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The general organizational structure of the Integrated Biomedical Sciences (IBMS) Graduate Program is summarized in the Preface of this document. The rights and responsibilities of the IBMS Graduate Faculty, as well as the structure and function of IBMS committees, are described below.

will provide support, as needed, to the IBMS Program Director and to the Chair of the IBMS Committee on Graduate Studies. The APD will serve as Chair of the IBMS Discipline Coordinators Council and maintain a modified version of the IBMS Handbook for use by the IBMS discipline coordinators.

The of the IBMS Graduate Program is appointed by and reports to the Dean of the Graduate School of Biomedical Sciences (GSBS). The PD is responsible for the administration, monitoring, review and evaluation of the IBMS Graduate Program according to criteria and schedules established by the agencies requiring such reviews, *e.g.*, the UT System, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools (SACS). The PD also serves as liaison between the IBMS Graduate Program and the accreditation agencies, the IBMS COGS and the six Basic Science Departments, and the Dean of the GSBS.

In addition, the PD will:

- Maintain, and revise when required, the IBMS program pages of the .
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The _____ is selected by the COGS membership and is responsible for developing and implementing all policies, guidelines and procedures that are required to provide an effective academic framework for the Program so as to ensure the effective movement of students through their academic milestones.

In addition, the IBMS COGS chair will:

- Maintain the _____, including adding updates when _____



Term: 2 yr as Chair (no term limit); new Chair must serve as Chair-elect for one yr.

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COGS will develop policies and procedures for the IBMS Graduate Program and will ov4(S)]912ss()--125



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- IBMS Graduate Faculty members may mentor or co-mentor IBMS graduate students.
 - IBMS Graduate Faculty members may serve on student committees of IBMS students (*e.g.*, qualifying exam and dissertation committees).
 - Only IBMS Graduate Faculty members can act as directors of courses in the Plans of Study of IBMS disciplines. Non-Graduate Faculty can serve as instructors but cannot take on primary responsibilities in directing or organizing such courses.
 - Only IBMS Graduate Faculty members can serve on IBMS graduate program committees (*e.g.*, COGS, admissions, recruitment, curriculum committees).
 - Only IBMS Graduate Faculty members can serve as Discipline Directors.
 - IBMS Graduate Faculty members are expected to have collegial interactions with other members of graduate faculty including, but not limited to, collaborative research, collaborative or interdisciplinary teaching, service on student examination or supervising committees, and other joint scholarly ventures.

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- One member of the GSBS Dean's Office serving as liaison with the Dean's Office, non-voting
 - Director, IBMS Program, *ex officio*, non-voting
 - Two student representatives selected by the IBMS Student Council and approved by the IBMS COGS Chair, non-voting
 - Chair/Chair-elect selected by the Recruitment Committee membership and approved by the IBMS COGS; 2 year term, no term limits; new Chair should serve as Chair-elect for one yr.

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In collaboration with assigned persons in the Graduate Dean's office, members of this committee are responsible for organizing and coordinating all IBMS recruiting activities including IBMS interview weekends, and recruiting activities performed at relevant scientific conferences or at undergraduate campuses. The Recruitment Committee will oversee the maintenance of the IBMS website. The IBMS Student Recruitment Committee will make recommendations regarding recruitment strategies to the IBMS COGS, who will subsequently engage the Dean and/or Associate Dean for Student Affairs





IBMS COGS chair. Upon confirmation, each student representative must notify the students within their represented discipline of their position.

- The Chair is selected by voting members of the Council for a one-year term; no term limit, but cannot be elected if dissertation defense/graduation is anticipated during the current academic year. The Student Council chair will be approved by the IBMS COGS chair.
- In the case that the president of the Graduate Student Association is a doctoral student in the IBMS program, that student is strongly encouraged to serve as a Student Council representative for their program.

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- The IBMS Student Council chair will schedule Council meetings and communicate the results of those meetings to the IBMS COGS. The Council will be required to meet once a month (as needed) to discuss student or faculty concerns within the IBMS Graduate Program.
- The representatives are responsible for surveying the students within their disciplines to determine whether there are any specific issues that need to be addressed by the IBMS COGS. They will also be responsible for distributing any important information from the Student Council among the students in their discipline. The members of the Student Council will be required to make a concerted effort to attend every Council meeting.
- In interacting with the COGS, the Student Council chair will be responsible for communicating the conclusions of the monthly Council meetings, and relaying any important information from the COGS back to the students. The Student Council chair should be present at the beginning of every COGS meeting, but may be excused in the case that the COGS needs to discuss sensitive topics or personal student matters.

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- Academic Coordinators who represents each of the 7 IBMS disciplines.
- IBMS Assistant Program Director, acting as Chair
- IBMS Senior Program Coordinator(s)
- IBMS Program Director; *ex officio*, non-voting
- IBMS COGS chair; *ex officio*, non-voting

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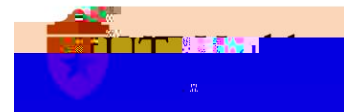
Monthly meetings of the Discipline Coordinators Council will allow the exchange of information and insights for the purpose of enhancing the administrative effectiveness and efficiency of the IBMS Graduate Program.

Maintain a Handbook of Operating Procedures that will ensure continuity and consistency in operations, across all disciplines, of the IBMS Graduate Program.



The following describes the general expectations and requirements of all students enrolled in the Integrated Biomedical Sciences (IBMS) Graduate Program. It is based on the general guidelines that are stated in the University/GSBS catalog. <http://catalog.uthscsa.edu/biomedicalsciences/> Although these minimal expectations are provided as a guide to students and faculty, it is understood that one of the strengths of the IBMS Graduate Program is its flexibility and adaptability with regard to the needs of individual students.







IBMS 6097. Once the committee membership and research proposal are approved, enrollment in the may commence.

Once a student has reached a stage in his/her research program, when the dissertation defense and graduation are imminent (usually in the fifth year of study), a student may enroll in Final Hours. An official form must be submitted requesting enrollment in Final Hours. This allows a student the one-time opportunity to register for 3 credits hours of Dissertation while still maintaining full-time student status, thus reducing tuition costs. Students enrolled in final hours are expected to maintain active participation in discipline and laboratory activities.

If a student does not graduate during the semester when enrolled in final hours, full-time enrollment (12.0 credit hours) must resume in all subsequent semesters.

Laboratory Rotations is an S/U graded course, IBMS 5008; the COGS chair serves as its course director. Generally, by the end of _____, students will complete _____ with faculty members who have the resources/funding necessary to offer themselves as potential dissertation



The purpose of the QE is to determine if students are prepared (*i.e.*, are “qualified”) to successfully progress through the remaining years of their training, and is a key requirement for admission to candidacy for the Ph.D. degree.

The Qualifying Exam (QE) is an S/U graded course in the IBMS curriculum (IBMS 7001), is required of all IBMS Ph.D. students, and is to be completed during the Spring semester of a student’s second year in the IBMS program. This timeline may vary slightly for MD/PhD or DDS/PhD students.

Briefly, the QE process is to be overseen by a _____ composed of members of the IBMS Graduate Faculty. The Temporary Supervising Committee (previous section), minus the Dissertation Mentor, may serve as the 2-member core of the exam committee; a third member will be chosen by the student; the fourth and fifth members will be identified by the discipline executive committee using a process determined by discipline leadership. One member should have a primary discipline affiliation different from the student’s discipline.

Although the exact logistics of the exam may differ slightly among the IBMS disciplines, the process, in general, requires that a student identify a relevant scientific problem, write a proposal that describes hypothesis-driven experimentation to solve the problem, and culminates with an oral defense-of-proposal. Student Dissertation Mentors may attend oral defenses, but are considered to be guests and not members of the examining committee; and should only ask questions when invited by the QE committee chair. Discipline Directors must ensure that outcomes of QEs are reported to COGS using the COGS approved reporting form. Successful completion of the QE is required for Admission to Candidacy and continuation in the IBMS Ph.D. program.

During the Year 2 Spring semester, and



publishable contributions to the student's field. Finally, when the Dissertation Supervising Committee is satisfied that the research accomplished by a student is of sufficient quality and quantity, formal permission will be granted to the student to write the dissertation. In general, the quality of the candidate's writing should be equivalent to that found in reputable refereed journals.

The members of the Dissertation Supervising Committee should be given a reasonable period of time in which to evaluate the dissertation (generally on the order of 3 weeks). Once the Dissertation Supervising Committee judges the dissertation to be acceptable, the student will identify an appropriate date for a seminar presentation and examination (defense).





Request for approval of the Dissertation Research Proposal is made via the IMPACT website.

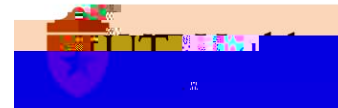
_____ should be obtained _____. This is not to say that a student should wait until the end of the Year 3 Fall semester to write the proposal; it is to the student's advantage to prepare the proposal as early as possible, and can be initiated even before being admitted into candidacy. The purpose of preparing and getting approval



requirements of the extension. When an extended-deadline meeting takes place at the beginning of a semester, the expectation is that it does not count as the meeting for that semester, and another meeting will be convened by the end of the current semester.



form, plus dissertation abstract and vita,



rectifying the academic deficit will be decided in consultation with the appropriate Course Director and will be communicated in writing to the student by the Discipline Director. That is, remediation may be satisfied by retaking the course (particularly if the "C" grade results in an overall GPA of less than the minimal 3.0 which is required for graduation) or may consist of some other process (taking an exemption exam, writing a paper, etc.). Grades earned by remediation may replace the original grade for purposes of calculating the GPA, but the original grade remains on the transcript.

A student who receives a "D" or "F" in any course will be placed on academic probation and must undergo remediation in a manner and timeframe decided by the student's discipline executive committee in consultation with the appropriate Course Director. Requirements of the remediation must be communicated in writing to the student by the Discipline Director. Remediation may be satisfied by retaking the course or parts of the course or may consist of some other process (taking an exemption exam, writing a paper, etc.). Moreover, unsuccessful remediation of a "D" or "F" grade is grounds for recommending dismissal from the IBMS Graduate Program to the GSBS Dean.



For certain courses, student performance is reported as Unsatisfactory (U) or Satisfactory (S) or Honors (H). If a student does not show an appropriate level of participation and proficiency in these courses and receives a "U", the student's discipline executive committee will place the student on academic probation. Moreover, if a student receives two "U"s in successive semesters, the Discipline's executive committee must consider this as grounds for dismissal from the IBMS Graduate Program. If dismissal appears warranted, the student will be notified and a recommendation for such an action will be submitted to the Chair of the IBMS COGS.



Candidates for the Ph.D. degree must pass IBMS 7001 (see _____). Qualifying Exam Committee members will evaluate student performance based on 1) the preparation and oral defense of a research proposal designed to answer an experimental question, as well as 2) the student's demonstration of adequate



required forms and documentation, and progressing through the program according to the expected timeline.

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Each student must meet with his/her Dissertation Supervising Committee _____ to present and discuss progress in research activities. Additional meetings may be required as determined by the student's Discipline Executive Committee and/or the student's Supervising Professor. At research committee meetings, a student should provide each member of the committee with a written progress report that includes a statement of the aims of the research project/dissertation proposal, the progress that was made since the previous committee meeting toward satisfying the aims and an outline of future plans (this information can be provided as



COGS Chair, with copy to the Director of the student's discipline. The COGS Chair will forward the request to the Dean of the GSBS. The step-by-step procedure for requesting LOA is as follows:

1. The student will submit a letter requesting a LOA to the Chair of the IBMS COGS. The letter needs to include the reason for a student's request (explanations do not have to go into great detail) and the expected time of the student's return. A LOA is allowed for _____, at which time the student will be allowed to return to the program. A copy of this letter should be sent to the director of the student's discipline.
2. A meeting between the student and the chair of the IBMS COGS is recommended.
3. The chair of the IBMS COGS will confirm that all relevant people have been informed that the request has been made (*i.e.*, discipline director and dissertation mentor).
4. The student's request and the COGS chair's recommendation will be sent to the GSBS Dean.
5. Once this process is completed, the student must pick up a _____.
6. The student will receive a letter from the GSBS Dean (copied to the IBMS COGS chair and IBMS Program Director) indicating approval of the request for LOA.

- An IBMS graduate student who has initiated Ph.D. studies and is in _____ may request a change in degree objective to the Master of Science. The request should be made to the student's discipline executive committee following consultation with the student's dissertation mentor, and may be the result of changing personal, family, medical, academic or career needs. Recommendations for change in degree objective should then be _____, indicating confirmation that the student's dissertation mentor has been consulted and is in favor of granting the request. Typically, requests will be forwarded from the COGS chair to the GSBS Dean for final approval and processing.

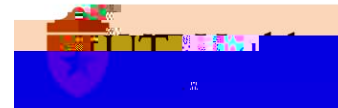
- An IBMS graduate student who has initiated Ph.D. studies, and has academic difficulties resulting in _____ may request a change in degree objective to the Master of Science. This recommendation may be submitted by the student's discipline executive committee to COGS *in lieu* of a recommendation for dismissal from the IBMS Graduate Program for 1) failing grades amounting to a grade point average of less than 3.0 (must include a remediation plan for purposes of increasing the GPA to 3.0); 2) failing the Qualifying Examination; or 3) receiving 2 grades of Unsatisfactory (U) in IBMS 6097 (Research/Academic progress). The request should be made following consultation with the student's dissertation mentor and with the student's discipline director. The recommendation to allow the change in degree objective should be _____, indicating the exact reason for the request, that the student has been made aware of the circumstances leading to this recommendation, and confirming that the student's dissertation mentor has been consulted and is in favor of granting the request. The recommendation will be presented to the IBMS COGS, and a vote to approve or disapprove will determine if the requested change in degree objective is to be granted, or if a recommendation to dismiss is to be considered.

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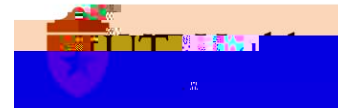
IBMS students who change their degree objective from IBMS Ph.D. to IBMS M.S. are expected to adhere to the following guidelines and procedures:

1. Beginning when the request for change of degree objective is granted, the student must adhere to the timeline for completing the M.S. degree requirements, and coursework and research expectations provided by the student's discipline executive committee.
2. Under no circumstances will the student be allowed to continue for more than 2 additional years to degree conferral. In order to maintain full-time student status on the M.S. track, a student must enroll in _____ ; a total of no fewer than _____ .
3. In general, M.S. students will be expected to complete all coursework established by the discipline for the Ph.D. Plan of Study; exemptions and exceptions may be granted if approved by the discipline's executive committee.



4. The COGS chair will confirm that the student is in satisfactory academic standing.
5. The COGS chair will ensure that all relevant parties are aware of the impending student request. This will include: The student's original mentor; the student's proposed new mentor; the student's Discipline Director; the student's future Discipline Director (if a change in discipline will also be requested); and the GSBS Associate Dean for Student Affairs.
6. In the event that a student wishes to leave the laboratory of a faculty member, but has not yet identified a new Dissertation Mentor/Supervising Professor, the student may request the opportunity to perform 1-2 short laboratory rotations (no more than 4 weeks each) in the laboratories of prospective future mentors. Enrollment in IBMS 5008 is not required.
7. Once a new mentor has been identified, a request for change of mentor must be completed via the IMPACT website.
8. Consideration of the request:
 - The proposed new mentor must 1) be willing to have the student enter his/her laboratory as a full-time Ph.D. trainee; and 2) be financially able to support, for the foreseeable future, the research activities of the student.
 - If all relevant parties are in agreement that the request should be approved, the IBMS COGS chair will grant approval.
 - If, however, all parties involved are not in agreement, the COGS chair will bring the request to the full membership of COGS for their deliberation and advice.
 - Final approval for the change of mentor will be given by the chair of the IBMS COGS and the GSBS Associate Dean for Student Affairs.
9. Financial considerations:
 - Upon approval of the request to change mentors, all financial responsibility for the student will rest with the new Dissertation Mentor/Supervising Professor (*e.g.*, stipend, tuition and fees etc.). Therefore, the financial status of the new mentor (*i.e.*, grant funding and other resources) will be considered by the Dean's office during its deliberations, and the administrative transfer of financial responsibility will be accomplished as soon as possible.
 - If the student requires laboratory rotations prior to requesting a particular faculty member, the Office of the GSBS Dean will be called upon to provide bridge funding until a new mentor is approved.

If an IBMS Graduate Faculty Member serving as the dissertation mentor for an IBMS graduate student takes a position at another university, and is therefore to leave the UTHSA, several possible actions may be taken by the student and the IBMS COGS. The following is a description of the academic options available that the student may request; the financial aspects to this process will include negotiations with the Dean of the GSBS. A checklist of information needed by the Deans office, and should be included with the request, is provided as [Appendix A](#) in this Handbook (or can be obtained from the Assistant IBMS Director).



- a. Student in the first or second year.* A student who has selected a dissertation mentor, but is in the first or second year of the program, and therefore not fully committed to a dissertation project, will likely seek a new IBMS faculty mentor. A simple notification forwarded to the IBMS COGS chair and the student's current Discipline Director is all that is necessary to initiate the change of mentor process. Once receiving such a notification, the IBMS COGS chair should notify the Associate Dean for Students that the change of mentor process has been initiated. The student will request the new mentor via the IMPACT website, following the full mentor selection approval process including the vetting of the faculty member for financial capability. A short laboratory rotation may be desirable prior to assignment of the new mentor, but is not required. If the change of mentor includes a change of discipline affiliation, the student may be required to enroll in additional coursework to satisfy the Plan of Study of the new discipline or the recommendations of the new mentor.

If a student wishes to follow the current dissertation mentor to the new institution, Option 2a or 2b below should be considered.

- a. Student early in research.* This option would most likely involve a third year student who has passed the QE and was recently admitted to candidacy, has not yet submitted a dissertation research proposal, and has made minimal research progress. The student may request a change of mentor as described in Option 1 above, thus beginning a new research project with a new dissertation mentor. If the change in mentor includes a change in discipline affiliation, the student may be required to enroll in additional coursework to satisfy the Plan of Study of the new discipline; the new discipline must determine whether to accept the QE outcome of the original discipline or to require re-examination.

Alternatively, a student may request withdrawal from the IBMS Graduate Program in order to move with the faculty member to the new institution in order to become a student in the new institution.

- b. Student nearing completion of research project.* This two-part option would most likely involve a fourth or fifth year student who has made substantial progress toward completion of the research project and has received approval for the dissertation research proposal and the membership of the Dissertation Supervising Committee. Such a student may therefore wish to retain his/her current dissertation mentor and graduate from the IBMS Graduate Program. *Two possibilities can be considered: i)* The student may complete the research project at the mentor's new institution; *or ii)* The student may complete the research project at the UTHSA. In either case, sufficient documentation must be provided to the IBMS COGS by the dissertation mentor and student to guarantee that all IBMS requirements are met (



financial administrators and GSBS Dean's Office to ensure that necessary financial support



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- d. MD/PhD and DDS/PhD students will be expected, once their graduate studies have commenced, to enroll in all courses required by their discipline that are delineated in a Plan of Study tailored to the needs of the dual degree students.
 - e. Generally, dual degree students are expected to enroll in IBMS 7001 (Qualifying Examination) during the Fall semester of the GS2 year, although,



academic integrity of the institution. The University may discipline a student for academic misconduct as outlined in the UT Health San Antonio and . Academic misconduct may involve misuse of information obtained from any presentations from any individual, hard-



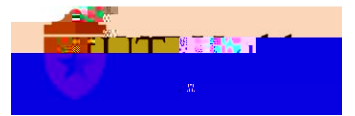


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clinical departments or adjunct faculty from other institutions), a full review of the candidate's application will be performed by the IBMS COGS.

A meeting with the candidate or a research seminar presentation may be required of the candidate,





will document and provide such information as may be requested by the faculty member's department chair for evaluation purposes (*e.g.*, provide such information in the form of letters in support of the promotion and tenure process).



(originally approved 12-18-16)

Every member of the IBMS Graduate Faculty must serve the missions of the graduate program by fulfilling certain responsibilities. Therefore, in order for an individual to continue as a member of the Graduate Faculty, his/her "credentials" must be periodically reviewed for evidence that there is continued capability and willingness of the member to meet the expectations of the program and evidence of service.

Process

The IBMS Graduate Faculty will be reviewed at

. The review of faculty members who have not yet reached their fifth year on the Graduate Faculty will not be reviewed until they reach their fifth year.

the time of a Graduate Faculty member's review, the member will be notified that such a review will take place.

Review will be performed by a committee of peers identified by the IBMS COGS and chaired by the IBMS Program Director; the f(6)3(rs)-1p(air(ir6S)Tf1 0d5(d)7792)-2()-3(t)-4()-3(t)5(h)(e)-14



of a Graduate Faculty appointment will be initially forwarded to the









Discipline
Complete laboratory rotations and select Discipline and Supervising Professor.



We have discussed all the above topics and made the mutually agreed upon additions, specifications and changes.

We acknowledge our joint intention to re-evaluate the compact, the agreed upon milestones and the degree completion date at least once a year throughout the student'



(approved 8-21-2015, revised 4-23-2020)

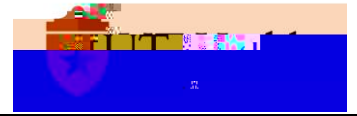


3. In order to meet the minimum rotation requirement, a student must complete: Three 5- or 6-week rotations or one 5- or 6-week rotation plus one 10- or 11-week rotation (permission for the latter option must be obtained from the IBMS 5008 course director). Every student must rotate through at least two different laboratories.
4. Under special circumstances, and with the approval of the IBMS 5008 Course Director and the IBMS Program Director, a student may be allowed to perform an additional rotation at the beginning of the subsequent (Spring) semester. If a student is unable to identify a suitable permanent faculty mentor by the end of the first year, this would be considered a failure to progress in the program and may be grounds for dismissal as determined by the IBMS COGS.

- Grading is based on a system of H (Honors) or S (Satisfactory) or U (Unsatisfactory).

Each five-week rotation will have a value of 1.0 semester credit hour (SCH) and will be graded by the faculty mentor of the rotation. If two five-week periods are combined for a single rotation, this will equal 2 SCH and will be given a single grade.

Faculty rotation advisors



- Citations should be numbered consecutively as they are cited in the text, and references



Department, School, Institution



