UNIVERSITY OF CENTRAL FLORIDA

Graduate Program Handbook - 2025/26

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.

July 2025 • 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 thepast 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.

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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 prepareyou 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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World Journal of Gastroenterology

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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 the MS Biomedical Sciences 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. The MS Biomedical Sciences Program Handbook describes the details about the program, policies and requirements in your specific program/track. While both handbooks are wonderful resources, you are always welcome to talk with faculty and staff in the 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.

Program Director

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/.

College of Graduate Studies Services

For general graduate inquiries and graduate student services from the College of Graduate Studies, 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/wherearetheynow/

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** 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 program, 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.**

Academic Integrity & FERPA waiver

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

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

- **All graduate students must complete the College of Graduate Studies Pressures to Plagiarize Webcourse before the end of their first semester**. Students are automatically enrolled in the course soon after they accept their acceptance to their UCF graduate program. Graduate students who do not complete Pressures to Plagiarize by their first semester will not be eligible to register for courses in their next semester. Please see graduate.ucf.edu/plagiarism for more information.
- **All MS graduate students must complete 2 Academic Integrity workshops in the program.** Students are strongly encouraged to take these workshops in order (Part 1 then Part 2), but they are not required to be completed in order.
- **Online Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research Training –** May be required by your Capstone Mentor.

Note: You must complete all workshops by the end of the Fall semester (1st year).

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.

Graduate Student Guide to Success

UCF Golden Rule

The Golden Rule is the university's policy regarding non-academic discipline of students and limited academic grievance procedures for graduate (grade appeals in individual courses, not including thesis and dissertation courses) and undergraduate students. Information concerning The Golden Rule can be found at www.goldenrule.sdes.ucf.edu/. Section 11, Student Academic Behavior, addresses appeals of graduate program actions or decisions.

Plagiarism

Understanding plagiarism is essential to the academic integrity of both programs and the institution.

Plagiarism Training Module

The UCF Plagiarism Training Module is required for all new/incoming students. Students will be admitted to the course by the first week of classes and will be required to complete it before the end of their first semester. 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. For Examples of Material that has been appropriately cited, please visit College of Graduate Studies website**.**

MS Biomedical Sciences 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 Divisions

A school in the UCF College of Medicine, the Burnett School of Biomedical Sciences is committed to advancing our understanding of human disease and developing innovative methods of treatment. The Burnett School scientists are engaged in research on the world's most prevalent and serious health problems, including cancer, cardiovascular, molecular microbiology, neurodegenerative, and immunity & pathogenesis diseases.

Key research divisions include:

- Cancer Division
- Cardiovascular Division
- Immunity & Pathogenesis Division
- Neuroscience Division
- Molecular Microbiology Division

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:

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

Our major topics of interest include HIV, tuberculosis, malaria, mechanisms of antimicrobial resistance, 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/

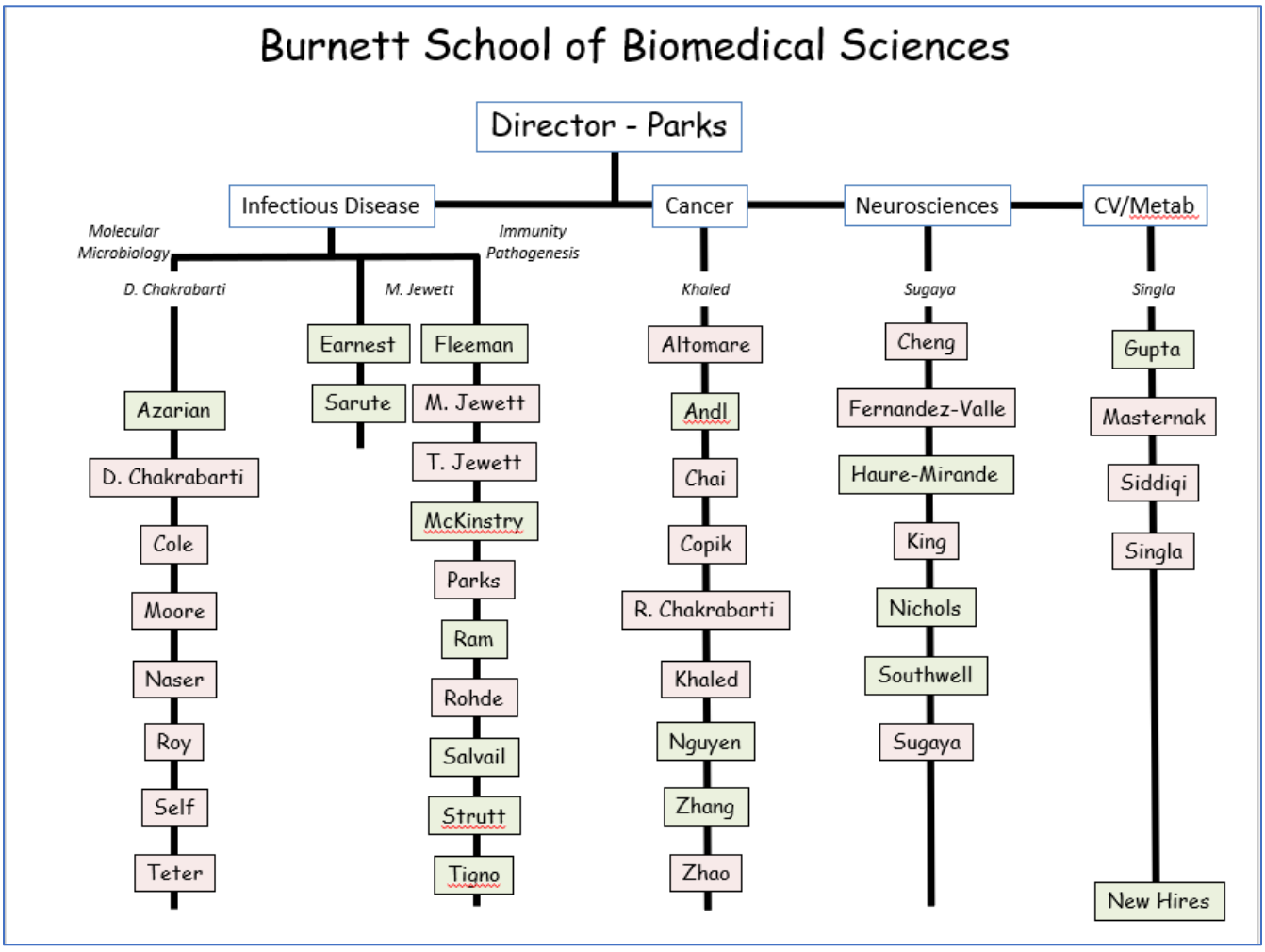
Division of Neuroscience

The mission of the Neuroscience Division is to discover cellular and molecular mechanisms that govern normal development and function of the nervous system. This knowledge is then applied to expand understanding of how neurological disorders arise and may be treated. Current focus is on movement disorders such as Parkinson's, ALS, peripheral neuropathies that damage neurons and myelin, as well as Neurofibromatosis, a genetic disorder that promotes tumorigenesis in the nervous system. The division's researchers are conducting cutting-edge research on:

- Schwann cell biology and development of peripheral myelin
- Non-myelinating glia
- Axonal transport mechanisms
- Oxidative and nitrative stress in neurons and nervous system tumors
- Cell metabolism related to neuronal death and tumor formation
- Autonomic innervation of the heart in diabetes and aging
- Mitochondrial biogenesis and bioenergetics
- Neurofibromatosis Type 2 and Schwannomatosis
- ALS, Parkinson's, and Alzheimer's Diseases
- Stem cells therapies
- Nerve injury and regeneration

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/

RESEARCH DIVISION STRUCTURE



Student Learning Outcomes/Expectations

Student Expectations

Before day one of the 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.

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.

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.

Changing Your E-mail, Address or Phone Number

To communicate in a more expedient manner, UCF uses email as the primary means of notifying students of important university business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, and so on. To avoid missing important communications from UCF, students must ensure that the university has an up-to-date "preferred" email address – as well as both a permanent and mailing (local) address. It is critical that students maintain and regularly check their "preferred" email account for official announcements and notifications. Communications mailed to an address on record will be deemed adequate notice. UCF does not accept responsibility if official communication fails to reach a student who has not notified the university of a change of email or mailing address**. Please ensure that your email address, as well as your permanent and mailing (local) address and telephone number, are current with the university at all times.** Students can **update their contact information through myUCF.**

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 Biomedical Sciences MS Program and all Tracks 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, infectious disease, cardiovascular sciences, or neuroscience and related disciplines) and will complete a capstone project that requires a capstone presentation and an oral comprehensive examination.

Funding: 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

The MS Biomedical Sciences Degree has 4 tracks:
Cancer Biology Track, Infectious Disease Track, Metabolic and Cardiovascular Sciences Track, Neuroscience Track

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Description of Core Courses

- **ZOO6737** - Clinically Oriented Human Anatomy (4) Clinically Orientated Human Anatomy 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.
- **MCB5722C** Methods in Biotechnology - Tissue Engineering (3) A laboratory course that will train graduate students in fluorescence and luminescence-based assays used in biopharmaceutical industry for target validation.
- **PCB 6815** 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 6236** 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 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 first week of classes for the Fall semester, **1st year**

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

- **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)
  Requirement must be met before Graduation

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

  - **Selection of a Capstone Mentor**
  - **Capstone Registration Form**
  - **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**

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.

Suggested Timeline for Completion

MS graduate students will complete this program in 1 year and 1 semester **(Fall, Spring, Summer, Fall)**. See plan below. 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:
PHI 5634 Medical Ethics (3)

Complete the following required course below:
ZOO 6737 - Clinically Oriented Human Anatomy (4) Fall

Select 1 of the following required courses below:

- **BSC6407C** - Laboratory Methods in Molecular Biology (3) Fall (Not offered Fall 2025)
- **BSC5418** - Tissue Engineering (3) Fall
- **MCB5722C** - Methods in Biotechnology (4) Fall

Complete the following required course below:
Seminar: Offered Fall/ Spring/ Summer

- **MCB 6938** – Seminar (1)

Elective Note: Students who do not select BSC 6407C Lab Methods course, must select 1 program elective at the 6 thou level to complete the UCF graduate 6 thousand level policy to graduate.

Select 1 Elective course (3)
See elective list below

Required: Submit Transfer Credit Request / Complete Academic Integrity Ethics Workshops
Total 11 Credits

Spring Semester:
Complete the following required courses below:

- **MCB6226** - Molecular Diagnostics (3) Spring
- **PCB6595** - Regulation of Gene Expression (3) Spring

Select 1 Elective course (3)
See elective list below

Required: Submit Program of Study Plan Form
Total 9 Credits

Summer Semester:
Note: Students opting to take the summer semester off must notify the Program Office by email.

Complete the following required course below:
MCB 6026 Capstone/Comprehensive Exam (3)
Review Capstone/Comprehensive Exam requirements in this handbook.

Select 1 Elective course (3)
See elective list below

Required: Teaching One Lab Section in Summer or the following Fall semester
ITG Meeting Semester before graduation: Schedule your degree audit review for graduation.
6 credit hours

Year 2:
Fall Semester:

Complete the following course below:

- **PHI5634 - Medical Ethics** (3) Fall

Seminar:
MCB 6938 – Seminar (1) Summer or Fall suggested

Select 1 Elective course (3)

See elective list below

Required: File your online Intent to Graduate form by the beginning of the semester.
7 credit hours

33 Credit Hours Total

Earn at least 12 credits from the following:

Note: Program core required courses cannot be selected for an elective.

- BSC5418 - Tissue Engineering (3)
- BSC5418 - Tissue Engineering (3)
- MCB6226 - Molecular Diagnostics (3)
- PCB5238 - Immunobiology (3)
- PCB6236 - Cancer Biology (3)
- PCB5275 - Signal Transduction Mechanics (3)
- PCB5527 - Genetic Engineering and Biotechnology (3)
- PCB5709C - Laboratory Virtual Simulations in Physiology (3)
- PCB6815 - 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)
- **Other courses must be approved by the Program Coordinator.**

MS BIOMEDICAL SCIENCES PROGRAM OF STUDY (2025)

Name: _____

UCF ID: _____ Admit Term: _____

UCF Email: _____ Expected Date of Graduation: _____

A Program of Study should be on file with the College of Graduate Studies by the end of the students second major term of enrollment (based on full-time enrollment).

The MS Biomedical Sciences program requires a minimum of 33 credit hours

Core Courses (18-19 Hrs. Required)
Complete all of the following

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
ZOO	6737	Clinically Oriented Human Anatomy	4			
PHI	5634	Medical Ethics	3			
MCB	6226	Molecular Diagnostics	3			
PCB	6596	Regulation of Gene Expressions	3			

Complete one of the following: BSC 5418-3, MCB 5722c-4, MCB 6407C-3
**See 6 thou level policy in the handbook*

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Seminar: Earn at least 2 credits from the following types of courses below:
MCB 6938 - Seminar 1 Credit Hour (to be repeated) or one MCB 6938 – Seminar and one MCB 6314 Seminar

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
		Seminar				
		Seminar				

Elective Courses (12 Hrs. Required)

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Capstone Course: MCB 6026

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
MCB	6026	Capstone	3			

Total Credit Hours (33 credits min) _____ Total 6 Thou Level Credit Hours _____

- **Qualifying Exam: Capstone & Comprehensive Examination (Semester and Year)**
- **Required Training and Workshops - Two Academic Integrity Workshops required.**
- **Graduate Teaching (TA) Assignment: Course Prefix & Number / Semester / Year**

MS Biomedical Sciences: Cancer Biology Track Curriculum

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.

Suggested Timeline for Completion

MS graduate students will complete this program in 1 year and 1 semester **(Fall, Spring, Summer, Fall)**. See plan below. 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:

Complete the following required course below:
ZOO 6737 - Clinically Oriented Human Anatomy (4) Fall

Select 1 of the following required courses below:

- **BSC6407C** - Laboratory Methods in Molecular Biology (3) Fall (Not offered Fall 2025)
- **BSC5418** - Tissue Engineering (3) Fall
- **MCB5722C** - Methods in Biotechnology (4) Fall

Complete the following required course below:
Seminar: Offered Fall/ Spring/ Summer

- **MCB 6938** – Seminar (1)

Select 1 Elective course (3)
See elective list below

Required: Submit Transfer Credit Request / Complete Academic Integrity Ethics Workshops
Total 11 Credits

Spring Semester:

Complete the following required courses below:

- **PCB6236 - Cancer Biology (3)** Spring
- **MCB6226** - Molecular Diagnostics (3) Spring
- **PCB6595** - Regulation of Gene Expression (3) Spring

Required: Submit Program of Study Plan Form to BSBSGradForms@ucf.edu
Total 9 Credits

Summer Semester:
Note: Students opting to take the summer semester off must notify the Program Office by email.

Select 1 Elective course (3)
See elective list below

Complete the following required course below:
MCB 6026 Capstone/Comprehensive Exam (3)
Review Capstone/Comprehensive Exam requirements in this handbook.

Required: Teaching One Lab Section in Summer or the following Fall semester

ITG Meeting Semester before graduation: Schedule your degree audit review for graduation.
6 credit hours

Year 2:
Fall Semester:

Seminar:
MCB 6938 – Seminar (1) Summer or Fall suggested

Complete the following courses below:

- **Select 2 Elective courses (6)**

  See elective list below

Required: File your online Intent to Graduate form by the beginning of the semester.
7 credit hours

33 Credit Hours Total

Earn at least 12 credits from the following:

Note: Program core required courses cannot be selected for an elective.

- 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)
- ZOO5748C - Clinical Neuroanatomy (5)
- ZOO5749C - Clinical Neuroscience (5)

  Other courses must be approved by the Program Coordinator.

MS BIOMEDICAL SCIENCES PROGRAM OF STUDY – Cancer Track (2025)

Name: _____

UCF ID: _____ Admit Term: _____

UCF Email: _____ Expected Date of Graduation: _____

A Program of Study should be on file with the College of Graduate Studies by the end of the students second major term of enrollment (based on full-time enrollment).

REQUIRED COURSES:

Year / Grade

ZOO 6737 Clinically Oriented Human Anatomy (4)	**PCB 6236 Cancer Biology (3)**

Complete one of the following: BSC 5418-3, MCB 6407C-3 (*MCB 5722C-4)

**See 6 thou level policy in the handbook*

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Spring - Year / Grade

MCB 6226 Molecular Diagnostics (3)	**PCB 6595** Regulation of Gene Expressions (3)

Seminar: Earn at least 2 credits from the following types of courses below:
MCB 6938 - Seminar 1 Credit Hour (to be repeated) or one MCB 6938 – Seminar and one MCB 6314 Seminar

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
		Seminar				
		Seminar				

Elective Courses (12 Hrs. Required)

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Capstone Course: MCB 6026

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
MCB	**6026**	**Capstone**	**3**			

Total Credit Hours (33 credits min) _____ Total 6 Thou Level Credit Hours _____

- **Qualifying Exam: Capstone & Comprehensive Examination (Semester and Year)**
- **Required Training and Workshops - Two Academic Integrity Workshops required.**
- **Graduate Teaching (TA) Assignment: Course Prefix & Number / Semester / Year**

* Curriculum course update in progress

MS Biomedical Sciences: Infectious Disease Track 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.

Suggested Timeline for Completion

MS graduate students will complete this program in 1 year and 1 semester **(Fall, Spring, Summer, Fall)**. See plan below. 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:

Complete the following required course below:
ZOO 6737 - Clinically Oriented Human Anatomy (4) Fall

Select 1 of the following required courses below:

- **BSC6407C** - Laboratory Methods in Molecular Biology (3) Fall (Not offered Fall 2025)
- **BSC5418** - Tissue Engineering (3) Fall
- **MCB5722C** - Methods in Biotechnology (4) Fall

Complete the following required course below:
Seminar: Fall/ Spring/ Summer

- **MCB 6938** – Seminar (1)

Elective Note: Students who do not select BSC 6407C Lab Methods course, must select 1 program elective at the 6 thou level to complete the UCF graduate 6 thousand level policy to graduate.

Select 1 Elective course (3)
See elective list below

Required: Submit Transfer Credit Request / Complete Academic Integrity Ethics Workshops
Total 11 Credits

Spring Semester:
Complete the following required courses below:

- **MCB5208** - **Cellular Microbiology: Host-Pathogen Interactions** (3) Spring
- **MCB6226** - Molecular Diagnostics (3) Spring
- **PCB6595** - Regulation of Gene Expression (3) Spring

Required: Submit Program of Study Plan Form to BSBSGradForms@ucf.edu
Total 9 Credits

Summer Semester:
Note: Students opting to take the summer semester off must notify the Program Office by email.

Select 1 Elective course (3)
See elective list below

Complete the following required course below:
MCB 6026 Capstone/Comprehensive Exam (3)
Review Capstone/Comprehensive Exam requirements in this handbook.

Required: Teaching One Lab Section in Summer or the following Fall semester
ITG Meeting Semester before graduation: Schedule your degree audit review for graduation.
6 credit hours

Year 2:
Fall Semester:

Seminar:
MCB 6938 – Seminar (1) Summer or Fall suggested

Complete the following courses below:

- **Select 2 Elective courses (6)**

  See elective list below

Required: File your online Intent to Graduate form by the beginning of the semester.
7 credit hours

33 Credit Hours Total

Earn at least 12 credits from the following:

Note: Program core required courses cannot be selected for an elective.

- 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)
- ZOO5748C - Clinical Neuroanatomy (5)
- ZOO5749C - Clinical Neuroscience (5)

Other courses must be approved by the Program Coordinator.

MS BIOMEDICAL SCIENCES PROGRAM OF STUDY (2025) – Infectious Track

Name: _____

UCF ID: _____ **Admit Term:** _____

UCF Email: _____ **Expected Date of Graduation:** _____

A Program of Study should be on file with the College of Graduate Studies by the end of the students second major term of enrollment (based on full-time enrollment).

The MS Biomedical Sciences program requires a minimum of 33 credit hours

REQUIRED COURSES:

Year / Grade

ZOO 6737 Clinically Oriented Human Anatomy (4)	**MCB5208** - Cellular Microbiology

Complete one of the following: BSC 5418-3, MCB 6407C-3 (*MCB 5722C-4)

**See 6 thou level policy in the handbook*

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Spring - Year / Grade

MCB 6226 Molecular Diagnostics (3)	**PCB 6595** Regulation of Gene Expressions (3)

Seminar: Earn at least 2 credits from the following types of courses below:
MCB 6938 - Seminar 1 Credit Hour (to be repeated) or one MCB 6938 – Seminar and one MCB 6314 Seminar

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
		Seminar				
		Seminar				

Elective Courses (12 Hrs. Required)

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Capstone Course: MCB 6026

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
MCB	**6026**	**Capstone**	**3**			

Total Credit Hours (33 credits min) _____ **Total 6 Thou Level Credit Hours** _____

- **Qualifying Exam: Capstone & Comprehensive Examination (Semester and Year)**
- **Required Training and Workshops - Two Academic Integrity Workshops required.**
- **Graduate Teaching (TA) Assignment: Course Prefix & Number / Semester / Year**

* Curriculum course update in progress

Biomedical Sciences: Metabolic & Cardiovascular Sciences Track 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.

Suggested Timeline for Completion

MS graduate students will complete this program in 1 year and 1 semester **(Fall, Spring, Summer, Fall)**. See plan below. 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:

Complete the following required course below:
ZOO 6737 - Clinically Oriented Human Anatomy (4) Fall

Select 1 of the following required courses below:

- **BSC6407C** - Laboratory Methods in Molecular Biology (3) Fall (Not offered Fall 2025)
- **BSC5418** - Tissue Engineering (3) Fall
- **MCB5722C** - Methods in Biotechnology (4) Fall

Complete the following required course below:
Seminar: Offered Fall/ Spring/ Summer

- **MCB 6938** – Seminar (1)

Select 1 Elective course (3)
See elective list below

Required: Submit Transfer Credit Request / Complete Academic Integrity Ethics Workshops
Total 11 Credits

Spring Semester:
Complete the following required courses below:

- **PCB6815 - Molecular Aspects of Obesity, Diabetes and Metabolism** (3) Spring
- **MCB6226** - Molecular Diagnostics (3) Spring
- **PCB6595** - Regulation of Gene Expression (3) Spring

Required: Submit Program of Study Plan Form to BSBSGradForms@ucf.edu
Total 9 Credits

Summer Semester:
Note: Students opting to take the summer semester off must notify the Program Office by email.

Select 1 Elective course (3)
See elective list below

Complete the following required course below:
MCB 6026 Capstone/Comprehensive Exam (3)
Review Capstone/Comprehensive Exam requirements in this handbook.

Required: Teaching One Lab Section in Summer or the following Fall semester
ITG Meeting Semester before graduation: Schedule your degree audit review for graduation.
6 credit hours

Year 2:
Fall Semester:

Seminar:
MCB 6938 – Seminar (1) Summer or Fall suggested

Complete the following courses below:

- **Select 2 Elective courses (6)**

  See elective list below

Required: File your online Intent to Graduate form by the beginning of the semester.
7 credit hours

33 Credit Hours Total

Earn at least 12 credits from the following:

Note: Program core required courses cannot be selected for an elective.

- 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)

  Note: Graduate students must contact the Graduate College/ Program offering the following courses below for registration requirements and assistance.
- 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.

MS BIOMEDICAL SCIENCES PROGRAM OF STUDY (2025) – Cardiovascular Track

Name: _____

UCF ID: _____ **Admit Term:** _____

UCF Email: _____ **Expected Date of Graduation:** _____

A Program of Study should be on file with the College of Graduate Studies by the end of the students second major term of enrollment (based on full-time enrollment).

The MS Biomedical Sciences program requires a minimum of 33 credit hours

REQUIRED COURSES:

Year / Grade

ZOO 6737 Clinically Oriented Human Anatomy (4)	**PCB 6815 Obesity Diabetes & Metabolism (3)**

Complete one of the following: BSC 5418-3, MCB 6407C-3 (*MCB 5722C-4)

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Spring - Year / Grade

MCB 6226 Molecular Diagnostics (3)	**PCB 6595** Regulation of Gene Expressions (3)

Seminar: Earn at least 2 credits from the following types of courses below:
MCB 6938 - Seminar 1 Credit Hour (to be repeated) or one MCB 6938 – Seminar and one MCB 6314 Seminar

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
		Seminar				
		Seminar				

Elective Courses (12 Hrs. Required)

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Capstone Course: MCB 6026

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
MCB	**6026**	**Capstone**	**3**			

Total Credit Hours (33 credits min) _____ **Total 6 Thou Level Credit Hours** _____

- **Qualifying Exam: Capstone & Comprehensive Examination (Semester and Year)**
- **Required Training and Workshops - Two Academic Integrity Workshops required.**
- **Graduate Teaching (TA) Assignment: Course Prefix & Number / Semester / Year**

* Curriculum course update in progress

Biomedical Sciences: Neuroscience Track 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.

Suggested Timeline for Completion

MS graduate students will complete this program in 1 year and 1 semester **(Fall, Spring, Summer, Fall)**. See plan below. 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:

Complete the following required course below:
ZOO 6737 - Clinically Oriented Human Anatomy (4) Fall

Select 1 of the following required courses below:

- **BSC6407C** - Laboratory Methods in Molecular Biology (3) Fall (Not offered Fall 2025)
- **BSC5418** - Tissue Engineering (3) Fall
- **MCB5722C** - Methods in Biotechnology (4) Fall

Complete the following required course below:
Seminar: Offered Fall/ Spring/ Summer

- **MCB 6938** – Seminar (1)

Select 1 Elective course (3)
See elective list below

Required: Submit Transfer Credit Request / Complete Academic Integrity Ethics Workshops
Total 11 Credits

Spring Semester:
Complete the following required courses below:

- **PCB5837 - Cellular and Molecular Neuroscience** (3) Spring
- **MCB6226** - Molecular Diagnostics (3) Spring
- **PCB6595** - Regulation of Gene Expression (3) Spring

Required: Submit Program of Study Plan Form to BSBSGradForms@ucf.edu
Total 9 Credits

Summer Semester:
Note: Students opting to take the summer semester off must notify the Program Office by email.

Select 1 Elective course (3)
See elective list below

Complete the following required course below:
MCB 6026 Capstone/Comprehensive Exam (3)
Review Capstone/Comprehensive Exam requirements in this handbook.

Required: Teaching One Lab Section in Summer or the following Fall semester
ITG Meeting Semester before graduation: Schedule your degree audit review for graduation.

6 credit hours

Year 2:
Fall Semester:

Seminar:
MCB 6938 – Seminar (1) Summer or Fall suggested

Complete the following courses below:

- **Select 2 Elective courses (6)**

  See elective list below

Required: File your online Intent to Graduate form by the beginning of the semester.
7 credit hours

33 Credit Hours Total

Earn at least 12 credits from the following:

Note: Program core required courses cannot be selected for an elective.

- 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)

Note: Graduate students must contact the Graduate College/ Program offering the following courses below for registration requirements and assistance.

- 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.

MS BIOMEDICAL SCIENCES PROGRAM OF STUDY (2025) – Neuroscience Track

Name: _____

UCF ID: _____ **Admit Term:** _____

UCF Email: _____ **Expected Date of Graduation:** _____

A Program of Study should be on file with the College of Graduate Studies by the end of the students second major term of enrollment (based on full-time enrollment).

The MS Biomedical Sciences program requires a minimum of 33 credit hours

REQUIRED COURSES:

Year / Grade

ZOO 6737 Clinically Oriented Human Anatomy (4)	**PCB 5837 Cellular & Molecular Neuroscience (3)**

Complete one of the following: BSC 5418-3, MCB 6407C-3 (*MCB 5722C-4)
**See 6 thou level policy in the handbook*

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Spring - Year / Grade

MCB 6226 Molecular Diagnostics (3)	**PCB 6595** Regulation of Gene Expressions (3)

Seminar: Earn at least 2 credits from the following types of courses below:
MCB 6938 - Seminar 1 Credit Hour (to be repeated) or one MCB 6938 – Seminar and one MCB 6314 Seminar

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
		Seminar				
		Seminar				

Elective Courses (12 Hrs. Required)

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N

Capstone Course: MCB 6026

Prefix	Number	Course Title	Hours	Term/Year	Grade	Tr Credit Y/N
MCB	**6026**	**Capstone**	**3**			

Total Credit Hours (33 credits min) _____ **Total 6 Thou Level Credit Hours** _____

- **Qualifying Exam: Capstone & Comprehensive Examination (Semester and Year)**
- **Required Training and Workshops - Two Academic Integrity Workshops required.**
- **Graduate Teaching (TA) Assignment: Course Prefix & Number / Semester / Year**

* Curriculum course update in progress

COURSES BELOW MAY BE OFFERED DURING THE FALL SEMESTER

- **BSC 6407C -0002- Laboratory Methods in Molecular Biology** Laboratory Methods in Molecular Biology: Description and practice of commonly used methods in molecular biology.
- **BSC 5418-0001- Tissue Engineering** Introduction to Tissue Engineering with a special emphasis on the current status of the field, on novel methods and on cell biomaterial interactions.
- **MCB 5117C - 0M01 Microbial Genomics** The course will provide hands-on experience applying computational tools. In addition, we will cover the basics of genomics, evolutionary theory, phylogenetics, bacterial recombination, metagenomics, bacterial genome-wide association studies, and data visualization.
- **MCB 5205-0001- Infectious Processes,** Discussion of current theories of the infectious process and the response of host cells and tissue to infection.
- **MCB 5722C-0012- Methods in Biotechnology** A laboratory course that will train graduate students in fluorescence and luminescence-based assays used in biopharmaceutical industry for target validation.
- **PCB 5025- 0001- Molecular and Cellular Pharmacology,** The cellular and molecular events that lead to disease states and the molecular basis of agents that modulate these processes will be covered.
- **PCB 5235-0M01- Molecular Immunology,** Fundamental functions of the human immune system, focusing on cellular and molecular aspects of the innate and adaptive immune response.
- **PCB 5238-0W61- Immunobiology,** Advanced topics in immune system dysregulation with special emphasis on innate immunity.
- **PCB 5527 – 0001 -** Genetic Engineering and Biotechnology, Principles of Genetic Engineering/Biotechnology in Bacteria, Yeast, Viral, Mammalian, Non-mammalian systems, Plants, including human gene therapy, novel pharmaceuticals, recombinant proteins will be discussed in depth.
- **PCB 5596-0001- Biomedical Informatics: Sequence Analysis,** Introduction of useful bioinformatics tools and resources on sequence analysis.
- **PCB 5838-0001- Cellular and Molecular Basis of Brain Functions** Designed to provide graduate students the concepts required to understand the physiological basis of brain functions at the molecular, cellular and system levels.
- **ZOO 6737-0M01- Clinically Oriented Human Anatomy**, Advanced course focusing on integrated functional anatomy by means of problem-based learning and project-based learning.
- **MCB 6938 –** MS Biomedical Sciences Seminar

COURSES BELOW MAY BE OFFERED DURING THE SPRING SEMESTER

- **MCB 5208-0002 – Cellular Microbiology: Host-Pathogen Interactions** Examination of the molecular details of host-pathogen interactions. Key areas of cell biology will be considered in relation to microbial pathogenesis.
- **BSC 5436 - 0001 – Biomedical Informatics: Structure Analysis**, Introduction of bioinformatics tools and resources on RNA and protein structure analysis.

- **BSC 5665-0001 – Clinical Embryology and Congenital Malformations** Functional human embryology in a clinically oriented way to study the human development and congenital malformations as a result of genetic, environmental, and toxic conditions.
- **MCB 5505 - 0061 – Molecular Virology** An in-depth overview of the fundamental aspects and current concerns in modern virology including HIV, tumor viruses Prion disease, virus-host interaction, genome replication and pathogenesis.
- **PCB 5265-0W61 – Stem Cell Biology** - Introduction to embryonic and adult stem cells, procedures to isolate them, principles and applications of stem cells in animal and human diseases.
- **PCB 5709C – 0M01 – Laboratory Virtual Simulations in Physiology** Conduct experiments in physiology that enhance the ability to design, collect, analyze data and report results in a scientific manner
- **PCB 5837-0001 – Cellular and Molecular Neuroscience** An advanced and thorough course providing understanding of the cellular components and molecular signaling pathways involved in the nervous system function.
- **MCB 6226-0001 – Molecular Diagnostics** A course in basic laboratory skills used in molecular genetic or clinical diagnostic laboratories for detecting genetic diseases.
- **MCB 6273 - 0M01 – Advanced Topics in Infectious Processes -** Data presentations from the primary literature and from the student's original research will focus on the molecular mechanisms of host-pathogen interactions.
- **PCB 6236-0001 – Cancer Biology** - Current knowledge and research on molecular mechanism of tumor development, tumor progression, metastasis and therapy of cancer.
- **PCB 6815-0V01 – Molecular Aspects of Obesity, Diabetes & Metabolism** Biochemical, molecular and physiological aspects of obesity, diabetes and metabolic diseases and how scientific findings can be translated towards prevention and treatment.
- **PCB 6595-0001** – Regulation of Gene Expression Concepts of molecular biology focusing on major areas in transcriptional and translational processes.
- **MCB 6938 –** MS Biomedical Sciences Seminar

COURSES BELOW MAY BE OFFERED DURING THE SUMMER SEMESTER

- **PCB 5834C Advanced Human Physiology** Designed to provide graduate students advanced knowledge of physiological processes at the cellular, molecular and system levels.
- **BSC 5665 - Clinical Embryology and Congenital Malformations** Functional human embryology in a clinically oriented way to study the human development and congenital malformations as a result of genetic, environmental and toxic conditions.
- **MCB 5415 Cellular Metabolism** Basic concepts of the mechanisms that define the functioning and regulation of prokaryotic and eukaryotic cell metabolism.
- **PCB 5709C - Laboratory Virtual Simulations in Physiology** Conduct experiments in physiology that enhance the ability to design, collect, analyze data and report results in a scientific manner.
- **MCB 6314** - **Industrial Perspectives Seminar** Learning concepts of basic research and drug development in the pharmaceutical industry and technical presentation.

NOTE: FALL, SPRING & SUMMER Schedule of Classes listed is subject to change.

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 of being published as a mini-review article.

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

- **Selection of a Capstone Mentor Form**
- **Capstone Registration Form**
- **Selection of Committee Member Form**
- **Capstone Topic Outline Form**
- **Capstone Defense/Comprehensive Exam Form**

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 students 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.

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 note that your mentor may have to request the room reservation for you.

  Students must email the 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, reports, etc must be signed and submitted to the Program Office through DocuSign or electronically to BSBSGradforms@ucf.edu no later than 1 week after your Capstone meeting.

Teaching Requirement

MS Biomedical Sciences students without significant prior teaching experience will serve as a Teaching Assistant (TA) for a minimum of one semester in the program.

The Teaching Requirement is a nonpaid volunteer position - minimum of one semester - No credit hours assigned

Teaching Waiver - Students with documentation of significant prior teaching experience may email the Program Office at BSBSGradForms@ucf.edu to see if they qualify for a Teaching Waiver for this requirement.

- **MS Biomedical Teaching Requirement Form**

Program Teaching Assistants

Teaching Assistants (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 while in the program.

Students must 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.

Note: 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 before 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 Orientation Online**
- **EHS 201 - Laboratory Safety Orientation Online**
- **EHS202 Laboratory Safety Practical Online**
- **EHS421 Think About Your Sink - Online**
- **EHS140 Bloodborne Pathogens - Online**
- **EHS301 Radiation Safety Orientation Online: Is now EHS320, Radiation Safety Awareness***
- **EHS 103 Biological Safety Practical Online**

Graduate Students will have the opportunity to complete these EH&S training courses before the Program required Orientation Week of events. 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 partnered with CINTAS to implement a Lab Coat Dispensing program at the University of Central Florida. This initiative allows students, staff, and faculty engaged in laboratory work to conveniently check out lab coats using their UCF ID cards. There are two lab coat dispensers, and three return machines located on the Main Campus, as well as one of each at the Lake Nona campus. **Tutorial - https://ehs.ucf.edu/lab-coat-dispensing-program**

To participate, individuals must be assigned to a research lab and complete all necessary EHS Laboratory Safety Training. Lab coats may be checked out one at a time and can be re-checked after one hour of return. They should not be borrowed for longer than two weeks. A variety of seven lab coat sizes are available, including XS, S, M, L, XL, and 2XL.

To sign up for the program or if you have any questions contact our Biosafety Officer, Melina Kinsey at 407-823-1526 or through email Melina.Kinsey@ucf.edu.

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

Program Attendance, Registration & Additional Requirements

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.

Attendance

Students are expected to attend all classes, lectures, seminars and complete all capstone, 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.**

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).

Special Leave of Absence:
A Special Leave of Absence will be granted only after approval from the Graduate Program Director for the student's program of study and the College of Graduate Studies (and UCF Global for international students, when applicable). 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. For students in this category, a Special Leave of Absence is only available for documented medical reasons. **Visit the UCF Graduate Catalog to learn more**.

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 Program Registration

Graduate students will work with the Program Graduate Service Office to register for courses each semester.

Department consent is required for many of our graduate program courses. The Program Office will send out the approved list of courses available along with the DocuSign registration request link before the beginning of each semester.

- **Graduate students must submit their DocuSign Registration request form to the Program Office to begin the registration process.** The program staff will register you in your approved classes listed.
- Please know that all holds must be removed before we can assist you with registration. Check your account first before submitting your DocuSign form. If you have a hold, email the program office at BSBSGradRegistration@ucf.edu **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**

Student Registration Responsibility

It is the student's responsibility to check their myUCF to confirm their registration into the correct graduate level course. If there is a discrepancy, the student is required to email BSBSGradRegistration@ucf.edu before the registration deadline.

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 (final transcripts, UCF Global, parking, etc) 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.

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)

MS Biomedical Sciences Independent Study (MCB 6908)

Independent study is only allowed in the absence of courses not offered or in order to meet the 6000-degree graduate course level requirement. Independent Study must have a formally defined core of knowledge to be learned by the student(s). The core of knowledge to be learned by the student(s) must be specified in written form and approved by the student(s), the instructor, and the program coordinator prior to enrollment in Independent Study.

First - Approved students must identify a faculty mentor from our graduate faculty list in your handbook that would be willing to create an independent study project course for you.
Next – Send the faculty the Independent Study registration form and syllabus draft to complete and submit signed forms to BSBSGradRegistration@ucf.edu for registration assistance.

- **Registration Form** – Graduate students are required to submit the Independent Study Registration Agreement form.
- **Syllabus** – Your course mentor/instructor will be required **to create and submit an Independent Study Syllabus** for your course **(required by Graduate Studies).**
  Note: The course syllabus must include the full description and detailed requirements for the course; course title, rational, learning outcomes, academic readings, writing, research activities, assignments, reports, required deadlines and meetings, grading scale policy (A-F), etc.
- **Written Summary** – Graduate students will be required to submit a **3 - 5-page written summary/report** for the Independent Study course to the Mentor/Faculty and the Program by the official end of the semester to receive a grade. Submit your report to **BSBSGradForms@ucf.edu.**

Program of Study Plan – Form Submission Required

All students must review their program plan of study with the program and submit the MS Biomedical Sciences Program Plan Form to the Program Office by the beginning of the Spring semester, 1st Year.

Earning your degree requires careful planning and consistent progress. A Program of Study is a listing of coursework agreed by the student and the degree program specifying course degree requirements and is your guide to completing your degree.

In the MS Biomedical Sciences Program, a specific Program of Study plan may vary from student to student and must be formulated jointly by the student and the program adviser in the program. This form should be signed by the program adviser and student, then submitted to the College of Graduate Studies for review, then filed in the student's permanent file. It must comply with the student's relevant catalog.

- At least half of the credit hours used to meet program requirements must be at the 6000 level.

Regularly reviewing your GPS ensures you're aware of the courses, requirements, and milestones needed to graduate. Your degree is awarded once your GPS reflects all requirements have been met or "Satisfied." This is how to check your GPS.

- When you see "Not Satisfied" requirements, focus on the listed courses or information to identify what is still needed. The GPS is your starting point for tracking your progress and staying on top of your academic journey.
- Check your GPS often and stay on the path to success.

The GPS should be used with your Program of Study (POS). Reference your POS to make sure you're completing your program milestones in the order that you planned for and that they match the milestones listed in your GPS.

Transfer Credit Policy

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

- 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.
- Also, up to 9 credits of graduate coursework with a grade of '**B**' or higher, completed as part of a baccalaureate degree from an accredited institution in the United States can be transferred.
- No Satisfactory/Unsatisfactory or Pass/Fail courses can transfer.
- Internal transfer courses (i.e., courses taken at UCF) will appear as a graded course on the transcript.
- Transfer of international credits may be permitted with the required Josef Silny and Associates, Inc. or World Education Services (WES) transcript evaluations (see Admissions Equivalency Information). For a graduate-level course to be considered for transfer, the course should have an equivalent course in the program at UCF. To help the graduate program director decide whether a course is equivalent to the course offered at UCF, the student should provide an official transcript listing the course name and number, and a syllabus for the course to be considered for transfer. If the official transcript or syllabus are not provided by the international institution in English, the student should provide a translation performed by a certified translator at the issuing institution, government agency, or by a translator certified by the American Translators Association (https://atanet.org/).
- A copy of your graduate course syllabus is required for each class for approval.
- 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 beginning of the Fall semester, 1st year.

MS Biomedical Sciences Financial Support

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

UCF Tuition and Fees
Current UCF Graduate Tuition and Fee rates can be found on the UCF Student Accounts website at https://studentaccounts.ucf.edu/tf-graduate/.

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.

UCF Financial Aid Funding
The mission of the **Office of Student Financial Assistance** is to provide UCF students and the University Community with comprehensive quality service by offering options for financial assistance and efficient delivery of aid. To learn about UCF financial assistance opportunities, visit the Funding website and 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. The Student Account Services office is 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/

UCF Graduate Studies External Funding Resources
You might consider applying for one of the national fellowships described in the External Funding section. “External” awards are sponsored by government agencies, private foundations, corporations, and other organizations outside the university. Some of the most well-known external awards are offered by the National Science Foundation, National Aeronautics and Space Administration, Ford Foundation, and Fulbright. As merit-based awards, these external fellowship programs target academic excellence and scholarship, usually focusing on research and intensive graduate study. The application takes some time to prepare and must be submitted by the agency’s deadline. For a competitive application, students should begin planning about three to four months prior to the submission deadline.

Additional funding opportunities, many of which are external awards, are given in the Other Funding Resources page, so be sure to check there as well.

Full-time Enrollment
A full-time degree-seeking graduate student must take at least nine 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 six credit hours and half-time is three credit hours. Nondegree students must be enrolled in 12 credit hours or more to be considered full-time.

Important Full-time Note:
Non thesis students who may be on scholarships, fellowships, or have loans must check with that agency to find out what are the full-time credit hour enrollment requirements.

Program Grading

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 3.0 but remains above 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.

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. However, any matter described in the catalog is subject to change.

The UCF Graduate Handbook is intended to familiarize graduate students with the procedures, policies, and expectations of the University of Central Florida Graduate program. The Handbook is intended to familiarize graduate students with the procedures, policies, and expectations of the University of Central Florida Graduate programs from a general institutional perspective. Students should refer to their relevant Program Handbook for more specific graduate information. By reading, understanding, and adhering to the information provided in this document, students may be better equipped for success. This handbook is also designed to help you when you face challenges along your educational path.

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

UCF 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**

UCF Graduate 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 Graduate School**
- **Rights**
- **Academic Appeals**
- **Record Holds**
- **Withdrawals**
- **Florida Residency**

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.

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/

Professional Seminars, Program Colloquium and Symposia

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

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.

Graduation Requirements

Quick Check: Are you Ready for Graduation

Review your Graduate Plan of Study (GPS). Access and review your GPS degree audit for any outstanding degree requirements or other items (holds, milestones, checklists) that you may need help updating or correcting. Enroll in your remaining requirements or reach out to us if you have any questions.

File Your Intent to Graduate

You must first be approved by the MS Program Coordinator before filing your online intent to graduate through your myUCF portal.

Required: 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. Email BSBSGradAppts@ucf.edu to schedule your appointment.

- **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**

Please be aware that if the Intent to Graduate form is submitted after the term deadline students will no longer be eligible to participate in the Commencement Ceremony for this semester and their name will not appear in the list of degree candidates within the associated Commencement Program.

To file your Intent to Graduate (ITG). First, check the UCF Academic Calendar for important dates and deadlines. The deadline to submit your Intent to Graduate occurs during the semester preceding the semester you intend to graduate. **Next, file your Intent to Graduate form online through myUCF > Student Self Service >> Other Academic Menu >> Intent to Graduate**

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.

Check your UCF email and verify personal information. Your UCF email is the official method of communication for the university. All UCF offices will communicate vital information related to

the Intent to Graduate process through your UCF email. For accurate and efficient diploma awarding, verify that your personal information (phone number, email address, mailing address) and academic information in myUCF is current and update it if needed.

Commencement /Tickets/ Cap and Gown:
Explore the UCF Commencement website. Visit the commencement website for cap and gown information, ticket information, a schedule of events, and additional resources to prepare for your big day.

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.

Withdraw your Intent Form
Please contact the Program Office if you need to withdraw your graduation application on file.

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

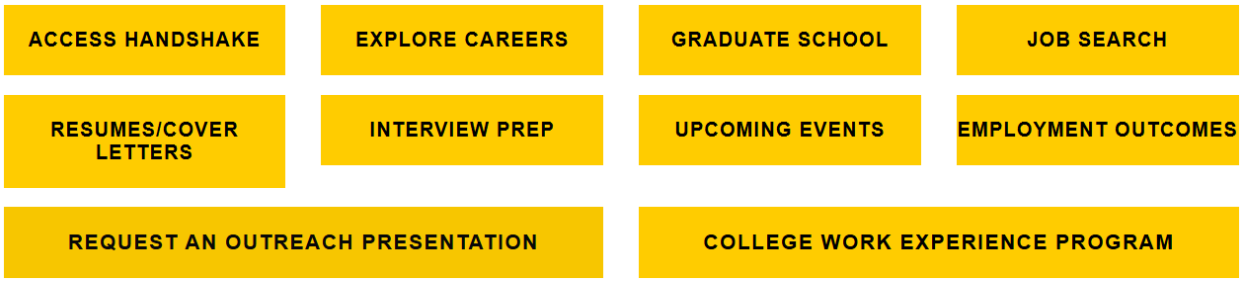
Our graduate students that have completed the programs are prepared to enter a career in fields related to biomedical sciences or continue their graduate/professional education at universities all over the country.

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

UCF STUDENT CAREER SERVICES

UCF Career Services Office has numerous resources and services to offer as you search for the right major or prepare for your job search. It's never too early or too late to work on your professional development plan. Please visit Career Services | University of Central Florida to review the following services below.



Phone: 407-823-2361/ Email: career@ucf.edu
Location: Kenneth G. Dixon Career Development Center, Building 140

International Students: UCF Global

UCF Global at the University of Central Florida functions as the primary international hub for students, faculty, and staff. UCF Global also provides expert advising services in the areas of a student's academic and immigration matters

UCF Global Website: http://global.ucf.edu/
UCF College of Sciences
12716 Pegasus Drive, Suite 300
Orlando, FL 32816
Phone: (407)823-2337 | Fax: (407)823-2526 | Email Contact: UCFGlobal@ucf.edu

The Versant English Test
The Versant English Test **i**s used to measure the communicative competence of non-native English-speaking graduate students under consideration for teaching assistant positions at the University. 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). **Test Dates and Registration** - https://global.ucf.edu/english-test/

Please visit UCF Global Intensive English Program for information about the Intensive English Program and helpful information and tips about student life at the University of Central Florida.

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 UCF Global. **To learn more please review How to Maintain F1 and J1 status.**

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 UCF Global to obtain a copy of the (RCL) form.

Assistantships - 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

ENROLLMENT GUIDELINES
As an international student in F-1 of J-1 status, enrolling full-time is one of the key requirements of maintaining lawful status. Enrolling full-time is also referred to as maintaining a "full course load" or "full course of study." Immigration regulations restrict the number of online courses international students may count toward meeting their minimum enrollment requirement. Refer to the charts on the website for the full-time enrollment requirements of each program. **Please visit the UCF Global website (modalities of classes) to learn more.**

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. Visit Faculty Center - Home

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. The Pathways to Success portal is located in myUCF **Student Center** under **Graduate Students** then **Pathways to Success**.

Graduate Research Forum/Student Scholar Symposium
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/aw ards-and-recognition/.

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 opportunities 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.

Additional Student Resources

Student Care Services

Student Care Services is committed to supporting students through life's challenges, ensuring they have the resources and guidance needed to thrive personally and academically. We assist students facing personal hardships, academic concerns, well-being challenges, or unexpected crises. Whether navigating a difficult situation or seeking proactive support, our team is here to help.

How We Help - We provide:

- **Personalized Support** – One-on-one guidance to help students manage challenges and find solutions.
- **Crisis Intervention** – Immediate support for students experiencing emergencies or distress.
- **Advocacy & Referrals** – Connection to campus and community resources for financial, legal, mental health, and basic needs assistance.
- **Absence Notifications** – Coordination with faculty when students experience significant life disruptions.
- **Well-Being Initiatives** – Programs and workshops designed to foster resilience, balance, and success.

No matter the challenge, you are not alone. We are here to listen, support, and empower you. Do not hesitate to contact Student Care Services with any questions or concerns at (407)823-5607 Monday-Friday 8am-5pm or at caremanager@ucf.edu. We are located in Ferrell Commons, near Parking Garage B, '63 South and the Housing Administration Building.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) offers a wide range of free mental health services to undergraduate and graduate students.

Services include:

- Single, solution-focused sessions
- Short-term individual and relationship counseling
- Group therapy
- Crisis services
- Assisting faculty and staff with student referrals

Some of the ways we can help include managing:

- Stress and Anxiety
- Panic attacks
- Depression
- Relationship problems with friends or romantic partners
- Academic difficulties
- Adjustment to college or homesickness

Here is how students can access CAPS:

- Scheduling online or by phone 407-UCF-2811
- Same day drop-in service or schedule appointments at convenience
- In-person or Tele-mental health services (or hybrid)
- After-Hours Crisis Line (24/7 access to a therapist)

Walk-ins are welcome! You can find us here. If you're experiencing an emergency, dial 911 or UCF Police Department at 407-823-5555.

Institutional Policies

Nondiscrimination & Accommodations Compliance

The University of Central Florida considers 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 a respectful culture for all in its classrooms, work environments, and at campus events. 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 or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on Title IX, accessibility, or UCF's complaint processes contact:
Title IX – ONAC https://onac.ucf.edu/ & onac@ucf.edu

Disability Accommodation – Student Accessibility Services
https://sas.sswb.ucf.edu/ & sas@ucf.edu

Student Complaints and Appeals– https://www.sdes.ucf.edu/student-complaints-and-appeals/
UCF Compliance and Ethics Office – http://compliance.ucf.edu/ &
complianceandethics@ucf.edu

Ombuds Office – http://www.ombuds.ucf.edu
The University Ombuds Office provides all members of the university community (students, staff, faculty, and others) an informal, independent, confidential, neutral office that offers assistance and impartial advice regarding concerns related to the University. The University Ombuds Officer will listen to concerns and will facilitate resolution of problems.

Accommodation

Student Accessibility Services (SAS)

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 accommodation needed. Students who need accommodation must be registered with the Student Accessibility Services office. For more information, please visit Student Accessibility Services website at https://sas.sswb.ucf.edu/ and use the links in the navigation bar to learn more about the SAS resources and processes. 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 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 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, including 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/.

Harassment

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 ONAC Coordinator. The Director of the Office of Nondiscrimination & Accommodations Compliance 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 https://onac.ucf.edu/.**

Student Security Guidelines

To maintain a secure and reliable network, UCF strives to inform all UCF employees and students of the policies which govern the use of UCF computing services and networks. The Information Security Office is available to help provide guidance and resources to improve your information security. If you have questions, please contact infosec@ucf.edu. Visit Information Security Brochure for Students to learn more. 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.

Graduate Program Faculty

Alexander	Kenneth	Graduate Program Faculty	Kenneth.Alexander@nemours.org
Altomare	Deborah	Graduate Program Faculty	Deborah.Altomare@ucf.edu
Andl	Claudia	Graduate Program Faculty	Claudia.Andl@ucf.edu
Aranjuez	George	Graduate Program Faculty	george.aranjuez@ucf.edu
Azarian	Taj	Graduate Program Faculty	Taj.Azarian@ucf.edu
Ballantyne	John	Graduate Program Faculty	Jack.Ballantyne@ucf.edu
Brown	Needa	Graduate Program Faculty	needa.brown@ucf.edu
Chai	Xinqing	Graduate Program Faculty	Xinqing.Chai@ucf.edu
Chakrabarti	Debopam	Graduate Program Faculty	Debopam.Chakrabarti@ucf.edu
Chakrabarti	Ratna	Graduate Program Faculty	Ratna.Chakrabarti@ucf.edu
Chen	Chen	Graduate Program Faculty	chen.chen@crcv.ucf.edu
Chen	Limei	Graduate Program Faculty	Limei.Chen@ucf.edu
Cheng	Zixi	Graduate Program Faculty	Zixi.Cheng@ucf.edu
Coathup	Melanie	Graduate Program Faculty	Melanie.Coathup@ucf.edu
Cole	Alexander	Graduate Program Faculty	acole@ucf.edu
Cole	Amy	Graduate Program Faculty	Amy.Cole@ucf.edu
Copik	Alicja	Graduate Program Faculty	alicja.copik@ucf.edu
Earnest	James	Graduate Program Faculty	james.earnest@ucf.edu
Fernandez-Valle	Cristina	Graduate Program Faculty	cfv@ucf.edu
Fleeman	Renee	Graduate Program Faculty	renee.fleeman@ucf.edu
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**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.

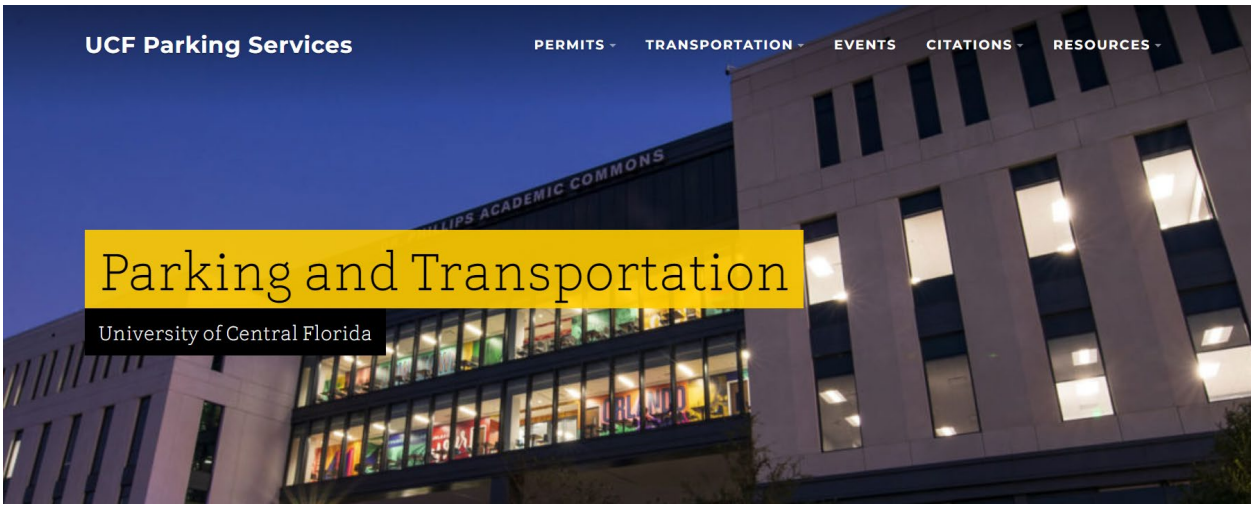
Biomedical Sciences Building, Main Campus

Burnett Biomedical Sciences Building, Health Sciences Campus

Health Sciences II Building, Main Campus

Biomedical Research Annex, Research Park

UCF Lake Nona Cancer Center



Health Sciences Campus Shuttle
UCF Shuttles travel between UCF's main campus and the Health Sciences Campus at Lake Nona Monday through Friday. Shuttles do not operate on non-class days

For the safety of passengers on board, shuttles will only stop at designated stops and there are no intermediate stops along the way. A valid UCF ID is required to access all UCF shuttles with the exception of the Pegasus Express intra campus shuttle. Students can also access shuttles with a photo of their UCF ID or picture of class schedule shown on their mobile devices (or have the ability to log into My UCF portal using their mobile devices).

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

Main Campus Parking Garage status can be found here: Homepage - UCF Parking Services

Forms/Useful Links/Resources

MS Biomedical Sciences Program Forms

All Program DocuSign forms are available on our website.

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

Useful Links/Resources

Explore Further

- Knights Email
- NID Help
- Academic Calendar
- Campus Map
- Shuttles Parking Services
- Parking Services
- Student Union Food and Vendors
- Dining Services
- Restaurants and Eateries
- Knights Pantry
- Housing and Residence Life
- Housing, off campus
- Student Health Services
- Counseling Center
- Financial Assistance
- Bookstore
- Library
- UCF Library Services for Grad Students
- Recreation Center
- Writing Center
- Graduate Catalog
- College of Graduate Studies
- Thesis and Dissertation (ETD)
- Golden Rule Student Handbook
- Graduate Student Association
- Graduate Student Center
- Events and Activities
- Pathways to Success
- Traveling Scholar Form
- Career Services
- BSBS Program Website

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 program inquiries to this account.

- **BSBSGradForms@ucf.edu** – Submit all programs forms electronically to this account.

- **BSBSGradRegistration@ucf.edu** – Submit all registration inquiries electronically to this account.

- **BSBSGradAppts@ucf.edu** – Send your request to schedule an appointment 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.