



**Physiology Graduate Program  
Handbook of Procedures and Guidelines**

*Department of Physiology*  
*Graduate School of Biomedical Sciences*  
The University of Texas Health Science Center at San Antonio

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## Table of Contents

OVERVIEW .....	4
REQUIREMENTS FOR ADMISSION .....	4
THE COMMITTEE ON GRADUATE STUDIES (COGS) .....	5
PROGRAM FACULTY AND MEMBERSHIP .....	5
REQUIRED COURSES/COURSE DESCRIPTIONS .....	6
Molecular, Cellular, and Integrative Physiology Track (MCIP) .....	6
Membrane Biology and Cellular Signaling Track (MBCS) .....	10
FULL-TIME STATUS .....	13
ADDING/DROPPING COURSES/REFUNDS .....	13
STIPEND SUPPORT .....	13
GRADING SYSTEM .....	13
ACADEMIC STANDING .....	14
LABORATORY ROTATIONS .....	14
DEPARTMENTAL SEMINARS AND ROUNDTABLE LUNCHESES .....	14
SEMI-ANNUAL PROGRESS REPORTS .....	14
QUALIFYING EXAMINATION .....	15
ADMISSION TO CANDIDACY .....	17
THE SUPERVISING COMMITTEE AND APPROVAL OF THE DISSERTATION PROPOSAL ...	17
GUIDELINES FOR THE DISSERTATION PROPOSAL .....	18
REGISTRATION FOR DISSERTATION .....	20
PROCEDURE FOR DISSERTATION FORMATTING .....	20
GUIDELINES FOR PLANNING YOUR GRADUATION .....	20
FINAL ORAL EXAMINATION .....	21
FINAL ACTION OF THE COMMITTEE ON GRADUATE STUDIES .....	21
PROCEDURE FOR DISSERTATION COPYING, BINDING AND MICROFILMING .....	22
CLEARANCE PROCESS .....	22
MISCELLANEOUS .....	22
Travel Support to Graduate Students: .....	22
Library Copy Cards .....	23

MASTER OF SCIENCE IN PHYSIOLOGY..... 23

    Option 1 - Required Courses (M.S. Student)..... 23

    Option 2 - Required Courses/Course Descriptions (M.S. K-12 Teachers) ..... 24

    Qualifying Examination ..... 26

    Admission to Candidacy..... 26

    Supervising Committee ..... 26

    Registration for Thesis..... 26

    Guidelines for Planning for Graduation ..... 27

APPENDIX I – Committee Memberships..... 28

APPENDIX II - Semi-Annual Reports..... 29

## **OVERVIEW**

The University of Texas Health Science Center at San Antonio (UTHSCSA), Department of Physiology, Ph.D. Graduate Program is designed to provide students with the academic, experimental, and technical skills to enable them to successfully pursue careers in physiology. The purpose of this program is to produce physiologists who are qualified to conduct independent research and train students in physiology and health sciences.

This handbook is designed to guide a student through his/her academic career. Further details of the basic procedures and regulations of the Biomedical Graduate School at UTHSCSA are found in the UTHSCSA Catalog, which can be found on-line at [http://studentservices.uthscsa.edu/GI\\_catalog.aspx](http://studentservices.uthscsa.edu/GI_catalog.aspx).

The Physiology Handbook and the UTHSCSA Catalog is not intended to nor does it contain all regulations that relate to students. The provision of the Handbook and Catalog does not constitute a contract, express or implied, between any applicant, student or faculty member and UTHSCSA. UTHSCSA reserves the right to withdraw courses at any time, and to change fees, tuition, calendar, curriculum, degree requirements affecting students. Changes will be effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

## **REQUIREMENTS FOR ADMISSION**

Applicants are required to have a minimum of a Bachelor's degree. Applicants should have received credit for courses taken in:

Biology	2 yrs as required for science majors
Chemistry	1 yr organic and inorganic chemistry; analytical and physical chemistry are recommended
Physics	1 yr Mathematics
Mathematics	Minimum of 1 semester of calculus

\* courses should include laboratory experience

All applicants must take the Graduate Record Examination (GRE) and all international applicants must take the Test of English as a Foreign Language (TOEFL). The GRE must be taken within the last 5 years and the TOEFL within the last 2 years. The minimum required scores for the TOEFL are 560 for the paper test, 220 for the computer test, and 68 for the internet test. The mean combined (verbal + quantitative) GRE score for the incoming class of doctoral students for Fall 2007 was 1240 and the mean GPA was 3.44.

## **THE COMMITTEE ON GRADUATE STUDIES (COGS)**

The Committee on Graduate Studies (COGS) administers the Graduate Program in Physiology. This committee is comprised of members of the physiology graduate faculty and one student representative. The COGS is responsible for coordinating activities in the physiology program, responsibilities include, but are not limited to, defining the curriculum, establishing procedures, assigning of Supervising Professors, evaluating students, and other pertinent policy matters. Meetings are held on the first Wednesday of every month and special meetings can be called at the discretion of the COGS chair.

This committee is composed of 7 voting members and 2 non-voting, ex-officio members (Appendix I). Of the 7 voting members 1 is a student and 6 are faculty. COGS members are elected by the Physiology graduate faculty; with two faculty members elected each year to serve a three year term. Every other year, one of the two newly elected members will be selected by the Physiology graduate faculty to serve as Chair-elect; this member will serve as Chair of COGS during the final two years of their term. The student member is chosen by the graduate students of the program and serves for one year. The student representative participates in all activities of the Committee except in evaluation of students in the graduate program.

The Chair of COGS is designated as the Graduate Advisor and is responsible for making decisions in accordance with established program policy. These decisions include the following: approval of rotation assignments, approval of course substitutions, advancement to candidacy, placement of students onto academic probation, and lifting of probation when students complete remedial requirements. It is the responsibility of the Chair to keep the committee informed of the status of all graduate students. The Chair should seek a majority vote of committee prior to any of the following: recommending dismissal of a student from the program, granting unprecedented course substitutions, establishing new policies, denying petitions, assigning students permanently to Supervising Professors, granting a change of Supervising Professor, or waiving any program requirements.

## **PROGRAM FACULTY AND MEMBERSHIP**

It is understood that membership in the Physiology Graduate Program and designated tracks carries with it the agreement to contribute meaningfully to graduate education in the form of mentoring dissertation or thesis research, serving on research guidance committees, teaching in graduate courses, attending student seminars or other student presentations and/or participating in faculty committees relevant to the physiology graduate program.

To keep the membership in the Physiology Graduate Program and designated tracks current and in agreement with the guidelines of the Graduate School of Biomedical Sciences, each year at the June meeting COGS will consider one-third of the membership of continuation in the program. Any member who, by majority agreement of the members of COGS, has not met the guidelines for the past three years will be notified by the Chair of COGS and asked whether there is interest in continuing membership in the program and, if so, how the guidelines will be met. Failure to reply will be taken as a lack of continuing interest. Reconsideration of those faculty so notified will take place the following June.

For the initial three years, reviews will be of the top, middle and bottom thirds (alphabetically) of the current members of the program, excepting those who had been members for less than three years. Thereafter, each member of the program will be reviewed for continuation in the program every three years.

## **REQUIRED COURSES/COURSE DESCRIPTIONS**

The Department of Physiology has two tracks: the Molecular, Cellular, and Integrative Physiology (MCIP) track and the Membrane Biology and Cell Signaling (MBCS) track. Research and learning under both tracks are entirely in keeping with the principal focus of the Physiology Program. Both are based on integrating understanding of protein and cellular function from the molecule to the whole animal. During Fall Semester I, prior to registering for spring classes, students must then select a track.

### **Molecular, Cellular, and Integrative Physiology Track (MCIP)**

Track Co-leaders: Glenn Toney, Ph.D. and Mark Shapiro, Ph.D.

#### **Fall Semester I:**

#### **INTD 5000 Fundamentals of Biomedical Sciences**

10 Credit Hours

Course Director: James Roberts, Ph.D., Department of Pharmacology

This is a core course covering the fundamentals of biochemistry, molecular biology, cell biology, microbiology, immunology, and organismal & systems biology. The course is designed for first year graduate students matriculating into the integrated, multidisciplinary graduate program.

#### **Spring Semester I:**

#### **PHYL 5045 Mammalian Physiology**

4 Credit Hours

Course Director: John Johnson, Ph.D.

This course is designed to provide a broad and in-depth survey of the major organ systems, including cardiovascular, respiratory, renal, gastrointestinal, and endocrine physiology. Lecture material is enhanced by supplemental discussion of research literature encompassing molecular biology, integrative function, and pathophysiological implications.

#### **PHYL 5080 Experiments in Physiology I**

1 Credit Hour

Course Director: Lynette Daws, Ph.D.

This course is designed to provide exposure to the broad range of experimental techniques employed in modern biomedical research, as well as writing and problem solving skills that are critical in research. Practical demonstrations are used to illustrate how the application of these techniques helps in advancing our current understanding of cellular physiology.

**PHYL 5081 Experiments in Physiology II**

1 Credit Hour

Course Director: Jeremiah Herlihy, Ph.D.

Laboratory experiences which are integrated with the physiological concepts encountered PHYL 5045 & 5080.

**PHYL 6090 Seminar**

1 Credit Hour

Course Director: Benjamin Eaton, Ph.D.; Co-Director: Gregory Macleod, Ph.D.

This course includes reports of student research and group discussions by students and staff.

*PHYL 6090 is required of all students each Fall and Spring semester.*

**PHYL 6097 Research**

2 Credit Hours

**Fall & Spring Semester II:**

**PHYL 6091 Selected Topics in Physiology (2 Credit Hours)**

At least two courses selected from among the following:

PHYL 6091-01: Cardiovascular

Course Director: John Johnson, Ph.D.

PHYL 6091-03: Cell Biology in Neural Science

Course Director: Glenn Toney, Ph.D.

PHYL 6091-04: Endocrine and Metabolism

Course Director: James Nelson, Ph.D. and Peter Hornsby, Ph.D.

PHYL 6091-05: Molecular Physiology

Course Director: Robert Brenner, Ph.D.

PHYL 6091-07: Ion Channels in Disease

Course Director: TBD

Courses that may be substituted for one of these selections:

INTD 5040: Fundamentals of Neuroscience I: Molecular, Cellular & Developmental Neuroscience (4.0 Credit Hours)

INTD 5043: Fundamentals of Neuroscience II: Systems Neuroscience (4.0 Credit Hours)

CSBL 6048 Biology of Aging (3.0 Credit Hours)

\*Not all selected topics are offered each semester, please discuss with Academic Coordinator for more details. Substituted courses in conflict with Physiology course schedule will require approval from COGS.

**INTD 6002 Ethics in Research**

0.5 Credit Hours

Course Director: Joel Baseman, Ph.D.

This course will deal with topics relevant to ethics in scientific research. The course will be taught on a "case study" basis, dealing with real and hypothetical situations relevant to the conduct of scientific research. Topics discussed will include, but will not be limited to: data management, peer review, recognizing scientific misconduct, authorship and The University of Texas regulations relevant to human and animal research.

**PATH 5021 Introduction to Biostatistics 3 Credit Hours**

Course Director: Lance McMahon, Ph.D.

Emphasis is upon application of statistical methods to biological problems. Topics include descriptive statistics, probability, hypothesis testing and estimation.

**OR**

**CSBL 5095 Experimental Design & Data Analysis**

2 Credit Hours

Course Director: William Morgan, Ph.D.

The purpose of this course is to provide an introduction to experimental design and statistical analysis. The emphasis of the course will be on the selection and application of proper tests of statistical significance. Practical experience will be provided in the use of both parametric and nonparametric methods of statistical evaluation. Among the topics to be covered are: data reduction, types of distributions, hypothesis testing, scales of measurement, chi square analysis, the special case of the comparison of two groups, analysis of variance, a posteriori multiple range tests, tests of the assumptions of parametric analyses, advanced forms of the analysis of variance, linear regression and correlation analysis.

**PHYL 6071 Supervised Teaching**

1 Credit Hour

Each student is expected to participate in the teaching program of the Department of Physiology for a minimum of one semester: one semester hour of credit per semester of teaching, while enrolled in Supervised Teaching. The student will receive a grade from the faculty member(s) who serves as the Director of the course to which the student is assigned.

**PHYL 6097 Research**

**PHYL 7099 Dissertation**

## TYPICAL COURSE SCHEDULE (Molecular, Cellular, and Integrative Physiology Track)

### *Fall Semester 1*

INTD 5000 – Fundamentals of Biomedical Sciences (10 credit hours)

### *Spring Semester 1*

PHYL 5041 – Mammalian Physiology (4 credit hours)

PHYL 5080 – Experiments in Physiology I (1 credit hour)

PHYL 5081 – Experiments in Physiology II (1 credit hour)

PHYL 6090 – Seminar (1 credit hour)

PHYL 6097 – Research (2 credit hours)

### *Summer Semester 1*

PHYL 6097 – Research (6 credit hours)

### *Fall Semester 2*

CSBL 5095- Experimental Design & Data Analysis (2 credit hours)

**OR** PATH 5021 - Introduction to Biostatistics (3 credit hours) **(BOTH OFFERED FALL ONLY)**

PHYL 6091 - Selected Topics in Physiology (2 credit hours)

PHYL 6090 - Seminar (1 credit hour)

PHYL 6097 - Research (4 credit hours with CSBL and 3 credit hours with PATH)

### *Spring Semester 2*

INTD 6002 – Ethics in Research (0.5 credit hour) **(OFFERED SPRING ONLY)**

PHYL 6091 - Selected Topics in Physiology (2 credit hours)

PHYL 6071 – Supervised Teaching (1 credit hour)

PHYL 6090 – Seminar (1 credit hour)

PHYL 6097 – Research (4.5 credit hours)

### *Summer Semester 2*

PHYL 6097 – Research (6 credit hours)

### *Remaining Semesters*

PHYL 6090 – Seminar (1 credit hour)

PHYL 7099 – Dissertation (8 credit hours)

OTHER - Selected topics in physiology or coursework in other departments, as desired by mentor.

Membrane Biology and Cellular Signaling Track (MBCS)

Track Co-leader: James Stockand, Ph.D. and Jean Jiang, Ph.D.

Fall Semester I:

**INTD 5000 Fundamentals of Biomedical Sciences**

10 Credit Hours

Course Director: James Roberts, Ph.D., Department of Pharmacology

This is a core course covering the fundamentals of biochemistry, molecular biology, cell biology, microbiology, immunology, and organismal & systems biology. The course is designed for first year graduate students matriculating into the integrated, multidisciplinary graduate program.

**Spring Semester I:**

**Choose from an approved list of Fundamentals courses from GSBS:**

4 Credit Hours

**PHYL 5080 Experiments in Physiology I**

1 Credit Hour

Course Director: Lynette Daws, Ph.D.

This course is designed to provide exposure to the broad range of experimental techniques employed in modern biomedical research, as well as writing and problem solving skills that are critical in research. Practical demonstrations are used to illustrate how the application of these techniques helps in advancing our current understanding of cellular physiology.

**PHYL 5081 Experiments in Physiology II**

1 credit hour

Course Director: Jeremiah Herlihy, Ph.D.

Laboratory experiences which are integrated with the physiological concepts encountered PHYL 5045 & 5080.

**PHYL 6090 Seminar**

1 Credit Hour

Course Director: Benjamin Eaton, Ph.D.; Co-Director: Gregory Macleod, Ph.D.

This course includes reports of student research and group discussions by students and staff.

*PHYL 6090 is required of all students each Fall and Spring semester.*

Fall and Spring Semester II:

**INTD 6043-Membrane Proteins**

2 Credit Hours

Course Director: Bruce Nicholson, Ph.D.

The objective is to provide a broad view, allowing for in depth consideration in selected areas, of the structure and diverse functions of proteins within a membrane environment. Specific topics covered will include: ion selective channels (e.g. K<sup>+</sup>, Na<sup>+</sup>, and Ca<sup>++</sup> channels), and the basis of selectivity consistent with high flux rates, gating, and other forms of regulation; large membrane pores (e.g. gap junctions, VDAC, P2Y, porins, translocons), their selectivity features, regulation,

and physiological functions; membrane transporters (amino acid, neurotransmitter, glucose, aquaporins), their mode of function and regulation; membrane pumps (proton, ATPases, etc.) and the effects of lipids on membrane protein function; membrane receptors (GABA, Ach, etc.); membrane fusion events in membrane trafficking.

### **BIOC 6043-Cellular Signaling Mechanisms**

2 Credit Hours

Course Director: Jean Jiang, Ph.D.

The objective of this course is to provide comprehensive treatment of the exploration of genes and proteins through molecular biological techniques tailored towards experimental biochemistry. Topics to be covered include: basic enzymology; methods of enzyme characterization including kinetics, protein-ligand binding equilibrium studies, the physiological significance of multisite enzymes; the theory and practice of PCR including real-time PCR, PCR mutagenesis, and clone construction by PCR; problems in the preparation of large quantities of recombinant proteins in *E. coli*; site-specific and saturation mutagenesis; the bioinformatics of protein families; and molecular genetic systems used to explore gene expression and protein interactions in bacteria, yeast, *Drosophila*, and mammals.

### **INTD 6002 Ethics in Research**

0.5 Credit Hours

Course Director: Joel Baseman, Ph.D.

This course will deal with topics relevant to ethics in scientific research. The course will be taught on a "case study" basis, dealing with real and hypothetical situations relevant to the conduct of scientific research. Topics discussed will include, but will not be limited to: data management, peer review, recognizing scientific misconduct, authorship and The University of Texas regulations relevant to human and animal research.

### **PATH 5021 Introduction to Biostatistics**

3 Credit Hours

Course Director: Lance McMahon, Ph.D.

Emphasis is upon application of statistical methods to biological problems. Topics include descriptive statistics, probability, hypothesis testing and estimation.

**OR**

### **CSBL 5095 Experimental Design & Data Analysis**

2 Credit Hours

Course Director: William Morgan, Ph.D.

The purpose of this course is to provide an introduction to experimental design and statistical analysis. The emphasis of the course will be on the selection and application of proper tests of statistical significance. Practical experience will be provided in the use of both parametric and nonparametric methods of statistical evaluation. Among the topics to be covered are: data reduction, types of distributions, hypothesis testing, scales of measurement, chi square analysis, the special case of the comparison of two groups, analysis of variance, a posteriori multiple range tests, tests of the assumptions of parametric analyses, advanced forms of the analysis of variance, linear regression and correlation analysis.

### **PHYL 6071 Supervised Teaching**

1 Credit Hour

Each student is expected to participate in the teaching program of the Department of Physiology for a minimum of one semester: one semester hour of credit per semester of teaching, while enrolled in Supervised Teaching. The student will receive a grade from the faculty member(s) who serves as the Director of the course to which the student is assigned.

**PHYL 6097 Research**

**PHYL 7099 Dissertation**

TYPICAL COURSE SCHEDULE (Membrane Biology and Cellular Signaling Track)

***Fall Semester 1***

INTD 5000 – Fundamentals of Biomedical Sciences (10 credit hours)

***Spring Semester 1***

TBD – Interdisciplinary Fundamentals course of student's choice (4 credit hours)

PHYL 5080 – Experiments in Physiology I (1 credit hour)

PHYL 5081 – Experiments in Physiology II (1 credit hour)

PHYL 6090 – Seminar (1 credit hour)

PHYL 6097 – Research (3 credit hours)

***Summer Semester 1***

PHYL 6097 – Research (6 credit hours)

***Fall Semester 2***

CSBL 5095- Experimental Design & Data Analysis (2 credit hours)

**OR** PATH 5021 - Introduction to Biostatistics (3 credit hours) **(BOTH OFFERED FALL ONLY)**

INTD 6043 – Membrane Proteins (2 credit hours)

PHYL 6090 - Seminar (1 credit hour)

PHYL 6097 - Research (4 credit hours with CSBL and 3 credit hours with PATH)

***Spring Semester 2***

INTD 6002 – Ethics in Research (0.5 credit hour) **(OFFERED SPRING ONLY)**

BIOC 6033 – Cellular Signaling (2 credit hours)

PHYL 6071 – Supervised Teaching (1 credit hour)

PHYL 6090 – Seminar (1 credit hour)

PHYL 6097 – Research (6.5 credit hours)

***Summer Semester 2***

PHYL 6097 – Research (6 credit hours)

***Remaining Semesters***

PHYL 6090 – Seminar (1 credit hour)

PHYL 7099 – Dissertation (8 credit hours)

OTHER - Selected topics in physiology or coursework in other departments, as desired by mentor.

### **FULL-TIME STATUS**

The minimum full time course load for the Fall/Spring semester is 9 hours, and 6 hours for the summer semester. Graduate students are required to maintain full time status until the completion of their graduate studies.

### **ADDING/DROPPING COURSES/REFUNDS**

Students may add courses during official add days as designated by the Registrar's Office each semester. Students are not permitted to add classes to their schedules after the census date, which is the 12<sup>th</sup> class day of the Fall and Spring semesters, or the 7<sup>th</sup> class day of the summer semester.

Through the ninth week of Fall or Spring semester or the seventh week of Summer session, a student who is not on academic probation may drop a course provided the student is passing the course at the time and has the signed approval of the instructor.

100% of tuition and fees will be refunded for courses dropped prior to the census day of the term provided the student remains enrolled in the institution for that term. No refunds will be made for courses dropped following the census day of term unless the student withdraws from the university, the Fee Refund Schedule will be used to determine refund eligibility.

### **STIPEND SUPPORT**

The Graduate School of Biomedical Sciences (GSBS) offers financial assistance in the form of teaching and research assistantships to full-time students admitted to the IMGp doctoral program. The annual stipend will be \$26,000 beginning in the Fall semester of 2008, which will readily cover all living and educational expenses, including tuition and fees. Stipend support is provided by the GSBS in year 1 and by dissertation supervising professors beginning in year 2 of the program. Students may also apply for stipend support from training grants associated with specific areas of research.

### **GRADING SYSTEM**

Credit hours are earned only for the grades **A**, **B**, and **C**. However, all **A** and **F** grades are included in the computation of the grade point average. Grade points are assigned as follows:

A = 4 (above average graduate work)

B = 3 (average graduate work)

C = 2 (below average graduate work)

D = 1 (failing graduate work)

F = 0 (failing graduate work)

Grades **D** and **F** are not acceptable for graduate credit. If a course is repeated, the last grade earned is used in computing the cumulative grade point average.

## **ACADEMIC STANDING**

Students must maintain a minimum 3.0 cumulative grade point average. A student whose cumulative grade point average (GPA) falls below 3.0 will be placed on academic probation. A student remains on academic probation as long as his/her cumulative GPA remains below 3.0. While on probation, a student must maintain a B average in his/her registered courses or may be considered for dismissal by the COGS and/or the Dean. The Chair of COGS notifies the student in writing of the basis for the probation, the requirements to rectify the probation, and the time allotted to complete these requirements (usually one semester). A student on probation may not be admitted to candidacy. COGS may recommend to the Dean of the Graduate School the dismissal of a student at any time for failure to make satisfactory progress. A majority vote of the members of COGS is required for a recommendation of dismissal.

## **LABORATORY ROTATIONS**

As defined by the Integrated Multidisciplinary Graduate Program.

## **DEPARTMENTAL SEMINARS AND ROUNDTABLE LUNCHES**

The Department of Physiology sponsors a weekly seminar series, which features invited guest scientists of high national and international reputation to present their research findings. Because the series covers a diverse range of research topics in the broadly defined area of Physiology, it is of great value to the student's academic development. Each seminar is followed by a Roundtable Lunch, which affords the student an opportunity to interact with the esteemed guest in an informal setting, to discuss science, graduate education, and/or career planning. Student attendance at Departmental Seminars is mandatory, and approximately 6-8 students choose or are chosen to attend roundtable lunches each week.

## **SEMI-ANNUAL PROGRESS REPORTS**

Semi-annual progress reports are due to the Committee on Graduate Studies by April 15 and October 15, each year the student is enrolled in graduate study. See Appendix II. Semi-annual reports should include, but are not limited to, specific aims for the time period, results including methodology, discussion, references, publications/manuscripts, and specific aims for the next six months.

Reports should be sufficiently thorough to permit evaluation of progress but not excessive in length. Copies of figures and tables, with legends, may be appended. The student should pay particular attention to stating hypotheses and whether the experiments described completely test the stated hypotheses. For students with an approved Supervising Committee, the report will be distributed to members of the Committee one week prior to the meeting.

The Committee on Graduate Studies will inform each student whether his/her progress is satisfactory or unsatisfactory twice per year. Should a student's progress be considered unsatisfactory, the Committee on Graduate Studies will identify in what way(s) the student's progress is less than satisfactory and suggest actions the student can take to improve his/her

progress. Satisfactory progress is important because unsatisfactory progress is grounds for dismissal from the program.

## **QUALIFYING EXAMINATION**

Aims: The objectives of the Qualifying Examination are to evaluate the student's understanding of and ability to integrate physiological principles, and to evaluate the research potential of the student, as well as to evaluate a student's progress towards becoming a scientist.

Scheduling of the exam: The examination will be given to doctoral students prior to August 1 after successful completion of the second year of coursework and the Test Committee (Appendix I) will schedule the examination once per year.

The written research proposal will be submitted to the Chair of the Test Committee and the student's Examination Panel (see below) will read the proposal. If the written proposal is judged satisfactory, then the Examination Panel will schedule a date for the student's presentation and examination, typically within six to eight weeks after the written proposal's submission date. **Proposals MUST be submitted prior to May 1.** If the proposal is **late or** deemed insufficient or unsatisfactory, the committee will provide generalized feedback to the student to facilitate editing/rewriting. The revised proposal will be re-submitted with all due haste on a date established by the committee for re-evaluation. Only one **revision/resubmission** will be accepted within an examination period. If the revised proposal **is late or** remains unsatisfactory, then the qualifying examination will be postponed to the following examination period at which time a new proposal will be submitted for evaluation.

Format of the exam: The examination will consist of a written research proposal of no more than 10 pages (references excluded; details on this are given below), in conjunction with a presentation of the proposal, followed by an oral (verbal) examination phase. The written research proposal will be used to measure the student's independent thinking and writing abilities. Thus, significant and specific help from faculty and peers should be restricted. However, the student is free and encouraged to discuss his/her ideas with peers and mentors and to receive generalized criticisms from these sources during the development of the proposal. However, the final proposal must be an independent product of the student. Mentors and students should be guided by the idea that the proposal is the student's, not the mentor's, and the student will have to defend it during the oral examination period.

In general, the line of questioning during the examination phase will be derived from the subject matter of the written research proposal, but the questions may be broad in scope, to allow the committee to evaluate fully the student's knowledge of basic physiological principles. The examination phase will be followed immediately by a closed evaluation phase, during which the examination panel will discuss and evaluate the student's performance.

Composition of the Test Committee and Examination Panel: The Test Committee will administer the Qualifying Examination. The Committee is comprised of four standing members, selected by the Committee on Graduate Studies, from within the Physiology Graduate Faculty.

The four committee members will elect a chairperson amongst themselves. Members of the Test Committee will serve terms of two years, with two members replaced annually.

The Examination Panel is the group of faculty responsible for evaluating the student's written research proposal, and questioning the student during the oral exam phase. Each student's Examination Panel will be comprised of two of the four standing members of the Test Committee, as well as two *ad hoc* members. It is hoped that the *ad hoc* members will have expertise in the area of the student's research proposal. All *ad hoc* members will be chosen by the student and approved by the Test Committee, with at least one *ad hoc* member selected from within the Physiology Graduate Faculty, and at least one from outside the Physiology Graduate Program. It is possible to have additional members of the Test Committee serve as *ad hoc* members of the Examination Panel.

The student's Supervising Professor may **not** serve on that student's Examination Panel, either as a standing or *ad hoc* member. The Supervising Professor may be present during the oral examination phase, but will be excused from the panel's evaluation phase (during which the pass/fail decision is discussed and rendered).

Format of the Research Proposal: The proposal will be written in the format of a National Institutes of Health (NIH) Individual National Research Service Award (NRSA), which is a single-spaced 10-page document, exclusive of references (see PHS publication No. 416-1 for detailed information; <http://grants.nih.gov/grants/funding/416/phs416.htm#forms>). The student may also refer to the GUIDELINES FOR THE DISSERTATION PROPOSAL for instructions on the format and organization of the proposal (p.16 of this Handbook). The Chairman's office also will maintain in-file selected proposals from previous years that have been deemed satisfactory. Students are encouraged also to use this resource.

**The research proposal must include a sub-section (under Background/Significance) that explicitly addresses the biomedical relevance of the proposed research, and its relation to human physiology or disease.**

Attendance of the presentation: All faculty, postdoctoral fellows, and graduate students who wish to attend the oral presentation of the research proposal may do so. Although the Examination Panel may schedule time for the audience to ask questions concerning the presentation, only Examination Panel members will be present for the formal examination.

Pass/Fail and re-examination: The student will pass the Qualifying Examination if no more than one panel member dissents. Only passing and failing grades will be assigned. Conditional pass and pass with remediation will not be allowed; however, one re-examination may be allowed for students that fail. A re-examination of the Qualifying Examination shall be conducted by the Examination Panel as comprised at the time of the initial examination. Re-examination must be completed within 3 months of the original oral examination.

The Chair of the Test Committee will report, by memorandum, the outcome of the examination to the Committee on Graduate Studies. Students who successfully complete the Qualifying Examination may proceed to the dissertation phase of the program.

Following failure of the Qualifying Examination or re-examination, the Committee on Graduate Studies may be petitioned by the student and the student's Supervising Professor to allow a change to the Master of Science Program.

### **ADMISSION TO CANDIDACY**

Recommendation by the COGS that the student be admitted to candidacy requires the following:

1. Satisfactory completion of all required courses;
2. Cumulative GPA of at least 3.0 in all coursework undertaken since matriculation into the program.
3. Report by the Qualifying Examination Committee that the student has passed the written and oral Qualifying Examination.
4. Report by the student's supervising professor that the student has clearly evidenced the potential for productive and independent investigation.
5. Approval of the COGS for admission to candidacy. Form 32 - "Petition for Admission to Candidacy for the Degree of Doctor of Philosophy" to be submitted to the Dean's Office. (*The most recent version of all required forms can be found at <http://www.uthscsa.edu/gsbs/forms.html>.*)
6. Approval of Dean's Office.

### **THE SUPERVISING COMMITTEE AND APPROVAL OF THE DISSERTATION PROPOSAL**

Within six months of successful completion of the Qualifying Examination, the student and supervising professor will recommend to the COGS a Supervising Committee, composed of:

- (a) the supervising professor, designated as Supervising Professor and Chair of the Supervising Committee;
- (b) two (or more) members of the Physiology graduate program faculty;
- (c) one (or more) faculty from outside the program but from within the institution;
- (d) one representative from outside the institution who is an expert in the field of the proposed dissertation.

Once selected, the roster of the student's Supervising Committee must be communicated to and approved by the COGS. The COGS may make recommendations to alter the membership, in consultation with the student and Supervising Professor.

In the months following selection of the Supervising Committee, the student will prepare the Dissertation Research Proposal and submit it to the Supervising Committee, who will review and suggest modifications of the proposal. After the Supervising Committee is satisfied with the form and content of the Proposal, Form 30 - "Recommendation for Approval of Dissertation Research Proposal and Supervising Committee" must be completed and signed by the Supervising Committee (this form can be obtained from the Graduate Academic Coordinator).

These signatures will represent the approval of the Dissertation Proposal by the Supervising Committee. The Supervising Committee may require an oral presentation and defense of the Proposal at their discretion.

The student will then present the Proposal in a session that is open to Physiology program faculty and students. The student will then defend the Proposal before COGS in a closed session, which is attended by the Supervising Professor. The Supervising Professor may not ask or answer questions during the closed session, and the Supervising Professor should not be present when the COGS confers and votes on approval of the Proposal.

Following the open presentation and approval by the COGS, Form 30 will be signed by the Chair of COGS and then submitted along with a computer file of your proposal to the Dean's Office for approval.

## **GUIDELINES FOR THE DISSERTATION PROPOSAL**

All students in the Physiology graduate program are required to submit a dissertation research proposal within one year of passing the qualifying exam, during the spring Student Seminar course. A copy of the dissertation research proposal must be submitted to COGS at least one week prior to the seminar date. The ideas that underlie the proposal are to be developed by the student with the guidance of their Supervising Professor, and the Supervising Professor may edit the proposal. However, the writing of the proposal must primarily represent the work of the student. The student will be required to make an oral presentation of the proposal, followed by a question and answer session, prior to its final approval by COGS.

### Format:

The format of the proposal should follow the format of a typical NIH predoctoral NRSA (PHS 416). That is, it should contain four sections, under the headings: 1) Specific Aims, 2) Background and Significance, 3) Research Design and Methods, and 4) Literature Cited. The first three sections (1-3) of the proposal **must not exceed 10 pages in length**, single-spaced, using a font size of 11 point or larger. **Any proposal that does not adhere to these standards will not be accepted.**

Although there are four required *major* sections in the proposal, the student is strongly encouraged to use sub-headings, where appropriate, to increase readability.

### 1. Specific Aims

This section should begin with a very brief and concise introduction (one paragraph), and description of the goal of the specific 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.

The aims themselves should describe a series of distinct scientific questions to be addressed and answered. The scope of the specific aims should be well focused and it is advisable to avoid proposing one or more specific aims whose rationale depends strongly on the outcome of one of the other aims. **One page is recommended.**

## 2. Background and Significance

Briefly sketch the background leading to the proposed research, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance of the research by relating the specific aims to broad, long-term objectives.

Use this section also to provide an account of your own preliminary studies pertinent to this application.

It is important to note that the purpose of presenting preliminary studies is to demonstrate that you (as the experimenter) are *capable* of carrying out the experiments required to test your hypothesis. If the test of your hypothesis requires that your protein is visible on a Western blot, then you should show one of your own Western blots of your protein. If you will need to record action potentials from neurons in a brain slice, then you should show examples of action potentials you have recorded from a brain slice. *The preliminary data need not test the actual hypothesis.* It only needs to show that, in principle, you will be *able* to test the hypothesis. Remember: your goal for this dissertation proposal is to propose a project that you are capable of completing.

## 3. Research Design and Methods

Describe the conceptual framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Describe any novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

As part of this section, provide a tentative sequence or timetable for the project. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

Although no specific number of pages is recommended for the Research Design and Methods section, be as succinct as possible. **Again, the first three sections (1-3) of the proposal must not exceed 10 pages in length.**

## 4. Literature Cited.

List all references. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication.

While there is not a page limitation on this section, it is important to be concise and to select only those literature references pertinent to the proposed research.

## RESPONSIBILITIES OF THE SUPERVISING PROFESSOR AND SUPERVISING COMMITTEE

Students who do not yet have a Supervising Committee shall summarize their progress in the format described in the Semi-Annual Report section of this Handbook. The student shall meet with the Supervising Professor to review his/her report and to discuss their progress in the program. The Supervising Professor shall evaluate the progress report on the appropriate form

contained in the Appendix II. It is the student's responsibility to provide the Supervising Professor with the form. The student provides a copy of the completed forms to the Supervising Professor and the Chair of COGS. In addition, the Supervising Professor gives a grade of satisfactory or unsatisfactory for research credits taken by the student (PHYL 6097).

The student who has formed a Supervising Committee shall meet with his/her committee at least once every six months. The Supervising Committee has the responsibility of reading and approving the dissertation proposal, supervising the research and evaluating the student's progress, reading and approving the written dissertation, and conducting the final oral defense. The committee must unanimously approve the written dissertation prior to scheduling of the final oral defense.

Research progress is evaluated at the semi-annual meetings of the student with the Supervising Committee. Each semester, a progress report is submitted by the student to each member of the Supervising Committee at least one week before the meeting. After each committee meeting, each member of the Supervising Committee evaluates both the oral presentation and the progress report on the appropriate form contained in the Appendix II. It is the student's responsibility to provide the Committee members with the appropriate form along with the progress report. The student will collect the forms after the meeting, and will provide a copy of the set of completed forms to each member of the Supervising Committee and to the Chair of COGS.

### **REGISTRATION FOR DISSERTATION**

Students in the Ph.D. program may register for the dissertation course (PHYL 7099) only after all of the following actions have been taken:

1. Approval of admission to candidacy for the Ph.D. degree by the Dean;
2. Approval of the dissertation research proposal by the COGS and the Dean

A candidate for the Ph.D. degree must register for the dissertation course for at least two terms. Only one of the terms may be a summer session.

### **PROCEDURE FOR DISSERTATION FORMATTING**

The Graduate School of Biomedical Sciences has transitioned to electronic-only submission of dissertations. A set of guidelines for electronic submission is available on the Graduate School website: [http://gradschool.toolbox.net/files/resource/wa/7a/rsrc/Electronic\\_Instructions.pdf](http://gradschool.toolbox.net/files/resource/wa/7a/rsrc/Electronic_Instructions.pdf). Students are advised to submit a draft of their dissertation ahead of time for review of formatting.

### **GUIDELINES FOR PLANNING YOUR GRADUATION**

Specific key dates for planning your graduation are available in the Graduate Dean's Office. Below are the general guidelines:

- When the Supervising Committee judges the dissertation to be suitable for defense. 3 weeks or more prior to the end of the semester: Submit Form 40: "Request for Final Defense and Oral Examination" with original signatures, an electronic (CD-ROM or USB

drive) PDF copy of your dissertation *draft*, 3 copies of your abstract, and vita to the Graduate Dean's Office. You must obtain an original signature from your outside committee member. No faxes will be accepted.

- Schedule your defense earlier than **two weeks prior to the end of the semester** to this date to allow time for revision to be made to your dissertation/thesis.
- At least one week prior to the end of the semester, submit the **final** version of your dissertation electronically, with **typed names of your committee members on the approval page**. Also submit the signed Form 43: "Report on Final Oral", and the signed paper approval page (100% cotton bond optional), both with original signatures, to the Graduate Dean's Office for approval by the Dean.

A completed "Application for Degree" and "Diploma Name Request" must be filed during the semester in which the candidate expects to graduate. Forms are available in the Dean's Office or the Registrar's Office.

### **FINAL ORAL EXAMINATION**

The Final Oral Examination consists of a public defense of the dissertation, followed by intensive questioning by the Supervising Committee. The final examination will cover the area of the dissertation and related topics. Interested persons may attend the public defense and have the right to question the candidate. After the public defense, the Final Oral Examination continues with an intensive oral examination by the Supervising Committee, which is not open to the public. The outcome of the examination is determined by vote of the Committee members. More than one negative vote constitutes failure of the examination. At the completion of the examination, the Supervising Committee will inform the Committee on Graduate Studies that:

- (a) the student passed the examination and recommends awarding the Ph.D. degree.
- (b) the student failed the examination and recommends
  - (i) a second examination following remedial steps by the student.
  - (ii) termination from the program.

Failure of a second examination will result in dismissal from the program.

### **FINAL ACTION OF THE COMMITTEE ON GRADUATE STUDIES**

The Supervising Professor reports the outcome of the Final Oral Examination to the Committee on Graduate Studies and, when passed, recommends the student be awarded the Ph.D. The Committee on Graduate Studies endorses or rejects the recommendation of the Supervising Committee. When endorsed, the Chair of the Committee on Graduate Studies ensures that all other degree requirements are complete and recommends to the Graduate Faculty Council that the student be awarded the Ph.D. To receive the Ph.D., the recommendation of the Physiology Committee on Graduate Studies must be endorsed sequentially by the Graduate Faculty Council (chairs of the Committees on Graduate Studies), the Graduate Executive Committee (chairs of

basic science departments), the University Executive Committee (president, deans and vice presidents of UTHSCSA) and the UT Board of Regents.

### **PROCEDURE FOR DISSERTATION COPYING, BINDING AND MICROFILMING**

Students may continue to have paper copies of their dissertations bound for their personal use, for their committee, and for the department. One ream of 100% cotton bond paper is provided by the Physiology Department. The department will pay for up to 12 copies of each dissertation. A print shop requisition will need to be completed and then the dissertation taken to print shop for copying. Color copies must be made by either the student or by the front office color printer. The print shop advises that the copy of the dissertation be printed on regular paper in order to avoid jams in the machinery. The following copies of the dissertation are required:

- 1 copy for each committee member – regular copy
- 1 copy for the Physiology Library – regular copy
- 1 copy for the student – 100% cotton bond (optional)

The department will pay binding costs for all committee members, the Physiology library copy, and one copy for the student. All extra binding costs (\$14 extra per bound copy) will be charged to the student. Each Ph.D. student must also pay a \$55 microfilm fee online to UMI, payable with credit card. Microfilm charges do not apply for M.S. students. Along with the paperwork for the bindery service, all other dissertation copies should be taken to the Bindery located on the 2nd floor of the Briscoe Library. Each copy should be placed in an individual labeled envelope (i.e. Tom Smith/Briscoe Library). The binding process can take several months.

### **CLEARANCE PROCESS**

Student must complete two clearance forms: a graduate student clearance form for the Biomedical Graduate School and a Teaching Assistant clearance form for the Department of Physiology. These forms require the student to turn in the ID card, keys and lab coats as well as check for any outstanding student loans, library charges and parking charges.

### **MISCELLANEOUS**

#### **Travel Support to Graduate Students:**

The Department of Physiology/Physiology Graduate Program will grant travel awards to eligible students to present their research at national scientific conferences. Applications for the competitive awards will be evaluated in two cycles: Fall semester (due September 1st) and Spring semester (due February 1st). One award (up to \$1000) will be granted each cycle, for a total of two awards per year.

Eligibility: To be eligible for a Student Travel Award, you must be a student in the Physiology Graduate Program, in good academic standing & be the presenting author on a scientific abstract at the meeting for which you are requesting an award.

To apply, complete the Student Travel Award Application form located on the Physiology website and submit it, along with your current curriculum vitae, to physiologygrad@uthscsa.edu. Your C.V. should include a list of publications, awards, and memberships in scientific societies.

**This award is in honor of Vernon S. Bishop, Ph.D., Chairman of the Department of Physiology 1992 – 2003.**

### Library Copy Cards

The department allows students to receive funds for copying. 2<sup>nd</sup> year students are allowed a maximum of \$60.00 per year and \$40.00 per year thereafter until completion of degree. Copy funding is received in \$20 increments and can be placed on your University ID badge. Please see Academic Coordinator for memo with approval and account number to be taken to the Library Circulation Desk for processing.

### **MASTER OF SCIENCE IN PHYSIOLOGY**

Option 1 - Only under special circumstances may a student enter as a M.S. student or petition to change academic tracks from Ph.D. to M.S. In order to petition to change academic tracks, the student must submit a request to the Chair of COGS explaining the necessity to change academic tracks. If the request is approved by COGS, the student's petition is then forwarded to the Dean's Office for approval.

Option 2 - The Department of Physiology offers a track of graduate study for K-12 science teachers that leads to a Master of Science Degree in Physiology. Classes are held in the evening during the school year and require 21 months to complete.

#### Option 1 - Required Courses (M.S. Student)

##### **PHYL 5041 Mammalian Physiology**

8 Credit Hours

Course Director: John Johnson, Ph.D.

##### **PHYL 5080 Experiments in Physiology**

1 Credit Hour

Course Director: Lynette Daws, Ph.D.

##### **PHYL 6071 Supervised Teaching**

1 Credit Hour

##### **PHYL 6090 Seminar**

1 Credit Hour

Course Director: Benjamin Eaton, Ph.D., Co-Course Director: Gregory Macleod, Ph.D.

##### **INTD 5000 Fundamentals of Biomedical Sciences**

10 Credit Hours

Course Director: James Roberts, Ph.D., Department of Pharmacology

This is a core course covering the fundamentals of biochemistry, molecular biology, cell biology, microbiology, immunology, and organismal & systems biology. The course is designed for first year graduate students matriculating into the integrated, multidisciplinary graduate program.

**INTD 6002 Ethics in Research**

0.5 Credit Hours

Course Director: Joel Baseman, Ph.D.

**PATH 5021 Introduction to Biostatistics**

3 Credit Hours

Course Director: Lance McMahon, Ph.D.

Emphasis is upon application of statistical methods to biological problems. Topics include descriptive statistics, probability, hypothesis testing and estimation.

**OR**

**CSBL 5095 Experimental Design & Data Analysis**

2 Credit Hours

Course Director: William Morgan, Ph.D.

The purpose of this course is to provide an introduction to experimental design and statistical analysis. The emphasis of the course will be on the selection and application of proper tests of statistical significance. Practical experience will be provided in the use of both parametric and nonparametric methods of statistical evaluation. Among the topics to be covered are: data reduction, types of distributions, hypothesis testing, scales of measurement, chi square analysis, the special case of the comparison of two groups, analysis of variance, a posteriori multiple range tests, tests of the assumptions of parametric analyses, advanced forms of the analysis of variance, linear regression and correlation analysis.

**PHYL 6097 Research**

**PHYL 6098 Thesis**

**Option 2 - Required Courses/Course Descriptions (M.S. K-12 Teachers)**

The M.S. Degree Track in Physiology for K-12 teachers requires enrollment in the Fall and Spring semesters of two consecutive school years plus the summer semester between the two school years. Enrollment will be for 6 hours of credit each semester. Completion of 30 credit hours is required for the M.S. Degree.

During the Fall and Spring semesters of each year, students will take courses, which will meet on Tuesdays and Thursdays from 6:00 p.m. to 10:00 p.m. During the summer session between the first and second year, students will engage in research full-time in the laboratories of their faculty mentors. This research activity will include selecting an M.S. thesis project. If necessary, the M.S. Degree research project and thesis may be completed in the second summer after enrollment.

**Year One - Fall Semester**

*PHYL 5021 Cell Structure and Function (4.0 Semester Credit Hours)*

The focus of this course is physiology of the cell. Areas covered include cell structures and their biological roles; characteristics, roles, synthesis, and utilization of proteins, carbohydrates, and lipids in the cell; mechanisms of exchange of materials between cell and environment; and mechanisms of excitability in nerve and muscle cells.

*PHYL 5011 Discovery of Physiological Principles I (2.0 Semester Credit Hours)*

This course includes discussions on historic discoveries and ethical research issues in physiology, development of laboratory skills, analysis of laboratory demonstrations, and participation in laboratory experiments in the areas covered in Cell Structure and Function.

**Year One - Spring Semester**

*PHYL 5024 Organ System Physiology I (4.0 Semester Credit Hours)*

A study of the mechanisms that produce and control the functions of the musculoskeletal, nervous, cardiovascular, and respiratory systems.

*PHYL 5014 Discovery of Physiological Principles II (2.0 Semester Credit Hours)*

This course includes discussions on historic discoveries and ethical research issues in physiology, development of laboratory skills, analysis of laboratory demonstrations, and participation in laboratory experiments in the areas covered in Organ System Physiology I.

**Year One - Summer Semester**

*PHYL 6097 Laboratory Research (6.0 Semester Credit Hours)*

Students participate full-time in laboratory research of a faculty mentor. This research will form the basis of the thesis for the M.S. Degree.

**Year Two - Fall Semester**

*PHYL 5025 Organ System Physiology II (4.0 Semester Credit Hours)*

A study of the mechanisms that produce and control the functions of the renal, gastrointestinal, endocrine, and reproductive systems.

*PHYL 5017 Discovery of Physiological Principles III (2.0 Semester Credit Hours)*

This course consists of laboratory demonstrations and experiments in areas covered in Organ Systems Physiology II and acquisition of skills for analyzing and communicating the results of laboratory research.

**Year Two - Spring Semester**

*PHYL 5026 Physiology in Everyday Life & Medicine (3.0 Semester Credit Hours)*

This course will focus on the physiological principles pertinent to selected issues related to lifestyle, well-being, and disease. Examples of discussion topics include body temperature regulation, exercise, aging, diet, high blood pressure, and diabetes.

*PHYL 6098 Thesis (3.0 Semester Credit Hours)*

Under supervision of the Faculty Advisor and Supervising Committee, the student writes the M.S. thesis and presents the oral defense.

**Year Two - Summer Semester** (if necessary)

If necessary, the student will finish the laboratory research and/or the M.S. thesis.

Qualifying Examination

Not required.

Admission to Candidacy

Recommendation by the COGS that the student be admitted to candidacy requires the following:

1. Satisfactory completion of all required courses;
2. Cumulative GPA of at least 3.0 in all coursework undertaken since matriculation into the program.
3. Report by the students supervising professor that the student has clearly evidenced the potential for productive and independent investigation.
4. Approval of the COGS for admission to candidacy. Form 31 - "Petition for Admission to Candidacy for the Degree of Master of Science" to be submitted to the Dean's Office. (*The most recent version of all required forms can be found at <http://www.uthscsa.edu/gsbs/forms.html>.)*)
5. Approval of Dean's Office.

Supervising Committee

The student will prepare a proposal for the thesis research and submit it to the supervising professor. Instructions for preparation and submission of thesis research should be obtained in the Deans' Office before writing begins. Other faculty members with expertise in the area of the research proposal will be selected by the student and supervising professor to review and modify the proposal. When the Supervising Professor is satisfied, the proposal is submitted to the COGS for approval and presented as a seminar in the Department of Physiology seminar program. Upon approval by the COGS, Form 31 "Petition for Admission to Candidacy" must be completed and turned into the Dean's Office for approval.

The student and faculty will then recommend to the COGS a Supervising Committee composed of:

- (a) the supervising professor, designated as Supervising Professor and Chair of the Supervising Committee;
- (b) two (or more) members of the Physiology graduate program faculty;
- (c) one (or more) faculty from outside the program but from within the institution;

Form 42 - "Composition of Supervising Committee" form must be completed, signed by supervising committee, signed by the Chair of COGS and then submitted along with a computer file of your proposal to the Dean's Office for approval.

Registration for Thesis

Students approved for the M.S. degree may register for the thesis course (PHYL 6098) only after the following actions have been taken:

1. Approval of admission to candidacy for the M.S. degree by the Dean
2. Approval of the thesis research proposal by the COGS
3. Appointment of a Supervising Committee for the thesis research by the COGS

A candidate for the M.S. degree must register for the thesis course for a least one semester before defending.

### Guidelines for Planning for Graduation

Specific key dates for planning your graduation are available in the Graduate Dean's Office. Below are the general guidelines:

- 3 weeks prior to the end of the semester: Submit Form 40: "Request for Final Defense and Oral Examination" with original signatures, and 3 copies of your abstract and vita to the Graduate Dean's Office. You must obtain original signature from your outside committee member. No faxes will be accepted.
- 2 weeks prior to the end of the semester: Schedule your defense prior to this date to allow time for revision to be made to your dissertation/thesis.
- 1 week prior to the end of the semester: Submit the final version of your thesis on 100% cotton bond, the signed Form 41: "Report on Final Oral" and the signed approval page to the Graduate Dean's Office for approval by the Dean.

A completed "Application for Degree" and "Diploma Name Request" must be filed during the semester in which the candidate expects to graduate. Forms are available in the Dean's Office or the Registrar's Office.

APPENDICES

APPENDIX I – Committee Memberships

**Membership of the Committee on Graduate Studies in Physiology**

James Stockand, Ph.D. - Chair  
Holly Van Remmen, Ph.D.  
James Nelson, Ph.D. (Chair-elect)  
Mark Shapiro, Ph.D.  
Rochelle Buffenstein, Ph.D.  
Benjamin Eaton Ph.D.  
Steven Potter, Student representative  
David Weiss Ph.D. - Department Chair, (ex-officio)

**Membership of the Physiology Test Committee**

Benjamin Eaton Ph.D. - Chair  
Mark Shapiro Ph.D.  
Peter Hornsby Ph.D.  
Jeremiah Herlihy Ph.D.

**Molecular, Cellular and Integrative Physiology (MCIP) Track**

Track Co-leaders:  
Glenn Toney, Ph.D. and Mark Shapiro, Ph.D.

**Membrane Biology and Cellular Signaling Track (MBCS) Track**

Track Co-leader:  
James Stockand, Ph.D. and Jean Jiang, Ph.D.

## **APPENDIX II - Semi-Annual Reports**

### **Semi-Annual Progress Report-Ph.D. Graduate Student**

### **Graduate Student Supervising Committee Semi-Annual Progress Report**

Second-Year students without a committee must submit the Semi-Annual Progress Report. Students with a committee must submit BOTH forms: the Semi-Annual Progress Report and the Supervising Committee Progress report.

**Semi-Annual Progress Report-Ph.D. Graduate Student** Name \_\_\_\_\_

To be submitted to Academic Coordinator semi-annually by October 15 and April 15

Describe your research activities of the last six months. Include any hypotheses, methodology, results, references, discussion, publications/manuscripts that you believe are relevant. You may attach figures to this report if desired.

Please list your specific aims for the next six months:

Do you believe that you are on target, i.e., where you should be at this stage in your graduate school experience? (Circle one) Yes No

Supervising Professor's comments on student's progression:

Supervising Professor Signature: \_\_\_\_\_ Date \_\_\_\_\_

If applicable, are you satisfied with the role your committee has played in the past six months? (Circle one) Yes No

If not, please comment:

Graduate Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Graduate Student Supervising Committee Semi-Annual Progress Report**  
To be submitted to Academic Coordinator semi-annually by October 15 and April 15.

Name of Graduate Student: \_\_\_\_\_

Please answer each question and provide comments as you see fit.

Was the student's presentation well-prepared? Yes  No

Did the student's presentation reflect progress? Yes  No

Does the student have a clear plan for the next six months? Yes  No

Does the student have a target date for graduation? Yes  No

Comments and evidence of student's progression:

Signatures of committee members:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

I agree with the above assessment of my performance of the past six months:

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_