UNIVERSITY OF CENTRAL FLORIDA

Graduate Program Handbook - 2024/25

MS Biomedical Sciences Program

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the MS Biomedical Sciences Program.

August 2024 • Burnett School of Biomedical Sciences

Welcome to the Biomedical Sciences Graduate Program at UCF!

We are excited that you have chosen UCF and our Graduate Program to continue your training and education in Biomedical Sciences. We offer a wide range of training opportunities in important areas of biomedical research including Cancer Biology, Cardiovascular Disease, Neurosciences and Infectious Disease and Immunology. In the past years, the Program has grown in the numbers of both students and faculty mentors. Our researchers have also experienced a rapid rise in our funding for impactful research projects, as well as in our reputation for outstanding training of the next generation of Biomedical Scientists. We look forward to having you as an importantpart of our Graduate Student Community.

Griffith Parks, PhD
Director, Burnett School of Biomedical Sciences Director, UCF Biomedical Sciences Graduate ProgramProfessor of Medicine
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Program Coordinator Introduction & Welcome

Welcome to the Burnett School of Biomedical Sciences Graduate Program at the University of Central Florida (UCF)!

This non-thesis graduate program is designed to offer you advanced knowledge in Biomedical Sciences to prepare you for professional careers in medical fields, higher education, and research. The curriculum of the program is comprehensive which includes fundamental and advanced courses in Microbiology, Molecular Biology and Biomedical sciences. The required undergraduate teaching and capstone experience should further your verbal and writing communication skill.

As a new master's student, you will face many new experiences that can be both rewarding and challenging. Coursework will provide a basic grounding in relevant topics, and expectations are for you to go beyond the assigned classroom readings and use your curiosity to build your knowledgebase to support your future career.

The program director, program coordinator, faculty and staff are available to help you succeed in the program. Youare encouraged to interact with your peers and to participate in the intellectual life of the university. You have already made the decision to enter a graduate degree program. This decision commits you to uphold the academic and ethical standards of UCF and the discipline of Biomedical Sciences. If you have any questions or problems, please ask for advice. We are here to help.

We wish you all the best of success during your graduate experience at UCF!

Dr. Saleh Naser,
Associate Director &
Program Coordinator

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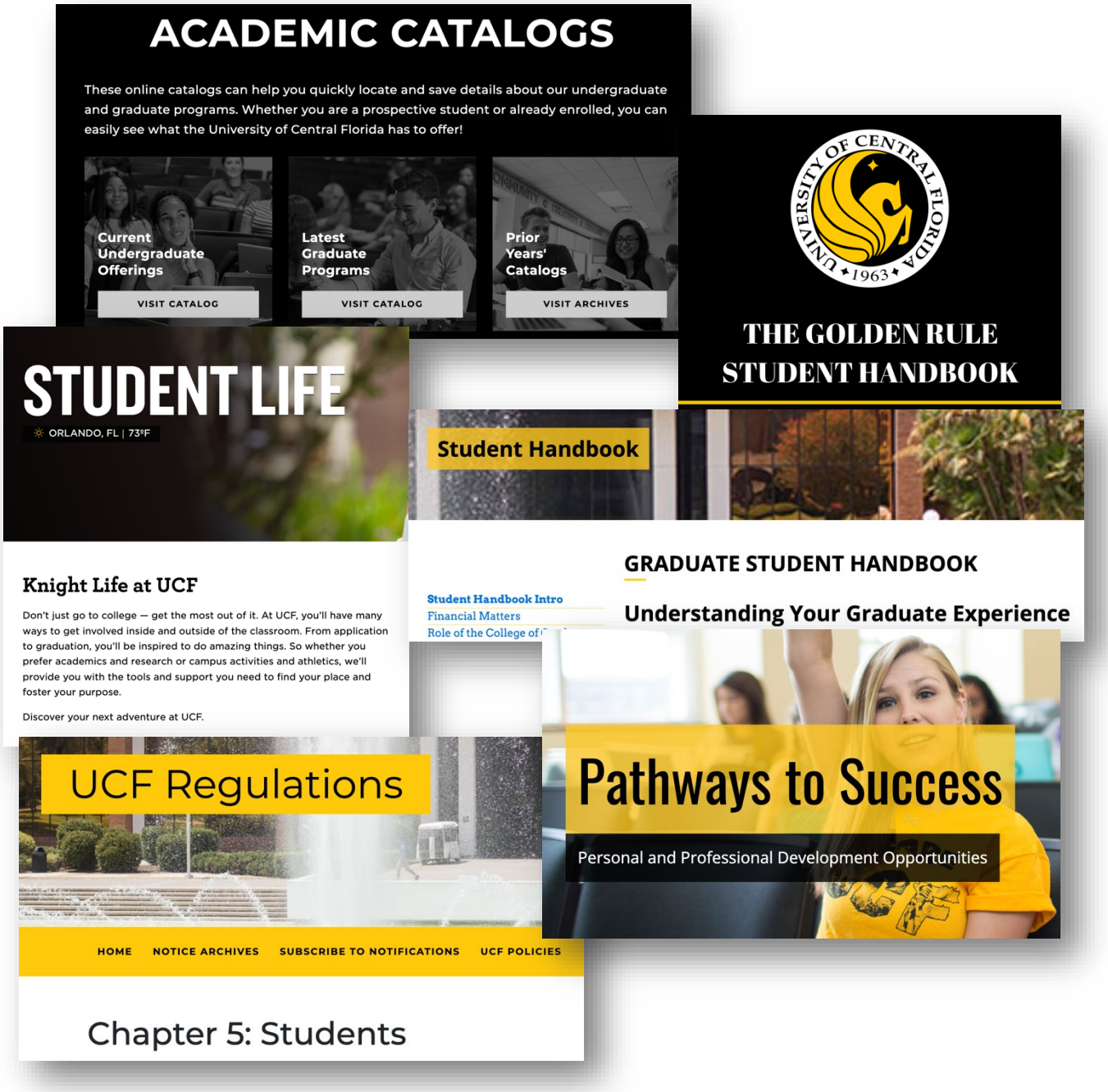
The MS Biomedical Sciences program (non-thesis) reserves the right to make any changes or amendments to the Program/Handbook information, rules, or policies within the students' period of study upon majority approval of the program faculty, director and coordinator.

Navigating Policies and Resources at the University of Central Florida

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at the University of Central Florida.



How to Use This Handbook

Together, the Graduate Student Handbook and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements, and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both handbooks are wonderful resources, you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed in this document. Several key positions in this department listed in the handbook and on campus are ready to answer your remaining questions. The BSBS Graduate Program Associate Director, Dr. Saleh Naser will serve as your point of contact to answer specific program policy questions that may extend beyond the information posted in the handbook.

Graduate Program Staff

Our Graduate Program Office will assist graduate students with general program questions and will likely be your first stop for questions and answers related to anything in this handbook. The Program Office will also assist graduate students with course registration, organizing seminars, symposiums, thesis defenses, and tracking student achievements throughout their time in the program(s). Moreover, the Program Office is also a critical link of communication between the students and the program directors and coordinators, keeping all parties up to date on the latest protocols and information for the department. Graduate students may email questions to BSBSGradInformation@ucf.edu.

Director of Graduate Studies

Each graduate program has designated faculty member(s) to direct its educational vision and structure. Names and contact information of your Graduate Program Director and Program Coordinators can be found on your program's webpage at https://med.ucf.edu/biomed/graduate-programs/.

Graduate School Services

For general graduate inquiries and graduate student services from the Graduate School, please review the College of Graduate Studies website as an additional resource.

Onboarding

Burnett School of Biomedical Sciences Program Orientation

All new graduate students are required to attend our New Graduate Student Orientation, which is held one week before Fall classes begin. Graduate students will meet with program leaders who will give an overview of the program choreography, guidelines, and expectations for the BSBS graduate program. New graduate students will also attend our Welcome Colloquium, financial/contract information session and complete all program orientation requirements including lab & safety and animal safety training.

Introduction/Overview Section

Degree

Master of Science in Biomedical Sciences

College

College of Medicine, Burnett School of Biomedical Sciences

Department

Biomedical Sciences

Program Type

MS Biomedical Sciences Program

Program Website

https://med.ucf.edu/biomed/graduate-programs/

Year of Program Inception

2012

Mission Statement and Overview

The Master of Science in Biomedical Sciences program is for students who wish to further their knowledge in the field and prepare for professional careers in medical fields. This program also addresses the need of applicants who wish to pursue a teaching career in secondary schools, two-year and four-year colleges or other careers without an active research role.

The Graduate Faculty includes more than 100 reputable scientists with established achievements in diverse aspects of biomedical sciences including metabolic disorders, cardiovascular sciences, infectious disease, neuroscience, cancer, nanoscience, biomedical engineering, drug discovery, and much more.

Visit: https://med.ucf.edu/biomed/graduate-programs/graduate-faculty/.

Our students are recruited from outstanding programs from all over the United States and over 18 other countries. Our students receive top tier education, rigorous training in basic and clinical research, outstanding mentoring, andlifelong professional development. They become well trained in research and regulations while conducting experiments involving the use of human subjects and animals. They learn, retain, and apply fundamental knowledgein biomedical sciences. They graduate from the program as scientists with excellent education, research training, and focused career goals. Many go on as postdoctoral fellows, academics, scientists, and researchers.

Visit: https://med.ucf.edu/biomed/graduate-programs/whereareyounow/

First year students are required to complete laboratory safety, radiation safety, biosafety, and blood borne pathogencourses. Students are also required to attend Pathways to Success seminar series including Academic Integrity, Graduate Teaching, Personal Development and Professional Development Workshops.

The program administrators, faculty and staff are dedicated to educate, train, and mentor tomorrow's scientists andfuture colleagues and collaborators. Our Graduate Student Association plays the big brother/sister role to complement the role of our faculty to help our students feel at home and succeed.

College Awarding the MS Degree in Biomedical Sciences

MS Biomedical Sciences students will graduate with a Master of Science in Biomedical Sciences degree.

MS Biomedical Sciences Program Leaders

The MS Biomedical Sciences Program Director, the Associate Director/Coordinator, the Faculty and Staff are all available to help you succeed in the program.

- Dr. Griffith Parks Associate Dean, Research, Director of the Burnett School of Biomedical Sciences Graduate Program (Griffith.Parks@ucf.edu)
- Dr. Saleh Naser, Associate Director of Biomedical Science Graduate Program & MS Program Coordinator (Saleh.Naser@ucf.edu)
- Program Office (BSBSGradInfo@ucf.edu)

MS Biomedical Sciences Policy Statement on Academic Integrity

Integrity is a critical foundation of science and scientific training. As such, any incident of cheating, plagiarism, or other forms of academic misconduct at any time by any student in the programs, may result in dismissal from the program. All graduate programs organized in the Burnett School of Biomedical Sciences hold students to the highest standards of academic conduct and scientific conduct.

There are many forms of misconduct, both in academics and in science. In research, these primarily include the falsification or fabrication of data during one's research project, or the plagiarism of text, figures, or data from someone else's work (such as a published or online paper). These examples of misconduct, as well as other examples will be discussed in the Practice in Biomedical Science course or other courses.

In academics, the unauthorized use of electronic devices during exams, or any other means to gain an advantage during an examination will be considered academic misconduct. Copying work from another student who is currently taking the same course or previously took the same course will also be considered academic misconduct. Both the student who supplied such material and the student who attempts to use such material are both in violation of the standards.
Many other examples of misconduct exist, and common sense should dictate to the student what is and is not permissible. If you question whether an action could be considered misconduct (academic or scientific) – ask the program coordinator or program director. **Ignorance of what constitutes misconduct is not an excuse.**

All first-year graduate students are required to sign the Burnett School of Biomedical Sciences Academic Integrity Program form and FERPA waiver form before the 1st day of Fall classes. This form addresses academic integrity and the consequences to students for academic misconduct.

Required Training for Academic Honesty

Optional: Responsible Research Conduct

All MS Biomedical Sciences students must complete training designed to inculcate an awareness and understanding of the fundamental issues of academic integrity.

- **Required - MS Biomedical Sciences graduate students must take one CORE Academic Integrity workshops and one other CORE or ELECTIVE Academic Integrity workshops, for a total of two workshops. (No exceptions)**
- **Special Note: You are required to send us a copy of your Academic Integrity post-workshop email confirmation you will receive from the College of Graduate Studies after you complete each required workshop. We will use these documents to confirm your program requirement. Send your email to BSBSGradForms@ucf.edu.**
- **CITI Training** – May be required by your Capstone Mentor

CORE and ELECTIVE workshops are offered every Fall and Spring semester.
There will be a limited offering of sessions during the summer semesters. The ethics/responsible conduct of research (RCR) workshops are provided at no cost and are open to all UCF graduate students and postdoctoral associates. Visit https://graduate.ucf.edu/pathways-to-success/ to learn more.

Note: You must complete this requirement by the end of Summer (1st year).

UCF Golden Rule

The University of Central Florida is a community brought together by the tenets of the UCF Creed: Integrity, Scholarship, Community, Creativity, and Excellence. These are the values that guide our conduct, performance, and decisions. To be successful at UCF, there is an expectation that we embrace and promote these core values in everything we do as a sign of our membership in the UCF community.

Whether you are a new or continuing undergraduate, graduate or professional student at UCF, there are certain responsibilities that students must uphold as members of our community. The Golden Rule Student Handbook is a compilation of policies and procedures from different university areas intended to define the rights and responsibilities afforded to students and provide a better understanding of each student's role as a member of the UCF community. For more information or further clarification, please contact OSRR at 407-823-4638, visit their website, http://osrr.sdes.ucf.edu for the most current version of The Golden Rule or email them at osrr@ucf.edu.

Graduate Student Guide to Success

Plagiarism

Plagiarism Training Module

The UCF Plagiarism Training Module is required for all new/incoming students. Students will be automatically enrolled in this Webcourse.

All new graduate students will receive a request to complete the College of Graduate Studies webcourse: "Pressures to Plagiarize. Graduate students must complete the entire module and earn a score of 80% or higher on the quiz to avoid a registration hold. If not completed by the stated deadline, a hold that prevents future registration will be placed on the student's myUCF account.

Plagiarism is the act of taking someone else's work and presenting it as your own. Any ideas, data, text, media or materials taken from another source (either written or verbal) must be fully acknowledged. a) A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment. b) A student must give credit to the originality of others whenever:

1. Directly quoting another person's actual words, whether oral or written;
2. Using another person's ideas, opinions, or theories;
3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. Borrowing facts, statistics, or illustrative material; or
5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

When using the ideas, opinions, theories, formulas, graphics, or pictures of another, students must give credit to the original source at the location or place in the document where that source's material is found as well as provide bibliographic information at the end of the document. When students are verbally discussing the ideas, opinions, theories, formulas, graphics, or pictures of another, they must give credit to the original source at the time they speak about that source. In this manner, students must make clear (so there is no doubt) within their written or verbal materials, which parts are gained from other sources, and which are their own original ideas, theories, formulas, graphics, and pictures.

The Office of Student Conduct has a set of criteria that determines if students are in violation of plagiarism. This set of criteria may be set to a higher standard in graduate programs. Therefore, a student may not be found in violation of plagiarism by the Office of Student Conduct, but a professor or program requiring higher standards of attribution and citation may find a student in violation of plagiarism and administer program level sanctions. The standard in doctoral programs should be the highest as students earning these degrees are expected to be experts in their fields and producing independent work that contributes knowledge to their discipline.

Example of Material that has been appropriately cited:

Paraphrased Material
Source: Osborne, Richard, ed. How to Grow Annuals. 2nd ed. Menlo Park: Lane, 1974. Print. Page 24: As a recent authority has pointed out, for a dependable long-blooming swatch of soft blue in your garden, ageratum is a fine choice. From early summer until frost, ageratum is continuously covered with clustered heads of fine, silky, fringed flowers in dusty shades of lavender-blue, lavender-pink or white. The popular dwarf varieties grow in mounds six to twelve inches high and twelve inches across; they make fine container plants. Larger types grow up to three feet tall. Ageratum makes an excellent edging.

Use and Adaptation of the Material:
You can depend on ageratum if you want some soft blue in your garden. It blooms through the summer and the flowers, soft, small, and fringed, come in various shades of lavender. The small varieties which grow in mounds are very popular, especially when planted in containers. There are also larger varieties. Ageratum is good as a border plant (Osborne 24).

Explanation:
The writer has done a good job of paraphrasing what could be considered common knowledge (available in a number of sources), but because the structure and progression of detail is someone else's, the writer has acknowledged the source. This the writer can do at the end of the paragraph since he or she has not used the author's words.

The above example was provided by Northwestern University.
Northwestern University, Sept. 2016. "Academic Integrity: A Basic Guide." Accessed 20 September 2017. Visit the College of Graduate Studies website to learn more.

HIPAA Training Module

Required every year - Each year BSBS Graduate Students are required to complete the COM Annual HIPAA Training (Health Insurance Portability and Accountability Act) in maintaining the privacy and confidentiality of protected health information. This training will take approximately 30 minutes to complete and at the end of the module, you will be prompted to complete a quiz. A score of 80% or higher is required in order to successfully pass and complete the training.

MS Biomedical Sciences Graduate Disciplinary Policy

The graduate program reserves the right to carry out full disciplinary action against student misconduct. Any documented case of scientific or academic misconduct is the basis for immediate dismissal from the program. The incident(s) will be reported to the student's advisor, the graduate committee, and the UCF Office of Student Conduct. After reviewing the case, the Director of the Biomedical Sciences Graduate program will have the authority to recommend dismissal of the student from the graduate program.

Dismissal of the student may occur for the following:

- Any student who receives **two consecutive "U" grades**, will automatically be dismissed from the program.
- Any student found guilty of **research or academic misconduct** will be immediately dismissed from the program.
- When the student is not making satisfactory progress to degree (or program completion).
- If the student fails to maintain the standards of academic and professional integrity, meet or exceed the professional competencies of the discipline, or maintain the competence necessary for the welfare of faculty, fellow students, staff, patients, clients, or others encountered in internships, externships, or other classes required by the degree program.
- A student may be immediately terminated from a clinical assignment and/or graduate program when, in the professional judgment of a qualified clinician, faculty supervisor or instructor of record, client/patient welfare could be at risk.
- Student misconduct associated with research or misconduct in laboratory assignments may result in immediate termination from the assignment and/or the graduate program when the misconduct places clients, researchers, subjects or the university at risk.

MS Biomedical Sciences Graduate Policy Statement on Enforcement of Programmatic Requirements

Students who fail to complete programmatic requirements by the specified deadlines* may be placed on academic probation. If this occurs, the student will be given specific written notice of the terms of the probation and will have one semester to correct the deficiency. The evaluation body will meet with the student and spell out the terms of the probation, and then will meet with that student again within one semester to determine if the terms of the probation have been satisfactorily met. If the deficiency is corrected, then the probation will be lifted. If the student fails to correct the deficiencies within the specified time period (1 semester), then the student will not be permitted to register for classes or receive financial support from the program and may be subjected to dismissal from the program.

All official communications regarding probation must include the Biomedical Sciences Program Associate Director and the Associate Dean of Graduate Studies.

MS Biomedical Sciences Graduate Grievance Procedures

If significant issues arise between a student and their mentor that cannot be resolved amicably, the student should first consult with the Program Coordinator and secondly with the Program Director to resolve the issues. If these first steps do not resolve the conflict, the student has the right to request a meeting to attempt to resolve such issues.
Visit the Academic Grievance section in the UCF Graduate Catalog General Graduate Policies.

Research Divisions

Division of Cancer Research

Researchers in the Division of Cancer Research are on the vanguard of cancer biology, investigating:

- How patients' genes play a role in their cancer risk.
- What causes cancer and cancer metastasis.
- How cancer cells communicate with the neighboring normal cells.
- The epigenetic changes that play a role in developing drug resistance.
- Discovering new ways to harness the immune system to fight cancer.
- Identifying new targets for companion diagnostics with treatments that reduce side effects.

Our collaborative approach harnesses expertise in cutting edge sciences to bring us closer to finding a cure for cancers that cause human mortality — like the metastatic forms of breast and prostate cancer — and the rapidly progressing types of pancreatic, lung, ovarian and head and neck cancers.
https://med.ucf.edu/biomed/burnett-school-of-biomedical-sciences-research/divisions/cancer-research/

Division of Immunity and Pathogenesis

The mission of the Immunity and Pathogenesis Division is elucidation of the cellular and molecular mechanisms at the interface of infection, inflammation, and immunity. Our group has broad interest and expertise in microbial pathogenesis, innate immunity, inflammatory signaling pathways and immunological memory. Discoveries are being translated into innovative diagnostics, vaccines, and therapeutic strategies to improve human health.

Projects are related to:

- Respiratory diseases (*Mycobacterium tuberculosis*, non-tuberculous mycobacteria, influenza,parainfluenza, respiratory syncytial virus, and asthma)
- Sexually transmitted diseases (*Chlamydia trachomatis*, human papilloma virus and Zika virus)
- Vector-borne diseases (Lyme disease and emerging vector borne viruses)
- Inflammatory diseases (Inflammatory bowel disease, peritonitis, autoimmune arthritis, andhypersensitivity)

https://med.ucf.edu/biomed/burnett-school-of-biomedical-sciences-research/divisions/immunity-and-pathogenesis/

Division of Molecular Microbiology

The Division of Molecular Microbiology conducts basic and applied research related to bacterial, parasitic, and viral diseases that are of major public health concern. Research is focused in two broad areas:

- Understanding the fundamental principles of microbial pathogenesis.
- Development of next-generation antimicrobial drugs.

Topics of interest include HIV, tuberculosis, malaria, mechanisms of antimicrobial resistance, evolution of bacterial pathogens, genomic epidemiology, enteric diseases, toxins, and diagnostics. Student training and development are integral components of faculty research.
https://med.ucf.edu/biomed/burnett-school-of-biomedical-sciences-research/divisions/molecular-microbiology/

Division of Metabolic and Cardiovascular Sciences

The Metabolic and Cardiovascular Research Division focuses on understanding the pathogenesis, molecular mechanisms and cell signaling of metabolic and heart diseases. Ultimately, we seek to bring translational research into the clinical environment to serve our community, working from bench to bedside.

Faculty members have made significant contributions in the fields of myocardial infarction, atherosclerosis, lipid metabolism and lipoproteins, diabetes, inflammation in atherosclerosis, aging, mitochondrial roles in disease pathogenesis, energy metabolism, oxidative stress, stem cells, and genetic disease models in aging.

We are employing cutting-edge technologies such as single-cell sequencing, genetically-engineered human cell and mouse models and 3D/4D bio-printing to investigate underlying causes of metabolic and cardiovascular diseases.

Major Areas of Research

- Metabolic syndrome in diabetes and aging
- Interactions of lipids and lipoproteins in atherosclerosis
- Inflammation in cardiac diseases (Myocardial infarction, heart failure, atherosclerosis)
- Vascular and angiogenesis in cardiac diseases
- Biological energy metabolism
- Oxidative stress, free radical and reactive oxygen species
- Mitochondrial alterations pathophysiology of cardiac diseases
- Molecular and cellular cardiology
- Regenerative medicine (stem cells) in heart diseases
- Cardiac genetic and non-genetic disease modeling using 3D printing
- Tissue engineering and drug toxicity with 3D printed scaffolds
- Cardiovascular epidemiology and public health

https://med.ucf.edu/biomed/burnett-school-of-biomedical-sciences-research/divisions/cardiovascular/

Division of Neuroscience

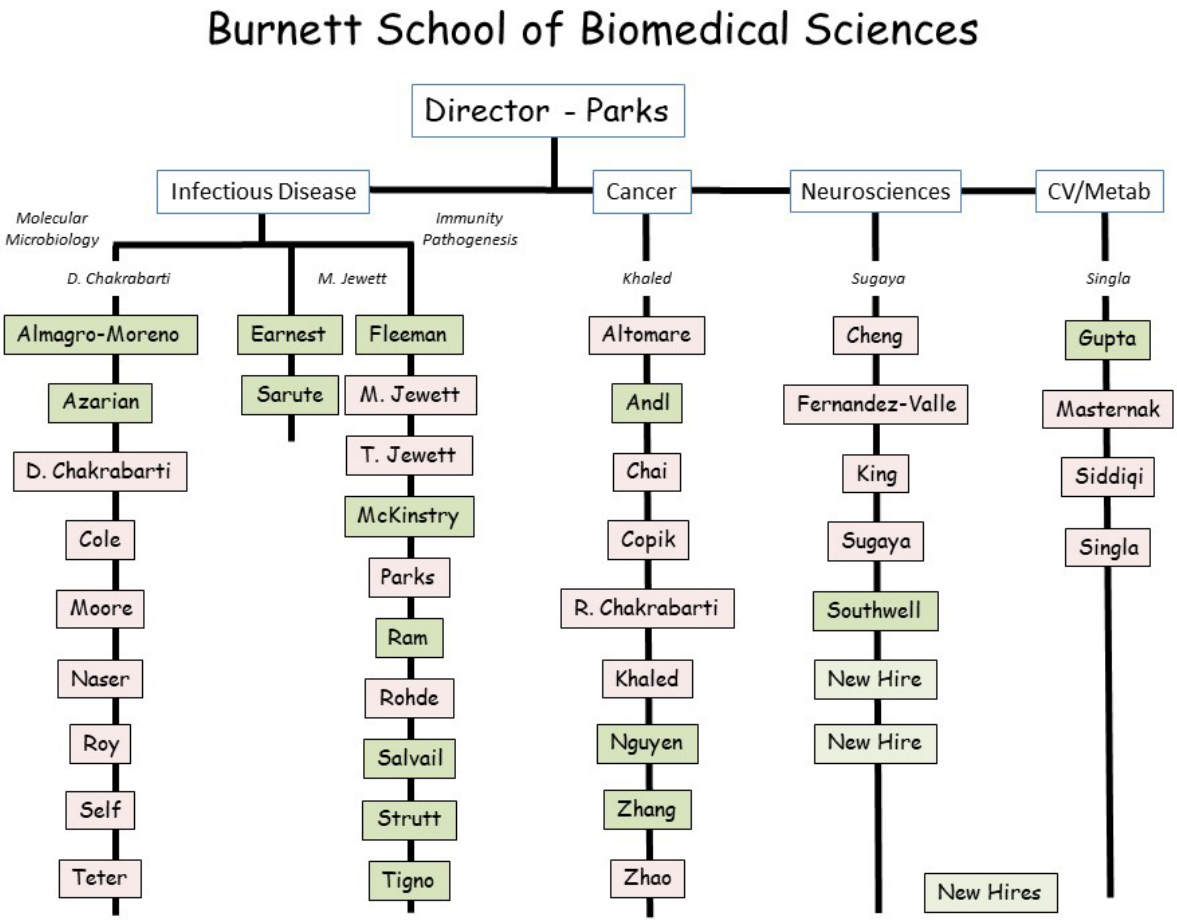
The mission of the Neuroscience Division is to discover cellular and molecular mechanisms that govern functionof the nervous system. This knowledge is then applied to expand understanding of how neurological disorders arise and may be treated. The division's researchers are conducting cutting-edge research on:

- Neurodegenerative diseases (Amyotrophic lateral sclerosis (ALS), Huntington's, Parkinson's andAlzheimer's Diseases)
- Cerebrovascular diseases (Stroke and cerebral ischemia)
- Traumatic brain injury and chronic traumatic encephalopathy (CTE) caused by concussion
- Axonal transportation dysfunctions (Charcot-Marie-Tooth disease (CMT), Perry syndrome, distal spinaland bulbar muscular atrophy)
- Sleep apnea
- Diabetes and aging-induced cardiac neuropathy
- Brain cancer such as glioblastoma multiforme (GBM) and neuroblastoma
- Optic nerve damage
- Neurofibromatosis Type 2 and schwannomatosis
- Cancers of the head and neck including oral cancer
- Regenerative medicine and stem cell therapies & Induced pluripotent stem (iPS) cells
- Brain machine interface

Faculty work in a collaborative environment together with partners within UCF and in the community to translate this knowledge into new therapies for neurological disorders. Faculty collaborate with UCF researchers in

Mechanical Engineering and the Prosthetic Interface Initiative, Nanoscience Technology Center, College of Optics and Photonics, and Psychology. Working together with scientists and physicians from the Veterans Affairs Medical Center, Nemours Children's Hospital, Sanford Burnham Prebys Medical Discovery Institute, and Florida Hospital's Translational Research Institute enrich the clinical and translational research environment in the Neuroscience

Division.https://med.ucf.edu/biomed/burnett-school-of-biomedical-sciences-research/divisions/neuroscience/



Student Learning Outcomes/Expectations

Student Expectations

Before day one of first year, all the students must sign the Burnett School of Biomedical Sciences Academic Integrity Program form and FERPA waiver form, followed in the beginning of first semester by the required training that addresses academic integrity, research ethics, professional conduct and the consequences to students for academic misconduct.

- Students must develop problem-solving abilities and use critical thinking in the classroom setting, master knowledge in specific topic areas of biomedical sciences and division-based fields by achieving at least a passing performance on the core required course topics including Clinically Oriented Human Anatomy, Molecular Diagnostics, Regulation of Gene Expression, and division-specific courses for program tracks.
- Students must demonstrate sustained overall progress in program academic excellence consistent with academic requirements to prevent probationary status.
- The students must demonstrate effective oral presentation skills in a classroom setting by performing at a "satisfactory" level in the seminar course MCB 6938 based on a peer evaluation of an oral presentation of current research publication, class attendance and classroom participation and fulfill the program teaching requirement.
- To graduate with the Master of Science in Biomedical Sciences degree, the students must successfully defend their Capstone and Comprehensive examination work by giving an oral presentation to the Committee and answer questions displaying their knowledge of the subject matter.

Student Learning Outcomes/Competencies

- Students will acquire advanced knowledge in biomedical sciences in division-based fields.
- Students who maintain good academic standing in the program will demonstrate proficient oral and written skills demonstrate the ability to execute an independent Capstone research project and will have obtained professional employment or receive an offer to an advanced professional school or medical school, at the time of their final semester in the program or shortly thereafter.

Student Responsibility to Keep Informed

It is the student's responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived, or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed.

Program Professional Conduct/Ethics Statement

Expectations for Professional Conduct

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the MS Biomedical Sciences Program handbook. Professionalism encompasses behaviors and qualities that are expected of graduate both in the academic setting and laboratory setting. University of Central Florida MS Biomedical Sciences degrees begin at the time of program application; therefore, professional conduct is assessed from that point forward.

Attendance, timeliness, and attire are all reflections of professionalism. In the assessment of professionalism, instructors and program administrators will consider each student's conduct; the quality of interactions; tone of oral and written communication; language; meaningful engagement in all aspects of the program; and substantive contribution to class discussions. Students who are in violation of these behaviors will be counseled and reminded of UCF expectations. In such events, the faculty or program administrators may conclude that the student is not able or willing to demonstrate an acceptable standard of professionalism. Repeated disregard or violation of these behaviors will lead to dismissal from the program. Some of the criteria by which a student's professional demeanor is measured are below.

- Civility: Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college and university administrators, and UCF Staff. Examples of respectful behavior include but are not limited to modulated tone of voice; professional language that avoids inappropriate, vulgar, or foul expressions; maintaining control of emotions and avoiding threatening or bullying behaviors; respect for others' personal space; respect for BSBS property and UCF property; refraining from distracting and disruptive behaviors while on UCF campus, laboratories, hallways and in classrooms; and a generally civil demeanor.
- Attendance: It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
- Timeliness: Students are expected to regularly arrive in class on time and to comply with each instructor's tardiness policy as stated in the course syllabus.
- Use of Technology: The use of computers, cell phones, or electronic devices during class that are unrelated to course activities or not permitted by instructors (i.e., web searches, IMs, etc.) is considered unprofessional.
- Use of Electronic Media: As per Florida Law (§ 934.03) it is illegal to audio or video record any interaction with another individual without their explicit consent. This includes lectures, meetings with instructors, meetings with fellow students, or any situation involving UCF staff or other personnel.
- Appropriate Attire: If working in a laboratory, students are required to wear the necessary personal protective equipment (PPE), included but not limited to laboratory coats, closed-toed shoes, gloves, safety glasses etc. Additionally, in accordance with UCF's Environmental Health & Safety Laboratory Safety Manual, PPE should be removed before leaving the work area. This includes removing safety glasses, gloves, lab coats, etc.
- Guest Speakers / Presentations: The Program often invites guest speakers to give presentations at seminars, and in the classroom. Students in the program must demonstrate professional conduct, respect, and appreciation for these professionals' donation of their time to enrich students' educational experiences. Students are expected to arrive to class on time and be attentive as a sign of appreciation for their time.

Professional Development

Teaching and Learning

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. They offer several programs for the professional development of Graduate Teaching Assistants at UCF.

Preparing Tomorrow's Faculty Program

Every semester IDS 6513, a voluntary face-to-face course on teaching at the college level that is open to all UCF Graduate Students. This course can serve as a replacement to the GTA Training if completed the semester prior to your appointment. GTAs in the Preparing Tomorrow's Faculty (PTF) course meet weekly and engage in a learning community facilitated by Faculty Center staff. Texts will be provided,

and the course is free to all graduate students who are registered in at least one credit hour of coursework at UCF. By the end of the semester you will have assembled a first draft of your teaching portfolio. Email: fctl@ucf.edu for additional information.

Pathways to Success Workshops
Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in academic integrity, graduate grantsmanship, graduate teaching, personal development, professional development, and research. Students are encouraged to use the Pathways to Success portal to register for workshops, cancel their attendance, or download a Training Summary. The Pathways to Success portal is located in myUCF **Student Center** under **Graduate Students** then **Pathways to Success**. Visit the Pathways to Success Workshop Registration Instructions for additional details.

Graduate Research Forum/Student Scholar Symposium
In 2021 the **Student Scholar Symposium** was created to combine two signature events, the **Graduate Research Forum** and the Showcase of Undergraduate Research Excellence. The Symposium is held during **Student Research Week** and features poster sessions representing UCF's diverse colleges and disciplines. The Student Scholar Symposium is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition. Student Scholar Symposium applicant criteria is available on the **Eligibility** page. For more information, contact researchweek@ucf.edu.

Graduate Excellence Awards
Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work.

Award for Excellence by a Graduate Teaching Assistant
The Award for Graduate Teaching Assistant recognizes excellence by graduate teaching assistants (GTAs) who are not instructors of record, but who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. Excellence in serving as a GTA may be demonstrated by evidence such as (but not limited to): lead teacher evaluations, student letters attesting to teaching excellence (limited to no more than five pages), a typical lab syllabus, a sample project/assignment for which the GTA was responsible for grading. For the nomination process and eligibility criteria, see the College of Graduate Studies website graduate.ucf.edu/awards-and-recognition/.

Award for Excellence in Graduate Student Teaching
The Award for Graduate Student Teaching recognizes excellence in teaching by graduate teaching assistants who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities. Excellence in teaching may be demonstrated by evidence such as (but not limited to): awards or honors received in recognition of teaching excellence, outstanding evaluations of teaching, presentations or publications related to teaching, comments and/or evaluations from students or faculty regarding the outstanding nature of the student's teaching. For the nomination process and eligibility criteria, see the College of Graduate Studies website graduate.ucf.edu/awards-and-recognition/.

Curriculum / Degree Requirements

Program Description

The Master of Science in Biomedical Sciences program is a nonthesis program for students who wish to further their knowledge in the field and prepare for professional careers in medical fields, higher education, and research. *Students interested in research and thesis work should apply to the Master of Science in Biotechnology program.*

The MS Biomedical Sciences Degree has 5 tracks:
Cancer Biology Track, Infectious Disease Track, Metabolic and Cardiovascular Sciences Track, Neuroscience Track and Integrated Medical Sciences Track

Description of Core Courses

- **ZOO6737** - Clinically Oriented Human Anatomy (4)
  Clinically Orientated Human Anatomy (COHA) is an advanced course focusing on integrated functional anatomy by means of problem-based learning and project-based learning.
- **MCB6226** - Molecular Diagnostics (3)
  A course in basic laboratory skills used in molecular genetic or clinical diagnostic laboratories for detecting genetic diseases.
- **PCB6595** - Regulation of Gene Expression (3)
  Concepts of molecular biology focusing on major areas in transcriptional and translational processes.
- **BSC6407C - Laboratory Methods in Molecular Biology** (3)
  Description and practice of commonly used methods in molecular biology.
- **BSC5418** - Tissue Engineering (3)
  Introduction to Tissue Engineering with a special emphasis on the current status of the field, on novel methods and on cell biomaterial interactions.
- **PCB 5815** Molecular Aspects of Obesity, Diabetes and Metabolism (3 Credit Hours)
  Biochemical, molecular and physiological aspects of obesity, diabetes and metabolic diseases and how scientific findings can be translated towards prevention and treatment.
- **PCB 5236** Cancer Biology (3 Credit Hours)
  Current knowledge and research on molecular mechanism of tumor development, tumor progression, metastasis and therapy of cancer.
- **MCB5208 - Cellular Microbiology: Host-Pathogen Interactions (3)**
  Examination of the molecular details of host-pathogen interactions. Key areas of cell biology will be considered in relation to microbial pathogenesis.
- **PCB 5815 - Molecular Aspects of Obesity, Diabetes and Metabolism** (3 Credit Hours)
  Biochemical, molecular and physiological aspects of obesity, diabetes and metabolic diseases and how scientific findings can be translated towards prevention and treatment.
- **PCB 5837 - Cellular and Molecular Neuroscience** (3 Credit Hours)
  An advanced and thorough course providing understanding of the cellular components and molecular signaling pathways involved in the nervous system function.
- **PHI5634 - Medical Ethics (3)**
  Ethics for practitioners of clinical medicine, health care delivery and medical research.

Key Programmatic Deadlines

- **Transfer Credits:**
  By the end of the Fall semester, 1st year

- **Program of Study Plan:**
  By the beginning of the Spring Semester, 1st Year

- **Capstone**
  Capstone deadlines are given to students registered for capstone at the beginning of the semester.

  - Selection of a Capstone Mentor
  - Selection of Committee Member
  - Capstone Topic Outline Form
  - Capstone Defense/Comprehensive Exam
  - iThenticate results submitted by Faculty Mentor
  - Capstone Report submitted to the Program by Student

- **Academic Integrity Workshops:**
  By the end of Fall Semester 1st year

- **Teaching Requirement**
  Minimum of one semester (one semester in at least one lab section)
  Required must be met before Graduation

MS Biomedical Sciences Program Curriculum

The Biomedical Sciences non-thesis program requires a minimum of 33 credit hours of courses that includes a capstone experience. The program addresses the need of applicants who wish to pursue a teaching career in secondary schools, two-year and four-year colleges or other careers without an active research role. Nonthesis students are not considered for departmental graduate assistantships or tuition assistance.

Total Credit Hours Required: 33 Credit Hours Minimum beyond the bachelor's degree

Required Courses: 18 Credit Hours

- Complete all of the following:
  - Complete the following:
    - ZOO6737 - Clinically Oriented Human Anatomy (4)
    - MCB6226 - Molecular Diagnostics (3)
    - PCB6595 - Regulation of Gene Expression (3)
    - **PHI5634 - Medical Ethics (3)**
  - Complete at least 1 of the following:
    - BSC6407C - Laboratory Methods in Molecular Biology (3)
    - BSC5418 - Tissue Engineering (3)
    - MCB5722C - Methods in Biotechnology (4)
  - Complete 1 of the following

    Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour (to be repeated)

      or

    Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour or MCB 6314 - Industrial Perspectives Seminar 1 Credit Hours

Elective Courses: 12 Credit Hours

Nonthesis students must take 12 credit hours of electives

Earn 12 credits from the following:

- BSC5418 - Tissue Engineering (3)
- BSC5418 - Tissue Engineering (3)
- MCB6226 - Molecular Diagnostics (3)
- PCB5238 - Immunobiology (3)
- PCB5236 - Cancer Biology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5527 - Genetic Engineering and Biotechnology (3)
- PCB5709C - Laboratory Virtual Simulations in Physiology (3)

- PCB5815 - Molecular Aspects of Obesity, Diabetes and Metabolism (3)
- PCB5834C - Advanced Human Physiology (4)
- IDS5127 - Foundation of Bio-Imaging Science (3)
- PCB5265 - Stem Cell Biology (3)
- GEB5516 - Technological Entrepreneurship (3)
- MCB5205 - Infectious Processes (3)
- MCB5505 - Molecular Virology (3)
- MCB5208 - Cellular Microbiology: Host-Pathogen Interactions (3)
- MCB6417C - Microbial Metabolism (3)
- MCB5932 - Current Topics in Molecular Biology (1 - 99)
- MCB5415 - Cellular Metabolism (3)
- MCB5209 - Microbial Stress Response (3)
- PCB6595 - Regulation of Gene Expression (3)
- PCB5235 - Molecular Immunology (3)
- PCB5838 - Cellular and Molecular Basis of Brain Functions (3)
- ZOO5748C - Clinical Neuroanatomy (5)
- ZOO5749C - Clinical Neuroscience (5)

  Other courses must be approved by the Program Coordinator.

Capstone: 3 Credit Hours

MCB6026 - Molecular Biology and Microbiology Capstone (3)

An in-depth current literature research report on a relevant subject will be required for each student. The student will select a faculty adviser to chair a faculty committee of two members for evaluation of the report. See additional information below on page 30.

Comprehensive Examination

Nonthesis students must pass an oral comprehensive exam to qualify for the Master of Science degree. The comprehensive examination will be conducted during the capstone defense and will be administered by the capstone committee. See additional information below on page 30.

MS Biomedical Sciences: Cancer Biology Track Program

The Cancer Biology Track in the Master of Science in Biomedical Sciences Program is a non-thesis plan of study for students who want to further their knowledge in the cancer biology field and who may pursue doctoral training or professional education focused on medicine and cancer biology.

The Cancer Biology Track in the Biomedical Sciences MS program requires a minimum of 33 credit hours of courses that includes a capstone experience. Students take 18 credit hours of required core courses, 12 credit hours of elective courses relevant to cancer biology and related disciplines, a capstone project focusing on cancer biology and an oral comprehensive exam.

Total Credit Hours Required: 33 Credit Hours Minimum beyond the bachelor's degree

Required Courses: 18 Credit Hours

- **Complete all of the following**
  - **Complete the following:**
    - ZOO6737 - Clinically Oriented Human Anatomy (4)
    - MCB6226 - Molecular Diagnostics (3)
    - PCB6595 - Regulation of Gene Expression (3)
    - **PCB5236 - Cancer Biology (3)**
  - **Complete at least 1 of the following:**
    - BSC6407C - Laboratory Methods in Molecular Biology (3)
    - BSC5418 - Tissue Engineering (3)
  - **Complete 1 of the following**
  - Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour (to be repeated)

      or
  - Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour or MCB 6314 - Industrial Perspectives Seminar 1 Credit Hours

Elective Courses: 12 Credit Hours

Nonthesis students must take 12 credit hours of electives

Earn 12 credits from the following:

- BSC5418 - Tissue Engineering (3)
- BSC5418 - Tissue Engineering (3)
- BSC5436 - Biomedical Informatics : Structure Analysis (3)
- IDS5127 - Foundation of Bio-Imaging Science (3)
- MCB5208 - Cellular Microbiology: Host-Pathogen Interactions (3)
- MCB5209 - Microbial Stress Response (3)

- MCB5205 - Infectious Processes (3)
- MCB5225 - Molecular Biology of Disease (3)
- MCB5415 - Cellular Metabolism (3)
- MCB5505 - Molecular Virology (3)
- MCB5932 - Current Topics in Molecular Biology (1 - 99)
- MCB6226 - Molecular Diagnostics (3)
- MCB6417C - Microbial Metabolism (3)
- PCB5025 - Molecular and Cellular Pharmacology (3)
- PCB5235 - Molecular Immunology (3)
- PCB5236 - Cancer Biology (3)
- PCB5238 - Immunobiology (3)
- PCB5265 - Stem Cell Biology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5527 - Genetic Engineering and Biotechnology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5265 - Stem Cell Biology (3)
- PCB5709C - Laboratory Virtual Simulations in Physiology (3)
- PCB5815 - Molecular Aspects of Obesity, Diabetes and Metabolism (3)
- PCB5834C - Advanced Human Physiology (4)
- PCB5838 - Cellular and Molecular Basis of Brain Functions (3)
- PCB6595 - Regulation of Gene Expression (3)
- GEB5516 - Technological Entrepreneurship (3)
- ZOO5748C - Clinical Neuroanatomy (5)
- ZOO5749C - Clinical Neuroscience (5)

  Other courses must be approved by the Program Coordinator.

Capstone: 3 Credit Hours

MCB6026 - Molecular Biology and Microbiology Capstone (3)

An in-depth current literature research report on a relevant subject will be required for each student. The student will select a faculty adviser to chair a faculty committee of two members for evaluation of the report. See additional information on page 30.

Comprehensive Examination

Non-thesis students must pass an oral comprehensive exam to qualify for the Master of Science degree. The comprehensive examination will be conducted during the capstone defense and will be administered by the capstone committee. See additional information below on page 30.

MS Biomedical Sciences: Infectious Disease Track Program Curriculum

The Infectious Disease Track in the Master of Science in Biomedical Sciences Program is a non-thesis plan of study for students who want to further their knowledge in the infectious disease field and who may pursue doctoral training or professional education focused on medicine and infectious disease.

The Infectious Disease Track in the Biomedical Sciences MS program requires a minimum of 33 credit hours of courses that includes a capstone experience. Students take 18 credit hours of required core courses, 12 credit hours of elective courses relevant to infectious disease, a capstone project focusing on infectious disease and an oral comprehensive exam.

Total Credit Hours Required: 33 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses: 18 Credit Hours

- Complete all of the following
  - Complete the following:
    - ZOO6737 - Clinically Oriented Human Anatomy (4)
    - PCB6595 - Regulation of Gene Expression (3)
    - MCB6226 - Molecular Diagnostics (3)
    - **MCB5208 - Cellular Microbiology: Host-Pathogen Interactions (3)**
  - Complete at least 1 of the following:
    - BSC6407C - Laboratory Methods in Molecular Biology (3)
    - BSC5418 - Tissue Engineering (3)
  - Complete 1 of the following
  - Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour (to be repeated)

      or
  - Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour or MCB 6314 - Industrial Perspectives Seminar 1 Credit Hours

Elective Courses: 12 Credit Hours

Nonthesis students must take 12 credit hours of electives

Earn 12 credits from the following:

- BSC5418 - Tissue Engineering (3)
- BSC5436 - Biomedical Informatics : Structure Analysis (3)
- IDS5127 - Foundation of Bio-Imaging Science (3)
- MCB5208 - Cellular Microbiology: Host-Pathogen Interactions (3)
- MCB5209 - Microbial Stress Response (3)

- MCB5205 - Infectious Processes (3)
- MCB5225 - Molecular Biology of Disease (3)
- MCB5415 - Cellular Metabolism (3)
- MCB5505 - Molecular Virology (3)
- MCB5932 - Current Topics in Molecular Biology (1 - 99)
- MCB6226 - Molecular Diagnostics (3)
- MCB6417C - Microbial Metabolism (3)
- PCB5025 - Molecular and Cellular Pharmacology (3)
- PCB5235 - Molecular Immunology (3)
- PCB5236 - Cancer Biology (3)
- PCB5238 - Immunobiology (3)
- PCB5265 - Stem Cell Biology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5527 - Genetic Engineering and Biotechnology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5265 - Stem Cell Biology (3)
- PCB5709C - Laboratory Virtual Simulations in Physiology (3)
- PCB5815 - Molecular Aspects of Obesity, Diabetes and Metabolism (3)
- PCB5834C - Advanced Human Physiology (4)
- PCB5838 - Cellular and Molecular Basis of Brain Functions (3)
- PCB6595 - Regulation of Gene Expression (3)
- GEB5516 - Technological Entrepreneurship (3)
- ZOO5748C - Clinical Neuroanatomy (5)
- ZOO5749C - Clinical Neuroscience (5)

  Other courses must be approved by the Program Coordinator.

Capstone: 3 Credit Hours

MCB6026 - Molecular Biology and Microbiology Capstone (3)

An in-depth current literature research report on a relevant subject will be required for each student. The student will select a faculty adviser to chair a faculty committee of two members for evaluation of the report. See additional information page 30.

Comprehensive Examination

Non-thesis students must pass an oral comprehensive exam to qualify for the Master of Science degree. The comprehensive examination will be conducted during the capstone defense and will be administered by the capstone committee. See additional information below on page 30.

MS Biomedical Sciences: Metabolic and Cardiovascular Sciences Track Program Curriculum

The Metabolic and Cardiovascular Sciences Track in the Master of Science in Biomedical Sciences Program is a non-thesis plan of study for students who want to further their knowledge in the metabolic and cardiovascular sciences field and who may pursue doctoral training or professional education focused on medicine and metabolic and cardiovascular sciences.

The Metabolic and Cardiovascular Sciences Track in the Biomedical Sciences MS program requires a minimum of 33 credit hours of courses that includes a capstone experience. Students take 18 credit hours of required core courses, 12 credit hours of elective courses relevant to infectious disease, a capstone project focusing on infectious disease and an oral comprehensive exam.

Total Credit Hours Required: 33 Credit Hours Minimum beyond the Bachelor's Degree
Required Courses: 18 Credit Hours

- Complete all of the following
  - Complete the following:
    - ZOO6737 - Clinically Oriented Human Anatomy (4)
    - MCB6226 - Molecular Diagnostics (3)
    - **PCB5815 - Molecular Aspects of Obesity, Diabetes and Metabolism (3)**
    - PCB6595 - Regulation of Gene Expression (3)
  - Complete at least 1 of the following:
    - BSC6407C - Laboratory Methods in Molecular Biology (3)
    - BSC5418 - Tissue Engineering (3)
  - Complete 1 of the following
  - Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour (to be repeated)

    or
  - Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour or MCB 6314 - Industrial Perspectives Seminar 1 Credit Hours

Elective Courses: 12 Credit Hours
Nonthesis students must take 12 credit hours of electives

Earn 12 credits from the following:

- BSC5418 - Tissue Engineering (3)
- BSC5436 - Biomedical Informatics : Structure Analysis (3)
- IDS5127 - Foundation of Bio-Imaging Science (3)

- MCB5208 - Cellular Microbiology: Host-Pathogen Interactions (3)
- MCB5209 - Microbial Stress Response (3)
- MCB5205 - Infectious Processes (3)
- MCB5225 - Molecular Biology of Disease (3)
- MCB5415 - Cellular Metabolism (3)
- MCB5505 - Molecular Virology (3)
- MCB5932 - Current Topics in Molecular Biology (1 - 99)
- MCB6226 - Molecular Diagnostics (3)
- MCB6417C - Microbial Metabolism (3)
- PCB5025 - Molecular and Cellular Pharmacology (3)
- PCB5235 - Molecular Immunology (3)
- PCB5236 - Cancer Biology (3)
- PCB5238 - Immunobiology (3)
- PCB5265 - Stem Cell Biology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5527 - Genetic Engineering and Biotechnology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5265 - Stem Cell Biology (3)
- PCB5709C - Laboratory Virtual Simulations in Physiology (3)
- PCB5815 - Molecular Aspects of Obesity, Diabetes and Metabolism (3)
- PCB5834C - Advanced Human Physiology (4)
- PCB6595 - Regulation of Gene Expression (3)
- PCB5838 - Cellular and Molecular Basis of Brain Functions (3)
- CAP6616 - Neuroevolution and Generative and Developmental Systems (3)
- ZOO5748C - Clinical Neuroanatomy (5)
- ZOO5749C - Clinical Neuroscience (5)
- EXP5254 - Human Factors and Aging (3)
- IDS6916 - Simulation Research Methods and Practicum (3)
- EXP5208 - Sensation and Perception (3)
- PSB5005 - Physiological Psychology (3)
- EXP6116 - Visual Performance (3)
- EXP6506 - Human Cognition and Learning (3)
- PSB6348 - The Neuroanatomical Basis of Psychological Function (3)
- PSB6348 - The Neuroanatomical Basis of Psychological Function (3)
- PSB6328 - Psychophysiology (3)
- GEB5516 - Technological Entrepreneurship (3)
- SPA6417 - Management of Acquired Cognitive/Communication Disorders Across the Lifespan (3)

  Other courses must be approved by the Program Coordinator.

Capstone: 3 Credit Hours

MCB6026 - Molecular Biology and Microbiology Capstone (3)

An in-depth current literature research report on a relevant subject will be required for each student. The student will select a faculty adviser to chair a faculty committee of two members for evaluation of the report. See additional information on page 30.

Comprehensive Examination

Non-thesis students must pass an oral comprehensive exam to qualify for the Master of Science degree.

The comprehensive examination will be conducted during the capstone defense and will be administered by the capstone committee. See additional information below on page 30.

MS Biomedical Sciences: Neuroscience Track Program Curriculum

The Neuroscience Track in the Master of Science in Biomedical Sciences Program is a non-thesis plan of study for students who want to further their knowledge in the neuroscience field and who may pursue doctoral training or professional education focused on medicine and neuroscience.

The Neuroscience Track in the Biomedical Sciences MS program requires a minimum of 33 credit hours of courses that includes a capstone experience. Students take 18 credit hours of required core courses, 12 credit hours of elective courses relevant to neuroscience, a capstone project focusing on neuroscience and an oral comprehensive exam.

Total Credit Hours Required: 33 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses: 18 Credit Hours

- Complete all of the following
  - Complete the following:
    - ZOO6737 - Clinically Oriented Human Anatomy (4)
    - PCB6595 - Regulation of Gene Expression (3)
    - MCB 6226 – Molecular Diagnostic (3)
    - PCB5837 **- Cellular and Molecular Neuroscience (3)**
  - Complete at least 1 of the following:
    - BSC6407C - Laboratory Methods in Molecular Biology (3)
    - BSC5418 - Tissue Engineering (3)
  - Complete 1 of the following
  - Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour (to be repeated)

      or
  - Earn at least 2 credits from the following types of courses:
    - MCB 6938 - Seminar 1 Credit Hour or MCB 6314 - Industrial Perspectives Seminar 1 Credit Hours

Nonthesis students must take 12 credit hours of electives
Earn 12 credits from the following:

- BSC5418 - Tissue Engineering (3)
- BSC5436 - Biomedical Informatics: Structure Analysis (3)
- IDS5127 - Foundation of Bio-Imaging Science (3)
- MCB5208 - Cellular Microbiology: Host-Pathogen Interactions (3)
- MCB5209 - Microbial Stress Response (3)
- MCB5205 - Infectious Processes (3)
- MCB5225 - Molecular Biology of Disease (3)

- MCB5415 - Cellular Metabolism (3)
- MCB5505 - Molecular Virology (3)
- MCB5932 - Current Topics in Molecular Biology (1 - 99)
- MCB6226 - Molecular Diagnostics (3)
- MCB6417C - Microbial Metabolism (3)
- PCB5025 - Molecular and Cellular Pharmacology (3)
- PCB5235 - Molecular Immunology (3)
- PCB5236 - Cancer Biology (3)
- PCB5238 - Immunobiology (3)
- PCB5265 - Stem Cell Biology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5527 - Genetic Engineering and Biotechnology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5265 - Stem Cell Biology (3)
- PCB5709C - Laboratory Virtual Simulations in Physiology (3)
- PCB5815 - Molecular Aspects of Obesity, Diabetes and Metabolism (3)
- PCB5834C - Advanced Human Physiology (4)
- PCB6595 - Regulation of Gene Expression (3)
- PCB5838 - Cellular and Molecular Basis of Brain Functions (3)
- ZOO5748C - Clinical Neuroanatomy (5)
- ZOO5749C - Clinical Neuroscience (5)
- CAP6616 - Neuroevolution and Generative and Developmental Systems (3)
- EXP5208 - Sensation and Perception (3)
- EXP5254 - Human Factors and Aging (3)
- IDS6916 - Simulation Research Methods and Practicum (3)
- EXP5208 - Sensation and Perception (3)
- PSB5005 - Physiological Psychology (3)
- CAP6616 - Neuroevolution and Generative and Developmental Systems (3)
- EXP6116 - Visual Performance (3)
- EXP6506 - Human Cognition and Learning (3)
- PSB6348 - The Neuroanatomical Basis of Psychological Function (3)
- PSB6348 - The Neuroanatomical Basis of Psychological Function (3)
- PSB6328 - Psychophysiology (3)
- PSB6352 - Neuroimaging Design and Analysis Methods (3)
- GEB5516 - Technological Entrepreneurship (3)
- PSB6348 - The Neuroanatomical Basis of Psychological Function (3)
- PSB6328 - Psychophysiology (3)
- GEB5516 - Technological Entrepreneurship (3)
- SPA6417 - Management of Acquired Cognitive/Communication Disorders Across the Lifespan (3)

Other courses must be approved by the Program Coordinator.

Capstone: 3 Credit Hours

MCB6026 - Molecular Biology and Microbiology Capstone (3)

An in-depth current literature research report on a relevant subject will be required for each student. The student will select a faculty adviser to chair a faculty committee of two members for evaluation of the report. See additional information on page 30.

Comprehensive Examination
Non-thesis students must pass an oral comprehensive exam to qualify for the Master of Science degree.

The comprehensive examination will be conducted during the capstone defense and will be administered by the capstone committee. See additional information below on page 30.

Sample Plan of Study/Completion Timeline

Suggested Timeline for Completion

MS graduate students will complete this program in 1 year and 1 semester. Students who qualify may be approved for an accelerated schedule to complete the MS program in 1 year (Fall, Spring, Summer).

Graduate Students are encouraged to reach out to the Program Office early to review their program plan to graduate.

Year 1:
Fall Semester:
ZOO 6737 - Clinically Oriented Human Anatomy (4)
BSC6407C - Laboratory Methods in Molecular Biology (3)
or
BSC 5418 – Tissue Engineering (3 credit hours)
Note: Students selecting BSC 5418 will have to register for a 6 thousand level elective course while in the program, to meet the College of Graduate Studies 6 thousand level course requirement.
Elective 1 selection (3)
MCB 6938 – Seminar (1)
***Complete 1 Academic Integrity Workshop**

Total 11 Credits

Spring Semester:
MCB6226 - Molecular Diagnostics (3)
PCB6595 - Regulation of Gene Expression (3)
Program Track Required Course (Cardio, Cancer Bio, Infectious, Neuro) (3)
***Complete 2nd Academic Integrity Workshop**
Total 9 Credits

Summer Semester:
Elective 2 Selection (3)
MCB 6026 Capstone/Comprehensive Exam (3)
MCB 6938 - Seminar (1)
*Teaching One Lab Section in Summer or the following Fall semester
7 credit hours

Year 2:
Fall Semester:
Elective 3 and 4 Selections (6)
Total 6 Credits
*Teaching One Lab Section – if needed
6 credit hours
33 Credit Hours Total

CAPSTONE

The capstone project is an in-depth literature review of a topic (relevant to the capstone chair's research area) selected jointly by the student and the capstone project mentor. The literature review should be designed and written with the possibility to be published as a mini-review article.

An oral presentation on the written capstone report will be used as a final examination.

Capstone Mentor Selection

The student will select a faculty adviser to chair a faculty committee for evaluation of the report. Students are encouraged to contact faculty as early as possible in order to identify a faculty whose research focus complements the student's interest. **Students are expected to work with the Graduate Faculty Mentor to select a capstone project.**

- Students must submit a signed Capstone Committee DocuSign form electronically to the Program Office for Dr. Saleh Naser's approval.
- The student and the mentor should select one additional faculty member to serve on the capstone evaluation committee. A second faculty member is optional.

Note: No faculty member is obligated to accept a student's request to serve as advisor, though invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better.

Capstone Topic

The student should develop a capstone topic in consultation with the Capstone Advisor and submit a project outline/draft to the Committee for approval. Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

- Students are also required to submit a **Capstone Topic and Outline DocuSign form** electronically to the Program Office.

Over the semester, students will meet with their assigned mentor during office hours as needed to complete a literature search and to prepare for the review paper and presentation.

Overall Expectations

Expectations from students in each lab may vary from one mentor to another. However, the program and Capstone Mentors expect the students to be at a high level of professionalism. This includes attending classes, fulfilling TA assignments, working hard on capstone projects, attending seminars and meetings, presenting data in meetings, and demonstrating collegiality.

The program will pursue, to the fullest of our policy, any complaint of unacceptable behavior or misconduct. This may end in placing students on probation or dismissal from the program.

Changing Your Mentor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. Occasionally significant issues may arise between a student and their mentor that cannot be resolved amicably. Graduate student must request a meeting with the Program Coordinator to resolve the issue.

Capstone Registration

MCB 6026 - Molecular Biology and Microbiology Capstone 3 Credit Hours (minimum)

Once you are ready to defend your Capstone project, you must register for the capstone course (MCB 6026) for three credit hours. It is important that you register for the capstone course with the intention of completing the projectat the end of the semester. Faculty members are discouraged from giving "I" incomplete grade for the capstone course.

Capstone Report

The capstone project requires a written report (in a format of a mini-review manuscript), and a presentation (projectdefense) in front of the capstone committee. Students may ask for advice and guidance from the projectmentor/chair.

The average capstone report ranges from 10-15 single-space page in a manuscript format with proper citations. **The capstone report must be checked using iThenticate.com by the committee chair before the report is shared with the committee.**

The student is required to submit the finalized capstone report to the Committee and the Program Office one week before the scheduled capstone examination date.

Before graduation, the report should be submitted for consideration of publication as a review article inappropriate journals.

Capstone Defense/Comprehensive Examination

Non-thesis students must pass an oral comprehensive exam and capstone defense to qualify for the Master ofScience degree.

It is the responsibility of the student to schedule a date and time, which are amenable to all committee members. **The student and mentor are expected to host the meeting in person in either campus, while other committee members have the option to attend the meeting virtually.**

The capstone defense and comprehensive exam evaluation is designed to evaluate the student knowledge and understanding of the project and other relevant subjects in the field. Questions asked by the capstone committee to evaluate the student competent in the field will satisfy the requirement of the comprehensive exam during the capstone defense. The oral presentation in a form of 30-40 min seminar should be followed by questions and discussion. The student will be evaluated on performance in all three sections (written report, oral presentation andability to answer questions).

Written: Creativity / Literature data / Factual Knowledge / Ability to analyze data and form conclusion

Oral: Communication Skills / Presentation Ability to present data / Follow analysis /Ability to answer questions todemonstrate command of knowledge

Should the student fail, a second opportunity will be provided within 2 weeks of the first attempt. A second failure will result in "U" in the course and dismissal from the program.

No visitors are allowed during the capstone defense.

Day of Your Capstone Defense /Comprehensive Exam

Please arrive early to prepare for your presentation.

Before your exam, you are required to submit a copy of your **MS Biomedical Sciences Capstone/Comprehensive DocuSign Exam Form to your committee no later than a week before your defense**.

After your defense, you will have 1 week to submit your finalized Capstone Report and your DocuSign exam form to the Program Office. The student is required to notify the Program Office if there is a delay in submitting your exam form or capstone report.

iThenticate Report Required - Review for Original Work

The Capstone report must be submitted through iThenticate for advisement purposes and for review of originality.

- **The Capstone Chair** is responsible for scheduling the submission of the **capstone report** to **iThenticate** to check for plagiarism and sharing the results from iThenticate with the Capstone Committee and the Program for Dr. Naser's review.
- The **Capstone Chair** is required to include a copy of the capstone iThenticate report when sending the written copy of the report to the committee members and the program office**, no later than 2 weeks prior to the final defense.** Members of the capstone committee may ask for a paper copy of the report or an electronic copy (PDF) file.

  For further information about or assistance with iThenticate, please refer to the Office of Research & Commercialization's Responsible Conduct of Research website or email rcr-ucf@ucf.edu.

Teaching Requirement

(Nonpaid volunteer position - For a minimum of one semester / No credit hours assigned).

Program Teaching (TA)

TAs may be assigned as instructors of record for undergraduate courses, as assistants to the faculty in their teaching responsibilities or in other roles directly related to credit earning formal course instruction, or as tutors for students on specific course-related material or general skills. TAs assisting members of the faculty may have responsibilities that include assisting in laboratory courses, grading, and preparation of course materials, or performing clerical tasks associated with course instruction.

Students without significant prior teaching experience, such as, but not limited to, a minimum of a year in secondary schools or colleges, are required to serve as Classroom Teaching Assistants

Students can contact Instructor Gregory Weigel at Greg.Weigel@ucf.edu to obtain a classroom assignment.

- **If you are scheduling your teaching requirement in your final semester in the program, you are required to send the Program Office the course information and name of the instructor for the assignment before the add/drop deadline of your final semester.**
- **Once you've fulfilled your teaching requirement, you must submit your MS Biomed Teaching Requirement DocuSign form electronically to the Program Office.**

Overall Expectations

- Professionalism with time, attire and interaction with students and staff.
- TAs are evaluated after each semester (TA is a privilege
- TAs can be terminated during or at the end of the semester if warranted.
- Communication is very important.
- Teaching labs rely on your assistance.
- Where appropriate, proper PPE (Personal Protective Equipment) must be worn in labs.
- Proper training on equipment is necessary before use.

The program will pursue, to the fullest of our policy, any complaint of unacceptable behavior or misconduct. This may end in placing students on probation, or dismissal from the program.

Lab and Safety Training

All Graduate Students are required to complete the following Lab and Safety Training Courses below during Orientation week. ehs.ucf.edu/

Basic chemical safety, biological safety, and radiation safety awareness training is required for you to participate in laboratory research. **The UCF Environmental Health and Safety Department offer these required safety training courses online and they are available at any time.**

- EHS102 Biological Safety
- EHS140 Blood borne Pathogens
- EHS201 Laboratory Safety
- EHS301 Radiation Safety
- EHS116 Practical Session

Graduate Students will have the opportunity to complete these EH&S training courses during the Program required Orientation Week of events, held a week before Fall classes begin. Please note: The student is responsible to complete these safety training courses by the official end of the first Fall semester in the program. No exceptions. Please contact the Office of Environmental Health & Safety at 407-823-6300 if you have any questions.

UCF EHS Lab Coat Dispensing Program

The Environmental Health and Safety Department (EHS) has teamed up with CINTAS to bring the lab coat dispensing program to the University of Central Florida. Students, Staff and Faculty working on labs will be able to check out a lab coat from a lab coat dispenser using their UCFID card and return them at a drop off machine at 4 locations on main campus and Lake Nona. Individuals will have to be designated to a research lab and be up-to-date with all their EHS safety training (EHS201, EHS202, EHS203 if needed). Lab coats can only be checked out 1 at time but may be checked out after an hour once returned and they should not be checked out for longer than 2 weeks. There are 7 lab coat sizes available (XS, S, M, L, XL, 2XL).

Locations:

Physical Sciences Building

Physical Sciences Location Map

Research 1 Building
Research 1 Location Map

Engineering 2
Engineering 2 Location Map

Burnett School of Biomedical Sciences at Lake Nona
BSBS Location Map

Tutorial - https://ehs.ucf.edu/lab-coat-dispensing-program

Program Meeting Scheduling Policy

Capstone Defense & Comprehensive Examination

- **The student is responsible for scheduling the committee meeting date and time that will be amenable to all committee members.**

- Once the committee meeting date is confirmed, the student is required to send the program an email on where the exam will be held **(in person, virtual zoom, or hybrid) for approval** BSBSGradInfo@ucf.edu.

- **Once the approval is given**, the student is responsible for contacting the program office to reserve the conference room for the "in person" meeting, no later than 3 weeks before the meeting. The program Office will assist with room reservations for the event.

- **Approved exam rooms for MS Biomedical Sciences Defense:**
  BBS conference or meeting rooms (Lake Nona)/ HS II 345 (Main Campus)/ BMS 136 (Main Campus)/ Research Annex Conf Room (Main Campus). *Please email Program Office for permission to use other facilities especially if the meeting is held virtually.*

  For conference room reservations you may email:
  BBS 103 (Lake Nona) – hscwelcomedesk@ucf.edu
  HSII 345 (main campus) – HSIIReservations@ucf.edu
  BMS 136A (main campus) –BMSReservations@ucf.edu

  If the meeting is to be held via zoom, it is the mentor responsibility to create a zoom link using UCF account. Please see the link to *UCF Zoom Guide here.*

- **Capstone Defense Meeting – If IT support is needed (In person, Zoom or Hybrid)** The Program Office will submit a ticket to the UCF Health IT support Center requesting IT assistance for your capstone defense. Faculty mentors will be notified once the IT appointment is confirmed and will be instructed to contact the IT Support Center before the defense is held, if there are any questions.

All program forms must be signed and submitted to the Program Office electronically to BSBSGradforms@ucf.edu no later than 1 week after your meeting.

Statement of Graduate Conduct

The Burnett School of Biomedical Sciences faculty are engaged in investigating research in cancer, cardiovascular, metabolic, molecular microbiology, neurodegenerative, and immunity & pathogenesis diseases. Our faculty research mentors are also committed to enhancing our graduate students' knowledge and graduate student experience.

Graduate students are expected to perform at a high level of professionalism, demonstrate collegiality and professional conduct in all activities including research if they are involved.

Research Ethics

The Office of Research offers a variety of teams and tools to assure research conducted at UCF adheres with regulatory guidelines and meets the highest standards of responsible conduct. To learn more, go to https://www.research.ucf.edu/compliance.html

Research with animal subjects

The Animal Study Protocol or the IACUC protocol is a detailed description of the proposed use of animals prepared by the researcher for review and approval. Any activity that involves animal research, can only begin after an IACUC review. At UCF the IACUC is responsible for oversight and evaluation of the university animal care and use program, its procedures and facilities to ensure that they are consistent with the recommendations of the Guide, AWR, PHS Policy and IACUC Policies. Go to https://www.research.ucf.edu/IACUC/2021/Regulations.html

IRB - Institutional Review Board

The IRB is a committee established to protect the rights and welfare of human participants involved in research. All **Human Research** conducted by UCF faculty, staff, and students must be reviewed by the IRB and approved for compliance with regulatory and ethical requirements before it may be undertaken (unless the IRB determines that the activity is exempt from IRB review).

- https://www.research.ucf.edu/compliance/irb/investigators/index.html
- https://www.research.ucf.edu/compliance/irb.html
- **Huron IRB** – Proposal Frequently Asked Questions

Contact the IRB Office at irb@ucf.edu with any questions about whether your activity meets the definition of Human Research subject to IRB oversight, or to obtain a memorandum letter.

Research Ethics

The Office of Research offers a variety of teams and tools to assure research conducted at UCF adheres with regulatory guidelines and meets the highest standards of responsible conduct. To learn more go to https://www.research.ucf.edu/compliance.html

UCF's Patent and Invention Policy

University policy and federal law requires that intellectual property resulting from federally funded research must be disclosed to the Office of Technology Transfer (OTT).To learn more, go to https://tt.research.ucf.edu/our-policies/

Program Grading and Other Requirements

Grades

Grades of every student will be evaluated after each semester. A Grade point average of 3.0 is required.

See Policy Below:

- The program will allow a maximum of two "C" grades in the program.
- Any student who receives a grade below a C grade in any course will automatically be dismissed from the program.
- If a student's GPA falls below a 3.0 but remains above a 2.0, the student will automatically be placed on academic probation by the College of Graduate Studies. Students will receive a notice of probation at the beginning of the probation period, and the notice of probation will be imprinted on the student's academic transcript.
- Students can receive a **grade of "U"** for unsatisfactory laboratory work/performance, and no credit. Under such circumstances the program may elect to place the student on academic probation or dismiss the student if the unsatisfactory progress continues.
- Any student who receives **two consecutive "U" grades**, will automatically be dismissed from the program.
- Any student who receives a **GPA below 2.0,** will automatically be dismissed from the program by the College of Graduate Studies.
- Any student found guilty of **research or academic misconduct** will be immediately dismissed from the program.
- International students placed on probationary status will be sent to the UCF Global for advisement regarding the immigration status implications of this action.
- The program allows only one W grade per course and no more than 3 W grades per Program Plan of Study.

Please review the full academic policies found in the Academic Progress and Performance section in the UCF Graduate Catalog.

Directed Independent Study Courses

A maximum of three courses may be taken as independent study, for a total of no more than six semester hours. (Program Approval is needed for Independent Study)

Program of Study Plan

A Program of Study is a listing of course work agreed to by the student and the degree program specifying course degree requirements. All students must review their program plan of study with the program, the faculty mentor and must submit the MS Biomedical Sciences Program Plan Form to the Program Office by the beginning of the Spring semester, 1st Year.

Transfer Credit Policy

Courses taken at an accredited institution BEFORE a student is given graduate status at UCF may be transferred intothe student's program of study.

1. No more than **9 semester hours** of graduate credit(s) (5000 level or more) may be transferred into the graduate program from UCF post-baccalaureate work or from other accredited institutions.
2. *Courses older than 7 years cannot be transferred.*

Please email BSBSGradAppts@ucf.edu to meet with the program to review your courses.

All transfer credits to be used toward the master's degree should be finalized before the end of the Fall semester, 1st year.

Satisfactory Progress

Graduate students are required to pass all required courses, meet with their capstone committee members regularly and pass the required Capstone Defense and Comprehensive Examination.

Time Limitation for Degree Completion

The student has seven years from the date of admission to the master's program to complete the degree. Students may transfer in coursework according to the Transfer of Credit policy, however, courses older than seven years at the time of admission will not be transferred into the student's Program of Study. Students who anticipate being out for an extended period of three consecutive semesters or longer should apply for a Special Leave of Absence no later than the end of the add/drop period of the third semester of absence. Students who do not maintain continuous enrollment without a Special Leave of Absence (see Continuous Attendance and Special Leave of Absence in the General Graduate Policies) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

Graduate Research Forum/Symposium

The College of Graduate Studies hosts an annual Research Forum to provide a conference setting for our own students to showcase their work either with poster presentations or a face-to-face presentation. Graduate students are encouraged to participate in the Graduate Research Forum.

3MT

Int the Fall and Spring Semesters, the College of Graduate Studies hosts a Three Minute Thesis (3MT) Competition for graduate students. Doctoral students communicate their research in just three short minutes and with only one PowerPoint slide to non-expert judges while competing to win scholarship awards. Graduate students are encouraged to participate in this event. For questions about this event, please email gradworkshops@ucf.edu.

Posters and PowerPoint

The UCF College of Medicine's Educational Technology department offers **free printing of posters** and **PowerPoint** templates for COM faculty, staff and students that promote UCF and the college. Contact: comedtech@ucf.edu

Posters

The college has created several templates to be used for all poster presentations in accordance with new university-wide brand standards that reflect a modern, cohesive look for all materials

that reflect the university. The purpose of these templates is to create professional posters that reflect the UCF brand and provide a consistent look. Additionally, the template should facilitate your efforts in creating posters.

- The templates provide a choice of either a black or yellow banner for your poster (links below) as well as the university-approved font – Gotham.
- Since there is a fee associated with installing this font on your computer, please use another font and Ed Tech will change the font for you prior to printing.
- We don't want to restrict creativity, so feel free to design the body of your poster any way you feel appropriate, but we will enforce the following standards for the banner
- Must be either black or yellow background
- Must include the approved COM logo
- Title of poster must be either yellow or black

PowerPoint

These PowerPoint templates contain multiple slide designs and photo options you may use for your own presentations. We've included a 4:3 presentation format and a 16:9 format.

- These templates are set up with the font Helvetica.
- Arial may be used as a substitute font. If you have the font Gotham installed on your computer, please feel free to convert all text to that font.
- (Note: If you are sharing your final PowerPoint with other users who do not have Gotham, the document fonts will not display correctly.)

For more information, please click here.

Professional Seminars, Program Colloquium and Symposia

Professional Seminars

Students are strongly encouraged to attend departmental seminars including the weekly Friday seminars, the research divisions meetings, and guest seminars.

The College of Graduate Studies hosts an annual Research Forum to provide a conference setting for our own students to showcase their work either with poster presentations or a face-to-face presentation. Graduate students are encouraged to participate in the Graduate Research Forum.

Absences

Students who anticipate that they may not be able to enroll continuously due to external circumstances should apply for Special Leave of Absence. Specifically, students who are taking courses should apply for a Special Leave of Absence when they cannot enroll in more than two consecutive semesters. Students who are in thesis/dissertation hours should apply for a Special Leave of Absence when they cannot enroll in every semester (including summer).

To qualify for a Special Leave of Absence, the student must demonstrate good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the Special Leave of Absence.

Due to current U.S. government regulations, international students must be enrolled every fall and spring semester.

MS Biomedical Sciences Graduate Program Leave Policy

Only UCF official holidays, as published in the UCF academic calendar each year, are recognized as holidays. Nonthesis students working in labs must discuss the leave with their mentor and/ supervisor.

Program Attendance Requirement

Students are expected to attend all classes, lectures, seminars and complete all research and laboratory assignments by the deadlines specified. **Supervisors must be notified if you are going to be absent from the research lab or the teaching lab.**

Changing Your E-mail, Address or Phone Number

It is important to remember that all official university communication will be sent to your e-mail address or physical address on file. Students are responsible for updating their e-mail, physical address, and phone number. This can be done online through myUCF or by submitting a written request to the Student Services office.

UCF College of Graduate Studies Catalog / Handbook/ Policies

The UCF Graduate Catalog contains a description of the various policies, graduate programs, degree requirements, course offerings, and related matters intended to be in effect at the University of Central Florida during each academic year.

The Graduate Handbook is intended to familiarize graduate students with the procedures, policies, and expectations of the University of Central Florida Graduate program.

It is the student's responsibility to review and become familiar with all graduate policies. See links to the UCF Graduate Catalog and the UCF College of Graduate Studies Graduate Student Handbook below.

Graduate Catalog

- **Academic Progress**
- **Review of Academic Progress**
- **Program GPA**
- **Probationary Status and Dismissal**
- **Maximum Hours of Unsatisfactory Grades**
- **Incomplete Grades**
- **Transfer Credit**
- **Course Requirements**
- **6000 and 7000 Graduate Level Courses**

Student Handbook

- **Student Handbook Intro**
- **Financial Matters**
- **Role of the College of Graduate Studies**
- **Commitment to Diversity**
- **Admissions**
- **Registration**
- **Standards of Conduct and Responsibility**
- **Academic Environment**
- **Expectations of Graduate Faculty**
- **Expectations of Graduate Students**
- **Expectations of Graduate Departments and Programs**
- **Expectations of the Graduate School**
- **Rights**
- **Academic Appeals**
- **Record Holds**
- **Withdrawals**
- **Florida Residency**

Graduation Requirements

File Your Intent to Graduate

You must first be approved by the MS Program Coordinator before filing an intent to graduate for the semester you are approved.

Graduate students who plan to graduate are required to meet with the Program Office one semester prior to graduation to review their degree audit and program specific requirements. Any outstanding requirements not met must be addressed immediately.

- **All course requirements and GPA status met**
- **Graduate Policy: 6000-Level Courses**
- **Academic Integrity - Ethics/Responsible Conduct of Research Workshops**
- **MS Biomedical Sciences Program Teaching Requirement**
- **Capstone/Comprehensive Exam**
- **MS Biomedical Sciences Program Survey**

Email BSBSGradAppts@ucf.edu to schedule your appointment.

Once you are approved, graduate students will be instructed to log into their myUCF account (https://my.ucf.edu/) to apply for graduation. Go to: Student Self Service> Student Center> other academics (drop down menu) > Intent to Graduate> Apply.

Once you submit your Intent to Graduate, your initial status will be updated as "Applied" then moved to "Pending" after the Program and College of Graduate Studies review. Your status will change to "Awarded" and you will be certified to graduate by the Program Office and the College of Graduate Studies once all program and University requirements are met.

Commencement /Tickets/ Cap and Gown:

Graduate student must visit the UCF Commencement Website to learn about the following:

Commencement Location:
The University of Central Florida Commencement Ceremony will take place in the Addition Financial Arena.

IMPORTANT VENUE INFO

- Please anticipate a longer than expected travel time to the Addition Financial Arena due to traffic.
- Graduates should be at the Addition Financial Arena 90 minutes prior to their commencement ceremony.
- Graduates who arrive after the procession begins will not be guaranteed a seat.
- All graduates should park in Garage D. View a map of the location of Garage D .

Graduates must stay for the entire duration of the commencement ceremony.

Tickets:
Each guest entering the arena, which includes children and infants, is required to have a Commencement ticket for the ceremony. Family and friends who are unable to attend commencement can view the live-streamed ceremony online. The UCF FAIRWINDS Alumni Center will also be simulcasting the ceremonies. Additional guests can watch the ceremony at this location, and no ticket is required.

IMPORTANT TICKET INFO

- Please check to make sure all guest tickets have the correct commencement ceremony date and time listed on them.
- There is no ticket lottery for additional tickets.
- Graduation announcements cannot be used for admission.

Regalia:
Candidates participating in the commencement ceremonies are required to wear official UCF regalia available exclusively through the UCF Bookstore. Order online on the Herff Jones website. All rented items are due back by 5pm on Graduation Day.

Appropriate Attire

- Graduates should wear comfortable shoes.
- Temperature in the arena can be cold during the ceremony.
- Graduates participating in the commencement ceremonies are required to wear official UCF regalia available exclusively through the UCF Bookstore.
- Honor cords from various honor societies may be worn if they are the official designation of an officially recognized group.

GRAD CAP DECORATIONS

- Graduation cap decorations must lay flat against the cap and extend no higher than the cap button.
- Stagnant LED lights are permitted.
- Moving or flashing lights are not permitted.
- Language on decorated caps must be appropriate for a family-friendly event.

PROHIBITED ITEMS

- The use of cell phones, iPads or Go Pros is prohibited during the ceremony.
- Selfie sticks are not permitted.

The following items are prohibited to bring by both graduates and their guests: balloons, bottles, cans, containers, glass vases, alcoholic beverages, noisemakers, air horns, laser pens, silly string, confetti, banners, signs or post.

Diploma:
You will receive your diploma at Commencement, or it will be mailed approximately 6 to 10 weeks after the commencement ceremony to the address indicated on your Intent to Graduate form. Students who have changed their address should contact the College of Graduate Studies at graddegr@ucf.edu. Questions can be directed to the College of Graduate Studies at 407-823-2766.

Diplomas cannot be released if you have a nonacademic hold. It is your responsibility to resolve holds as quickly as possible.

UCF Transcripts
Your transcripts, showing the degree has been awarded, will be mailed approximately 6 to 10 weeks after the commencement ceremony to the address indicated on your Intent to Graduate form. Students who have changed their address should contact the College of Graduate Studies at graddegr@ucf.edu. Questions can be directed to the College of Graduate Studies at 407-823-2766. Diplomas cannot be released if you have a nonacademic hold. It is your responsibility to resolve holds as quickly as possible.

The Registrar's Office has an online site where you can order your final, official transcripts and you can request to have it held for delivery until it shows the degree has been earned.

In advance of your final transcripts being available, if you need an official letter showing that you have met all of the degree requirements, you can request this from the UCF Graduate College. Please e-mail or call (407/823-2766 ext. 0) for additional information.

Student Account Services and the Registrar's Office will notify students of any outstanding financial obligations prior to the Commencement ceremony. All financial obligations must be met in order to receive a diploma and official transcripts. Transcripts that reflect the degree earned will be available approximately 4-6 weeks after the ceremony and requests may be made through the Registrar's Office.

Job Search and Career Pathways

Our graduate students that have completed the programs are prepared to enter a career in fields related to biomedical sciences or continue their graduate/professional education at universities all over the country.

MS Graduates

Our graduate students that have completed the programs are prepared to enter a career in fields related to biomedical sciences or continue their graduate/professional education at universities all over the country.

Positions: Graduate school, Professional Health/Medical School, Scientists, Research Tech, Academics

- St. George University School of Medicine, Grenada, West Indies
- Department of Homeland Security

- Edgewell Personal Care
- United States Department of Agriculture (USDA)
- Roche Molecular Systems
- Noble International Incorporated
- University of Massachusetts Medical School
- University of Central Florida – PhD Biomedical Sciences Program
- University of Central Florida – MD Program
- Yale University – MD Program
- University of North Carolina – Chapel Hill-PhD Program
- Cornell University – PhD Program
- University of Miami – MD Program
- University of Florida – MD Program
- University of Florida – PhD Program
- Nova Southeastern University – MD Program
- Brandeis University – PhD Program
- University of Colorado Anschutz Medical Campus – Lab Technician
- Adjunct Professor – Valencia College
- Johnson & Johnson
- University of Miami's Miller School of Medicine
- Boehringer Ingelheim – Regenerative Medicine Intern
- University of Central Florida – Laboratory Technician

International Students

UCF Global

International Advising

UCF Global at the University of Central Florida functions as the primary international hub for students, faculty, and staff. Through strong partnerships UCF Global is committed to increasing international mobility and enhancing the university's global competency.

Considerations for International Students

All international students on F or J visas must maintain full-time, degree-seeking status regardless of financial support received from the university. F and J visa holders should contact UCF Global to ensure that their enrollment conforms to the full-time definition of their visa status. International students should not change their course schedule or drop classes without advisement from the UCF Global.

Reduce Course Load

While international students must maintain full-time enrollment for the duration of their program, immigration regulations allow exceptions to the full-time enrollment requirement. Prior to dropping below the full-time enrollment requirement students must receive approval from UCF Global by submitting a Reduced Course Load (RCL) form that explains the nature of the reduced hours.

- Visit https://global.ucf.edu/maintaining-status/ to obtain a copy of the (RCL) form.
- To learn more please review How to Maintain F1 and J1 status.

Students receiving fellowships or assistantships should consult with the Graduate College's Financial Assistance Office before considering dropping a course if they will become part-time as a consequence.

Students should contact the following: gradfellowship@ucf.edu or gradassistantship@ucf.edu

Versant English Test Requirement for GTA

The Versant English Test is used to measure the communicative competence of non-native English-speaking graduate students under consideration for teaching assistant positions at the University.

The English language Institute will be offering the Versant English Test in place of the SPEAK Test. Students who are non-native speakers of English and do not have a degree from a U.S. institution must pass the English Speaking test before they will be permitted to teach as Graduate Teaching Associates (position code 9183) or Graduate Teaching Assistants (position code 9184). The SPEAK test is not required for students who will be appointed as a Graduate Teaching Grader (position code 9187). The English-Speaking test is administered by the English language Institute and takes about 20 minutes.

Test Dates and Registration - https://global.ucf.edu/english-test/

Students must register in advance for the Versant Test. Registration is an online process through the myINTLportal. Log in using your NID and NID password to submit your registration.

Please refer to the IEP Student Handbook on detailed information about the Intensive English Program and helpful information and tips about student life at the University of

Central Florida. It will include detailed information on F-1/J-1 immigration regulations, attendance policies, academic progress, UCF Services, Housing, etc.

For additional information please contact UCF Global.

Website - http://global.ucf.edu/

Address: 4356 Scorpius St,
Building GB 139
Orlando, FL 32816-0130
Phone: (407)823-2337 | Fax: (407)823-2526

UCF Global provides expert advising services in the areas of a student's academic and immigration matters.

IMMIGRATION ADVISING

- Questions regarding your I-20 and Immigration status
- I-20 Travel Signature and Visa Renewal
- Request Annual Vacation (IEP)
- I-20 Extension
- Transfer out Procedure

To schedule an appointment with an **Immigration Advisor** please visit UCF Meet with an Immigration Advisor.

ACADEMIC ADVISING - UCF GLOBAL PROGRAMS

- Questions regarding your classes and your academic performance/progression
- Course of Study Plan
- Graduation Advising
- Academic Exploration
- Cultural adjustment support

To schedule an appointment to see an **Academic Advisor**, please visit the **Front Desk on the 1st Floor of UCF Global**.

ENROLLMENT SERVICES - UCF GLOBAL PROGRAMS

Pathway Program Information/Application

- Program overview and requirements
- Pathway Program Agreement
- Transcripts and Documents

Schedule an appointment with our **Enrollment Services Team** on the **1st Floor of UCF Global.**

Institutional and Program Policies

Accommodations

Student Accessibility Services
Student Accessibility Services (SAS) views disabilities as an integral part of the rich diversity at the University of Central Florida. To that end, we work collaboratively with students, faculty, and staff to create an inclusive educational environment for students. Graduate students with disabilities must contact the professor at the beginning/or prior to the semester to discuss the needed accommodations.

Students who need accommodations must be registered with the Student Accessibility Services office. For more information, please visit Student Accessibility Services website at https://sas.sdes.ucf.edu/accommodations/. Contact: sas@ucf.edu or (407) 823-2371

Communication

Each year the Program Director and Coordinators hold an annual meeting in an open forum with all graduate students. The College of Medicine Dean also attends the meeting to share the strategic plans for the college and the department and to speak with graduate students. Other guest speakers are also invited to speak to students about other topics important to students.

Program updates, successes, challenges, and assessments are shared during the meeting and a question-and-answer session is held to give students an opportunity to share their suggestions, concerns, and any feedback they may have. This meeting provides an open line of communication between the students and Program Leadership. New ideas and suggestions are welcomed to help improve graduate student overall experience.

Student Responsibility for University Communication
UCF uses email as the official means of notifying students of important university business and academic information concerning registration, deadlines, financial assistance, scholarships, student accounts (including tuition and fees), academic progress and problems, and many other critical items for satisfactory completion of a UCF degree program.

The university sends all business-related and academic messages to a students Email address to ensure that there is one repository for that information. Every student must register for and maintain an Email account at https://extranet.cst.ucf.edu/kmailselfsvc and check it regularly to avoid missing important and critical information from the university. Any difficulty with establishing an account or with accessing an established account must be resolved through the UCF Computer Services Service Desk so that a student receives all important messages.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This emergency contact information will be used only for emergency purposes. Also, both permanent and local mailing addresses must be on the record, so that any physical documents that must be mailed can be delivered.

It is critical that students maintain and regularly check their Email account for official announcements and notifications. Communications sent to the Email address on record will be

deemed adequate notice for all university communication, include issues related to academics, finances, registration, parking, and all other matters. The University does not accept responsibility if official communication fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Email account. Please ensure that this information is current and that any changes in contact information are made online through the myUCF portal at https://my.ucf.edu/.

Disability Statement

ACCESS matters
Purpose: We envision UCF to be a fully accessible campus and inclusive environment for people with disabilities. We do this by:

- **A**cknowledging disability as an aspect of human diversity;
- **C**ultivating awareness of the environment's disabling barriers;
- **C**ollaborating on and proactively facilitating accessible environments and experiences;
- **E**ducating faculty and staff to create and maintain access in their spheres of influence;
- **S**hifting to an inclusive-minded attitude;
- **S**upplementing with reasonable accommodations as a last resort measure to ensure access.

Diversity Statement

The program invites guest speakers during the orientation events of new students to discuss topics related to Diversity, Equity, and Inclusion. The speakers discuss with the new students UCF policies on this topic and provide them with necessary information and available recourses.

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at https://letsbeclear.ucf.edu and http://cares.sdes.ucf.edu/. If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE http://oie.ucf.edu/ & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – http://sas.sdes.ucf.edu/ & sas@ucf.edu

- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team – http://jkrt.sdes.ucf.edu/
- UCF Compliance and Ethics Office – http://compliance.ucf.edu/ & complianceandethics@ucf.edu
- Ombuds Office – http://www.ombuds.ucf.edu

Harassment

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veterans status, sexual orientation, or genetic information is prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature including any of these three situations.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the OIE Coordinator. The Director of the Office of Institutional Equity Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Barbara Ying CMMS Building 81, Suite 101. The phone number is (407) 823-1336. Policies and guidelines are available online at http://www.eeo.ucf.edu.

Privacy – Data and Security

All members of the university community have a responsibility to protect the data generated, accessed, modified, transmitted, stored, or used by the university. Stay alert and treat university information responsibly. Please review reminders below:

Computers and electronic devices:

- Password protect or use another authorized form of authentication for your computer and electronic devices. Do not share your password and do not write it on a note that you leave on or around your desk area. IT Support can help reset your password if it is forgotten. No one needs to know your password. Do not let anyone watch you type in your password.
- Encrypt and password protect confidential or sensitive information provided via email or stored on a disk or an external drive. When providing a password for an attachment to an email, do not send the password and the encrypted message in the same message.
- Stay alert and avoid falling for phishing schemes. Do not trust unsolicited emails or click on suspicious links.
- Secure laptops and other electronic devices when not in use. Do not leave them in view and unattended. It is easy to smash a car window and grab a computer or cell phone left on a car seat. Put your laptop, mobile phone, and other electronic devices in the trunk of

your car if you aren't taking them with you. Use similar precautions in airports, hotels, and at home.

- If your university-owned computer or electronic device is lost or stolen, report the loss as soon as you are able to do so. It may be possible to disable the device or limit access to the information it contains or even trace the location of the equipment. Depending on the circumstances, and more specifically what was stored on the device, UCF may be under a legal obligation to quickly report the loss to a government agency or persons whose sensitive information has gone missing.
- Limit use of public WIFI and do not use it to send sensitive information.

Workspace security:

- Do not leave confidential or sensitive materials in view when visitors are present or when you leave your workspace. Turn document hard copies upside down or place them in a drawer or cabinet, particularly when leaving for an extended period. If locks have been supplied for your desk drawer, file cabinets or office, use them when you leave work for the day.
- Position your computer screen away from others. Share your work with people having a reason to see it, not with friends, uninvolved co-workers, or strangers dropping by your workspace.
- When visitors are permitted in the workplace, do not allow them to roam or wander through unattended. Report suspicious activity appropriately and rapidly.
- Limit copying of confidential and sensitive materials and avoid leaving printed copies on copy machines.

If you have questions about your data privacy and security obligations, please contact privacy@ucf.edu for assistance. To learn more about the importance of protecting restricted and related data at UCF visit: University Compliance, Ethics, and Risk.

Additional Program Details

MS Biomedical Sciences Support

Non-thesis master's students in this program are not eligible to receive a Graduate Teaching Assistantship (GTA) or tuition remission from the program.

If you are interested in applying for loans or externally funded need-based awards, visit the Office of Student Financial Assistance website at finaid.ucf.edu/ and complete the Free Application for Federal Student Aid (FAFSA),which is available January 1 each year.

Tuition and Fees - https://studentaccounts.ucf.edu/tf-graduate/

For additional information about funding for graduate school, please visit Funding for Graduate School.

Full-time Enrollment

A full-time degree-seeking graduate student must take at least 9 credit hours in the fall and spring semesters. A half-time load is defined as enrolled in at least 4.5 credit hours in fall and spring terms. During the summer term, full-time is 6 credit hours and half-time is 3 credit hours. Graduate students are part-time if they do not enroll as above except for two special cases:

UCF Fee Policy - Financial Matters

All fees must be paid by the Fee Payment Deadline.

Be sure to check the official UCF Academic Calendar and the Tuition and Fees Schedule for the current academic year fees and deadlines.

Financial Aid Funding

The mission of the **Office of Student Financial Assistance** is to provide UCF students and the University Community comprehensive quality service by offering options for financial assistance and efficient delivery of aid. Financial aid counseling is available by appointment. Due to confidentiality, counseling by phone and email is limited. To learn about UCF financial assistance opportunities, visit Funding. For student loans and other funding sources, you should also visit the Office of Student Financial Assistance site at finaid.ucf.edu.
Visit the College of Graduate Studies Funding Website for information about specific funding, awards, and fellowships opportunities.

Student Account Services

The mission of the Student Account Services office is to serve the students who attend our university by billing fees, campus housing, and other university charges accurately and efficiently, and collecting and crediting tuition revenue. We are here to provide students with quality service and information by maintaining accurate financial records and communicating policies and information to students concerning their accounts. For more information, please visit: https://studentaccounts.ucf.edu/

Graduate Program Registration

Graduate students will work with the Program Graduate Service Office to register for courses each semester. The Program Office will send out the approved list of courses available along with the registration request (agreement) form.

- Department consent is required for many of our graduate program courses. Graduate students must submit their DocuSign Registration request form to the Program Office for assistance. Email BSBSGradRegistration@ucf.edu
- All holds must be removed before we can assist you with registration. Please send us your registration request form after your hold has been removed.
- **MCB 6026 Capstone** – The Registration of your Capstone course must include the mentors "Description of Assignments and Expectation" and signature on the Program DocuSign Registration Form before submission.
- If you need to schedule an appointment to review your registration plan, please email BSBSGradAppts@ucf.edu.
- Graduate Registration forms are located on the program website - Link Here

Record Holds

A hold (negative service indicator) may be placed on a student's records, transcripts, grades, diplomas, or registration due to financial or other obligations to the University. Satisfaction and clearance of the hold is required before a release can be given. Students may check for holds on the myUCF system at my.ucf.edu. To obtain an immediate release for Student Accounts financial holds, you may make your credit card or e-check payment online from your student account. After making a successful payment, contact Student Account Services with the remit ID to confirm your payment and have your hold released.

How to Get Involved

As a graduate student at UCF, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunity for professional networking.

In Our Discipline

In our discipline graduate students have the opportunity to attend seminars, present at program and university symposiums, colloquiums and other events, and can take an active role in our Burnett School of Biomedical Sciences Graduate Student Association.

Graduate Student Associations

Biomedical Sciences Graduate Student Association

BSGSA is a registered student organization at the University of Central Florida that serves as the official advocate and representative for graduate students in the Biomedical Sciences program. We provide a relaxing environment where graduate students can have fun while discussing relevant issues that directly affect our program. BSGSA also helps welcome incoming students and organizes meetings aimed to help students overcome the major milestones of the Master's and PhD programs.

Parent Organization: Office of Student Involvement

The goals of BSGSA include

1. To provide a forum for discussion of issues relevant to graduate students within the Burnett School of Biomedical Science and others in the university community
2. To organize, promote and conduct activities beneficial to Biomedical Sciences graduate students and enhance their graduate education at the University of Central Florida.

Check us out on our Facebook page!

- Like our Facebook Page: https://www.facebook.com/bsgsaucf/?ref=br_rs
- Join our Facebook Group: https://www.facebook.com/groups/bsgsaucf/
- Follow us on Instagram: https://www.instagram.com/bsbsgsa/
- Contact us at: bsbsgsa@gmail.com

UCF Graduate Student Association (GSA)

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational, and professional experience. The Purpose of GSA is to support a culture that continually seeks out and identifies needs common throughout the graduate community, increase visibility of graduate student excellence, expertise, and professionalism through collaboration with other university partners, and demonstrate initiative, vision, and leadership in the development and execution of programming and professional development opportunities.

To learn more or get involved, please visit facebook.com/groups/UCFgsa/ or contact Information:gsa@ucf.edu

For the complete list of Registered Student Organizations (RSO) at UCF please visit the knights connect website at: https://knightconnect.campuslabs.com/engage/organizations.
For information about student organizations please visit: http://osi.ucf.edu/student-orgs .

The Office of Student Involvement (OSI)

The Office of Student Involvement supports student success and enhances the campus environment by focusing on our core principles – ***Connect, Involve, Impact*** -through quality programs, services, student leadership opportunities, and intentional environments. Visit the Student Involvement website to view the list of over 670+ Registered Student Organizations across all UCF Campuses.

Graduate Student Center

The UCF Graduate Student Center provides a space for graduate students to gather for professional development, workshops, rehearsal of presentations, defenses of their thesis or dissertation research, guest lectures and colloquia series, study, and collaborate. Located on the second floor in suite 213 of Trevor Colbourn Hall Building, the Graduate Student Center is just minutes from the Student Union, Bookstore, Library, and Millican Hall services. The Graduate Student Center contains four main areas: multipurpose study and collaboration area, presentation room, conference room, and study and data analysis rooms. To check availability call or email gradcenter@ucf.edu.

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***Eligible to serve on thesis/dissertation committees as external member**

****Denotes BSBS program teaching faculty**

Facilities

Faculty and staff are located in five areas: The Biomedical Science Building and Health Sciences II Building on Main Campus, the Biomedical Research Annex in Research Park, the Burnett Biomedical Sciences Building adjacent to the College of Medicine, and the Lake Nona Cancer Center at the Lake Nona Medical City Campus.

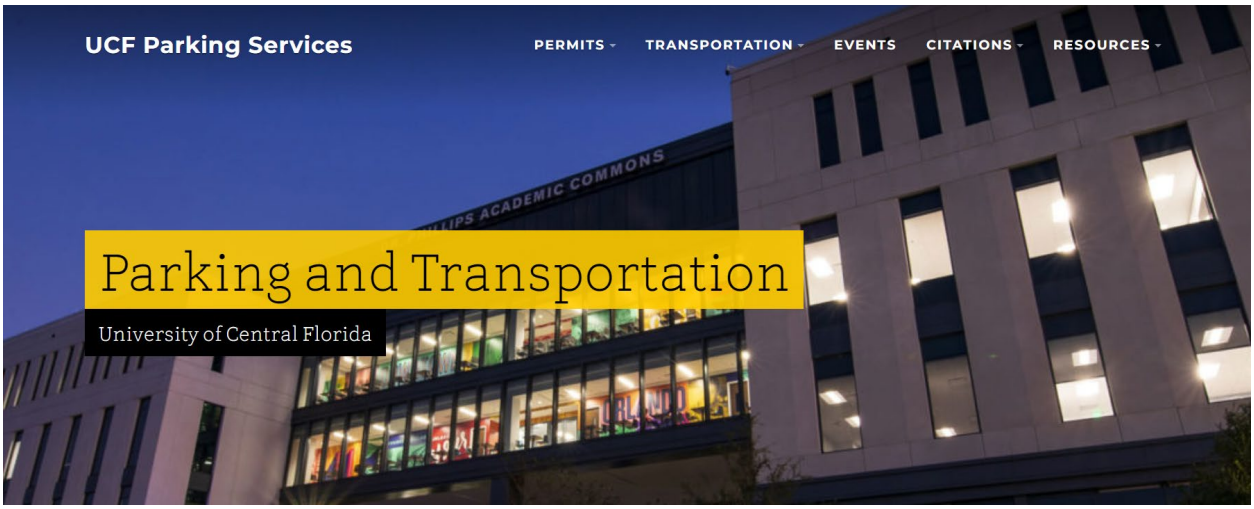
Biomedical Sciences Building, Main Campus

Burnett Biomedical Sciences Building, Health Sciences Campus

Health Sciences II Building, Main Campus

Biomedical Research Annex, Research Park

UCF Lake Nona Health Sciences Campus



Health Sciences Campus Shuttle
UCF Shuttles travel between UCF's main campus and the Health Sciences Campus at Lake Nona Monday through Friday. For the latest schedule updates please visit the Parking Services website at http://parking.ucf.edu/shuttles/health-sciences-schedule/

Parking and Transportation
https://parking.ucf.edu/
All students must register their vehicle online. The registered owner of the permit is responsible for all infractions and penalties attributed to the permit, even if expired. All vehicles on campus must park nose-in and plate out. No back-in or pull-through parking is allowed. Failure to park nose-in may result in a citation.

There are 15 regular off-campus, fixed shuttle routes between the UCF campus and the following 22 off-campus apartment complexes and Central Florida Research Park. Parking & Transportation Services also provides an on-campus shuttle system called Pegasus. The UCF Shuttles operate every class day excluding weekends. Please visit https://parking.ucf.edu/shuttles/ to learn more.

- Purchase a permit
- Parking FAQs

Forms/Useful Links/Resources

Program Forms

Program DocuSign forms are available on our website.

- MS Biomedical Sciences Program Plan Form
- MS Biomedical Sciences Capstone Mentor Selection Form
- MS Biomedical Sciences Capstone Committee Selection Form
- MS Biomedical Sciences Capstone Topic Form
- MS Biomedical Sciences Teaching Requirement Form
- MS Biomedical Sciences Capstone/Comprehensive Exam Form

Useful Links/Resources

- Academic Calendar
- BSBS Program Website
- Campus Map
- Graduate Catalog
- College of Graduate Studies
- Counseling Center
- Bookstore
- Parking Services
- Library
- UCF Library Services for Grad Students
- Inter Library Loan
- Shuttles Parking Services
- Recreation Center
- Housing
- Housing, off campus
- Student Health Services
- Counseling Center
- Writing Center
- Thesis and Dissertation (ETD)

- Financial Assistance
- Golden Rule Student Handbook
- Graduate Student Association
- Graduate Student Center
- Knights Email
- NID Help
- Pathways to Success
- Traveling Scholar Form
- Student Union Food and Vendors
- Dining Services
- Knights Pantry

Program Contact Info

Burnett School of Biomedical Sciences Graduate Office

The Biomedical Sciences Graduate Services Office is an integral part of ensuring our graduate students' success. We assist with admissions, orientation, course registration, and are heavily involved in making sure our graduate students complete their required milestones throughout their graduate student career.

We are here and ready to answer all your questions!

We are available to assist you by phone, email or by Zoom appointment.

Program Email Contact

- **BSBSGradInfo@ucf.edu** – Send general inquiries to this account.
- **BSBSGradAppts@ucf.edu** – Send your request to schedule an appointment to this account.
- **BSBSGradForms@ucf.edu** – Submit all forms electronically to this account.
- **BSBSGradRegistration@ucf.edu** – Submit all registration request's forms electronically to this account.

THE UCF CREED

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions. These values comprise the guiding principles that direct the actions of the university,and its students.

Integrity

I will practice and defend academic and personal honesty.

Scholarship

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

Community

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

Creativity

I will use my talents to enrich the human experience.

Excellence

I will strive toward the highest standards of performance in any endeavor I undertake.

The MS Biomedical Sciences program (non-thesis) reserves the right to make any changes or amendments to the Program/Handbook information, rules, or policies within the students' period of study upon majority approval of the program faculty, director and coordinator.