Department of Biomedical Sciences
School of Public Health
University at Albany

Graduate Program of Study
PhD and MS Degrees

Academic Year:
2016-2017
Department of Biomedical Sciences Directory

Department Chair
Janice Pata, PhD
Center for Medical Science, Room 2007
150 New Scotland Avenue
Albany, NY 12208
518-402-2595
jpata@albany.edu

Associate Chair
Paul Masters, PhD
Griffin Laboratory
Building 1, Room 217B
5668 State Farm Road
Slingerlands, NY 12159
518-485-6554
paul.masters@health.ny.gov

Departmental Administrator
Anthony Torres
Center for Medical Science, Room 5200
150 New Scotland Avenue
Albany, NY 12208
518-402-2510
atorres@albany.edu
DEPARTMENT OF BIOMEDICAL SCIENCES
Overview of the PhD and MS Degree Programs

The Department of Biomedical Sciences has concentrations in the following research areas: Cancer Biology, Infection & Immunity, Genes & Genomes, Neuroscience, Stem Cells, Drug Discovery & Therapeutics, and Structural Biology. The Department also offers a training program in Biodefense and Emerging Infectious Disease.

The graduate program in Biomedical Sciences (BMS) is highly individualized. The course of study is planned with the assistance of faculty advisors, taking into account the background, interests and professional objectives of each student.

During the first two years, all students take BMS 500 Molecular Cell Biology; BMS 590 Laboratory Rotations in Biomedical Science; BMS 601 Biomedical Science Horizons; BMS 665 Current Literature in Biomedical Science; BMS 670 Responsible Conduct of Scientific Research; and EPI 500 Basic Principles and Methods of Epidemiology (or equivalent). Elective courses are available in areas such as molecular biology, cancer, genetics, immunology, infectious disease, structural biology, and neuroscience.

BMS 500 covers the central processes in cells at the molecular level: DNA replication; RNA transcription and processing; and protein translation, folding, trafficking and degradation. The course provides a historical perspective as well as using examples from the current literature. An emphasis is placed on the research methods used to study these processes.

BMS 590 is taken in the first semester by all students, regardless of previous laboratory experience. The aims of the laboratory rotations are: (1) to aid the student in selecting a mentor for their graduate research, (2) to introduce the student to a variety of laboratory techniques and principles, and (3) to allow the student to interact with faculty from varied disciplines within the Department. All students complete a minimum of two rotations under two different mentors.

BMS 601 is a multi-disciplinary introduction to fundamental principles of the biomedical sciences focusing on the molecular basis of human disease. The course integrates basic sciences and genomic-scale technology so that students gain an understanding of how bench science leads to improvements in public health. Students will also become familiar with grant writing and with presenting and critiquing scientific papers.

BMS 665 is a “journal club” where current research papers are presented and discussed. Participation starts in the spring of the first year, when students in the PhD program take the “QEI” journal club, which is designed to prepare students for Part I of the Qualifying Exam (taken at the end of the first academic year, see below). MS students may also take the QEI journal club. In subsequent semesters students choose from separate sections of the course, which focus on research publications relevant to each of the different concentrations in the Department.
BMS 670 is aimed at promoting a better recognition of the values underlying the ethical performance of science. Case studies on topics such as data management, authorship, peer review, conflict of interest, use of animals in research, human subjects in research, and policies on misconduct will be discussed.

EPI 500 covers the principles and methods of epidemiologic investigation, including describing the patterns of illness in populations and research designs for investigating the etiology of disease. The course, or an equivalent, is required of all students in the School of Public Health.

The following elective courses are offered by the Department and may be taken by any student, in consultation with the academic mentor.

- BMS 506 Introduction to Immunology 2cr
- BMS 514 Cellular and Molecular Immunology 3cr
- BMS 552 Biocoeology of Vector-borne Diseases 3cr
- BMS 555 Biodefense Sciences 1cr
- BMS 556 Biodefense Laboratory 1cr
- BMS 557 Emerging Infectious Diseases 1cr
- BMS 604 Cellular and Molecular Neuroscience 3cr
- BMS 610 Microbial Pathogenesis 3cr
- BMS 612 Neuroanatomy and Nervous System Disorders 3cr
- BMS 619 Chemical Principles in RNA Biology 3cr
- BMS 622 Cancer Biology 3cr
- BMS 635 Introduction to Structural Molecular Biology 3cr
- BMS 666 Contemporary Topics in Immunology 0-1cr
- BMS 692 Advanced Topics in Biomedical Science 1cr
- BMS 894 Directed Readings in Biomedical Sciences 1-6cr

With mentor approval, students may also take classes offered in other departments at the University at Albany and have the option of cross-registering for graduate level courses at Albany Medical College, Rensselaer Polytechnic Institute and other local colleges. For information on the cross-registration process, visit: http://www.albany.edu/registrar/cross-registration.php.

In addition to formal course work, a strong emphasis is placed on informal instruction and interaction between students and faculty. Much of the advanced training students receive occurs in the research laboratories and through attendance at seminars. Students in both the MS and PhD programs will typically select a mentor by the beginning of the second semester in the Department. PhD students typically complete coursework and are admitted to candidacy for the doctoral degree at the end of the second year. The monthly BMS Research Symposium is attended by all students; doctoral students that have been admitted to candidacy present on their research progress each academic year. Students also complete a research progress report at the conclusion of each semester. This gives the student and the mentor a regular opportunity to discuss the student’s progress and to develop plans for future academic and professional success.
Biodefense and Emerging Infectious Disease Doctoral Training Program

The Department offers focused training in the area of Biodefense and Emerging Infectious Disease (BDEID). The BDEID training program bridges basic biomedical research and public health, with emphasis on the fundamentals of infectious disease and immunology. Practical training is offered in epidemiology, emerging infections, and biodefense science in biocontainment laboratories. Program faculty focus on the areas of pathogen biology and determinants of pathogenesis; animal models of infection and immunity; host response and immunity; epidemiology; natural history and ecology of select agents and diseases; novel therapeutic targets; and development of diagnostic methodologies. Students will be broadly trained to address the challenges associated with understanding the causes of infectious disease.

The BDEID training program has additional course requirements beyond the departmental course requirements mentioned above. Contact the BDEID Program Director for additional information.

Biodefense and Emerging Infectious Disease Program Director
Kathleen McDonough, PhD
David Axelrod Institute, Room 4112
120 New Scotland Avenue
Albany, NY 12208
518-486-4253
kathleen.mcdonough@health.ny.gov
PhD Degree Program Information
PROGRAM LEADING TO THE DOCTOR OF PHILOSOPHY (PhD) DEGREE

Program of Study and Research (60 credits minimum)
http://www.albany.edu/graduatebulletin/biomedical_sciences_phd_degree.htm

The program of study and research toward the PhD degree requires at least three academic years of full-time study and research beyond the baccalaureate, and typically involves five years of full-time study.

1. Required Courses
   1) BMS 500A,B,C: Molecular Cell Biology (6 credits total)
   2) BMS 590: Lab Rotations (3 credits) *
   3) BMS 601: Biomedical Science Horizons (3 credits)
   4) BMS 665: Journal Club **
   5) BMS 670: Responsible Conduct of Scientific Research (1 credit)
   6) EPI 500: Basic Principles & Methods of Epidemiology (3 credits), OR
      EPI 501: Principles & Methods of Epidemiology (3 credits), OR
      equivalent, as approved by the Graduate Academic and Curriculum Committee

* Two rotations with different mentors are required in BMS 590. Each rotation will require a minimum of 10 hours per week in the laboratory. Satisfactory completion of the rotation course will consist of a written report and presentation by the students, and mentor evaluations of the rotation work.

** Must be taken every semester following the first semester, for 0 or 1 credit; can be taken for credit a maximum of three times. First-year doctoral students will participate in BMS 665 QEI Journal Club during the spring semester and then in sections appropriate to their laboratory research in following semesters.

2. Additional courses as approved by advisor. Total course credits needed for the PhD degree: 30 credits.

3. Dissertation Research (BMS898 and BMS899: 30 credits required, combined).
   BMS 898 is taken by students not yet admitted into candidacy for the degree; BMS 899 is required of all students admitted into candidacy for the degree. Students are required to attend the BMS Research Symposium monthly and to complete the Research Progress Report form each semester. http://www.albany.edu/sph/bmsdepartmentforms.php
   Students in candidacy must present on their research progress each academic year as part of the BMS Research Symposium.

Students are encouraged to have selected a research mentor by the beginning of the spring semester of the first year. If a student has not chosen a mentor by the beginning of the spring semester, additional rotations may be completed in the spring semester. Students must select a primary research mentor by the end of the spring semester and must notify the Department by submitting the Mentor Approval Form:
Admission to Candidacy: Students are typically admitted to candidacy by the end of their second year of study, and must be admitted into candidacy by the end of their third year of study. A student is admitted to candidacy for the degree of Doctor of Philosophy upon meeting the following standards:

1. Satisfactory record in coursework, 30 credits minimum.
   
   *A minimum of a B average (3.0) in coursework is required. Students who earn a C+ or lower in any required course must retake the course.*

2. Completion of University residence requirement (a minimum of 7 credits per semester for 2 semesters).

3. Satisfactory completion of the University Research Tool Requirement (see below).

4. Satisfactory completion of both parts of the Qualifying Exam (see below)

Tuition Policy

Doctoral students are eligible to receive tuition scholarships for a period of up to five years, for a maximum of 30 course credits and 30 research credits.

University Research Tool Requirement

Doctoral students must demonstrate proficiency in an approved research tool. This can be accomplished by demonstrating a reading knowledge of a foreign language appropriate for the student’s research, or by demonstrating competency in another relevant research methodology. Alternatives include technique workshops or courses relevant to a student’s research (e.g., microscopy, statistics, computer programming), as approved by the Graduate Academic and Curriculum Committee.

*A written Research Tool Request Form must be submitted to and approved by the Graduate Academic & Curriculum Committee BEFORE the start of the proposed tool.*

http://www.albany.edu/BMSResearchToolRequestforApproval.pdf

Course credits used to fulfill the Research Tool Requirement cannot count towards the 30-credit course requirement.

PhD Qualifying Exam: Parts I AND II (QEI and QEII)

Part I: The Comprehensive Exam. The Qualifying Exam Part I (QEI) is an oral exam taken at the end of May in the first year of study. It is intended to test the candidate's breadth of knowledge in the biomedical sciences, by assessing his/her ability to present and critique a scientific paper. The candidate will choose one of the primary research publication papers that are selected each year by the examining committee. The papers will be representative of the research concentrations in the Department and will draw upon material covered in the first-year courses. **Students will be presented with the papers two weeks prior to the exam; students must notify the QEI committee of**
their choice of paper one week before the exam. In preparing for this exam, students are not permitted to consult with anyone, but may make full use of the scientific literature, including library material and electronic resources. The student will prepare and present a 45-50 minute seminar based on the scientific paper chosen. The QEII committee will test the student’s understanding of all aspects of the paper. Questions may cover any topic necessary for an in-depth understanding of the paper. The oral exam is expected to take 60-90 minutes.

Students on academic probation are not permitted to take QEII. Exceptions to this policy will be reviewed on an individual basis by the Graduate Academic and Curriculum Committee. Students seeking an exception must submit a written request to the committee. Letters of evaluation from all rotation and research mentors must accompany the petition.

The QEII committee will consist of four standing members representing the breadth of research in the Department. In addition, a fifth ad hoc member will attend the exam. The ad hoc member will be selected by the committee and will be an additional representative whose expertise covers the area of the selected paper. This fifth person may vary for each student.

The QEII committee will communicate the results of the exam (Pass, Conditional Pass, Fail) to the student and to the Graduate Academic and Curriculum Committee after all students have completed the exam.

Following the QEII exam, the Graduate Academic and Curriculum Committee will review each candidate's overall progress in the program through the first year, in the context of the QEII result. Passing the QEII is necessary but not sufficient for continuation in the PhD program. Students who conditionally pass the QEII must satisfy all conditions by August 1st. Students who fail QEII but have passed each of their first year courses to the satisfaction of the Graduate Academic and Curriculum Committee will be allowed to retake the exam before the start of the second year. A second failure in the QEII exam, in combination with unsatisfactory progress in course work, will result in dismissal from the PhD program.

MS students will be allowed to take QEII, with permission from the Graduate Academic and Curriculum Committee. Passing QEII would be necessary but not sufficient for acceptance into the PhD program, a decision that would be made by the Graduate Admissions and Recruitment Committee.

**Part II: Defense of Proposal**

Part II of the Qualifying Exam (QEII) is administered by each student’s PhD Dissertation Committee. **The PhD Dissertation Committee must be formed by the start of the 4th semester in the program** and must be approved by the Graduate Academic and Curriculum Committee, following submission of the Dissertation Committee Approval
The Qualifying Exam Part II must be completed by June 30th of the second year of full-time study. Students must adhere to the following deadlines when preparing for the QEII:

**March 1st** – The student must notify the BMS Department office of the date of the oral defense, by submitting the QEII Oral Defense Scheduling Form.

**Two weeks before QEII defense date** – The student must distribute an electronic version of the written proposal to all members of the dissertation committee and to the Department Office.

The Department Office will provide the Dissertation Committee Chair with course grades, laboratory rotation evaluations, and Qualifying Exam Part I results to review with the committee prior to the Qualifying Exam Part II oral defense. At the oral defense, the
student will answer questions on the proposal and on related topics, focusing on (but not restricted to) the student's program area.

The Dissertation Committee will provide a grade of Pass, Conditional Pass, or Fail. A majority of the voting members of the committee must approve the results of the exam. If the student does not satisfactorily pass the exam, the Dissertation Committee will make appropriate recommendations to the Graduate Academic and Curriculum Committee, which may include modifying the proposal, re-taking the oral exam, completing remedial course work, or dismissal from the program.

The results of QEII will be communicated by the Dissertation Committee Chair to the Graduate Academic and Curriculum Committee and to the BMS Department Chair by submitting the QEII defense form to the Department Office: 

If the student receives a Conditional Pass on the exam, the conditions for passing the exam must be satisfied within three months or the student will receive a grade of Fail. If the student receives a grade of Fail, the exam may be re-taken once, at the discretion of the Dissertation Committee, and must be completed within three months.

All students are strongly encouraged to submit proposals for NIH pre-doctoral training awards following completion of the Qualifying Exam Part II.

Dissertation Research and Annual Reviews

The Dissertation Committee will meet regularly with the student throughout the course of his/her dissertation research to evaluate progress and provide advice. These periodic reviews must occur at least annually and be completed by June 30th of each year.

Students must provide a 4-5 page research progress summary to their Dissertation Committee at least one week prior to the annual committee meeting. The summary should be written in the style of an NIH Progress Report*. The report should start with a short introduction to the project and may include figures and/or tables that would help clarify the points made in the report.

* Additional information on NIH progress reports can be found at
http://grants.nih.gov/grants/rpr/index.htm

The student’s progress must be summarized by the Chair of the Dissertation Committee and include the Committee’s evaluation of the student's research progress and ability to communicate in written and verbal formats.

Within two weeks of a Dissertation Committee meeting, a doctoral student progress review form must be submitted to the Graduate Academic and Curriculum Committee. 
http://www.albany.edu/BMSAnnualProgressReview.pdf
The form must be submitted along with: a copy of student’s written progress report and the mentor's summary of the Committee’s evaluation. These reports will become part of the student's academic file.

**Dissertation Defense and Submission of Written Dissertation**

The Dissertation Committee is responsible for evaluating and accepting the final written dissertation and for conducting the student's oral dissertation defense. However, it is the student's responsibility to ensure that the final document submitted to the University is prepared according to Department and University guidelines. Visit [http://www.albany.edu/graduate/dissertation-thesis-submission.php](http://www.albany.edu/graduate/dissertation-thesis-submission.php) for information on University guidelines for submission of the dissertation.

Part of the evaluative process is determination of whether or not the student has produced a body of work that is publishable. As a guide, doctoral students in the Department of Biomedical Sciences typically publish three peer-reviewed publications based on their dissertation research, two of which are first-authored, by the end of their tenure in the program. Acceptance of the dissertation must be approved by a majority of the voting members of the Dissertation Committee, and is subject to the approval of the Department Chair and the Graduate Office.

Students should note the following deadlines for submission of the final dissertation document to the Office of Graduate Studies:

- December 1 – Fall Graduation
- May 1 – Spring Graduation
- August 1 – Summer Graduation

In order to meet these deadlines, the dissertation defense and oral presentation should be scheduled at least two (2) weeks prior to the submission date specified above. **The student must notify the BMS Department Office at least three weeks before the scheduled oral defense** by submitting the Dissertation Seminar and Defense Scheduling Form listing the date, time, location, and title of presentation. [http://www.albany.edu/BMSSeminarDefenseScheduling.pdf](http://www.albany.edu/BMSSeminarDefenseScheduling.pdf)

Following successful completion of the defense, the Dissertation Transmittal form must be signed by the dissertation committee and submitted to the BMS Department Office. [http://www.albany.edu/DissertationTransmittalForm.pdf](http://www.albany.edu/DissertationTransmittalForm.pdf)

The Department will then complete the Recommendation for Conferral of Degree and submit both forms directly to the Office of Graduate Studies, verifying that all requirements for successful completion of the doctoral degree have been fulfilled.
# Program of Study – Doctoral Degree

<table>
<thead>
<tr>
<th>Department Requirements</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester Offered / Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(16 minimum to 19 maximum credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMS 500: Molecular Cell Biology</td>
<td>6</td>
<td></td>
<td>Fall – Year 1</td>
</tr>
<tr>
<td>BMS 590: Laboratory Rotations</td>
<td>3</td>
<td></td>
<td>Fall – Year 1</td>
</tr>
<tr>
<td>BMS 601: Biomedical Science Horizons</td>
<td>3</td>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>BMS 665: QEI Journal Club</td>
<td>0-1</td>
<td></td>
<td>Spring – Year 1</td>
</tr>
<tr>
<td>BMS 665: Journal Club</td>
<td>0-2</td>
<td></td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>BMS 670: Responsible Conduct of Research</td>
<td>1</td>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td>EPI 500: Basic Principles and Methods of Epidemiology or EPI 501: Principles and Methods of Epidemiology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (11 minimum to 14 maximum credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective 1</td>
</tr>
<tr>
<td>Elective 2</td>
</tr>
<tr>
<td>Elective 3</td>
</tr>
<tr>
<td>Elective 4</td>
</tr>
<tr>
<td>Elective 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer credits</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total course credits required = 30</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PhD Research Credits (30 total required - combined BMS 898 and BMS 899)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Tool</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Requires pre-approval by GACC</td>
</tr>
</tbody>
</table>

| Total degree credits = 60 |

## Milestones:

- Mentor Approval Form  
  Date submitted: ____________

- QE I (End of first year)  
  Date: ____________

- Dissertation Committee Formed  
  Date: ____________

- QE II (End of second year)  
  Date: ____________

- Research Tool Completed  
  Date: ____________

- Candidacy  
  Date: ____________

13
MS Degree Program Information
PROGRAM LEADING TO THE MASTER OF SCIENCE (MS) DEGREE

Program of Study and Research (36 credits minimum)
http://www.albany.edu/graduatebulletin/biomedical_sciences_ms_degree.htm

The program of study and research toward the MS degree should take 2 years to complete beyond the baccalaureate.

1. Required Courses
   1) BMS 500A,B,C: Molecular Cell Biology (6 credits total)
   2) BMS 590: Lab Rotations (3 credits) *
   3) BMS 601: Biomedical Science Horizons (3 credits)
   4) BMS 665: Journal Club **
   5) BMS 670: Responsible Conduct of Scientific Research (1 credit)
   6) EPI 500: Basic Principles & Methods of Epidemiology (3 credits), OR
      EPI 501: Principles & Methods of Epidemiology (3 credits), OR
      equivalent, as approved by the Graduate Academic and Curriculum Committee

* Two rotations with different mentors are required in BMS 590. Each rotation will require a minimum of 10 hours per week in the laboratory. Satisfactory completion of the rotation course will consist of a written report and presentation by the students, and mentor evaluations of the rotation work.

** Must be taken every semester following the first semester, for 0 or 1 credit; can be taken for credit a maximum of two times.

2. Additional courses as approved by advisor. Total course credits needed for the MS degree: 22 credits.


Students are encouraged to have selected a research mentor by the beginning of the spring semester of the first year. If a student has not chosen a mentor by the beginning of the spring semester, additional rotations may be completed in the spring semester. Students must select a primary research mentor by the end of the spring semester and must notify the Department by submitting the Mentor Approval Form: http://www.albany.edu/BMS_Mentor_and_Assignment_Form.pdf. The research mentor must be approved by the Graduate Academic and Curriculum Committee.

4. Satisfactory completion of a Master's major field examination. This oral exam will be administered by a three-member thesis advisory and examination committee consisting of the student's mentor and two additional faculty members from the BMS Department. The subject matter of this exam will be in the area of the student's proposed
research, based on a written proposal of the planned thesis research project. The proposal (maximum of 6 pages, single-spaced, excluding references) must include specific aims for the project, background and significance of the proposed research, and a brief description of the approach that will be used to achieve the specific aims of the project. Preliminary data are not required or expected. The proposal should be developed in close communication with the mentor. Attention should be paid to the feasibility of completing the proposed research within the timeframe of the Master’s program. The outcome of the oral exam will be based on the student’s understanding of the scientific basis for the proposed research. The exam must be taken by September 30th in the second year of full-time study in the Master’s program. The exam may be retaken once.

5. Satisfactory completion of a written thesis. The thesis has no page limitation and must present specific aims, background and significance, experimental designs and methods section, results section, discussion, conclusion, and references. The thesis is reviewed by the Master’s Thesis committee, who will determine if the student understands the work done, interprets the results objectively, and can communicate the science effectively.

6. Satisfactory defense of thesis. The candidate will present an open oral seminar based on thesis research and defend his/her work in a closed meeting of the thesis committee. The student must notify the BMS Department Office at least three weeks before the scheduled oral defense by submitting the Thesis/Dissertation Seminar and Defense Scheduling Form and providing the date, time, location, and title of presentation. 

http://www.albany.edu/BMSSeminarDefenseScheduling.pdf

7. Candidates must maintain a minimum of a B average.

Students who earn a C+ or lower in a departmental required course must retake the course.
### Program of Study – Masters Degree

<table>
<thead>
<tr>
<th>Department Requirements</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester Offered / Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(16 minimum to 18 maximum credits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMS 500: Molecular Cell Biology</td>
<td>6</td>
<td></td>
<td>Fall – Year 1</td>
</tr>
<tr>
<td>BMS 590: Laboratory Rotations</td>
<td>3</td>
<td></td>
<td>Fall – Year 1</td>
</tr>
<tr>
<td>BMS 601: Biomedical Science Horizons</td>
<td>3</td>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>BMS 665: Journal Club (0/1 credit each semester)</td>
<td>0-2</td>
<td></td>
<td>Start Spring Year 1</td>
</tr>
<tr>
<td>BMS 670: Responsible Conduct of Research</td>
<td>1</td>
<td></td>
<td>Fall – Year 2</td>
</tr>
<tr>
<td>EPI 500: Basic Principles and Methods of Epidemiology or EPI 501: Principles and Methods of Epidemiology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Electives (4 minimum to 6 maximum credits)

| Elective 1 | | |
| Elective 2 | | |
| Elective 3 | | |
| Transfer credits | | |

**Total course credits required = 22**

<table>
<thead>
<tr>
<th>BMS 699: MS Thesis Research Credits (14 total required)</th>
<th></th>
</tr>
</thead>
</table>

**Total degree credits = 36**

### Milestones:

- Mentor Approval Form submitted: ____________________________ (date)
- Thesis Committee formed: ________________________________ (date)
- Major Field Exam: ________________________________ (date)
Academic Policies and Procedures
ACADEMIC POLICIES and PROCEDURES

Academic Standards

All students are expected to remain in good academic standing during the course of their study, i.e. maintain at least a B average and obtain a grade of satisfactory (S) in all credit requirements applicable to the graduate degree.

A student whose record falls below these standards will, at the discretion of the Department, either be placed on probation or dismissed. Students on probation are conditionally allowed to continue in the Department program for a limited time period in order to achieve good academic standing and are expected to obtain at least a B or S grade in all of their courses. A student whose record falls below acceptable standards or whose performance otherwise indicates a lack of ability or effort needed to succeed in the graduate program may at any time be denied permission for further study.

Note the following University policy:

“The candidacy of graduate students who receive a grade of U in a required seminar or research course, in a practicum, student teaching course, internship, field course or similar application course, on a thesis, or in a dissertation course, is terminated unless an exception is recommended for compelling reasons by their department or school, and they may not register for further study unless they are later reinstated. Under certain conditions, and with the recommendations of the student's major department, such a student may apply to the Dean of Graduate Studies for reinstatement, but ordinarily at least one session must intervene before a reinstatement.”

See the Academic Standards section of the Graduate Bulletin for additional information.  
http://www.albany.edu/graduatebulletin/admission_graduate_requirements.htm

Probation

Students on probation are conditionally allowed to continue in the program for a limited period of time in order to correct a deficiency in their record (e.g., grade problem, failure to complete qualifying exams or admission to candidacy requirements in a timely manner, etc.). The probationary period usually lasts for at least one semester and, depending upon the student's progress, may be extended for up to one year. All deficiencies must be corrected before probation ends. A student on probation may have their University stipend and/or tuition scholarship withdrawn at any time.

Academic Integrity

Academic dishonesty (e.g., plagiarism, cheating on examinations, falsification of data, etc.) is unacceptable and will not be tolerated. Any student who violates academic integrity standards will automatically be placed on disciplinary probation for at least one
semester. For violations associated with a course, the student may be required to retake the course at his/her own expense. Depending on the severity of the violation, the student’s stipend and/or tuition may also be revoked, or the student dismissed from the program. A report describing the violation and recommended sanctions imposed will be placed in the student’s file, and a copy of the form will be distributed to the student’s mentor and thesis committee members, the Dean of the School of Public Health, and the Office of Graduate Studies.

University policy states the following:

“If a faculty member informs the student that he or she will receive a failing grade in the course or other academic exercise as a result of academic dishonesty, the student receiving such penalty will not be permitted to withdraw from the course unless the grievance process or Office of Conflict Resolution and Civic Responsibility rules in favor of the student. Students who feel they have been erroneously penalized for an academic integrity infraction or who think that a penalty is inappropriate may grieve these issues through procedures developed for each college, school, program, or department of the University. Copies of the procedures are maintained in the School and College Deans’ Offices or on their respective websites. A copy of the disposition of any grievance arising in matters of academic dishonesty will be attached to the Violation of Academic Integrity Report filed in the Office of the Vice Provost for Undergraduate Education or the Dean of Graduate Studies.”

Detailed information on the University’s definitions and policies on academic dishonesty can be found in Community Rights and Responsibilities, a University at Albany publication, found online at http://www.albany.edu/judicial/conduct.shtml.

**Code of Conduct**

The Department of Biomedical Sciences expects that all students will understand and adhere to the University at Albany Code of Conduct as detailed in the Community Rights and Responsibilities handbook.

http://www.albany.edu/studentconduct/community_rights_and_responsibilities.php

The Community Rights and Responsibilities handbook states the following:

“Community Rights and Responsibilities is the official code of conduct for students outlining the expectations to which all our students are held. The University has formulated this code of standards and expectations, consistent with its purpose as an educational institution. These regulations and the procedures for their enforcement apply to all student conduct and behavior. Students should become familiar with this document, as it is important to understand that the freedom that is afforded to you as a member of this community comes with an associated responsibility.”
**Reasonable Accommodations**

Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning or psychiatric disabilities. If you believe you have a disability requiring accommodation in this class, please notify the Director of the Disability Resource Center (Campus Center 137, 442-5490) at the start of the semester. That office will provide course instructor(s) with verification of your disability, and will recommend appropriate accommodations. More information can be found at: [http://www.albany.edu/disability/index.shtml](http://www.albany.edu/disability/index.shtml).