	3
	NEUSC 7790	Special Techniques in Microscopy	1

Petitioning for transfer of credit: If a student enters the program having taken a graduate level course that has substantial overlap with a required Neuroscience course, they may petition the Neuroscience program for a course waiver. To petition for a course waiver, students should send the Curriculum Chair the following information: the institution at which they took the course, a course syllabus, and the grade they received. Elective course waivers are unlikely to be granted. Ethics and grant writing courses will not be waived.

2.2 Qualifying Examination: The exam includes a written NRSA predoctoral style proposal and an oral defense of the proposal. Both must be completed before the start of the students 3<sup>rd</sup> year.

2.3 Approval of Dissertation Research Proposal by Supervisory Committee

2.3.1 Dissertation Research: 20 hours of thesis research (graded)

2.4 Student research presentations:

Predocctoral students in the Program are required to give three talks/seminars based on their research prior to their dissertation defense seminar. Students must receive formal written feedback from at least two Neuroscience Program faculty for each of the three presentations. At least one of these presentations must be at the Snowbird Symposium or the Spring Student Symposium. The other two talks should be given on campus (e.g. student retreat, department RIPs, department seminar series, special lecture opportunities on campus, research interest groups, etc.) and be attended by at least two Neuroscience Program faculty who provide the student with written feedback. The student is responsible for enlisting the faculty who will give the feedback and for submitting copies of the evaluations to the Program office for their files.

2.5 Teaching requirement for PhD students:

All PhD students must fulfill a minimal requirement for teaching by the end of the 4<sup>th</sup> year.

To fulfill this requirement, the following minimum conditions must be met:

- 1) There must be a didactic teaching component (i.e. give one lecture to a class). The student cannot simply serve as an assistant to the course director, conduct office hours, or grade papers.
- 2) There must be direct, written feedback from a faculty member, such as the course instructor.

All students, with input from their mentor and Supervisory Committee, must submit a proposal for fulfilling the teaching requirement for approval by the Curriculum Chair 1 month before the semester of their teaching assignment.

If interested, students can gain significantly more teaching experience through the Center for Teaching & Learning Excellence (CTLE) - <http://www.ctle.utah.edu/>

2.6 Final Examination

2.7 Special considerations and requirements for MD/PhD students entering the Neuroscience Program.

a) 1 Neuroscience core course (other than Neuroanatomy)

b) 1 other didactic course (depending upon lab selected)

c) 1 research ethics class – e.g. MBIOL 7570 (1 credit)

d) In addition, students are required to attend the weekly RIP/Journal clubs in their department.

- e) If the supervisory committee deems additional coursework to be necessary then the student will be asked to do this.
- f) Student research presentations (3). See 2.4 above.
- g) One member of the supervisory committee must be a member of the MD/PhD Advisory Committee.
- h) The teaching requirement (section 2.5 above) is waived.
- i) Unless indicated all other Neuroscience Program requirements apply to MD/PhD students.

### 3. Academic Progress and Student Evaluation

#### 3.1 Grading Policy

Students should maintain a 3.0 or higher GPA. A grade of C+ is not accepted for credit toward a graduate degree. Two successive semesters of insufficient GPA constitutes grounds for dismissal from the program. A grade of B- or better is required for all courses. Students will be allowed to repeat a course only once. Students failing to pass the repeated course will be dismissed from the program.

#### 3.2 Selection of Mentor

Each graduate student must formally join a faculty member's research laboratory by the beginning of the 2nd year of training. Students are required to complete a form provided by the program that must be signed by the mentor, department chair, and student advisor (<http://neuroscience.med.utah.edu/documents/forms/NP-Lab%20join2015SAMPLE.pdf>). This form must state the student's academic record and any deficiencies and/or achievements prior to joining the lab, as well as the means to provide continuation of financial support from mentor/department. The student and mentor will also read, sign and submit to the program office the AAMC "Compact Between Biomedical Graduate Students and Their Mentor Research Advisors" form (<http://neuroscience.med.utah.edu/documents/forms/Compact.pdf>). If a student-mentor match has been made early in training, the student must still complete all four rotations in at least three different laboratories. The dissertation mentor is responsible for providing an adequate research environment leading to a successful dissertation project. Both the student and the mentor have responsibilities in the mentoring relationship that should be discussed when the student chooses to join the laboratory, using the AAMC "Compact" as a basis for the discussion.

If, upon completion of all four rotations, the student has not identified a laboratory with financial support in which to perform dissertation work, the student must notify the Program Director's office no later than May 31st to arrange for a meeting to discuss the potential for further support by the program. If the student fails to identify a funded laboratory for their dissertation research after 5 rotations, the student will be dismissed from the program unless a compelling case for a 6th laboratory rotation can be made to the Program Directorate by the student in consultation with the Program's Student advisor.

##### 3.2.1 Process for Addressing Student-Mentor Difficulties

If, once a student has begun dissertation research in a laboratory, either the student or the mentor feels that the responsibilities of the other are not being met, the following steps should be taken. First, the student or mentor should schedule a meeting with the other to discuss the nature of the difficulties being encountered. It is encouraged that the student or mentor also notify and engage the supervisory committee (or student advisor if no committee is yet established) in resolving the issue at hand. In this meeting, the student and mentor should agree on specific steps needed to ameliorate the problem AND a specific time frame in which those steps are to be completed or reevaluated. The steps to be taken and the time frame should be documented in writing and signed by both the student and the mentor. A copy of this documentation should be provided to the Program Administrator for placement in the student's file.

If the student feels the problem is not resolved within the established time frame, then the student should engage a student advisor from the program to work with the student and mentor toward resolving the situation, which may include the student moving to another laboratory and starting a new dissertation project. If the student is unable to identify another funded laboratory in which to

do dissertation work, the student will be dismissed from the program.

If the mentor initiated the process regarding difficulties with the student in the laboratory, and the specific steps and time frame from the initial meeting have not been met, the mentor should notify the student in writing of dismissal from the laboratory to be effective 15 days from the date of the letter of dismissal (as per U of U Policy number 6-309). A copy of this letter should be sent to the Neuroscience Program Director and also the Program Administrator so that a copy can be placed in the student's file. The Program Director and Student Advisor (if one has been involved) will meet with the student within two days to discuss the basis for the dismissal from the lab and subsequent steps on the part of the program. Those steps may include moving the student to another laboratory/having the student start a new dissertation project or dismissal from the program.

### 3.3 Supervisory Committee

The Supervisory Committee is charged with monitoring the progress of a student's training, guiding the student in preparation for the Ph.D. qualifying examination and conducting the examination. The subsequent charge to the Supervisory Committee is to shepherd the student towards the completion of a formal dissertation proposal, to evaluate and approve/disapprove that proposal, to monitor the progress of dissertation research and preparation of the dissertation, to conduct the final examination and approve/disapprove the dissertation, and to ensure that all academic requirements of the Neuroscience Program have been met. The committee is largely configured by the student and the mentor and submitted via a Request for Supervisory Committee (<http://neuroscience.med.utah.edu/documents/forms/supervisory.pdf>) to the Neuroscience Program office after approval by the NP Curriculum chair and Program Director no later than September 30<sup>th</sup> of the 2nd year of training. Final approval resides with the Graduate Dean. Prior to this time, the student is advised by the Program Advisors. The members of Supervisory Committee are:

- the mentor, who serves as Committee Chair
- a program representative from the Directorate, Admissions or Curriculum Committee (who has served within the past 5 years)
- a minimum of three other faculty members

One member of the Supervisory Committee must be from outside the mentor and student's research area. Non-Program faculty may serve on (but not chair) the Committee with the specific approval of the Curriculum Chair and the Program Director. Program faculty must always comprise a majority of the committee. All decisions of the Supervisory Committee are by majority vote. The composition of the committee may be changed by filing a Request to Change Supervisory Committee Personnel form (<http://neuroscience.med.utah.edu/documents/forms/changecommittee.pdf>), subject to the approval the Program Director.

### 3.4 Committee Meetings

The student must meet once every year (they are encouraged to meet every 6 months) with their Supervisory Committee beginning with the Fall semester of the 2<sup>nd</sup> year of training. After each meeting, students must complete Form 3 ([http://neuroscience.med.utah.edu/documents/forms/NP\\_Form\\_3.pdf](http://neuroscience.med.utah.edu/documents/forms/NP_Form_3.pdf)). This form is to be completed and signed by both the student and mentor. The completed form should be submitted to the Neuroscience Program Office and copies of at least the first page should be sent to each committee member.

This form will be reviewed annually by the Student Advising Committee as a mechanism to identify problems or potential problems in student/mentor relations and/or student progress toward completion of their degree. A hold will be placed on Fall Semester registration of students who do not meet with their committees annually.

### 3.5 Formal Evaluations

There are four formal stages of evaluation in the Neuroscience Program:

The Qualifying Examination: [http://neuroscience.med.utah.edu/documents/forms/qualifying\\_exam2.pdf](http://neuroscience.med.utah.edu/documents/forms/qualifying_exam2.pdf)

Approval of Dissertation Research: [http://neuroscience.med.utah.edu/documents/forms/NP\\_Form\\_7.pdf](http://neuroscience.med.utah.edu/documents/forms/NP_Form_7.pdf)

The Written Dissertation

The Final Examination: <http://neuroscience.med.utah.edu/documents/forms/oralexamphd.pdf>

- 3.5.1 The Qualifying Examination is an evaluation of the student's knowledge regarding the fundamentals of neuroscience and may focus on any part of the core training. It is conducted by the Supervisory Committee. (see Guide of the Qualifying Examination: <http://neuroscience.med.utah.edu/guide-qualifying-exam.php>) The written part of the examination is the preparation of a formal research proposal following the most current version of the NIH/NRSA format and length guidelines (<http://apply07.grants.gov/apply/UpdateOffer?id=16446> ), and is an evaluation of scholarship.

To complete the Qualifying exam:

First, the student will choose **two** possible topics and prepare a pre-proposal for each. The subject area should be distinct from the area of the student's thesis research since this exam is intended to determine the student's ability to think creatively and independently. The pre-proposals should be Specific Aims page style and should be no more than 1-2 pages in length. They must be submitted to the committee no less than one week before the first scheduled meeting. The proposal should be drafted without guidance from the thesis advisor. At the first meeting the student will present the pre-proposals to the committee. It should be sufficient to orally present the pre-proposals, clearly articulating the rationale, hypothesis and experimental design. If the students wish to use Powerpoint to present the pre-proposal the presentation should be limited to 10-15 minutes for each pre-proposal. This is **not** an examination, but an opportunity for the committee to assess which pre-proposal is likely to be developed into a successful proposal and provide constructive feedback to the student. If neither of the two pre-proposals are ready to be written up as a full proposal, the committee may ask the student to revise one of the two pre-proposals or to prepare a third pre-proposal based upon input from the committee. The committee will determine whether an additional meeting is necessary to approve the revised proposal, or whether this can be done by email.

Second, after the pre-proposal has been approved, the student has six weeks to prepare a full-length research proposal following the current NIH/NRSA format and length guidelines (<http://apply07.grants.gov/apply/UpdateOffer?id=16446> ). The written proposal should be sent to the committee no less than two weeks before the qualifying exam meeting unless the committee has agreed to later submission deadline (*e.g.* one week). It is the student's responsibility to confirm with the committee when they would like the proposal to be submitted. At the qualifying exam meeting the committee will determine whether the written proposal is adequate and ready for oral defense. If there are serious problems with the written proposal then the committee may request that the proposal be revised before it is defended, and will determine what is required and how long this should take.

Third, the student will present the research proposal orally, with visual aids (*e.g.* Powerpoint), and will be examined by the committee through in-depth questioning during this presentation. The oral defense should last no more than 2 hours. At the end of the meeting the committee will determine whether the student has successfully defended the proposal and has sufficient knowledge of neuroscience to be advanced to candidacy. This proposal is used as the framework for evaluating the student's knowledge in depth and breadth, as well as organizational abilities, knowledge of the literature, analytical skills, and ability to generate a testable research hypothesis.

Who conducts the Qualifying exam?

The student's supervisory committee conducts the Qualifying exam with one exception. For the Qualifying examination only, the student must replace their thesis mentor with a substitute committee member. The additional member must be approved by the Program Director, using a Request to Change Supervisory Committee Personnel form (<http://neuroscience.med.utah.edu/documents/forms/changecommittee.pdf>). The committee will then choose a new Examining chair for the duration of the exam. The student's mentor may be present during the Qualifying exam and other meetings, but may not participate in the exam and will leave the room during the final discussion and vote.

Following completion of the Qualifying examination, the student can choose any member of the committee to be replaced by the mentor for the remainder of their dissertation work. This and any other changes to the committee must be reported and approved through a Request to Change Supervisory Committee Personnel form (<http://neuroscience.med.utah.edu/documents/forms/changecommittee.pdf>).

#### Qualifying Exam outcomes:

The results of the examination are determined by majority vote and are to be reported in writing to the Neuroscience Program Office for review by the Curriculum Committee and Director ([http://neuroscience.med.utah.edu/documents/forms/qualifying\\_exam2.pdf](http://neuroscience.med.utah.edu/documents/forms/qualifying_exam2.pdf)). Final approval of the examination results resides with the Program Director.

**Pass:** If the student passes the qualifying exam, they officially advance to candidacy pending completion final approval of the exam results by the program director as stated above.

**Conditional Pass:** If the committee identifies a specific weakness in the student's performance on either the written or oral exam, they can grant a conditional pass. If so, the committee should provide clear guidelines to the student describing the conditions that must be met prior to receiving a final "pass". This could include re-writing the proposal, redoing the oral defense of a section of the proposal, or taking an additional class. All conditions must be clearly stated in the report to the curriculum committee and program director and must be met within 9 months of the first examination date or as determined by the committee. If the student fails to meet the stated conditions they will not advance to candidacy and will be dismissed from the program.

**Fail:** If the committee identifies serious weaknesses in several aspects of the student's performance on the written or oral exam, the student will receive a failing grade. In this case, the student will not advance to candidacy and will be dismissed from the program. Alternatively, the committee may allow the exam to be retaken one additional time. If so, the committee should provide clear guidelines to the student describing the conditions that must be met and whether a change of topics is required. All conditions must be clearly stated in the report to the curriculum committee and program director. The student must pass the re-examination within 9 months of the first examination date. If not, they will not advance to candidacy and will be dismissed from the program.

- 3.5.2 The Approval of Dissertation Research takes place no later than 12 months after successful completion of the Qualifying Examination or September 1<sup>st</sup> of the 4<sup>th</sup> year (whichever comes first). (see: Report of the Examination for the Dissertation Proposal [http://neuroscience.med.utah.edu/documents/forms/NP\\_Form\\_7.pdf](http://neuroscience.med.utah.edu/documents/forms/NP_Form_7.pdf)) The student prepares a formal proposal for Dissertation Research using NIH/NRSA guidelines for length and format and submits it to the Committee no less 2 weeks prior to a scheduled Supervisory Committee meeting. The Supervisory Committee and mentor should have had significant input into the design of the research program and the student will thus be expected to exhibit extensive knowledge of the research area and related fields. The quality of the proposal will be held to a much higher standard than required for the Qualifying Examination. The outcome of the Supervisory Committee's deliberations (Approved / Not-Approved, by majority vote) will be reported to the Neuroscience Program Office for review by the Curriculum Committee and Program Director. Failure to gain approval for dissertation research within 1 year (or beyond September 1<sup>st</sup> of the student's 4<sup>th</sup> year) of passing the Qualifying examination will be grounds for dismissal from the Program.
- 3.5.3 The Final Examination follows the standard University of Utah guidelines for evaluating dissertation research. Prior to scheduling this exam, a majority of the Supervisory Committee must formally indicate that the student is approved to proceed with the Final Examination. This must be documented in writing in an email or in a Supervisory committee meeting form (Form 3) and sent to the Program Office. Failure to gain approval to proceed with the Final Examination will result in failing the Final Examination and dismissal from the program. The Supervisory Committee announces and schedules a public examination chaired by the mentor at which the student must defend the dissertation. The outcome of the Final Examination will be reported to the Program Director and the Graduate Dean for final approval. The Final Examination may be repeated once only at the discretion of the supervisory committee. (<http://neuroscience.med.utah.edu/documents/forms/oralexamphd.pdf>)
- 3.5.4 The general policies for a doctoral dissertation follow those of the University of Utah Graduate School. The Dissertation is held to the highest academic standards of quality and integrity. It must represent a significant contribution to the scientific community and reflect a mastery of a field. An acceptable draft of the



dissertation must be submitted to the mentor no less than 3 weeks and to the remaining Supervisory Committee members no less than 2 weeks prior to the scheduled Final Examination. *The Handbook for Theses and Dissertations* (<http://gradschool.utah.edu/thesis/handbook/>) provides directions for dissertations using both published and unpublished materials. The student should adhere to the instructions provided in the handbook. The final Dissertation must be submitted and the Final Examination completed prior to end of the 6th year of residency unless an extension has been granted by the Program Director.

### 3.6 The Timetable

Years 1-2: Core courses & rotations

Meet with appointed faculty advisor every year

Prior to the Fall Semester of Year 2: Select mentor

No later than September 30<sup>th</sup> of the Fall Semester of Year 2: Select Supervisory Committee

Meet with Supervisory Committee every year beginning with the Fall semester of Year 2

Prior to the start of the Fall Semester of Year 3: Pass Qualifying Examination.

Prior to the end of the Fall Semester of Year 3: Repeat & Pass Re-examination

No later than 12 months after passing the Qualifying Examination or September 1<sup>st</sup> of the 4<sup>th</sup> year (whichever comes first): Obtain Supervisory Committee approval of Dissertation Research

End of the 4<sup>th</sup> year: Complete TA requirement

After dissertation defense, apply for graduation

(<http://registrar.utah.edu/pdf/Graduate-Student-Graduation-Application.pdf>)

Before the end of Year 6: Complete all Dissertation and Academic requirements.

### 3.7 Dismissal Policies

Students may be dismissed from the program under the following conditions:

- Failure of any course twice (grade of C or below)
- GPA lower than 3.0 for two successive semesters
- Failure to meet deadlines set forth in the timetable above
- Failure of the Qualifying examination, Dissertation proposal, or Final examination
- Academic or behavioral misconduct
- Failure to find a dissertation laboratory after completing rotations
- Failure to make sufficient progress toward completion of the doctoral degree, as determined by annual Supervisory Committee review.

Dismissal of a student from the program, and any appeal by the student, will be carried out in compliance with University of Utah Policy 6-400. Funding will be discontinued at the end of the pay period during which the dismissal takes place. Any financial support provided beyond that point must be reimbursed to the University.

The timing of dismissal may impact the student's eligibility for Tuition Benefit support, due to the amount of stipend support received and the ability to drop registered courses. As described on the Graduate School website: **“Students adding and/or dropping courses after the semester’s published add/drop deadlines are responsible for any and all charges incurred, including withdrawals. Tuition benefit will not pay for withdrawn credit hours, and if registration falls below nine credit hours at any time during the semester, a student becomes ineligible for TBP participation and will be billed the full tuition for that semester.”**

The Program does not offer an M.S. degree option for students who fail to complete their training. Students completing all requirements besides the final dissertation and defense may petition their committee to receive an M.Phil. as described in the Graduate School catalog (<http://gradschool.utah.edu/graduate-catalog/degree-requirements/>). The M.Phil. is a terminal degree and cannot be rescinded.

- 3.8 Appeals: Should a student disagree with the outcome of any stage of evaluation (*i.e.* an academic action), the student may appeal the academic action by following the process outlined in University Regulation 6-400 Section IV. If a student desires an extension on the time to degree beyond the 6th year, the student should submit a request in writing to the Program Director for consideration. The request should detail the reason for the need to extend time in the graduate program and the expected length of the extension. If approved by the Program Director, such approval will be transmitted to the Dean of the Graduate School for final consideration/approval of the request.

#### 4. Professional Standards and Ethical Concerns

- 4.1 Sexual harassment: Both students and faculty are responsible for knowing and adhering to University of Utah policies regarding sexual harassment, which states:

Sexual harassment is an unlawful employment practice, and is contrary to the University's equal opportunity and nondiscrimination policy. Unwelcomed sexual advances, requests for sexual favors, or other sexually degrading verbal or physical conduct constitutes sexual harassment. Courteous, mutually respectful, non-coercive interaction between two people that is acceptable to both parties is not considered to be sexual harassment. University policy requires that all employees and students share the responsibility for assuring that sexual harassment does not take place, and that the working and educational environment of the University is not sexually intimidating, hostile or offensive to individuals on campus.

- 4.2 Plagiarism and Academic Misconduct: The misrepresentation of another's written materials, data or other intellectual property as one's own is unethical and is grounds for dismissal from the Neuroscience Program. The Neuroscience Program Directorate will review all reports of such activity and transmit them to the University Student Behavior Committee in the case of potential student misconduct or the relevant Department Chair in case of potential faculty or other staff misconduct.
- 4.3 Confidentiality: Security of personal information dealing with human subjects must follow University Institutional Review Board (IRB) guidelines.
- 4.4 Conflict of Interest: All faculty and students must comply with appropriate disclosure policies regarding possible financial interests in organizations that may have a substantial fiscal relationship with the University. Disclosure materials are available from the Office of the Vice President for Research.
- 4.5 IRB Approvals: Mentors and students are responsible for obtaining IRB approval for activities involving human subjects.
- 4.6 IACUC Approvals: Mentors and students are responsible for obtaining IACUC approval for all activities involving experimental animals. Training is available through the Animal Resources Center.
- 4.7 Laboratory Safety: Mentors and students are responsible for appropriate safety training and conducting research according to standard safety practices. Written laboratory safety policies and material safety data sheets must be available. University radiation safety training should be arranged for all students using isotopes.

#### 5. Financial Support

Students accepted into the Neuroscience Program under regular admission procedures will be financially supported by the Program for 12 months. Students wishing to take a leave longer than 2 weeks must obtain permission from the Directorate. The Graduate School provides qualifying students a Tuition Benefit Program which covers the cost of tuition for a maximum of 12 credit hours for each of the Fall and Spring semesters and requires a minimum 9 credit hours. All students are expected to enter a mentor's laboratory after the first year and receive financial support from that laboratory or departmental resources after their 12 months in the program. Students are encouraged to submit proposals for predoctoral support and the Neuroscience Program will facilitate that process by providing assistance with proposal preparation, copying and submission. The current level of support is \$27,000 (living stipend) per annum for the first year plus health and dental insurance. To encourage students to apply for non-Neuroscience Program support, the Program allows students who are awarded a competitive individual fellowship/grant to supplement the standard Program stipend by up to, but not exceeding, 20% of the Program stipend. The exact amount of the supplement should be negotiated between the student and his/her advisor. Some fellowships/grants specify the purpose of the award and do not allow stipend supplementation, and students must be aware of such limitations.

#### 6. Family and Parental leave policy

New parents are entitled to a total of six weeks of leave with full pay and benefits following the birth or adoption of a child. The leave may be taken by either parent, or split between parents. New parents are also entitled to take up to an additional six weeks of leave without pay, if they so choose, although this could reduce their tuition benefit. The parental leave should be completed within six months of the arrival of the new child, and may only be taken for purposes relating to childcare. Under normal circumstances students should arrange the leave time with their advisor and Program Director at least 30 days in



advance. This policy might be superseded by an external agency, such as University policy or by the requirements of a funding organization.

Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective.

## 7. Program Forms and Instructions

- 7.1.1 Neuroscience Rotation Form: Upon selecting a rotation mentor for a half-semester, this form must be completed and submitted to the Neuroscience Program Office prior to the beginning of the semester. [http://neuroscience.med.utah.edu/documents/forms/NPForm1a\\_042017.pdf](http://neuroscience.med.utah.edu/documents/forms/NPForm1a_042017.pdf)
- 7.1.2 Neuroscience Rotation Evaluation: The rotation mentor must submit this form to the Neuroscience Program Office prior to the reporting date for semester grades along with the rotation abstract. [http://neuroscience.med.utah.edu/documents/forms/NP\\_Form\\_1b.pdf](http://neuroscience.med.utah.edu/documents/forms/NP_Form_1b.pdf), [http://neuroscience.med.utah.edu/documents/forms/abstract\\_instruc.pdf](http://neuroscience.med.utah.edu/documents/forms/abstract_instruc.pdf)
- 7.2 Request for Supervisory Committee: Submit the completed form to the Neuroscience Program Office. Upon review and approval of the Neuroscience Program Curriculum Chair, it will be signed by the Program Director and file with the NP office for transmission to the University of Utah Graduate Records Office for final approval. Curriculum Committee can add members, if deemed necessary. <http://neuroscience.med.utah.edu/documents/forms/supervisory.pdf>
- 7.3 Report of Supervisory Committee/Annual evaluation: The advisor/student submits this form to the Neuroscience Program Office after each committee meeting. [http://neuroscience.med.utah.edu/documents/forms/NP\\_Form\\_3.pdf](http://neuroscience.med.utah.edu/documents/forms/NP_Form_3.pdf)
- 7.4 Report of Qualifying Examination for the Ph.D.: The Chair of the Examining Committee sends the original report to the Neuroscience Program Office. [http://neuroscience.med.utah.edu/documents/forms/qualifying\\_exam2.pdf](http://neuroscience.med.utah.edu/documents/forms/qualifying_exam2.pdf)
- 7.5 Report of the Examination of the Dissertation Proposal: The advisor sends the original report to the Neuroscience Program Office. [http://neuroscience.med.utah.edu/documents/forms/NP\\_Form\\_7.pdf](http://neuroscience.med.utah.edu/documents/forms/NP_Form_7.pdf)
- 7.6 Application for graduation: The student completes the Application for Graduation after completion of the dissertation defense and files it with the Office of the Registrar. (<http://registrar.utah.edu/pdf/Graduate-Student-Graduation-Application.pdf> )
- 7.7 Report of the Final Oral Examination: The advisor sends one copy to the Neuroscience Program. <http://neuroscience.med.utah.edu/documents/forms/oralexamphd.pdf>