



SCHOOL OF
MEDICINE

RESEARCH EDUCATION OFFICE



**Biomedical Sciences Graduate Program
Handbook**

UNM School of Medicine - Research Education Office
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 Biomedical Sciences Graduate Program (BSGP). The BSGP Director and School of Medicine - Research Education Office (SOMREO) staff are available for discussion and clarification regarding any aspect of the program.

The Office of Graduate Studies (OGS) website includes other 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.

The Office of Academic Personnel (OAP) website includes other necessary information pertinent to your graduate assistantship. The OAP website can be accessed at oap.unm.edu and information on assistantships under the Graduate Assistantships heading.

Students are responsible for knowing and following OGS, BSGP, and OAP policies and procedures. Ignorance of a rule is not accepted as a basis for waiving that rule.

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. This information can be obtained from the SOMREO through email, phone, or in-person inquiry.

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REVISION CHANGE LIST

Changes may be made to this handbook with BSGP Steering Committee approval prior to the start of an academic year. Changes can be made to this handbook with BSGP Steering Committee approval during the academic year as long as the change benefits the typical student (i.e., does not increase burden for a typical student to complete the degree). Major revisions to the handbook since last publication:

1. Remove references to academic year throughout.
2. Introduction: Added website for Office of Academic Personnel as the resource for graduate assistantships.
3. Add section on responsible conduct of research requirement to program goals and objectives
4. Program Mileposts
 - a. Update biostatistics credit hours to 2 (instead of 1) to match UNM catalog and added BIOM 523 course number
 - b. Update definition of academic standing to include progress grades in 599 and 699
5. Expand information about what type of work environment should be provided by mentor and department in selecting a mentor section (language approved by BSGP Steering Committee).
6. Added section about how to obtain Steering Committee approval for Transfer Credit
7. Clarify language in annual review of progress policy
8. Clarify language in academic dishonesty policy
9. Add section on masters committee on studies
10. Update conditional pass procedures to reflect OGS updates to gradforms.unm.edu for comprehensive exam and dissertation exam
11. Indicate that Chair of Committees cannot be research (co)mentor(s) in section on Doctoral Committee on Studies, Master's Examination Committee, and Dissertation Committee (approved by BSGP Steering Committee)
12. Add section outlining Role of Doctoral Committee of Studies Members (approved by BSGP Steering Committee)
13. Clarify language in external review of dissertation
14. BSGP Travel Award amount updated to \$1,000 and language updated to reflect travel award policy changes approved by BSGP Steering Committee
15. Clarify language in leave of absence policy
16. Update leave policy to reflect Collective Bargaining Agreement requirements for sick leave and bereavement leave
17. Clarify change of degree level procedures to reflect changes to OGS policies
18. Update statement on outside employment language to align with updates to MS mentor agreement approved by BSGP Steering Committee
19. Add section for procedure to change research mentors approved by BSGP Steering Committee
20. Grievance Procedure
 - a. Update grievance procedure heading to reflect name change of OEO to CEEO
 - b. Add discretionary review by Regents and President per Section D176 of Faculty Handbook

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CONTACT INFORMATION

All inquiries related to your progress through the BSGP program should be directed to the general SOMREO email and phone number rather than individual staff members. This ensures that someone from the SOMREO staff can respond to your request even when individual staff members are out of the office or lose access to their email and phone accounts. All forms and paperwork related to your progress in the BSGP should be delivered electronically to the general SOMREO email address or the physical SOMREO office location.

School of Medicine – Research Education Office (SOMREO)

Website:
hsc.unm.edu/medicine/education/reo/
Email: SOMREO@salud.unm.edu

Albuquerque, NM 87131-0001

Phone: 505-272-1887

Mailing Address:
SOMREO
MSC08 4560
1 University of New Mexico

Physical Location:
UNM Health Sciences Center
Reginald Heber Fitz Hall (Bldg 211)
Room B6

Administrative, Faculty, and Staff Contacts

See SOMREO website for a list of staff, program Directors, and SOMREO leadership.

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.

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1.1 Requirement for Instruction in the Responsible Conduct of Research

Training as a MS or PhD student in the BSGP intends to comply with [NIH guidelines](#) for training in the Responsible Conduct of Research. The BSGP offers BIOM 555 - Problem-Based Research Bioethics to meet this requirement. The NIH requires instruction to be undertaken at least once during each career stage (e.g., undergraduate, post-baccalaureate, predoctoral, postdoctoral, and faculty levels), and at a frequency of no less than once every four years. Due to the requirement for taking RCR at each career stage, students will need to retake an RCR compliant training program during their enrollment in the BSGP even if students complete RCR prior to matriculating into the BSGP.

Section 2: PROGRAM OVERVIEW

The BSGP includes both MS and PhD degrees. This program offers students 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 BSGP 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, Sandia National Laboratory, 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, including neurology, bioinformatics, and molecular medicine. To receive their degree, students fulfill the requirements of the BSGP in one of six Research Areas:

- Biochemistry and Molecular Biology (BMB)
- Cell Biology and Physiology (CBP)
- Molecular Genetics and Microbiology (MGM)
- Neurosciences
- Pathology and Cancer Biology
- Toxicology and Pharmaceutical Sciences

CONCENTRATIONS AND CERTIFICATES

The BSGP also offers specific pre-doctoral training programs (T32) including the Infectious Diseases & Inflammation Program (IDIP), the Cardiovascular Physiology Training Program (CRTP), Alcohol Research Training in Neurosciences, and Initiative to Maximize Student Development (IMSD). From infectious disease and neurosciences to molecular genetics and cancer biology, the University of New Mexico's Biomedical Research students make significant scientific contributions.

Additionally, transcribed concentrations are available in the following areas:

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- **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 molecular and cellular 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.
- **Medical Imaging:** Students in the MI Concentration conduct research studies under the mentorship of a faculty member or an affiliated faculty member in the Department of Radiology, an academic unit of the University of New Mexico School of Medicine. The Department of Radiology is dedicated to providing excellent patient care to the people of New Mexico and the Southwest as well as to the comprehensive education and training of radiologists, medical physicists, technologists, and research scientists in diagnostic imaging. To this end, Radiology strives to improve patient care by optimizing image acquisition techniques and developing new imaging methods that increase sensitivity and specificity for disease detection and progression, and the Department is focused on innovating, collaborating, and translating research from bench to bedside. Research laboratories of faculty members and affiliated faculty members of Radiology encompass all modalities of medical imaging with a specific focus on cancer imaging, neurological imaging, substance abuse and cognition/learning, and quantitative imaging techniques in preclinical and clinical disease models.

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- **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:
 - Nervous system development
 - Learning, memory, and substance abuse
 - Brain injury, repair, and diseases of the nervous system
 - Behavioral health disorders
- **Pharmaceutical Sciences:** Students in the Pharmaceutical Sciences concentration conduct research studies under the mentorship of a faculty member, or an affiliated faculty member, of the Department of Pharmaceutical Sciences, an academic department of the University of New Mexico College of Pharmacy. The department is dedicated to the advancement of knowledge and understanding of pharmacology, toxicology, and the pharmaceutical sciences and to the comprehensive education and training of students in the pharmaceutical sciences. In recognition of the need for greater interdisciplinary and transdisciplinary graduate training, the Pharmaceutical Sciences concentration has been developed to allow students to articulate individualized training goals and plans for targeted career development. The flexible curriculum will enable students to conduct investigations in the fundamental areas of pharmaceutical sciences, focusing on two main areas of study; 1) Pharmaceutics and 2) Pharmacology/Toxicology. The concentration is designed to offer required and elective courses as well as professional career development that is relevant to all programs, yet with sufficient flexibility to enable trainees to focus on selected areas of interest.
- **Professional Science and Technology Management:** The Biomedical Sciences Graduate Program (BSGP), in partnership with UNM's Anderson School of Management (ASM), is offering the Professional Science and Technology Management Concentration (PSTM) for both the M.S. and Ph.D. in Biomedical Sciences programs. The goal of this concentration is to prepare students for jobs in industry, government, non-profits, etc., without compromising our commitment to the intensive laboratory training normally expected of every recipient of BSGP degrees. The employment landscape in all sciences, not just Biomedical Science, has undergone dramatic change in recent decades. No longer restricted to faculty positions in research universities, today's graduate encounters abundant opportunities outside the conventional boundaries of academic science. The intellectual and experimental skills of traditional graduate training are still essential but it is now widely understood that management and business skills enhance a trainee's preparation for the jobs of today, whether within or outside academia. Students may enroll in PSTM studies after successful completion of BSGP's first year core curriculum.

The BSGP also offers a transcribed graduate certificate in **University Science Teaching (CUST)**.

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The University of New Mexico School of Medicine is internationally recognized for educational innovation and superb educational resources. Accordingly, the Certificate Program in University Science Teaching (CUST) is one of a handful of programs in the country that offers biomedical scientists formal training in education and teaching. Through the Certificate in UST, trainees acquire a critical background in pedagogical theory, gain practical teaching experience, and apply innovative educational approaches. Creative, critical thinking, and communication skills are developed, which are highly transferable to research and other arenas.

Additional details and specific course requirements may be found on the SOMREO website and in the University Catalog. Students wishing to pursue one of the above concentrations or the Certificate in UST 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 BSGP 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, no grade less than B- in the BSGP core curriculum/selectives, and, if enrolled, progress (PR) grades in BIOM 599/699:
 - Complete at least 3 Laboratory Rotations (Fall, Spring). Submit rotation agreements and evaluations to SOMREO for each rotation. (Forms available on SOMREO website).
 - BIOM 501: Fundamentals for Graduate Research - 1 credit
 - BIOM 507: Advanced Molecular Biology - 4 credits
 - BIOM 508: Advanced Cellular Biology - 4 credits
 - BIOM 522 (Fall): Experimental Design and Methods in Molecular and Cellular Biosciences - 3 credits total
 - BIOM 523 (Summer): Introduction to Biostatistics or equivalent graduate level biostatistics) – 2 credits; Note can be taken in summer after year 2
 - BIOM 525 (Fall): Cell and Molecular Basis of Disease (CMBD) Journal Club - 2 credits
 - BIOM 530 (Fall, Spring): Cell and Molecular Basis of Disease (CMBD) Seminar - 2 credits total
 - Selectives (3 Spring) - 9 credits total from:
 - BIOM 509: Principles of Neurobiology
 - BIOM 510: Physiology
 - BIOM 514: Immunobiology
 - BIOM 515: Cancer Biology
 - PHRM 576: Molecular and Cellular Pharmacology
 - MPHY 516 - Fundamentals of Medical Imaging

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- BIOM 695: Research with Research Mentor – variable hours to maintain half-time status in Fall, Spring, and Summer. Half time status is 6 credit hours in fall, 6 credit hours in spring, and 3 credit hours in summer.
- Identify a Research Mentor and secure a signed Mentor Agreement Form before March 15th. BSGP funding will terminate on May 31st 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 being delivered to SOMREO (Forms available on SOMREO website).
- Pass the qualifying examination by date set by the Qualifying Exam Committee. (See “Qualifying Examination” section below)
- Ensure all of your grades are reported for the academic year (view your grades using Lobo Web). When grades are missing, work with your instructors/mentors to ensure all of your grades are reported, including for Research with Mentor courses (599, 695, and 699).
- Complete the Annual Activities and Accomplishments Report. (Forms available on SOMREO 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

- MS students may take more than one year to complete the required core curriculum.
- MS students are only required to complete two lab rotations. If a Master’s student wishes to petition for a change of degree to the Ph.D. program, three lab rotations are required.
- MS student mentor agreements differ from PhD mentor agreements. Financial support from a research mentor is not required for MS students. Compensation for contributions as a research assistant takes the form of a paid research assistantship contract, graded graduate credit hours in BIOM 695 (Research in Basic Medical Sciences), BIOM 599 (Master's Thesis), an equivalent graduate research course, or some combination of research assistantship contract and credit hours.
- See the SOMREO website for more information on petitioning the BSGP Steering Committee if you wish to change to the PhD program.

YEAR 2 MILEPOSTS

PhD Program

- Be in good academic standing with a cumulative GPA of greater than or equal to 3.0; no grade less than B- in the BSGP core curriculum, selectives, and departmental required courses; and, if enrolled, progress (PR) grades in BIOM 599/699:
 - If not already completed: BIOM 523 (Summer): Introduction to Biostatistics or equivalent graduate level biostatistics) – 2 credits
 - BIOM 555 (Fall or Spring): Problem-Based Research Bioethics - 1 credit
 - BIOM 695: Research with Research Mentor – variable hours to maintain half-time status in Fall, Spring, and Summer. Half time status is 6 credit hours in fall, 6 credit hours in spring, and 3 credit hours in summer.

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- Two seminar credits are required in year two. Most students take a departmental seminar and/or a seminar that meets concentration requirements. BIOM 530: Cell and Molecular Basis of Disease (CMBD) Seminar is another option.
- Additional courses as required for your concentration, graduate certificate, or as directed by your Committee on Studies (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, research, and career 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 SOMREO after each COS meeting. (See Forms, SOMREO 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 BSGP Research Day and one or more of the following: Divisional Seminar or Research Day, local scientific meeting or national scientific meeting.
- Create your NIH Biosketch and ensure ERA Commons ID is requested through HSC Pre-Award Office by your home department.
- Ensure all of your grades are reported for the academic year (view your grades using Lobo Web). When grades are missing, work with your instructors/mentors to ensure all of your grades are reported, including for Research with Mentor courses (695 and 699).
- 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

- 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.
- Master's students completing a thesis must enroll in thesis credit (599). A minimum of 6 hours of 599 credit is required to complete the MS. Ensure grades are reported for the academic year.
- See Final Year Mileposts section in intending to graduate in year 2.

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YEAR 3 MILEPOSTS

PhD Program

- Be in good academic standing with a cumulative GPA of greater than or equal to 3.0; no grade less than B- in the BSGP core curriculum, selectives, and departmental required courses; and, if enrolled, progress (PR) grades in BIOM 599/699.
- Enroll (Fall, Spring, Summer) in the following to maintain half-time status:
 - Additional courses as required for your concentration, graduate certificate, or as directed by your COS.
 - BIOM 695: Research OR, if comprehensive exam is complete, BIOM 699: Dissertation with Research Mentor – variable hours to maintain half-time status in Fall, Spring, and Summer. Half time status is 6 credit hours in fall, 6 credit hours in spring, and 3 credit hours in summer.
- 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 written proposal outlining the research plans in the form of an [F31 grant Research Plan](#) 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 section of this handbook and OGS web site for UNM regulations regarding the Comprehensive Examination)
- Once you pass your comprehensive exam, work with your RA contract administrator to update your contract to the BSGP post-comprehensive exam rate (listed on BSGP website).
- Form Dissertation Committee (may include some or all 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 COS meeting report form for each COS meeting and submit to SOMREO.
- After passing the comprehensive exam, complete an Application for Candidacy form outlining the completion of at least 48 credit hours of graduate coursework which is required for the PhD (see "[Forms](#)," SOMREO web site or OGS web site, gradforms.unm.edu)
 - Declare your concentration(s) and certificates, if any, on the Application for Candidacy.
 - AOC are due no later than the semester prior to graduation.
- Students may sign up for Dissertation credit hours (699) in the semester they take the Comprehensive Examination. A minimum of 18 hours of 699 credit is required for the Ph.D.
- Oral or poster presentation at the BSGP Research Day and one or more of the following: Divisional Seminar or Research Day, regional or national scientific meeting.
- Ensure all of your grades are reported for the academic year (view your grades using Lobo Web). When grades are missing, work with your instructors/mentors to ensure all of your grades are reported, including for Research with Mentor courses (695 and 699). 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.
- MS students do not take a Comprehensive Exam.
- Master's students enroll in thesis credit (599). A minimum of 6 hours of 599 credit is required to complete the MS. Ensure grades are reported for the academic year.
- MS students complete a [Program of Studies form](#) instead of an AOC and submit to OGS for approval (available at gradforms.unm.edu). This form should outline a minimum of 30 credit hours earned and 6 credit hours of thesis, which is required for the MS degree. (Further POS details on SOMREO website). POS are due no later than the semester prior to graduation.
- See Final Year Mileposts section in intending to graduate in year 3.

YEARS 4 & 5 MILEPOSTS

PhD Program

- Be in good academic standing with a cumulative GPA of greater than or equal to 3.0; no grade less than B- in the BSGP core curriculum, selectives, and departmental required courses; and progress (PR) grades in BIOM 699.
- Enroll (Fall, Spring, Summer) in the following to maintain half-time status and meet OGS's continuous enrollment requirements:
 - 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, graduate certificate, or as directed by your COS.
- Meet with Dissertation Committee twice each year or more often if recommended by the Dissertation Committee (meet a minimum of every six months). 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 BSGP Research Day and one or more of the following: Divisional Seminar or Research Day, regional or national scientific meeting.
- Ensure all of your grades are reported for the academic year (view your grades using Lobo Web). When grades are missing, work with your instructors/mentors to ensure all of your grades are reported, including for BIOM 699 Research with Mentor courses.
- Complete the Annual Activities and Accomplishments report

FINAL YEAR MILEPOSTS

PhD Program

- Be in good academic standing with a cumulative GPA of greater than or equal to 3.0; no grade less than B- in the BSGP core curriculum, selectives, and departmental required courses; and progress (PR) grades in BIOM 699.
- Enroll (Fall, Spring, Summer) in the following (maintain half-time status, which is 6 credit hours in Fall, 6 credit hours in Spring, 3 credit hours in summer):

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- 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. You must be enrolled in dissertation hours during the semester you intend to graduate.
- Additional courses as required for your concentration, graduate certificate, or as directed by your COS.
- Meet with Dissertation Committee to obtain approval to write and defend the dissertation. Meet with Dissertation Committee a minimum of every six months. Submit a meeting report for each meeting to SOMREO.
- The semester before you intend to graduate, complete “Notification of Intent to Graduate” [form](#) and submit to the SOMREO for required signatures. The **deadlines** for this notification form are:
 - October 1 for Fall graduation
 - March 1 for Spring
 - July 1 for Summer
 - NOTE: 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.
- Arrange for external review of your dissertation if peer review 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” (gradforms.unm.edu) at least three weeks prior to the dissertation defense.
- Submit a flyer for your defense to the SOMREO three weeks prior to the dissertation defense (template available on SOMREO website).
- Hold a public presentation of dissertation research in a seminar and pass the closed defense of dissertation.
- Submit “Report of Final Examination” (gradforms.unm.edu) immediately following the defense. See SOMREO website for more details.
- Following approval of the oral defense and dissertation document, submit dissertation manuscript according to the [rules and policies of OGS](#).
- For approved dissertation formats, see the UNM Catalog and OGS website.
- Ensure all of your grades are reported for the academic year (view your grades using Lobo Web). When grades are missing, work with your instructors/mentors to ensure all of your grades are reported, including for BIOM 699 Research with Mentor courses.
 - NOTE: Instructors must submit a grade by the grade entry deadline in the semester you intend to graduate or you may be removed from the graduation list.
- Submit Exit Information Form to SOMREO (available on SOMREO website).
- 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

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Modifications for the Master's Program

- MS Students are expected to maintain these requirements for the COS meetings. Instead of reviewing their dissertation project proposal, the COS focuses on the thesis research project. Meet with COS a minimum of every six months. Submit a meeting report for each meeting to SOMREO.
- MS students complete a [Program of Studies form](#) and submit to OGS for approval (available at gradforms.unm.edu). This form should outline a minimum of 30 credit hours earned, which is required for the MS degree. (Further POS details on SOMREO website). POS are due no later than the semester prior to graduation.
- MS students must be enrolled in 599 during the semester you intend to graduate.
 - NOTE: Instructors must submit a grade by the grade entry deadline in the semester you intend to graduate or you may be removed from the graduation list.
- MS students submit Announcement of Exam, exam flyer, and Report of Exam for thesis instead of dissertation.
- MS students submit a thesis manuscript to OGS instead of dissertation manuscript.
- Consult UNM Catalog and OGS website if completing thesis. Various forms are required related to your thesis, including the Announcement of Exam and Report of Exam (available at gradforms.unm.edu), as well submission of your manuscript (see OGS website for more information).

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.

Policy Title: BSGP Student Code of Professional Conduct

As a graduate student member of the biomedical community, I accept responsibility and hold myself to the highest standards of conduct. I will also support my colleagues in upholding these standards, which include professional behavior in academic study, laboratory research, scholarly endeavors, and other professional activities. I commit to the following:

Personal and Professional Responsibility

- I will strive to become an honest, responsible and compassionate member of the biomedical profession. I will demonstrate personal conduct that reflects positively on the biomedical research profession and the UNM School of Medicine.
- I will demonstrate ethical, professional, and legal standards of behavior in meeting my program requirements, including attendance and full participation at all required activities.

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- I take personal responsibility for all research activities when involved with research. I will not leave a laboratory without ensuring completion and clean-up of research activities.
- I will recognize and report impairment of any type in my colleagues or myself. I will utilize appropriate channels such as the SOM Research Education Office to identify and report observed un-professional behavior.
- I agree to conduct research in accordance with federal requirements and the three basic ethical principles of reduce, refine and replace in animal studies and to uphold the highest ethical standards in all research endeavors. I will report any potential animal misuse to the UNM HSC office of animal compliance at (505) 272-0418.
- I will be cognizant of potential conflicts of interest when interacting with pharmaceutical and other industry representatives, and remember that research integrity is my primary focus. The NIH definition of research integrity includes
 - using honest and verifiable methods in proposing, performing, and evaluating research
 - reporting research results with particular attention to adherence to rules, regulations, guidelines, and
 - following commonly accepted professional codes or norms.
- I will report all data accurately and completely and will not report any data from another investigator or student without their explicit approval.
- I will recognize and honor privileged information from my colleagues.

Commitment to Excellence in Learning

- I will strive to obtain the knowledge and skills required to develop competence as a biomedical researcher and to master best practices of my profession.
- I will develop skill in self-assessment and strive for continual improvement in knowledge, writing skills and research skills.
- I will value the learning process as a shared activity involving peers, faculty, and staff.
- I will develop skill in scholarly work relevant to literature and laboratory research practices, which expand current knowledge.
- I will seek assistance from colleagues or professionals for any problems that adversely affect my education, quality of research, or ability to perform the learning tasks asked of me by instructors, teaching assistants, mentors or committee of study members.
- I will develop habits effective in life-long learning in order to be competent and current throughout my career.

Commitment to Excellence in Research

- I will attain personal mastery of research knowledge and skill through honest effort.
- I commit myself to continually improving laboratory skills by learning best practices, keeping complete and accurate records, and making cost-effective and appropriate use of research resources.
- I will practice opportunities to educate the public about the value of research and the benefits of ongoing biomedical research to improve knowledge and long-term health care.

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- I will preserve the confidentiality of research information and will not discuss other's research findings or experimental proposals without explicit permission to do so.

Honesty

- I will demonstrate truthfulness in academic and research activities, including examinations, reports and any other representation of my work. I will not participate in or be a party to unfair academic or research activities.
- I will be truthful in all interactions with peers and faculty regarding research data or other relevant information.
- I will be honest in the collection, interpretation and reporting of data pertinent to academic and scholarly work.
- I will be cognizant of potential conflicts between my personal values, granting agencies, institutional policies and ethical practices. I will work to ensure that in spite of any conflicts, I will not compromise the integrity of any ongoing research projects.
- I will abide by institutional determinations and disclosure requirements for potential conflicts of interest. I will disclose my potential conflicts of interest in research to applicable review committees and offices.

Respect

- I will demonstrate the highest standards of ethical, legal, and professional behavior in the academic and research setting.
- I will relate to my peers, my faculty, and others in a spirit of collaboration and mutual respect.
- I will not discriminate in any situation based on race, ethnicity, religion, age, gender, sexual orientation, disability, socio-economic status, or other identifiable social category.
- I will demonstrate humility and will not abuse the power of my position or propagate damaging rumors or hearsay.

As a condition of admission to the BSGP each student must sign a pledge stating that they understand the Code of Conduct and agree to abide by its principles as well as the policies and standards set forth by the University of New Mexico. Students may be required to sign similar pledges for all examinations, attesting that they have neither given nor received help on the examination. Similar pledges may also be required for other class work at the discretion of the instructor.

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.

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The student is responsible for maintaining the accuracy and integrity of their academic record. We highly recommend that students review their academic records/transcripts each semester. If problems are identified, contact SOMREO 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 in the fall and spring semester is considered to be a full-time student at UNM. However, if you are holding a teaching, graduate, or research assistantship, the minimum course load is 6 graduate credit hours in fall and spring (3 graduate credit hours in summer). Many students holding assistantships complete 12 credit hours or more per semester.

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.

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 academic 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.

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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 within 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 an 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 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 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 in the UNM Catalog) by the total number of credit hours attempted, and truncated to two decimal places. Grades of CR, W, NC and PR are excluded from the cumulative grade point average calculation. Grades of NC (no credit) and W (withdraw) may have an adverse impact on a student’s academic standing, financial aid and assistantship eligibility. This is in accordance with the UNM Registrar’s transcript policy.

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

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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 their diploma and appropriate notations on their official transcript, the University of New Mexico does not make modifications to their academic record.

5.3: Annual Activities and Accomplishments Report

The BSGP requires every student to complete the Annual Activities and Accomplishments Report (see “Forms,” SOMREO website). The purpose of this report is to gather information on student activities that are relevant to their research education and professional development. The SOMREO compiles 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).

The BSGP Steering Committee will annually review the Activities and Accomplishments Reports along with academic progress and completion of exams of all BSGP students each year.

5.4: Annual Review of Student Progress

General Overview

In 2007, the BSGP Steering Committee (SC) initiated an annual review of each student’s progress towards the major mileposts of the program for both MS and PhD students. This review allows the SC to identify students that are delinquent in meeting mileposts 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.

Process

During July of each year, the BSGP Steering Committee (SC) 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 Chair. The notice outlines the student’s progress and either congratulates them for being on track, or identifies failures in meeting mileposts, and suggests appropriate remediation.

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Students are expected to be aware of the mileposts associated with their progress through the BSGP. In January of each year, a reminder may be sent to all students depending on the type of delinquency, their Research Mentors, and COS Chair about the mileposts 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 Steering Committee has made the following recommendations:

- 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, Research Mentor, and COS Chair 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 their account (copied to their Research Mentor and COS Chair).

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 will be placed on Type 1 academic probation. The student will be suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 semester 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. (Updated 8/12/2019)

Type 2: NC-F-WF-IF Grades

Students who earn any combination of two grades of NC, F, WF 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 will be suspended from graduate status if a third NC, F, WF 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

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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 will have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and will receive written notification thereof from the Office of 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 their probationary status within that semester to maintain their assistantship for future semesters. Example: A student who is notified during spring semester that the student is on Type II probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall. (Updated 8/12/2019)

Type 3: Incomplete Grades

A student who receives 6 or more credit hours of “Incomplete” grades in graduate level courses will be placed on Type 3 academic probation. Type 3 probation will end 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. (Updated 8/12/2019)

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, the student must follow the readmission procedure delineated in the UNM Catalog.

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If a graduate unit decides to readmit a student after academic suspension, it specifies the conditions required by the student to re-establish their 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.

5.7: Unacceptable Student Conduct

The following behaviors are examples of violations of the BSGP Code of Conduct. This list is not intended to be an all-inclusive list of behaviors that violate basic ethical standards expected of BSGP students. In addition, attempts at misconduct as well as completed acts are violations of the BSGP Code of Conduct.

5.7.1. Academic Dishonesty

Deception is contrary to the high standards of personal conduct expected of BSGP students. Such behavior undermines the trust and integrity implicit in an institution of higher education. It is expected that a student's academic work will be the product of their own intellectual inquiry and independent thinking. A student who engages in any form of academic dishonesty is subject to disciplinary action by the BSGP. All BSGP students are required to understand and adhere to the policies and standards set forth by the University of New Mexico.

The UNM Academic dishonesty policy can be found at <https://policy.unm.edu/regentspolicies/section-4/4-8.html>.

The UNM Academic Integrity policy can be found at <http://grad.unm.edu/aire/academic-integrity.html>.

Below are examples associated with of the most common forms of academic dishonesty.

- A. **Cheating.** Using unauthorized notes, study aids, internet access, or information from another person(s) on an assignment or examination. The copying of graded homework assignments (including lab assignments) from another person with intent to receive a grade; working together on an individual take-home test or homework assignments when not specifically permitted to do so by the instructor; looking at another person's paper during an examination; looking at the internet, texts, or notes during an examination when not expressly permitted to do so.

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- B. **Plagiarism.** 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). Quoting or copying text or other works on an exam, written assignment, or homework without quotation marks and citation in attempts to submit as your own work. Incorrect paraphrasing of information without proper citation of the source. Turning in a paper or other academic product obtained from a term paper service, otherwise purchased, or one downloaded from the internet with intention to pass off as your own work; retyping another student's paper in your own name and handing it in as your own work; copying homework answers from text to hand in as your own work. Submission of a work product from a previous course for credit in a current course without direct permission of the instructor

- C. **Fabrication.** Presenting data in a piece of work that were not gathered in accordance with the guidelines defining the appropriate methods of collecting or generating data, and failing to include a substantially accurate account of the method by which the data were collected or generated.

- D. **Aiding or abetting dishonesty.** Giving your work to another student to be copied and submitted as their own work for credit; giving another student answers to examination questions or allowing another student to copy your own work when the examination is being administered; informing other students of any test material that will appear on exams; giving, selling, or lending a paper or exam to another student.

- E. **Conspiracy.** Planning to commit any form of academic dishonesty, including allowing other students to plagiarize work.

- F. **Violating instructions regarding completion of assignments.** Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing homework assignments and laboratory experiments. When any material is to be turned in for inspection, grading or evaluation, it is the responsibility of the student to ascertain what cooperation between students, if any, is permitted by the instructor.

Consequences of Academic Dishonesty

The following procedure will be followed when a student is suspected to have engaged in any form of academic dishonesty.

1. The instructor, and/or an appropriate designee, will notify the student verbally and in writing that there is concern regarding academic dishonesty.
2. If it is determined that academic dishonesty 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 suspected academic dishonesty and the action to SOMREO, which will be filed in the student's BSGP academic record.

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4. The BSGP Steering Committee may be asked to review the incident to determine whether other penalties are appropriate depending on the seriousness of the academic dishonesty, the context in which it occurred, and an explanation provided by the student to the BSGP Steering Committee.
5. The student may be required to participate in remediation such as courses, workshops, one-on-one coaching, counseling, etc.
6. Any student who is suspected of committing a second act (and any subsequent acts) of academic dishonesty will be brought before the BSGP Steering Committee, which will determine the appropriate disciplinary action up to suspension or dismissal from the program.

5.7.2 Professional Misconduct

- A. **Falsification of records and official documents.** Without proper authorization, altering documents affecting academic records, forging signatures of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, laboratory record, clinical record or any other official College or University document.
- B. **Drugs and alcohol.** Using, possessing, selling or distributing illicit drugs; illegally using, selling, possessing, or distributing and drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance, including being in an educational, research, or clinical setting under the influence of alcohol, illegal drugs, or prescribed drugs inconsistent with the prescribed use.

Concerns of alcohol abuse or abuse of other controlled substances, as well as behavior that impairs a student's ability to meet professional standards over time, or disturbing or threatening behavior, should be reported to SOMREO.

The University of New Mexico has policies regarding the use of alcohol and other drugs and these policies are in effect for students:

<https://pathfinder.unm.edu/common/policies/policy-on-illegal-drugs-and-alcohol.html>

- C. **Sexual and other unlawful harassment.** This conduct includes not only sexual or other unlawful harassment based on a person's identity or status, but also hazing, stalking, repeatedly sending e-mails, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the school community, guest or any person with whom the offender is interacting in connection with any school program or activity. See <http://policy.unm.edu/university-policies/2000/2730.html>.

SOMREO will refer any discriminatory act as provided in Article 4.4 of the Student Grievance Procedure (available at <https://pathfinder.unm.edu/campus-policies/student-grievance-procedure.html>) to the University's Office of Equal Opportunity ("OEO").

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Additionally, the Student Grievance Procedure governs any allegations of sexual violence.

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?
- NOTE: The Mentor Research Inventory (on the SOMREO website) can be a good starting point to determine mentors' interest in research rotation students and graduate students. However, information should be confirmed with the faculty member.

6.2: How to Make Contact with the Potential Rotation Mentor

- Make arrangements for a specific meeting 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.
- Ask what types of rotations projects are 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?
- What are expectations for professional behavior?

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- How does the mentor define a success for a research rotation student?

6.4: Paperwork

Once you have clarified the roles, responsibilities, and duties involved, you should complete the Rotation Agreement Form (see “Forms” on the SOMREO website) and return immediately to the SOMREO prior to the start of the research rotation. A separate form should be completed for each rotation (two for M.S. students; three for Ph.D. students). A Rotation Evaluation Form (available on the SOMREO website) should also be completed for each rotation and submitted to the SOMREO within two weeks of the research rotation end date and before the next rotation starts, whichever comes sooner.

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 does the faculty member 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 and/or the Graduate Certificate in University Science Teaching (UST)?
- 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>.

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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 and with enough advanced notification of dates/times.
- 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.
- Advance notice of vacations or other absences.
- Adherence to laboratory policies for attendance, appropriate dress, communication.

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.
- Mentor and department should work together to provide a work environment that will support your research efforts, including 1) a desk space dedicated to you individually, 2) offering you access to a computer dedicated to you individually, 3) and providing access to a department-run private room to conduct meetings as needed.
- 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.
- 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.

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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, division, concentration, certificate, or graduate unit requirements;
- 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 MS 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. 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: Masters Committee on Studies

Each BSGP masters student is required to assemble a committee on studies to assist in planning a program of studies. The committee should be formed by the end of fall semester of year two (2). See the section on Doctoral Committee on Studies for committee responsibilities, committee member roles, and how to appoint a committee on studies. If the committee on studies also serves as the masters thesis examination committee, they must meet the requirements listed in that section.

7.4: 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.

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

- A minimum of 30 hours of course work, with a minimum of 15 hours in the BIOM coursework.
- 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.

7.5: 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 the student has planned a program of studies for the degree in consultation with the Research Mentor. This electronic form is fill out and submitted at gradforms.unm.edu. 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. The approval process can take several weeks. So, the form should be submitted with at least two weeks of lead time. 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;
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;
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 in the UNM Catalog);
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:

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- 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 BSGP 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.

More information on completing a Program of Studies and other forms may be found on the [SOMREO website](#).

7.6: 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.

7.7: Master's Examination and Committee

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). Note: For the BSGP, the chairperson of this committee cannot be the research (co)mentor(s).

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 will be considered as the master's examination; for these students, the thesis chairperson usually serves as chairperson of the master's examination committee. (See Required Enrollment in UNM Catalog)

The student must notify Graduate Studies of the scheduled examination date by submitting the appropriate electronic form available on-line after logging into gradforms.unm.edu. The announcement form must be submitted 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).

In addition to the Announcement of Exam form, the BSGP also requires an Exam Flyer be submitted to the SOMREO for publication at least two weeks before the exam. Links to a

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sample Exam Flyer (BSGP requirement for publication in the Digest), Announcement of Exam, Report of Exam and other forms may be found on the [BSGP website](#).

Immediately following the exam, the committee chair logs into gradforms.unm.edu to enter the results of the exam (Report of Exam) and initiate emails to the other committee members. After all members have entered their grades, the graduate unit will receive an email to verify the exam results and transmit the results to the Office of Graduate Studies. After approval by the Office of Graduate Studies, the student and committee chair are informed of the final exam results. Barring extraordinary circumstances, the BSGP notifies the student and Office of 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 lets the student 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.

7.8: 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 [SOMREO website](#).

7.9: 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.

7.9.1: Thesis Committee

The role of the committee is read and evaluate the written thesis, provide 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 their appointment is within the student's home department
2. The chair of the exam committee must be Category 1, 5, or 3 if their appointment is within the student's home department
3. The third member can be any Category 1-6

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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 their appointment is within the student's home department.
5. No more than one voting member can be in Category 4.

For more information about Student Committee Composition, see the [OGS website](#).

7.9.2: 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.

NOTE: To remain eligible for an assistantship, the student maintain half time status during the semester that they intend to graduate (enrolled for at least three credit hours in the summer and six credit hours in the Spring or Fall).

7.9.3: 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 student must notify SOMREO and 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 SOMREO 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, Report on Exam, and other forms may be found on the [BSGP website](#).

7.9.4: Submission of the Thesis

All UNM Master's students must submit their theses to Graduate Studies electronically for filing in the UNM Digital Repository, 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 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 traditional press that considers open access publication to be equivalent to prior publication, or 3) who need to protect sensitive data or information. Requests for Embargo are submitted on the same day as the Announcement of Exam. See OGS website for forms and details.

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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. Graduate Studies accepts manuscripts in electronic form.

7.9.5: 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.

7.9.6: Accompanying Forms

Consult OGS website for most up-to-date form requirements. The following forms, which must be submitted along with the manuscript, may be obtained from the Graduate Studies Web site:

- A "Certification of Final Form."
- An "Information Cover Sheet"
- "Electronic ETD Release Form"
- 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,
- To develop a line of original investigation based on the chosen paper ("gap in knowledge"),
- To outline an experimental approach that addresses questions arising from the chosen paper,

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- To utilize the general knowledge covered in the core BSGP 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 research division 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 to PhD. 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 within three weeks after final exams of the Spring term. Students must inform the SOMREO if they do not intend 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, additional exams can be scheduled for previously approved postponed or make-up exams.

Prerequisites:

1. Completed all required core 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 continue 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 core 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 drawn from their chosen paper. Studies will be outlined to test the hypothesis and address the specific aims.
- The student will then be examined on this presentation, the proposal, and on aspects of the core and selective courses.
- 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,

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- 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.

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 chair of the Examination Committee in consultation with Examination Committee members will 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 asked to choose one paper from that list for the exam within a 48 hour period.
- On the day 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 SOMREO 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, asked to withdraw from BSGP, or allowed to petition the Steering Committee once to retake the exam.
- 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

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outcome will be communicated to the student after it is presented to the full Steering Committee.

- The students' mentor may be notified of the students Qualifying Exam grade. The Qualifying Exam Committee, BSGP Director, and SOMREO staff may work with the student and student's mentor to create a plan for preparing the student for retaking the qualifying exam when students receive a grade of Fail with the option to retake.

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 not a mere matter of meeting requirements. Thus, the requirements described below should be viewed as the minimal achievements to demonstrate that the student has achieved 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 of graduate credit course work must be completed at the University of New Mexico after admission to the doctoral program.
- A minimum of 18 credits 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.

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9.3: Doctoral Committee on Studies

Each BSGP doctoral student is required to assemble a committee on studies to assist in planning a program of studies. The committee should be formed by the end of fall semester of year two (2). The program of studies should be designed to foster a fundamental knowledge of the major field, both in depth and in breadth. The basic role of the committee is to plan, with the student, an integrated individual program of study and research that meets University and BSGP requirements. The Committee may also establish prerequisites; recommend transfer of credit; certify proficiency in a foreign language or alternative skill; approve significant changes in the program of studies; and serve as the doctoral comprehensive examination committee and/or the dissertation committee.

NOTE: No snacks or drinks are expected to be provided by or paid for by the students at committee meetings.

9.3.1 Role of Committee of Studies Members

The Chair, research mentor, and COS have various responsibilities.

The Chair of the committee is responsible for monitoring the students' research and academic progress. The Chair does not direct the students' research project. The research mentor plays a critical role in directing the students' research project. Discussion of the direction of the student's research project occurs during committee on studies meetings.

The Chair is responsible for completing the COS meeting report and obtaining required signatures.

The Chair of the committee and the student should meet regularly to discuss any concerns related to their academic and research progress, wellness, work-life balance, research mentor, laboratory environment, or changes in career goals.

If a conflict between research mentor(s) and student is identified, the Chair, in consultation with committee members, is responsible for providing resources for addressing the issue and discussing potential next steps. The committee's responsibility includes referring the student and mentor to UNM Ombuds services, reporting mistreatment and/or discrimination to the SOM Learning Environment Office (per mandatory reporting guidelines), and encouraging the student to report mistreatment and/or discrimination to the SOM Learning Environment Office.

The Chair and COS have the responsibility to lead the initial steps in the process of a change in research mentor.

The Chair should communicate any issues to the BSGP Director.

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9.3.2: Process for Appointing Committee on Studies

The committee generally includes three University of New Mexico faculty members approved by the student's graduate unit. The chairperson cannot be the student's research (co)mentor(s). The research mentor's direct collaborators on the students' projects(s) are discouraged from being the committee Chair. If the committee on studies also serves as the doctoral comprehensive examination committee, they must meet the requirements listed in that section.

Appointment of the Committee usually involves the following steps:

1. The student arranges for an appropriate faculty member to serve as Committee Chair (Reminder: The chairperson cannot be the student's research (co)mentor(s));
2. The student and the Committee Chair agree upon the remaining members of the Committee;
3. The student submits the BSGP Committee on Studies Appointment form to SOMREO (see Forms on BSGP website)
4. The Committee must be approved by the graduate unit chairperson or graduate unit advisor, as evidenced by their signature on the student's "Application for Doctoral Candidacy" (completed following passing the doctoral comprehensive exam).

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

Transfer credit hours must comply with the general requirements for the PhD and these requirements often limit how many courses will transfer and count towards the PhD. The process for pursuing transfer credit should be started as soon as the student is admitted to the PhD program and before the comprehensive exam in order to obtain approvals before the application for candidacy is due. 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 (usually by petitioning the BSGP steering committee with a letter of support for the transfer from the UNM/BSGP equivalent course's instructor and COS. More info below).
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.

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9.4.1: Obtaining Steering Committee Approval for Transfer Credit

1. Get organized
 - a. Make a table of the BSGP core/concentration requirements showing a one-to-one match of the BSGP course(s) and the transfer course(s) that you'd like to substitute. This will help guide the approval process.
 - b. Conform that your request complies with OGS general PhD degree requirements for transfer credit.
 - c. Gather the syllabi from the transfer classes as well as your transcripts showing the grade (B or better required) and date of completion. Note: Some faculty members won't accept transfer classes if the classes are too old and the content has changed since you took them. If you can't get the syllabi, a course description might be enough (provide as much content as you can).
2. Gather various approvals from relevant BSGP faculty
 - a. Look up the faculty who teach the UNM classes that you'd like to substitute transfer classes for (schedule.unm.edu). Send the syllabi from the transfer classes to each faculty member and ask if they would support you transferring in the credits. Document their approval.
3. If the faculty instructors say yes to transfer, present your transfer credit proposal to your COS. Document their approval.
4. Once you have these approvals, petition the BSGP Steering Committee (SC) for approval of the transfer credits. Send your petition to SOMREO that includes documentation of support from the faculty and COS. SOMREO will present your petition to the SC. The SC meets the first week of each month. SOMREO will let you know the results of the vote.
5. Once the SC approves, you will report these classes as transfer credits counting towards your degree/concentration on your Application for Candidacy.

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 coursework, but tests the student's grasp of the field as a whole. 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.
2. The student must be enrolled in a minimum of one credit of graduate coursework the semester in which the student takes the doctoral comprehensive examination.
3. At least two weeks prior to the date of the examination, the student must request approval from the Dean of Graduate Studies to hold the exam by electronically submitting the [appropriate announcement form](#).
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.

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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 the student 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 SOMREO 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.

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” including extensive preliminary data, while desirable, is not necessary at the time the comprehensive examination is taken. A clearly defined

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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 change periodically. 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, 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 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.
- 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.

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- 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. It is highly recommended that you use a reference management tool such as Mendeley, Zotero, or EndNote.
- If your research involves Human Subjects or Animal Studies, include approval dates and 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 SOMREO 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 SOMREO website) to each COS member.
- Prepare a formal, public presentation (~45 min) to be presented in a public seminar. Your Research Mentor, or a moderator of your choosing, will introduce you at the start of the exam seminar.
- General questions from the audience will be entertained after the conclusion of your presentation.
- After a short break, you will meet in 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.

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- 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 form. OGS policy outlines that the student has until the following semester to meet those conditions. Once the conditions are met, the COS Chair will go to gradforms.unm.edu and access the Report of Exam section. In the subsection, “Exam Committee Chair Conditional Pass Review”, they will click the student’s name and follow the prompts to report the results. The Chair should also inform SOMREO in writing 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.
- The Comprehensive Exam Committee, BSGP Director, and SOMREO staff may work with the student and student’s mentor to create a plan for preparing the student for retaking the comprehensive exam.
- 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 the student fails the comprehensive exam a second time, the student 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.

Concentrations and Graduate Certificates should also be listed on the AC.

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;
3. Language/skill requirement (if appropriate) is satisfied.

9.8: The Dissertation

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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 Chair. The chairperson cannot be the student's research (co)mentor(s). The research mentor's direct collaborators on the students' projects(s) are discouraged from being the committee Chair. The faculty Chair and the candidate jointly select the remainder of the committee.

The BSGP has guidelines for committee membership that support a wide variety of faculty participants in the BSGP and 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. The chairperson cannot be the student's research (co)mentor(s). The research mentor's direct collaborators on the students' projects(s) are discouraged from being the committee Chair. 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 and research progress of the

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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.

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 approval for committee service.
- At least two members must hold tenure or tenure-track faculty appointments at The University of New Mexico and have approval for committee service.
- 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 approval for committee service 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 approval for committee service.
- 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 approval for committee service) 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.

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

9.8.3: External Review of the Dissertation

At the time of defense, students are expected to have at least one peer-reviewed manuscript reporting on the principal subject of the dissertation. In the absence of any peer-reviewed 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 their 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 ("outside reader") from outside the New Mexico educational system; or

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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. The outside read does not become part of the dissertation committee. Instead, the outside reader's comments on the manuscript are submitted to the dissertation committee for review.

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 enrolled in 699 who fails the comprehensive exam cannot apply any 699 credit hours from that semester toward their degree.

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 in the UNM Catalog.

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. OGS Guidelines on dissertation format are detailed and should be carefully followed. Students are urged to consult 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 their dissertation committee, must decide which format is appropriate. Approval of which style is used will be obtained from their dissertation research director 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 be adhered to. The OGS guidelines are available at <http://grad.unm.edu/degree-completion/manuscript-prep.html>

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

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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.

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.

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

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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 the BSGP in writing of their intent to graduate by submitting a "Notification of Intent to Graduate" form to the SOMREO for approval. The SOMREO 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 SOMREO to receive this notification are July 26th 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.

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

Only students who have completed all degree requirements or intend to complete all requirements by the end of the next semester may participate in School of Medicine commencement exercises with permission of the BSGP steering committee.

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;

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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 student must notify Graduate Studies of its scheduled date by electronically 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.

In addition to the Announcement of Exam form, the BSGP also requires an Exam Flyer be submitted to the SOMREO 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, Report on Exam, and other forms may be found on the [BSGP website](#).

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 (conditional pass).

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.

Conditional Pass

If the third recommendation is made, the Report on Exam should indicate a grade of Conditional Pass. All required changes to change the grade from Conditional Pass to Pass should be provided to the student in writing. OGS policy outlines that the student has until the following semester to meet those conditions. Once the student has made the required changes, they will submit a revised version of the manuscript to the dissertation committee. The full committee may elect to meet again to determine that their concerns have been addressed. The Chair of the Committee should confirm with all members that their concerns have been addressed

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Once the conditions are met, the COS Chair will go to gradforms.unm.edu and access the Report of Exam section. In the subsection, “Exam Committee Chair Conditional Pass Review”, they will click the student’s name and follow the prompts to report the following results. The Chair should also inform SOMREO in writing that conditions stipulated by the committee were met and the committee is now in agreement that the student has successfully passed the exam.

9.8.9: Quality of the Dissertation

The responsibility of the dissertation committee (especially the Chair) 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 director 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, their Research Mentor, and Chair of the dissertation committee 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 OGS website).
4. The ProQuest UMI Dissertation Electronic Submission is required for Ph.D. doctoral students to the ProQuest repository.
5. “Electronic ETD Release Form”
6. Embargo Request Form (if requesting an embargo).

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Section 10: PROCEDURE TO CHANGE MS/PHD RESEARCH MENTOR

Should a situation arise in which either the **student or mentor** believes that the student should be under the direction of a different mentor, the steps outlined in this procedure should be followed.

This process might not apply if the reason involves learner mistreatment or student professional misconduct (see end of the document for details)

- 1) Before seeking another mentor, the student and mentor should hold discussions to determine if they can resolve at hand issues by another manner. Alternative mediation can be facilitated by [UNM Ombuds service](#). The student should notify the Biomedical Sciences Graduate Program (BSGP) director and the School of Medicine Research Education Office (SOMREO) of any issues to seek initial support through the process.
- 2) If there is mutual agreement among all parties that the student starting in a new lab is the best solution, the student should notify the Biomedical Sciences Graduate Program (BSGP) director and the School of Medicine Research Education Office (SOMREO). If the student identifies a new mentor, the new signed mentor agreement will nullify the existing mentor agreement and continuation of this process is unnecessary. If there is a need for an additional rotation to identify the new mentor, see number six (6) for details on the funding process.
- 3) If the parties have not mutually decided to end the relationship and the conflict is not resolved after using UNM Ombuds, a formal meeting of the student's committee on studies (COS), dissertation or thesis advisory committee should be arranged by the student or the mentor. The meeting can be with either the two together or individually.

Before this(ese) meeting(s), both the mentor and student will submit a summary of the situation from their point of view to the committee members, BSGP director, and SOMREO. The summaries will be placed in the student permanent file.

The issues and any reasonable alternatives other than switching to another mentor should be thoroughly discussed at these meetings. The COS Chair will transcribe minutes, and the Chair will be responsible for the distribution of the meeting minutes to the committee members, the mentor, and the student for content approval within 48 hours of the meeting. All parties have 48 hours to express concerns.

The COS Chair will send the approved minutes to the BSGP Director and SOMREO within 48 hours of final approval. SOMREO will place a copy of the minutes in the student's permanent file and share both the summary documents and meeting minutes with mentor's Department Chair.

If a resolution to change labs is agreed upon, the BSGP Director will notify the BSGP Steering Committee for further recommendations and approval.

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- 4) If the COS cannot reach a resolution agreeable to both the student and mentor, the student, mentor (together or separately), and the BSGP Director should meet to discuss the issues and resolve the problems (if possible). The BSGP Program Manager, or another designee, will be present and transcribe the minutes of this meeting. SOMREO will send the minutes to the student, the mentor, the COS, and the Director within 48 hours of the meeting for content approval. All parties have 48 hours to express concerns. SOMREO will place a copy of the approved minutes in the student's permanent file and share it with mentor's Department Chair.

- 5) If a resolution that is agreeable to the student and mentor cannot be reached at the meeting with the BSGP Director, the issues will then be discussed at the next BSGP Steering Committee meeting. Before this meeting, all written materials related to this issue will be provided to the steering committee members. The student and mentor may be asked to be present at this meeting. After discussing these issues, the Steering Committee will recommend whether the student can transfer to a different mentor. Discussions and voting will take place in the absence of the student and mentor.

- 6) If, after following the above procedure, the student needs rotation(s) to seek a different mentor, one of the two processes described below will be followed. Depending on the context of the situation, the source of rotation(s) funding will be determined by the Senior Associate Dean of Research Education (SADRE) in consultation with the BSGP director. The SADRE and BSGP director will notify the BSGP Steering Committee of their decision and may seek their input to make the funding determination.
 - a) BSGP may provide stipend, health insurance, and costs of tuition and fees (in line with BSGP approved minimums) to cover research rotation(s) for at least three months, depending upon the availability of funds. However, the student may join a new laboratory without completing a rotation, thereby relieving BSGP from any financial responsibility. If the student secures a new mentor agreement before 3 months of rotations, the funding responsibility transitions to the new mentor.

OR

- b) The mentor or mentor's department provides a stipend, health insurance, tuition, and fees (in line with BSGP approved minimums) to cover research rotation(s) in a new laboratory(ies).

Funding is provided through the end of the current semester or 3 months, whichever is longer. Thus, the current semester is always fully funded.

If more than 3 months remain in the current semester, stipend is only paid up to the three month time limit for rotations. If less than 3 months remain in the current semester, health insurance, tuition, and fees will also be funded for the next semester as these are charged at the start of each semester. If the student secures a new mentor

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agreement before 3 months of rotations, future funding responsibility transitions to the new mentor.

If the change occurs during a semester, the BSGP Director will determine a reasonable grading policy (e.g., consulting research mentor, rotation mentor, etc.) for the student's research courses based on the circumstances.

The student and new mentor may wish to form a different COS.

Regardless of who initiated the process, laboratory rotations should be consecutive (not simultaneously) and for up to three months. The BSGP director and SOMREO should help the student understand what went wrong in each rotation, which faculty are looking for students, have funding, and ask if they want to be paired with a senior student for peer-mentoring.

- 7) According to the BSGP Handbook, Section 3 Program Mileposts – Year 1, students must identify a Research Mentor and secure a signed Mentor Agreement Form to remain in good academic standing. If the student cannot find a new mentor after the rotation period with assistance from the BSGP Director and the BSGP Steering Committee, the student will be dismissed from the program.

If the case involves learner mistreatment, the student will receive support from the [School of Medicine Learning Environment Office](#). If the case involves student professional misconduct (BSGP Handbook), the mentor must report the incident to the Sr. Associate Dean of Research Education (SADRE), who will determine if there are grounds for sanctions according to the policies and procedures established in the BSGP Handbook and [UNM Pathfinder](#).

Section 11: CHANGE OR ADDITION OF DEGREE (M.S. to PH.D. or PH.D to M.S.)

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.

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

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

1. be on track to successfully meet all the first-year requirements of the Ph.D. program (e.g., be in good academic standing, passed first year coursework, have passed the qualifying exam, have a signed PhD mentor agreement)
2. must petition to the BSGP steering committee in writing of the interest in advancing to the Ph.D. The petition should include an evaluation and letter of recommendation 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

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- current UNM transcripts will be provided to the BSGP Steering Committee for evaluation with the petition.
3. in some cases, formally apply to the BSGP PhD through apply.unm.edu per OGS policy. Once you submit your petition to SOMREO, SOMREO will determine if you need to formally apply to the BSGP PhD program. If you need to formally apply, your application should indicate that you are being re-admitted to a program and are not required to upload application materials or have recommendation letters. Attach your PhD mentor agreement as an addendum. Pay the application fee and notify SOMREO of your submitted application.

Students will be informed in writing of the Steering Committee's decision.

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

BSGP students currently enrolled in the Ph.D. program may petition to change to the M.S. track. In order to petition, the Ph.D. student must be on track to successfully meet all the requirements of the M.S. program and must petition to the BSGP steering committee in writing of the interest in changing to the M.S. track.

Students will be informed in writing of the Steering Committee's decision. SOMREO will take necessary administrative action with OGS to change the student's degree level from PhD to MS. The degree level must be formally changed with OGS in order for MS students to submit a program of study or announce a thesis defense.

11.4: 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. 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.

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11.5: 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 BSGP Program Director. This memo will be kept in the student's file.

Section 12: 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 in fall and spring; 3 credit hours in summer)
- Remain in good academic standing (defined under mileposts);
- 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 research assistantship positions in laboratories during their second year in the program.

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," in the BSGP handbook or the UNM Catalog for probation definitions.

Information on financial assistance is available from the SOM – Financial Aid Office (505-272-8008). Additional information regarding financial assistance for graduate students is available on the OGS website.

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 all need-based and some merit-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/

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12.1: 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: <https://grad.unm.edu/funding/research-travel-grants/index.html>

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

12.2: 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. Announcements of the BSGP Travel Award application deadline will be circulated one month before each deadline to students and faculty. Application and award policy is available on BSGP website.

Applications will be reviewed by a committee of at least three BSGP Steering Committee members when necessary (more applications received 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 and receipts for eligible expenses turned into the SOMREO. The maximum travel award is \$1,000 and a student may only receive one award per year. Consult the [travel award policy](#) on the BSGP website.

12.2.1: 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.)

12.2.2: Application Submission

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

- Completed BSGP Travel Award [application](#)
- Travel budget that includes total travel budget and amount of BSGP Travel Award request
- Research Abstract
- Current CV of student

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- 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
- Copy of Student Activities & Accomplishments Form
- For Presentation travel; a copy of research abstract and acceptance letter

12.2.3: 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

12.2.4: Travel Award Distribution

BSGP Travel Awards will be processed as a reimbursement after the travel has occurred. Submit receipts to the SOMREO for processing of your award.

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)

Section 13: STATEMENT ON OUTSIDE EMPLOYMENT

Any student receiving departmental stipend support of 0.5 FTE or greater 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 0.5 FTE or greater 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 their 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 their 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. holding at least a 0.5 FTE appointment), no additional employment may be held within the University or University affiliates with the

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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, or BSGP Steering Committee, they are of an extent which interferes with the student's satisfactory 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 and abide by UNM conflict of interest policies.
- 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 their 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 14: LEAVE POLICIES

14.1: Annual Leave and Holidays

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 fifteen (15) days per calendar year accrued at 10 hours per month. There is no carry-over of annual leave each year and students will not be paid for any unused leave when they separate from the University. Extension of annual leave for exceptional circumstances is at the discretion of the Research Mentor in consultation with the BSGP Director.

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, Juneteenth, Independence Day, Labor Day, Thanksgiving Break, and Winter Break, which includes New Year's Day. The calendar of specific dates for UNM holidays may be found at <https://hr.unm.edu/calendars>

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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 should discuss issues of disagreement over leave with the BSGP Director.

14.2: Sick Leave

Per the Collective Bargaining Agreement between UNM and the United Electrical, Radio and Machine Workers of America, assistantship recipients who suffer their own illness, injury, or medical condition may be granted medical leave pursuant to University policy. Students shall submit request for such leave in writing to their contact supervisor (i.e. research mentor). Paid medical leave of up to two (2) weeks is available per semester. After this leave, the student will be paid only for the time the assistantship responsibilities were fulfilled. Students should discuss issues of disagreement over leave with the BSGP Director. If disagreements remain unresolved, students may request review by Office for Academic Personnel (OAP) of a denial of medical leave. There is no carry-over of sick leave each year and students will not be paid for any unused leave when they separate from the University.

14.3: Parental Leave

The BSGP recognizes that supporting students as they balance career, child rearing, and family life ultimately benefits the program and promotes overall health.

The BSGP parental leave policy aligns with the [NIH National Research Service Awards \(NRSA\) parental leave policy](#). BSGP students and NRSA trainees receive up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of each child. Students have the option of extending the length of leave by taking the last two weeks as four weeks of half time leave (i.e. 6 weeks full-time leave, then 4 weeks half-time). All parents are eligible for parental leave.

Parental leave for graduate students requires that the student notify the Research Mentor and BSGP Director in writing as far in advance as possible of the parental leave start and end dates, and ideally no less than 30 days in advance of the leave.

Students receiving funding from NIH or another agency must also comply with parental leave policies from the funding agency, such as notifying the training grant program director. Please consult with the BSGP Director to resolve any discrepancies amongst policies.

14.4: Bereavement Leave

Per the Collective Bargaining Agreement between UNM and the United Electrical, Radio and Machine Workers of America, assistantship holders may request in writing to their supervisor (i.e., research mentor) paid leave for an absence due to a death in the student's immediate family, up to three (3) working days. Family members may be natural, step, adopted, or foster. For the purposes of this policy, immediate family is defined as the bargaining unit member's

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spouse or domestic partner, children, sons- and daughters-in-law, parents, parents-in-law, grandchildren, grandparents, and siblings. Students should discuss issues of disagreement over leave with the BSGP Director.

14.5: Leave of Absence (LOA)

OGS Policy

If extenuating circumstances require an interruption to the student's studies for one or more semesters, the student must request in advance from the home graduate unit and Graduate Studies a formal leave of absence (LOA). Leaves of absence may be granted to students in good standing in cases of illness, emergency, family exigency, and employment or professional opportunities. The written request, together with a memo of support from the chairperson or designee of the graduate unit, is forwarded to the Dean of Graduate Studies who will make the final decision. Leaves of absence are granted on a semester-by-semester basis and generally are limited to a maximum of one calendar year. With a formal leave of absence approved in advance, the time a student is on leave does not count against the time to degree limit as the student is not enrolled in any course at The University of New Mexico..

BSGP LOA Protocol

To begin the process of requesting a LOA, the student should submit a petition to SOMREO who will forward the petition to the BSGP Steering Committee (SC). This petition should include an alternative email address to be used for communication during the leave as @salud.unm.edu emails are often terminated when a student disenrolls. The petition should also include a letter of support from the research mentor. The student and mentor will be notified if the petition for a LOA is approved by the SC. SOMREO will forward approved petitions along with a letter of support to OGS. OGS will notify the student if their petition for LOA is approved.

Students on LOA are expected to reach out to the Research Mentor and SOMREO at least six (6) weeks month before the following semester starts. This communication should include whether the student wishes to enroll the following semester or include another petition for a LOA for the subsequent semester. This allows enough time to submit petitions to the SC or for the department to begin an RA contract for the student.

LOA are unpaid (as students are not enrolled and not eligible for assistantships) and students will not have health insurance coverage provided by the University during LOA.

Note: If a student does not enroll within 12 months, the student will lose their admission to the BSGP and need to reapply to the program if they wish to continue in the program. For example, if a student takes a LOA in Fall, Spring, and Summer they will need to enroll in next Fall semester to maintain admission status.

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Section 15: 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 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, except that grievances based upon alleged discrimination or sexual harassment should be directed to the Compliance Ethics and Equal Opportunity (CEEEO). The procedures may not be used to challenge the denial of admission to a degree program, nor to appeal the refusal of a petition by the Dean of Graduate Studies for an exception to University-wide degree requirements, policies or procedures.

15.1: 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 the student's graduate program and, if applicable, the Dean of Graduate Studies to discuss 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 Office of Medical Student Affairs Office (OMSA).
 - a. OMSA Link: <https://hsc.unm.edu/school-of-medicine/education/md/omsa/index.html>
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 BSGP Director 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 the dispute arose was offered. It is expected that these administrators will play an active part in helping to resolve the disagreement. The student may go directly to the BSGP Steering Committee for assistance if the issue involves a main campus course or faculty member.

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4. If the matter cannot be resolved at the level of the BSGP, the graduate student may bring the problem to the attention of the SOM Senior Associate Dean of Research Education. The SOM Senior Associate Dean of Research Education 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.

15.2: 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. This procedure is adapted from the SOM Student Appeals procedure.

In the resolution of grievances at the level of the SOM Senior Associate Dean Research Education, the following procedures will apply, as described also in The Pathfinder under “Graduate Student Grievance Procedure”, which references Section D176: Graduate and Professional Student Conduct and Grievance Procedures in the UNM Faculty Handbook.

1. The graduate student must submit a formal, written statement of their 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 Senior Associate Dean of Research Education.
2. The SOM Senior Associate Dean of Research Education will review all written materials submitted and provide both parties the opportunity to review and respond to all evidence. The SOM Senior Associate Dean of Research Education may interview each party, as well as any other persons who may have relevant information. The SOM Senior Associate Dean of Research Education 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 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 them.
3. The SOM Senior Associate Dean of Research Education may choose to convene an advisory committee to help evaluate the grievance.
4. Generally, a written report by the SOM Senior Associate Dean of Research Education 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 Senior Associate Dean of Research Education’s efforts to resolve the dispute, the findings of any informal hearing or advisory committee,

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any pertinent recommendations, and the basis for those recommendations. The report will be sent to the SOM. The SOM Dean may make efforts to resolve the dispute; however, if the dispute remains unresolved, the SOM Dean 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 Chairperson(s) of all involved Departments, to the SOM Senior Associate Dean of Research Education, to the BSGP Director or to the supervisor of the individual involved in the dispute.

5. If the graduate student is dissatisfied with the decision of the SOM Dean, the graduate student may appeal the case to the SOM Student Appeals Committee. The Committee is composed of four faculty members and one current BSGP student. All five are voting members. The committee seeks to accomplish the following tasks:
 - a. **Fact Finding:** The Office of Medical Student Affairs (“OMSA”) will provide each Committee member with materials relevant to the appeal, including student records, the student’s written request for an appeal, timelines regarding the student’s progress and any documented academic or professionalism problems the student has had previously. In addition to reviewing this documentation, it is important to interview the student, the SOM Senior Associate Dean for Research Education & the BSGP Director, and any/all faculty and staff who may be able to give information and insight into the issues presented by the student. A recording of these interviews will be made; the student may listen to these recordings but may not be present at the interviews. Committee members may interview individuals separately, although group interviews are encouraged for efficiency. The student may meet with the Committee after listening to the interviews.
 - b. **Deliberations:** After fact-finding is completed, the Committee deliberates as a group and, by simple majority, makes a decision about the student’s appeal. The Committee may take one of two actions: It may uphold the decision or it may overturn the decision.
 - c. **Written Report:** The Committee must provide a report with its final decision (to uphold or overturn) and cite the specific reasons for coming to that decision. This written report goes to the SOM Senior Associate Dean for Research Education. The Committee does not communicate its decision directly to the student.
 - i. **Upholds adverse action:** The SOM Senior Associate Dean for Research Education informs the student of the Committee’s decision and informs the student of their right to appeal to the SOM Dean.
 - ii. **Overturms adverse action:** The SOM Senior Associate Dean for Research Education informs the student and, with BSGP Steering Committee, reintegrates the student into their mentor’s or a new BSGP laboratory.
6. The decision of the SOM Student Appeals Committee may be appealed by either party to the Office of the Executive Vice President for Health Sciences within a period of two weeks after receipt of the written decision of the Committee. The Executive 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 Committee’s decision was announced).

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7. Discretionary review by the UNM President and Board of Regents, as provided for in Section D176 of the UNM Faculty Handbook, is accorded to graduate students in academic programs in the HSC.

Section 16: 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.

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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.
5. **Suspicious Behavior** – There are many ways to report behavior that is concerning (AGORA, OEO, LoboRespect, 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 emanage.unm.edu	campussafety.unm.edu
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