

# **GRADUATE STUDENT HANDBOOK**

**2011-2012**



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

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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 masters or doctoral degree in the biomedical sciences or in public health.

This Handbook is designed as a reference for your use in finding answers to frequent, recurring questions concerning graduate study at USU. Much of the information contained herein also appears on the USU Graduate Education Web site. Go to [www.usuhs.mil/graded](http://www.usuhs.mil/graded) .

The Handbook contains critical information about all aspects of graduate student life at USU, including progress during your academic program and non-quantitative issues such as the expectations of the University on issues of academic integrity and ethics. Please refer to your Program for Program-specific requirements. **You are responsible for all the information contained within this Handbook.**

Graduate studies at USU consist of a rigorous schedule of lectures, small group sessions, seminars, 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 as a graduate student. **We will try to help in every way that we can.**

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 AND STRUCTURE OF THE USU GRADUATE PROGRAMS IN THE BIOMEDICAL SCIENCES AND PUBLIC HEALTH

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

The Graduate Programs in Biomedical Sciences at USU have grown from a single graduate student enrolled in the Physiology Ph.D. Program to approximately 180 graduate students in 2011.

USU currently offers Ph.D. degrees in three Interdisciplinary Programs:

- Emerging Infectious Diseases
- Molecular and Cell Biology
- Neuroscience

USU also offers doctoral and master degrees in Departmentally-based Programs:

### **Department of Medical and Clinical Psychology**

- Ph.D. in Medical Psychology (research track)
- Ph. D. in Medical Psychology (dual track)
- Ph.D. in Clinical Psychology\*

### **Department of Preventive Medicine**

- Ph.D. in Environmental Health Sciences\*
- Ph.D. Medical Zoology
- Doctor of Public Health

Master's degree programs are offered in:

- Public Health
- Tropical Medicine and Hygiene\*
- Master of Science in Public Health\*
- Master of Health Administration and Policy

Master degree in Medical Military History\*

*Some degree programs are limited to military students (indicated by \*).*

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.

## USU SCHOOL OF MEDICINE GRADUATE PROGRAMS 2011-2012 ACADEMIC CALENDAR

### Fall Quarter, 2011-2012

July 18-22	Fall Quarter Registration, Current Students
August 17-18	Orientation, Incoming Graduate Students
August 18-19	Registration, Incoming Graduate Students
August 22	Fall Quarter Classes Begin
August 26	Summer Quarter Grades Due
September 2	Last Day to Drop/Add Courses
September 5	Labor Day (Holiday)
October 10	Columbus Day (Holiday)
October 17-21	Winter Quarter Registration
November 10	Fall Quarter Ends
November 11	Veterans' Day (Holiday)

### Winter Quarter, 2011-2012

November 14	Winter Quarter Classes Begin
November 24-27	Thanksgiving Recess
November 30	Last Day to Drop/Add Courses
November 30	Fall Quarter Grades Due
Dec. 17, 2011-Jan.3,2012	Winter Recess
January 16	Martin Luther King Jr.'s Birthday (Holiday)
January 23-27	Spring Quarter Registration
February 17	Winter Quarter Ends
February 20	President's Day (Holiday)

### Spring Quarter, 2011-2012

February 21	Spring Quarter Classes Begin
March 5	Last Day to Drop/Add Classes
March 5	Winter Quarter Grades Due
March 17-25	Spring Recess
April 23-27	Summer Quarter Registration
May 15-16	USU Research Week
May 15	Graduate Student Colloquium
May 18	Spring Quarter Ends
May 19	USU Graduation

### Summer Quarter, 2011-2012

May 21	Summer Quarter Begins
May 28	Memorial Day (Holiday)
June 1	Last Day to Drop/Add Courses
June 1	Spring Quarter Grades Due
July 4	Independence Day (Holiday)
July 16-20	Fall Quarter Registration
August 10	Summer Quarter Ends
August 10	Academic Year Ends

## ADMINISTRATION

### Graduate Education Office (GEO)

**Eleanor S. Metcalf, Ph.D.**

Associate Dean of Graduate Education

**Elena M. Sherman (Marina)**

Graduate Education Specialist

[Elena.sherman@usuhs.mil](mailto:Elena.sherman@usuhs.mil)

301-295-3913

**Kelly A. Harrison**

Graduate Education Specialist

[Kelly.harrison.ctr@usuhs.mil](mailto:Kelly.harrison.ctr@usuhs.mil)

301-295-9474

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

[graduateprogram@usuhs.mil](mailto:graduateprogram@usuhs.mil)  
<http://www.usuhs.mil/graded>

### Interdisciplinary Graduate Programs

	Bldg/Room	Telephone	email
<b>Emerging Infectious Diseases</b>			
Program Director: Christopher Broder, Ph.D.	B4106	295-3401	<a href="mailto:cbroder@usuhs.mil">cbroder@usuhs.mil</a>
Administrative Officer: Pat Sinclair	B4154	295-5749	<a href="mailto:psinclair@usuhs.mil">psinclair@usuhs.mil</a>
<a href="http://www.usuhs.mil/mic/eid.html">http://www.usuhs.mil/mic/eid.html</a>			
<b>Molecular and Cell Biology</b>			
Program Director: Mary Lou Cutler, Ph.D.	B3122	295-3453	<a href="mailto:mcutler@usuhs.mil">mcutler@usuhs.mil</a>
Administrative Officer: NeTina Finley	C2095	295-3642	<a href="mailto:nfinley@usuhs.mil">nfinley@usuhs.mil</a>
<a href="http://www.usuhs.mil/mcb/index.html">http://www.usuhs.mil/mcb/index.html</a>			
<b>Neuroscience</b>			
Interim Program Director: Sharon Juliano, Ph.D.	B2050	295-3673	<a href="mailto:sjuliano@usuhs.mil">sjuliano@usuhs.mil</a>
Administrative Officer: NeTina Finley	C2095	295-3642	<a href="mailto:nfinley@usuhs.mil">nfinley@usuhs.mil</a>
<a href="http://www.usuhs.mil/nes/home.html">http://www.usuhs.mil/nes/home.html</a>			

## Departmental Graduate Programs and Basic Science Departments

	Bldg/Room	Telephone	email
<b>Anatomy, Physiology and Genetics</b>			
Chair: Harvey Pollard, M.D., Ph.D.	B2026	295-3200	<a href="mailto:hpollard@usuhs.mil">hpollard@usuhs.mil</a>
Administrative Officer: Mary Thomson	B2094	295-9365	<a href="mailto:mthomson@usuhs.mil">mthomson@usuhs.mil</a>
<a href="http://www.usuhs.mil/apg/">http://www.usuhs.mil/apg/</a>			
<b>Biochemistry</b>			
Chair: Teresa Dunn, Ph.D.	B4014	295-3592	<a href="mailto:tdunn@usuhs.mil">tdunn@usuhs.mil</a>
Administrative Officer: Brittany Nolton	B4058	295-3584	<a href="mailto:brittany.nolton.ctr@usuhs.mil">brittany.nolton.ctr@usuhs.mil</a>
<a href="http://bio.usuhs.mil/">http://bio.usuhs.mil/</a>			
<b>Medical and Clinical Psychology</b>			
Chair: David S. Krantz, Ph.D.	B3050	295-3270	<a href="mailto:dkrantz@usuhs.mil">dkrantz@usuhs.mil</a>
Program Director: Andrew Waters, Ph.D.	B3044	295-9675	<a href="mailto:awaters@usuhs.mil">awaters@usuhs.mil</a>
Administrative Officer: Corinne Simmons	B3052	295-9669	<a href="mailto:csimmons@usuhs.mil">csimmons@usuhs.mil</a>
<a href="http://www.usuhs.mil/mps/">http://www.usuhs.mil/mps/</a>			
<b>Medical History</b>			
Program Director: Kristin Heitman, Ph.D.	D3008	295-3168	<a href="mailto:kheitman@usuhs.mil">kheitman@usuhs.mil</a>
Fellow Advisor: Steven C. Craig, COL (ret.), MC, USA	D3008	295-3168	<a href="mailto:scraig@usuhs.mil">scraig@usuhs.mil</a>
Administrative Officer: Kelly Mullally	D3008	295-3168	<a href="mailto:kmullally@usuhs.mil">kmullally@usuhs.mil</a>
<a href="http://www.usuhs.mil/meh/gradprog.html">http://www.usuhs.mil/meh/gradprog.html</a>			
<b>Microbiology and Immunology</b>			
Chair: Alison D. O'Brien, Ph.D.	B4152	295-3419	<a href="mailto:aobrien@usuhs.mil">aobrien@usuhs.mil</a>
Administrative Officer: Lucille Washington	B4152	295-3411	<a href="mailto:lwashington@usuhs.mil">lwashington@usuhs.mil</a>
<a href="http://www.usuhs.mil/mic/">http://www.usuhs.mil/mic/</a>			
<b>Pathology</b>			
Chair: Robert M. Friedman, M.D.	B3154	295-3450	<a href="mailto:rfriedman@usuhs.mil">rfriedman@usuhs.mil</a>
Administrative Officer: Dawn Patti	B3154	295-3104	<a href="mailto:dpatti@usuhs.mil">dpatti@usuhs.mil</a>
<a href="http://www.usuhs.mil/pat/">http://www.usuhs.mil/pat/</a>			

	<b>Bldg/Room</b>	<b>Telephone</b>	<b>email</b>
<b>Preventive Medicine and Biometrics</b>			
Chair: Gerald R. Quinnan, M.D.	A1044	295-3173	<a href="mailto:gquinnan@usuhs.mil">gquinnan@usuhs.mil</a>
Graduate Program Director: David Cruess, Ph.D.	A1044	295-3465	<a href="mailto:dcruess@usuhs.mil">dcruess@usuhs.mil</a>
Doctoral Programs Director: Roger Gibson, Ph.D.	A1040H	295-0305	<a href="mailto:roger.gibson@usuhs.mil">roger.gibson@usuhs.mil</a>
Administrative Officer: Tina Thompson	A2040A	295-1977	<a href="mailto:tthompson@usuhs.mil">tthompson@usuhs.mil</a>
<a href="http://www.usuhs.mil/pmb/">http://www.usuhs.mil/pmb/</a>			

### Other Commonly Used USU Offices

	<b>Bldg/Room</b>	<b>Telephone</b>
Customer Support Desk (CSD)	G074	295-9800
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/LRC)	D1001	295-3350
Military Personnel Office	C1016	295-3086
Multidisciplinary Laboratories (MDL)	A2030	295-3301
Office of the Vice President for Research (VPR)	A1032	295-3303
Security	UP001	295-3033
Network Operations Center (NOC)	G006	295-9800
University Media Services (UMS)	G070	295-3337

## 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 NNM/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. Students are not issued Computer Access Cards (CAC cards) but will be able to use all computers with their email user names and passwords (see next section).

### 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. Information sent from the Graduate Education Office (GEO) is critical and you are required to regularly check your 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. **The Graduate Education Office is your OFFICIAL interaction with the University hierarchy. Thus, you are responsible for reading and responding (if asked) to ALL emails sent from GEO.**

### 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 ID card. This card serves as both a USU ID and a 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/>).

### **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 who wish to park their vehicles in the USU underground parking facility must register with Security. Each student must complete USU Form 5004 containing vehicle registration information which will be kept on file in Security. DoD and USU decals will be issued when the student registers his/her car. 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 on the ground level of Building B near the Security Office.

### **Food Services**

A 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. In the lobby of Building C, a kiosk serves gourmet coffee, muffins, cookies, and sandwiches from early morning until the middle of the afternoon. Vending machines containing soft drinks, candies, cookies and chips are available in Buildings A, B, C, and E.

### **Housing**

USU does not provide student housing. Housing in the local and near-by communities 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.

### **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 Naval Base. These facilities, called the Comfort Zone, include a gym, fitness center, outdoor recreation facility, and more. The temporary gym is located in bldg. 147. The hours of operation are: Monday-Friday - 5:00 a.m. to 9:00 p.m.; Saturday, Sunday, and holidays - 9:00 a.m. to 6:00 p.m. Phone: (301) 295-2450. Services: cardio zone exercise center, weight zone strength conditioning area, personal training, stretching and abdominal training area, locker rooms, Jiu-jitsus/Karate, fitness classes, fun-runs and walks. The outdoor facilities include: basketball court, softball field, running track, and picnic pavilions. These facilities are only a short walk from the USU campus. Your USU Identification Badge should be shown when requesting use of the services facilities. In addition to the facilities at NNMC, a mini-gym is available on site and is located on the ground floor of Bldg. B. This gym is equipped with free weights, stair masters, treadmills, stationary bikes, and elliptical cross-trainers. Showers and lockers are readily accessible next to the gym.

## STUDENT INFORMATION

### 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 needs, records, evaluations, and other aspects of military life. 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 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 and USAF personnel within the Military Personnel Support Detachment at USU.

#### 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 and USAF personnel within the Military Personnel Support Detachment at USU.

### International Students on F-1 Visas: SEVIS Requirements

Recently, numerous regulatory changes have occurred that affect the status of international students with 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, which is 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., allow efficient reporting of "event changes", and allow the INS/DHS to monitor universities and to track trends.

The INS/DHS has always required USU to keep certain information on all F-1 visa holders. SEVIS requires that the University inform the INS/DHS of changes in a student's status. The increase in the reporting obligations to SEVIS means that students will need to be much more aware of his/her responsibilities. All current and incoming USU international students have been entered into the SEVIS database and must have a SEVIS I-20 Form.

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 date of the event**. An INS/DHS fact sheet of reporting requirements is available at [http://www.immigration.gov/graphics/publicaffairs/factsheets/02.12FINALRU\\_FS.htm](http://www.immigration.gov/graphics/publicaffairs/factsheets/02.12FINALRU_FS.htm).

"Reportable Events" include the following:

1. **Change of Address, Name, or Dependent Information.** USU is 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 (Bld. A, Rm. 1045) or send an email to [elena.sherman.ctr@usuhs.mil](mailto:elena.sherman.ctr@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 must remain enrolled until the degree is completed. Although certain circumstances exist under which GEO can approve a "drop below" a full time course of study, 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 doctoral academic program.
3. **Laboratory Training.** International students can be offered admission to USU when the DoD has approved student's application files. International students are supported by one of two mechanisms. They may receive a stipend from the Henry Jackson Foundation 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 information is necessary to ensure (clear through the necessary channels) that international students and USU 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.

### 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 in all Programs and to provide services beneficial to the students. The Council is led by the GSC President who is elected by the graduate students. The President is the student representative on the Graduate Education Committee (GEC). Each Program or Department has a student representative which is selected by the students in that community. 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 is attached (Appendix A). Students also serve on University-wide Committees. Current services/activities sponsored by the GSC include a website (<http://www.usuhs.mil/graded/gsc>).

## Textbooks

Textbooks for courses taken with medical students (i.e., Medical School courses) will be issued to the graduate students free of charge. Acquisition of textbooks for graduate courses is generally the responsibility of each student. If possible, your Graduate Program will 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 at the National Institutes of Health (NIH) 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. GEO can also help you determine the best buy.

## STANDARDS OF CONDUCT

### Introduction

When an individual talks about Standards of Conduct these days, they are often speaking about one specific subject. However, in my view, as ADGE, I believe that Standards of Conduct cover multiple subjects. These standards are the yardsticks by which we are measured as people and professionals, on one hand, but they are also those standards which define us as human beings. This section of the Handbook describes several types of standards, all of which play an important role in the world of developing or mature scientists. Becoming a scientist is not just learning to become a critical thinker or not just to design an experiment with the proper controls so you can rely on your results. We live in a world where electronic and personal communications have become a nonstop constant reminder of the importance of developing people skills. This notion of people skills not only means how well you explain ideas and concepts nor how well you can interact with others, but also whether you treat others with the respect and dignity that each person deserves. So herein are some rules and thoughts not only about the meaning of cognitive and non-cognitive skills and values people must develop but also what it means to copy other peoples' ideas or what it means to intimidate or harass others, all these things are a part of what I believe are Standards of Conduct.

Violations of academic integrity or ethics will be reviewed by the GEC. A lapse in performance and/or evidence of academic or scientific misconduct may result in a recommendation for suspension, probation, or disenrollment.

### Academic Integrity

Satisfactory academic standing is determined both by performance in formal courses and by aspects of academic performance that include 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.

## Responsible Conduct of Science

**The Graduate Students' Code on the Responsible Conduct of Science** was developed by USU faculty and modified and adopted by USU Graduate Students. Your behavior as a graduate student and biomedical scientist should adhere to these principles.

"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 or 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 topic of interest.

**Plagiarism.** Responsible conduct of science and academic integrity concepts also include the respect with which we use other peoples' ideas and concepts. Although the word plagiarism has been defined in various ways, all definitions include a violation of academic integrity and the following constraints on using other investigators' works. The following passage is taken from USU Instruction 1306 which serves as a guide for students towards the achievement of academic integrity. "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.” A further discussion of the meaning of plagiarism is included as **Appendix B**.

**Non-Attribution.** Lectures, discussions and all variety of presentations by guest speakers, seminar leaders, and panelists, including renowned public officials and scholars, constitute an important part of University curricula. So that these guests, as well as faculty and other University officials, may speak candidly, the University offers its assurance that their presentations, will be held in strict confidence. This assurance is derived from a policy of non-attribution that is morally binding on all who attend. Without the express permission of the speaker, nothing he or she says will be attributed to that speaker directly or indirectly in the presence of anyone who was not authorized to attend the lecture.

**Academic Freedom.** USU students have the privilege of **respectful dialogue** amongst academic colleagues and may debate any subject related to the USU course materials within the classroom setting. Indeed, one of the goals of professional federal/military education is to develop officers who can employ innovative thinking when confronted with changing situations; it is imperative that the University provide a learning environment that encourages officers to cast a critical eye on traditional or accepted concepts. In this regard, the University is a safe and proper setting for students to practice the art of communicating innovative and non-traditional concepts. It is expected that officers will debate their viewpoint responsibly reflecting officership, professionalism and military courtesy.

### **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.

## 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. 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 his/her Program on the Graduate Education Committee (GEC)(see below) The 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. The Directors 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.** During the first year at USU, either a temporary student advisor is assigned by the Program or the Graduate Program Director serves as a transitional student advisor. Selection of a Major Advisor (Thesis Advisor) usually occurs by the end of the first year, and this Advisor is chosen by the graduate student (with advice from and agreement by the Program Director). The Major Advisor is directly responsible for guiding the scientific and academic progress of the student. 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.

**SOM Graduate Education Committee (GEC).** The USU GEC is an umbrella organization responsible for reviewing all of the Graduate Programs and providing advice to the Associate Dean for Graduate Education. The GEC addresses all aspects of graduate student life including academic issues and, importantly, any issues of academic integrity. The GEC is composed of one faculty member from each of the Basic Science Departments and the Interdisciplinary Programs (usually the Program Directors). In addition, two representatives are appointed from the Faculty Senate, and the President of the GSC serves as the graduate student representative. 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. Recommendations and comments from the GEC are forwarded to the Dean, F. Edward Hébert School of Medicine, via the ADGE.

## Registration

The School of Medicine Graduate Programs at USU are based on the 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).**

Each student must confer with his/her major advisor or Program Director to determine his/her curriculum and educational plan. 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. **It is the responsibility of the student and his/her advisor to ensure that the 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 **10 days** after the beginning of an academic quarter to drop or add a course(s). These courses must be listed on a USU Add/Drop Form and submitted to the GEO. This Form **must** be signed by the Course Instructor, Course Director, **AND** the Graduate Program Director. Requests for changes in registration following the Add/Drop deadline are normally not granted; however, when extenuating circumstances exist, a graduate student may petition the ADGE for permission to Withdraw from a course. The registration and subsequent Withdrawal will be recorded on the student's transcript.

**NIH/FAES Graduate Courses.** 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 (Rockville Pike) from NNMC. USU graduate students are permitted to enroll in FAES courses and receive academic credit at USU if the Graduate Program Director deems that an FAES course is required for a student's academic program, and no equivalent course is taught at USU. The student's Graduate Program must be prepared to assume the cost of tuition for these courses.

**Degree Completion Time Limit.** 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 by the ADGE and the GEC.

## Grading Policy

The policy at USU on grading and enrollment in graduate courses is described in USU Instruction 1323, "Examination, Grading and Enrollment Policies for Graduate Education Programs at USU." This Instruction specifies that graduate students must be enrolled as current student at USU in order to receive credit for any given course. Depending on the course, the students will receive either a letter grade or pass/fail for classes, seminars, research, or teaching. 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 ADGE, 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 attend class, participate in exams, assignments and other course requirements. These course requirements will not be graded. The student will receive an AU (Audit) in the quarter hours section of the transcript and 0 in the grade point section. With permission of the instructor, a student may "sit in" on a course but no credit will be given and the course will not appear on the transcript.

**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, & 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 for Dissertation Research 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.
  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.

### **Academic Performance**

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 a review of the student's academic record by the GEC. The student's Program Director must present a remedial plan for that student or may recommend Disenrollment. If a Remedial Plan for the student is supported by the GEC, then the student will be placed on Academic Probation for no more than one year. In addition, receipt of a grade of D or F automatically results in an academic review by the 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.

### **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 student's Program Director is submitted to the Associate Dean for Graduate Education (ADGE). After confirmation that the five requirements have been met, the ADGE formally advances the graduate

student 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 student's 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** to the Grad Ed Office. Formation of and membership on a Thesis Committee are guided by strict rules.
5. Successful completion of Steps 1-4 are communicated to the ADGE through a formal memorandum on Program letterhead from the Program Director. This memorandum also acts as a formal recognition that a graduate student has the potential to achieve the doctoral degree.

### Graduation Requirements

Upon completion of the academic program and research project at USU, a doctoral degree candidate must write a dissertation and present his/her thesis at a private and public defense. The "Dissertation Defense Manual" can be downloaded at <http://www.usuhs.mil/graded/dissertation.html>.

**Please contact the GEO for the most recent dissertation defense process and requirements at least 3 to 4 weeks before your thesis defense. Pay attention to emails regarding graduation and dissertation defense from GEO when considering graduating during the academic year.**

### Commencement

Each May, USU holds Commencement Exercises. This Event is a public recognition of academic diligence and success of each individual receiving his/her degree. 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. Those students attending Graduation are eligible for the "BOR Award for The Outstanding Graduate Student".

### Reasons to Leave the University

Circumstances, academic and/or personal, may necessitate that a student leave the University.

**Withdrawal.** A formal withdrawal indicates a voluntary ending of academic work at USU. A student wishing to withdraw 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 and the University requires the submission of a formal memo stating a desire to withdraw,

and includes a formal checkout procedure. The student must formally reapply for admission if he/she wishes to return to a Program.

**Leave of Absence.** A leave of absence (LOA) request indicates a voluntary interruption of academic work at USU. A student wishing to 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. A LOA 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 re-application/re-admission to a Program. Stipends will not be paid during a LOA. 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. Exception to this policy may be considered after consultation with the ADGE.

**Vacations and Other Absences from Campus.** Vacation time and other personal absences should be discussed and approved by the 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.**

## STIPENDS AND RESEARCH SUPPORT

### Tuition Waiver

#### USU - sponsored Graduate Students

“USU-sponsored graduate students” are eligible for individual waiver of USU tuition in accordance with authority included in DoD Instruction 6010.20, “Admission Procedures for the Uniformed Services University of the Health Sciences.”

The purpose of this document is to outline the criteria by which an individual is offered the tuition waiver. Waiver of tuition is based on the needs of USU and specifically on: the potential for the student to contribute to his/her Graduate Program, to biomedical science in support of uniformed and civilian medicine in general, and to the overall advancement of knowledge.

In return for a waiver of tuition, the student is expected to:

1. participate in the education and research components of his/her Graduate Program;
2. assist in the approved research and teaching efforts of USU and its faculty, and
3. assign intellectual property developed as part of his/her graduate program to USU with the same benefits and acknowledgments accorded to USU faculty inventors and authors.
4. understand that the tuition waiver is contingent on satisfactory program progress and continued enrollment.

## 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 in September of the 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 the "student status" of each person and not for services rendered, a portion of the stipend may not be taxable. Students must report as income any amount received which exceeds the cost of required educational 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 their 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 of you plans ahead to make sure that you will not face a large tax bill on April 15<sup>th</sup>. 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 Fellowships in Medical Science" (2 awards) and the "Val G. Hemming Fellowship". The Fellowships are awarded annually to outstanding senior USU civilian graduate student doctoral candidates in the USU School of Medicine. The Fellowships are competitively awarded to students who meet the following criteria:

1. The student's USU-supported funding has ended.
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 his/her degree and to be recognized as a HJF Fellow.

The Call for Applications will occur in March, and selection of Awardees will be announced by the end of June 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.** 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. We do not currently have the authority to offer Title IV Funding.

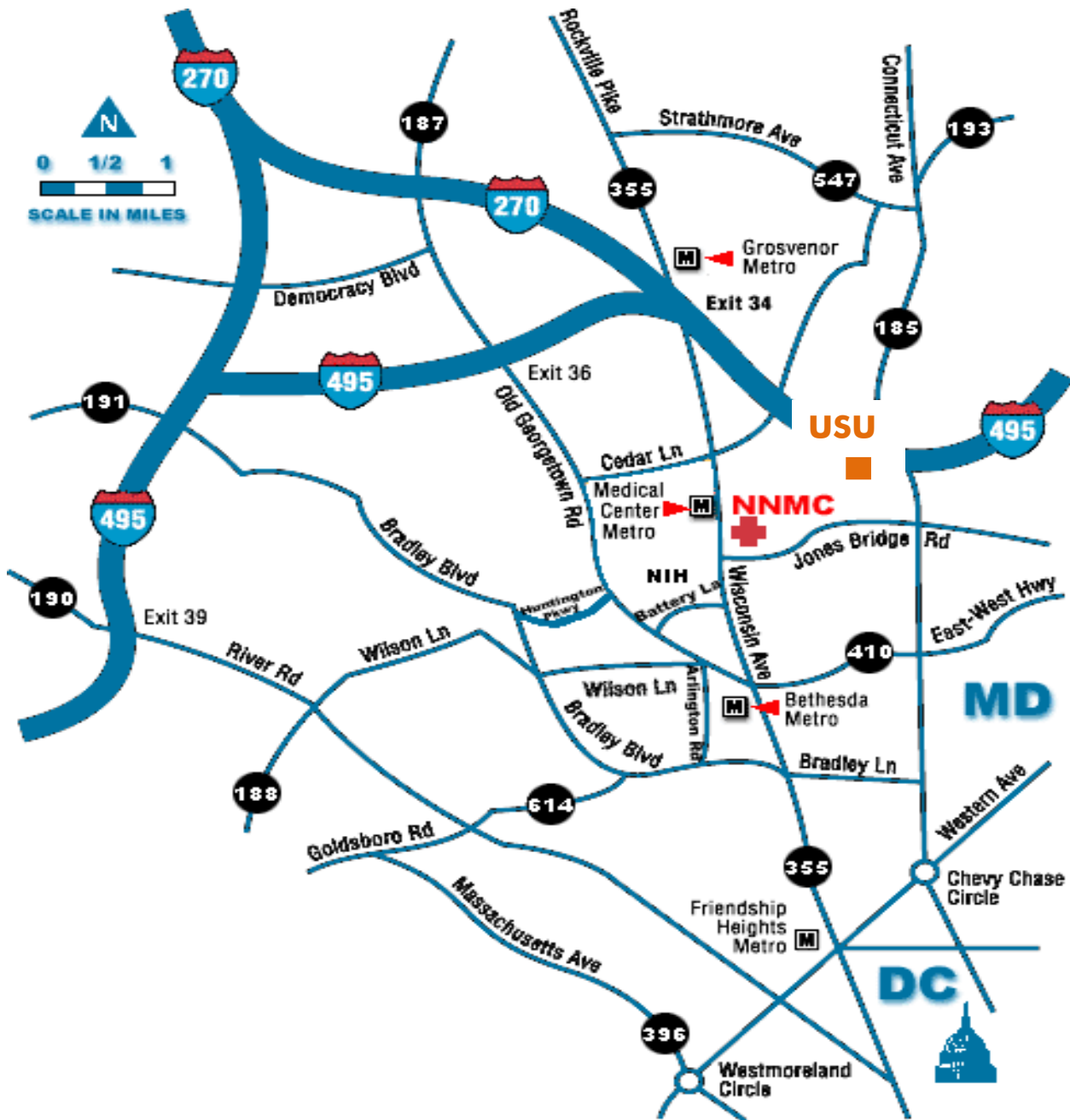
**Emergency Fund (Mannix International Fellows Fund).** The Mannix International Fellows Fund was established in 1999 in memory of Sherry A. Mannix, who died of cancer at the age of 44. It is hoped that through this living memorial, future scientists who choose to come to this University can devote their 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 medical 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 (TO Grants)**

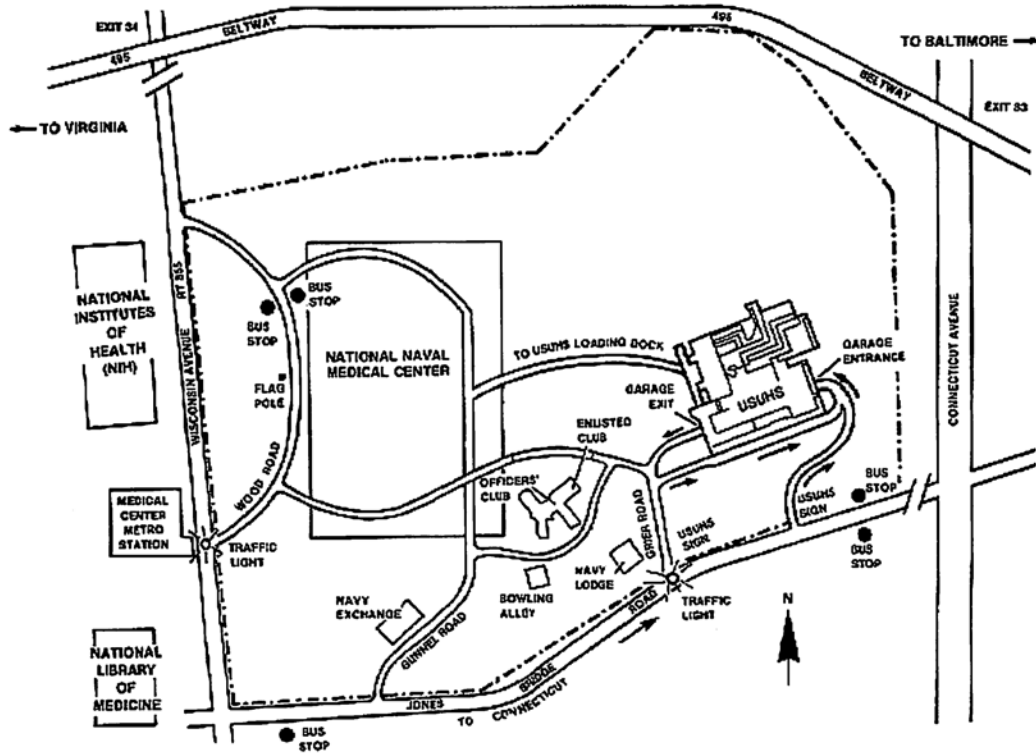
USU maintains a special fund to finance doctoral student research. This resource is designed to provide research funds to graduate students in addition to those provided by their major advisor. These funds are available to those students who have Advanced to Candidacy and are devoting a majority of their time to their dissertation research. These funds may be used to support research supplies but not travel. Funding beyond two years is generally not available. Requests are evaluated on a case by case basis by the GEO. The maximum funds available have varied between \$1,500 and \$2,500/year.

Forms to apply for USU graduate research funding are available from the GEO. Deadline for submission of applications is usually October 1<sup>st</sup>. The 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.

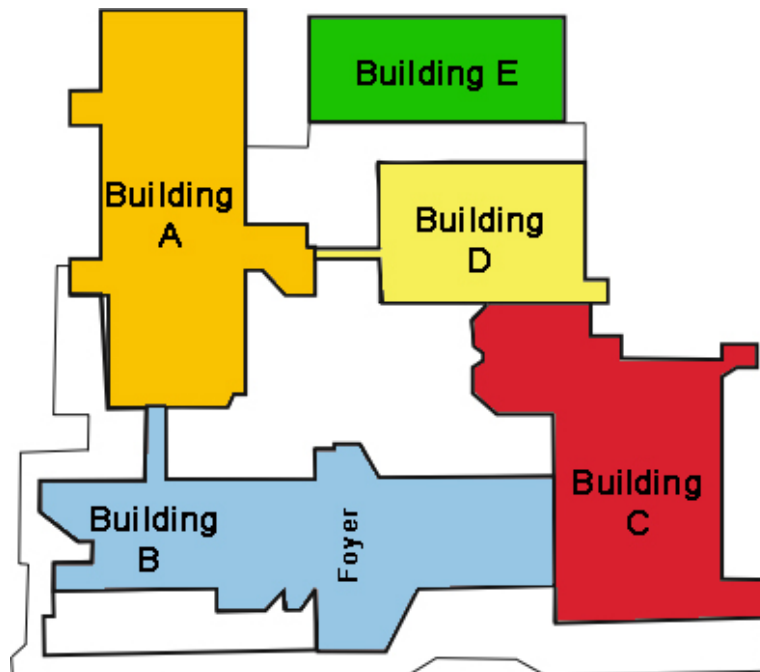
## LOCATION OF USU



## USU ON THE BASE OF THE NATIONAL NAVAL MEDICAL CENTER



## CAMPUS BUILDINGS



## Appendix A

### 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.

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

\_\_\_\_\_  
Tonia Zangari

Medical and Clinical Psychology Representative

\_\_\_\_\_  
Elena Spieker

Molecular and Cell Biology Representative

\_\_\_\_\_  
David Chang

Neuroscience Representative

\_\_\_\_\_  
Rachel Ribeiro

Preventive Medicine and Biometrics Representative

\_\_\_\_\_  
Cecilia Lee

Physician/ Scientist (MD/PhD) Representative

\_\_\_\_\_  
Andrew Moore

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

**Graduate Student Council  
By-Laws  
Amendments**

**Amendment I – Amendment Procedures** (Approved 7 May 2007)

Unless otherwise specified, all amendments to the Graduate Student Council By-Laws will take effect on the date they are ratified.

**Amendment II - Department/Program Representation** (Approved 7 May 2007)

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 second year master or doctoral student may serve on the GSC.

**Amendment III – GSC President Nominations** (Approved 7 May 2007)

Nominations for the GSC President position must either be self-nominated or nominated by another student.

**Amendment IV – Application Deadline** (Approved 7 May 2007)

The deadline to apply for the GSC President or Department/Program representative will be 15 July.

**Amendment V – GSC Colloquium** (Approved 13 September 2007)

The GSC President will serve as the Master of Ceremonies (MC) for the annual Graduate Student Colloquium. Should the President be unable to serve as MC, a member of the GSC will serve in this function and be appointed by the President.

**Amendment VI – Program Representation** (Approved 13 September 2007)

A program/department that is does not regularly accept students into its program/department are not required to have a student representative, until such time that it starts to regularly accept students again.

**Amendment VII – Quorum** (Approved 13 September 2007)

A quorum from this point on will be defined as a having over fifty percent of program/department representatives present.

## Appendix B

### Plagiarism Guidelines

#### What is Plagiarism?<sup>1</sup>

The Oxford English Dictionary (OED) provides a simple and clear definition of plagiarism: “The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft.”<sup>2</sup> In 1994, the Office of Scientific Integrity (ORI)<sup>3</sup> provided a definition of plagiarism in response to cases of scientific misconduct: “As a general working definition, ORI considers plagiarism to include both the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another’s work....Substantial unattributed textual copying means the unattributed verbatim or nearly verbatim copying of sentences and paragraphs which materially mislead the ordinary reader regarding the contributions of the author.”<sup>4</sup>

An important aspect of both the “common practice” definition from the OED and the specific description from the ORI for scientific practice is the fact that plagiarism is broader than just copying text verbatim. It includes the view that—even without ever directly copying someone else’s document word-for-word—you can plagiarize someone else’s text. Copying “someone else’s work” (OED) and the “misappropriation of intellectual property and the substantial unattributed textual copying of another’s work” (ORI) includes copying someone else’s ideas, conclusions or interpretations, and even how they have organized a discussion of a topic. For example, to read through the text of a book, chapter, review, or the summary paragraphs of a scientific publication and re-type the information in one’s “own words” is plagiarism (see below). The author of the text one has paraphrased had collected the information for you (the individual who reads their paper), spent time thinking how to summarize and organize the information in a systematic manner, made decisions about how to present (in what order) the information to the reader, and more than likely included their interpretation or opinion on the topic in how they summarized and selected the information.

Plagiarism may *seem* to be a “grey area” because in science we are discussing “facts” and research findings. Some may argue that repeating scientific data or research results is not really taking someone else’s work; the facts “belong to no one” in particular. True, the findings exist independent of what some author previously wrote about them, but again it is information you *copied*. Even if it was paraphrased from one or more source it is always best to err on the side of including citation(s) to the work you consulted. The basic idea again is that if someone else collected, organized, and interpreted the information for you, they should receive credit.

#### How can I avoid plagiarizing?<sup>5</sup>

1. Do not obtain text from another source (a friend, purchased or copied from a website) and represent that work as yours—this is plagiarism.
2. Do not “copy and paste” text from a website directly into your paper. This is a very dangerous practice since there is a temptation to directly try and work on the paper by “rewording” the copied material. Worse yet, you might forget that the copied text does not belong to you or you may not remember where you obtained the information so that you cannot properly give credit to its author(s)!

3. To “re-use” or revise *your own paper* from a previous course is “questionable.” *If you plan to revise or use text from a previously written paper that you wrote it is best to consult with the instructor.*
4. When you directly copy text (e.g., more than a few words in a series) from another source, the text should be placed in quotation marks *and* cited.
5. Facts do not need to be attributed to a certain author if they are “general knowledge.” However, a more extensive listing of “facts” that appear in a text you consulted should be cited. Information about the molecular weight or melting point of a chemical compound would not require acknowledging the author or citing the source where you found this information. More specific information that required bringing together information, however, should be cited. For example, if you summarized many facts about the compound that are not common knowledge and you used a source to find out that information, or if it is a collection of facts that you do not know “off the top of your head,” you should attribute the information to the author(s).
6. In cases where you restate or paraphrase (simplify or shorten) a text that you obtained from another author, the material would not be in quotation marks, but the author who wrote the material should receive credit. For example, if you were to summarize information regarding the basic characteristics of glutamate receptors, by restating or paraphrasing, the text should include a citation.
7. Notwithstanding the above, reviewing facts or research findings for a paper or thesis can seem tricky.<sup>6</sup> If an assignment is to review the basic facts or findings about a specific topic it would make no sense to “not answer the question” directly, to intentionally rearrange a logical order for discussing a topic, or to capriciously vary the sources you cited to avoid the appearance of plagiarism.
8. But paraphrasing or repeating an authors’ text *at length* is plagiarism—even if you cite the material. *Extensive* rephrasing uses the essential ideas, thinking patterns, and selective interpretations that were created by another author. The article(s) by other author(s) should be briefly summarized (providing citation(s) to the work used) and the reader should be referred to the more extensive review(s) you have consulted.
9. When writing, you also can struggle with issues about how closely you *can* “re-phrase” something you have read. If you write at the same time that you are directly reading someone else’s text, it is tempting to re-summarize the work sentence-by-sentence. Some authors suggest you can avoid plagiarism by reading your notes and the papers you consulted, but to then *not look at the material* as you write each paragraph in your own words. After you have written your paper you can go back and check the accuracy of the sources and the facts.
10. Things also get tricky when dealing with ideas and interpretations of scientific information. To write an informative and critical paper we gather information about a topic by reading and discussing the subject with others. This information becomes part of our internal “knowledge base.” Most individuals will not remember every source where they learned certain general interpretations about a topic, or perhaps where they read or heard about a “brilliant” experimental approach to some specific scientific problem. The “creator” of the

interpretation or idea, though, should receive credit. One way to avoid this kind of plagiarism is to responsibly take notes about the sources from where you first read or heard about the idea or interpretation.

11. Likewise, one could “efficiently” write some paragraphs (or an entire paper!) based upon the information in a table that summarizes research findings on a particular topic. For example, a table may summarize the benefits of different psychotherapies for the treatment of anxiety disorders and—without using any text directly from the table—one could use this information as the basis of a paper. A very clear statement should indicate you are summarizing information from the review article (for example, “My review of this field is based primarily upon the references listed in Table 1 of Smith’s 2007 review.”). For all intents and purposes this practice is again paraphrasing *at length* and you should consult your instructor for what is acceptable.
12. Finally, redrawing a diagram, model, or flow chart that is based upon a figure created by someone else should be credited to the author(s) who originally summarized the information in graphic form.

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<sup>1</sup> Joseph McCabe, Ph.D., Department of Anatomy, Physiology & Genetics, USUHS, June 25, 2008.

<sup>2</sup> *Oxford English Dictionary Online*, Draft Revision June 2006 <http://dictionary.oed.com>

<sup>3</sup> The ORI is a component of the Public Health Service and provides advice and educational materials and oversees cases of alleged scientific misconduct related to NIH-supported research activity.

<sup>4</sup> ORI Newsletter, December, 1994, 3(1), 6-7, see: [http://ori.dhhs.gov/documents/newsletters/vol3\\_no1.pdf](http://ori.dhhs.gov/documents/newsletters/vol3_no1.pdf)

<sup>5</sup> Provided as a general guideline to preparing papers for coursework and theses at USU.

<sup>6</sup> Examples of how to avoid plagiarism and how to properly cite and review information from other references can be found in L.N. Edwards and M.G. Schoengood, *Avoiding and detecting plagiarism*, The Graduate Center, The City University of New York, March, 2005, <http://web.gc.cuny.edu/provost/pdf/AvoidingPlagiarism.pdf>