WELCOME

It is a pleasure to welcome you to the University of South Alabama's Basic Medical Sciences Graduate Program. The next few years will be an exciting and unique time for you. You will acquire knowledge, meet challenges, and build core relationships that will guide you professionally and personally for the rest of your life.

The Director of the Graduate Program, the Associate Director, your mentor(s), the graduate faculty, other graduate students, and the departmental staff are here to help you through these next few years and make your experience a positive and rewarding one.

PURPOSE OF HANDBOOK

This handbook provides information relevant to students in the Basic Medical Sciences (BMS) Graduate Program. Specifically, this handbook details the responsibilities you have as a graduate student in the BMS Graduate Program and what is expected of you as you progress. It is issued at orientation and contains detailed information on policies within the BMS Graduate Program. While this handbook governs BMS students in the College of Medicine, for any policies or procedures not addressed herein, the College of Medicine will follow the applicable policies and procedures of the University of South Alabama, including but not limited to The Lowdown (www.southalabama.edu/lowdown) and the University of South Alabama's Undergraduate and Graduate Bulletin (University Bulletin). It is hoped that collectively, this handbook, The Lowdown, and the University Bulletin will make your time in the BMS Graduate Program as problem-free as possible.

ORIENTATION

Upon matriculation, new graduate students encounter many topics relating to graduate study and have a variety of issues to consider as they embark on their course of advanced study. A number of documents and issues will be addressed during orientation or early in the Fall Semester.

NON-DISCRIMINATION POLICY

The Basic Medical Science Graduate Program does not discriminate on the basis of race, color, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, religion, age, genetic information, disability, protected veteran status or any other applicable legally protected basis.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Graduate students should be aware that the "BUCKLEY AMENDMENT" (Family Educational Rights and Privacy Act of 1974)" is recognized and adhered to by the University and the BMS Graduate Program. The Privacy Act guarantees students the right of privacy relating to academic (grade and transcript) issues.

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AROUND CAMPUS

CAMPUS MAP

Maps of the main campus of the University can be found at http://www.southalabama.edu/campusmap/. In addition, copies of maps are available in the University's **Office of Admissions (Meisler Hall, Suite 2500)**.

CAMPUS PARKING

Motor vehicles operated on campus by students, faculty, and staff must be registered. Students must register for a parking permit at www.southalabama.edu/parkingservices. Students who are registered with the Office of Educational Accessibility and Disability Resources and require handicapped parking access or temporary special parking must also register in person at Parking Services. Contact the Office of Educational Accessibility and Disability Resources at 251-460-7212 for further information. At the time of vehicle registration, you will receive a parking sticker, valid for one semester, and a listing of traffic regulations for campus.

POST OFFICE AND E-MAIL

Upon matriculation, all students receive access to an email account through the University (see acceptance letter from Office of Admissions or International Student Services). The University uses this form of communication to address all university related issues, including registration, grades, financial aid, etc. In addition, the course directors and BMS Graduate Office use the University email system to keep students abreast of events and changes, particularly changes relating to course times and locations. As such, **students should make certain that they check their email at least once per day.**

All students who live on campus are required to have a personal mail box located in the Campus Post Office.

HOUSING

A wide range of housing facilities is available. The Office of Housing offers shared suites, apartments, efficiencies, and very limited number of private suites and efficiency apartments. Students interested in living in campus housing should apply for housing as soon as they receive notification of acceptance to the University, as assignments are made on a "first come, first serve" basis.

The Office of Housing residence hall contract is normally for the duration of the academic year. The contract can only be cancelled if the student fails to enroll, withdraws from the University, marries, or graduates from the University. Notice of intent to cancel must be made in writing on or before the FAILURE TO PAY DATE for the respective semester. Housing fees are due two to three months in advance of the beginning of each semester. For more information regarding campus housing facilities and availability, please contact the **Department of Housing (Area Offices located within the respective Dormitory Complex-Beta, Delta, Epsilon, and Gamma)** directly or by phone at 251-341-HOME (4663).

Affordable off-campus housing is also available nearby. Students may contact the Chamber of Commerce by phone at 251-433-6951 or go to the web site: (http://mobilechamber.com/work-live/real-estate/) for information.

PAWS

PAWS is USA's Personal Access Web System at http://www.southalabama.edu/paws/. Students are able to update personal information including address and phone numbers, register for classes, view financial aid and other account information, pay fees, and view grade reports and unofficial transcripts at this site.

To access PAWS, you will need a JAG # (user ID) and password (PIN).

STUDENT ID CARDS

All currently enrolled students are required to hold a valid Jag Card. **Students must present one form of photo ID (driver's license, non-driver identification, passport, etc.) and current class schedule to get their Jag Card.** A nominal one-time fee for the ID is charged at registration (included in your student fees) and ID's are valid for 5 years. Students may obtain their Jag Cards in the Jag Card Office (Student Center Room 150) Monday through Thursday between the hours of 7:30 a.m. and 7:00 p.m., or Friday from 7:30 a.m. to 6:00 p.m. For more information regarding your Jag Card ID, please contact the Jag Card Office at 251-460-6077.
https://www.southalabama.edu/departments/studentcenter/jagcard.html

SECURITY- COLLEGE OF MEDICINE

In order to maintain security within College of Medicine facilities, all faculty and students associated with the College are issued access fobs for entry. These fobs allow entry into the Medical Sciences Building whenever the doors are locked.

Upon matriculation, Basic Medical Sciences Graduate Students will complete the necessary form and are assigned an access fob. Initial fobs are issued free of charge. A $20 fee is charged to replace lost or stolen fobs. When a student leaves the program for any reason, the access fob should be returned to the **Graduate Office (CSAB 212)** in order to avoid being charged for the fob and/or having a hold placed on their academic records.

In addition to the access fob, advanced students will be issued keys required for access to sites necessary for completion of required research. When a student departs from the University, those keys should be returned to the issuing authority.

DEAN OF THE GRADUATE SCHOOL

The University Graduate School Dean's Office is located in the **Administration Building (Room 340)**. The Graduate Dean, (Dr. J. Harold Pardue), who is advised by the Graduate Council, directs and administers graduate policies for all Colleges within the University. Academic standards and requirements set by the Graduate School are outlined in the Bulletin.

COLLEGE OF MEDICINE GRADUATE OFFICE / OFFICE OF RESEARCH EDUCATION AND TRAINING (ORET)

The office for the College of Medicine's Graduate Program in Basic Medical Sciences is

overseen by the Office of Research Education and Training (ORET). The office is located in the **Central Service Administrative Building (Room 212)**. The office can be reached by phone at 251-460-6153 or email aoneal@southalabama.edu.

FINANCIAL SUPPORT

STIPENDS

Basic Medical Science graduate students are paid a stipend each year (up to seven years total) as long as they are enrolled full-time (registered for a minimum of six hours) and are making satisfactory progress toward completing degree requirements as defined in this handbook. Students on probation still receive a stipend. Stipends are paid on a monthly basis, usually on the 1st business day of the month, unless that date falls holiday. Otherwise, payment is made on the first business day following the 1st.

Outside employment is not permitted while an enrolled BMS graduate student is receiving a stipend.

Students granted a leave of absence from the program for health or other personal reasons will not receive a stipend.

Stipend checks are paid through Direct Deposit. Registration for Direct Deposit requires completion of a Direct Deposit Form and submission of the required documentation through the **University Payroll Office (Technology and Research Park, Building 3, Suite 1300).** Checks are deposited directly into a student's designated account (checking, savings). Documentation of direct deposits is provided via PAWS accounts.

TUITION AND EXPENSES

Current tuition and fee expenses, as well as deadlines for payments, are listed on the Student Accounting page of the University's website (http://www.southalabama.edu/studentaccounting.) As the College of Medicine covers tuition for Basic Medical Science Graduate Students, students are responsible only for payment of fees associated with registration. Though fee amounts may vary, an approximate amount of fees for our students fall in the range of less than $150 per semester. Any fees due may be paid by credit card through PAWS, via mail, or in person at the **Office of Student Accounting (Meisler Hall, Suite 1300).**

University policy dictates that a student is not officially registered for classes until all fees are paid. To avoid having registrations voided, it is imperative that all monies relating to registration be paid by the specified deadlines listed on the Office of Student Accounting's webpage.

OFFICE OF FINANCIAL AID

Situations may arise that dictate the need for additional monies or financial aid aside from the stipend and tuition. Graduate students are eligible for various aid benefits. To inquire about financial aid (eligibility, deadlines, application process, etc.), please address your questions to the **Office of Financial Aid (Meisler Hall, Suite 1200)**. You may also contact that Office via email at finaid@southalabama.edu or by phone at 251-460-5231.

CoM CARES

The College of Medicine Collaborative Access, Resources, and Emergency Support (CoM CARES) is another resource for those whose financial circumstances change and impact their ability to be successful. To inquire about CoM CARES, visit https://www.southalabama.edu/colleges/com/comcares/.

HEALTH AND WELLNESS

HEALTH INSURANCE

All students are required to have health insurance. BMS graduate students may choose to obtain coverage through:

(i) United Health Care (1-800-237-0903 or www.uhcsr.com). The program is administered by **Student Health Services (251-460-6022).** Single coverage is provided for BMS graduate students. Students wishing to enroll for family coverage are responsible for the added premium amount (i.e. the difference in premiums).

(ii) International students (on a visa) are automatically enrolled through the United Health Care Plan. Fees are charged at registration. In order to avoid being charged through the International Student Services Office, international students in the BMS Graduate Program must contact the BMS Office to ensure that their fees are removed from their registration record and paid through the Graduate Program Department Offices.

(iii) Students may also choose to decline coverage offered by the BMS Graduate Program and obtain alternative coverage (e.g., insurance plan of a parent or spouse). Proof of insurance must be provided to the BMS office annually.

More information is available at:
http://www.southalabama.edu/departments/studenthealth/bms.html

STUDENT HEALTH CARE AND CLINIC

The **Student Health Services (5870 Alumni Drive)** is available for health care services to all students actively enrolled in the University. For current hours of service and/or to schedule an appointment, please call 251-460-7151. Proof of insurance must be presented and co-pays/fees for services are due at the time the service is provided.

COUNSELING AND TESTING SERVICES

The **Office of Counseling and Testing Services (300 Student Center Circle)**, staffed by professional counselors, is available to assist students with various problems, including personal, academic, and vocational concerns. There are no fees charged for counseling services; however, in some cases, for certain testing services, a small fee is required. Personal confidences are respected and therefore, counseling records are protected accordingly. Counseling Services can be reached by phone at 251-460-7051. The Office also houses the Substance Abuse Program. Their direct number is 251-460-7980.

STUDENT RECREATION CENTER

This site provides a variety of recreational activities to all currently enrolled students of the University. Use of the facility is free, but students must present a valid ID upon entrance to the Recreation Center. For information concerning program available and hours of operation, students may call 251-460-6065.

ACADEMIC CALENDARS

UNIVERSITY CALENDAR

The University Calendar for the current academic year can be found on the University website at https://www.southalabama.edu/academiccalendar/. The BMS Graduate Program adheres to the University Calendar for setting graduate program courses. As such, most graduate courses will begin and end within the dates listed in the University Calendar for the respective semesters.

Students are reminded that, while the BMS Graduate Program follows the university academic calendar for didactic coursework, laboratory work with faculty mentors may differ. Advanced graduate students in their second year and beyond, should consult with the faculty mentor(s) regarding laboratory schedules and scheduling time away from their lab.

COLLEGE OF MEDICINE CALENDAR

The academic calendar for the College of Medicine's M.D. program varies from the University Calendar.

REGISTRATION

GRADUATE OFFICE COURSE SCHEDULE FORM AND SCHEDULE OF CLASSES

The Associate Director for the Office of Research Education and Training (ORET) issues course schedule forms to all BMS graduate students a few weeks prior to the actual dates for registration each semester. Using the appropriate online semester schedule available on PAWS, students should complete the Course Schedule form (list course ID#s, titles, credit hours, etc.), obtain the necessary signatures, and return the form to ORET by the specified deadline for each respective term.

REGISTRATION

Graduate students are responsible for completing their registration utilizing PAWS online. For more information concerning the PAWS registration process, dates associated with registration, and payment of fees, students may refer to the university website: https://www.southalabama.edu/departments/registrar/registration.html.

Registration is not complete until all required admission documents have been received. Fees are due at the time of registration. If you are paying by credit card, you can pay online through PAWS. Otherwise, fees can be paid through the **Office of Student Accounting (Meisler Hall, Suite 1300)**. Failure to satisfy any requirements associated with admission and/or registration is sufficient cause for dropping a student from all classes. Additionally, failure to be enrolled is sufficient cause for the Graduate Program to discontinue financial support.

REGISTRAR'S OFFICE

The **Registrar's Office (Meisler Hall, Suite 1100)** offers a number a services relating to the schedule of classes, registration, transcripts, name and address changes, enrollment certifications, grade reports, holds, graduation, confirmation of degrees, and withdrawal from classes. The phone number for the office is 251-460-6251. Visit the Registrar's website: http://www.southalabama.edu/registrar for additional information relating to their services. Many of these services can be accessed through PAWS.

In many instances, the Office of Research Education and Training may be able to assist with services offered through the Registrar's Office.

LIBRARIES

UNIVERSITY LIBRARY SITES

The University of South Alabama libraries include the Marx Library and the Charles M. Baugh Biomedical Library (both located on the main campus).

CHARLES BAUGH BIOMEDICAL LIBRARY

Basic Medical Science Graduate Students primarily use the Charles Baugh Biomedical Library, located adjacent to the Medical Sciences Building.

The Biomedical Library provides books and journal collections, access to interlibrary loan and the on-line electronic journals collection, a portal for Medline, Science Citation and other electronic databases, and reference services. Information relating to library use are distributed at orientation. The Biomedical Library may also be accessed through the University website (http://southalabama.edu/libraries/). Web access allows students to download journal articles from the lab or home.

A current list of available rooms in which Basic Medical Science Graduate Students can study is provided (see last page of Appendix). Some departmental locations have restricted access. The study rooms located in the Biomedical Library can be reserved. Policies concerning the use of the rooms located in the library are provided at http://southalabama.edu/departments/biomedicallibrary/ under "Library Services."

A formal tour of the Biomedical Library is conducted during the Research Methods (IDL 577) course.

ACADEMIC STANDARDS AND POLICIES

ACADEMIC ADVISING

Students entering the first-year core will receive advising and counseling regarding their schedule of classes from the Associate Director for the Office of Research Education and Training (ORET) and the Director of the Graduate Program. Beyond the first year, students will be required to meet with the Associate Director once per semester in addition to being advised by their mentor(s) and dissertation committee. Once the student successfully completes their Qualifying Exam, they will only need to meet with the Associate Director once a year until graduation. The mentor(s) and dissertation committee will guide the student on course and lab work. The Associate Director will discuss the student's progress based on the benchmarks as well as any associated paperwork, upcoming coursework to ensure academic requirements for completion are met, career and professional goals, and any issues that the student may be encountering.

THE GRADUATE PROFESSIONALISM NOTE

The Graduate Professionalism Note is submitted by a faculty member to the Office of Research Education and Training (ORET) to report a student who has demonstrated behavior considered to be seriously unprofessional as outlined in the Lowdown. This citation may result from a single incident of misconduct or from a series of notable lapses in behavior or attitude. The note may be submitted by any USA faculty member. Notably, only incidents or behaviors considered to be in clear violation of professional conduct should be reported; faculty are encouraged to address minor incidents and indiscretions directly with students in lieu of formal reprimand. Following submission of the form, the BMS Program Director and the Associate Director will meet with the reporter and the identified student in order to address and, if needed, resolve the situation. The note will be included in the student's file within ORET. Any student receiving a second note during their graduate training will automatically be referred to the Graduate Student Promotion and Evaluation Committee (SPEC) for possible disciplinary action, including possible recommendation of dismissal from the program.

CODE OF CONDUCT

Students must maintain reasonable academic progress toward the completion of their degree program. Students who do not meet required benchmarks as outlined in the Graduate Handbook will be referred to the Graduate Student Promotions and Evaluation Committee (SPEC). In addition, all students are expected to abide by the Student Academic Conduct Policy, as well as the standards set forth in the Code of Student Conduct. These Codes are outlined in THE LOWDOWN, student handbook for the University (www.southalabama.edu/lowdown).

Under the Student Academic Conduct Policy, the topic of plagiarism and cheating is addressed. If a student is involved in an incident of this type, no credit will be given for the work in the course(s) in which they are involved. Additionally, incidents of this nature will be dealt with appropriately by the proper authorities, including the Basic Medical Sciences Graduate SPEC.

In addition to the Code of Conduct, the College of Medicine has a Compact Between

Teachers and Trainees in Medicine and Biomedical Sciences that outlines guiding principles and commitments for both students and faculty. All students should read the compact and discuss it with their mentor when joining a lab. A copy of the compact can be found in the Appendix.

CORE CURRICULUM

Students entering the Basic Medical Sciences Interdisciplinary Graduate Program matriculate into a one-year core curriculum. Courses required under the core curriculum include Literature Reports (IDL 576), Basic Medical Science Fundamentals I and II (IDL 580, 581), Introduction to Research Methods (IDL 577), Distinguished Scientist Seminar (IDL 595), Research Integrity (GIS 501) and laboratory rotations (IDL 594).

ROTATIONS

All students are required to complete three laboratory rotations. Each rotation lasts approximately eight weeks. Students enroll in a one-hour (1) Directed Studies (IDL 594) for the Fall Semester and a two-hour (2) Directed Studies (IDL 594) for the Spring Semester. Students may choose any available laboratory, provided the mentor is a full member of the Basic Medical Sciences Graduate Faculty. During each rotation, the student undertakes a small research project or engages in structured activities within a laboratory. The goal of a rotation is to learn about the research in a laboratory, become acquainted with the techniques used, and for the student, faculty member and laboratory personnel to become acquainted with each other. The latter is important, since the final selection of a mentor for graduate research training must occur by mutual agreement between the student and the mentor.

In order to facilitate selection of laboratories for rotations, students are introduced to the research of individual faculty members through the informal "Meet the Track" segment of orientation. Students are also encouraged to interview potential mentors during this time. The Director of the BMS Graduate Program and faculty are available for consultation. Students will submit their choices for rotations during the Fall Semester to the Office of Research Education and Training (ORET) no later than October 1 **(Form #1)**. A prioritized listing of the student's choices for Spring Semester lab rotations, including signed commitment from the respective faculty members, must be received in ORET no later than December 1 **(Form #2)**. A student may choose to amend the list at any time, pending signed agreement of the faculty members involved. A fourth rotation may be added in the Summer semester for any student seeking additional options or wishing to revisit a laboratory from a previous rotation. At any point, a student may choose to stay in a laboratory of his or her choice and forego subsequent rotations, pending approval of the chosen mentor and the Director of the BMS Graduate Program. Forms used to document progress through the graduate program are included in the Appendix.

MAJOR PROFESSOR

Following completion of the first year's (3 semesters) course work, students will select a Major Professor and an area for advanced study **(Form #3-complete name, JAG#, matriculation date, advanced program, major professor information, and obtain major professor's signature)**. The Major Professor will aid the student in selecting advanced courses appropriate to the student's research interest for the Fall Semester of the

second year. Only Full members of the graduate faculty may serve as Major Professors.

ADVANCED COURSEWORK STANDARDS

Students in the Basic Medical Sciences Graduate Program are required to complete a minimum of eight (8) hours of advanced didactic coursework. Hours of directed study, seminar, literature reports, and research/dissertation will not substitute for these hours. Details of the Advanced Coursework Standards are included in the Appendix.

DISSERTATION COMMITTEE

The Dissertation Committee should be formed no later than eighteen months (4 ½ semesters) after matriculation. In consultation with the major professor, the student will select at least four additional graduate faculty members to serve on the student's Dissertation Committee. A brief (1 to 2 pages) description of the proposed research should be formulated and submitted to the Office of Research Education and Training (ORET) when the committee is named **(Form #4)**. The Committee will advise the student regarding advanced course work required for the student's area of specialization and regarding the student's ongoing research.

At minimum, two of the faculty appointed to the committee should be selected from the student's major program or track.

For students with co-mentors or those planning to complete dual tracks, the Dissertation Committee should be comprised of six members including the mentor(s).

Faculty appointed to the Dissertation Committee **must be members of the University Graduate Faculty** (see the Bulletin). For information concerning faculty status, students should contact the Associate Director.

In some cases, the student and his/her major professor may wish to appoint a faculty member who does not hold Graduate Faculty status or one from another institution. In this case, a specific request for administrative appointment of this individual can be requested by submitting the Graduate School's Appointment of Non-Graduate Faculty to a Comp, Thesis or Dissertation Committee Form. Additionally, a CV for the individual should be included. All such administrative appointments must be approved by the Dean of the Graduate School.

RESEARCH PROGRESS REPORTS

Students should hold their first Dissertation Committee Meeting **(Form #5)** no later than the end of the second year of study (6 semesters).

Subsequent Dissertation Committee Meetings are required at 6 month intervals to review a student's progress. Each meeting should be documented **(Form #6 and addendum documents as noted in the table here)** along with a progress report. It is the student's responsibility to ensure that required forms documenting completion of degree requirements are filed with ORET.

Failure to hold Dissertation Committee Meetings every six months will result in the student

being referred to the Graduate Student Promotions and Evaluation Committee (SPEC). A student whose progress is found to be unsatisfactory by a majority of committee members at two successive meetings will be placed on probation. If a student's progress is found to be unsatisfactory at a third meeting, the Director of the Graduate Program may refer the student to SPEC. If student progress does not meet expectations, the Dissertation Committee or SPEC may require meetings to be held every three months, and the Dissertation Committee will be responsible for providing the student and mentor with written goals to be completed for each committee meeting.

BMS Graduate Progress Report to Committee Members
(to be Distributed 1 Week Prior to Committee Meeting –
a copy should also be submitted to ORET)

Trainee	
Mentor(s)	
Project Overview	This section should include 1) a statement of the general problem to be studied or a specific hypothesis to be tested, 2) the experimental models used, and 3) a bullet point overview of overall progress. **(NOTE: maximum 1 pg**)
Project Progress	This section should include the progress since the last committee meeting (e.g., experimental objectives, observations, and an assessment whether the experiments worked as planned, etc.) **(NOTE: maximum 1 pg)**
Conferences, Extramural Workshops/Courses Attended	For each, note: Conference/workshop name, place, date
Awards	Example: travel awards, professional society awards
Extramural Fellowship Proposals	For each, note: Agency, program, proposal title, project dates, status (pending, awarded, or not funded)
Full Length Publications (Include in press & submitted manuscripts)	Give complete citations, using the following format; **trainee name in bold**: **Clark J**, Alvarez DF, Alexeyev M, King JA, Huang L, Yoder MC, Stevens T. Regulatory role for nucleosome assembly protein-1 in the proliferative and vasculogenic phenotype of pulmonary endothelium. Am J Physiol Lung Cell Mol Physiol. 294:L431-9, 2008
Abstracts	Use the following format; **trainee name in bold**: **Barry C**, Cioffi D.L., Stevens T. Mitochondria's role in store-operated calcium entry. FASEB J. 22:964.27, 2008. (Poster or oral)

QUALIFYING EXAMINATION - ADMISSION TO CANDIDACY POLICY

The Qualifying Examination consists of written and oral portions. The written component of the Qualifying Exam shall consist of a formal proposal written in grant format. The oral component consists of the defense of the written proposal. The vote of the Examination Committee must be reported **(Form #7)** to the Graduate Office. Completion of the Qualifying Examination serves to admit the student to Candidacy for the Ph.D. Degree, allowing the student to enter the final phase of the program. Both portions of the Qualifying Exam must be successfully completed by the end of the student's third year (9

semesters) of study. Guidelines for the exam, including the format of the written proposal and the makeup of the Examination Committee, are outlined in the Appendix.

RESEARCH PROPOSAL

The proposal developed for the Qualifying Examination may be used as the Formal Research Proposal, with the approval of the Dissertation Committee. The approved document should be submitted to the Office of Research Education and Training **(Form #8)** within one month of the student's successful completion of the Qualifying Examination.

DISSERTATION

The form and style of the student's written Dissertation must conform to standards set forth by the Graduate School. The process for the Defense of Dissertation is detailed in the Policies of the Graduate Student Promotions and Evaluation Committee (see Appendix).

A majority of the student's Dissertation Committee must approve the Dissertation before the student can submit their dissertation to the Graduate School. A copy of the documentation report reflecting that the written Dissertation has been checked with TURNITIN plagiarism software should be submitted to ORET. The Graduate School's Thesis/Dissertation Submission Form confirms both the committee approval and submission through TurnItIn. The Thesis/Dissertation Submission form must be submitted to the Graduate School with the written Dissertation, and a copy must be submitted to ORET.

Also, dissertation references must be reviewed prior to submission to the Graduate School for accuracy by personnel at the Charles Baugh Biomedical Library. To expedite this process, the student should contact the Associate Director for ORET to obtain the required form for documenting completion of this process.

DEGREE REQUIREMENTS

Upon completion of all requirements listed above, the Graduate School sends a memorandum to the Office of Research Education and Training (ORET) upon final approval and acceptance of the dissertation. ORET will then confirm all program requirements have been met prior to the end of the semester of completion. This final step acknowledges that the Ph.D. degree in Basic Medical Sciences can now be conferred to the student.

All requirements for the Ph. D. in Basic Medical Sciences should be completed within four to five years from the date of matriculation and must be completed within seven years. A student not completing the degree within a seven-year period must apply for a defined extension to complete the degree. The request for an extension must be approved by the student's major professor, the coordinator(s) of the track(s) in which the student is completing advanced studies, the Chair of the mentor's department or Director of the mentor's center, the Director of the BMS Graduate Program, the Graduate Executive Committee, and the Dean of the Graduate School. Failure to complete degree requirements

in the defined extension period will result in appropriate action up to and including dismissal from the program.

PUBLICATION REQUIREMENT

Students in the Basic Medical Sciences Graduate Program are required to have at least one first author article accepted, in press, or published in a peer-reviewed journal prior to scheduling their dissertation defense. Requests for an extension to this policy must include the following: (i) a rationale for the exception (including but not limited to concerns about intellectual property) and (ii) a draft of a manuscript(s) that have been or will be submitted at a later date. The request for exception and manuscript draft must be approved by a majority of the dissertation committee or the Student Promotions and Evaluations Committee (SPEC). Exceptions must be approved prior to scheduling the dissertation defense. If an exception is granted a student may proceed to the dissertation defense/graduation without a first author publication. (This policy applies to all student matriculating in Fall 2021 and later.)

ACADEMIC STANDARDS

A student must remain in good academic standing in the Basic Medical Sciences Graduate Program to remain in the Graduate School. A minimum cumulative grade-point average of 3.0 is required to meet this standard.

If a student's cumulative GPA falls below 3.0, the student is placed on probation and has two semesters from that time to achieve good academic standing. If a cumulative 3.0 GPA is not achieved by the end of the posted probationary term, the student will be dismissed from Graduate School and the Graduate Program. These standards are detailed in the Bulletin and the Policies of the Graduate Student Promotions and Evaluation Committee (see Appendix). The Graduate Office reviews student academic records each semester.

Students who do not earn an average semester grade of 3.0 or higher for three or more cumulative semesters will be referred to SPEC.

Unsatisfactory performance on preliminary/qualifying examinations, misconduct, or failure to meet other requirements of the Ph.D. program as outlined above in a timely manner can constitute grounds for SPEC to recommend dismissal.

STUDENT APPEALS

Students who fail to meet benchmarks as outlined in the Graduate Student Handbook, have unsatisfactory performance on preliminary/qualifying examinations, misconduct, or failure to meet other requirements of the Ph.D. program will be referred to SPEC. A student may appeal a recommendation for dismissal due to unsatisfactory performance on preliminary/qualifying examinations, misconduct, or failure to meet other requirements of the Ph.D. program by presenting their case at a meeting of the SPEC. The student may elect to have a student advocate attend the meeting to speak on their behalf. Following the appeal hearing, SPEC will render a decision in closed session. A majority vote of the committee members present at the meeting is required. SPEC may recommend placing the student on probation, loss of financial support, or dismissal from the BMS program. Recommendations regarding the appeal will be forwarded to the Dean of the College of

Medicine for review. Following administrative review, the Dean will notify the Dean of the Graduate School of the recommendations pertaining to the student's appeal. The appeals process is outlined in the SPEC Policies (see Appendix).

A student dissatisfied with the appeal decision rendered by SPEC may initiate an "administrative appeal" as stipulated in the Undergraduate/Graduate Bulletin. In "administrative appeal" decisions, the Dean will serve as the College of Medicine's final arbitrator.

Extenuating circumstances may prevent a student from meeting benchmarks as outlined in the Graduate Handbook. In these instances, the Director of Graduate Studies must be notified in writing prior the date required for completion of the benchmark (e.g., a committee meeting every six months); the letter should include an estimate for completion of the benchmark. The Director of Graduate Studies may grant an extension or refer the student to SPEC.

GRADUATE STUDENT LEAVE GUIDELINES

Leave guidelines apply to all BMS graduate students who receive stipends while enrolled in the program. Students will continue to receive stipend support during official university holidays, vacation, and sick leaves, as noted below. Unpaid leave of absences and extended leaves are handled differently – see Unpaid Leave of Absence section below. For anticipated leaves beyond 10 consecutive business days, appropriate departmental and program approvals must be obtained. Vacation and sick leave monitoring are the responsibility of the faculty mentor and the student. A student found to be abusing the system may be referred to the Student Promotions and Evaluation Committee (SPEC).

Students enrolled in courses are expected to attend all courses and take all exams as scheduled. This includes attendance at Distinguished Scientist Seminars (DSS) and all meetings associated with DSS. Vacations should not be scheduled when classes or exams are scheduled. Even though classes are not in session between the academic semesters and during Fall and Spring Breaks, students are expected to continue their research work during these periods unless they take a vacation or are on leave as outlined in these guidelines. All time away from the laboratory must be discussed in advance with the student's faculty mentor to ensure that time-sensitive work is not disrupted.

- **Official University Holidays and Closings**: Graduate students are eligible for paid leave during all official University holidays and closings.
- **Vacation**: Students are entitled to 10 business days of vacation per academic year (August – July.
- **Sick Leave**: Students are entitled to 10 business days of sick leave per academic year.
    - Under exceptional circumstances, additional sick days may be granted following a written request with documentation from a physician and approval by the BMS Program Director.
    - Students are responsible for notifying all course instructors about any classes missed during sick leave. Students are also responsible for making arrangements to make up any missed work or exams.
- **Parental Leave**: Students shall receive up to six (6) weeks paid parental leave for the adoption or birth of a child. Either parent is eligible for parental leave. Parental leave

must be approved in writing in advance by the BMS Program Director. Additionally, students must notify the Office of Research Education and Training (ORET) of any changes to the dates of the leave, including when they plan to return.

- **Unpaid Leave of Absence**: Students may request extended leave under certain conditions (such as but not limited to medical leave [requires documentation from a physician], family emergencies, and financial crisis) for up to a year without stipend support.
    - An unpaid leave of absence is not a mechanism for students experiencing academic difficulties to withdraw from classes.
    - Students requesting an unpaid leave of absence will petition the BMS Program Director. Requests will be reviewed by SPEC.
    - Students who are granted an unpaid leave of absence from the BMS Graduate Program are required to complete the necessary documentation with the Office of Research Education and Training.

Students requesting paid leave for more than 10 consecutive business days must receive approval from their faculty mentor and notify the Academic Advisor of their absence in writing.

WITHDRAWAL FROM THE PROGRAM

Students who wish to withdraw from the BMS Graduate Program must submit a written statement to ORET and return their access fob and keys to MSB. **Withdrawal from the program does not automatically withdraw a student from currently enrolled courses**. At the time of withdrawal from the BMS Graduate Program, the student should contact the Office of Research Education and Training **(CSAB 212/251-460-6153)** or the Registrar's Office regarding procedure for withdrawing from currently enrolled courses **(Registrar's Office - Meisler Hall, Suite 1100; 251-460-6251)**.

Overview of BMS Program Benchmarks

	Benchmark	required timeframe	additional comments
Year 1	Complete first year coursework including IDL 580, 581, 577, and lit reports	during semester offered	must maintain a 3.0 GPA
	Complete 3 rotations		An additional rotation is occasionally granted
	Select a Mentor(s)	Summer semester - after completing 3/4 rotations (by end of 3 semesters)	
	Select a Track(s)	Summer semester - after choosing a mentor (by end of 3 semesters)	
Year 2	Select a Dissertation Committee	by end of 5th semester (Spring)	
	First Dissertation Committee meeting	by end of 6th semester (Summer)	
	track specific coursework	as established in Track documentation	Dissertation Committee may require additional coursework
	Dissertation Committee meetings	at least every 6 months	adequate progress toward completion of degree must be documented
Year 3	Dissertation Committee meetings	at least every 6 months	adequate progress toward completion of degree must be documented
	Qualifying examination	successfully complete by the end of 9 semesters (year 3)	Registration of the Research Proposal is due 1 month after successful completion of the Qualifying Exam
Years 4 and on	Dissertation Committee meetings	at least every 6 months until completion of open defense	adequate progress toward completion of degree must be documented
	Responsible Conduct of Research Training	after year 4	
	Closed Dissertation Defense	target to pass in year 4 or 5, must pass by the end of year 7	
	Open Dissertation Defense	at least 2 weeks following closed defense	

RESEARCH COMPLIANCE

The University promotes responsible research practices, including ongoing education for all research investigators, their staff, and students. As part of that training, students are required to complete a course on "Research Integrity" (GIS 501) offered by the Graduate School. This course deals with a number of pertinent issues, including authorship, mentoring, data manipulation and ownership, and academic integrity. Students complete required training modules regarding the protection of human subjects in research, the care and use of animals in research, biosafety, and are introduced to the subject of Radiation Safety during the Fall semester of the core curriculum (IDL 577). Students conducting research that utilizes radioactive materials will be required to complete an in-depth study (6 to 8 hrs.) in Radiation Safety. Students are required to participate in additional responsible conduct of research training following year 4. Completion of additional compliance modules may also be required as students move into advanced research training. In some cases, annual or periodic retraining is required.

Any individual in the College of Medicine, including students, who believes that research misconduct has occurred is required to report such an incident to the Department Chair or the Dean's Office. Such reports will be evaluated by the Committee on Standards for the Conduct of Research (see http://www.southalabama.edu/departments/research/compliance/responsible-conduct/index.html).

Research in the College of Medicine is regulated via a number of federal and state agencies. Information regarding offices within the college which coordinate research compliance can be found at http://www.southalabama.edu/com/research/index/. These include:

Office of Research Compliance and Assurance	240 AD 460-6625	The Office of Research Compliance and Assurance oversees the Institutional Review Board, Institutional Biosafety Committee, Institutional Animal Care and Use Committee and the standards in the conduct of research to ensure compliance with all regulatory requirements related to research activity. https://www.southalabama.edu/departments/research/compliance/
Institutional Review Board (IRB)	240 AD 460-6308	The IRB deals with research that in any way involves human subjects, materials or information from a human source. Links to more information and training materials are available on the web: http://www.southalabama.edu/departments/research/compliance/humansubjects/index.html
Institutional Animal Care and Use Committee (IACUC)	240 AD 341-4913	The IACUC oversees and approves all use of animals in research and teaching. No animals may be purchased or used without prior approval of an animal protocol by the committee. Investigators using animals must have appropriate training. The University policies regarding the use of animals in research are available on the web at:

		https://www.southalabama.edu/departments/research/compliance/animalcare/iacuc.html
Occupational Health Program (OHP)	240 AD 341-4913	The OHP is designed for individuals who may be required to have contact with animals or animal products, their body fluids tissues, wastes or contaminated living quarters during the course of their work. Links to the OHP Manual and forms are available on the IACUC website: https://www.southalabama.edu/departments/research/compliance/animalcare/forms.html
Institutional Biosafety Committee (IBC)	240 AD 341-4913	All research using biological hazards must be registered with the IBC. These hazards include 1) human or primate blood, body fluids or tissues, 2) pathogenic organisms such as viruses, bacteria, parasites, fungi, etc. which may infect humans, and 3) specified recombinant DNA activities. Information regarding biohazards can be found in the Biosafety Manual and Exposure Control Plan available in all research laboratories. The Plan also identifies appropriate procedures for handling and disposal of biohazards. Information regarding biosafety training is available on-line: http://www.southalabama.edu/departments/research/compliance/biosafety/index.html
Radiation Safety	334 CSAB 341-3030	All users must be licensed and trained. There is a comprehensive Radiation Safety Procedures Manual available in research laboratories or the Radiation Safety Office. More information regarding policies and forms is available at: https://www.southalabama.edu/colleges/com/administration/radiation-safety.html/
Safety and Environmental Compliance	220 EOB 460-7070	The University is committed to a comprehensive Safety and Environmental Compliance program. A comprehensive list of safety policies and guidelines, as well as training opportunities can be found on the departmental website: http://www.southalabama.edu/environmental/
Health Systems Grants Administration and Development Office	120 CSAB 460-6307	Researchers applying to any federal, state, or local governmental agencies, private foundations or industries for extramural research or fellowship funding must obtain appropriate approvals within the institution before submission. The College of Medicine Grants Office provides assistance with the budget preparation and proposal processing. In addition, the office may provide assistance with obtaining grant application materials. Other useful links can be found at the Office of Sponsored

Program's web site:
https://www.southalabama.edu/departments/hsgrants/

OTHER CAMPUS RESOURCES

CAREER SERVICES

The **Office of Career Services (Meisler Hall, Suite 2100)** aids students and alumni in all aspects of exploring and developing career opportunities and job search strategies. They can provide assistance with development of CV's and other workshops.

INTERNATIONAL STUDENT SERVICES

The University of South Alabama Office of International Services provides services and programs for non-U.S. Citizens. Inquiries and questions should be addressed to the **Office of Immigration and International Admissions (Meisler Hall, Suite 2200)**. Information is also available at http://www.southalabama.edu/departments/international/index.html. Students may also contact the office by phone at 251-460-6050.

CENTER FOR EDUCATIONAL ACCESSIBILITY & DISABILITY RESOURCES

The University offers special services to students with disabilities. Students requesting services must submit documentation regarding the disability to the Center for Educational Accessibility and Disability Resources. The documentation must be on file before the student is eligible to receive reasonable accommodations, as offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act of 2008. The Center for Educational Accessibility and Disability Resources is located at **320 Student Center Dr., Educational Services Building, Suite 19 (251-460-7212 or disabilityservices@southalabama.edu)**. For more information about their services, please see the website for the Center for Educational Accessibility and Disability Resources (http://www.southalabama.edu/departments/sds/).

SOURCES OF INFORMATION

DIRECTORY INFORMATION

A directory of phone numbers for various offices and departments on campus is provided as a convenience to students. For emergency purposes, the Graduate Office should be kept up to date concerning your current emergency contacts at all times.

Campus Service Offices

Admissions…….460-6141
Athletics……460-7121
Bookstore……...460-7012
Campus Police……460-6312
Career Services…….. 460-6188
Center for Educational Accessibility and Disability Resources…….460-7212
Counseling & Testing Services……..460-7051
Credit Union…….. 406-0255
Dining Services……..460-6292
Emergency Student Loans……. 460-6494
Enrollment Services……460-6494
Financial Aid……..460-6231
Graduate School.……460-6310
Housing……..341-4663
Immigration and International Admissions..... 460-6050
Jag Card Office……...460-6077
Libraries (Information)…….. 460-6141
Biomedical Library…… 460-7044
Mail Hub…… 414-8191
Multicultural Student Affairs……460-6895
Payroll…… 460-6471
Registrar's Office……...460-6251
Student Affairs……...460-6171
Student Center……460-7090
Student Health Center…… 460-7151
Student Rec Center…… 460-6065
Telecommunications……..460-7114
USA Weather…… 460-6999
http://www.southalabama.edu/weather.html
University Writing Center……..460-6480
Veterans Affairs…… 460-6230

College of Medicine

Office of Research Education and Training…460-6153
Biochemistry/Molecular Biology.....460-6402
Biomedical Engineering.....460-6160
Cancer Biology 460-7307
Lung Biology 460-7086

Microbiology/Immunology.....460-6107
Pharmacology 460-6497
Physiology & Cell Biology.....460-7004

PUBLICATIONS

THE HANDBOOK is distributed to all incoming Basic Medical Science graduate students. It highlights policies and requirements of the Graduate Program as well as information concerning campus resources.

Students should be familiar with the contents of THE UNIVERSITY UNDERGRADUATE AND GRADUATE BULLETIN, as a detailed description of the policies of the Graduate School, as well as descriptions of the courses are provided in that publication found online (http://www.southalabama.edu/bulletin/). As dates and deadlines change from semester to semester, individual office locations on the University web-site should be reviewed each semester to ensure timely completion of registration, payment of fees, and graduation deadlines relating to dissertation reviews and defenses.

THE LOWDOWN is the University of South Alabama's Student Handbook published in a joint effort by the Student Government Association and the Division of Student Affairs. The Lowdown covers history of the University, student policies, other regulations, and so much more. To view the Lowdown in its entirety, visit http://www.southalabama.edu/departments/studentaffairs/lowdown/.

THE VANGUARD, the student newspaper, is distributed free to all University students. Additionally, students may obtain newspapers (Mobile Register and USA Today) from the Student Readership Newspaper Boxes located on the first floor of the Medical Sciences Building. The University's Student Government Association sponsors the readership program each semester through use of a portion of student fees.

WEB

The College of Medicine web site (http://www.southalabama.edu/colleges/com/) provides information relating to all aspects of the Basic Medical Science Graduate Program.

APPENDICES

OVERVIEW OF BASIC MEDICAL SCIENCES GRADUATE PROGRAM REQUIREMENTS

Copies of all forms will be provided to: Student and Office of Research Education and Training. Forms are available in fillable PDF format on the ORET Canvas site.

	Benchmark	required timeframe	additional comments
Year 1	Complete first year coursework including IDL 580, 581, 577, and lit reports	during semester offered	must maintain a 3.0 GPA
	Complete 3 rotations		An additional rotation is occasionally granted
	Select a Mentor(s)	Summer semester - after completing 3/4 rotations (by end of 3 semesters)	
	Select a Track(s)	Summer semester - after choosing a mentor (by end of 3 semesters)	
Year 2	Select a Dissertation Committee	by end of 5th semester (Spring)	
	First Dissertation Committee meeting	by end of 6th semester (Summer)	
	track specific coursework	as established in Track documentation	Dissertation Committee may require additional coursework
	Dissertation Committee meetings	at least every 6 months	adequate progress toward completion of degree must be documented
Year 3	Dissertation Committee meetings	at least every 6 months	adequate progress toward completion of degree must be documented
	Qualifying examination	successfully complete by the end of year 9 semesters (year 3)	
Years 4 and on	Dissertation Committee meetings	at least every 6 months until completion of open defense	adequate progress toward completion of degree must be documented
	Responsible Conduct of Research Training	after year 4	
	Closed Dissertation Defense (Optional)	target to pass in year 4 or 5, must pass by the end of year 7	
	Open (or combined open/closed) Dissertation Defense	at least 2 weeks following closed defense	

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
CORE CURRICULUM – ROTATION PLAN

Student Name _____ Jag Number _____

One rotation is required in the Fall semester of the first year. The rotation is scheduled for an eight-week term. Students are responsible for interviewing faculty and submitting this form to the Office of Research Education and Training by the specified date prior to the beginning of the Fall rotation in October. Students are enrolled in the Interdisciplinary Directed Studies (IDL 594) for a 1 credit rotation. This rotation may only be completed with full members of the Basic Medical Sciences Graduate Faculty. If students need assistance verifying the status of their respective faculty, they may contact the Office of Research Education and Training (ORET).

Proposed Fall Rotation

Rotation Dates _____

Faculty _____

Signature of Faculty Member _____

Signature of Department Chair _____

Date Received in ORET _____

Signature _____
Director, Basic Medical Sciences Graduate Program

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
CORE CURRICULUM – ROTATION PLAN

Student Name _____ Jag Number _____

Two rotation are required in the Spring semester of the first year. The rotations are to be scheduled for non-overlapping blocks, approximately eight-weeks long. Students are responsible for interviewing faculty and submitting this form to the Office of Research Education and Training by the specified date prior to the Fall semester IDL 580 final exam. Students will enroll for a 2 credit Interdisciplinary Directed Studies (IDL 594), earning 1 credit per rotation.
A minimum of two different rotations are required. Rotations do not need to be within the same department, but may only be completed with full members of the Basic Medical Sciences Graduate Faculty. If students need assistance verifying the status of their respective faculty, they may contact the Office of Research Education and Training.

Proposed Spring Rotation Schedule:

Rotation 1 Dates _____

Faculty _____

Signature of Faculty Member _____

Signature of Department Chair _____

Rotation 2 Dates _____

Faculty _____

Signature of Faculty Member _____

Signature of Department Chair _____

Date Received in ORET _____

Signature _____
Director, Basic Medical Sciences Graduate Program

Form #3

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
TRACK AND MAJOR PROFESSOR APPOINTMENT

Student Name _____ Jag Number _____

Matriculation Date: _____ Track _____

Major Professor (Print) _____

Signature of Major Professor[1] _____

Signature of Department Chair[2] _____

Signature of Track Coordinator _____

Date Received in ORET: _____

Signature: _____
Director, Basic Medical Sciences Graduate Program

[1]The major professor (and/or their department) is responsible for supporting the student's annual stipend and health insurance beginning in their second year and continuing through, at minimum, the end of their fifth year enrolled in the USA Basic Medical Sciences Graduate Program.

[2]As the department chair, you are confirming that the major professor/department is capable of supporting this student beginning in their second year and continuing through, at minimum, the end of their fifth year enrolled in the USA Basic Medical Sciences Graduate Program.

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BASIC MEDICAL SCIENCES GRADUATE PROGRAM
REGISTRATION OF RESEARCH DISSERTATION AND DISSERTATION COMMITTEE
(To be completed by the end of 1 ½ years – 4 ½ to 5 semesters)

Student Name _____ Jag Number _____

Student Email Address: _____@jagmail.southalabama.edu

Major Professor _____ Advanced Program _____

Title of Research Dissertation _____

Objectives of Initial Research Efforts – (*Attach one to two pages of initial research description*)

DISSERTATION COMMITTEE MEMBERS

_____	_____	_____
Major Professor (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature

AUTHORIZATION SIGNATURES

_____	_____
Department Chair/Track Coordinator	Date
_____	_____
Director, BMS Graduate Program	Date
_____	_____
Dean, Graduate School	Date

Form #5

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
STUDENT REPORT – FIRST DISSERTATION COMMITTEE MEETING
(To be completed by the end of 2ND YEAR – 6 semesters)

Student Name _____ Jag Number _____

Advanced Program _____ Date of Meeting _____

1. Committee Recommendations:

2. Course Plan:
    a. Courses Taken

    b. Suggested Future Coursework

DISSERTATION COMMITTEE MEMBERS

_____	_____	_____
Major Professor (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature

Form #6

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
DISSERTATION COMMITTEE MEETING
(Meetings held every six months)

Student Name _____ Jag Number _____

Date of Meeting _____ Date of Last Meeting _____

Title of Dissertation Research: (Attach a Student Progress Report)

Committee Recommendation:

Signature of Committee Members:	Satisfactory	Unsatisfactory*
_____ Major Professor	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____
_____ Faculty Member	_____	_____

*Members indicating unsatisfactory progress must present their concerns in writing.

Committee meetings are required every 6 months. To help facilitate focused discussion of progress and difficulties associated with doctoral projects, requirements for the committee meetings have been updated as noted below. In brief, prior to each committee meeting, the student must distribute:

1. A one-page summary of the rationale and goals of the project. In most cases, this will be analogous to a Specific Aims page.

2. A list of publications (submitted, accepted, and published abstracts and manuscripts) and awards such as travel awards, submitted and funded grant applications.

3. A one-page summary of progress since the last committee meeting. In other words, the student should document what has been done in the last six months. This may be in the form of a bullet point list or it may include figures and descriptions/legends (in this case it may extend to two pages if needed).

All of the above information page(s) must also be turned in to the BMS Graduate Office with the signed Basic Medical Sciences Program Dissertation Committee Meeting Form (**Form #6**).

Items 1 and 2 should be straight forward and in most cases would only need to be updated before each committee meeting. Item 3 should help provide some context of progress for both students and committee members, and help committee members to better understand problems when/if they occur.

See Template: BMS Graduate Progress Report to be Distributed to Committee Members 1 Week Prior to Committee Meeting

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
RECOMMENDATION
ADMISSION TO CANDIDACY
Ph.D. in BASIC MEDICAL SCIENCES
(To be completed by the end of the 3rd year – 9 semesters)

Name of Candidate _____ Jag Number _____

Major Professor _____ Track _____

Performance on Candidacy Qualifying Exam:	**Written Exam**		**Oral Exam**	
Date of Exam:	_____		_____	
Signature of Committee Members:	Pass	Fail	Pass	Fail
_____ Exam Moderator	_____	_____	_____	_____
_____ Faculty Member	_____	_____	_____	_____
_____ Faculty Member	_____	_____	_____	_____
_____ Faculty Member	_____	_____	_____	_____
_____ Faculty Member	_____	_____	_____	_____
_____ Faculty Member	_____	_____	_____	_____
_____ Faculty Member	_____	_____	_____	_____

Comments/Recommendations (specifically in the case of a failed exam):

The above student is recommended for candidacy for the Ph.D. degree.

_____ _____
Department Chair/Track Coordinator Date

_____ _____
Director, BMS Graduate Program Date

_____ _____
Dean, Graduate School Date

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
INSTRUCTIONS FOR FORMAL RESEARCH PROPOSAL

The Research Proposal (Prospectus) is a formal document that is required by the Graduate School. The Graduate Program has adopted the policy that the written proposal used for the Admission to Candidacy (Qualifying Examination) will be submitted to the Graduate School as the Research Proposal after successful completion of both the written and oral examination. The final Research Proposal must be approved by the Dissertation Committee and should be filed in the Basic Medical Sciences Graduate Office within ***one month of the student's successful completion of the Qualifying Examination***.

Students will not be permitted to register for Dissertation Research (799) until the requirement is satisfied. The Research Proposal submitted to the Basic Medical Sciences Graduate Office must also be approved by the Dean of the Graduate School.

Guidelines for the Research Proposal are detailed in the Admission to Candidacy Examination policy. Form #8 must be completed, signed by authorizing parties, and used as the cover page of all Research Proposals submitted to the Office of the Basic Medical Sciences Graduate Program. Two copies must be submitted. One copy will be forwarded to the University Graduate School for authorization.

The proposal should relate to the student's approved research project. The proposal will be written completely by the student based on his/her knowledge of the research. It shall be a hypothesis-driven proposal prepared along the guidelines of a standard National Institutes of Health grant proposal (i.e., R01), as outlined below. Prior to undertaking preparation of the proposal, the student must submit a short abstract or outline of the proposal to the dissertation advisory/examination committee for approval. The proposal will include:

Specific Aims. Describe the broad objectives of the research plan; outline the overall hypothesis and specific questions to be addressed. One page is recommended.

Background and Significance. Briefly sketch the background literature leading to the research proposal; critically evaluate existing knowledge and identify the gaps in knowledge that this proposal is intended to fill; state the significance of the proposed work. Two to four pages are recommended.

Preliminary Studies. Include preliminary data which support the feasibility of the project. NOTE: preliminary data are not expected for all components of the proposal. One to four pages are recommended.

Research Design and Methods. Describe the research design and procedures, including the rationale for the experimental design, specific methods to be employed, potential problems and pitfalls likely to be encountered, and a timetable.

Overall Format. Total length of the proposal is limited to 20 pages (single-spaced), including references. Font size must not be smaller than 11 point and type density must be no more than 15 cpi (characters per inch).

NOTE: The BMS Graduate Program Executive Committee reviewed policy 7/13/10; no changes made.

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
REGISTRATION OF RESEARCH PROPOSAL

Student Name _____ Jag Number _____

Major Professor _____ Advanced Program _____

Date _____

Title of Research Proposal:

(*Attach Research Proposal*)

DISSERTATION COMMITTEE MEMBERS

_____	_____	_____
Major Professor (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature
_____	_____	_____
Faculty Member (Print)	Department	Signature

AUTHORIZATION SIGNATURES

_____	_____
Department Chair/Track Coordinator	Date
_____	_____
Director, BMS Graduate Program	Date
_____	_____
Dean, Graduate School	Date

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
FORMAT FOR BASIC MEDICAL SCIENCE DISSERTATION PREPARATION

The organization of the text of your dissertation (University of South Alabama Graduate School Manual) should closely parallel the style for scientific papers required by a major refereed journal in the field of study.

This style is reasonably standard for the various disciplines and should include the following sections: (1) Introduction, (2) Background, (3) Methods and Materials, (4) Results, (5) Discussion, (6) Summary, and (7) Conclusions. The introduction should briefly describe your research problem, the significance of the problem, and your approach to its solution. The background should be an in depth, historical review of the literature in the area of your research. Discussion of the results should be minimal in the Results section and confined primarily to the Discussion section. The discussion should begin by discussing your results and how they are unique in advancing knowledge in the area of your research. This should be followed by a detailed comparison of your data with previously published data, pointing out agreement and disagreement of the data with your data and how the total knowledge either supports your hypothesis or the theories of other investigators.

If your research does not fit neatly into one package, you have the freedom of organizing the text into chapters using the above style in each chapter.

Carefully study the *Guide For Preparing Theses and Dissertations*. **(NOTE: You must use the current Edition, published by the Graduate School, University of South Alabama.)** Be sure all details of form, margins, pagination, and the required bond paper are adhered to prior to typing or printing the final draft. Photocopies of glossy prints or original art work are permissible, but should be copied on bond paper.

You should have a draft of your dissertation in the hands of your committee, your department chair, and the Director of the Graduate Program at least 25 days prior to your proposed date of closed defense of dissertation. You should have your final draft of your dissertation completed 10 days prior to the date of the closed defense. Likewise, you should ensure that your committee's final approval of the dissertation and dates for your open and closed defenses are scheduled prior to or coincide with the dates specified by the Graduate School for submission of the written document for the courtesy check. Please see the university calendar, online (www.southalabama.edu) and University Undergraduate/Graduate Bulletin, for the applicable dates for courtesy check and final submission of dissertations per semester.

Each literature citation in the bibliography must include all authors names, the complete title of the article and the page numbers must be inclusive (e.g., 512-527).

1. The dissertation must represent an original, independent effort by the student.

2. The hypothesis must be clearly stated and supported by an in depth, historical review of literature in the area.

3. The results should support or refute the hypothesis using acceptable research techniques.

4. The final document must be acceptable to the major professor and a majority of the members of the dissertation committee, the chair of the student's department or program, the Director of the Graduate Program, and the Dean of the Graduate School.

BASIC MEDICAL SCIENCES GRADUATE PROGRAM
DEFENSE OF DISSERTATION

The Defense has two options – (1) a two-part defense: part one is closed (only the candidate and their committee) and the second part is open (public is invited and takes place after the closed); (2) one defense date which has an open presentation (public and committee are present) followed by a closed defense portion (only the candidate and their committee are present). Candidates for the Ph.D. degree will be required to undertake a rigorous Defense of Dissertation.

1. The written dissertation is distributed to all members of the candidate's dissertation committee no later than two weeks prior to the date of the Defense of Dissertation.

2. The Closed Defense will be administered by the candidate's dissertation committee. The candidate's Departmental Chair/Program Director may appoint a mediator for the Closed Defense other than the Chair of the dissertation committee.

3. The general format of the Defense will begin with the student's succinct presentation of the results of their dissertation research without interruption, followed by two or more rounds of questioning by faculty that probe the student's ability to defend the hypothesis, methodology, conclusions and significance of the offered research.

4. A successful defense will require approval from the majority of the examining committee members. A department/program can allow additional members of its faculty to attend and participate in the questioning, but the decision on satisfactory completion of the Defense will ultimately be determined by majority vote of the candidate's dissertation committee.

5. Approval of the Defense of Dissertation allows the candidate to submit their dissertation to the Graduate School for final approval.

6. Should the candidate's Defense of Dissertation not be approved, the candidate's dissertation committee can declare the candidate ineligible for submission to the Graduate School, or specify that additional experimentation or writing be completed and reviewed before the candidate can proceed further.

7. The successful completion of the Defense of Dissertation will be recorded with the dated signatures of all members of the candidate's dissertation committee as part of the Graduate School's Thesis/Dissertation Submission Form.

Policies of the Graduate Student Promotions and Evaluation Committee (SPEC)

(1) Defense of Dissertation as a requirement for completion of the Ph.D. degree

The Defense has Two Components. Candidates for the Ph.D. degree will be required to undertake a rigorous Defense of Dissertation. The first part is closed to the public and is a requirement set forth by the Basic Sciences Departments/Interdisciplinary Programs/Tracks of the College of Medicine. The candidate must pass this Closed Defense of Dissertation before proceeding to schedule the Open Defense of Dissertation required by the Graduate School. This second and final component of the defense is open to the public.

Administration. The written dissertation is distributed to all members of the candidate's dissertation committee no later than two weeks prior to the date of the Closed Defense of Dissertation. The Closed Defense will be administered by the candidate's dissertation committee. The candidate's Departmental Chair/Program Director may appoint a mediator for the Closed Defense other than the Chair of the dissertation committee. The general format of the Closed Defense will begin with the student's succinct presentation of the results of their dissertation research without interruption, followed by two or more rounds of questioning by faculty that probe the student 's ability to defend the hypothesis, methodology, conclusions and significance of the offered research. A successful defense will require approval from the majority of the examining committee members. A department/program can allow additional members of its faculty to attend and participate in the questioning, but the decision on satisfactory completion of the Closed Defense will ultimately be determined by majority vote of the candidate's dissertation committee. Approval of the Closed Defense of Dissertation allows the candidate to apply for the Open Defense of Dissertation (Form #9), which must be submitted to the Graduate Office at least two weeks in advance of the Date of the Open Defense. Should the candidate's Closed Defense of Dissertation not be approved, the candidate's dissertation committee can declare the candidate ineligible for the Open Defense of Dissertation, or specify that additional experimentation or writing be completed and reviewed before the candidate can proceed further.

Documentation. The successful completion of the Closed Defense of Dissertation will be recorded with the dated signatures of all members of the candidate's dissertation committee as part of the application (Form #9) for scheduling the Open Defense of Dissertation.

(2) Management of graduate student dismissal and probation within the College of Medicine and mechanism for a student appeals process.

Academic Dismissal. When grades do not meet minimum academic standards as set by the Graduate School, the student will receive notification of their dismissal from the Graduate School. The Guidelines of the Graduate School stipulate that grounds for academic dismissal include receiving a GPA of less than 3.0. Students dropping below a 3.0 will be placed on a probation status and given two semesters to raise a GPA to 3.0. Failure to achieve a GPA of 3.0 or better within two semesters of being placed on probation will result in automatic dismissal from the Graduate School and Basic Medical Sciences Graduate Program.

Other grounds for dismissal. At the request of the Director of the Graduate Program, SPEC will meet to review any other potential case for student dismissal. Grounds for dismissal include two

unsuccessful attempts to pass the Ph.D. Qualifying Exam or unsatisfactory progress at two consecutive meetings of the student's dissertation committee. Dismissal can also be recommended for unsatisfactory performance on the preliminary qualifying examination administered by some departments/programs, unethical scientific or professional conduct or failing to comply with the College's Graduate Guidelines in the timely completion of other scheduled requirements for obtaining the Ph.D. degree. When appropriate, SPEC will meet with the involved student before rendering a decision, by majority vote in closed session, to recommend action or no action to the Director of the Graduate Program.

Probation. A student whose GPA falls below 3.0 is automatically notified by the Graduate School and SPEC of placement on academic probation and the minimum requirement of raising their GPA to 3.0 within the following two consecutive academic terms (fall, spring or summer terms). Performance deemed unsatisfactory by a student's dissertation committee at two successive dissertation committee meetings will also place a student on automatic probation. In addition, SPEC may elect to recommend probation instead of dismissal for non-academic (GPA) reasons (listed above). When appropriate, SPEC will meet with the involved student before making a recommendation to the Director of the Graduate Program on probationary action and the period of time and conditions required for removal from probationary status.

Appeals process. A student wishing to appeal a SPEC recommendation for dismissal or probation on other grounds must present their case at a special called meeting of SPEC at the request of the College of Medicine's Director of the Graduate Program. An advocate of the student, e.g. a Departmental Chair/Program Director or other designated member of the College of Medicine faculty, can also attend this hearing and have voice. Following the hearing, SPEC will render a decision on the appeal in closed session with a majority vote required of members in attendance. Decisions favoring appeals will be forwarded to the Director of the Graduate Program and Dean of the College of Medicine. Following administrative review, the Dean will be responsible for appealing any further action to the Dean of the Graduate School. If dissatisfied with an appeals decision rendered by SPEC, an "administrative appeals procedure" can be initiated by the student as a last resort, as stipulated in the University Bulletin. In this event, the Dean of the College of Medicine will serve as the final arbitrator for the College of Medicine.

Approved by the Graduate Executive Committee: 02/01
Revised: 06/14

ADVANCED COURSEWORK STANDARDS

The Graduate School requires a minimum of 60 credit hours accumulated towards the completion of the Ph.D. degree. It is expected that this be comprised of a combination of didactic coursework, directed studies, and research/dissertation hours. As of the 2002-2003 academic year, the doctoral program in Basic Medical Sciences (BMS) has instituted a common interdisciplinary core curriculum for all entering graduate students. Students will complete 22 hours of didactic work in the core curriculum.

The requirements for advanced students are as follows:

1. **Advanced coursework to be completed will be determined by the student in consultation with the student's major advisor and dissertation advisory committee.** This will allow the student flexibility in designing their graduate training, yet assure appropriate oversight and recommendations for didactic work based on the student's background and their research focus.

2. **This discussion and development of the coursework plan should occur at the student's first committee meeting.**

3. **The coursework plan (Form #5) will be filed with the Graduate Office.**

4. **A minimum of 8 hours of advanced didactic coursework will be completed.** Hours of directed study, seminar, literature reports, and research/dissertation will not substitute for these hours.

5. **Students are required to attend the College of Medicine's Distinguished Scientist Seminar series (no credit).**

6. **Students are required to enroll in 1 credit hour of either Seminar or Literature Reports (journal club) every Fall and Spring semester.** Students may choose from seminar series/literature reports offered by a research focus group, a Center, or a discipline.

Approved 11/12/02

ADMISSION TO CANDIDACY EXAMINATION

Background: The Graduate School requires successful completion of a comprehensive examination prior to admission to candidacy to the Ph.D. degree. The Doctoral program in Basic Medical Sciences has required that the student pass (1) a comprehensive written examination (described below) and (2) an oral examination (no format provided). In addition, both the Graduate School and the Interdisciplinary Graduate Program in Basic Medical Sciences require a Dissertation Prospectus to be approved by the student's Ph.D. advisory committee.

Rationale: The Graduate Program in Basic Medical Sciences Program has moved to implement interdisciplinary training. This *exam* format will allow us to test the student's writing skills, their ability to apply their knowledge of basic medical science to address a research problem, their basic knowledge and understanding of pertinent primary literature, and their ability to devise a hypothesis-driven mechanistic experimental plan. These are all skills which are critical to the success of candidates for the Ph.D. degree as they complete the program and to their success following graduation. The proposal should serve as a focus to allow the examining committee to explore the student's understanding of the basic medical science discipline underlying the research problem. Finally, this approach has the advantage of fulfilling both the Qualifying Exam and the Prospectus simultaneously.

Policy: The format for the Admission to Candidacy Exam (hereafter known as the Qualifying Exam) will allow students to accomplish both the Qualifying Exam itself and the development of the Prospectus.

1. **The Qualifying Exam must be completed no later than the end of the third year (9 semesters) in the Interdisciplinary Graduate Program in Basic Medical Sciences**.

2. **The Qualifying Exam will be composed of two separate parts: a written examination and an oral examination.**

3. **Departments/programs may wish to retain a separate written exam testing the student's overall knowledge in that discipline or focus area. If so, this written exam will not replace any portion of the requirements outlined below.**

4. **For the written component of the Qualifying Exam, the student shall prepare a written research proposal. The proposal should relate to the student's approved research project.** The proposal will be written completely by the student based on his/her knowledge of the research. It shall be a hypothesis-driven proposal prepared along the guidelines of a standard National Institutes of Health grant proposal (i.e., R01), as outlined below. Prior to undertaking preparation of the proposal, the student must submit a short abstract or outline of the proposal to the dissertation advisory/examination committee for approval. The proposal will include:

> **Specific Aim**s. Describe the broad objectives of the research plan; outline the overall hypothesis and specific questions to be addressed. One page is recommended.
>
> **Background and Significance.** Briefly sketch the background literature leading to the research proposal; critically evaluate existing knowledge and identify the gaps in knowledge that this proposal is intended to fill; state the significance of the proposed work. Two to four pages are recommended.

Preliminary Studies. Include preliminary data which support the feasibility of the project. NOTE: preliminary data are not expected for all components of the proposal. One to four pages are recommended.

Research Design and Methods. Describe the research design and procedures, including the rationale for the experimental design, specific methods to be employed, potential problems and pitfalls likely to be encountered, and a timetable.

Overall Format. Total length of the proposal is limited to 20 pages (single-spaced), including references. Font size must not be smaller than 11 point and type density must be no more than 15 cpi (characters per inch).

5. The student shall submit the completed proposal to his/her **Examination Committee** for an evaluation of the written document at least two weeks prior to the oral examination.

The **Examination Committee** will include the regular members of the student's Dissertation Advisory Committee and one member of the Graduate Faculty in the College of Medicine who is not a regular member of the student's Dissertation Advisory Committee. The outside member appointed by the Department Chair or Program Director shall chair the Examination Committee and shall have a vote. The student's Major Professor shall not have a vote on the Examination Committee.

6. If the written document is acceptable, the student shall schedule the oral examination.

1. The Examination Committee shall administer the oral component of the Qualifying Exam.
2. **The student's oral defense of the written proposal and their knowledge of the underlying basic medical science discipline will comprise the oral component of the Qualifying Exam.**
3. Following the oral examination, there will be a discussion in the student's absence as to whether the student has passed the Qualifying Exam.

7. **Should the student fail the Qualifying Exam, the student will be allowed to retake the exam once more.**

8. Upon satisfactory completion of the Qualifying Exam, the student will be admitted to candidacy for the Ph.D.

Approved by the BMS Executive Committee 8/12/03
Revised 6/8/04
Reviewed 7/13/10; no changes made

Compact Between Teachers and Trainees in Medicine and Biomedical Sciences
Preparation for a career in the science and/or practice of medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those

virtues that undergird scientific inquiry and/or the doctor/patient relationship. This Compact serves both as a pledge and as a reminder to teachers and trainees that their conduct in fulfilling their mutual obligations is the medium through which our profession(s) instills ethical values. Trainees encompass the broad spectrum of learners within the USA College of Medicine and Health System including MD and PhD students, undergraduate researchers, postdoctoral fellows, residents and clinical fellows.

Guiding Principles

DUTY

Medical and biomedical science educators have a duty, not only to convey the knowledge, skills and practices required for their contemporary professions, but also to instill the values and attitudes required for preserving the profession's ethical and social contract across generations.

INTEGRITY

The learning environment conducive to conveying professional values must be suffused with integrity. Trainees learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT

Respect for every individual is fundamental to the ethics of the science and/or practice of medicine. Mutual respect between trainees, as novice members of the medical and biomedical science professions, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/trainee relationship, teachers have a special obligation to ensure that trainees are always treated respectfully and without discrimination.

Commitments of Faculty

We pledge our utmost effort to ensure that all components of the educational program for our trainees are of high quality.

As mentors for our trainees, we maintain high professional standards in all of our interactions with professional colleagues, and staff.

We respect all trainees as individuals, without regard to race, color, national origin, sex, sexual orientation, gender identify and expression, pregnancy, religion, age, genetic information, disability or veteran status. To that end, we will not tolerate any behavior construed as disrespect or bias towards any trainee.

We acknowledge the need for and support a healthy balance of time spent in training and with family, time for rest and time for recreational activities. We monitor, and when necessary, adjust the time required on duty.

In nurturing both the intellectual and the personal development of trainees, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.

We do not tolerate any abuse or exploitation of trainees and encourage trainees to report unprofessional behavior immediately without fear of retaliation or reprisal of any kind. (http://www.southalabama.edu/departments/financialaffairs/hr/resources/discriminationharassmentpolicy72412.pdf)

Commitments of Trainees

We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.

We agree to appropriately balance our commitments as trainees and those in our personal life, so as to continue our training in the most productive and responsible way possible.
We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
We pledge to respect all faculty members and all other trainees as individuals, without regard to race, color, national origin, sex, sexual orientation, gender identify and expression, pregnancy, religion, age, genetic information, disability or veteran status.
As physicians and scientists in training, we embrace the highest standards of our intended professions and pledge to conduct ourselves accordingly in all of our interactions, including anonymous evaluations, with faculty, our trainee colleagues, staff and the community.
In fulfilling our own obligations as professionals, we pledge to assist our fellow trainees in meeting their professional obligations as well.
Reference:
University of South Alabama Policies and Procedures:
http://www.southalabama.edu/departments/financialaffairs/hr/policies.html

STUDY ROOMS AVAILABLE FOR USE BY BMS GRADUATE STUDENTS

DEPARTMENT	ROOM	POLICY GOVERNING ROOM USE	EQUIPMENT/ FURNISHINGS
BIOCHEMISTRY	MSB 2360	Secured; no use overnight; usage must be scheduled with Departmental office due to seminars, classes, etc. being held in room; 2360 - power point/projector.	Large table; multiple chairs
MICROBIOLOGY	MSB 2076	Secured; no keys issued; no usage overnight/weekends; usage must be scheduled with Departmental Office due to lab and departmental meetings, classes, conferences, etc. being held in location; must be left in same order received; otherwise privileges are revoked.	Large table (4 small tables group together); 8 chairs Refrigerator and microwave for Microbiology staff usage only.
PHARMACOLOGY	MSB 3360	Not available on weekends. Scheduled through departmental office.	Large table-can be converted to 1 round or 2 rectangular tables; multiple chairs; counter area
PHYSIOLOGY & CELL BIOLOGY	MSB 3012	Secured; not available on weekends. Used for classes, seminars, etc. Schedule through departmental office.	Large table; multiple chairs;
COLLEGE OF MEDICINE MULTIPURPOSE ROOM	MSB 3240	Secured; available for study space, meetings, conferences and more. Reservations can be made by contacting Marcina Lang, marcinalang@southalabama.edu . When there are no meetings, conferences and etc. in the space, it is available for student study. To advertise your event digitally please send your request to Educational Technologies, etsmultimedia@southalabama.edu.	The multipurpose room features projector and wall mounted projected screens (two of them); glass writing boards; seating at training tables for up to 48 persons; additional seating available around the walls; charging stations; and WebEx capabilities.
BIOMEDICAL LIBRARY	See Current Guidelines for usage of Biomedical Library Study Rooms on the last page of this handbook.		

aoneal/BMS Graduate Student Handbook-07/02
Revised-8/12/03; 8/04; 8/05/8/2/06/7/30/07; 8/5/08; 7/30/09; 8/12/10; 7/14/11; 8/3/12; 7/26/13; 8/2/14; 7/26/15;6/16/16;8/8/17; 4/9/18; 4/25/18; 7/25/19; 8/6/19; 10/7/19; 7/22/20; 6/8/2021; 6/28/2021; 8/8/2022