

GRADUATE STUDENT HANDBOOK



**Graduate Education Office
Uniformed Services University
School of Medicine
2007**

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WELCOME TO GRADUATE STUDIES AT USU!

The Graduate Programs in Biomedical Sciences and Public Health in the USU School of Medicine are committed to excellence in the didactic and research training of masters and doctoral degree students. Graduate students comprise an important and integral component of the academic mission and scholarly environment of USU. Our graduates are prepared for productive and rewarding careers in many areas of the biomedical sciences and public health. USU graduates serve the nation in public service, create new knowledge, train the next generation of scientists, and contribute to the advancement of health and science in both public and private positions. We are pleased that you have chosen USU for the pursuit of your master's or doctoral degree in the biomedical sciences or public health.

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 on the USU Graduate Education Web site (www.usuhs.mil click on "Graduate Education"). The information is reproduced, consolidated and indexed annually in this Handbook in a manner that makes the information easily accessible.

The Handbook contains critical information about examination and grading policies, deadlines for registration, dropping and adding courses, graduate student research support, and general information on dissertation preparation and the oral defense/final examination. However, specific regulations applicable to individual Graduate Programs are not included in this general document.

Graduate studies at USU consist of a rigorous schedule of classroom, seminar, and research learning experiences. 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 life here as a graduate student.

You are enrolled in a University that is proud of its tradition of academic and scientific excellence, and we want you to benefit from the faculty and facilities available on this campus. All of us in the Graduate Education Office (GEO) wish you success in your academic studies, and we are always ready to assist you in your progress towards your degree.

Eleanor S. Metcalf

Eleanor S. Metcalf, Ph.D.

Associate Dean of Graduate Education

SHORT HISTORY OF THE USU GRADUATE PROGRAM IN THE BIOMEDICAL SCIENCES

The Uniformed Services University of the Health Sciences School of Medicine was authorized by the U.S. Congress in 1972. Public Law 92-426, which established the University, authorizes the establishment of a Graduate Program in the Biomedical Sciences. The Graduate Program became operative in 1977 when the first graduate student was admitted.

The Graduate Program at USU has grown from a single graduate student in 1977 enrolled in the Ph.D. Program in Physiology to approximately 170 graduate students in 2007. 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, Pathology, and Preventive Medicine (Environmental Health Sciences, Medical Zoology, and a Doctor of Public Health). Master's degree programs are offered in Military Medical History*, Public Health, and Tropical Medicine and Hygiene, as well as Master of Science degrees in Molecular and Cell Biology* and Public Health*. Some degree programs (indicated by *) are limited to military students.

The University is accredited by the Middle States Commission on Higher Education, and the Medical School is accredited by the Liaison Committee on Medical Education. 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.

2007/2008 CALENDAR
USU Graduate Program

Monday-Friday, 23-27 July, 2007
 Wednesday-Thursday, 15-16 Aug 2007
 Thursday-Friday, 16-17 Aug 2007
 Monday, 20 Aug 2007
 Friday, 24 Aug 2007
 Friday, 31 Aug 2007
 Monday, 3 Sep 2007
 Monday, 8 Oct 2007
 Monday-Friday, 15-19 Oct 2007
 Friday, 9 Nov 2007
 Monday, 12 Nov 2007

Fall Quarter

Fall Quarter Registration, Current Students
 Orientation, Incoming Graduate Students
 Registration, Incoming Graduate Students
 Fall Quarter Classes Begin
 Summer Quarter Grades Due
 Last Day to Drop/Add Courses
 Labor Day (Holiday)
 Columbus Day (Holiday)
 Winter Quarter Registration
 Fall Quarter Ends
 Veterans' Day (Holiday)

Tuesday, 13 Nov 2007
 Thursday-Sunday, 22-25 Nov 2007
 Monday, 26 Nov 2007
 Saturday, 22 Dec 2007-Sunday, 6 Jan 2008
 Monday, 21 Jan 2008
 Tuesday-Friday, 22 Jan - 25 Jan, 2008
 Friday, 15 Feb 2008
 Monday, 18 Feb 2008

Winter Quarter

Winter Quarter Classes Begin
 Thanksgiving Recess
 Last Day to Drop/Add Courses
 Fall Quarter Grades Due
 Winter Recess
 Martin Luther King, Jr.'s Birthday (Holiday)
 Spring Quarter Registration
 Winter Quarter Ends
 President's Day (Holiday)

Tuesday, 19 Feb 2008
 Monday, 3 Mar 2008
 Saturday-Sunday, 22-30 Mar 2008
 Monday-Friday, 21-25 Apr 2008
 Monday-Wednesday, 12-14 May 2008
 Friday, 16 May 2008
 Saturday, 17 May 2008

Spring Quarter

Spring Quarter Classes Begin
 Last Day to Drop/Add Classes
 Winter Quarter Grades Due
 Spring Recess
 Summer Quarter Registration
 Research Week/Graduate Student Colloquium
 Spring Quarter Ends
 USU Graduation

Monday, 19 May 2008
 Monday, 26 May 2008
 Friday, 30 May 2008
 Friday, 4 Jul 2008
 Monday - Friday, 14-18 Jul 2008

Summer Quarter

Summer Quarter Begins
 Memorial Day (Holiday)
 Last Day to Drop/Add Courses
 Spring Quarter Grades Due
 Independence Day (Holiday)
 Fall Quarter Registration

Friday, 8 Aug 2008

Summer Quarter Ends, Academic Year Ends

ADMINISTRATION

Graduate Education Office (GEO)

Graduate Education Office, Building A, Room A1045
 4301 Jones Bridge Road, Bethesda, MD 20814-4799
 phone: 301-295-3913 or 800-772-1747 (toll free) FAX: 301-295-6772
 e-mail: graduateprogram@usuhs.mil
 www: <http://www.usuhs.mil/> click on "Graduate Education"

Eleanor S. Metcalf, Ph.D.
 Associate Dean of Graduate Education

<p>Janet Anastasi Graduate Program Coordinator e-mail: janastasi@usuhs.mil phone: 301-295-9474</p>	<p>Tanice Acevedo Educational Technician e-mail: mailto:dparker@usuhs.mil#tacevedo@usuhs.mil phone: 301-295-3913</p>
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Interdisciplinary Graduate Programs

	Bldg/Room	Telephone
Emerging Infectious Diseases		
Christopher Broder, Ph.D. (cbroder@usuhs.mil) Program Director Web address: http://www.usuhs.mil/mic/eid.html	B4106	295-3401
Administrative Contact: Pat Sinclair	B4100	295-5749
Molecular and Cell Biology		
Jeffrey M. Harmon, Ph.D. (jharmon@usuhs.mil) Program Director Web address: http://www.usuhs.mil/mcb/index.html	C2129	295-3248
Administrative Contact: NeTina Finley	C2095	295-3642
Neuroscience		
Regina Armstrong, Ph.D. (ramstrong@usuhs.mil) Program Director	B2050	295-3205

Web address: <http://www.usuhs.mil/nes/home.html>

Administrative Contact: NeTina Finley

C2095

295-3642

Basic Science Departments

Anatomy, Physiology and Genetics

Harvey Pollard, M.D., Ph.D., Chair

B2026

295-3200

Juanita Anders, Ph.D. (janders@usuhs.mil)

B2046

295-3203

GEC Representative

Web address: <http://www.usuhs.mil/apg/>

Administrative Contact: Mary Thomson

B2094

295-

9365<http://www.usuhs.mil/ana/anatomy.shtml>

Biochemistry

Teresa Dunn, Ph.D., Acting Chair

B4014

295-3592

Tharun Sundaresan, Ph.D. (tsundaresan@usuhs.mil) <mailto:dgrahame@usuhs.mil>

295-

GEC Representative

Web address: <http://bio.usuhs.mil/>

Administrative Contact: Paulett Sener

B4058

295-3584

Medical and Clinical Psychology

David C. Krantz, Ph.D., Chair

B3050

295-3270

Tracy Sbrocco, Ph.D. (tsbrocco@usuhs.mil)

B3044

295-9674

Graduate Program Director

Web address: <http://www.usuhs.mil/mps/>

Administrative Contact: Corinne Simmons

B3052

295-9669

Microbiology and Immunology

Alison D. O'Brien, Ph.D., Chair

B4152

295-3419

Anthony Maurelli, Ph.D. (amaurelli@usuhs.mil)

B4093

295-3415

GEC Representative

Web address: <http://www.usuhs.mil/mic/>

Administrative Contact: Lucille Washington

B4152

295-3411

Military Medical History

Dale C. Smith, Ph.D., Chair (dcsmith@usuhs.mil)

D3013

295-3168

Graduate Program Director

Web address: <http://www.usuhs.mil/meh/meh.html>

Administrative Contact: Kelly Mullally D3013 295-3168

Pathology

Robert M. Friedman, M.D., Chair B3154 295-3450
 Mary Lou Cutler, Ph.D. (mcutler@usuhs.mil) B3122 295-3453
 Graduate Program Director
 Web address: <http://www.usuhs.mil/pat/>
 Administrative Contact: Dawn Patti B3154 295-3104

Pharmacology

Brian M. Cox, Ph.D., Chair C2001 295-3223
 Suzanne Bausch, Ph.D. (sbausch@usuhs.mil) <mailto:asymes@usuhs.mil> C2011 295-
 GEC Representative
 Web address: <http://www.usuhs.mil/pha/index.html>
 Administrative Contact: Paula Myers C2007 295-3223

Preventive Medicine and Biometrics

Gerald R. Quinnan, M.D., Chair
 David Cruess, Ph.D. (dcruess@usuhs.mil) A1044 295-3050
 Graduate Program Director
 Web address: <http://www.usuhs.mil/pmb/>
 Administrative Contact: Tina Thompson A2040A 295-1977

Other Commonly Used USU Offices

	Bldg/Room	Telephone
Audiovisual Center	G070	295-3337
University Information Systems	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
Multidisciplinary Laboratories (MDL)	A2030	295-3301
Office of Recruitment & Diversity Affairs	A1019	295-3965
Office of Research	A1032	295-3303

Security

UP001 295-3033

GENERAL INFORMATION

Student Identification Badges

USU identification badges (I.D.) must be worn on campus and are required for security clearance to get on the NNMC/USU campus. The University I.D. is essential for the identification of USU graduate students to our campus security forces, and the I.D. provides access to other areas and special functions. Student I.D.s will be issued during Orientation Week. If the I.D. badge is lost or stolen, notify the security office immediately and obtain a replacement.

E-mail and Internet Access

Each USU graduate student will be assigned an electronic mail and internet access account whereby the student can send or receive mail messages, check the Bulletin Board for information pertaining to USU, access the Internet and have remote access to the Learning Resource Center and its databases. It is critical that students regularly check their USU e-mail account and the USU GEO web site. Most official information, notices, and reminders are distributed to students only by e-mail or are posted on the web site. **YOU ARE RESPONSIBLE FOR READING AND RESPONDING (IF ASKED) TO ALL E-MAILS SENT FROM THE GRADUATE EDUCATION OFFICE.**

Textbooks

Textbooks for courses taken with medical students (*e.g.*, Medical School courses such as Medical Pharmacology) will be issued, free of charge, to the students. Acquisition of textbooks for graduate courses is generally the responsibility of each student. Occasionally a Graduate Program may purchase textbooks for a specific course. The Program may request the return of these books at the end of the 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 across the street from NNMC. 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 USU I.D. card. This card can serve as both the USU I.D. as well as the LRC (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. Information regarding the utilization of the LRC and methods for obtaining scientific articles is available at the circulation desk. Hours of the LRC vary from week to week during the academic year. The hours are posted on the doors of the facility and on the USU LRC web site (<http://www.lrc.usuhs.mil/>).

Graduate Student Council

The Graduate Student Council (GSC) is the voice for and acts on behalf of all USU graduate students to promote communication among graduate students of all Programs and to provide services beneficial to graduate students. The Council is led by the graduate student representative on the Graduate Education Committee (GEC), with assistance from student representatives from each individual department or program. Committees of graduate students also assist with special projects at the University.

Current services and activities sponsored by the Association include a website (<http://www.usuhs.mil/geo/gsa>) and a folder on the USU bulletin board (http://www.usuhs.mil/usuhs_only/cgi-bin/config18.pl). The GSC has also established initiation of an Education Enrichment Fund to be used to provide funds for graduate student travel grants, and the development of a career development workshop held during the Graduate Student Colloquium each spring. To date, the GSC has initiated two courses for graduate student education enrichment, Education Methods, and Grant Writing for Graduate Students. All USU graduate students are members of the GSC and are encouraged to attend the bi-monthly meetings and to serve as Student Representatives of their Program, or on the various GSC or USU committees. A copy of the GSC By-Laws are attached (Appendix A).

International Students on F-1 Visas: SEVIS Requirements

During the past year there have been numerous regulatory changes affecting the status of international students holding F-1 visas. Many of these regulations are part of the SEVIS (Student and Exchange Visitor Information System) program. SEVIS is a federally mandated electronic system that requires institutions such as USU to provide data to the Immigration & Naturalization Service (INS, now part of the Department of Homeland Security, DHS). The intent of SEVIS is to provide assurance that international students are maintaining full time status in the U.S., to allow quicker reporting of “event changes”, and to allow the INS/DHS to monitor colleges and to track trends.

Although the SEVIS system is new, the INS/DHS has always required USU to keep certain information on all F-1 visa holders. SEVIS now requires that we inform the INS/DHS of certain changes in a student's status rather than simply keep this information on file at USU. **While the majority of regulations that affect an international student's stay in the U.S. have not changed, the reporting aspect of SEVIS means that the student will need to be much more aware of his/her responsibilities.**

All U.S. schools began using INS/DHS's SEVIS system for issuance of I-20s (DS-2019s) in Feb. 2003. All current and incoming USU international students have been entered into the SEVIS database and should have a SEVIS I-20.

The GEO must regularly provide the INS/DHS with reports verifying the full-time enrollment of students holding F-1 visas, and must also report "events" such as change of address, change of degree, employment authorization, termination, graduation, etc. These reports must be sent to the INS/DHS **within 21 or 30 days of the event occurrence**. A INS/DHS fact sheet of reporting requirements is available on the web page at http://www.immigration.gov/graphics/publicaffairs/factsheets/02.12FINALRU_FS.htm. “Reportable Events” include the following:

1. Change of Address, Name, Dependent Information. USU is now required to report to INS/DHS a student's change of address, name, and dependent information. **Please remember to update your information with the GEO within 10 days of changing your address, name and/or dependent information.** To do so, go to GEO (A1045) or send an email to Janet Anastasi (janastasi@usuhs.mil). The INS/DHS requires that the "Home Address" be an address outside the United States. Indicate changes in your local residence address (where you physically reside). Failure to update this information may require you to leave the country, and re-enter with new documents in order to return to status. SEVIS is not very forgiving!

2. Full Course of Study Requirement and Reporting Requirements for Exceptions. USU is required to report to INS/DHS when a student fails to enroll, to register for a quarter, or registers but drops below a full course of study (12 credit hours/ quarter). **International students must register on time for a full time course of study each quarter.** International students no longer qualify for a "grace quarter," and must remain enrolled until the degree is completed. There are certain circumstances under which GEO can approve a "drop below" a full time course of study, but in all cases this approval must be obtained from the GEO before the student actually drops below the full course load. Otherwise the student will fall "out of status", even if the "drop-below" could have been authorized. The circumstances that warrant such authorization are limited to the following: medical reasons documented by a physician; when a student is in his/her final quarter prior to graduating; and when a student has legitimate academic difficulties. The "drop-below" for reasons of academic difficulty can only be authorized once during a student's program of study at a particular degree level.

3. Laboratory Training. International students can be offered admission to USU and the DoD has approved these assignments based on the student's application file. International students are supported by one of two mechanisms. They may receive a stipend from the HJF or they may be supported by the P.I. in a specific laboratory. If a USU international graduate student will be working (rotation, collaboration, change of thesis advisor) in a laboratory different from that originally indicated in the letter offering admission to the student, **the GEO must be notified prior to the event.** This is necessary to ensure (and to clear through the necessary channels) that international students and USU laboratories are in compliance with the USA Patriot Act, DoD, USU and other regulations relevant to potential access to biological select agents, toxins, and radiological agents by international graduate students.

4. Practical Training. International students can no longer apply for post-completion practical training after they have already graduated. This training must be requested prior to completion of the course of study. Students who have already used 12 months of practical training based on the completion of one degree level are eligible for an additional 12 months if they move to a higher degree level.

Parking

Parking at USU is on a first-come, first-served basis. Reserved parking spaces are provided for disabled individuals 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 (DoD and USU decals) will be issued at that time. Questions regarding parking and/or regulations should be referred to Security (phone 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.

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.

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 for a complete Apartment Guide.

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 Navy Base. These facilities include a gym, fitness center, outdoor recreation facility, gear, a 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, 2 stationary bikes, and 2 elliptical cross-trainers. Showers and lockers are readily accessible next to the gym.

ACADEMIC INFORMATION

Academic Advising

Graduate Education Office (GEO). 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 Program solution to the issue 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 an awareness of a difficulty is evident. 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 Graduate Education Committee (GEC). The Graduate Program Director evaluates applicants, monitors grades, registration, and the progress of each graduate student in his/her 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 his/her 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 a transitional 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 student's thesis work after the University stipend support ends. The student's advisor should be the first one aware of any problems. The student's advisor is his/her most valuable single contact at the University and should be constantly apprised of the student's progress.

Graduate Education Committee (GEC). The USU GEC is responsible for providing advice to the Associate Dean for Graduate Education regarding the Graduate Programs. Recommendations and comments from the GEC 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.

The GEC is composed of one faculty member from each of the Basic Science Departments and the Interdisciplinary Programs (usually the Program Directors). 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, the Associate Dean for Graduate Education, and the Vice President for Research serve as non-voting members. The GEC meets monthly.

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 and by international students (students with an F-1 visa).

Student must confer with his/her advisor or Program Director concerning courses to be taken each quarter. This conference is important to ensure that each graduate student registers for appropriate courses, acquires the required number of graded and total credit hours for the degree they seek, and meets the specific course requirements of his/her Program. Course descriptions and schedules can be viewed and course registration completed on the web at the GEO home page (www.usuhs.mil, click on "Graduate

Education” then click on “Current Students”). 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.

USU SOM Graduate Program requirements indicate that graduate students must complete their degree requirements **no later than seven years after the initiation of a program of graduate study at USU**. Students will be formally notified one year prior to the deadline. If a student changes his/her course of graduate studies (either by changing the specific degree sought or changing programs), the 7 year limitation, timed from the initial entry into the USU Graduate Programs, remains in place. Exceptions to this rule will be considered on an individual basis.

Course Addition/Deletion. Each graduate student has 10 days 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 must be listed on a drop/add form and submitted to the GEO via hardcopy or electronically via the online registration system within the prescribed time period. Requests for changes in registration following the drop/add deadline are normally not granted; however, when extenuating circumstances exist, a graduate student may petition the Associate Dean for Graduate Education for permission to withdraw from a course. The registration and subsequent withdrawal will be recorded on the student’s transcript.

NIH/FAES Graduate Course Registration. Courses are offered at the Foundation for Advanced Education in the Sciences (FAES) Graduate School at the 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 academic 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 and include an appropriate justification. Once approved, the student will be required to complete the NIH registration form.

Academic Standards

Satisfactory academic standing is determined both by performance in formal courses, and by the non-cognitive elements required of a scientific and/or public health 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. Receipt of a grade of D or F will result in an academic review by the Program, GEO, and GEC. Grades of F must be remediated. The student’s Graduate Program may require the remediation of grades of C or D. Doctoral students must be in good academic standing (GPA 3.0 or better and not on academic probation) to advance to candidacy.

Academic Integrity

Satisfactory academic standing is determined both by performance in formal courses and by the

aspects of academic performance, including skills, attitudes, and attributes judged by the graduate faculty to be important for success as a biomedical scientist or public health specialist. These include, but are not necessarily limited to academic and scientific ethics, honesty, integrity, reliability, perception, balanced judgment, personal insight, and the ability to relate to and respect others. Students shall not use, attempt to use, or copy any unauthorized material during any examination or graded exercise, knowingly present the work of someone else as their own, forge or alter any academic document, impede or interfere with the ability of others to use academic materials or complete academic work, or assist another in any of these activities. Violations of academic integrity or ethics will be brought to the attention of the Program Director, the Associate Dean for Graduate Education and the GEC. A substantiated lapse in performance and/or evidence of academic or scientific misconduct (see section below on Standards of Conduct) 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 his/her 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 request, in writing, 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 the final action on his/her request. Withdrawal from a Program includes a formal checkout procedure. The student must formally reapply for admission if he/she wishes to return to a Program. A leave of absence may be granted for a period of up to one year (total time of leave of absence), and the student may resume his/her studies after an approved leave of absence without reapplication/readmission to a Program. Stipends will not be paid during a leave of absence. Please be aware that the time taken for an approved leave of absence will not be added to the 7 year maximum permitted for completion of the Ph.D. degree.

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 matriculated in a degree granting USU Graduate Program. Students failing to complete a course as indicated by the Program Director or Course Director will be given a grade of Incomplete (I). Unless an exception is granted by the Associate Dean for Graduate Education, a grade of "I" must be converted to an appropriate letter grade **within the following two academic quarters**. Failure to do so 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. The following designations will appear on course listings and transcripts:

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).

Other Designations

AU	Audited course, no grade or credit is assigned
I	Incomplete, requirements of a course not yet complete
P	Passing grade in a pass/fail course
FA	Failing grade in a pass/fail course
R	Remedial course
X	Course continues into next academic quarter
W	Withdrawal from a course in progress

Graduate students 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. The student will receive an AU (Audit) in the quarter hours section of the transcript and 0 in the grade point section.

Policy for Students Receiving a Grade of Failure in a Pass/Fail Course

This policy discusses the outcome(s) of a grade of Fail for: 1) Dissertation Research, 2) Laboratory Rotation, and 3) all other courses.

1. A student may receive a grade of Failure (F) for one (1) Quarter of Dissertation Research during his/her enrollment without being subject to adverse action by the GEC. However, the student will receive a letter of warning from the Program in which they are enrolled which states the consequences of a second grade of F.

Any student that receives a second grade of F in any subsequent Quarter will be automatically referred to the Program's Executive Committee for evaluation. The Executive Committee, after obtaining relevant information from the student, the student's thesis advisor, and his/her Thesis Committee shall forward one of the following recommendations to the GEC:

a) Placement of the student on Academic Probation with a specific plan for ensuring subsequent satisfactory academic performance;

b) Disenrollment from the Program.

2. A student receiving a grade of Failure for a Laboratory Rotation will have to perform an additional Laboratory Rotation to.

3. A student receiving a grade of Failure **in any other course** shall be referred to the Executive Committee of the Program in which he/she is enrolled. At its discretion, the Executive Committee may refer the student to the GEC with a specific request that the student be placed on academic probation accompanied by a specific plan for remediation. A student receiving a second grade of Failure in a pass/fail course shall automatically be brought to the attention of the GEC, which may choose to place the student on academic probation with a specific plan for ensuring subsequent satisfactory academic performance or recommend disenrollment.

Advancement to Candidacy

Advancement to Candidacy for doctoral degrees (Ph.D., Dr.P.H.) at USU consists of five requirements. After these elements have been satisfactorily completed, an official memorandum from the Program Director is submitted to the Associate Dean for Graduate Education for approval. After confirming that the five 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 (i.e., A, B, C) courses prior to Advancement to Candidacy and completed all required courses mandated by the specific Graduate Program.
2. Students must have a cumulative grade point average (GPA) of 3.0 or better and be in good academic standing.
3. Students that are Advanced to Candidacy must have successfully passed a Qualifying Examination as defined by the rules and regulations of his/her Program.
4. Students must form a Thesis Advisory Committee and submit a completed USU form 641 (Appendix B) to the GEO. Formation of and membership on a Thesis Committee is guided by strict rules. See Appendix C.
5. 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 to the ADGE which is prepared and signed by the Program Director. 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 doctoral 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 first step is writing the dissertation. Details for the preparation of the dissertation, both traditional and manuscript, can be found on the GEO website at <http://www.usuhs.mil/graded/dissertation.html> .

The next step in the process for doctoral candidates is the agreement by the student's major advisor and Thesis Advisory Committee 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 Chair 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 recommendations of the Program Director, 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 Committee. Notices are also circulated throughout the University to ensure recognition of the student's work and to solicit attendance at the public seminar. Upon conclusion of the Dissertation Defense, the Chairperson of the Examining Committee will submit to the ADGE a form signed by all Committee members which indicates pass or failure of the student. The Chair may also submit a second GEO form indicating acceptance of the dissertation. However, the student often needs to make changes before this form is signed by all Committee members. Two printed and 2 electronic copies, a copyright statement, and completed and signed UMI/Proquest forms must also be submitted..

When the Associate Dean for Graduate Education receives the signed approval sheet, the original and copies of the dissertation, and the indication of a successful Defense 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. The USU Commencement is a public recognition of academic diligence and success of each individual receiving his/her degree. The GEO and Program Directors strongly encourage and may require all degree recipients of the Graduate Programs to attend Commencement, regardless of the actual date during the academic year that the thesis and defense were approved. Only those graduating students who will be attending Commencement will be considered for the "BOR Award for Outstanding Graduate Student."

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 will receive monthly payments beginning September of that academic year. The stipend will be prorated over a 12 month period. Monthly payments will be made directly to the student's account in a designated 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. Outside employment is prohibited for students receiving USU stipends, is discouraged for other students, and must not interfere with the course of graduate studies.

Taxes and USU stipends. For most students, a major portion (if not all) of the USU stipend will be taxable. IRS Publication 520, Scholarships and Fellowships, provides guidance on the taxable and non-taxable portions. Because those receiving USU supported stipends are full time students working toward a degree, and the stipend is given because of students status of each person and not for services rendered, a portion of the stipend may not be taxable. Students must report any amount received as income which exceeds the cost of required school expenses 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 an individual is a full time student and a candidate for a degree at an accredited institution, that the individual is receiving a stipend and that the stipend is not dependent on required services, that the individual is not an employee and is not being compensated for services rendered. This letter may be helpful if asked to prove student status and whether the nature of the stipend falls 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 each student plan ahead to make sure that he/she will not face a large tax bill when the annual tax return is filed. 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 to the IRS for preparation of Form 1099. DFAS will provide each student and the IRS the dollar amount of the 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 (HJF) 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 USU civilian graduate student doctoral candidates in the USU School of Medicine. The Fellowships are competitively awarded to SOM doctoral graduate students who meet the following criteria:

1. the student's USU-supported funding has ended or will end August 2007

2. the student has Advanced to Candidacy and is in good academic standing
3. the student agrees to attend USU commencement ceremony subsequent to completion of their degree requirements and to be recognized as a HJF Fellow.

Applicants must provide information on their research plan and progress, and have the support of their Program Director. Selections are made during June 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 completion.

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 to finding answers to the world's pressing medical concerns.

The Fund is devoted to assisting both U.S. and international students with emergency expenses. The Associate Dean of Graduate Education shall make available as a loan or as a grant, 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. The funds are considered for distribution only after the student has pursued all other avenues of potential funding, *e.g.*, family, friends. Contact the Graduate Education Office for more information should a 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 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 generally not available. Requests are evaluated on a case by case basis by the GEO. In recent years, the maximum funds available each year to eligible graduate students has varied between \$1,500 and \$2,500.

Forms to apply for USU graduate research funding are available from the GEO and will be sent to those eligible students 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 the appropriate course of action is available in the GEO. These protocols are administered by the Office of Research Administration (REA) at USU. If the funding is approved, the GEO or REA

will notify the student, the advisor, and the Program Director.

STANDARDS OF CONDUCT

Vacations and Other Absences from Campus

Vacation time and other personal absences should be discussed and approved Program Director. 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, (*e.g.*, Advisor, Graduate Program Director, etc.). International students on F-1 visas must additionally follow the regulations mandated by SEVIS (see above) and notify GEO of absences from the University.

Scientific Ethics

The following Code on the Responsible Conduct of Science was developed by USU faculty and modified and adopted by USU Graduate Students as a part of the course on “Ethics and the Responsible Conduct of Research” (IDO704). At the Welcoming Ceremonies for new students in August, incoming graduate students will publicly recite or acknowledge this Code. Your behavior as a graduate student and biomedical scientist should adhere to these principles.

The Graduate Students’ Code on the Responsible Conduct of Science. “I will demonstrate honesty, integrity and professionalism in planning, conducting, interpreting and reporting my scientific research. My work will be rigorous, unbiased, ethical, scholarly, and as far as possible, objective. I will undertake only research for which I am qualified, and will collaborate and cooperate with other specialists when that is beneficial to the research.

I will show respect for my animal research subjects and human research volunteers. I will use both appropriately and humanely. I will consider both the animals and the volunteers’ comfort, not causing unnecessary pain or distress in my research, while maximizing potential benefits to both the subjects and to society, while minimizing risks. With human volunteers, I will maximize their welfare and secure fully informed consent stressing voluntariness. I will be knowledgeable about applicable laws and regulations concerning the use of animals and human research participants, and be diligent in ensuring that they are followed.

I will show respect for fellow students and researchers, ensuring that they receive appropriate credit for their contributions to the research. I will share my knowledge, methods, and results with others in a fair and expeditious way. I will provide objective, unbiased reviews of other scientists’ work. I will provide accurate and understandable information to fellow scientists and to the public.

I will consider my responsibilities to society in my choice of research topics, in using my resources wisely and safely, and in avoiding conflicts of interest and commitment. I will be involved with the social and ethical ramifications and the environmental impact of my discoveries, proceeding in the best interests in society.”

Ethics Course. All doctoral graduate students are required to satisfactorily complete the course “Ethics and the Responsible Conduct of Research” (IDO704) prior to Advancement to Candidacy. Utilizing lectures and discussions, this course provides participants with an opportunity to review the basic principles for responsible conduct of scientific research. Topics include the rationale for developing and practicing professional values, and the scientist's ethical responsibilities to society, their research subjects, and their peers. Issues concerning responsible practices in laboratory work, publication, handling conflicts of interest, and confidentiality will be discussed. Each topic area is supplemented by seminar-style discussion and contemporary readings. Graduate students will be expected to actively participate in the discussions. Library research will form the basis for the preparation of a short essay on a single topic of interest.

Personal Interactions with Faculty

Students should interact with faculty in a professional manner and with respect for the academic knowledge and authority of the faculty. However, students must not be coerced or become involved in interactions with faculty that create, in fact or appearance, academically inappropriate behavior in what is, by its very nature, an unequal relationship.

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 others who may perceive such actions as a compromise. Relationships between faculty and students may also compromise the academic validity of the student's credentials."

Perceived faculty misconduct and/or inappropriate interactions or behavior with or toward a student should be reported to the Program Director and/or the Associate Dean for Graduate Education.

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 activities 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. Graduate students should not 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 that he or she is or has been a victim of discrimination, intimidation, or sexual harassment to inform the person or persons involved that his or her conduct is unwelcome and must stop. If this behavior continues, or if a hostile work environment is created, the victim should communicate his/her grievance to the 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 uniformed

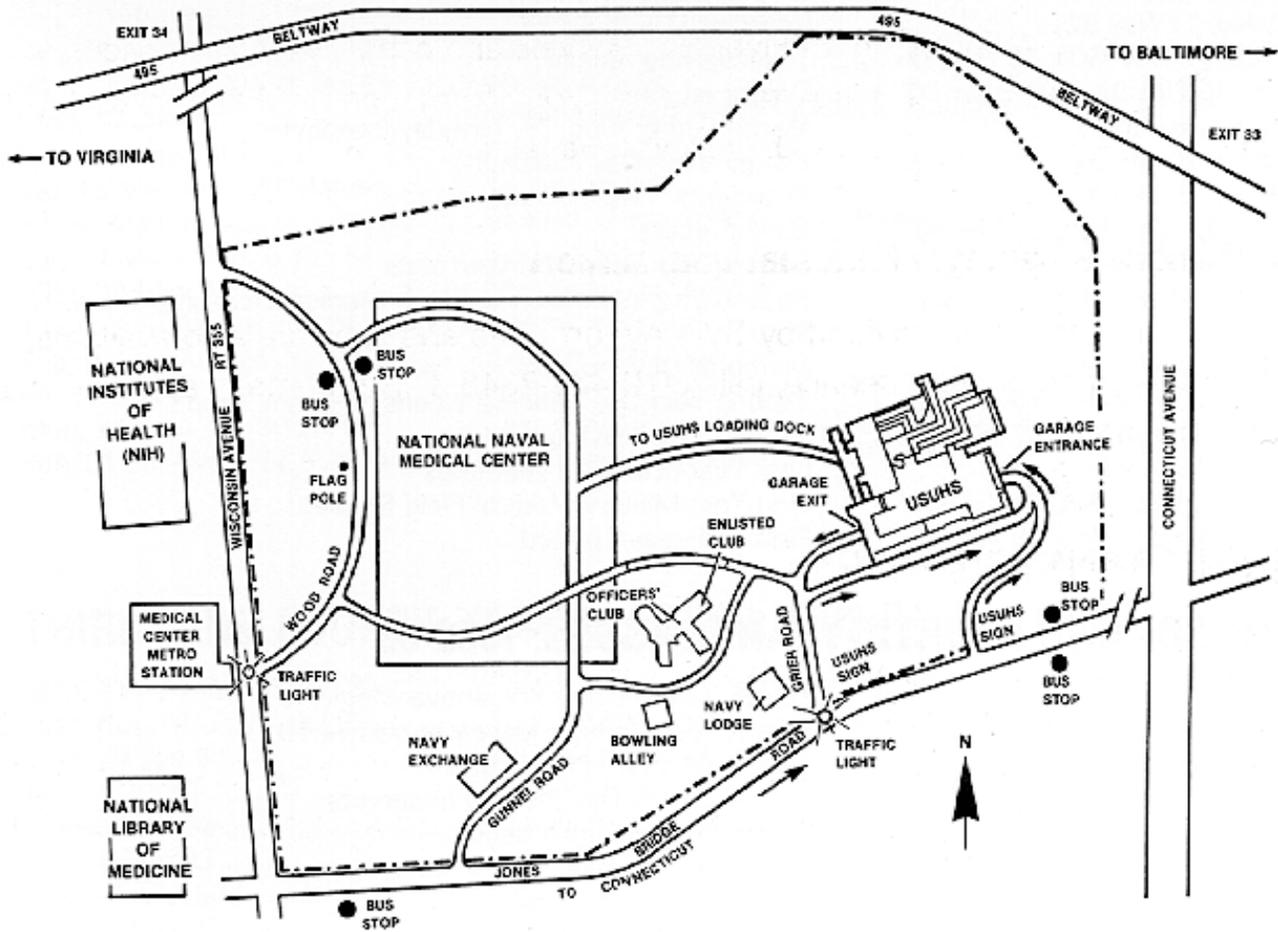
students and faculty with personnel, records, evaluations, and other aspects of military life. Although U.S. Army (USA) and U.S. Air Force (USAF) personnel maintain their records at their respective training detachments, U.S. Navy (USN) personnel may have orders directly to the University or to one of the Navy training compounds at Bethesda. Each newly enrolled active duty military graduate student is required to check-in with his/her Service representative at that office. A copy of the student's orders will be kept on file there.

Leave Authorization

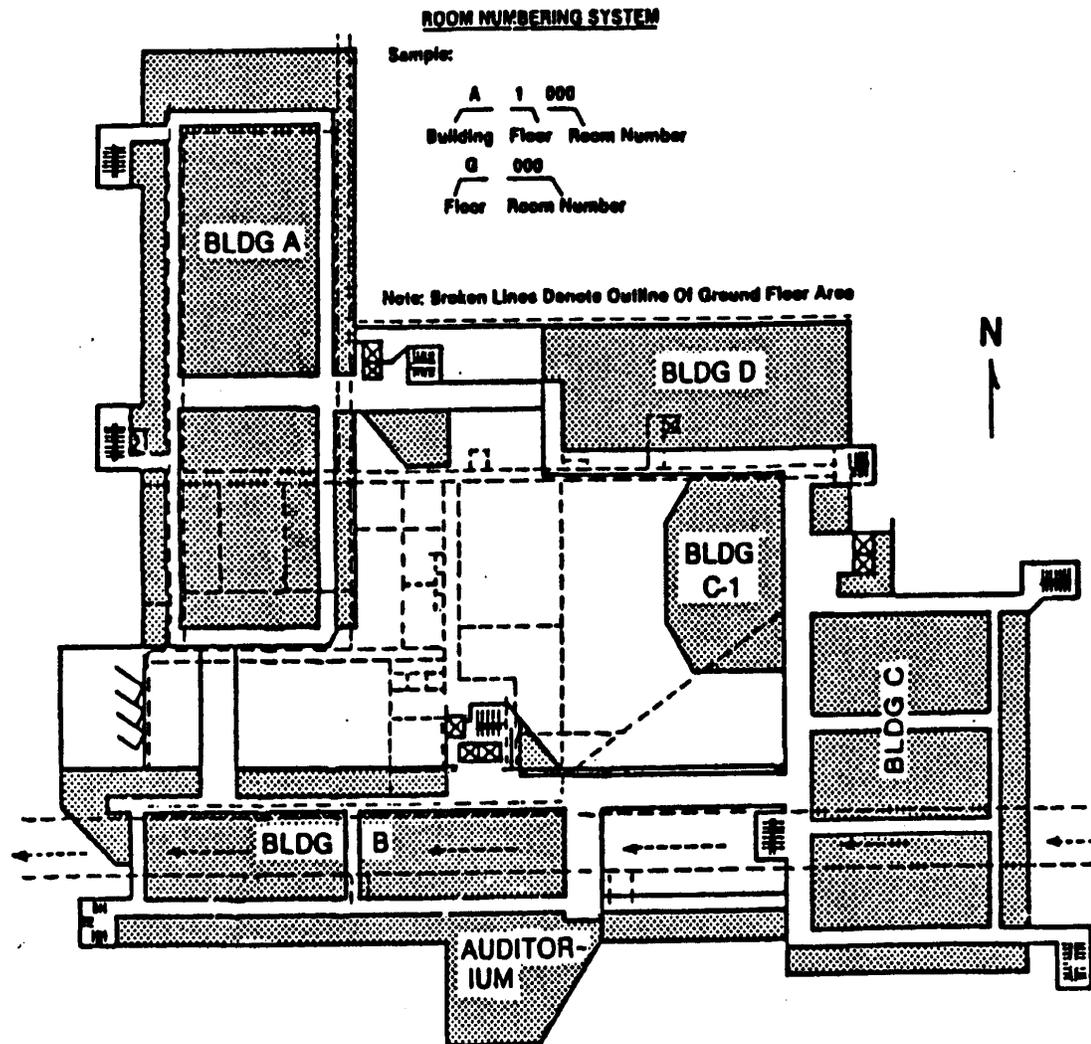
Leave authorizations for all military graduate students should be signed by the Program Director. Final authorization for leave is obtained through training detachments for USA. USN personnel and USAF personnel may apply directly through the Military Personnel Support Detachment at USU.



LOCATION OF THE UNIFORMED SERVICES UNIVERSITY ON THE BASE OF THE NATIONAL NAVAL MEDICAL CENTER



USU Campus Buildings



Bylaws of the USUHS Graduate Student Council

Article I. Name

The graduate students of the Uniformed Services University of the Health Sciences (USUHS) shall be known collectively as the Graduate Student Body. Their official representative body shall be known as the Graduate Student Council (GSC).

Article II. Purpose

The purpose of the Graduate Student Council shall include the following functions:

- To represent the graduate students on all matters pertaining to their general welfare as graduate students.
- To provide for and promote graduate student extra-curricular activities.
- To provide for the welcoming and orientation of new graduate students.
- To provide a formal means of communication between the Graduate Student Body and the Graduate Education Committee (GEC).
- To serve as a student advisory committee to the Associate Dean for Graduate Education.

Article III. Membership

A. Graduate Student Body

All full and part-time students enrolled as graduate students of USUHS shall automatically be members of the Graduate Student Body.

B. Graduate Student Council

Any member of the Graduate Student Body who has passed qualifying exams is eligible to serve on the GSC. If there are no students who have passed their qualifying exams, then a student who has not passed the qualifying exams may serve on the GSC.

a. Department/Program Representatives

- i. Graduate Student Council representatives shall serve as the liaison between graduate students and the Graduate Student Council.
- ii. There shall be one representative for each department/program with currently enrolled graduate students. The departments/programs are Emerging Infectious Disease, Medical and Clinical Psychology, Molecular and Cell Biology, Neuroscience, Pathology, and Preventive Medicine and Biometrics.
- iii. Department/program representatives shall be responsible for disseminating information and/or decisions from Graduate Student Council meetings to the graduate students in their respective programs/departments. If a closed meeting has been called (see Article IV below), then the department/program representatives are to use discretion in dissemination of confidential information.

- iv. New representatives will join the GSC before the August orientation of new students has occurred. Therefore, September will be the beginning of the yearly term for each representative.
 - v. There is no limit to the number of years a representative may serve on the Graduate Student Council.
 - vi. Representatives must attend meetings (usually monthly) of the GSC.
 - vii. If a representative cannot attend a meeting, he/she should designate a proxy to attend. The proxy has full voting rights and is counted as part of the quorum (see Article IV).
 - viii. At each meeting, there will be a designated Secretary to record the minutes. The Secretary will be a rotating position among the department/program representatives. After each meeting, the designated Secretary will type the minutes and email them to each member of the GSC.
 - ix. Representatives shall act on behalf of the interests of not only the graduate students within their respective departments/programs, but on behalf of the entire Graduate Student Body.
 - x. Each department/program is responsible for finding a replacement representative on the GSC if the current representative can no longer serve on the GSC.
- b. President of GSC
- i. The President of the GSC also serves as the student representative to the GEC.
 - ii. There is no requirement as to which department/program the president should belong.
 - iii. The President may not concurrently hold the position of Department/Program Representative and President of GSC.
 - iv. New presidents will join the GSC before the August orientation of new students has occurred. Therefore, September will be the beginning of the yearly term for each president.
 - v. There is no limit to the number of years a president may serve.
 - vi. Election of the president
 - 1. Guidelines/Qualifications
 - a. Any member of the Graduate Student Body who has passed qualifying exams may be elected as president of the Graduate Student Council.
 - b. The applicant may be self-nominated, nominated by another student, or nominated by a department/program director
 - 2. Application
 - a. The applicant must submit a formal application consisting of a cover letter and his/her CV to the current GSC President to be considered for the position.
 - b. The selection committee for the new President shall be comprised of the current GSC President and the Department/Program Representatives.
 - c. The incoming President will be elected by a majority vote of the selection committee.
 - vii. The President must attend meetings (usually monthly) of the GSC.

- viii. The President must attend meetings (usually monthly) of the GEC during which he/she will present a student report.
- ix. The President is responsible for printing meeting minutes and maintaining them in the designated GSC notebook.
- x. The President must bring the GSC notebook to all meetings.
- xi. The President must attend all graduate student functions, including, but not limited to, New Student Orientation, Open House, and the Graduate Student Colloquium.
- xii. The President is responsible for gathering nominations from the Graduate Student Body for the Cinda Helke Award for Excellence in Student Advocacy.
- xiii. The President is responsible for facilitating and maintaining communication between the Graduate Student Body, GSC, GEC, and the Associate Dean for Graduate Education.
- xiv. The President is responsible for GSC organization and logistics, including when/where meetings will be held and the budget for GSC-sponsored student functions.
- xv. The President shall act as the administrative head for the Graduate Student Council and shall not vote in any matters except to break a tie.
- xvi. The President shall preside over all Graduate Student Council meetings. If the President is unable to attend a GSC meeting, he/she may designate an individual from the GSC to preside over the meeting.

Article IV. Meetings

- A. The President is responsible for organizing the time and location of GSC meetings.
- B. The GSC must meet at least once a quarter.
- C. The GSC may call closed meetings, if necessary, depending upon the confidentiality of the material that is to be discussed.
- D. Meeting Secretary
 - a. At each meeting, there will be a designated Secretary to record the minutes.
 - b. The Secretary will be a rotating position among the department/program representatives.
 - c. After each meeting, the designated Secretary will type up the minutes and email them to each member of the GSC.
- E. GSC Notebook
 - a. The President must bring the GSC notebook to all meetings.
 - b. The President is responsible for the maintenance and upkeep of the notebook.
 - c. Review and Approval of Previous Meeting Minutes
 - i. At the beginning of each monthly meeting, the previous month's minutes will be voted on (see voting procedure below).
 - ii. Once the minutes have been approved by the GSC, they are considered the official meeting minutes and the President must print these approved minutes and keep them in the designated GSC notebook.
- F. Voting
 - a. Each GSC representative shall have one and only one vote.
 - b. Unless specified otherwise, voting decisions by the GSC shall be made by simple

- majority of those present at a GSC meeting.
- c. In the case of a tie, the President may vote to break the tie.
- d. Quorum
 - i. There must be at least four department/program representatives and the President in attendance for there to be a quorum.
 - ii. If the President has designated a representative to preside over a meeting, there must be at least five department/program representatives present for a quorum.
 - iii. The Presidential designee does not vote unless there is a tie.
- e. The majority of GSC meetings are open to the public, but only active GSC representatives can vote.

Article V. Amendments

- A. Bylaws may be amended by a vote of the Department/Program representatives.
- B. Voting procedures for an amendment will follow the same voting procedures outlined above.

Article VI. Graduate Student Enrichment Fund

- A. The GSC is responsible for maintaining the Graduate Student Enrichment Fund.
- B. The Fund is to be replenished primarily through donations from USUHS alumni. Individual Departments/Programs may also contribute to the Fund.
- C. The GSC is responsible for requesting donations from alumni for the Fund via a mailing that has been approved by the Alumni Affairs Office.

Article VII. Awards and Honors

- A. The GSC is entitled to present the The Cinda Helke Award for Excellence in Graduate Student Advocacy each year during the Graduate Student Colloquium Awards Ceremony. The Award presentation will be followed by an email announcement of the recipient to the University community no later than one week after the Awards ceremony. The recipient will receive an Award plaque and also have his or her name placed on the Cinda Helke Award for Excellence in Graduate Student Advocacy plaque that will be displayed outside the Graduate Student Office. Funding for these plaques will come from the Graduate Student Enrichment Fund.
- B. The purpose of this award is to recognize a faculty or staff member who is an outstanding advocate of graduate student interests within the School of Medicine at USUHS.
- C. Nominations of faculty or staff for this award will be accepted from the beginning of the Winter Quarter until January 25th. A call for nominations for this award will go out to all the members of the Graduate Student Body. Only members of the Graduate Student Body are eligible to nominate faculty or staff for this Award. Each GSC representative will collect the nominations from students in his/her respective program/department and present them to the GSC President.

- D. Nominations for this award will consist of at least a one-page letter or memo outlining why the nominee should be considered for this Award. Students may garner support for their nominee from other members of the Graduate Student Body with accompanying signatures.
- E. The GSC will vote on the nominees during the February GSC meeting, and the winner shall be decided upon by a majority vote.

Article VIII. Social Events

- A. The Graduate Student Council shall host regular social events as determined by the GSC.
- B. Funding for all GSC-sponsored events will come from the Graduate Student Enrichment Fund.

Article IX. Ratification

The ratification of the conventions of the Graduate Student Representatives shall be sufficient for the establishment of these By-Laws between the Graduate Student Representatives so ratifying the same.

Emerging Infectious Disease Representative

Krystle Mohawk

Medical and Clinical Psychology Representative

Leigh Johnson

Molecular and Cell Biology Representative

Julie Wu

Neuroscience Representative

Thomas McFate

Pathology Representative

__Bethanie Morrison

Preventive Medicine and Biometrics Representative

Patrick High

Done in convention by the unanimous consent of the Graduate Student Representatives present the 7th day of March in the year of two thousand six of the formation of the Graduate Student Council.

**UNIFORMED SERVICES UNIVERSITY SCHOOL OF MEDICINE
GRADUATE PROGRAMS**

**Initial Report of the
THESIS ADVISORY COMMITTEE**

By the end of the second year of study, each doctoral student should have a Thesis Advisory Committee. It is the responsibility of the Program Director, Department Chairperson, or designated representative, to form a Thesis Advisory Committee for each student in their program. USU requirements state that the Committee will consist of at no fewer than four members, three of these must have a doctoral degree, an academic rank of Assistant Professor or above, and an appointment in the USU Graduate Program from which the degree is to be granted. Additional members may hold a faculty appointment at USU or have an equivalent appointment outside of USU. However, at least one member of the Committee must not have a primary or secondary appointment of any kind in the Graduate Program granting the degree. Individual program rules may stipulate additional requirement on the composition of the Thesis Advisory Committee. The majority of the members of the student's Committee must have a full-time faculty appointments at USU and be members of the Graduate Program granting the degree. An exception to this requirement may be granted at the discretion of the Associate Dean for Graduate Education upon submission of a written justification. Individual Program requirements may be more stringent than those of the Graduate Education Office and may result in placing additional requirements for the formation of the Committee. This Thesis Advisory Committee is subject to change or amendment in full consultation between the student and the committee.

Student Name: _____

SSN: _____ Ph.D _____ Dr.P.H. _____

Graduate Program/Department: _____

Major Advisor: _____
Name Primary Department of Advisor

Tentative Dissertation Topic: _____

Requirements:

Number of graded formal credit hours completed: _____

Cumulative GPA: _____

Qualifying Exam: Dates of Successful Completion of
 Written: _____ Oral: _____ Other: _____

USUHS Form 641

Thesis Advisory Committee Members

Required Members:

1. Committee Chair:

Typed Name	Signature	Date
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2. Major Advisor:

Typed Name	Signature	Date
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3. USU Faculty Member (in Graduate Program awarding degree):

Typed Name	Signature	Date
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4. USU Faculty Member (**NOT** in Graduate Program awarding degree):

Typed Name	Signature	Date
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USU Department Affiliation

Additional members as required by Program and/or requested by student and advisor:

Member:

Typed Name	Signature	Date
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Member:

Program or Dept.	Faculty Rank	Institution (if not USU)
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Typed Name	Signature	Date
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Program or Dept.	Faculty Rank	Institution (if not USU)
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Approvals

Student:

Typed Name	Signature	Date
------------	-----------	------

Program Director or Department Chair:

Typed Name	Signature	Date
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Associate Dean for Graduate Education:

Eleanor S. Metcalf, Ph.D.

Typed Name

Signature

Date

Appendix C

**Requirements for Formation of the
Graduate Student Ph.D. Thesis Advisory Committee**

1. The Thesis Advisory Committee will consist of no fewer than four members.
 - a. Three of these Committee members must have a doctoral degree, an academic rank of Assistant Professor or above, and an appointment in the USU Graduate Program from which the degree is to be granted.
 - b. Additional members may hold a faculty appointment at USU or have an equivalent appointment outside of USU. However, at least one member of the Committee must not have a primary or secondary appointment of any kind in the Graduate Program granting the degree.
2. The majority of the members of the student's Committee must have a full-time appointment at USU and must be members of the Graduate Program granting the degree. An exception to this requirement may be granted at the discretion of the Associate Dean for Graduate Education upon submission of a written justification.
3. Individual Program requirements may be more stringent than those of the Graduate Education Office and may result in placing additional requirements for the formation of the Committee.