

# GRADUATE STUDENT HANDBOOK



Office of Graduate Education  
Uniformed Services University  
2002

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## **PREFACE**

### **Message from the Associate Dean**

This Handbook is designed as a reference for your use in finding answers to frequent, recurring questions concerning graduate study at the Uniformed Services University. Much of the information contained herein also appears in the Graduate Education Bulletin. It is reproduced, consolidated and indexed in this handbook in a manner that makes the information easily accessible.

The Handbook contains important information about examination and grading policy, deadlines for registration, dropping and adding courses, graduate student research support, and general information concerning dissertation preparation and oral defense/final examination (in the event of policy changes, addenda will be issued). However, please note that specific regulations imposed by individual Graduate Programs are not and cannot be included in a general purpose document such as this one. If a graduate student is in doubt concerning compliance with current USU thesis and dissertation preparation requirements, or other regulations, he or she should contact their Program Director or the Graduate Education Office (GEO).

Graduate studies at USU consist of a rigorous schedule of classroom, seminar, and research learning experiences. It is our desire that each student successfully complete his/her degree program. The Associate Dean will ensure that the policies of USU are uniformly and fairly applied to all graduate students. This office is always available to answer your questions regarding your academic life at USU or any other aspect of the University that pertains to your performance in the graduate program.

You are enrolled in an institution proud of its developing tradition of academic and scientific excellence, and we are anxious to have you receive the benefits of the faculty and facilities that are available on this campus. The staff in the GEO wishes you success in your academic studies and is always ready to assist you in your progress towards your degree.

Cinda J. Helke, Ph.D.  
Associate Dean for Graduate Education

## **Background of USU Graduate Programs**

The Uniformed Services University of the Health Sciences was authorized in 1972, and the graduate program became operative in 1977 when the first graduate student was admitted. Public Law 92-426, which established the University, authorizes the establishment of a graduate program in the biomedical sciences. Established by an Act of Congress, USU is accredited by the Liaison Committee on Medical Education and the Middle States Association of Colleges and Schools. The Department of Defense, the USU Board of Regents, the President of USU, and the Dean of the F. Edward Hébert School of Medicine, actively support and encourage graduate education in the basic medical sciences at USU.

The graduate program at USU has grown from a single graduate student in 1977 enrolled in the Doctor of Philosophy in Physiology program to approximately 140 full-time graduate students in 2002. USU currently offers Ph.D. degrees in the Interdisciplinary Programs in Emerging Infectious Diseases, Molecular and Cell Biology and Neuroscience, as well as Departmentally-based Programs in Clinical Psychology\*, Medical Psychology, Military and Emergency Medicine (Undersea Medicine)\*, Pathology (Molecular Pathobiology and Comparative Pathology), and Preventive Medicine (Environmental Health Sciences, Medical Zoology, and a Doctor of Public Health). Master's degree programs are offered in Comparative Medicine, Military Medical History, Public Health, and Tropical Medicine and Hygiene, as well as Master of Science degrees in Public Health\*, Aviation Physiology\*, and Undersea Medicine\*. Some of these degree programs (indicated by \*) are limited to military/uniformed students.

# 2002/2003 CALENDAR

## USU Graduate Programs

### Fall Quarter

Monday-Friday, 5-9 August, 2002	Fall Quarter Registration, Current Students
Wednesday-Thursday, 21-22 August 2002	Orientation, Incoming Graduate Students
Thursday-Friday, August 22-23, 2002	Registration, Incoming Graduate Students
Friday, August 16, 2002	Summer Quarter Grades Due
Monday, August 26, 2002	Fall Quarter Classes Begin
Monday, September 2, 2002	Labor Day (Holiday)
Monday, September 9, 2002	Last Day to Drop/Add Courses
Monday, October 14, 2002	Columbus Day (Holiday)
Monday-Friday, Oct 28-1 Nov, 2002	Winter Quarter Registration
Monday, November 11, 2002	Veterans' Day (Holiday)
Friday, November 15, 2002	Fall Quarter Ends

### Winter Quarter

Monday, November 18, 2002	Winter Quarter Classes Begin
Thursday-Sunday, Nov 28-1 Dec 2002	Thanksgiving Recess
Wednesday, November 27, 2002	Last Day to Drop/Add Courses
	Fall Quarter Grades Due
Saturday, December 21, 2002-	Winter Recess
Sunday, January 5, 2003	
Monday, January 20, 2003	Martin Luther King, Jr.'s Birthday (Holiday)
Monday-Friday, February 3-7, 2003	Spring Quarter Registration
Friday, February 21, 2003	Winter Quarter Ends
Monday, February 17, 2003	President's Day (Holiday)

### Spring Quarter

Monday, February 24, 2003	Spring Quarter Classes Begin
Monday, March 10, 2003	Last Day to Drop/Add Classes
	Winter Quarter Grades Due
Saturday-Sunday, March 22-30, 2003	Spring Recess
Monday-Friday, May 5-9, 2003	Summer Quarter Registration
Saturday, May 17, 2003	USU Graduation
Friday, May 23, 2003	Spring Quarter Ends

### Summer Quarter

Monday, May 26, 2003	Memorial Day (Holiday)
Tuesday, 27 May, 2003	Summer Quarter Begins
Monday, June 9, 2003	Last Day to Drop/Add Courses
	Spring Quarter Grades Due
Friday, July 4, 2003	Independence Day (Holiday)
Monday - Friday, July 21-25, 2003	Fall Quarter Registration
Friday, August 15, 2003	Summer Quarter Ends
	Academic Year Ends

## ADMINISTRATION

### Graduate Education Office (GEO)

The GEO is located in Building A, Room A1045 and can be reached at telephone number (301) 295-3913. Our toll free number is 1-800-772-1747. A diagram of the USU campus is in the last section of this handbook.

### GEO Staff

Cinda J. Helke, Ph.D. (chelke@usuhs.mil)	Associate Dean for Graduate Education
Janet M. Anastasi (janastasi@usuhs.mil)	Graduate Program Coordinator

### Interdisciplinary Graduate Programs

	<u>Bldg/Room</u>	<u>Telephone</u>
<b>Emerging Infectious Diseases</b>		
Eleanor Metcalf, Ph.D. (emetcalf@usuhs.mil) Program Director	B4096	295-3413
<b>Molecular and Cell Biology</b>		
William Gause, Ph.D. (wgause@usuhs.mil) Program Director	C2095	295-1958/3662
<b>Neuroscience</b>		
Regina Armstrong, Ph.D. (rarmstrong@usuhs.mil) Program Director	B2050	295-3205

### Basic Science Departments

<b>Anatomy, Physiology and Genetics</b>		
Harvey Pollard, Ph.D., Chair	B2026	295-3200
Juanita Anders, Ph.D. (janders@usuhs.mil) Graduate Program Director	B2046	295-3203
<b>Biochemistry</b>		
Ishaiahu Shechter, Ph.D., Chair	B4014	295-3449
David Grahame, Ph.D. (dgrahame@usuhs.mil) GEC Representative	B4070	295-3592
<b>Medical and Clinical Psychology</b>		
David C. Krantz, Ph.D., Chair	B3050	295-3270
Tracy Sbrocco, Ph.D. (tsbrocco@usuhs.mil) Graduate Program Director	B3044	295-9674
<b>Microbiology and Immunology</b>		
Alison O'Brien, Ph.D., Chair	B4152	295-3419
Anthony Maurelli, Ph.D. (amaurelli@usuhs.mil) Graduate Program Director	B4093	295-3415
<b>Pathology</b>		
Robert M. Friedman, M.D., Chair	B3154	295-3450
Radha Maheshwari, Ph.D. (rmaheshwari@usuhs.mil) Graduate Program Director	B3122	295-3453

## Pharmacology

Brian Cox, Ph.D., Chair	C2001	295-3223
Aviva Symes, Ph.D. (asymes@usuhs.mil)	C2126	295-3234
GEC Representative		

## Preventive Medicine and Biometrics

Gary Gackstetter, Col, USAF, Acting Chair	A1044	295-3050
Tomoko Hooper, MD (thooper@usuhs.mil)	A1040G	295-1975
Acting Graduate Program Director		

## Commonly Used Offices

	<u>Bldg/Room</u>	<u>Telephone</u>
Audiovisual Center	G070	295-3337
Computer Operations	G007	295-3304
Environmental Health and Occupational Safety	A2020	295-3305
Equal Employment Opportunity	UP002	295-3969
Financial Management	A1040B	295-3096
Laboratory Animal Medicine	G169	295-3315
Learning Resource Center (Library)	D1001	295-3350
Military Personnel Office	C1016	295-3086
Minority Affairs Office	A1019	295-3965
Multidisciplinary Laboratories (MDL)	A2030	295-3301
Research Administration	A1032	295-3303
Security	UP001	295-3033

## GENERAL INFORMATION

### Graduate Student Association

The recently organized Graduate Student Association (GSA) aims to be the voice and act on behalf of all USU graduate students, to promote communication among graduate students of all departments, and to provide services beneficial to graduate students. The association is lead by the graduate student representative to the Graduate Education Committee (GEC), with assistance from student representatives from each individual department or program. Committees of graduate students assist with special projects.

Although still in its early stages of development, services and activities currently underway by the association include the formation of a website (<http://www.usuhs.mil/geo/gsa>) and a folder on the USU bulletin board ([http://www.usuhs.mil/usuhs\\_only/cgi-bin/configt18.pl](http://www.usuhs.mil/usuhs_only/cgi-bin/configt18.pl)), the initiation of a graduate student education enrichment fund to be used to provide funds for a graduate student travel grant, and the foundation of a career development workshop held during the Graduate Student Colloquium each spring. To date, the GSA has successfully seen to the initiation of two courses for graduate student education enrichment, Education Methods, which begins in the Fall of 2002, and Grant Writing for Graduate Students, which began in May of 2002. USU graduate students are automatically members of the GSA, and are encouraged to attend the bi-monthly meetings and to serve as student representatives or on the various committees.

### Textbooks

Textbooks for courses that graduate students take with medical students (e.g. medical school courses) will be issued to the students. Acquisition of textbooks for graduate courses is generally the responsibility of the student. However, under some circumstances a graduate program may purchase textbooks for the use of their students in a specific graduate course. If you purchase textbooks, you may do so from the vendor of your choice. The Foundation for Advanced Education in the Sciences (FAES) maintains a Bookstore on the campus of the National Institutes of Health in Bethesda. Through a cooperative arrangement, USU faculty and students are authorized to utilize this bookstore to purchase textbooks and other study materials.

### **Learning Resources Center (LRC)**

The Learning Resources Center (LRC) is available to all graduate students at USU. During orientation week, or shortly after arriving on campus, you should stop by the front desk at the LRC with your ID card. They will scan information from it and that will serve as both the ID card and the Library card. You may also obtain an account that will permit remote access to the LRC online collection of journals, books and databases.

The LRC maintains numerous computers, printers, scanners etc. available for your use. The LRC is part of a network of medical and scientific libraries throughout the nation and can obtain reprints from most scientific journals in the world. Questions regarding the utilization of the library and obtaining scientific articles should be made at the circulation desk upon entering the facility. Hours of the LRC vary from week to week during the academic year. The hours are posted prominently on the doors of the facility.

### **Food Services**

The full service USU cafeteria is located on the first floor of B Building and is open between the hours of 6:30 a.m. and 2:00 p.m. Vending machines containing soft drinks, candies, cookies and chips are available in Buildings A, B and C. William III, located in the lobby of building C, serves gourmet coffee, muffins, cookies, and sandwiches.

### **Student Identification Badges**

University Identification Badges are required of all faculty and students, and must be worn when on campus. The University Identification Badges are essential for identifying you as a graduate student to our campus security forces and provides access to other necessary areas and special functions.

### **Recreational Facilities**

Through an agreement between the President of USU and the Commanding Officer, National Naval Medical Center (NNMC), USU graduate students may utilize recreation facilities on this base. These facilities include the gym, fitness center, outdoor recreation, gear, pool and much more. Hours of operation are Monday - Friday, 5:00 am - 9:00 pm, Saturday and Sunday, 9:00 am - 6:00 pm. for the gym and Monday - Friday, 5:00 am - 8:00 pm and Saturday and Sunday, 11:00 am - 5:00 pm for the pool (11:00 am - 1:00 pm for active duty only). Non-military USU personnel costs are \$3 daily, \$50 for 6 months, and \$75 for 1 year. These facilities are only a short walk from the USU campus. Your USU Identification Badge should be shown when requesting use of the Special Services facilities. Contact the

Comfort Zone at 301-295-2450. In addition to the facilities at NNMC, there is a mini-gym here at USU, located on the ground floor of Building B. This gym is equipped with free weights, a stair master, treadmill, and 2 stationary bikes. Showers and lockers are readily accessible.

### **Parking**

Parking at USU is on a first-come, first-served basis. Reserved parking spaces are provided for handicapped and Government vehicles only. Students parking their vehicles in the USU underground parking facility must register their vehicle with Security. Each student will complete USU Form 5004 containing vehicle registration information which will be kept on file in Security. A parking pass (bumper decal) will be issued at that time. Questions regarding parking and/or regulations should be referred to Security, telephone number 295-3033. Bicycle parking is available on the first level of Building C outside the back entrance to the student carrel/study area, and the ground level of Building B near the Security Office.

### **Housing**

USU does not provide student housing nor does it have housing facilities. Housing in the local community is readily available. Students are encouraged to contact the Navy Housing Office located in the Bethesda Naval Hospital (301-295-0798) for a list of available housing in the local area. Another source to obtain housing information is 1-800-999-RENT or 585-RENT. You can also go on-line at [www.apartmentguide.com](http://www.apartmentguide.com) for a complete Apartment Guide. You can also advertise your housing needs or search for available housing on the USU electronic bulletin board at [http://www.usuhs.mil/usuhs\\_only/blbrd/bulletin.html](http://www.usuhs.mil/usuhs_only/blbrd/bulletin.html).

### **Health Insurance**

Civilian graduate students are required to provide proof of health insurance to the GEO each fall. **Health insurance is mandatory.** Students can choose any health insurance policy available to them.

The GEO has information on a health insurance policy through the National Association of Graduate-Professional Students. Students enroll in and pay the fees for the NAGPS insurance directly. In addition, health insurance plans are available through the Foundation for Advanced Education in the Sciences (FAES) located at the National Institutes of Health. For this plan, the fees are paid through the GEO. Checks for the FAES health insurance are due in the GEO the 1<sup>st</sup> of each month for the succeeding month. The FAES telephone number is 301-496-8064 to make an appointment for enrollment.

### **E-mail and Internet Access**

Each USU graduate student will be given an electronic mail and internet account access whereby the student can send or receive mail messages, check the Bulletin Board for information pertaining to USU, access the WWW, have remote access to the LRC and its databases. Access to the E-mail and to the internet will be available through computers located in the individual Programs and labs, and via remote dial-in service.

# ACADEMIC INFORMATION

## Academic Advising

### ***Graduate Education Office***

The GEO should be an important point of contact for assistance required by graduate students at USU. The Associate Dean is responsible for ensuring that University requirements are adhered to and that all graduate students are treated in accordance with the stated policies and procedures of USU.

Although questions on graduate program policy should generally be resolved at the Program level, the Associate Dean for Graduate Education and GEO staff are available for discussion should the solution be unsatisfactory to the student or questions remain unanswered.

Assistance from the GEO need not be officially scheduled in advance, but can consist of informal discussions at any time. Academic difficulties are best solved early in the course of the problem, and assistance should be sought as soon as there is an awareness of a difficulty. Please remember that the Associate Dean and the GEO staff are always available to speak with graduate students and are always interested in their progress even if no difficulties are involved. Please take the time to stop in the office occasionally and let them know how your studies are progressing!

### ***Graduate Program Directors***

Each graduate program, whether interdisciplinary or departmental, has a Graduate Program Director who represents their program on the GEC. The Graduate Program Director evaluates applicants, monitors grades, registration, and the progress of each graduate student in their Program. The interdisciplinary program directors work with their executive committees to establish program policies and initiatives. They also oversee all administrative and academic components of the program. The program director is an important source of information and guidance for their graduate students.

### ***Major Advisor***

In doctoral programs and many masters programs, academic studies and research projects are guided by a major advisor (thesis advisor). This USU faculty member is selected (usually within the first year) by the graduate student with advice and agreement of the program director. During the first year at USU, either a temporary advisor is assigned by the program, or the Graduate Program Director serves as the graduate student advisor. With the selection of a major advisor, a graduate student has established an individual directly responsible for guiding the scientific and academic progress of his/her studies at USU. The major advisor is also responsible for providing and/or arranging the research infrastructure and support needed for the students thesis work.

Maintain close contact with your advisor in planning and progressing through your academic studies and research projects. Your advisor should be the first one aware of any problems you are having with your graduate study program. Your advisor is your most valuable single contact at the University and should be constantly aware of your successes and difficulties.

### ***Graduate Education Committee (GEC)***

The USU GEC is responsible for providing advice to the Associate Dean for Graduate Education regarding the graduate program. Those recommendations and comments are forwarded to the Dean, F. Edward Hébert School of Medicine, via the Associate Dean for Graduate Education. The GEC addresses

all aspects of graduate student life, but is primarily concerned with academic standings and curriculum development.

The GEC is composed of one faculty member appointed from each of the Basic Medical Science Departments and Interdisciplinary Programs. Two representatives from the Faculty Senate (appointed by the Dean) and a Graduate Student Representative also serve on the GEC. In addition to these voting members of the Committee, the Associate Dean for Graduate Education, and the Vice President for Teaching and Research serve as nonvoting members. The GEC meets on a monthly basis.

The Graduate Student Representative to the Committee is elected by all graduate students. You will be notified about the mechanism for election. In addition to attending the GEC meetings, the Student Representative meets with the Individual Graduate Student Representatives for an exchange of information and ideas.

### **Registration**

The graduate education program at USU is based on a quarter credit hour system. Full time students must be registered for 12 or more credit hours per academic quarter. Full time status must be maintained by civilian graduate students who are receiving stipend support. Course descriptions can be viewed on the web at the GEO home page, [www.usuhs.mil/geo/gradpgm\\_index.html](http://www.usuhs.mil/geo/gradpgm_index.html).

At the beginning of the Fall Quarter, a yearly schedule of classes will be distributed. This yearly schedule will be used throughout the year. At that time the student should confer with his or her advisor concerning courses to be taken in the coming quarter. This is important to ensure that each graduate student registers for appropriate courses and meets the course requirements of his/her program. Completed registration forms, with the signatures of the student, major advisor, and course instructors, must be returned to the GEO. It is the responsibility of the student and his/her advisor to ensure that each student is registered for the required number of quarter hours and for courses that are being offered during that quarter.

#### ***Course Addition/Deletion***

Each graduate student has two weeks after the beginning of an academic quarter or after the start date of a course in which to drop or add courses. Courses which are dropped or added should be listed on a drop/add form (available in the GEO) and submitted to the GEO. Requests for changes in registration following the two week limit are normally not granted; however, when extenuating circumstances exist a graduate student may petition the Associate Dean for Graduate Education for a change.

#### ***NIH/FAES Graduate Course Registration***

Courses are offered at the Foundation for Advanced Education in the Sciences (FAES) Graduate School at National Institutes of Health (NIH) located across Wisconsin Avenue from the National Naval Medical Center. USU graduate students may be permitted to enroll in FAES courses and receive academic credit at USU if the Graduate Program Director deems that one of these courses is required for a student's program and no equivalent course is taught at USU. The Graduate Program must be prepared to assume the cost of tuition for these courses.

The Graduate Program Director must send a memorandum to the Associate Dean for Graduate Education requesting student enrollment in a specific course with appropriate justification. Once approved, the student will be required to complete the NIH registration form.

## **Academic Standards and Integrity**

Satisfactory academic standing is determined both by performance in formal courses, and by the non-cognitive elements required of a scientific professional. To remain in good academic standing, graduate students must maintain a GPA of 3.0 or better. Failure to do so will result in Program recommendation to the GEC for academic probation with remediation, or recommendation for disenrollment from the program. Non-cognitive elements include, but are not necessarily limited to ethics, honesty, integrity, reliability, perception, balanced judgement, personal insight, and the ability to relate to and respect others. As professionals in the training process, graduate students must adhere to a professional ethic and integrity, which by definition labels cheating, plagiarism, or the non-attribution of the work of others as unacceptable conduct. As professionals, lapses of this ethic will be brought to the appropriate University body for review. A substantiated lapse in performance and/or evidence of academic/scientific dishonesty may result in a recommendation for disenrollment, suspension, or probation.

## **Withdrawal or / Leave of Absence**

Circumstances, academic and/or personal, may necessitate that a student withdraw or take a leave of absence from the graduate program. Withdrawal or a leave of absence status indicates a voluntary ending or interruption of academic work at USU. A student wishing to withdraw or take a leave of absence must submit a letter to the Associate Dean for Graduate Education with approvals through his/her major advisor and Program Director. The Associate Dean for Graduate Education will notify the graduate student of final action. Withdrawal requires that a student go through a formal checkout procedure and reapply for admission if the student wishes to return to the program. A leave of absence may be granted for a period of up to one year, the student may resume his/her studies after the leave of absence without reapplication/readmission to the program.

## **Grading Policy**

The policy at USU on grading and enrollment in graduate courses is contained in USU Instruction No. 1323, "Examination, Grading and Enrollment Policies for Graduate Education Programs at USU." This instruction specifies that graduate students will receive either letter grades, or credit/non-credit grades for classes, seminars, research, and teaching when registered in a graduate program at USU. Grade sheets are submitted to each Program by the GEO each quarter. Upon completion of the grade sheet, the course instructor submits the information to the GEO within 10 working days after the end of the quarter or the last day of each course. Students failing to complete a course as approved by the Program Director will be given an incomplete (I) grade. Unless an exception is granted by the Associate Dean for Graduate Education, a grade of "I" must be converted within the next two academic quarters to an appropriate letter grade. If not, lack of completion of the appropriate remedial work will result in a grade of "F" for the course. Graduate courses which extend over two graduate quarters, such as medical school courses, are indicated by the letter "X" on the grade sheet and transcript until a final grade is received for the complete course. Graduate Students are required to maintain a 3.0 GPA or better.

The GEO maintains a record of each student's course work. These records are utilized to monitor academic standing and the progress of each graduate student. For record keeping purposes within the Office of the Associate Dean for Graduate Education, the following designations will appear on course listings:

Grade Explanation

- A Superior Work.
- B Required level of work for graduate students.
- C Below required level of work.
- D Unacceptable level of work; remedial work may be required.
- F Failure to perform at an adequate level; remedial work will be required.

The above grades are assigned points (e.g. A-4, B-3, C-2, D-1, and F-0) in order to calculate the grade point average (GPA).

- I Incomplete, failure to complete a course for a good cause as approved by the Course Director and Program Director, completion must be done within 2 quarters or "I" becomes an "F".
- Y Indicates credit in a credit/no credit course.
- N Indicates no credit in a credit/no credit course; is equated with a failure in that course.
- R Indicates that a student is currently enrolled in that course.
- X Indicates that the course continues over more than one graduate academic quarter. An X is converted to the appropriate letter grade following completion of the total course.
- W Indicates that a student has withdrawn from the course while in progress.

An enrolled graduate student may audit a course at USU with the permission of the instructor. The student must still attend class and be certified by the instructor as having attended the majority of the classes, but will receive an A (Audit) in the quarter hours section of the transcript and 0 in the grade point section.

### **Advisory Committee**

The thesis advisory committee is an important contributing element to the development, progress and evaluation of the doctoral and many masters dissertations. At the beginning of the second academic year at USU, each doctoral graduate student should complete USU Form 641, "Report of the Advisory Committee-Graduate Program". This is an important document in guiding the graduate student's program through USU. The information which the form contains represents an agreement between the graduate student and USU concerning courses which will be accepted for transfer credit and language requirements in the student's program, and what anticipated course work and research the graduate student will undertake while pursuing a degree at USU. Since these considerations are specified in this form, it is imperative that both the graduate student and his/her advisor understand what will be expected of the student while at USU. In addition, the form aids the GEO when reviewing graduate records in ensuring that a graduate student is on schedule in pursuing his/her degree. Since this form contains the signatures of the student's Advisory Committee, the Program Director, the Associate Dean for Graduate Education, and the graduate student, it is an important document in guiding a graduate student's academic program at USU. During the later stages of the student's program, this document is used to ensure that the graduate student has achieved his/her initial goals.

### **Advancement to Candidacy**

Advancement to Candidacy for doctoral degrees (Ph.D., Dr.P.H.) at USU consists of four important requirements. When these have been satisfied, an official memorandum is submitted to the Associate Dean for Graduate Education for approval. After confirming that the four requirements have been met, the

Associate Dean for Graduate Education formally advances graduate students to candidacy status for the Doctoral degree. The requirements for advancement are as follows:

1. Each student must have earned at least 48 course quarter credit hours in graded (e.g. A, B, C) courses prior to advancement to candidacy and completed all required courses as mandated by your graduate program.
2. Students must have a cumulative grade point average (GPA) of 3.0 or better.
3. Students advanced to candidacy must have completed a qualifying examination as administered under the rules and regulations of their Program. The successful passing of this examination must be indicated.
4. The final step in advancement to candidacy is recognition of the graduate student's potential to achieve the degree as indicated by a formal recommendation by the Program Director.

All these elements should be contained in the official memorandum that may originate with the student's advisor, but must be signed by the Program Director before being received by the Associate Dean for Graduate Education. This memorandum should contain statements acknowledging completion of the 48 formal credit hours and required courses, achievement of the 3.0 GPA, passage of the qualifying examination, completion of the language/computer science requirement (if required by Program), and a specific recommendation that the student be advanced to candidacy.

### **Graduation Requirements**

Upon completion of the academic program and research project at USU, a student begins the final steps leading to the actual awarding of the degree. These final steps represent a summary of the graduate student's work at USU and a formal recognition by the University that the student is qualified to receive a degree. For doctoral students, the process is initiated when the student's major advisor and Advisory Committee have agreed that the student has completed all the requirements for graduation. A memorandum should be sent from the major advisor via the Program Director to the Associate Dean for Graduate Education stating that the student has met all the requirements and that a formal defense of the dissertation will be scheduled. The memorandum must be submitted to the Associate Dean for Graduate Education one month prior to the anticipated formal dissertation defense. The memorandum must also contain a recommendation for the Chairperson of the Examining Committee, names of the members of the student's Advisory Committee, and the exact wording and punctuation of the title of the student's thesis.

Upon receipt of the formal recommendation, the GEO will schedule a lecture room for the public portion of the defense and a conference room for the closed examination conducted by the Examining Committee. Notices are also circulated at the University to ensure recognition of the student's work and to solicit attendance at the public seminar.

A successful examination is indicated by the signatures of the examining committee on a formal sheet supplied by the GEO. Upon conclusion of the examination, the Chairperson of the Examining Committee submits the signed sheet indicating pass or fail to the Associate Dean for Graduate Education through the Program Director. At the same time, the Examining Committee may also submit a second form indicating acceptance of the dissertation.

The signed sheet accepting the dissertation should be submitted with the original and three (3) copies of the dissertation to the GEO.

The format for the dissertation is contained in a booklet which is supplied by the GEO. This booklet should be examined for the specific requirements of the dissertation. Additional requirements of the Graduate Program should also be determined and met by the candidate.

When the Associate Dean for Graduate Education receives the signed approval sheet, the original and three copies of the dissertation, and the indication of a successful examination from the Program Director, a memorandum requesting conferral of the degree is prepared for submission to the USU Board of Regents. This memorandum is signed by the Dean of the School of Medicine. The memorandum, a copy of the signed approval sheet, and a copy of the abstract of the student's work are reviewed by the Board of Regents at its next regularly scheduled meeting. The Board of Regents must formally vote to grant the appropriate degree. The student may then receive the degree during the formal commencement ceremony in May or in absentia.

### **Commencement**

Each year, the 3rd Saturday of May (Flag Day), the USU holds Commencement Exercises at the National Society Daughters of the American Revolution (DAR) Constitution Hall. The USU Commencement Exercise is public recognition of academic diligence and success of each individual receiving their degree. The name of each graduate is read, the student proceeds across the stage to be hooded, receive their diploma, and the congratulations of University officials. The ceremony also presents to the entire university the students who have focused their studies on obtaining a graduate degree and pursuing a career in biomedical science or public health. It is thus a recognition of the graduate programs as well as the individual degree recipients. A graduate degree recipient is chosen to present a Graduate Student Farewell address, and a graduate degree recipient is awarded the "USU Graduate Student Award" at Commencement.

Individual graduate programs may require that their graduates attend the ceremony, be hooded, and receive their diploma at commencement. The GEO and program directors strongly encourage all degree recipients of the graduate programs to attend Commencement, to participate in this unique and exciting event, regardless of when during the academic year they completed their degree requirements. Only those graduating students who will be attending Commencement will be considered to present the Graduate Student Farewell address, or to receive the "USU Graduate Student Award".

### **Graduate Student Colloquium (GSC)**

Each spring, the GEC and the graduate faculty sponsor a Graduate Student Colloquium (in conjunction with USU Research Day) where graduate students are given the opportunity to present the results of their research and to compete for awards. Senior students are expected to present their research work annually as either a poster presentation or as an oral (10 min) presentation. Outstanding Platform and Poster Presentation are selected by the judges and the recipients receive a monetary award. A plaque with the names of all participants is located in the USU library (LRC).

Participants in the GSC submit an abstract of their research. Those selected will be invited to present their abstract in a platform or poster presentation. Copies of selected abstracts will be inserted into printed program handouts. A Distinguished Visiting Lecturer is selected each year to present the John W. Bullard Colloquium Lecture. Those students selected to give presentations are invited to an informal lunch with the guest speaker to discuss their work and the work of their colleagues.

## STIPENDS AND RESEARCH SUPPORT

### USU Graduate Student Stipends

Civilian doctoral students who are notified by the GEO of the award of a USU-supported stipend (generally done when offer of admission is made) will receive monthly payments beginning Sept, 2002. The stipend will be prorated over a 12 month period. Monthly payments will be made directly to the student's financial institution. Payments will be scheduled for the third Friday of each month. Students must notify GEO and Financial & Manpower Management (FMG) of any change in address or banking information.

USU-supported stipends will be provided for a period of no more than 3 years. Stipend support or the equivalent will be provided in subsequent years from research grants, individual fellowship awards, and/or other sources to be determined by the thesis advisor and graduate student.

#### ***Taxes and USU stipends:***

For most students, at least a major portion of the USU stipend will be taxable. IRS Publication 520, Scholarships and Fellowships, provides guidance on what portion is taxable and what portion is tax-free. Because those receiving USU supported stipends are full time students working toward a degree and the stipend is given because you are students and not for services rendered, a portion of the stipend may not be taxable. You must report as income any amount you receive which exceeds the cost of your school expenses that are required for enrollment or attendance such as fees, books, supplies, and educational equipment. Required educational expenses do not include living expenses such as room and board. Since each individual's tax situation is different, students should check with their tax advisor for more detailed information regarding a specific situation. The GEO (upon request) will provide a letter stating that you are a full time student and a candidate for a degree at an accredited institution, that you are receiving a stipend and that the stipend is not dependent on services required of you, you are not an employee and are not being compensated for services rendered. This letter may be helpful if asked to prove that your student status and the nature of your stipend fall under the rules of IRS publication 520.

***Money for taxes (withholding) is not taken from the stipend payment made to you each month.*** You will be responsible for income taxes owed to the Internal Revenue Service (IRS) and/or your state of residence. It is therefore important that you plan ahead to make sure that you do not face a large tax bill when you file your annual return. You should consider quarterly filing of income tax payments with the IRS. If insufficient tax has been withheld during the tax year, penalties may accrue. The Defense Finance and Accounting Service (DFAS), who handles the University's accounting and payroll, will submit information for the IRS to prepare IRS Form 1099's reflecting stipend payments. DFAS will provide you and the IRS the dollar amount of your stipend payments for the calendar year via the Form 1099 procedure

### Fellowships for Graduate Student Stipend Support

The Henry M. Jackson Foundation for the Advancement of Military Medicine (HMJ) annually provides support for 3 graduate fellowships. These are the "Henry M. Jackson Foundation Fellowship in Medical Sciences" (2 awards) and the "Val G. Hemming Fellowship Award". The fellowships are awarded annually to outstanding USUHS civilian graduate student doctoral candidates in the USU School of Medicine who are in the final year of their dissertation research. The Fellowships provide stipend support for 1 year and support for attendance at a scientific meeting. Selection of the awardees is determined by a number of factors, to include the expectation and likelihood of completing graduate study in time for

participating in that academic year commencement exercise. Advanced civilian doctoral (Ph.D., Dr.P.H.) students who have reasonable expectations of completing their degree requirements in time to allow participation in the commencement ceremonies the following May, are eligible to apply in May/June of the prior year. Applicants must provide information on their research plan and progress, and have the support of their Program Director. Selections are made during the June time frame and announced prior to 1 August of each year.

Graduate student fellowship support is also competitively available from many other sources, such as the NIH, the Howard Hughes Medical Foundation, various private foundations such as the American Heart Association, Juvenile Diabetes Foundation, etc. Check with the USU Office of Research and/or the GEO for various opportunities to compete for extramural funding.

### **Educational Assistance Loans/Deferrals**

The GEO is authorized to defer previous academic loans. Forms from lending institutions requesting verification of academic status and enrollment should be submitted to the GEO for verification.

### **Emergency Fund (Mannix International Fellows Fund)**

The Mannix International Fellows Fund was established in 1999 in memory of Sherry A. Mannix, who died of cancer at the age of 44. It is hoped that through this living memorial, future scientists who choose to come to this University can devote their efforts of finding answers to the world's pressing medical concerns.

The Fund is devoted to assist both U.S. and International students with emergency expenses. The Associate Dean of Graduate Education shall make available on a loan or grant basis such funds as he/she deems appropriate to assist graduate students dealing with unexpected and unavoidable expenses. These funds are not intended for day-to-day or anticipated expenses, but true emergencies, and should be considered only after you have attempted all avenues for which you might get the funds, i.e., family, friends. Contact the Graduate Education Office for more information should your need arise.

### **Doctoral Student Research Funds**

USU maintains a special fund to finance doctoral student research. This resource is designed to provide funds to graduate students in addition to those provided by their major advisor. Funds are available to graduate students who have completed two years of graduate study at USU or who have been advanced to candidacy and are devoting a majority of their time to their dissertation research. Graduate research funds are currently available for two academic years. Funding beyond two years is evaluated on a case by case basis and must be approved by the Graduate Education Committee. In recent years, the maximum amount of funds available each year to eligible graduate students has varied between \$1,500.00 and \$2,500.00.

Forms to apply for USU graduate research funding are available from the GEO and will be sent to those students eligible in July of each year. These applications are relatively short if the funding requested is part of an already accepted University protocol by a major professor. If the research funding represents an entirely new protocol, the normal USU research review procedures must be followed. Information on which course of action is appropriate is available in the GEO. These protocols are administered by the

Office of Research Administration at USU. You, your advisor, and your Program Director will receive notification when the funding is approved.

## **STANDARDS OF CONDUCT**

### **Leave/Absence from Campus**

Vacation time and other personal absences should be discussed and approved with your temporary advisor, laboratory rotation advisor or thesis advisor, as appropriate. Graduate students who will be absent from the USU campus for a period in excess of 48 hours, excluding weekends and holidays, must notify the appropriate personnel in their Program, (i.e., Advisor, Graduate Program Director, Secretary, etc.) and should also notify the GEO.

### **Scientific Ethics**

At the welcoming ceremonies for new students in August, graduate students will recite a pledge such as the following. Your behavior as a graduate student and biomedical scientist should adhere to these principles.

“Throughout my graduate education in science, I will always remember that science is done for the public good. I will present and publish my research so that my findings will be disseminated and the results may be validated. If error an is made, it will be quickly acknowledged. I will abhor dishonest research in any of its forms. I will report my findings honestly. I will not plagiarize and I will be precise in attribution of authorship and the work of others. I will report dishonest research when I find it.

My teaching will be thorough, respectful of my students, and directed toward enhancing their knowledge rather than my reputation. I will explain my research to the public and invest in ensuring that those non-scientists who support my work understand what I am doing and why I am doing it.

I accept my obligation to protect the environment, to use animals sparingly and humanely, and to secure fully informed consent from the men and women who may volunteer as experimental subjects and thus as partners in my research.”

### **Personal Interactions with Faculty**

A School of Medicine Dean’s Policy Memorandum on “Personal Interactions or Relationships of School of Medicine Faculty and Students” states that “..members of the Faculty shall not engage in relationships with students which could be conceived as “dating”, while the student and the member of the faculty are, or could be during the student’s course of study, engaged in a formal course of instruction. Such relationships are considered inappropriate because they compromise the academic distinction of mentor and student, not only in the eyes of those involved but in those who may perceive such actions as a compromise. Relationships between faculty and students may also compromise the academic validity of the student’s credentials.”

## **Sexual Harassment and Discrimination**

The USU and the GEO support an environment where the worth and dignity of each student is recognized and respected, and where each student has the opportunity to achieve academic success. During the course of their academic and research work at USU, graduate students must not be the recipients of discriminatory or intimidating actions or behaviors based on sex, race, ethnicity, religion, or sexual orientation. Nor should graduate students engage in or be involved in promoting discrimination.

Sexual Harassment is defined as any unwelcome sexual advance, which includes any verbal or physical behavior of a sexual nature, and any direct or implied requests for sexual favors. It also includes any sexually oriented conduct where a student's acceptance or rejection of such behavior affects his or her level of work performance by creating an intimidating, hostile or offensive work environment. The majority of sexual harassment incidents are relatively subtle in nature, frequently associated with the abuse of real or perceived power, and are not gender specific.

It is important for anyone who feels they are a victim of discrimination, intimidation or sexual harassment to inform the person or persons involved that their conduct is unwelcome and must stop. If this behavior continues, or if a hostile work environment is created, the victim should communicate their grievance to their Program Director, Advisor, and/or the GEO.

## **MILITARY STUDENTS**

### **Reporting Procedures**

The unique position of USU as an institution of the Department of Defense provides certain advantages to active duty military students enrolled in the University's graduate programs. A Military Personnel Support Detachment is stationed on campus (Building C, Room C1016) to assist students and faculty with personnel, records, evaluations, and other aspects of their military life. Although U.S. Army (USA) and U.S. Air Force (USAF) personnel maintain their records at their respective training detachments, U.S. Navy (USN) personnel may have orders directly to the University or to one of the Navy training compounds at Bethesda. Each newly enrolled active duty military graduate student is required to check-in with their Service representative at that office. A copy of your orders will be kept on file there.

### **Leave Authorization**

Leave authorizations for all military graduate students should be signed by the Program Director. Final authorization for leave is obtained through training detachments for USA. USN personnel and USAF personnel may apply directly through the Military Personnel Support Detachment at USU.

### **Uniform Requirements**

While pursuing graduate studies at USU, all active duty officers are required to wear the appropriate uniform and adhere to dress standards of their Service.

## **CAMPUS MAPS**