

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 | 1.5 |
| NEUSC 6060 | Neuroanatomy for Biomedical Scientists | 1.5 |
| NEUSC 6250 | Molecular Biology Laboratory | 2 |
| NEUSC 6245 | Neurophysiology Laboratory | 2 |
| MBIOL 6200 | Literature Review and Problem Solving | 2 |
| MBIOL 6300 | Guided Grant Preparation | 2 |
| MBIOL 7570 | Research Ethics | 1 |
| <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 - 3 times (half-semester) in the first year

| Course | Course Title | Credits |
|------------|--------------------|--|
| NEUSC 6900 | Required Rotations | 3 times (half-semester) in the first year, 1 credit each = 3 credits |

Request for Rotation Form: http://neuroscience.med.utah.edu/documents/forms/NPForm1a_042017.pdf

Abstract Instructions: 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 tuition not covered by the Tuition Benefit) | BIOEN 6000/6010 | Cell and Tissue Physiology I/II | 4/4 |
| | BIOEN 6900 | Quantitative Neuroscience | 1-4 |
| 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, on the topic of the student's research project, and an oral defense of the proposal. Both must be completed before the start of the student's 3rd year.
- 2.3 Dissertation Research: 20 hours of thesis research (graded)
- 2.4 Student research presentations:

Predocutorial 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 their 4th year.

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

- 1) All students, with input from their mentor and/or Supervisory Committee, must submit a brief (~1 paragraph) proposal via email for approval by the Curriculum Chair at least 1 month before the date of their teaching assignment. The proposal must communicate how the following requirements will be met and in particular a) shall briefly describe the lecture topic and indicate the course and semester in which it will be presented; and b) shall identify the faculty member who has agreed to provide written feedback.
- 2) There must be a didactic teaching component (i.e., give one lecture to a class in the field of neuroscience or a closely related field, containing at least a reasonable amount of new or revised material prepared by the student). The student cannot simply serve as an assistant to the course director, conduct office hours, or grade papers or exams.
- 3) There must be direct, written feedback (~2-3 paragraphs) from a faculty member, such as the course instructor, provided to the student, Curriculum Chair, and Program Administrator that 1) explicitly indicates whether or not the quality of the lecture was sufficient or insufficient to satisfy the program requirement; 2) describes potential strengths, weaknesses and areas for future improvement; and 3) provides concrete examples of instances in which the student has succeeded or failed. Instructors often also provide verbal feedback on student's proposed lecture materials and/or practice presentation in advance of the lecture, and verbal feedback after the lecture. However, in addition to any verbal feedback, written feedback or comments must also be provided, as indicated above.

4) It is expected that the student will communicate a summary of their teaching feedback to their mentor and Supervisory Committee at the next scheduled committee meeting.

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. Unless indicated all other Neuroscience Program requirements apply to MD/PhD students.

2.7.1 The MD/PhD program requires each student to take 9 credits of graduate coursework. For students joining the Neuroscience Program this must include:

- a) 1 Neuroscience core course (other than Neuroanatomy)
- b) 1 other semester of didactic course work (depending upon lab selected). (Minimum 3 credits)
- 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.

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 three rotations in 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 three 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 March 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 4 rotations, the student will be dismissed from the program unless a compelling case for a 5th 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 30th of the 2nd year of training (see further information below). 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's and student's research area.
 - Non-Program faculty may serve on (but not chair) the Committee with the specific written 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 of the Program Director.

Requests for approval sent to the Curriculum Chair and Program Director shall briefly describe how the above requirements have been met (e.g., identify the mentor; the program representative and when and how they served; and the committee member outside the research area), and shall briefly (~ 1 sentence) describe the qualifications of the suggested committee members and/or how they will contribute to the student's dissertation, as well as whether or not they are Program faculty.

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 2nd year of training. After each meeting, students must complete Form 3: http://neuroscience.med.utah.edu/documents/forms/NPForm3_042017.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 First Year Capstone Examination

The Qualifying Examination: http://neuroscience.med.utah.edu/documents/forms/qualifying_exam2.pdf

The Written Dissertation

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

3.5.1 For the First Year Capstone Examination, an original, written research proposal developed in the Guided Grant Preparation course will be used as the basis for an oral examination by a faculty committee. This exam will ensure that students have mastered material from the core curriculum and meet academic standards for dissertation work. Students will develop a short NIH-style research proposal (~6 single-spaced pages, covering 2 years of work) that must be submitted 5 days before the exam. Students will present and defend the proposal in front of a 3-member capstone exam committee.

3.5.2 The Qualifying Examination is an evaluation of the student scholarship, particularly with respect to the fundamentals of neuroscience and concepts relating to their proposed research project. It is conducted by the Supervisory Committee. The written part of the examination consists of a formal research proposal written in accordance with current NIH/NRSA format and length guidelines.

To complete the Qualifying exam:

The student must prepare a full-length research proposal following the current NIH/NRSA format and length guidelines. 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.

At the proposal defense, the student will present proposed research orally, with visual aids (e.g. Powerpoint). The committee will examine the student through in-depth questioning during the 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 demonstrated 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 dissertation 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). 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.

3.5.3 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 substantive contribution to the scientific community and reflect a mastery of a field. The dissertation typically includes multiple data chapters written by the candidate that have appeared (or will appear) as first-author or co-first-

author publications in supervisory-committee-approved journals, plus introductory and concluding chapters that provide a scholarly review of the field and context for the work, and an assessment of work's contributions. At a minimum, one first-author or co-first-author manuscript shall have been submitted for publication by the time of the Final Examination in order for the candidate to pass the Final Exam unless an extension has been granted by the Program Director. 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 student's 6th year unless an extension has been granted by the Program Director.

NP students are also required to present their dissertation in a seminar open to the University of Utah community and the public. The oral presentation of the dissertation proposal should include a formal presentation of the Background and Significance of the project, relevant Preliminary Data, and the major elements of the Experimental Design and Methods. Students should prepare approximately 45 minutes worth of slides but should expect to answer questions from the committee and public throughout the presentation, and participate in a discussion at the end. NP students will defend their dissertation research in a private meeting with the Dissertation Committee following the public presentation.

3.6 The Timetable

Years 1-2: Core courses & rotations
End of Year 1: Pass Capstone Examination
Meet with appointed faculty advisor every year
Prior to the Fall Semester of Year 2: Select mentor
No later than September 30th 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.
End of the 4th year: Complete Teaching requirement
6 months prior to completion of dissertation, 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 of the Capstone Examination, Qualifying examination, 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 and Student/Faculty/Staff Behavior: Neuroscience Program policy will follow University policy, e.g., Policy 6-400: Code of Student Rights and Responsibilities (“Student Code”), Section III: Student Behavior; <http://regulations.utah.edu/academics/6-400.php>. Any person directly aggrieved by an alleged violation of the Standards of Behavior (whether they be a student, faculty member, or staff member) may submit an oral or written complaint to the Neuroscience Program Director. The Neuroscience Program Directorate will review all reports of such activity and as appropriate will transmit them to the University Student Behavior Committee in the case of potential student misconduct, or to the relevant Department Chair in case of potential faculty or other staff misconduct.

Students, faculty, and staff are all 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: Neuroscience Program policy will follow University policy, e.g., Policy 6-400: Code of Student Rights and Responsibilities (“Student Code”), Section V: Student Academic Conduct, <http://regulations.utah.edu/academics/6-400.php>. The misrepresentation of another's written materials, data or other intellectual property as one's own is unethical and is grounds for potential dismissal from the Neuroscience Program. If a sanction for academic misconduct imposed by the faculty member is less than a failing grade for a course, the faculty member shall, within ten (10) business days of imposing the sanction, report the misconduct and sanction in writing to the Neuroscience Program Director and the Chairs of the Neuroscience Program Curriculum and Advising Committees. If a faculty member imposes a sanction of a failing grade for the course, the faculty member shall in addition also report the misconduct and sanction to the Senior Vice President for Health Sciences.

Incoming students are asked to sign the Neuroscience Program Honor Code http://neuroscience.med.utah.edu/Honor_Code.php and Policy Statement on Academic Standards http://neuroscience.med.utah.edu/NP_Academic_Standard.php. These copies are kept in the student's file.

- 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 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
- 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/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/NPForm3_042017.pdf

- 7.4 Application for graduation: With the guidance of the Supervisory Committee, the student completes the Application for Graduation at least 6 months prior to completion of the dissertation and files it with the Office of the Registrar. (<http://registrar.utah.edu/pdf/Graduate-Student-Graduation-Application.pdf>)
- 7.5 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
- 7.6 Report of the Final Oral Examination: The advisor sends one copy to the Neuroscience Program. <http://neuroscience.med.utah.edu/documents/forms/oralexamphd.pdf>