



**2017-2018 Handbook
Biomedical Sciences Graduate Program**

Biomedical Research Education Programs

Biomedical Sciences Graduate Program (M.S. and Ph.D.)

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INTRODUCTION

This handbook is to be used as a supplement to the UNM Catalog and the Pathfinder (the UNM Student Handbook).

UNM Catalog Link: catalog.unm.edu

Pathfinder Link: pathfinder.unm.edu/

This handbook is intended to provide information specifically relevant to the BSGP. The BREP Program Manager, Program Coordinators or Director are available for discussion and clarification regarding any aspect of the program.

The Office of Graduate Studies (OGS) web site includes all necessary information pertinent to your graduate education. The OGS home page can be accessed at grad.unm.edu. Links to guidelines for graduate committee composition, exams and general degree requirements are listed at the OGS home page.

OGS forms may be downloaded from: <http://grad.unm.edu/resources/gs-forms/index.html>

OGS offers an online orientation for all graduate students at <http://grad.unm.edu/current-students/online-orientation.html>. All students are strongly encouraged to thoroughly review all information regarding resources you need as a graduate student at UNM.

Students are responsible for knowing and following OGS and BSGP policies and procedures.

Students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico and the specific academic requirements of their particular degree program.

Students are expected to be aware of their academic standing at all times.

CONTACT INFORMATION

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Section 1: PROGRAM GOALS AND OBJECTIVES

The following BSGP Goals and Objectives were adapted from “Goals and Objectives of Successful Graduate Programs” outlined by the AAMC’s GREAT Group Benchmarks of Success in Graduate Programs Report. These competencies will be used to guide student progress assessment at Committees on Studies meetings and be formally assessed by the Comprehensive Examination and Dissertation Examination committees. These competencies will also be used for internal BSGP program assessment of curriculum and other program activities.

Goals and Objectives for BSGP Students:

- a. The student demonstrates abilities as a problem solver and critical and independent thinker.
- b. The student displays mastery of an appropriate breadth and depth of knowledge.
- c. The student is effective at both oral and written communication.
- d. The student is a competent and skilled experimentalist who is able to collect, organize, evaluate, and interpret data.
- e. The student demonstrates responsible conduct of research and ethical behavior.
- f. The student works effectively with others in a collegial manner.

Section 2: OVERVIEW

The BSGP includes both MS and PhD degrees. This program offers you an exciting opportunity to gain a broad understanding of the biomedical sciences in a spectacular southwestern setting of unsurpassed beauty, rich cultural heritage and geographic diversity.

The Biomedical Sciences Graduate Program is an integrated departmental program. It provides students with a broad-based, one-year core curriculum followed by focused course work and thesis/dissertation research. Research is conducted in faculty laboratories in the various basic science departments in the School of Medicine. In addition to our School of Medicine faculty, the BSGP is complemented by affiliated faculty in the UNM College of Pharmacy, UNM Biology Department, Lovelace Respiratory Research Institute and Los Alamos National Laboratory who may direct graduate student research. Many interdepartmental and multidisciplinary opportunities are represented in research centers and training programs at UNM. To receive their degree, students fulfill the requirements of the BSGP in one of six Research Areas:

- Biochemistry and Molecular Biology
- Cell Biology and Physiology
- Molecular Genetics and Microbiology
- Neurosciences
- Pathology
- Toxicology and Pharmaceutical Sciences

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Specific pre-doctoral training programs (T32) include the Infectious Diseases & Inflammation Program (IDIP), the Cardiovascular Physiology Training Program, and Alcohol Research Training in Neurosciences. From infectious disease and Neurosciences to molecular genetics and cancer biology, the University of New Mexico's Biomedical Research students are making significant scientific contributions.

Additionally, transcribed concentrations are available in the following areas:

- **Cancer Biology:** The Cancer Biology Concentration provides trainees with focused and individualized training in cancer relevant disciplines. Over 50 faculty members comprise the University of New Mexico Cancer Center with emphases on basic research, clinical translation and community studies. The complexity of modern medical advances also requires culturally sensitive community outreach and integration to assure that the dissemination of these advances will be effective and accepted by patients, caregivers and health care providers. The curriculum is flexible and enables students to choose from a menu of courses that offer training relevant to each of the four Cancer Center research programs – 1) Cancer Control and Disparities; 2) Cancer Genetics, Epigenetics and Genomics; 3) Translational Cancer Cell Biology and Signaling; 4) Cancer Biotechnology, Drug Discovery and Targeted Delivery.
- **Cardiovascular Physiology:** The Cardiovascular Physiology Concentration is designed to ensure broad training in physiology with major research interests in vascular biology, hypoxia, hypertension, sleep apnea, pulmonary hypertension, heart disease, chronic kidney disease, and stroke. It provides an individualized program of upper level courses and scientific research within the UNM Vascular Physiology Group.
- **Infectious Disease & Immunology:** The Infectious Disease and Immunology (IDI) Concentration enables students to receive advanced training in microbial infection, pathogenesis and immunity and prepares trainees for careers in research, education, policy-making, etc. in both the public and private sectors. It is an individualized program both of formal coursework and scientific research conducted in the laboratory of a faculty member within the Infectious Diseases and Immunity Signature Research Program and involves collaborations of researchers, physicians and businesses, all working together with the aim of increasing our basic knowledge of host-pathogen interactions, the mechanisms of immune-mediated inflammatory diseases, and the epidemiology of disease transmission. Many program participants also seek to apply that knowledge in the development of new vaccines, therapeutics, and diagnostics.
- **Neuroscience:** Students in the Neuroscience Concentration conduct their research studies under the mentorship of a faculty member or an affiliated faculty member of the Department of Neurosciences, an academic unit dedicated to the advancement of knowledge and understanding of the nervous system and to the comprehensive education and training of students in the neurosciences. They conduct investigations into the fundamental areas of neuroscience, focusing on four main areas of study:

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- Nervous system development
- Learning, memory, and substance abuse
- Brain injury, repair, and diseases of the nervous system
- Behavioral health disorders

Additional details and specific course requirements may be found on the BREP website and in the University Catalog. Students wishing to pursue one of the above concentrations should consult with their Research Mentor about beginning the coursework in Year 2.

Section 3: PROGRAM MILEPOSTS

YEAR 1 MILEPOSTS

PhD Program

- Complete all required pre-requisite coursework as defined by the Steering Committee at time of entry into the program.
- Complete required compliance and safety training prior to initiating lab rotations.
- Be in good academic standing with a cumulative GPA of greater than or equal to 3.0 and no grade less than B- in the BSGP core curriculum and selectives:
 - BIOM 501: Fundamentals for Graduate Research - 1 credit
 - BIOM 506 (2 Fall, 1+ Spring): Special Topics in Biomedical Research (lab rotations) - 3 credits minimum (See “Laboratory Rotations” below)
 - BIOM 507: Advanced Molecular Biology - 4 credits
 - BIOM 508: Advanced Cellular Biology - 4 credits
 - BIOM 525 (Fall, Spring): Cell and Molecular Basis of Disease (CMBD) Journal Club - 2 credits total
 - BIOM 530 (Fall, Spring): Cell and Molecular Basis of Disease (CMBD) Seminar - 4 credits total
 - Selectives (3 Spring) - 9 credits total from:
 - BIOM 509: Principles of Neurobiology
 - BIOM 510: Physiology
 - BIOM 514: Immunobiology
 - BIOM 515: Cancer Biology
 - BIOM 522: Experimental Methods and Design
 - PHRM 576/580: Molecular and Cellular Pharmacology/General Toxicology
- Identify a Research Mentor and secure a signed Mentor Agreement Form before March 15th. BSGP funding will terminate on May 31st each year and students who have not identified a Research Mentor by this time may not be allowed to continue in the program.
 - Note: Mentor Agreement Form documents the source(s) of funding for the student and must be signed by the student, Research Mentor and department chair prior to bring delivered to the BREP Office (See Forms, BREP web site).
- Pass the qualifying examination by date set by the Qualifying Exam Committee. (See “Qualifying Examination” section below)

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- Complete the Annual Activities and Accomplishments Report. (See Forms, BREP web site)
- Students failing to meet these mileposts must petition the BSGP Steering Committee for continuation in the program.

Modifications for the Master's Program

Master's students may take more than one year to complete the required core curriculum and are only required to complete two lab rotations (BIOM 506). If a Master's student wishes to petition for a change of degree to the Ph.D. program, three rotations are required.

YEAR 2 MILEPOSTS

PhD Program

- Be in good academic standing with a cumulative GPA of greater than or equal to 3.0 and no grade less than B- in the BSGP core curriculum, selectives, and departmental required courses:
 - BIOM 555 (Fall or Spring): Problem-Based Research Bioethics - 1 credit
 - BIOM 695: Research with Research Mentor – variable hours to maintain half-time status
 - Additional courses as required for your concentration or as directed by your COS.
- Identify and Formally Appoint a Committee on Studies (COS):
 - Formal approval of the COS by BSGP Program Director must be secured before the last day of Fall semester during Year 2 (See COS selection requirements, UNM Catalog).
 - Hold first COS meeting no later than the end of Spring semester to review student's academic progress, discuss and formulate a Program of Studies (plans for coursework and research hours to meet student's educational and research goals), and review outline/plan for student's dissertation project.
 - Note that the first COS meeting need not involve a formal review of a dissertation proposal.
 - Committee on Studies Meeting Report must be completed and submitted to the BREP office after each COS meeting. (See Forms, BREP website)
 - Hold second meeting of COS no later than 6 months after the first COS meeting. Student progress, Program of Studies and plan for student's dissertation proposal will be reviewed. At this meeting the student should present a draft of proposed specific aims and initial feasibility data.
- Oral or poster presentation at one or more of the following: Departmental Seminar or Research Day, BSGP Research Day or scientific meeting.
- Successfully complete BIOM 555 Problem-based Research Bioethics sometime during the second year. (This applies to students entering the program after Fall 2013).
- Create your NIH Biosketch and ensure ERA Commons ID is requested through HSC Pre-Award Office.
- Complete the Annual Activities and Accomplishments Report.
- Students failing to meet these mileposts must petition the BSGP Steering Committee for continuation in the program.

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Modifications for the Master's Program

- MS Students are expected to maintain these requirements for the COS appointment and meetings. Instead of reviewing their dissertation project proposal, the COS should focus on the development and evaluation of an appropriate thesis research project.
- Consult UNM Catalog if completing thesis.

YEAR 3 MILEPOSTS

PhD Program

- Be in good academic standing.
- Enroll (Summer, Fall, Spring) in the following:
 - BIOM 695: Research or BIOM 699: Dissertation, if Comprehensive complete, with Research Mentor – variable hours to maintain half-time status
 - Additional courses as required for your concentration or as directed by your COS.
- Schedule Comprehensive Examination (Doctoral Dissertation Proposal) no later than the Spring semester of Year 3. The Comprehensive Examination will count as a COS meeting.
 - Comprehensive examination will consist of a proposal outlining the research plans and an oral examination of the candidate. Although data supporting the feasibility of the project is recommended, extensive preliminary data should not be required. (See Doctoral Comprehensive Exam) (See OGS web site for UNM regulations regarding the Comprehensive Examination)
- Form Dissertation Committee (may include COS members) (See UNM Catalog for requirements on Dissertation Committees)
 - Meet with Dissertation Committee no later than 6 months after the Comprehensive Examination. Student progress will be reviewed.
- Complete Application for Candidacy form, outlining the completion of at least 48 credit hours of graduate coursework which is required for the PhD (see “Forms,” BREP web site or OGS web site)
 - Declare your concentration, if any, on the Application for Candidacy.
- Students may sign up for Dissertation credit hours (699) in the semester they take the Comprehensive Examination
- Oral or poster presentation at one or more of the following: Departmental Seminar or Research Day, BSGP Research Day or scientific meeting.
- Complete the Annual Activities and Accomplishments report
- Students failing to meet these mileposts must petition the BSGP Steering Committee for continuation in the program.

Modifications for the Master's Program

- Instead of an Application for Candidacy, Master's students complete a Program of Studies form and submit to OGS for approval. This form should outline a minimum of 24 credit hours earned, which is required for the MS degree.
- Master's students enroll in thesis credit (599). A minimum of 6 hours of 599 credit is required for the MS.
- Consult UNM Catalog if completing thesis.

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YEARS 4 & 5 MILEPOSTS

PhD Program

- Be in good academic standing.
- Enroll (Summer, Fall, Spring) in the following:
 - BIOM 699: Dissertation with Research Mentor – variable hours to maintain half-time status. A minimum of 18 hours of 699 credit is required for the Ph.D.
 - Additional courses as required for your concentration or as directed by your COS.
- Meet with Dissertation Committee twice each year or more often if recommended by the Dissertation Committee. Student progress will be reviewed. If adequate progress in dissertation research has been attained, student will receive committee approval to begin writing the dissertation.
- Oral or poster presentation at one or more of the following: Departmental Seminar or Research Day, BSGP Research Day or scientific meeting.
- Complete the Annual Activities and Accomplishments report

FINAL YEAR MILEPOSTS

PhD Program

- Be in good academic standing.
- Enroll (Summer, Fall, Spring) in the following:
 - BIOM 699: Dissertation with Research Mentor – variable hours to maintain half-time status. A minimum of 18 hours of 699 credit is required for the Ph.D.
 - Additional courses as required for your concentration or as directed by your COS.
- Meet with Dissertation Committee to obtain approval to write and defend the dissertation.
- Complete “Notification of Intent to Graduate” form and submit to the BREP office for the required signatures. The deadlines for OGS to receive this notification are: October 1 for Fall graduation, March 1 for Spring, and July 1 for Summer.
- Arrange for external review if comments from at least one manuscript submission (student as primary author) have not been obtained. See “External Review of the Dissertation” below for additional information.
- Complete “Announcement of Final Examination for Doctorate” form and submit to the BREP office for the required signatures at least three weeks prior to the dissertation defense.
- Public presentation of dissertation research and closed defense of dissertation session.
- Submit “Report of Final Examination” form to the BREP office for the required signatures.
- Following approval of the oral defense and dissertation document, submit dissertation according to the rules and policies of OGS.
- For approved dissertation formats, see the UNM Catalog.
- Graduation is dependent upon the completion of all degree requirements for graduation by: November 15 for Fall semester; April 15 for Spring semester; July 15 for Summer semester

If a student does not complete all degree requirements for graduation in a particular semester, the student must submit a new Intent to Graduate form for graduation in a subsequent semester.

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Section 4: CODE OF PROFESSIONAL CONDUCT

Honor and integrity are basic to the philosophy of the Biomedical Sciences Graduate Program. Application to the Biomedical Sciences Graduate Program commits the student to the essential nature of abiding by the Code of Professional Conduct.

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters.

This honor code rests on the integrity of each student acting with the greatest responsibility and respect for the rights, feelings, privacy and dignity of others.

Affirmation for Students of Biomedical Sciences:

- I will develop habits effective in life-long learning in order to be competent and current throughout my career.
- I will attain personal mastery of research knowledge and skill through honest effort.
- I will relate to my peers, my faculty, and others in a spirit of collaboration and mutual respect.
- I will recognize and honor privileged information from my colleagues.
- I agree to abide by this Honor Code.

Section 5: GENERAL ACADEMIC REGULATIONS

This document is an overview of general academic regulations. For more complete and detailed information regarding UNM Graduate Studies academic regulations, see the UNM Catalog. All students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at The University of New Mexico and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times.

The student is responsible for maintaining the accuracy and integrity of his/her academic record. We highly recommend that students review their academic records/transcripts each semester. If problems are identified, contact the BREP office for guidance.

5.1: Registration

5.1.1: Semester Course Loads

In general, a graduate student enrolling for and completing a minimum of 9 graduate credit hours per semester is considered to be a full-time student at UNM. However, if you are holding a teaching assistantship, the minimum course load is 6 graduate credit hours per semester. Many students holding teaching assistantships complete 12 credit hours or more per semester.

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5.1.2: Registering for Classes

All students register for classes via LoboWeb. For more instructions and help using LoboWeb visit the Registrar's website at registrar.unm.edu. Registration can be completed through myUNM at my.unm.edu. Prior to registering for classes you will need to obtain your UNM NetID and password.

5.2: Grades

5.2.1: Grade Requirements for Graduation

To earn a graduate degree at the University of New Mexico, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy.

Students may not graduate with Incompletes or unrecorded grades (NR) pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earn at least a B (3.0) in each of these courses. If a grade of less than B (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

5.2.2: Incomplete (I) Grades

The grade of "I" is given only when circumstances beyond the student's control prevent completion of the course work within the official dates of a semester or summer session.

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the "I" (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

Incomplete grades received must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy are converted automatically to a F (failure) grade.

Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office by the appropriate

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deadline. Students are responsible for informing instructors that they are graduating and that the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record reports the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

5.2.3: Grade Point Average

Graduate Studies checks the student's grade point average at the end of every semester and summer session for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted credit hours or two semesters, whichever comes first, are placed on probation or suspended, according to the university regulations and those of their graduate unit (see Student Services Information section in the UNM Catalog).

The grade point average is calculated using all grades earned in graduate course work while a student is in graduate status. Grades earned at other institutions or in non-degree status are not calculated in a graduate student's grade point average. The University of New Mexico extension courses (those offered by the Extended University) taken prior to admission to a graduate program are not included in the graduate cumulative grade point average; however, the University of New Mexico graduate extension courses taken while a student is in graduate status are included.

The grade point average is calculated by dividing the total number of quality grade points earned (see Student Services Information section in the UNM Catalog) by the total number of credit hours attempted, and truncated by two decimal places. Grades of CR, W, NC and PR are excluded from the cumulative grade point average calculation. Grades of NC and IF may have an adverse impact on a student's academic standing, financial aid and assistantship eligibility.

5.2.4: Change of Grade/Academic Record

The instructor of a course is responsible for any grade reported. Once a grade has been reported to the Records and Registration Office, the instructor may change it by completing the Change Student Grade process through LoboWeb. Only the instructor who issued the original grade (instructor of record) may submit a change. Grade changes submitted more than 30 days after the end of semester are reported to the offering College Dean. Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation. Grade changes may be referred to the Admission and Registration Committee of the Faculty Senate for approval.

Once a student has completed the academic requirements for a graduate degree or certificate, and has received his/her diploma and appropriate notations on his/her official transcript, the University of New Mexico does not make modifications to his/her academic record.

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5.3: Annual Activities and Accomplishments Report

The BSGP requires every student to complete the Annual Activities and Accomplishments Report (see “Forms,” BREP web site). The purpose of this report is to gather information on student activities that are relevant to his/her research education and professional development. The BREP office will compile this information for reports to the School of Medicine, the University of New Mexico, and external review panels.

Completion of the Annual Activities and Accomplishments Report is required for students to be eligible for BSGP Travel Awards (see “BSGP Travel Awards” below).

A Student Progress Subcommittee of the BSGP Steering Committee will annually review the Activities and Accomplishments Reports along with academic progress and completion of exams of all BSGP students and report on individual student progress to the whole BSGP Steering Committee meeting in June each year.

5.4: Annual Review of Student Progress

General Overview

In 2007, the BSGP SC initiated an annual review of each student’s progress towards the major milestones of the program for both MS and PhD students. This review allows the SC to identify students that are delinquent in meeting milestones and make recommendations to help address those delinquencies. Over the past few years, the process has become more structured and specific strategies have been identified to address concerns as they arise. Additionally, the Student Progress Committee has become an official sub-committee of the full SC.

Process

During July of each year, the Student Progress Sub-Committee meets to review each student. They review, as applicable: standing (first-year, pre-comp, post-comp), appointment of COS, dates of COS meetings (particularly date of most recent COS Meeting), date of Comprehensive Exam and completion of related paperwork, and overall progress towards graduation. After the review, a notice is sent to each student with a copy sent to the Research Mentor and each COS member. The letters outline the student’s progress and either congratulates them for being on track, or identifies failures in meeting milestones, and suggests appropriate remediation. In January of each year, a reminder is sent to all Students, their Research Mentors, and COS members about the milestones they should be meeting and a reminder to review their progress letter to ensure any delinquencies are addressed. In general, students are cautioned to address any delinquencies as soon as possible. However, they are typically given a full academic year to address delinquencies and should not have the same delinquencies during the following review.

Intervention

For students that receive two consecutive Progress Letters that indicate delinquencies, or for students that are chronically struggling to meet multiple milestones, the Student Progress Committee has made the following recommendations:

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- a. A member of the SC may be appointed to a student's COS to act as a moderator and facilitate the feedback given to the student and provide guidance to help the student meet their mileposts.
- b. Quarterly Reports may be requested from the student and Research Mentor outlining specific plans for addressing delinquencies in meeting milestones. These reports will be addressed to the BSGP Director and the full SC will be updated and involved as needed.
- c. Students may have Academic Holds placed on their accounts if they are delinquent in meeting milestones with no attempt to remediate. Students will be notified before a hold is placed on his/her account, (copied to their Research Mentor and COS Members).

5.5: Academic Probation and Consequences

Students who do not maintain good academic standing are placed on academic probation by Graduate Studies. There are three types of probation.

Type 1: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status are placed on Type 1 academic probation. The student is suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 credit hours of graduate course work or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate.

Type 2: NC-F-IF-I Grades

Students who earn any combination of two grades of NC, F, I, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student is suspended from graduate status if a third NC, F, I, or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses, dissertations or graduate. When students on Type 2 probation are ready to take final exams or defend theses or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a GPA of 3.5 for two consecutive semesters have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and written notification thereof from Graduate Studies.

NOTE: A student, who is placed on Type II probation after a semester has begun and holds an assistantship for that semester, must resolve his/her probationary status within that semester to maintain his/her assistantship for future semesters. Example: A student who is notified during spring semester that he/she is on Type II probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall.

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Type 3: Incomplete Grades

A student who receives 6 or more credit hours of “Incomplete” grades in graduate level courses are placed on Type 3 academic probation. Type 3 probation ends when the credit hours of “Incompletes” drop below 6. However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take masters’ examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester, if their semester GPA is 3.0 or higher.

5.6: Suspension

By the Office of Graduate Studies

A student who is suspended from graduate status is removed from graduate student status at the University of New Mexico. A student may not apply for readmission to graduate status for one year after being suspended. The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

By a Degree Program

If in the opinion of the graduate unit a student shows little promise of completing the degree program (if the student has committed an academic violation [e.g., plagiarism]), the graduate unit notifies the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that unit. Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of one year from the effective date of the suspension.

Readmission after Suspension

If after a period of one year, a suspended student wishes to apply for readmission to graduate studies at the University of New Mexico, he/she must follow the readmission procedure delineated earlier in this Catalog.

If a graduate unit decides to readmit a student after academic suspension, it specifies the conditions required by the student to re-establish his/her good standing. The period of suspension is included in the time limit to complete the degree.

Students who have been suspended or who withdrew from the University while in probationary status is placed in probationary status when readmitted to the University. Students suspended for low grade point average (Type 1 probation) have 12 credit hours or four regular semesters (whichever comes first) to establish a grade point average of at least 3.0. A student who fails to achieve the minimum grade point average within the allotted time is permanently suspended from their graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted are permanently suspended from their degree program if a fourth grade of NC and/or F in graduate-level course work is earned.

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5.7: Plagiarism

Plagiarism is the use of another person's ideas, words, phrases, sentences, facts, graphics, charts, tables, graphs, graphics, audio-visuals, or other intellectual products without appropriately citing and crediting the original source(s). Plagiarism in any form constitutes academic misconduct and the Biomedical Sciences Graduate Program (BSGP) considers plagiarism a breach of student professionalism, which requires appropriate administrative inquiry and response. Appropriately citing sources brings deserved credit to the work of other writers, indicates the level and quality of research conducted, provides a scientific foundation for scholarship, builds solidarity in the academic community, and facilitates the reader's ability to validate claims and pursue independent learning. It is expected that a student's academic work will be the product of his/her own intellectual inquiry and independent thinking.

Examples of Plagiarism

The following are considered examples of plagiarism but are not inclusive. It is within the discretion of the faculty member or course director to determine if other actions not listed here also constitute plagiarism.

- The submission of efforts of others as your own personal or group work in classroom assignments.
- Use of direct quotations without the use of quotation marks and referencing of the source of the quotation.
- Incorrect paraphrasing of information without proper citation of the source.
- Failure to provide adequate citations for material used.
- The purchase of a scholarly paper or any other academic product from the Internet or any other commercial sources and submitting it as your own work.
- Downloading work from the Internet and submitting it without citation.
- Directly copying and pasting from any source, electronic or written, into any academic assignment without explicit citation of the original source.
- Submission of a work product from a previous course for credit in a current course without direct permission of the instructor.

Consequences of Plagiarism

The following procedure will be followed when a student is suspected to have plagiarized.

1. The instructor will notify the student verbally and in writing that there is concern regarding plagiarism.
2. If it is determined that plagiarism occurred, consequences may include a lowered grade, failure of the assignment, or failure of the course. The instructor may require the student to resubmit the assignment.
3. The instructor will send a notification of the nature of the plagiarism and the action to the BSGP Steering Committee, which will review the incident to determine whether other penalties are appropriate depending on the seriousness of the plagiarism, the context in which it occurred, and an explanation provided by the student to the BSGP Steering Committee.
4. Any student who commits a second act of plagiarism will be brought before the BSGP Steering Committee, which will determine the appropriate disciplinary action.

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Section 6: LABORATORY ROTATIONS AND RESEARCH MENTOR SELECTION

6.1: Things to Consider in Selecting a Rotation Mentor

- Is the faculty member willing to take students for rotations?
- Is the faculty member likely to accept a student into the laboratory this year?
- Does the faculty member have funding to support a new student?
- Are the research projects generally interesting to you?
- Does the faculty member have a good history of mentoring students?

6.2: How to Make Contact with the Potential Rotation Mentor

- Best to make arrangements for a specific time (by email or phone). **BE ON TIME FOR YOUR APPOINTMENT**
- Talk to potential faculty member after a seminar or journal club (if they have time)
- Unannounced “drop-in” visits can be OK, but may not be the best way to make first contact.
- First meeting can be for general information.
- What types of rotations projects available?
 - Are the rotation projects linked to future dissertation research projects?
 - When are good times to schedule a rotation?
- If there is mutual interest, you may want to make a second appointment to clarify expectations.

6.3: They've said “yes,” now what?

Clarify expectations for the rotation before you show up on the first day.

- What is the project?
- Will you be working alongside another student or post-doctoral fellow?
- How many hours a week are you expected to be in lab?
- Will you have access to the lab after hours or on weekends?
- What is the duration of the rotation (tentative start and end dates)?
- Should you attend lab or group meetings and when are they scheduled?
- Are there any journal clubs or seminars you should attend during your rotation?
- Is there any safety training you should complete before starting your rotation?
- Will you be expected to give an oral or written summary or presentation of your research at the end of the rotation?

6.4: Paperwork

Once you have clarified the roles, responsibilities, and duties involved, you should complete the Rotation Agreement Form (see “Forms” on the BREP website) and return immediately to the BREP office. A separate form should be completed for each rotation (two for M.S. students; three for Ph.D. students).

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6.5: Before You Make a Permanent Commitment

Choosing your Research Mentor is a serious decision. This person will be a part of your professional life for at least 10 to 15 years. Although research interests are an important component of your decision, it can be argued that other factors may have a greater long term impact on your future. Is the faculty member an enthusiastic mentor? In what ways do they support the career development of laboratory members? How do they foster the careers of former students and post-docs? You will also want to take into consideration working styles, goals and other aspects of compatibility.

6.6: Talk to Your Potential Research Mentor About

- Additional coursework expectations
- Would it be acceptable to pursue teaching opportunities?
- Expectations to write for independent funding?
- What is the policy on attendance and support to go to scientific meetings?
- How long have former students taken to complete their degree?
- What are former students or post-docs currently doing?
- Are students expected to publish a scientific paper in a peer-reviewed journal before graduating? If so, how many?
- How are projects organized? Will you be part of a team or have an independent project? How is authorship determined in team research projects?
- Any other topics that are important to you and your career goals.

Abridged and modified from “Best Practices and Mentoring in Doctoral Education: Program, Faculty and Student Responsibilities.” From the Graduate School-New Brunswick of Rutgers, The State University of New Jersey <http://gsnb.rutgers.edu/publications>.

6.7: Some Things Your Research Mentor Will Expect From You

- Be committed to a high standard of excellence and integrity in all of your work.
- Learn independently when possible and seek guidance when needed.
- Be respectful of the time and efforts of all members of the laboratory group
- Maintain acceptable progress toward your degree by scheduling all required steps (exams, committee meetings etc.) as needed.
- Conduct research honestly and report it accurately. Maintain accurate data notebooks and acknowledge the contributions of others.
- Know and adhere to professional research and ethical guidelines.
- Respect the confidentiality of unpublished research
- Take responsibility for your career development
- Prepare and submit articles for publication in conjunction with your Research Mentor
- Participate actively in the research efforts and goals of the laboratory

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6.8: Some Things You Can Expect From Your Research Mentor

- Be available for contact and consultation at appropriate intervals
- Provide advice and guidance on professional development and career plans
- Provide guidance on development of a meaningful research project and composition of graduate thesis or dissertation committees.
- Exposure to research methodologies, and the library and laboratory skills that will foster your growth into an independent and capable scholar
- Provide a work environment that will support your research efforts
- Provide an understanding of the ethical implications of the research and model ethical behavior
- Fair acknowledgement of student contributions and recognition of students as apprentice researchers rather than employees
- Advise student on finding a position after completion of degree and provide references
- Help student to gain skills necessary to publish research results

There are always acknowledged and unacknowledged expectations and the expectations will differ from student to student and Mentor to Mentor. Be prepared to think about your expectations and whether they will be met in the laboratory of your choice.

Section 7: MASTER'S PROGRAM REQUIREMENTS (from UNM Catalog)

7.1: General Degree Requirements

To meet general requirements for a master's degree a student must:

- Complete the course work requirements of a Plan I program within the identified deadline dates (described below);
- Fulfill any additional department or graduate unit requirements (e.g., foreign language or skill requirement, practicum, etc.);
- Maintain a cumulative grade point average of 3.0 or higher;
- Have a Program of Studies approved by the Dean of Graduate Studies;
- Complete at least 50% of required course work after admission to the graduate program, unless further limited by the graduate program;
- Include no more than a total of 6 hours of course work graded C, C+, or CR;
- Pass the Master's Examination and/or Final Examination for Thesis;
- Complete degree requirements within seven years.

Requirements specific to individual degree programs are described in the appropriate sections of the UNM Catalog.

7.2: Time Limit for Completion of Degree

All work used to meet degree requirements for a master's degree, including transfer credit, must be completed within a seven-year period immediately preceding the granting of the degree.

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Course work older than seven years cannot be used to meet requirements for the master's degree. Graduate units may impose stricter limitations on the time limit for completion of degree requirements.

7.3: Plan I (Thesis)

Master's degree programs at the University of New Mexico are completed under one of three plans, as described below. These are referred to as Plans I, II, and III. Some programs offer students the option of following any of these three plans, while others offer only one or two.

Note that the BSGP does not offer plans II or III Master's degrees, nor does it offer the option to complete a non-traditional (hybrid) thesis.

In addition to the general requirements listed above, the following specific requirements apply:

- A minimum of 24 hours of course work, with a minimum of 15 hours in the major field.
- A minimum of 6 hours of 500-level course work.
- A maximum of 6 hours in "problems" courses and a maximum of 5 hours of workshop credit.
- At least 50% of required course work must be completed after admission to the graduate program, unless further limited by the graduate program.
- Six hours of Thesis (599) credit.
- Completion of a master's thesis.

7.4: Program of Studies for the Master's Degree

A master's degree student should file a Program of Studies with Graduate Studies as soon as she/he has planned a program of studies for the degree in consultation with the Research Mentor. This form may be obtained from the academic unit or the [Graduate Studies Web](#) site. The Program of Studies must be approved by the graduate unit and submitted to Graduate Studies by the following deadlines: October 1 for Spring, March 1 for Summer and July 1 for Fall. It must be approved by the Dean of Graduate Studies before a student may take the master's examination.

Within Plan I, Plan II, or Plan III, the student and the Research Mentor may design a program of studies in which work is done only in the major graduate unit, in the major and a minor graduate unit, or in the major and one or more related graduate units. The following regulations must be observed:

1. Each Program of Studies must be approved by the student's major graduate unit and by the Dean of Graduate Studies (see Program of Studies);
2. After a Program of Studies has been filed, a student may change between Plans I and II only with the approval of the major graduate unit and the Dean of Graduate Studies and must submit a new/revised Program of Studies;
3. No more than half the graduate program's minimum required course work hours, exclusive of Thesis/Project, may be taken with a single faculty member;

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4. When a master's student elects a transcribed minor, the student must consult with the chairperson of the minor graduate unit in the planning of the program of studies. A faculty member from the minor graduate unit must be included on the student's master's examination committee unless this right is waived by the chairperson of that unit (see Transcribed Minors, below);
5. Application/Transfer of Graduate Credit: The application or transfer of graduate credit to a program of studies is never automatic. With the approval of the student's graduate unit, a maximum of 50% of the course work requirements for a master's degree may consist of a combination of applied/transfer credit hours, assuming they meet the restrictions specified earlier in this Catalog. In addition, applied/transfer credit must meet the following criteria:
 - The course work was taken at an accredited institution and is judged by both the graduate unit and the Dean of Graduate Studies to be appropriate to the student's degree program;
 - The course work is graded at least a B and was completed within the required seven-year period; and
 - Any additional restrictions that may have been imposed by the particular graduate unit have been fulfilled.

NOTE: Course work that has been counted toward a previous degree may not be counted again toward any subsequent degree with the exception of a master's degree for a doctoral degree.

Links to a sample Program of Studies and other forms may be found on the [BSGP website](#).

7.5: Required Enrollment

Master's students must be enrolled for and complete at least 1 graduate credit in the term they sit for an examination or complete degree requirements. In order to qualify to sit for a master's exam during the intersession, the student must be registered for the following semester.

7.6: Master's Examination

All candidates for the Plan I and Plan II master's degrees must pass a master's examination. The examination, drawn from the major field and from minor or related fields as appropriate, may be written, oral or both, depending upon the requirements of the graduate unit.

The examination is conducted by a committee of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, 3, or 5 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4 (see Faculty Approval on the OGS website for details).

The master's examination may be taken only after the Program of Studies has received approval by the Graduate Dean and only if the student is in good academic standing. In the case of Plan I students, the thesis defense may be considered as the master's examination; for these students,

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the thesis chairperson usually serves as chairperson of the master's examination committee. (See Required Enrollment)

The major graduate unit must notify Graduate Studies of the student's scheduled examination date by submitting the appropriate announcement form. The announcement form must be filed at least two weeks before the master's examination, and no later than the published deadline dates (November 1 for Fall, April 1 for Spring or July 1 for Summer). Barring extraordinary circumstances, the graduate unit notifies the student and Graduate Studies of the results of the examination no later than two weeks from the date on which it was administered. Should such circumstances arise, the unit informs the student in writing of the reason for the delay and let him/her know when notification can be expected. The results of the examination (pass or fail) must be reported to Graduate Studies by November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer graduation. If a student fails the examination, the graduate unit may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The master's examination may be taken only twice. A second failure results in the student's termination from the program.

In addition to the Announcement of Exam form, the BSGP also requires an Exam Flyer be submitted to the BREP Office for publication at least two weeks before the exam. Links to a sample Exam Flyer (BSGP requirement for publication in the Digest), Announcement of Exam, and other forms may be found on the [BSGP website](#).

7.7: Notification of Intent to Graduate

Students must inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to Graduate Studies no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

The BSGP Intent to Graduate form may be found on the [BSGP website](#).

7.8: The Master's Thesis

Each candidate for a Plan I master's degree must submit a thesis that demonstrates evidence of the ability to do sound research. The thesis must be approved by the student's thesis committee. The student is responsible for providing each member of the committee with a complete draft of the thesis in ample time for review prior to the defense.

7.8.1: Thesis Committee

The role of the committee is to approve the exam questions, conduct the exam/defense, evaluate the student response and report the results. Each committee must consist of a minimum of three members approved by Graduate Studies.

1. Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major

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2. The chair of the exam committee must be Category 1, 5, or 3 if his/her appointment is within the student's major
3. The third member can be any Category 1-6
4. A co-chair can be from any Category 1-6 as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major.
5. No more than one voting member can be in Category 4.
For more information about Student Committee Composition, see the [OGS website](#).

7.8.2: Thesis (599) Credit

Plan I students must complete a minimum of six credit hours of thesis (599) credit and only six credit hours may be applied to the program of studies. Once students have enrolled in thesis (599) courses, continuous enrollment (Fall and Spring semesters) in thesis (599) is required until the Dean of Graduate Studies accepts the thesis. Students who complete degree requirements during a summer session must be enrolled in a minimum of one thesis credit hour. This rule applies whether or not the student is concurrently enrolled for other credit hours.

Students who have enrolled in 599 and subsequently stopped enrollment for one or more semesters (not including summers) must follow the procedures listed under the "Continuous Enrollment Policy" in the UNM Catalog.

7.8.3: Announcement of Final Exam for Thesis

At least two weeks before the final examination is held, and no later than November 1 for Fall, April 1 for Spring, or July 1 for summer, the major graduate unit must notify the OGS of its scheduled date by submitting the appropriate announcement form.

In addition to the Announcement of Exam form, the BSGP also requires an Exam Flyer be submitted to the BREP Office for publication at least two weeks before the exam. Links to a sample Exam Flyer (BSGP requirement for publication in the Digest), Announcement of Exam, and other forms may be found on the [BSGP website](#).

7.8.4: Submission of the Thesis

All UNM Master's students must submit their theses to Graduate Studies electronically for filing in the UNM LoboVault, an electronic, open-access database where their work is accessible to Internet search engines such as Google and Yahoo. Open access allows scholars and researchers around the world to access the results of research and scholarship with the click of a button. Thus, open access accelerates and broadens the dissemination of scholarly and creative work. Theses filed in open access at LoboVault are fully copyrighted and are afforded the same intellectual property protections as those submitted in print versions.

In some cases, students in consultation with their committee chair may find it appropriate to submit a petition to the Dean of Graduate Studies to embargo—to delay the release of—the electronically submitted thesis or dissertation (ETD). An embargo is a period of time during which researchers cannot access an ETD from external online search engines. Embargos may be appropriate for authors 1) who are seeking patents, 2) who want to publish their work through a

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traditional press that considers open access publication to be equivalent to prior publication, or 3) who need to protect sensitive data or information.

The default embargo period for the embargo is two years. Upon expiration of the embargo period, the ETD is moved into open access, although authors may request an extension of the embargo by petitioning the Dean of Graduate Studies. Authors of embargoed theses and dissertations must petition for renewal at least three months prior to the expiration date of the embargo in place at the time.

The Dean of Graduate Studies reviews all requests for embargos and embargo extensions, with the goal of balancing students' requests with the need of the scholarly community for broad and open access to scholarly and creative work. Even when an embargo is granted, the title, author, and keywords associated with the thesis or dissertation are available through open access. In all cases, a former UNM student may terminate the embargo at any time.

Master's students must submit their theses, with an abstract of no more than 350 words to the Dean of Graduate Studies for approval by November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer graduation. If the thesis is not submitted by these deadlines, the student is not able to graduate that semester. While Graduate Studies accepts dissertations in electronic (pdf) form, graduate units may also require paper copies (check with the graduate unit).

7.8.5: Thesis Format

The student is responsible for preparing a thesis in proper format, which is of high reproduction quality and free of grammatical and typing errors. Guidelines on thesis format are detailed and should be carefully followed. Students are urged to print current guidelines from the OGS web site and to consult with the OGS manuscript reviewer for advice before defending their theses. The Manuscript Manual and most required forms are available on the OGS web site.

7.8.6: Accompanying Forms

The following forms, which must be submitted along with the manuscript, may be obtained from the graduate unit or the Graduate Studies Web site:

- A "Certification of Final Form."
- An "Information Cover Sheet"
- The UMI's Master's Agreement Form (optional). UMI requires a fee payable by money order or cashier's check made out to PROQUEST. This payment must have a minimum expiration date of one year from date of purchase.
- "Embargo Request Form" (if requesting an embargo).

Section 8: QUALIFYING EXAM PROCEDURES

Objectives of the Qualifying Exam: To test critical thinking skills in the context of the first year coursework. Specifically, the exam will assess the student's ability:

- To critically read a scientific paper,

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- To develop a line of questioning based on the chosen paper,
- To outline an experimental approach that addresses questions arising from the chosen paper,
- To utilize the general knowledge covered in the first year courses.

Role of Qualifying Exam in BSGP: The Qualifying Exam should provide the Steering Committee with an opportunity to decide which students are prepared to make the transition from programmatic core and selective courses to dissertation research and divisional requirements. The exam is undertaken by Ph.D. students who meet the below Prerequisites, as well as M.S. students who wish to petition for a Change of Degree. The exam must be fairly and consistently applied to all students with a clearly defined outcome.

Dates: The Qualifying Exam is typically given before the end of May and normally after final exams of the Spring term. Students must inform the BREP office of their intent to take the Qualifying Examination no later than the first week of May, prior to the BSGP Steering Committee Meeting for May (first Thursday). At the discretion of the Steering Committee, a second exam could be scheduled during the second week of January. The January exam is available for previously approved postponed or make-up exams.

Prerequisites:

1. Completed all required first year coursework.
2. Be in good academic standing with a cumulative GPA of greater than or equal to 3.0 and no grade less than B-.
3. Completed 3 laboratory rotations satisfactorily
4. Identified a Research Mentor and have a signed Mentor Agreement in place.

Note: If the above conditions are not met, a student may petition the BSGP Steering Committee for an opportunity to take the Qualifying Examination and continuation in the program.

Description of exam: Students will choose a paper from a list of 3 papers that are chosen for them based on their research rotations and the first-year curriculum. They will have a total of 7 days to prepare a presentation on the paper. The presentation should be between 20 and 40 minutes and will consist of the background, succinct description of the experiments, and critical analysis of the selected paper. Additionally, students will propose a testable hypothesis and specific aims related to a future direction of the research within their chosen paper. The student will then be examined on this presentation, the proposal, and on aspects of the core and selective courses that are related to it. Each exam should not exceed a total of 2 hours.

Criteria for assessment: The student must:

- Present a succinct oral synopsis of the assigned paper, using PowerPoint or equivalent presentation software, and correctly answer questions related to the content of the paper,
- Critically evaluate the validity of the results and the conclusions of the paper,
- Outline potential future directions for research based upon the conclusions of the paper,
- Correctly answer general knowledge questions drawing on material covered in the first year of coursework.

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Paper list: All core and selective course directors will provide a list of papers and a short list of topics from the core and selective courses that relate to each of the papers. These papers should be respected papers in the field that are broadly based.

Examination committee: To insure the uniformity of examinations, a small number of examination committees will be assembled. Membership on these committees will be for 2 years with half of the committee changing each year. Each department chair will be asked to assign 2 department members and from this group of 12. All of the students taking the Qualifying Exam will be examined by a set of three the examination committee members. No mentor or other faculty that has a close relationship with a student can serve on a committee for that student.

Time line for examination:

- Within a week after final examinations the Steering Committee will meet and decide which students are qualified to sit for the examination and will assign these students to one of the examination days. It will be necessary at this time to have obtained grades from all course directors, have received the reports on rotations, and to have any petitions from students.
- The 12 members of the Examination Committee will then meet and decide from the list of papers a unique short list of 3 papers for each student taking the examination.
- One week before the assigned examination day, each student will be given the short list of papers and will be asked to choose one paper from that list for the exam within a 48 hour period.
- On the days of the examination, each student will be examined by three members of the Qualifying Examination committee.

Rules related to preparing for the exam: Students are encouraged to practice their Qualifying Exam presentation with their peers. However, students are NOT allowed to seek help from faculty members. This includes getting input or assistance with anyone who has completed a PhD (post-docs, senior scientists, etc). The only exception is getting clarification on specific methods related to their selected paper. Students will be encouraged to contact the Qualifying Exam Committee Chair, the BSGP Program Director, or the BREP Office with questions or to obtain clarification on this matter.

Grading: Students can receive grades Pass, Fail with the option to retake, or Fail with no option to retake. At the recommendation of the Exam Committee, students who fail can be admitted to the MS program, can be asked to withdraw from BSGP, or can be allowed to petition the Steering Committee once to retake the exam at the next time it is offered. If there is a dissenting vote among the Qualifying Exam Committee Members, the decision is not communicated to the student directly after the exam, but the committee members will appear before the Steering Committee to further discuss the outcome. The outcome will be communicated to the student after it is presented to the full Steering Committee.

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Section 9: DOCTORAL DEGREE/PH.D. REQUIREMENTS

The doctorate is a degree representing broad scholarly attainments, a deep grasp of a field of study, and expertise in conceiving, conducting, and reporting original and individual research. As such, its attainment is no mere matter of meeting requirements. Those requirements described below should be viewed only as a minimal formal context in which the student is expected to grow to the professional stature denoted by the doctoral degree.

9.1: General Degree Requirements

- A minimum of 48 credit hours of graduate credit course work (certain graduate programs require more credit hours).
- Must be enrolled in at least one credit hour of graduate credit in the semester in which the doctoral comprehensive examination is taken.
- At least 24 credit hours of graduate credit course work must be completed at the University of New Mexico.
- At least 18 credit hours graduate credit course work must be completed at the University of New Mexico after admission to the doctoral program.
- A minimum of 18 hours of graduate credit course work must be earned in the University of New Mexico courses numbered 500 or above.
- No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.
- No more than 50% of the required course credit hours at the University of New Mexico may be taken with a single faculty member. (Course work that has been completed for the master's degree is included in this limit.)
- A minimum of 18 credit hours of dissertation credit hours (699) is required for the doctorate.
- Doctoral candidates must be enrolled the semester in which they complete degree requirements, including the summer session.

9.2: Time Limit for Completion of Degree Requirements

Doctoral candidates have five (5) calendar years from the semester in which they pass their doctoral comprehensive examination to complete the degree requirements. The final requirement is generally the acceptance of the student's dissertation by the Dean of Graduate Studies.

9.3: Doctoral Committee on Studies

Each doctoral student is strongly encouraged to assemble a committee on studies to assist in planning a program of studies. This program should be designed to foster a fundamental knowledge of the major field, both in depth and in breadth. The committee generally includes three University of New Mexico faculty members approved by the student's graduate unit. The chairperson is usually the student's Research Mentor. If the committee on studies also serves as

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the doctoral comprehensive examination committee, they must meet the requirements listed in that section.

The basic role of the committee is to plan, with the student, an integrated individual program of study and research meeting general University and specific graduate program requirements. The Committee may also establish prerequisites when needed; recommend transfer of credit; certify proficiency in a foreign language or alternative skill; approve significant changes in the program of studies; and may serve as the core of the doctoral comprehensive examination committee and/or the dissertation committee.

Appointment of the Committee usually involves the following steps:

1. The student arranges for an appropriate faculty member to serve as Committee Chair;
2. The student and the Committee Chair agree upon the remaining members of the Committee;
3. The Committee must be approved by the graduate unit chairperson or graduate unit advisor, as evidenced by his/her signature on the student's "Application for Doctoral Candidacy."

9.4: Applied (including Non-Degree)/Transfer Credit

The following regulations apply to the application or transfer of credit hours toward a doctoral degree:

1. Course must have carried graduate credit.
2. Course work must be from an accredited institution.
3. Student must have obtained a grade of "B" or better. A maximum of 6 credit hours of thesis from a completed master's degree or other course work graded Pass or Credit (CR) is transferable.
4. Course must be approved by the doctoral Committee on Studies and the graduate unit.
5. Course must be listed on Application for Candidacy form.
6. All courses must have final approval from the Dean of Graduate Studies.

NOTE: Course work that has been counted toward a previous degree may not be counted toward any subsequent degrees, with the exception of master's degree to a doctoral degree.

9.5: Doctoral Comprehensive Examination (OGS Requirements)

A doctoral student must pass a comprehensive examination in the major field of study. This examination, which may be written, oral or both, is not limited to the areas of the student's course work, but tests the student's grasp of the field as a whole. It is strongly recommended that the Application for Candidacy be completed and approved by the graduate unit before the student takes the doctoral comprehensive examination. The administration of this exam is governed by the following guidelines:

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.

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2. The student must be enrolled in a minimum of one credit of graduate course work the semester in which he/she takes the doctoral comprehensive examination.
3. At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the appropriate announcement form and it is returned to the unit.
4. The doctoral comprehensive examination committee (usually the student's Committee on Studies) consists of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4.
5. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.
6. Barring extraordinary circumstances, the graduate unit notifies the student of the results of the examination no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit notifies the student in writing of the reason for the delay and let him/her know when notification can be expected.
7. The results of the examination must be reported to the Dean of Graduate Studies on the "Report of Examination" form no later than two weeks after the date of the examination.
8. If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The doctoral comprehensive examination may be taken only twice. A second failure results in the student's termination from the program.

In addition to the Announcement of Exam form, the BSGP also requires an Exam Flyer be submitted to the BREP Office for publication at least two weeks before the exam. Links to a sample Exam Flyer (BSGP requirement for publication in the Digest), Announcement of Exam, and other forms may be found on the [BSGP website](#).

9.6: BSGP Format and Guidelines for the Doctoral Comprehensive Examination

Eligibility

You are eligible to take your comprehensive examination if you meet the following criteria:

- Graduate GPA of 3.0 or better
- Completed BSGP required courses and passed the Qualifying Exam
- Are within 1 semester of completing the 48 required credits to Advance to Candidacy
- Formed an approved Committee on Studies (COS)
- Held at least one COS meeting to receive feedback on research direction and approach
- Have approval of your Research Mentor and Committee on Studies to take the comprehensive examination
- Formulated a general dissertation research direction
- Obtained feasibility data for project aims
- Can articulate the hypotheses and objectives of the research within the context of your knowledge of the scientific field.

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Reiterating the policy stated in the Year 3 Milestones, the comprehensive exam must be completed before the end of the third year. An exception requires approval by the BSGP Steering Committee.

General Format

A research proposal outlining planned research for dissertation project. The comprehensive examination is not a “pre-dissertation” exam and does not require a publication or extensive preliminary research results. The dissertation proposal should represent a good faith plan of the dissertation research, but it is understood that research directions may sometimes change as the project evolves. Therefore, “proof-of-concept”, while desirable, is not necessary at the time the comprehensive examination is taken. A clearly defined research question/hypothesis, aims, and feasibility data are expected at the time of the comprehensive exam. Moreover, while students are expected to be well-versed in the background and current literature relating to their research topic, it is expected that they will continue to develop a depth and breadth of knowledge beyond the comprehensive exam, in preparation for the defense.

Format of the Written Document

The required format is similar to that of an NIH sponsored pre-doctoral fellowship.

Note: guidelines for an NIH sponsored pre-doctoral fellowship changed significantly in 2010. Make certain that if you refer to NIH fellowship proposal guidelines, you are using the most recent guide. If you prepare your comprehensive exam in a formal grant format, it will be ready to submit for extramural funding.

The application must be clear, readily legible, and conform to the following requirements:

- Use a font size of 11 point or larger; Helvetica 12 point or Arial 11 point is the suggested font.
- Type density, including characters and spaces, must be no more than 15 characters per inch (cpi).
- For proportional spacing, the average for any representative section of text must not exceed 15 cpi.
- No more than 6 lines of type within a vertical inch.
- Margins, in all directions, must be at least 0.5 inch.
- Figures, charts, tables, figure legends, and footnotes maybe smaller in size but must be readily legible.
- Total pages of research plan, including figures, diagrams, tables, etc., should not exceed 7 pages single-spaced (excluding references).
- (Good advice from NIH) The research plan should be well formulated and presented in sufficient detail that it can be evaluated for both its research training potential and scientific merit. It is important that it be developed in collaboration with the Research Mentor, but it is to be written by the applicant. Include sufficient information to permit an effective review without reviewers having to refer to the literature or any previous application. Brevity and clarity in the presentation will be considered indicative of an applicant's approach and ability to conduct a superior project.

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- Proposal Sections
 - Title
 - Specific Aims (no more than 1 page). State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
 - List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
 - Research Strategy (no more than 6 pages). Divided into Significance and Approach sections.
 - Significance - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
 - Approach – (Most often this section is divided into the relevant aims, which are restated from the Specific Aims page). Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
 - Preliminary Studies – Preliminary or feasibility studies can generally be incorporated into the beginning, rationale section of each relevant aim.
 - References (not included in the 7 page limit). List all literature references. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. The references should be limited to relevant and current literature.
 - If your research involves Human Subjects or Animal Studies, include approval (protocol) numbers.
 - If your research involves any potential hazards, list specific training completed to address these hazards (i.e. Blood borne pathogens training).

Format of the Oral Examination

- The student must ensure that the proper paperwork has been filed in a timely manner with the BREP office to obtain approval for the exam from OGS.
- At least two weeks prior to the exam, the student should post announcements of the public seminar, and should have completed and circulated a copy of the written proposal to the Committee on Studies.
- Students should also circulate a copy of these guidelines as well as the Comprehensive Exam Checklist Protocol form (see forms page on BREP website) to each COS member.

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- Prepare a formal, public presentation (~45 min) to be presented in a department seminar series or in a journal club. Your Research Mentor, or a moderator of your choosing, will introduce you at the start of the exam.
- General questions from the committee and audience will be entertained after the conclusion of your presentation.
- You will get a break, followed by a closed session with your committee.
- At the closed session, be prepared to answer: 1) Points of clarification, 2) General knowledge questions related to your project, 3) More detailed discussion of methods and alternative approaches, 4) Potential pitfalls to your approaches, 5) Methods of data analysis, 6) Prioritization of research goals, 7) Timeline for completion and 8) any other questions the committee deems appropriate for assessment purposes.
- In general, the closed session should last from 1-1.5 hours.

Outcomes

- Pass, conditional pass, or fail.
- If you receive a Conditional Pass, the conditions must be clearly outlined on the Report of Exam. Once the conditions are met, the COS Chair will provide a letter to the BREP Office and Office of Graduate Studies indicating that the conditions have been met and that the student has officially passed their Comprehensive Exam.
- If you fail, you will have one year to retake the exam. Your COS should provide clear feedback on your deficiencies and what actions need to be taken to address them. A Memo of Understanding or similar document may be drafted and signed by the student, Research Mentor and COS Members. The BSGP Program Director should be consulted during the drafting of this document and a copy should be placed in the student's file after it is finalized and signed.
- If you fail a second time you will not continue in the program (OGS rules).

9.7: Advancement to Candidacy for the Doctoral Degree

Each doctoral student must submit an Application for Candidacy (AC) listing all the courses that apply to the degree. [The AC form](#) should be filed the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate. If a language or a skill requirement is a criteria of the degree program, meeting this requirement should be noted on the AC form where indicated. If the language/skill requirement is not noted on the AC form a "Certification of Language or Research Skill Requirement" form must be submitted before the student is advanced to candidacy.

A key requirement that must be satisfied in order to earn the doctoral degree is Advancement to Candidacy. The student is Advanced to Candidacy (often referred to as "all but dissertation or ABD") by the Dean of Graduate Studies in the term when all the following criteria have been met:

1. The doctoral comprehensive examination has been passed;
2. Graduate Studies has approved the Application for Candidacy;

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3. Language/skill requirement (if appropriate) is satisfied; and
4. Graduate Studies has approved the Appointment of Dissertation Committee form.

9.8: The Dissertation

Each doctoral candidate must prepare a written dissertation. The dissertation for the degree of Doctor of Philosophy must demonstrate ability to do independent research and competence in scholarly exposition. At an advanced level, it should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in the major field.

9.8.1: Dissertation Committee

The dissertation committee (whose members often include those on the Committee on Studies) is charged with the supervision of a doctoral candidate's dissertation activities, including the review and approval of the student's research proposal. Doctoral candidates initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the director/chair of their dissertation/committee chairperson. The faculty director and the candidate jointly select the remainder of the committee. The "Appointment of Dissertation Committee" form must be signed by the candidate, the dissertation director, and the chairperson or graduate advisor of the graduate unit, and approved by the Dean of Graduate Studies. The form should be filed no later than the first semester of 699 enrollment. If the committee changes, a revised "Appointment of Dissertation Committee" form must be submitted to Graduate Studies along with a written rationale for the change. Graduate Studies may request additional documentation as appropriate.

On 8 July, 2004, the BSGP Steering committee approved a policy on dissertation committee membership that included definitions of committee members, committee chairs, and Research Mentors. The original policy was established to standardize the composition of committees for BSGP students. The policy has been revised as of November 13, 2008 in order to establish guidelines for committee membership that include a wider variety of faculty participants in the BSGP and to support mutual learning processes through translational cooperation that will foster better exchange of experiences and knowledge. Students and Research Mentors are responsible for ensuring that committee membership conforms to BSGP and OGS guidelines.

The following describes each role recognized by the BSGP and includes the guidelines that will be used to evaluate petitions presented to the BSGP Steering Committee:

- a. **Committee Members:** Members of BSGP Dissertation/Thesis Committees must be approved by OGS as category 1 thru 6 in Biomedical Sciences and by BSGP. The *Approval for Graduate Instruction* form is obtained from the OGS website. Petitions for this approval are initiated by the faculty member and approved by the BSGP Steering Committee, and Dean of Graduate Studies.
- b. **Committee Chairs:** Chairs of BSGP Dissertation/Thesis Committees must be approved by OGS as category 1 or 5 in Biomedical Sciences and meet the BSGP Steering Committee guidelines for committee chair listed below. Ordinarily, the Research Mentor will serve as the committee chair. If a Research Mentor is not eligible to serve as Committee Chair,

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another eligible committee member shall serve as Committee Chair and participate as a full member of the student committee (this includes, but is not limited to, working closely with the Research Mentor and student and ensuring administrative processes are properly followed). The BSGP Steering Committee will base Committee Chair status on the following guidelines in addition to OGS guidelines:

1. Must be approved by the BSGP Steering Committee
 2. Must receive UNM OGS Approval for committee membership in category 1 or 5
 3. Must have evidence of an independent research program (e.g. PI on a major research grant)
 4. Must have previous experience in student supervision or mentoring.
 5. Must have a PhD and/or extensive post-doctoral research experience
- c. Research Mentors: Research Mentors must be approved by OGS as category 1, 3, 4, 5 or 6 in Biomedical Sciences and meet the BSGP Steering Committee guidelines listed below. Research Mentors are responsible for monitoring the academic progress of the student. Research Mentors approved by OGS as category 3 or 4 should work closely with the committee chair to ensure program requirements are met. The responsibility for the research guidance and progress principally rests with the head of the laboratory in which the student is working. In the event that a Research Mentor leaves the university, students may move with their Research Mentor if they have been in the laboratory for more than two years. In that situation, the Research Mentor would be expected to take responsibility for tuition and stipends of the student while the student remains in the lab. The MD/PhD program would resume financial responsibility once the student has finished the research portion of the program and is re-enrolled back into the University of New Mexico Medical School.

9.8.2: Composition of the Dissertation Committee

The committee will consist of at least four members all of whom are approved by the Dean of Graduate Studies.

- A minimum of three committee members must hold tenure or tenure-track positions and must have regular graduate faculty approval.
- At least two members must hold tenure or tenure-track faculty appointments at The University of New Mexico and have regular graduate faculty approval.
- At least one of the members must be from the student's graduate unit and must hold a tenure or tenure-track faculty appointment with regular graduate faculty approval at The University of New Mexico.
- The dissertation director must be a tenured or tenure-track member of The University of New Mexico faculty and have regular graduate faculty approval.
- A required external member must hold a tenure or tenure-track appointment outside the student's unit/department. This member may be from The University of New Mexico (must have regular graduate faculty approval) or from another accredited institution (must be approved by the Dean of Graduate Studies).
- One of the committee members may be a non-faculty expert in the student's major research area.

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Graduate students may supplement the minimum committee membership described above. All supplemental appointments must be identified on the "Appointment of Dissertation Committee" form, and must be approved by the Dean of Graduate Studies.

NOTE: All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

9.8.3: External Review of the Dissertation

At the time of defense, students are expected to have at least one manuscript reporting on the principal subject of the dissertation. In the absence of any publications, an external review of the dissertation is required. In the event that a manuscript has been submitted and reviewed, but not yet published, the reviewers' comments may be submitted to the Dissertation committee and substitute for the external review requirement.

The student and his/her Dissertation Committee must together decide how the requirement that every dissertation must be reviewed by an outside reviewer is to be met. There are two options:

1. The dissertation may be critiqued by an expert from outside the New Mexico educational system; or
2. At least one manuscript reporting the research that is the principal subject of the dissertation may be submitted to a peer-reviewed journal and a review received by the time of the defense.

Depending on the option selected, either the outside reader or the journal must be approved by the dissertation committee.

9.8.4: Dissertation Hours

During the course of their dissertation work, doctoral candidates are required to enroll in a minimum of eighteen credit hours of dissertation (699) credit. Enrollment in 699 should not begin prior to the semester in which the student takes the doctoral comprehensive examination. Only those credit hours gained in the semester during which the comprehensive examination is passed and in succeeding semesters can be counted toward the eighteen credit hours required. A student who fails the comprehensive exam cannot apply any 699 credit hours toward his/her program of studies until the semester in which the comprehensive examination is retaken and passed.

Ph.D. students may enroll in three, six, nine, or twelve credit hours of dissertation (699) credit hours per semester, with nine credit hours the maximum in Summer session. Minimum enrollment in 699 for one semester is three credit hours. Once enrollment in 699 begins, students must maintain continuous enrollment according to the guidelines stated in the "Continuous Enrollment Policy" delineated above. Graduate units may require a higher minimum enrollment in dissertation credit hours each semester.

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9.8.5: Dissertation Preparation

The student is responsible for preparing a dissertation in proper format that is of high reproduction quality and free of grammatical and typing errors. Guidelines on dissertation format are detailed and should be carefully followed. Students are urged to print current guidelines from the OGS web site and to consult with the OGS manuscript reviewer for advice before defending their dissertations. The Manuscript Manual and most required forms are available on the OGS web site.

9.8.6: Hybrid Dissertation

UNM accepts both traditional and non-traditional (hybrid) dissertations. If a graduate unit accepts both dissertation options, the student, in consultation with his/her dissertation committee, must decide which format is appropriate.

A traditional dissertation is a single written document, authored solely by the student, presenting original scholarship. A non-traditional (hybrid) dissertation, as defined by the graduate unit, consists of a collection of related articles prepared and/or submitted for publication or already published. Each dissertation must include "introduction" and "conclusion" sections. The student must meet the general manuscript format criteria set forth in the UNM Catalog/Web site on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

A "hybrid" or manuscript-based dissertation format has been approved by the Senate Graduate Committee for the BSGP doctoral program. Master's thesis are not approved for a hybrid format.

The principles underlying the hybrid dissertation are:

- Peer reviewed publications are a prime measure of scholarship;
- An environment should be created that encourages graduate students to publish their work;
- Research activities in many disciplines depend upon collaboration and it is accepted that most graduate students will have colleagues and collaborators that appear as co-authors on their publications;
- A requirement for publication will unnecessarily delay awarding of the degree, hence manuscripts in preparation or in review for publication should be included;
- Students will be well served preparing manuscripts for publication rather than writing a traditional style thesis or dissertation, if the intent is to ultimately publish the work;
- The approved dissertation committee or Committee on Studies is the best judge of the acceptability of the student's work for fulfilling the requirements of the degree.

There are two acceptable, alternative formats for the thesis or dissertation: the traditional and the manuscript-based. The latter is often referred to as a "hybrid" thesis or dissertation. Students may opt to use either style. However, approval of which style is used will be obtained from their major professor and the members of their examination or dissertation committee prior to preparing the thesis or dissertation.

For either style, the rules and regulations established by the Office of Graduate Studies (OGS) regarding format (Front Matter, Text, Reference Matter, paper dimensions, margins, etc.) must

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be adhered to. The OGS guidelines are available at <http://grad.unm.edu/degree-completion/manuscript-prep.html>

A manuscript-based (i.e., hybrid) dissertation is a collection of manuscripts or articles formatted for publication and presented as separate chapters of a single thesis or dissertation. This style must satisfy the following guidelines:

- The articles or manuscripts must report original research that is primarily the student's or to which the student contributed significantly. The student must be the primary author on at least one of the manuscripts in the dissertation. The inclusion of a particular manuscript in the dissertation will be with the approval of the student's Research Mentor and the members of the examination committee. Note: If the student is not the first author, OGS may request a statement from the dissertation committee that confirms the student's significant contributions to the work.
- The manuscripts must be articles published in a peer-reviewed national or international journal and/or manuscripts prepared for publication in a peer-reviewed national or international journal. This guideline allows for a single thesis or dissertation to consist of a mixture of published and unpublished material.
- The chapters should be re-formatted to a single uniform style.
- The names of all co-authors on multi-authored manuscripts will be included. If one or more of the manuscripts are already published at the time the thesis or dissertation is submitted, the article's citation will be provided at the beginning of the chapter.
- Students should consult OGS regulations regarding issues related to copyright. Students are responsible for obtaining permission to use a published, copyrighted manuscript in their thesis or dissertation from the journal in which the paper is published. Students are advised to consult the policies of the journal regarding release of copyright for use in theses and dissertations. Many journals openly state in their policies and guides to authors that published manuscripts may be used for theses and dissertations without obtaining additional permission.
- The completed dissertation will contain:
 - An abstract that collectively summarizes the individual manuscripts or chapters;
 - A scholarly, general introduction that provides context for how the individual manuscripts and each chapter relate to a general theme of the thesis or dissertation. The student should seek the advice of their Research Mentor and members of their thesis examination or dissertation defense committee on the content of the introduction.
 - The articles or manuscripts as separate chapters;
 - A concluding chapter that provides an overview of the collective findings reported in the separate chapters and addresses the significance of the research within the field;
 - An optional appendix containing any additional material that will not be submitted for publication may be included or a literature review section, as appropriate.

9.8.7: Notification of Intent to Graduate

Students must inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to Graduate Studies no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

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Students must inform the BSGP in writing of their intent to graduate by submitting a "Notification of Intent to Graduate" form to the BREP Office for approval. The BREP staff in turn will send a Proposed Graduation List to OGS based on the Notification of Intent to Graduate forms received. The deadlines for the BREP Office to receive this notification are July 20th for Fall semester graduation, December 5th for Spring semester, and May 2nd for Summer semester. Submission of this form, however, does not ensure that the student will graduate at the end of that semester. Graduation is dependent upon the completion of all degree requirements (including thesis and dissertation manuscripts, graduate exams and defenses, incomplete and non-recorded {NR} grades) by November 15th for Fall semester, April 15th for Spring semester, and July 15th for Summer semester. If a student does not complete all degree requirements for graduation in a particular semester, the student must submit a new Notification of Intent to Graduate form for graduation in a subsequent semester. Only students who have completed all degree requirements may participate in commencement exercises.

Links to the Intent to Graduate and other forms may be found on the [BSGP website](#).

9.8.8: The Final Examination for the Doctorate (Dissertation Defense)

The doctoral final oral examination is the last formal step before the degree is awarded and is conducted with due respect to its importance as such. The focus of the final examination is the dissertation and its relationship to the candidate's major field. Its purposes are:

1. To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars;
2. To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions;
3. To ensure that the research reflects the independence of the thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member; and finally,
4. To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation but also its setting and relevance to the discipline of which it is a part.

At least two weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring or July 1 for Summer, the major graduate unit must notify Graduate Studies of its scheduled date by submitting the appropriate announcement form. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester. The student is responsible for providing each member of the dissertation committee with a complete copy of the dissertation in ample time for review prior to the examination.

The defense time and date are to be scheduled so that every member of the Dissertation Committee can be present for the entire proceedings. To be prudent, a room should be reserved for three hours. The student is charged with the responsibility of scheduling a room, and developing a seminar notice. He/she may use the Offices of the BREP for publication and dissemination of the notice.

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The student should plan a public presentation that is to last no more than 50 min, with another 10 min for public questions as a formal seminar with appropriate visual aids. The student should make every attempt to make the presentation understandable to a general biomedical audience, saving highly detailed and procedural matters for the closed defense session. It is especially important to pay close attention to the development of a clear and concise introduction, as well as a strong summation.

After the public part of the defense, the student shall meet with the Dissertation Committee for a period of one to two hours to answer any questions, and to receive any comments. Members of the Dissertation Committee should provide all requests for changes of the dissertation in writing, so that the student and the Chair of the Dissertation Committee are clear as to the specific nature of the requested changes. The Chair of the Dissertation Committee should distribute the comments of the Outside Reader (or the comments of the Journal Review that may be used in lieu of an outside reader). These comments should be discussed and addressed before the end of the examination.

After resolving all remaining issues, the student will be excused, the faculty will vote, and the student should be notified immediately of the outcome. The Chair of the Dissertation Committee should have the appropriate report form, so that it may be signed by the Dissertation Committee members. The Chair of the Dissertation Committee should then forward the signed form to the BSGP Director no later than two working days after the examination. In the event that the student has been failed by the Dissertation Committee, a clear plan for changes in the dissertation research and a re-examination must be presented to the Office of the BREP as soon as possible.

The presentation and examination phases of the exam are open to the University community and are published in various sources; the deliberation phase is only open to the committee. At the conclusion of the examination, the dissertation committee members confer and make one of the following recommendations, which must be agreed upon by at least three of them:

1. That the dissertation be approved without change;
2. That the dissertation be approved subject only to minor editorial corrections: or
3. That the dissertation be rewritten or revised before approval.

If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance the director of the dissertation is responsible for seeing that all necessary corrections are made before the dissertation is submitted to Graduate Studies. If the third recommendation is made, the full committee may elect to meet again to determine that their concerns have been addressed.

In addition to the Announcement of Exam form, the BSGP also requires an Exam Flyer be submitted to the BREP Office for publication at least two weeks before the exam. Links to a sample Exam Flyer (BSGP requirement for publication in the Digest), Announcement of Exam, and other forms may be found on the [BSGP website](#).

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9.8.9: Quality of the Dissertation

The responsibility of the dissertation committee (especially the director) includes the evaluation of the substance and methodology of the dissertation as well as an assessment of the candidate's competence in scholarly exposition. The dissertation should reflect a high level of scholarship in the conduct and presentation of the study. If serious questions concerning substance, methodology or exposition arise through a review of the "Report on Thesis or Dissertation" forms, the Graduate Dean may seek the counsel of the dissertation committee, graduate unit chairperson and/or other scholars with particular competence in the field of study before the dissertation receives final approval.

9.8.10: Submission and Approval of the Dissertation

The dissertation defense is scheduled once the student and their Research Mentor have agreed that the manuscript is in its final form. Doctoral students must submit their dissertations to the Dean of Graduate Studies within ninety (90) days of their final examination for the dissertation. If the manuscript is not submitted within that time, the student must schedule and complete a second final examination for the dissertation.

The deadline dates for submission are: November 15 for Fall graduation, April 15 for Spring, or July 15 for Summer.

The graduate unit may require additional copies of the dissertation. The "Certification of Final Form," certifying that the director of the dissertation has proofread the final manuscript, must accompany the dissertation. This form may be obtained from the OGS web site. If the format of the manuscript is incorrect, the author and the committee chairperson will be immediately notified. A letter from the Dean of Graduate Studies will also notify the student when the manuscript has been officially accepted.

9.8.11: Accompanying Forms

The following forms, which must be submitted along with the manuscript, may be obtained from the Graduate Studies Web site:

1. A "Certification of Final Form"
2. An "Information Cover Sheet"
3. A "Survey of Earned Doctorate" (filled-out at the UNM Web site).
4. The ProQuest UMI Dissertation Electronic Submission is required for Ph.D. doctoral students to the ProQuest repository.
5. Embargo Request Form (if requesting an embargo).

Section 10: CHANGE OR ADDITION OF DEGREE (M.S. to PH.D. or PH.D to M.S.)

10.1: Eligibility and Process for Change of Degree Level (CODL) Petitions (M.S. to Ph.D.)

BSGP students currently enrolled in good standing in the M.S. program may apply for admission to advance to the Ph.D. program. In order to apply for advancement, the M.S. student must be

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on track to successfully meet all the first-year requirements of the Ph.D. program and must advise the BSGP office in writing of the intent to apply for Ph.D. admission.

In accordance with UNM Office of Admissions policy, the student must submit a Ph.D. application through the graduate application portal, apply.unm.edu, pay the application fee, and meet the BSGP admissions application deadline of March 1. In addition to submitting the UNM graduate application, the M.S. student must also complete the BSGP supplemental application for advancement, including the online submission of an evaluation and letter of recommendation from each of the three first-year Rotation Mentors. One of the three letters must be from the Research Mentor who has agreed to provide support to the student as a Ph.D. student, and be accompanied by a signed Mentor Agreement. The student's current UNM transcripts will be provided to the BSGP Admissions Committee for evaluation with the application.

All supplemental material, including letters of recommendation, must be received by the BSGP admissions office no later than May 1. Applications that are incomplete for any reason as of May 1 will not be considered.

10.2: Evaluation Change of Degree Level Petitions

After a complete UNM graduate application and a complete BSGP supplemental application for advancement have been submitted, the full application will be forwarded to the Admissions Committee for evaluation. The applicant will be compared against other Ph.D. applicants from that year's admission season, and must meet or exceed the criteria established for admission to the Ph.D. program. Prior admission to the M.S. program will not guarantee admission to the Ph.D. program.

M.S. students who are admitted to the Ph.D. program through this process will then be eligible to petition the Steering Committee to take the Qualifying Exam in May with the current Ph.D. cohort.

M.S. students who are unsuccessful in attaining admission to the Ph.D. program will be allowed to continue in the M.S. program, contingent upon maintaining good standing.

10.3: Submitting a Change of Degree Level Petition

Ph.D. students who are changing the degree level to M.S. will follow the Change of Degree Level procedure described by the UNM Office of Graduate Studies. (Excerpt from the UNM Catalog) Students who are in active status in a UNM graduate program under the purview of the Office of Graduate Studies (are currently enrolled or have been enrolled with the previous two terms, including summers) and have not yet earned the degree for which they were admitted are eligible to file a "Request for Change or Addition of Degree or Graduate Unit" (CODL forms). Forms and instructions to students are available on the Office of Graduate Studies web site. All OGS rules and requirements for Change of Degree Level must be met by the student.

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UNM non-degree students and undergraduate students applying for admission to a graduate degree program must follow normal graduate admission procedures. Graduate students who are no longer in active status must apply for readmission.

10.4: Evaluation of Requests for Admission Under Advanced Status

Graduate students wishing to transfer into the BSGP from another institution must apply for admission as a new student. The application will undergo evaluation by the BSGP Admissions Committee using the same criteria applied to other applicants. If admitted, the student will complete the required first-year curriculum and Qualifying Exam with that year's incoming cohort.

Students entering the BSGP after completing graduate credit at another institution may petition the BSGP Steering Committee to have Qualifying Exam, Comprehensive Exam, first-year curriculum, graduate-level academic credit from another institution transferred to meet UNM graduation requirements and/or petition to have BSGP coursework waived based on completion of comparable graduate coursework at another institution. Acceptance of the petition to transfer credits or waive BSGP coursework will be at the discretion of the BSGP Steering Committee and subject to UNM graduate credit transfer policies. (Excerpt from the UNM Catalog) The student must have earned a grade of B or better in the courses for which transfer credits are requested. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities will not be accepted for graduate credit at the University of New Mexico.

10.5: Withdrawing from the BSGP Program

Graduate students wishing to withdraw from the BSGP Program must provide notice of their intent to withdraw in writing to the Program Director.

Section 11: FINANCIAL SUPPORT

Ph.D. students in the BSGP will receive stipend support as outlined in their letter of offer. This support is a Research Assistantship (RA). To receive this support, a student must:

- Retain full time status (minimum of 6 credit hours dissertation or course work which count toward the graduate degree)
- Remain in good academic standing (GPA 3.0 or greater);
- Be within the time limit of completion of the degree sought; and
- Continue to make adequate progress toward the degree as defined by the student's Committee on Studies/Dissertation Committee.

Master's students are not guaranteed BSGP program funding. They are responsible for securing their own funding and, while not guaranteed, are often able to attain positions in laboratories during their second year in the program.

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Students on Types 1 and 2 probation are ineligible to hold an assistantship. Students on Type 3 probation may provisionally hold an assistantship for one semester. Refer to “General Academic Regulations,” BSGP handbook or the UNM Catalog for probation definitions.

Information on financial assistance is available from the SOM – Financial Aid Office (272-8008). Additional information regarding financial assistance for graduate students is available on the OGS web site.

UNM offers several types of financial assistance for which graduate students may apply. In some cases, the awards are merit-based and highly competitive. In other cases, awards are need-based and there is a limit (i.e., cap) to the combined amount of financial assistance provided. To qualify for need-based awards, students must complete a FAFSA (Free Application for Federal Student Aid) form that is available on the web: www.fafsa.ed.gov.

The UNM Scholarship Office administers the majority of scholarships at the University, including institutional, departmental, and outside and private scholarships. Scholarships are traditionally merit based and competitive. Additional information about scholarships is available through the UNM Scholarship Office at (505) 277-8900 and through their homepage: scholarship.unm.edu/

UNM participates in the Federal Direct Loan program. Additionally, students may contact alternative lenders who offer non-federal educational loans. Further information can be obtained through the Student Financial Aid Office at (505) 277-2041 or at their home page finaid.unm.edu/

Students may be eligible for extramural research fellowships. Contact the BREP Program Manager or BSGP Director for information.

11.1: Research and Travel Grants

A limited number of research and travel grants are available to support research projects and/or travel by graduate students who are working towards completion of their degrees. The grants are to be used to defray the costs of research projects, such as materials or equipment, and/or for travel required to collect data or to present the results of the research at professional meetings. All graduate students in good academic standing, full- or part-time, are eligible to apply. These awards are highly competitive. The number of awards granted per semester is dependent upon the number of proposals submitted and the amount of funding available. Information is available at: <http://www.unm.edu/~grad/>.

The BSGP also supports a limited number of travel awards (see “BSGP Travel Awards” below).

11.2: BSGP Travel Awards

Limited funds are available on a competitive basis as travel supplements to defray the cost of BSGP student travel to professional meetings. Applications will be accepted 3 times per year on October 1, February 1 and June 1 for travel prior to the next application deadline.

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Announcements of the BSGP Travel Award application deadline will be circulated one month before each deadline to students, department administrative contacts and faculty. Applications will be reviewed by a committee of at least three faculty members when necessary (more completed applications than available awards) and ranked in order of merit. Students and their mentor will be notified of funding within 2 weeks of the committee decision. Award distribution (number of awards and amount of award) will be contingent on availability of funds and occur as reimbursement after travel has occurred. The maximum travel award is \$600 and a student may only receive one award per year.

11.2.1: Eligibility

Students must:

- Be a full time BSGP student in good academic standing
- Have completed the most recent Annual Activities and Accomplishments Report
- Be presenting research findings at a professional meeting or conference or attending other activities that would enhance the students scientific development (training courses, workshops, etc.)
- Provide evidence of having applied for other available travel funding (e.g. Research, Project and Travel (RPT) Grant through UNM OGS, travel awards available through the meeting or conference sponsor) or demonstrate that travel awards are not available through the meeting or conference sponsor

11.2.2: Application Submission

To be considered for an award, students must submit the following information:

- Completed BSGP Travel Award information sheet (includes student information)
- Travel budget form that includes total travel budget and amount of request
- Name of meeting and its location
- Current CV of student
- Statement of impact of the travel award on student professional development and career goals. For presentation travel, include research significance and student involvement in research represented in the submitted abstract (2 paragraphs, < 1 pg)
- Letter of support from research mentor including identification of other funding sources for student travel. For presentation travel, include the student's contribution to the research represented in the research abstract
- Copies of applications for other funding mechanisms or evidence that student travel awards are not provided through the meeting or conference sponsor (generally available on meeting or conference sponsor website)
- Copy of Student Activities & Accomplishments Form
- For Presentation travel; a copy of research abstract

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11.2.3: Application Review

Decisions of the BSGP Travel Award Review Committee will be based on the following considerations:

- For presentation travel, the level of student contribution to research presented
- Impact of award on student professional development and career goals
- Availability of other support

11.2.4: Travel Award Distribution

BSGP Travel Awards will be processed as a reimbursement after the travel has occurred. Students receiving an award must follow all UNM and Health Sciences Center travel policies in requesting the reimbursement. Go to <http://www.unm.edu/~gacctng/travel.htm> to obtain all information related to travel reimbursements.

BSGP Travel Award reimbursements cannot be processed without the following:

- Original receipts for all expenses claimed
- Copy of conference registration invoice (indicating amount paid and by whom)
- Copy of the student's presentation (poster, PowerPoint or paper)
- Documentation that the student received or was denied funding from other sources (e.g. copy of notification of RPT, GPSA SRAC grant, or travel awards available through a specific professional organization, meeting or conference sponsor).

Section 12: STATEMENT ON OUTSIDE EMPLOYMENT

Any student receiving departmental stipend support is expected to complete the BSGP program on a full time basis. While master's students may complete the academic program on a part time basis, and are therefore eligible to retain full time employment, master's students receiving a departmental stipend will adhere to the requirements set forth for Ph.D. students regarding outside employment as follows:

The BSGP Ph.D. program is a full time program of studies and as such, a Ph.D. student's primary commitment is to the completion of his or her degree. It is recognized that occasions may arise when a student will need to seek additional employment or be involved in other non-related professional activities. Such employment or activities, however, should not impede the student's progress toward his or her degree. Students requiring additional financial assistance are strongly encouraged to contact the BSGP Director and Office of Graduate Studies to identify additional financial resources (see "Financial Assistance" above).

- Under full time student status (both M.S. and Ph.D.), no additional employment may be held within the University or University affiliates with the exception of TA/GA/RA/PA appointments in accordance with policies set by the Office of Graduate Studies.
- Any outside employment, including additional TA/GA/PA appointments beyond the initial one, is strongly discouraged during the first year of studies for full time students.
- Because the student's primary responsibility is to progress in the degree program, all additional employment (internal or outside) is considered secondary. Outside activities will be deemed excessive when, in the judgment of the Research Mentor, Committee on Studies,

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or BSGP Steering Committee, they are of an extent which interferes with the student's progress toward completing the degree.

- Students must keep their Research Mentor and the BSGP Director informed in writing of the nature and extent of all outside employment or substantial professional activities.
- Outside activities must not significantly conflict with classes, research responsibilities, RA/TA responsibilities, or other assigned duties and commitments.
- Great care should be taken to avoid a conflict of interest situation in carrying out any type of consultant, research or other employment activity. The student must disclose any potential conflict of interest to the BSGP Director.
- Except in cases specifically approved in writing by the President authorizing official University involvement, the student in undertaking such employment shall act as an individual and not as an agent of the University and shall not use the name of the University or official University stationery in connection with such work. Nor shall the student solicit such employment through use of his or her University position.
- In undertaking outside employment the student shall not make use of University facilities, equipment, or personnel without prior written approval of Research Mentor and the head of the unit responsible for the facilities or personnel.

Section 13: LEAVE POLICIES

13.1: Annual Leave

The BSGP student annual leave policy reflects the UNM Postdoctoral Fellow's annual leave policy. Annual leave for full time graduate students requires prior approval from the Research Mentor and shall not exceed 15 days per calendar year. There is no carry-over of leave each year. Extension of annual leave for exceptional circumstances is at the discretion of the Research Mentor.

In addition, the University of New Mexico observes specific holidays each year and most offices are closed during these holidays. Holidays are in addition to annual leave time. These holidays include: Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving and Winter Break, which includes New Year's Day. The calendar of specific dates for UNM holidays may be found at <http://hr.unm.edu/about/hr/holidays.php> Students must recognize that research priorities may require student presence during one or more of these holidays so that research activities are not jeopardized. This is based upon the needs of the laboratory and the discretion of the Research Mentor.

Students are allowed fifteen (15) days sick leave per year accrued at 10 hours per month. There is no carry-over of sick leave each year.

13.2: Medical Leave While Holding an Assistantship (OGS Policy)

Assistantship recipients who suffer a serious medical condition requiring absence from assigned duties for two consecutive weeks may be granted, upon written request to the head of the graduate unit, a two-week sick leave without loss of stipend. After this leave, the student will be

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paid only for the time the assistantship responsibilities were fulfilled. The graduate unit must notify the Graduate Studies office whenever it grants an assistant a two-week sick leave, as well as the date that the assistant returns to his/her position.

13.3: Leave of Absence (OGS Policy)

A student who is unable to continue his/her graduate studies due to exceptional circumstances must request, in advance, a Leave of Absence. The written request, together with a memo of support from the chairperson or designee of the graduate unit, is forwarded to the Graduate Dean who will make the final decision. A Leave of Absence is determined on a semester-by-semester basis and is generally limited to a maximum of one calendar year. The time approved for a Leave of Absence is not counted in the time limit to complete the degree as long as the student is not enrolled in any course at The University of New Mexico.

Section 14: SCHOOL OF MEDICINE (SOM) GRADUATE STUDENT ACADEMIC GRIEVANCE PROCEDURES

The Graduate Student Academic Grievance (GSAG) Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by students enrolled in graduate degree programs at The University of New Mexico. Although conflicts that on occasion occur between students and faculty or administrators may be resolved through formal adjudication, a more informal and productive kind of resolution—one that is mutually agreed upon by the parties involved—is strongly encouraged.

The GSAG procedures are available for the resolution of a variety of possible issues related to the academic process. These may include, but are not limited to, issues related to progress toward a degree or alleged improper or unreasonable treatment. Grievances based upon alleged unlawful discrimination or sexual harassment will be directed to the University of New Mexico, Office of Equal Opportunity (OEO). This procedure may not be used to challenge the denial of admission to a degree program or to appeal the refusal of a petition by the Dean of Graduate Studies for an exception to university-wide degree requirements, policies or procedures.

14.1: Informal Grievance Procedures

The following initial procedures represent the informal process for grievance resolution.

1. A graduate student with a complaint related to academic matters may consult with the Director of his or her graduate program and, if applicable, the Dean of Graduate Studies to discuss his/her concerns, seek or clarify pertinent rules and regulations governing graduate study, and explore constructive ways to resolve the problem directly with the faculty member or administrator involved. This should occur as soon as reasonably possible after the student has identified a problem. If the complaint or conflict involves a faculty member, the Graduate Program Director will alert the Department Chairperson for possible referral of the matter to SOM Academic Affairs Office or the main campus Faculty Affairs Office.

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2. The graduate student should then arrange a meeting with the faculty or administrator involved in the complaint to address the problem and to explore the possibility of a jointly achieved resolution, with or without the assistance of a mediator.
3. If agreement cannot be reached, the graduate student may seek the assistance of the Graduate Program Director and/or the Department Chairperson in resolving the dispute. If the dispute is with a faculty member in a department different from the graduate student's, the appropriate chairperson or advisor would be in the department in which the faculty member is assigned or in which the course in which the dispute arose was offered. It is expected that these administrators will play an active part in helping to resolve the disagreement. In the event that the graduate unit involved is non-departmentalized, the student may go directly to the SOM Graduate Program Directors Council for assistance.
4. If the matter cannot be resolved at the departmental level, the graduate student may bring the problem to the attention of the SOM Graduate Program Directors Council. If the matter is not resolved, it will be forwarded to the SOM Associate Dean of Students along with the Council's recommendation on whether to refer the dispute to the Dean of Graduate Studies or not. The SOM Associate Dean of Students will determine whether to adjudicate the dispute or to refer the graduate student to the Dean of Graduate Studies for a resolution. If the dispute is referred to the Dean of Graduate Studies, then the Graduate Student Grievance Procedure as set forth in The Pathfinder will govern. If the dispute is with a faculty member in a school or college different from the student's, the appropriate dean would be the one in the unit in which the faculty member resides, or in which the disputed course was offered.

The SOM Graduate Program Directors Council membership consists of directors of graduate program directors in the UNM School of Medicine.

14.2: Formal Grievance Procedures

The following procedures represent the formal process for grievance resolution if the matter is not resolved through the informal process outlined above.

In the resolution of grievances at the level of the SOM Associate Dean of Students, the following procedures will apply, as described also in The Pathfinder under "Student Grievance Procedure," Sections 2.3.1-2.3.7.

1. The graduate student must submit a formal, written statement of his/her grievance. This document should summarize the facts that support the grievance, indicate the desired resolution, and describe the efforts already made at reaching that resolution, as well as their outcome. Individuals against whom grievances have been filed will be sent a copy of the written statement, and will have two weeks in which to respond in writing to the SOM Associate Dean of Students.
2. The SOM Associate Dean of Students will review all written materials submitted and provide both parties the opportunity to review and respond to all evidence. The SOM Associate Dean of Students may interview each party, as well as any other persons who may have relevant information. The SOM Associate Dean of Students may elect to hold an informal hearing involving both the parties to the grievance and witnesses. If such a hearing is held, the parties will be given five days notice. Each party will be allowed to bring an advisor to the hearing

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but will not be permitted legal representation. Cross-examination of witnesses will be permitted, although the SOM Associate Dean of Students may require that questions be directed through him/her.

3. The SOM Associate Dean of Students may choose to convene an advisory committee to help evaluate the grievance.
4. Generally, a written report by the SOM Associate Dean of Students will be issued within a period of four weeks after the grievance has been formally filed. (This period may be extended to allow for university holidays or other periods when the university is not in session.) The report will detail the SOM Associate Dean of Students' efforts to resolve the dispute, the findings of any informal hearing or advisory committee, and any pertinent recommendations, and the basis for those recommendations. The report will be sent to the SOM Senior Associate Dean for Education. The SOM Senior Associate Dean for Education may make efforts to resolve the dispute; however, if the dispute remains unresolved, the SOM Senior Associate Dean for Education will issue a formal written decision in the matter. A copy of the decision of the SOM Senior Associate Dean for Education will be sent to each of the individual parties, to the Department Chairperson, to the involved Graduate Program Director or to the supervisor of the faculty or staff member involved in the dispute.
5. If the graduate student is dissatisfied with the decision of the SOM Senior Associate Dean for Education, the graduate student may appeal the case to the Dean of the School of Medicine. The SOM Dean shall review the record of the case. The SOM Dean may call for further evidence or argument at his/her discretion. The SOM Dean may affirm, reverse or modify the decision and will issue a formal written decision in the matter. A copy of the decision of the SOM Dean will be sent to each of the individual parties, to the involved Department Chairperson, to the involved Graduate Program Director or to the supervisor of the faculty of staff member involved in the dispute.
6. The decision of the SOM Dean may be appealed by either party to the Office of the Vice President for Health Sciences within a period of two weeks after receipt of the written decision of the SOM Dean. The Vice President for Health Sciences will reconsider the decision only if there are substantive, procedural grounds for doing so (for example, significant evidence that was not accepted or has arisen since the SOM Dean's decision was announced). The decision of the Vice President for Health Sciences is final.

Approved by the SOM Graduate Program Directors Council (Effective August 2004)

Also see the SOM Graduate Student Grievance Procedure flow chart below and on the following page.

14.3: Flow Chart for Informal Procedure

SOM Graduate Student Grievance Procedures

- Step 1: Contact Graduate Program Director (Dr. Nancy Kanagy) for information and clarification
- Step 2: Attempt resolution with involved faculty or administrator
- Step 3: If not resolved, Graduate Program Director to facilitate resolution between student and involved faculty or administrator

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- Step 4: If not resolved, grievance is presented to the SOM Graduate Program Directors Council to facilitate resolution. The SOM Graduate Program Directors Council will make a recommendation to the SOM Associate Dean of Students whether to refer the dispute to the Dean of Graduate Studies or to the SOM Associate Dean of Students.
- Step 5: The graduate student presents formal written statement to the SOM Associate Dean of Students. SOM Associate Dean of Students may elect to refer grievance to the Dean of the applicable graduate school after consultation with the Dean of Graduate Studies and the SOM Graduate Program Directors Council.

If not resolved, a formal grievance may be initiated by the graduate student under the following procedures:

14.4: Flow Chart for Formal Grievance Procedure

- Steps 6 & 7: The SOM Associate Dean of Students may review materials, may convene an informal hearing, and may convene an advisory committee to help evaluate the grievance that has been submitted by the graduate student.
- Step 8: SOM Associate Dean of Students issues a written report of the efforts to resolve the matter; the findings of any informal hearing or advisory committee; any pertinent recommendations; the basis for those recommendations generally within 4 weeks of receiving the formal grievance; and submits the report to the SOM Senior Associate Dean for Education. The SOM Senior Associate Dean for Education may make efforts to resolve the dispute or may issue a written decision concerning the matter.
- Step 9: If the graduate student is dissatisfied with the decision of the SOM Senior Associate Dean for Education, the decision may be appealed to the SOM Dean. The SOM Dean may call for additional information in his/her discretion. The SOM Dean may affirm, reverse, or modify the decision of the Senior Associate Dean for Education. The SOM Dean will issue a formal written decision in the matter.
- Step 10: If student is dissatisfied with the decision of the SOM Dean, the decision may be appealed to the Vice President for Health Sciences. The decision of the Vice President for Health Sciences is final.

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Section 15: EMERGENCY PREPAREDNESS

Students of the University of New Mexico recognize the classroom leadership of their faculty. In the event of an emergency, students will expect their faculty to provide guidance to mitigate and respond to the situation. The following is offered as a guide to develop those plans in advance of an incident.

1. **In Case of Emergency** - If one encounters an emergency situation, they must first provide for their own safety. The UNM Police Department is available 24/7 and provides more than just emergency response. In addition to the items listed, they also house “lost and found”, bicycle registration and fingerprinting, offer an escort service, and can provide copies of Police Reports.

If you come across an emergency situation, you should:

- i. **Step One:** Make yourself safe
 - ii. **Step Two:** Warn others in the immediate area of the situation
 - iii. **Step Three:** Call for assistance. DO NOT assume that someone else has called. UNM PD: (505) 277-2241; 911 from a campus phone; or, via blue light phone.
2. **UNM Communications Systems** - The primary ways that UNM can provide emergency updates to students, faculty and staff are via LoboAlerts (loboalerts.unm.edu) and the Warning Siren. Although cell phones may be a distraction in the classroom, it is recommended that at least one device be left available to receive LoboAlerts messages. Since different devices and service providers may account for messages being received at different times, it may be prudent to allow several devices to be active for such messages.

Other than testing, a sounding of the warning siren means that something has occurred which makes it unsafe to be outdoors. All persons should take shelter in the nearest building, and look for additional information which will be coming via LoboAlerts, local media, email or the UNM Webpage.

3. **Shelter In Place** - In some instances, it is safer to shelter in place and wait for further instructions. If you are instructed to Shelter in Place, then:
 - a. Remain calm
 - b. Move away from windows and glass.
 - c. Silence your cell phones.
 - d. Lock the door and wait for further instructions.
 - e. Keep the telephone lines free for emergency information. Do not call 911 or the UNM Police Department for information. *However, if you are trapped or need assistance, please call 911 for assistance!*
 - f. Don't leave your room until instructed by a Police Officer, authority figure or LoboAlert.
4. **Evacuation** – Know two ways to get out of your building, and determine a location to meet to make sure that everyone is accounted for. Share this plan with your students in advance.

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5. **Suspicious Behavior** – There are many ways to report behavior that is concerning (AGORA, BIT, CARS, etc.). Report suspicious person(s) and/or activities to the UNM Police promptly.
6. **Awareness** – The first level of prevention is awareness of your surroundings.

For further information please contact:

UNM Police Department
(505) 277-2241
police.unm.edu

UNM Office of Emergency Management
Byron Piatt, MPA, CEM
Emergency Manager
(505) 277-0330
bpiatt@salud.unm.edu
emanage.unm.edu

campussafety.unm.edu