MASTER'S PROGRAM IN CELL SYSTEMS & ANATOMY

General Guidelines

Attachments

I. DESCRIPTION

The M.S. Degree Program in the Department of Cell Systems & Anatomy (hereinafter referred to as the Program) offers training in the areas of anatomical sciences and biotechnology. The curriculum prepares students seeking a Master of Science degree for a fulfilling biomedical career, in academic, industrial or clinical settings. The overall mission of the Program is to prepare the next generation of life-long learners and critical thinkers, prepared to design and execute innovative basic and translational research, and to address the most important and challenging knowledge gaps in basic biology, human health, and disease. There are two parallel tracks in the Program: **Anatomical Sciences** and **Biotechnology** with some overlapping requirements but distinct curricula. The program of graduate study (i.e. the track elected) leading to the Master's Degree will depend upon the student and the career for which the student is preparing. A Committee on Graduate Studies (COGS) oversees all aspects of Program (see Section III below).

II. GRADUATE FACULTY

All tenured and tenure-track faculty with primary or joint appointments in CSA are eligible to participate and mentor students as Supervising Professors in the Program. Non-tenure track teaching faculty with primary appointments in CSA can mentor M.S. students in the Anatomical Sciences track. Research track faculty appointed in CSA can participate as graduate faculty and supervise students in the Biotechnology track if the following conditions are met: (i) prior permission of their Principal Investigator and approval of COGS (if the faculty member is an independent investigator he or she only needs approval from COGS), and (ii) have a funded and active extramural or intramural grant that can sustain the costs associated with mentoring a student. Collectively, the mentoring faculty shall be referred to as Graduate faculty. A list of current approved Program Graduate Faculty is appended in **Attachment A**. COGS will review the Graduate Faculty rosters annually at the end of May. Continuing status as a graduate faculty member will be considered every three years. Approval for continued participation will be dependent on, but not limited to, demonstrated involvement in teaching courses taken by students in the Program, service as Supervising professor or thesis committee membership, service as member of COGS, etc. It is the responsibility of the Graduate Faculty to submit documentation of participation when requested by COGS. Failure to do so may result in termination of Graduate Faculty status.

III. COGS

COGS is comprised of a group of faculty appointed by the Program Director or selected by the COGS Chair to administer various aspects of the Graduate Program, including implementing changes to program policies, evaluating and recommending admission of applicants to the program, monitoring academic progress of students, approving student thesis projects, mentor and supervising committees, conducting qualifying exams and recommending approval of candidacy towards the MS degree and determining changes to the program plan of study. COGS consists of the Chair, the Anatomical Sciences Track Student Advisor and Thesis Chair, the Biotechnology Track Student Advisor and Thesis Chair, Admissions Committee Co-Chairs, Student Seminar Chair, Awards Committee Chair and the Deputy Chair for Education and Training for the Department. The Department Chair, who is also the Program Director, serves in an ex-officio capacity and has the same rights and privileges, as do all other members, including, the right to vote. All members are counted in determining presence or absence of a quorum at meetings; a quorum is defined as the presence of one half plus one of total members of COGS. Where necessary, decisions will be made by a simple majority vote of all members of COGS. Please see **Attachment B** to contact any of the above COGS members.

IV. GENERAL REQUIREMENTS FOR GRADUATE STUDENTS

a. Requirements for Admission

Students beginning graduate study ordinarily matriculate during the fall semester, which starts first week of July with classes beginning in August. The following are the basic admission criteria for the Program. On a case-by-case basis and at the discretion of the M.S. Admissions Committee and with approval of COGS and the Graduate Faculty Council (GFC), one or more admission requirement(s) may be waived.

- Completed Application forms indicating the track (Anatomical Sciences / Biotechnology) to which the student seeks admission.
- Scores on the Graduate Record Examination (GRE), Medical College Admission Test (MCAT) or Dental Admission Test (DAT) taken within 5 years of application are optional but recommended.
- International applicants from countries where English is not the native language are also required to take one of two English proficiency tests: Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS: Academic module only) within two years of application to the program. The minimum required scores for the TOEFL is 84 for the internet-based test (iBT). The minimum required score on the academic International English Language Testing System (IELTS) is 6.5
- Certified transcripts of all college and/or postgraduate work: A baccalaureate degree in a natural science, biomedical engineering, and/or any other discipline from an accredited institution in the United States or proof of an equivalent degree from a foreign institution is required. A cumulative grade point average (GPA) no lower than "B" (3.0 on a scale of 4.0) on all undergraduate-level studies undertaken previously is required.
- Essays: An essay describing prior research and/or teaching experiences that evoked an interest in research, long-term career goals, and rationale for applying to the Cell Systems & Anatomy graduate program.
- Letters of recommendation (3) from faculty and/or individuals with similar professional credentials who served as instructor, advisor or supervisor to the applicant are required.

The admission committee uses a holistic approach in making its decision. Consideration is given to a candidate's research experience, grade point average, essay, letters of recommendations, GRE/MCAT/DAT score (if provided), interviews, and the overall ranking of the applicant compared to other qualified applicants.

Application deadline dates: Preferred deadline date is February 15 but no later than April 15 to be considered for admission the following fall semester**.** All supporting material such as GRE scores and letters of recommendation must be received before May 1. Spring semester admission (January start date) will not be considered except in very unusual circumstances. Applicants will be notified of the admission decision; individual feedback will not be provided.

b. Course Requirements

All students require a minimum of 30 semester credit hours (SCH) to graduate with a M.S. degree. See attached Academic Plans of Study - **Attachment C** (Anatomical Sciences track) and **Attachment D** (Biotechnology track) for details of coursework.

c. Grade Requirements

A student must maintain an overall cumulative grade point average (GPA) of ≥ 3.0 ("B" average) each semester to continue in good academic standing. For the required courses the student

must make at least a "B" and/or receive a satisfactory in courses graded Satisfactory,"S"/Unsatisfactory,"U".

If a student receives a grade that is worse than a "C" in one course or final grades of "C" in more than one course in the curriculum, or gets a "U" in two consecutive semesters, he/she shall be recommended for dismissal from the Program unless an appeal from the student is approved by COGS. If the cumulative GPA drops below 3.0, the student shall be placed on academic probation. While on probation, a student must maintain a "B" average in all courses in which he/she is enrolled. If the GPA drops below 3.0 in any semester during the probationary period or remains below 3.0 for one calendar year, the student shall be recommended for dismissal from the Program unless an appeal from the student is approved by COGS.

d. Exemptions from Required Course Work

All requests for exemptions for any of the required course work must be submitted in writing to the Chair of COGS and be approved by a vote of COGS.

e. Student Evaluations

The Student Advisor will conduct semi-annual evaluations of each student for the purpose of following his/her progress throughout the tenure of the graduate program. These evaluations are to take place at the end of the fall and the spring semesters of each academic year.

A grade of satisfactory ("S") or unsatisfactory ("U") for Research (CSAT 6097) or Thesis (CSAT 6098) shall be given by the Biotechnology track student advisor. Likewise, a grade of "S" or "U" will be assigned for Anatomical Sciences Thesis (CSAT 6060) by the Anatomical Sciences track student advisor. In all cases, the grade will be based on reports from either the laboratories in which a student has rotated, laboratories in which a student is working on thesis research or on student participation in required course work, seminars, journal clubs and other departmental activities. After appointment of the supervising committee, the grade for the Thesis will be based on updates presented to the committee members at semi-annual committee meetings. The form for committee member's evaluation of student's progress is appended as **Attachment E1 and E2**. If a committee meeting has not been held within 6 months, a grade of "U" will be assigned for progress that semester. However, if the student has already scheduled a committee meeting, the Student Advisor has the option of giving a grade of "I" (incomplete). Failure of a student to show satisfactory progress toward his/her degree goal based on these evaluations is grounds for dismissal from the Program unless COGS approves a student appeal. The Graduate School's policy that any student who receives two consecutive "U" grades will be subject to dismissal also holds.

f. Student Communication

Programmatic announcements and information will be conveyed to the student via the University e-mail address. Therefore, it is the responsibility of students to check their University e-mail address regularly and use it to communicate with CSA faculty/COGS.

V. SPECIFIC DEGREE REQUIREMENTS

a. Sequence Towards the Master's Degree

During the first semester of study, the Biotechnology Student Advisor / the Anatomical Sciences Student Advisor will serve as academic advisor for students in their tracks in the Program. During this time, each student shall enroll for the required courses indicated in the Plan of Study. Note that some courses will require permission from the academic coordinator to register. All course syllabi are available at the graduate school syllabus depot (https://gsbssyllabus.uthscsa.edu/). Changes in coursework are not permitted unless appealed by the student and approved by COGS.

Upon an agreement between the student and a CSA graduate faculty, a student will choose a Supervising Professor/Mentor. Mentors must be selected by *December 15* of the first year Fall

semester and a signed thesis supervisor selection form (**Attachment F**) provided to the Academic Coordinator, that must then be approved by both the COGS Chair and Program Director. The student must submit a **Milestone** form as well as a **Compact** form within a month of selecting the mentor.

The thesis proposal should be prepared, where possible, *early in the second semester of the first year*, as per guidelines provided in **section V.c.**. Members of the Supervising Committee (see **section V.b**) should also be selected *no later than the first semester of the second year* so that they may assist in formulation and review of a proposal for the thesis. It is expected that the thesis committee members will be selected before August 1 of Year 2 and the first thesis committee meeting will be held before October 1 of Year 2.

After the Supervising Professor and members of the Supervising Committee have approved the final draft of the proposal (indicated by their signatures on **Attachment J**, Approval Form for Thesis Proposal), the student will formally present the proposal to the members of COGS in a short (10-15 minutes) presentation to be given *no later than the end of the first semester of the second year*. The written thesis proposal constitutes the written qualifying exam and the presentation of the thesis proposal to COGS constitutes the oral qualifying exam. Copies of the proposal must be forwarded to the COGS Chair and Academic Coordinator for distribution to all members of COGS at least *one week before* the presentation. It is the responsibility of the student and primary mentor to have the proposal delivered on time. Failure to do so will result in rescheduling the presentation to COGS. After the presentation, members of COGS will vote to accept the proposal as is or stipulate conditions for acceptance, or vote it unacceptable. Members of COGS will vote to accept the Supervising Committee as is or recommend additional members and/or changes to the composition. Once COGS approves the thesis proposal and the Supervising Committee, the student will enter supervising committee information and apply for admission to M.S. candidacy online via IMPACT (GSBS website – Quicklinks-IMPACT; also see **section V.d**)

After the proposal has been approved and the student admitted to candidacy, the student, in consultation with the mentor, shall organize regular meetings with the supervising committee at least twice a year (or more often if necessary) to inform about his/her progress on the thesis project. No later than *one week* prior to each meeting, the student shall submit to the committee a report of progress on the research, including statements of objectives of the research, methods, major results obtained, conclusions drawn, and proposed direction of future (remaining) work. The Supervising Committee shall evaluate the progress made by the student since the last meeting as well as overall progress to date and agree on the direction of future work to be undertaken. Each member shall complete an evaluation form for M.S. students (**Attachment E1** for the first committee meeting and **Attachment E2** for the second committee meeting and beyond). It is the student's responsibility to schedule the meeting and to give the completed and signed forms to the Academic Coordinator in a timely manner. If any member of the committee cannot attend a meeting, the student must apprise him/her of the student's progress at the earliest possible opportunity and have the evaluation form signed by the member.

The committee shall also decide when the progress is sufficient to permit the student to commence with writing of the thesis. When the Supervising Committee is satisfied that research being conducted towards the thesis is near completion, it shall permit the scheduling of a defense in which the scholarly activity is presented first in a seminar, open to the public, which is then followed by a defense in a closed oral examination in front of the Supervising Committee (and any member of COGS that chooses to participate). Members of the committee will signify their permission by completion of GSBS Form 40 (**Attachment H**). The student and mentor are responsible for scheduling a mutually agreeable time for the committee. The Academic Coordinator manages scheduling of rooms for seminars and oral examinations through the Graduate School Office (see **Attachment I**) and sends out announcements to all Graduate Faculty and students about upcoming public defenses. It is the responsibility of the student and mentor to submit Form 40, thesis abstract

and student vita to the Academic Coordinator at least two weeks prior to the defense (see **section VI.b**).

b. The Supervising Committee

The student and his/her Supervising Professor will provide COGS the names of the proposed members of the student's Supervising Committee in the written thesis proposal and during the presentation of the oral thesis proposal. The Supervising Committee must consist of:

i.) the MS student advisor (Biotechnology Student Advisor/Anatomical Sciences Student Advisor) who will chair the committee. The role of the Chair is to maintain consistency of standards for student performance.

ii.) Supervising Professor and at least two other faculty members from the Graduate Faculty.

iii) One faculty member from another graduate program within the University of Texas Health Science Center, San Antonio but with a primary appointment in a different department (outside of CSA) at the institution.

Any exceptions to this prescribed committee structure must be justified in a memo to the COGS Chair from the student and his/her supervising professor. These requests will be reviewed by COGS and must be approved by a unanimous vote. The first duty of the Supervising Committee will be to assist the student in the planning of his/her project and in the preparation of a thesis proposal to be presented to COGS. It is the responsibility of the Supervising professor and the student to discuss the composition of the committee members with the Supervising Committee Chair.

c. Presentation of Thesis Proposal

The thesis proposal for students shall consist of:

A. Title Page with name of the project, names of the student and mentors and names of the supervising committee.
B. Abstract/Project summary page no longer than 30 lines of text.
C. Specific Aim(s) with Hypothesis – 1 page
D. Significance (background and rationale) – 1 page
E. Experimental Design, Data Analysis and Expected Results – upto 6 pages.
F. Bibliography (no page limit)

Formatting requirements:

1. Use Arial, Helvetica, Palatino Linotype, or Georgia typeface, black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)
2. Type density, including characters and spaces, must be no more than 15 characters per inch.
3. Type may be no more than six lines per inch
4. Paper Size: Use standard paper size (8 ½" x 11).
5. Page Margins: Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the student's name and page numbers.
6. Page Formatting: Use only a standard, single-column format for the text. Do not use a two-column format since it can cause difficulties when reviewing the document electronically.
7. Do not include any information in a header or footer of the attachments. A header will be system-generated that references the name of the student. Page numbers for the footer will be system-generated in the complete application, with all pages sequentially numbered.
8. Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes: You may use a

smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible. If using figures from a textbook, obtain prior permission from the publisher.

After the written version is completed, the student's committee must first approve the proposal. Then the student shall present the thesis proposal to COGS no later than the Fall semester of the second year in the Program. One week before the presentation to COGS, the student shall provide a written copy of the proposal and the signed approval sheet **(Attachment J)** to the COGS Chair. The student will defend the proposal before COGS. The Supervising Professor should be in attendance. At the end of the discussion, the student and the Supervising Professor shall be asked to leave the room and COGS shall vote for approval or disapproval of the thesis proposal. The composition of the Supervising Committee will then be discussed, and approved/disapproved by vote of the COGS. The student shall be informed of the votes immediately after and any changes required by COGS shall be transmitted. After approval, the names of the supervising committee and the thesis proposal shall be uploaded onto IMPACT along with application for candidacy for approval by the supervising committee, qualifying exam committees, the academic coordinator, COGS Chair and the Dean of the Graduate School.

In cases where the thesis proposal is not approved, members of COGS will meet with the student and his/her supervising professor immediately after their deliberation to present the reasons for the decision. Based on this input, the student shall present a revised or new proposal (as required) to the COGS within one month or in exceptional cases, within a time period as specified by COGS. Failure to successfully defend the second time may result in dismissal.

d. Admission to Candidacy

After the student has successfully presented a thesis proposal to COGS, and removed all "I" (Incomplete) grades from his/her record, the student will apply for admission to M.S. candidacy on IMPACT. For the Biotechnology track, the student will thereafter register for Thesis (CSAT 6098) instead of Research (CSAT 6097) hours, as outlined in the Plan of Study. All students shall remain in residence in the Program and participate in all activities normally required of full time graduate students until the thesis is completed and the Final Defense (public seminar and closed oral examination) has been conducted.

VI. AWARDING OF THE M.S. DEGREE

a. Time to Completion of Degree Requirements

M.S. students are expected to complete all degree requirements, including the defense, in approximately two years of full-time studies from date of matriculation. During the design of the thesis proposal, it is important for the student and Supervising Professor to plan for a two-year time frame from entry into the Program until successful defense. Supervising Professors mentoring students requiring more than two years to complete the thesis will be expected to seek approval from COGS for a time extension at least two months before the end of the student's fourth semester in the Program.

b. Final Thesis Defense

To schedule the final defense, the student must submit Form 40 and 3 copies of abstract and vita to the Academic coordinator at least 3 weeks before defense; these documents will then be submitted to the Graduate Dean's office. A final draft PDF version of the thesis must be uploaded

into ProQuest for formatting review by the Graduate Dean's office prior to defense. The publisher, Proquest/UMI, provides publishing guides regarding options for traditional publishing versus open access publishing and registering for copyright on their website. There is no fee for traditional publishing of theses and dissertations. You are required to submit your thesis to ProQuest/UMI for electronic publishing/storage. See **Attachment I** and visit:

(https://www.uthscsa.edu/academics/biomedical-sciences/student-life/graduation) for thesis formatting details, templates and timelines for graduation. The academic coordinator will then reserve rooms for the defense with room scheduling.

Failure to have your thesis in the required format will delay your degree conferral date. The Supervising Committee shall conduct the Final Defense. The examination will be preceded by an open seminar at which the candidate's research findings are presented to the public. This presentation should not exceed 50 minutes. Immediately following the presentation, the members of the audience, excluding the Supervising Committee members, shall be given the opportunity to ask questions. After a reasonable length of time or when all the questions have been exhausted, the audience will be excused. The examination shall then continue with the Supervising Committee and the candidate only. Following completion of the examination, the Supervising Committee shall vote on the candidate's performance. More than one signature on the non-recommended column on Form 41 (**Attachment L**) shall constitute failure. In the event of a failing performance, the committee shall make recommendations to COGS regarding the appropriateness of another oral examination after major revision of the thesis (only one is allowed) or Failure. COGS shall vote on acceptance or rejection of these recommendations while reserving the right to impose additional or new recommendations.

After the defense, please submit Form 41 with original signatures and thesis front page with original signatures to the Academic Program Coordinator for records and then submit the forms to GSBS office. The student must confirm that the thesis meets formatting requirements for ProQuest as per the Graduate School's guidelines.

c. Thesis

The typing of drafts and the final copy, collating and proof reading of a thesis are the responsibility of the student. The departmental administrative staff shall not perform any of the above as part of their regular duties. A final copy of the thesis, ready for binding must be submitted to the Chair of COGS for the Program. A hard copy of the thesis will be kept in the Department. The Supervising Professor is entitled to request a bound copy of the accepted thesis. For formatting requirements, please refer to: https://www.uthscsa.edu/academics/biomedical-sciences/student-life/graduation

d. Awarding of the Degree

The Dean's office will verify and approve the formatting of the thesis. At the Graduate Faculty Council meeting, the COGS Chair will recommend awarding of the Master's degree to the student. GFC will vote to award degrees. The student will be notified and, if approved, asked to provide the completed binding form (**Attachment M**). The binding form is required to be sent to the UT Health San Antonio library along with the number of copies the student wants bound.

VII. EXCEPTIONS TO THE GUIDELINES

Any requested exception to the Guidelines shall be voted upon and approved by COGS.

VIII. LINK TO GSBS FORMS

https://www.uthscsa.edu/academics/biomedical-sciences/student-life/graduation

IX. TERMINATING FROM DEPARTMENT and UTHSCSA

Once the student departs from the Department and UTHSCSA, a separation form (**Attachment N**) will need to be completed for the department. In addition to the department's form, students must go in person to the registrar's office and pick up a clearance form.

Attachment A: CSA MS Program Faculty

Last Name	First Name
Bai	Yidong
Bartanuszova	Maria
Bishop	Alexander J.R.
Chen	Lizhen
Chun	Yong-Hee Patricia
Dong	Lily Q.
Frost	Bess
Grider-Potter	Neysa
Habib	Samy
Hiroi	Noboru
Johnson	Linda Y.
Kar	Rekha
King	Thomas S.
Koek	Wouter
Kokovay	Erzsebet
Kraig	Ellen B.
Larsen	Pamela L.
Leach	Robin J.
Lechleiter	James D.
Lehman	Donna
Liu	Jun
Nation	Haley
Occhialini	Annette
Oyajobi	Babatunde
Penalva	Luiz
Rahimi	Omid B.
Ran	Qitao
Rao	Manjeet
Rodriguez	Karl
Ryu	Jiyoon
Sakaguchi	Alan Y.
Sayre	Naomi
Sharma	Ramaswamy
Sisson	Craig
Subbarayalu	Panneerdoss
Sun	LuZhe
Vadlamudi	Ratna
Walter	Christi A.
Wang	Pei
Yang	Feng-Chun
Zare	Habil
Zhang	Peng

Updated: June 23, 2021

CELL SYSTEMS & ANATOMY
COMMITTEE ON GRADUATE STUDIES (COGS) 2021-2022

Name	Position	Term Expires	Room	Phone	Email
Dr. Erzsebet Kokovay	Chair, COGS	2023	2.054V	7-5811	kokovaye@uthscsa.edu
Dr. Yidong Bai	Biotech Track Student Advisor & Thesis Chair	2023	221D	7-0561	baiy@uthscsa.edu
Dr. Lizhen Chen	Biotechnology Admissions Chair	2023	STRF 2.292.4	2-5062	chenl7@uthscsa.edu
Dr. Rekha Kar	Anat. Sci. Track Student Advisor & Thesis Chair	2022	DTL 1.275S	7-1567	karr@uthscsa.edu
Dr. Ellen Kraig	Student Seminars Chair	2022	4.013.1V	7-3818	kraig@uthscsa.edu
Dr. Haley Nation	Webpage and Recruitment Chair	2022	236D	7-3878	nation@uthscsa.edu
Dr. Omid Rahimi	Anatomical Sciences Admissions Chair	2022	4.422T	7-3789	rahimi@uthscsa.edu
Dr. Christi Walter	Program Director & Chair of CSA		225D	7-3800	walter@uthscsa.edu
Dr. Habil Zare	Awards Committee Chair	2022	2.030V	7-3808	zare@uthscsa.edu
Desirae Morales Lulu Schulz	Student Representatives	2022			moralesd4@livemail.uthscsa.edu schulzc@livemail.uthscsa.edu
Jane Wilson	Academic Programs Coordinator		229D	7-5075	wilsonj4@uthscsa.edu

Updated 06/22/2021

Attachment B

GUIDELINES FOR PROGRAM ADMINISTRATION BY THE FACULTY OF CELL SYSTEMS & ANATOMY

Several faculty members will oversee the administration of the Cell Systems & Anatomy (CSA) Graduate Program as members of COGS. The members of COGS and the term of each position are:

Chair of COGS - 3 yrs. Appointment by the Chair of Department and Program Director. A full-time faculty member in CSA, the COGS Chair will be the Program's representative on the Graduate Faculty Council (GFC), serving as a liaison between the Department and the GFC for the purpose of completing all business matters related to the CSA Graduate (M.S.) program. Will oversee the efficient execution of all activities of COGS so that the Graduate Program is carried out in an organized fashion. Will call COGS meetings as necessary. The outgoing Chair will assist the newly appointed Chair with August activities to facilitate the transition.

Admissions Committee Co-Chairs - 3 yrs. Appointment by Program Director. Full-time faculty members of CSA. Will appoint and work with a committee chosen to reflect the various research areas of the faculty of CSA. Provisions will be made for staggering terms of Committee members. Will supervise the selection of qualified student candidates for the CSA Graduate Program.

Student Advisor and Thesis Chair for Anatomical Sciences Track - 3 yrs. Appointment by Program Director or Designee (after consultation with the COGS Chair). A full-time faculty member in CSA. Will advise students, supervise student rotations, monitor course requirements, and, ensure that students register for the appropriate courses listed in the Plan of Study, and that deadlines and committee appointments are met. The outgoing Student Advisor will assist the newly appointed Student Advisor with Orientation and other August activities to facilitate the transition.

Student Advisor and Thesis Chair for Biotechnology Track - 3 yrs. Appointment by the Program Director or Designee (after consultation with the COGS Chair). A full-time faculty member in CSA. Will advise students, supervise student rotations, monitor course requirements, and, ensure that students register for the appropriate courses listed in the Plan of Study, and that deadlines and committee appointments are met. The outgoing Student Advisor will assist the newly appointed Student Advisor with Orientation and other August activities to facilitate the transition.

Student Seminar Chair - 2 yrs. Appointment by COGS Chair. Will supervise student research seminars and obtain faculty evaluations of the student presentations.

Awards Committee Chair – 2 yrs. Appointment by COGS Chair. Will help identify a CSA MS graduate as nominee for the Armand J. Guarino Award and Rennels Award for Academic Excellence.

The Deputy Chair for Education and Training, Appointment by the Chair of Department. Has the authority to appoint the COGS Chair in consultation with Program Director/Department Chair.

The Department Chair, who is also the Program Director, serves in an ex-officio capacity and has the same rights and privileges, as do all other members, including, the right to vote.

Appointments will be announced no later than 01 June and responsibilities assumed effective 01 July.

Updated: April 25, 2018; COGS approved: May 9, 2018

Attachment C

MS Degree Program in Cell Systems & Anatomy

Plan of Study – Anatomical Sciences Track

First Year

Fall Semester		**Semester Credit Hours**
CSAT 6060	Anatomical Sciences Thesis	3.5
INTD 5047	Neuroanatomy	2
TSCI 5070	Responsible Conduct of Research	2
CSAT 5074	Introduction to Research	0.5
	Total Semester Credit Hours	**8.0**
Spring Semester		
CSAT 5022	Inter-Professional Human Gross Anatomy	5.5
CSAT 5060	Human Histology	3.0
CSAT 6100	Anatomy Practicum	1.5
	Total Semester Credit Hours	**10.0**

Second Year

Fall Semester		
CSAT 6071	Supervised Teaching *(Medical or Dental Gross Anatomy) *must be taken in the 2nd year either semester*	0-6*
CSAT 6060	Anatomical Sciences Thesis (to total to 8 SCH)	1.0-7.0
CSAT 6072	Presentation Skills	1
	Total Semester Credit Hours	**8.0**
Spring Semester		
CSAT 6071	Supervised Teaching *(Medical or Inter-Professional Gross Anatomy) **must be taken in the 2nd year either semester*	0 or 3**
CSAT 6060	Anatomical Sciences Thesis (to total to 4.5 SCH)	4 or 1
	Total Semester Credit Hours	**4.0**
	Total Program Semester Credit Hours:	**30**

Attachment D

MS Degree Program in Cell Systems & Anatomy

Plan of Study – Biotechnology Track

First Year

Fall Semester		**Semester Credit Hours**
CSAT 6077	Eucaryotic Cell Biology	2
CSAT 6076	Eucaryotic Molecular Biology	2
CSAT 6096	Research Rotations	2
CSAT 5007	Methods in Cell Biology	1
TSCI 5070	Responsible Conduct of Patient-Oriented Clinical Research	2
CSAT 5074	Introduction to Research	0.5
	Total Semester Credit Hours	**9.5**
Spring Semester		
CSAT 6097	Research	5
CSAT 5095	Experimental Design & Data Analysis	3
	Total Semester Credit Hours	**8.0**

Second Year

Fall Semester		
CSAT 6097	Research	7.5
CSAT 6005	Rigor and Reproducibility	1.0
CSAT 6072	Presentation Skills	1.0
	Total Semester Credit Hours	**9.5**
Spring Semester		
CSAT 6098	Thesis	3
	Total Semester Credit Hours	**3.0**
	Total Program Semester Credit Hours:	**30**

Department of Cell Systems & Anatomy Graduate Program
Evaluation of Research Progress
Submitted by each member of the Research Supervising Committee
Meeting ☐ 1 ☐ 2 ☐ 3

Student Name: _____

Mentor Name: _____

Month/Year Matriculated: _____

Date of Meeting: _____

Date of Thesis Approval by COGS: _____

Other Progress (Presented/authored a paper/poster; received an award?): _____

The student should complete the information above and distribute forms to faculty at the committee meeting.

Name of Committee Member: _____

Instructions to Evaluator: Rate each item with 1, 2, 3, or 4; then provide an Overall Rating.
Students should be rated relative to appropriate expectations for their current level of training; if the category is not applicable, please leave blank.

Section I

	No Proficiency Demonstrated Failure (1)	**Marginal Proficiency Demonstrated Unsatisfactory (2)**	**Proficiency Demonstrated Satisfactory (3)**	**Exceptional Proficiency Demonstrated Honors (4)**
Hypothesis and Significance	**Failed to demonstrate** the significance of the proposed work and a testable hypothesis. ☐	**Superficial demonstration** of the significance of the proposed work by providing a **basic argument that defends the hypothesis**. ☐	**Satisfactory demonstration** of the significance of proposed work by providing a **compelling argument that defends hypothesis**. ☐	**Exceptional demonstration** of the significance of proposed work, including effectively providing defense and abstract implications of the hypothesis. ☐

Experimental Strategies and Methods	**Failed to present** a realistic strategy and appropriate methods for testing the stated hypothesis. ○	**Undeveloped experimental strategies and questionable methods** for testing the stated hypothesis. ○	**Satisfactory experimental strategies and methods** for testing stated hypothesis, with **basic explanations for why specific methods were chosen**, and alternative approaches should proposed strategies fail**.** ○	**Fully developed** experimental strategies and **advanced explanations** for why specific methods were chosen including **detailed explanations** of the principles on which methods work, and **why alternative methods were not chosen**. ○
Data Collection, Analysis and Interpretation	**Failed to explain** how data is collected/analyzed so as to derive valid conclusions regarding the stated hypotheses. ☐	**Superficial explanation** of data collection/analysis resulting in weak conclusions. ☐	**Satisfactory explanation** of data collection/analysis, **including statistical analysis** to demonstrate validity of conclusions. ☐	**Exceptional explanation of** data collection/analysis, including **insights impacting the general field of study**, and statistical analysis demonstrating validity of conclusions. ☐
Future Studies	**Failed to envision** "where research would go" after completion of the proposed studies. ☐	**Superficial vision** of "where research would go" after completion of the proposed studies. ☐	**Satisfactory vision** of "where research would go" after completion of the proposed studies. ☐	**Exceptional vision** of how proposed studies should be extended to advance the field. ☐
Overall Critical Thinking and Independence	**Failed to demonstrate any** ability to approach scientific questions with rational experimental strategies, or to answer relevant scientific questions independently (*i.e.*, with **constant assistance from Supervising Professor**). ☐	**Superficial ability** to approach scientific questions with rational experimental strategies and to answer relevant scientific questions independently (*i.e.*, with **constant assistance from Supervising Professor**). ☐	**Satisfactory ability** to approach scientific questions with rational experimental strategies and to answer relevant scientific questions independently (*i.e.*, with **frequent assistance from Supervising Professor**). ☐	**Exceptional ability** to approach scientific questions with rational experimental strategies and insights that exceed students at the current stage of training, and to answer relevant scientific questions independently (*i.e.*, with **extremely rare assistance from Supervising Professor**). ☐

Section II

Knowledge <u>Directly</u> Related to Student's Research Project	**Failed to demonstrate** knowledge directly related to research project. ☐	**Superficial knowledge** directly related to research project. ☐	**Satisfactory knowledge** directly related to research project. ☐	**Exceptional comprehensive knowledge** directly related to research project. ☐

Knowledge of Relevant Literature	**Failed to demonstrate knowledge** of evidence published by other investigators that supports or refutes hypothesis of the research project. ☐	**Superficial knowledge** of evidence published by other investigators that supports or refutes hypothesis of the research project. ☐	**Satisfactory knowledge** of evidence published by other investigators that supports or refutes hypothesis of the research project. ☐	**Exceptionally comprehensive** knowledge of evidence published by other investigators that supports/ refutes hypothesis of the research project. ☐
Knowledge <u>Indirectly</u> Related to Student's Research Project	**Failed to demonstrate general knowledge** expected of students at this point in their training. ☐	**Superficial general knowledge** expected of students at this point in their training. ☐	**Satisfactory general knowledge** expected of students at this point in their training. ☐	**Exceptionally comprehensive knowledge** that exceeds typical students at this point in their training. ☐

Section III

Verbal and Written Communication	**Failed to communicate ideas** or explain conclusions. ☐	**Marginally effective communication** of findings and results, often lacking clarity due to missing details. ☐	**Satisfactory communication** with clarity and expected detail, of findings and results. ☐	**Highly effective communication**, including general implications of results in relation to the field of study. ☐
Responses to Criticisms From Committee	**Failed** to address criticisms of research project. ☐	**Rarely** addressed criticisms of research project successfully. ☐	**Frequently** addressed criticisms of research project successfully. ○	**Always** addressed criticisms of research project successfully. ☐

(Rating should be between 1-4) **OVERALL RATING:** ☐

The <u>Overall Rating</u> reflects the student's total performance. The Overall Rating should be consistent with, but is not a mathematical average of, the individual ratings shown above that may each carry different weight.

COMMENTS FROM COMMITTEE MEMBER: Indicate below, factors that influenced your ratings. Be particularly detailed if a rating of 1 or 2 is given; provide suggestions for how the student could improve performance. Attach additional pages if needed.

GUIDELINES FOR RECOMMENDATIONS AND SUBSEQUENT ACTIONS

OVERALL RATINGS provided by members of a student's Research Supervising Committee will contribute, in part, to the grade posted on the student's official transcript for the CSAT Thesis course in a given semester and can be one of the following: Satisfactory (S); Unsatisfactory (U); Incomplete (I)

Satisfactory:

*A grade of **Satisfactory (S)** may be posted for the CSAT Thesis course indicating that the student's performance during the research committee meeting(s) of a particular semester demonstrated only limited flaws or weaknesses, and was considered adequate for a student at the current stage of training. It is possible that some specific areas for potential improvement were identified as noted in comments. Recommendations for making such improvements may be forwarded to the Discipline Director.*

This grade will be submitted to the Registrar for the CSAT Thesis course if the **Mean Overall Rating for the Research Committee meeting is 2.5-4.0** and **no more than one committee member gives an Overall Rating of less than 2.**

Unsatisfactory:

*A grade of **Unsatisfactory (U)** may be posted for the CSAT Thesis course indicating that the student's performance during the research committee meeting(s) during a particular semester demonstrated serious shortcomings in numerous aspects of the student's performance. Furthermore, if a student fails to have a research committee meeting during a particular semester, a grade of Unsatisfactory (U) would be appropriate (also, see Incomplete described below).*

This grade will be submitted to the Registrar for the CSAT Thesis course if the **Mean Overall Rating is < 2.5.**

If serious shortcomings are identified, and the research supervising committee recommends that a grade of Unsatisfactory (U) be posted for the CSAT Thesis course, the student should be given appropriate advice regarding how to rectify the shortcomings. The student should also be informed that, as stipulated by the Graduate School of Biomedical Sciences, receiving a U grade in Research/Academic Progress in two consecutive semesters requires that a recommendation must be submitted to MS COGS that the student be considered for dismissal from the Graduate Program. Detailed justification of such an action will be required from the discipline director.

Incomplete:

A grade of Incomplete (I) would be appropriate if a student has a justifiable reason for not having a Research Supervising Committee meeting during the expected semester. The "I" grade would be changed to "S" if the student meets discipline requirements for having the delayed meeting; or would be changed to "U" if the student does not meet such requirements.

Attachment F

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
UT HEALTH SCIENCE CENTER®
CELL SYSTEMS AND ANATOMY

CELL SYSTEMS & ANATOMY GRADUATE PROGRAM

SELECTION OF THESIS SUPERVISING PROFESSOR FORM

Complete and submit this signed form to the Departmental Administrator. Following review and the CSB COGS Chair and Departmental Chair's signatures, copies will be sent to you, the Supervising Professor, the COGS Chair and the Department Chair.

STUDENT NAME: _____
Last name First name Middle initial

Email Address: _____

***STUDENT SIGNATURE:** _____ **DATE:** _____

***The student's signature certifies that the student understands that Masters degree students are fully self-supporting and do not receive a stipend/salary from the department. In some instances the supervising professor may pay the student, but it is not required or guaranteed.**

My selection of a faculty member to serve as my thesis Supervising Professor is:

MENTOR NAME: _____Department:_____
If Mentor belongs to a CENTER or INSTITUTE, the Director's signature is needed below:

CO-MENTOR NAME:_____Department:_____
As needed.

Center / Institute Director Signature_____

MENTOR PID/Fund _____ Expiration Date _____
MENTOR PID/Fund _____ Expiration Date _____

****MENTOR SIGNATURE:** _____ **DATE:** _____

The faculty member's signature certifies that they have the research resources and funds to support the work of the student for a minimum of two years needed for the student to earn his/her degree.

Sarah Lindauer, Associate Dir, Finance & Administrator:_____

Signature approval of the CSB COGS Chair and Department Chair is required. The Supervising Professor/Mentor is responsible for financial support for all of the student's research activities.

SIGNATURES REQUIRED:

COGS Chair:	**Date**
CSA Chair:	**Date**

Department of Cell Systems & Anatomy | Mail Code 7762| 7703 Floyd Curl Drive
San Antonio, Texas 78229-3900 | 210.567.3800 | http://www.uthscsa.edu

Attachment G

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
UT HEALTH SCIENCE CENTER®
SAN ANTONIO

COMPOSITION OF SUPERVISING COMMITTEE
MASTER OF SCIENCE DEGREE

Please TYPE all information. Submit this form with a computer file containing your proposal to the Office of the Graduate Dean. The computer file should be in RTF, HTML or PDF format.

Student Name

Graduate Program

TITLE OF RESEARCH:

SUPERVISING COMMITTEE:

Chair and Supervising Professor (please type)	Signature	Department/Rank
Department Member (please type)	Signature	Department/Rank
Department Member (please type)	Signature	Department/Rank
Department Member (please type)	Signature	Department/Rank
Supporting Area Member (please type)	Signature	Department/Rank

Signature of COGS Chair — Date

APPROVED:

Signature, Associate Dean of the Graduate School — Date

Distribution:
Registrar (original)
COGS Chair
Student
GSBS File Copy

UT Health San Antonio
Graduate School of Biomedical Sciences

REQUEST FOR FINAL DEFENSE AND ORAL EXAMINATION

Submit this form to the Graduate School Dean's Office 7 days prior to the date scheduled for the Final Oral. This form should be accompanied by one copy of the thesis/dissertation Abstract, Vita and CV. These documents may be submitted electronically to YukerA@uthscsa.edu.

Check one: ☐ M.S ☐ Ph.D.

If M.S., check one: ☐ Manuscript ☐ Thesis

Name of candidate for degree

Graduate Program

Discipline/Track (if applicable)

Title of Thesis/Dissertation

The **undersigned** Supervising Committee:

1) has judged the thesis/dissertation submitted by the candidate to be suitable for the purpose of the final oral examination;
2) agrees to participate in such examination on the thesis/dissertation and other subjects which the committee may consider relevant, and;
3) requests that the final oral examination be conducted on

Month, Date, Year | Hour/Time | Room No.

(Scheduling of the room is done through Academic Scheduling, Student Services, ext. 7- 2657.)

Supervising Committee Chair — Department

Member — Department

Member — Department

Member — Department

Member — Department

Member — Department

Discipline/Track Leader (if applicable) — Date

COGS Chair — Date

APPROVED BY GSBS DEAN — Date

Attachment I

SCHEDULING FOR FINAL ORAL EXAMINATIONS AND BINDING OF DISSERTATIONS AND THESES

There are certain procedures that must be followed for a student to complete in any given semester. The following is a suggested schedule for completion of the dissertation or thesis:

Step 1. Submit to the Supervising Professor and Supervising Committee a final draft of the Dissertation or Thesis. Allow 3 weeks for review and comments.

Step 2. Submit to the Graduate Office a final draft of the Dissertation or Thesis. Allow three weeks for review and comments.

Step 3. Submit to the Graduate Dean's Office 15 days before the scheduled date of the final oral.

* Request for Final Oral Examination

A room should be reserved by the mentor with Room Scheduling (x2655).

*20 copies of the abstract and Vita stapled together

Note: Allow sufficient time between the Final Oral Examination and the Graduate Faculty Council meeting, at which the completion of degree requirements and Final Oral Report will be presented, to complete any changes or corrections to the Dissertation or Thesis that required by the Supervising Committee or Committee on Graduate Studies.

Step 4. Submit to the Graduate Dean's Office **5 days** prior to the Graduate Faculty Council meeting at which the degree completion will be reported.

*Report on Oral signed by all members of the Supervising Committee and Chair of COGS.

*Approval Page of Dissertation/Thesis signed by Supervising Committee and COGS Chair.

*A copy of the FINAL version of the Dissertation or Thesis

The outcome of the final oral examination and fulfillment of degree requirements must be reported to and approved by the Graduate Faculty Council at its monthly meeting prior to the end of the semester. The Graduate Faculty Council meets on the second Friday of each month.

Prior to leaving this institution, the items listed below must be completed. This is in order to assure that records are complete and the Dissertation or Thesis can be bound as required by this institution and in accordance with the student's wishes.

* Binding instructions. These are conveyed in person to the Graduate Dean's Office. At this time a fee slip or memo is issued to pay for the binding of the Thesis or for the binding and Microfilming of the Dissertation. Payment is made at the Student Loan desk in the Accounting Office. If the department pays for the binding of any copies, an account number will be needed.

* Copyright Disclaimer Form

* List of Colleges/Universities Attended

* Administrative Clearance (All students must complete this form)

* Microfilm Agreement Form (Doctoral candidates only)

* Survey of Earned Doctorates (Doctoral candidates only)

A student may appoint a representative to attend to the details of payment and pickup of the bound copies.

APPROVAL FORM FOR THESIS PROPOSAL

This form must be signed by all local members of your Thesis Committee.

The member of the committee who is located outside of the Health Science Center need not sign below, but he/she should be sent a copy of the proposal once it is approved by COGS.

We, the members of the Thesis Committee of _____, have seen, read, and approved her/his Thesis Proposal. We agree that it is ready for presentation to the Committee on Graduate Studies of the Cell Systems & Anatomy Program.

_____
(Mentor)

_____
(Member, CSA)

_____
(Member, CSA)

_____
(Member, CSA)

_____
(Member, CSA)

_____
(Member, Outside CSA)

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
UT HEALTH SCIENCE CENTER®
SAN ANTONIO

PETITION FOR ADMISSION TO CANDIDACY
for the degree of
MASTER OF SCIENCE

Name of student _____ Graduate program _____

GSBS Academic Record

Entered program (Initial term): _____

Total no. semester hours completed: _____ Cumulative GPA: _____

All required courses completed: ☐ Yes ☐ No

Qualifying Examinations

☐ Examinations waived
☐ Examinations passed:

Written _____ Oral _____
Date Date

Signatures of Qualifying Examinations Committee:

_____ _____

_____ _____

Research Experience

Potential for productive and independent investigation substantiated by:

Signature(s) of student's research advisor(s):

_____ _____

_____ _____

Admission to candidacy recommended by Committee on Graduate Studies:

_____ _____
COGS Chair Signature Date

APPROVED:

_____ _____
Dean's Signature Date

UT Health San Antonio
Graduate School of Biomedical Sciences

REPORT ON FINAL ORAL EXAMINATION

We the undersigned, as the Supervising Committee of _____

report that we have on _____ examined the candidate on the thesis and other
Date
subjects of the graduate program.

Granting of the degree of Master of Science

Recommended	Not Recommended
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments: _____

_____

_____

Approval of recommendation for granting of degree:

By Committee on Graduate Studies in _____
Graduate Program

_____ _____
Chair, Committee on Graduate Studies Date

By Graduate Faculty Council

_____ _____
Dean, Graduate School of Biomedical Sciences Date

Attachment M

WE MAKE LIVES BETTER
UT HEALTH SCIENCE CENTER™
SAN ANTONIO

Note: Please type all information

Date: _____

Memorandum ☐ Thesis ☐ Dissertation

To: Bindery/Library

From: _____ (Department)

Subject: Binding Materials for _____ (Name)

Title (All Caps):_____

Name as it should appear on spine (Last name, Initials): _____

Name as it should appear on the cover (First name Middle name/initials Last name): _____

Year: --- Contact info for student: _____

Cover Color Letter Color

☐ Black ☐ Maroon (military only) Gold

# of copies Estimated Costs

--- X $14.00 = $_____ (Paid by student)

1 X $14.00 = $14.00 (Paid by department – see below)

--- Total # of volumes to be bound

Account to be billed (For copies paid by department)

Project ID: 126287

Fund: 23001

Dept. ID: G1100

AUTHORIZED SIGNATURE(S) FOR ACCOUNT _____

_____

Name, email address, and phone number of designated person to pick up bound copies:

_____

Rev. 8/2013

Print Form

Dear_____:
(Student's name)

I am writing on behalf of the University of Texas Health Science Center at San Antonio (UTHSCSA) to ask your written permission to distribute the following digital work(s) online:

Title of Dissertation/Thesis:

Once the work has been digitized, it will be placed in the UTHSCSA Library's Repository (http://learningobjects.library.uthscsa.edu/) to share with others for educational and research purposes only. Full acknowledgement will be given to the rights holder for a given work when the digital reproduction is accessed.

Please select one of the following to indicate with whom you want to share your work(s):

○ General public ○ UTHSCSA faculty, staff and students only

The copyright holder(s) retain(s) all rights to the work(s) that are distributed online but if you would like a particular rights statement to be retained in the description of the work(s), please provide that statement here:

_____

_____

If you do not provide a rights statement, we will use the following:

"The digital reproductions on this site, held by the Library at the University of Texas Health Science Center at San Antonio (UTHSCSA), including its satellite libraries are provided to the students, faculty and staff of the UTHSCSA and others who visit this site for research, teaching and learning only. Further distribution and/or any commercial use of the works from this site is strictly forbidden without the permission of the copyright holder."

We specifically request permission for the use of your copyrighted work(s) to:

1. Make extra copies of your works for preservation and backup purposes.

2. Display your work on the Web. (We will make your work available to the general public or restrict it to UTHSCSA faculty, staff and students only as you indicated to us.)

3. Distribute single copies of the work for educational and research purposes. If someone cannot use the online version of your work for some reason, we want to be able to print it out for them or provide it to them in a way that they can use. (Example: A person with mobility issues may not be able to use the online copy and want our staff to print it.)

4. Index or encode the work(s) so that they can be retrieved by a search engine. When we put your work into the repository, we will provide a description of the work so that the software we use and web search engines such as Google can index it and people can easily find it. (Note: If you have asked us to restrict your work to UTHSCSA only, it will not be available to web search engines.)

5. Use all or portions of the digital reproductions of the work(s) for website design related to the work(s). (When we put your work in the repository, we may want to display thumbnail images of the work or highlight it is some way within our web site.)

By signing, you are indicating that you have the authority to grant the rights contained in this agreement. You also represent that your contribution does not, to the best of your knowledge, infringe upon anyone's copyright. If the contribution contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant the Library the rights in this agreement and that such third party owned material is clearly identified and acknowledged within the text or content of the contribution.

We greatly appreciate your contribution. Please fill in the information below, sign, and deliver to the Graduate Dean's Office or fax to 210-567-3719.

Sincerely,

Luke Rosenberger, MLIS
Director of Knowledge Management
Briscoe Library

I grant permission for the work(s) referenced in this letter to be used in the manner described. I am the sole owner/creator of the work or I have the authority to grant the permission requested herein.

_____ _____

Signature Date

_____ _____

Printed name Department/Program

Attachment N

Employee/Student: Supervisor:
Emp ID #: Last Day on Payroll:

During your last days with Cell Systems & Anatomy, there are several things you need to take care of in order to ensure your separation is processed correctly and your final check(s) are not delayed. The Office of Human Resources has developed a website that provides information related to your separation from the UTHSCSA. I strongly urge you to dedicate a few moments to review it: http://www.uthscsa.edu/hr/separation.asp

1. If you are employed on a visa, complete the attached OIS Departure/Clearance form and return to Stephanie Radassao no later than _____.
   CLEARANCE SIGNATURE (Radassao): _____ **Date:** _____

2. If you are a **PhD graduate student** or **Master student**, coordinate your student clearance with your coordinator before clearing with the Department (#5 below).
   CLEARANCE SIGNATURE (Academic Coord):_____ **Date:** _____

3. Update your personal information. Verify that your home address, e-mail address and phone numbers are up to date by logging into Employee Self-Service or by sending an email to hr-admin@uthscsa.edu. It is important we have your correct address on file to ensure you receive any post-employment documents.
   COMPLETION SIGNATURE (Employee): _____ **Date:** _____

4. If you are a TRS participant and wish to cash out or rollover your funds, complete the Notice of Final Deposit and Request for Refund Form (TRS6) located under the separation procedures at:
   http://uthscsa.edu/hr/separation_employee.asp

5. On your last working day, return the following items to your supervisor:
   a. Uniforms / Scrubs / Lab Coats
   b. Lab-specific equipment / books/ supplies (including desk or locker keys)

   CLEARANCE SIGNATURE (PI/Faculty): _____ **Date:** _____

   Employees return the following items directly to Stephanie Radassao:
   a. Final time sheet
   b. Laptop/Computer/iPad/Mobile Devices
      Asset#
      Asset#
      Asset #
   c. Pro Card
   d. ID Badge
   e. Parking Permit
   f. UTPD Issued Keys (Stephanie Radassao will have a list on your last day)

      Note: If you have a fine to pay, are missing your parking permit, or have lost a key, you will need to visit UTPD prior to meeting with Stephanie. Bring your UTPD receipt with you to Stephanie's office. The Department will only clear employees with all UTPD issues resolved prior to their final working day.

Students return ID badge, parking permit and any keys to UTPD after obtaining departmental signatures.

FINAL DEPARTMENT CLEARANCE:

SIGNATURE (Employee/Student): _____ Date: _____

SIGNATURE (Radassao): _____ Date: _____

UTHSCSA CSA MS Program Compact Between Graduate Students and Their Supervising Professors

CSA MS training entails both formal education in advanced scientific knowledge and theory as well as research training under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. A positive mentoring relationship between the student and the supervising professor is a vital component of the student's preparation for a successful biomedical career.

Individuals who pursue a biomedical graduate degree are expected to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the responsible conduct of research and research ethics.

This compact offers a set of guiding principles intended to promote and support the development of a positive mentoring relationship between the student and his/her supervising professor(s). This compact also includes the individualized **Milestone Agreement Form**. As mandated by the U.T. System, the individualized Milestone Agreement Form should be in an electronic form consistent with Family Educational Rights and Privacy Act (FERPA) and provided by the program for the purpose of informing students about the milestones that they are expected to reach to earn a MS degree.

Within 4 weeks of formally selecting a supervising professor, students should have discussed with their mentor each of the topics listed on pages 2 – 4 and submitted the form to the COGS chair. To tailor an individualized compact best suited for each student and mentor, specific commitments by both the student and the mentor, detailed processes, additions and specifications should either be added in the space below each topic or in an addendum as deemed appropriate.

With their signature, both the mentor and the students confirm that all topics listed have been discussed and they are committed to uphold the principles agreed upon in this individualized compact. Once approved by COGS, the compact will be placed in the student's file held in the department's office.

It is understood that various aspects of the student's pursuit of their degree can change over time and therefore the compact should be reviewed regularly (at least once a year) and modified as needed. The Milestone Agreement Form is to be updated annually.

DEFINING STUDENT AND MENTOR RESPONSIBILITIES AND EXPECTATIONS

Frequency and Methods of Communication between Mentor and Student (How often will student and mentor meet? How should updates or changes in expectations and issues be communicated?)

Research/Training Related and Professional Development of the Student (What is the student's project? Is there a specific person that will oversee training other than the PI and to what degree will the student assist with other projects in the lab? What constitutes professional development?)

Common Laboratory Responsibilities (Which tasks and duties are shared among all lab members, including the student?)

Notebooks and Data (What is the policy of the laboratory related to the storage of data and laboratory notebooks?)

Work Hours/Attendance in the Laboratory (How many hours per week is the student expected to work in the laboratory?)

Thesis Proposal (How will the mentor and student work together to ensure a reasonable proposal is prepared for COGS? How will the mentor help the student prepare for the presentation to COGS? What are the student's responsibilities in preparing the thesis proposal and presentation of the proposal to COGS?)

Authorship Policies (What is the policy that constitutes authorship in the lab? How is the order of authors determined in a manuscript or abstract?)

Manuscripts expected for Graduation (Are there specific expectations for the number of manuscripts (published, submitted and/or in preparation), and the student's authorship position (e.g. first) on these manuscripts, required for the student to graduate?)

Intellectual Policy Issues: Disclosure, Patent Rights and Publishing Research Discoveries (What is the policy for patents that come out of the student's work?)

Selection of a Thesis/Dissertation Committee (What is the process for determining the subject of the thesis and the composition of the thesis committee?)

Attendance of Professional and Scientific Meetings (Under which conditions can a student travel to a Regional, National, or International scientific meeting? For example, only if the student or student's work is presented? Who covers the cost and what will be covered?)

Career and Professional Development / Job Search and Placement / Individualized Career Development Plan (What is the career choice of the student and what arrangements can be made to allow the student to participate in courses, workshops, etc. for their particular interests without compromising their research training?)

Time off for Illness or University Holidays – Vacation Policy (HOP 4.3.5; 4.7.14) (What is the laboratory policy for vacations, holidays, and personal days?)

Conflict Resolution and Student Complaint Policies (refer to Student Catalogues; GSBS website)

Additional Topics

We have discussed all the above topics and made the mutually agreed upon additions, specifications and changes. We acknowledge our joint intention to re-evaluate the compact, the agreed upon milestones and the degree completion date at least once a year throughout the student's period of academic standing.

_____
Student's Name

_____
Signature of Student Date

_____
Supervising Professor's Name

_____
Signature of Supervising Professor Date

This compact has been adapted from the UT System Health Institutions Compact Between Graduate Students and Their Research Advisors and the AAMC's Compact Between Biomedical Graduate Students and Their Research Advisors (December 2008).

INSTITUTIONAL REQUIREMENTS FOR THE HANDLING OF ANIMALS

IF YOU ARE GOING TO BE HANDLING ANIMALS, YOU MUST SPEAK WITH THE
Departmental Animal Research Officer (DARO)
Dr. Rekha Kar, Room 1.275S, Phone: 567-1567.

Contact your mentor and make arrangements for the appropriate training.

INSTITUTIONAL REQUIREMENTS FOR THE USE OF HUMAN SUBJECTS IN RESEARCH

IF YOU ARE GOING TO BE USING HUMAN SUBJECTS, YOU MUST CONTACT THE
Institutional Review Board
Contact your mentor and make arrangements for the appropriate training.

LEAVE POLICY FOR CSA GRADUATE STUDENTS

The following has been added to the Graduate Program Guidelines in Cell Systems & Anatomy, effective August 5, 2005.

"Students are expected to be present and fulfilling curricular requirements throughout their tenure in graduate school. Any absence must be approved by the supervising professor. Requests must be submitted at least one month in advance except in the case of dire emergency."

Milestones for all MS students in the Cell Systems & Anatomy Graduate Program

Milestones	**Expected Time of Achievement**
Review of program requirements by COGS Chair	Incoming Student Orientation and the first class of "Introduction to Research", Fall Semester of Year 1
Mentor Selection and completion of mentor selection form	December 15 of Year 1
Review of degree (and track-specific) requirements and academic plan of study by track advisor and mentor	During or before the third week of Jan of Year 1
Inclusion of student on mentor's research protocols (e.g. IACUC) and/or IRB approvals (if applicable)	Before Jan 15 of Year 1, before any research activities begin;
Selection of members of a thesis supervising Committee & start writing thesis proposal.	Before August 1 of Year 2.
Have the thesis committee meeting, and get the proposal approved by the committee.	Before October 1 of Year 2.
Thesis proposal prepared and presented to COGS for approval, and approval of the thesis committee by COGS	Before November 1 of Year 2
Application for approval of admission to MS candidacy	No later than end of Fall semester Year 2
Thesis completed, successfully defended, and approved by supervising committee and Graduate Faculty Council (GFC)	No later than May 15 of Year 2
Completion and filing of all paperwork required for graduation	No later than end of Spring semester Year 2
Submission of exit survey to the CSA program and Dean responsible for student affair in the Graduate Dean's Office	No later than end of Spring semester Year 2

A CSA Departmental Retreat is planned for the Spring Semester of Academic Year 2021/2022

All students are required to attend the retreat and it is mandatory for second-year students to present a poster at the retreat