

**IOWA**

Biomedical Science  
Graduate Program

# GRADUATE STUDENT HANDBOOK

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2024 – 2025

[www.medicine.uiowa.edu/biomed](http://www.medicine.uiowa.edu/biomed)

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## Preface

The University of Iowa [General Catalog](#) and the [Manual of Rules and Regulations](#) of the Graduate College contain useful information about requirements for advanced degrees at the University. Since regulations and practices vary among departments and programs, this handbook provides specific information about the Biomedical Science Graduate Program. The handbook is organized into the following sections:

- I. Biomedical Science Graduate Program
- II. Admissions
- III. Financial Support
- IV. Health Insurance
- V. Paid Leaves & Holidays
- VI. Unpaid Leave of Absence
- VII. Grievance Procedures
- VIII. Academic Standards
- IX. Curriculum
- X. Accommodations for Students with Disabilities
- XI. Ethics
- XII. Graduate Students Participation in the Program

### I. Biomedical Science Graduate Program

#### A. Introduction

The Biomedical Science Program (BSP) is a first-year umbrella program that provides students the opportunity to explore multiple disciplines prior to affiliating with one of seven PhD programs: Cancer Biology, Cell and Developmental Biology, Experimental Pathology, Free Radical and Radiation Biology, Molecular Medicine, Molecular Physiology and Biophysics, and Pharmacology.

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C. Whom Should You Contact?

*Although the Administrative Director and the Program Associate are both happy to assist you or guide you in the right direction, the table below lists the task distribution for some common Program Office requests.*

<b>First Contact</b>	<b>Question or Request</b>
Michael	Registration changes (adds, drops, and change of hours forms)
Claire	Website updates and corrections
Claire	Research rotations and rotation evaluations
Claire	Room reservations
Claire	Travel arrangements and reimbursements
Claire	Meeting arrangements
Claire	Invoice payments (e.g., restaurant or supply bills)
Michael	Course evaluations
Michael	Budget questions
Michael	Policy questions
Michael	Stipend questions
Michael	U-Bill questions
Michael	Grant and fellowship questions
Michael	Complaints/concerns/problems
Michael or Claire	All educational milestones listed above
Michael	Admissions Inquiries
Claire	Social Media

**Noteworthy Accomplishments**

*For website updates and to assist the Program Administration with other Biomedical Science Program public relations, promotional, and training grant goals, please contact the Program Office when:*

- You receive fellowships, grants, or other monetary awards
- You publish papers or chapters or presentations at national and international scientific forums
- You receive any honors or awards
- You receive any positive media attention
- Anything else you think may be announcement worthy

#### D. URL and Social Media

Program website: <https://medicine.uiowa.edu/biomed>

Facebook: <https://www.facebook.com/uiowabiomed>

Twitter <https://twitter.com/uiowabiomed>

Instagram: <https://www.instagram.com/uiowabiomed>

#### E. Mental Health

Students are encouraged to be mindful of their mental health and seek help as a preventive measure or if feeling overwhelmed and/or struggling to meet graduate school expectations. Students are encouraged to talk to their instructor for assistance with specific class-related concerns and their rotation mentor with specific rotation-related concerns. For additional support and counseling, students are encouraged to contact University Counseling Service (UCS). Information about UCS, including resources and how to schedule an appointment, can be found at [counseling.uiowa.edu](https://counseling.uiowa.edu). Find out more about UI mental health services at [mentalhealth.uiowa.edu](https://mentalhealth.uiowa.edu).

#### F. Basic Needs and Support for Students

Student Care & Assistance provides help to University of Iowa students experiencing a variety of crisis and emergency situations, including but not limited to medical issues, family emergencies, unexpected challenges, and sourcing basic needs such as food and shelter. More information on the resources related to basic needs can be found at: [basicneeds.uiowa.edu/resources/](https://basicneeds.uiowa.edu/resources/). Students are encouraged to contact Student Care & Assistance in the Office of the Dean of Students (Room 135 IMU, [dos-assistance@uiowa.edu](mailto:dos-assistance@uiowa.edu), or 319-335-1162) for support and assistance with resources.

## II. Admissions

Admission to the Biomedical Science Program is selective and we strive to enroll an academically strong and diverse cohort of students every year. Every application is reviewed

carefully and holistically. GRE scores are not required.

#### A. Admissions Requirements

The minimum requirements for admission to the Graduate College:

1. A bachelor's degree from a Regionally Accredited American College of University, or an equivalent degree from another country as determined by the Office of Admissions.
2. A minimum grade-point average (GPA) of 3.00, or the foreign equivalent as determined by the Office of Admissions.

International Students minimum requirements include:

1. A U.S. bachelor's degree from a regionally accredited college or university, or an equivalent degree from another country as determined by the Office of Admissions.
2. A minimum grade-point average (GPA) of 3.00, or the foreign equivalent as determined by the Office of Admissions.
3. International students may also be required to submit TOEFL, IELTS, or PTE scores to comply with the UI's [English Language Proficiency Requirements](#).
4. Applicants will be given an [English Proficiency Requirement](#) waiver if they are a citizen, or have earned the equivalent of a Bachelor's degree, Master's degree or Ph.D. in the United States or any of the [countries listed on the Graduate Admissions website](#).

#### B. Application Procedures

The graduate application has two steps

1. Submit the [online application](#) to the Graduate College
2. Once you have submitted your application, you will receive an email instructing you on how to upload your supporting documents and submit letters of recommendation. All supplemental material must be uploaded from your Admissions Profile in [MyUI](#), our online service center for applicants and students. You can only access this AFTER you have submitted your application.
3. For further operational detail on BSP Admissions procedures including procedures for direct admissions to BSP Sub-programs, consult the document "BSP Admission Guidelines." (Updated January 24, 2024)

### C. Transfer of Graduate Credit

Graduate work at other institutions will be entered on the student's Permanent Record by the Office of Admissions, and a report on this action will be sent to the student and to the student's major department. Credit for these courses toward an advanced degree at Iowa must have the approval of the major department and the dean of the Graduate College. (See Sections [X. E.](#) and [XII. E. Reduction of Old Credits.](#))

## III. Financial Support

Graduate students admitted to the Biomedical Science Graduate Program are fully supported (stipend, tuition, covered fees) throughout their first year in the Program, contingent on satisfactory progress.

### A. Graduate Research Assistantships

Graduate student appointments include a stipend, which is subject to change each year commensurate with the recommendation of the Office of the Associate Dean for Graduate and Postdoctoral Studies of the Carver College of Medicine. The stipend is set to be competitive with peer institutions.

Graduate students in the first year of training are appointed to graduate research assistantships and awarded tuition scholarships, from funds allocated to the Biomedical Science Program by the Carver College of Medicine and the Graduate College.

### B. Tuition and Fees

The Biomedical Science Program incurs the cost of base tuition and mandatory fees (technology, activities, services, student union, building, recreation facility, arts & cultural, professional enhancement, student health, and mental health).

#### Fees covered by the Program

1. [University Records and Documents Fee](#) is the consolidation of eight ad hoc fees into a one-time fee. The fee includes graduation and degree application, fax, diploma replacement, change of registration (add/drop), transcript, and one-to-five- and six-to-ten-day late registration fees.
2. All fees associated with credit hour changes, and other changes that occur in connection with required and directly relevant courses.

#### Fees that are NOT covered by the Program

1. Key deposits.

2. Fees associated with extracurricular or other elective courses not relevant to the program of study.
3. Fines, penalties, parking tickets, and other such violation-associated fees.

C. Other Means of Support

Students may receive support from other sources, including the Iowa Pathway to Graduate Excellence Award, the Lulu Merle Johnson Recruitment Fellowship, and a variety of nationally competitive NIH, NSF, and other individual awards.

**IV. Health Insurance**

All graduate students who hold an assistantship and are registered for classes, are eligible to receive a contribution from the university toward the cost of health and dental insurance coverage.

The university contribution will begin the first day of the month following your appointment **and** completing your insurance enrollment in MyUI.

The plans available for medical are Student Health Insurance Plan (SHIP) or UIGRADCare Plan. Dental is also available via Student Dental Plan.

Graduate students may contact [University Benefits Student Insurance](#) for help in choosing a plan and questions.

**V. Paid Leaves & Holidays**

A. Paid Leave

All graduate students with a fiscal year appointment shall be allowed (15) working days of absence without pay deduction. All paid leave must be scheduled with the approval of the research rotation mentor.

B. Holidays

Graduate students shall receive the following paid holidays which occur during the term of their appointment: New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, a day before or after Christmas Day.

Monday will be recognized as a holiday for all holidays occurring on a Sunday and Friday for all holidays occurring on a Saturday.

Graduate students may be absent for the above holidays unless the research rotation mentor specifically requires the graduate student to be on duty. At such time, the research rotation mentor and the graduate student shall schedule alternate

paid time off. Graduate students taking paid leave contiguous with a holiday shall not have the holiday counted against their paid leave. [Registrar Academic Calendar](#)

C. Sick Leave

Graduate students may be absent due to illness without loss of pay not to exceed eighteen (18) days during a twelve (12) month appointment.

If a graduate student has exhausted paid sick leave due to illness, they may request an unpaid leave of absence which will be granted at the sole discretion of the employer consistent with any applicable State or Federal regulations, or alternatively may request additional paid sick leave in accordance with Section 5 of the [Graduate Student Employment Agreement](#).

D. Family Illness Leave

Graduate students may use available sick leave for care of and necessary attention to ill or injured members of the immediate family (as defined in Section 4 of the [Graduate Student Employment Agreement](#)) or for parental leave including birth and adoption. Use of sick leave for this purpose is limited to five (5) workdays per year.

E. Bereavement Leave

Graduate students may use available sick leave for three (3) workdays when a death occurs in the graduate student's immediate family. Immediate family is defined as and limited to the graduate student's spouse/domestic partner, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the graduate student's spouse/domestic partner, and other persons who are members of the graduate student's household (see [III-22.1b](#)).

## VI. Unpaid Leave of Absence

Enrollment in the Biomedical Science Graduate Program includes all three regular academic sessions. A leave of absence during any session must be specifically arranged and approved in advance by the Program Director. Additionally, the Biomedical Science Graduate Program shall authorize leave requests in accordance with the provisions of the Family and Medical Leave Act of 1993 for qualifying individuals.

A student desiring a leave of absence must petition the Director in writing, giving the reasons for the request. If approved, a leave of absence is granted for a specified period of up to one year and may be renewable for up to one additional year. The student will be dismissed and required to petition the Biomedical Science Graduate Program for re-admission to the Graduate Program after an absence exceeding the period specifically granted. No stipend support will be provided during the time student is on leave of absence.

Please refer to the [Graduate Student Employment Agreement](#) for further details.

## VII. Grievance Procedure

For a graduate student, the grievance procedure to employ for a complaint will depend upon the area involved (student life, academic difficulties, employment, etc.). Generally, graduate students first explore how to pursue a grievance with their advisor or with an appropriate program administrator (program director or program administrator). However, if students are uncomfortable or dissatisfied using this route, the Associate Dean for Academic Affairs of the Graduate College will counsel them on the options available.

- A. [Informal Academic Complaint Procedure of the Graduate College](#)
- B. [Formal Academic Grievance Procedure \(AGP\) of the Graduate College](#)

In addition, the [Counseling Service](#), the [Office of the Ombudsperson](#), and the [Office of Institutional Equity](#) will counsel graduate students on a confidential basis and will assist them in selecting an appropriate grievance procedure.

## VIII. Academic Standards

### A. Registration

Graduate students must pursue continuous, full-time studies (9 – 15 semester hours per semester).

### B. Coursework

Graduate students must complete coursework in a timely manner. Core and elective courses during the first year are normally completed by the end of each respective semester.

### C. Academic Standing, Probation and Dismissal

As a graduate student, you will receive stipend and tuition support assuming you remain in good academic standing and make satisfactory progress toward your degree.

Whether a graduate student is making satisfactory progress during the first year is defined by the [Graduate College, Manual of Rules and Regulations, Section IV. Academic Standing, Probation, and Dismissal](#), graduate student shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's UI Cumulative GPA falls below 3.00. A student regains good academic standing when the student's UI Cumulative GPA returns to 3.00. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at this University, the student's UI Cumulative GPA remains below

3.00, the student will be dropped from the degree program and denied permission to re-register within any Graduate College doctoral degree program.

At the end of the second semester, the first-year faculty advisor, in cooperation with rotation advisors, makes a recommendation to the Biomedical Science Program director whether the student should continue in the Ph.D. program. University guidelines, such as maintaining a cumulative GPA of 3.00 or better, as well as performance in rotations, will be considered. Matriculation into a Ph.D. program may be denied if a student is deemed to not be making satisfactory progress in these areas. In this case, appointment in graduate school and support will be terminated.

## IX. Curriculum

Students entering the Biomedical Science Program can tailor their curriculum to take courses that enhance their educational goals. They are expected to take a combination of graduate level courses that includes a first-year laboratory research rotation course, seminar course and professional development courses that have been divided into 1 semester hours courses. The typical curriculum for each semester is shown below in their recommended sequence.

Students who are admitted directly to a BSP sub-program are still responsible for completion of the required courses of the first year, however the sub-program may wish to re-arrange the sequence of coursework, and replace BMED:7777 (Biomedical Science Seminar) with an equivalent seminar course for their sub-program.

### A. Courses

#### 1. Fall Semester

Course #	Title	Semester Hour(s)	Course Length
BMED:5207	Principles of Molecular & Cellular Biology	3	Semester
BMED:5208	Topics in Prin. of Molecular & Cellular Biology	1	Semester
BMED:7777	Biomedical Science Seminar	1	Semester
BMED:7888	Biomedical Science Research	Arranged	Semester
	Research hours should be registered to bring total enrollment to 15 s.h.		
	Choose <b>one or the other</b> of the following stats courses:		
PCOL: 5204	<b>Option 1:</b> Basic Biostatistics & Exper Design	1	6 weeks
BIOS:4120	<b>Option 2:</b> Introduction to Biostatistics (lecture and discussion sections)	3	Semester
Elective	Elective Relevant to Subprogram	Arranged	

## 2. Spring Semester

Course #	Title	Semester Hour(s)	Course Length
PATH:5270	Pathogenesis of Major Human Diseases	3	Semester
MMED:6260	Methods for Molecular/Translational Medicine	1	Semester
	Subprogram specific courses or electives		
PHAR:6504	Mastering Reproducible Science	1	Semester
BMED:7777	Biomedical Science Seminar	1	Semester
BMED:7888	Biomedical Science Research	Arranged	Semester

## 3. Collaborative Instructional Training Initiative (CITI)

BSP graduate students **MUST** complete Phase 1 Online Collaborative Instructional Training Initiative **(CITI) web-based training in the first month of graduate work.**

- [Login](#), choose Responsible Conduct of Research (CITI) under “Training”
- Click “Add a course or update your learner groups”.
- Check, “I am required to complete Responsible Conduct of Research (RCR) training”
- Choose “Biomedical RCR” from the 5 choices provided.
- Click “Continue to Course”
- Complete all 9 modules regardless of the type of research you conduct. You must score at least 80% for each quiz and should retake any quizzes for which you do not score 80%.
- After completing the required modules, please **forward your completion report and a screenshot showing scores of 80% or greater on each module to the Biomedical Science Graduate Program at [biomedical-science@uiowa.edu](mailto:biomedical-science@uiowa.edu).**

MODULES
Using Animal Subjects in Research (RCR-Basic) (ID 13301)
Research Involving Human Subjects (RCR-Basic) (ID 13566)
Authorship (RCR-Basic) (ID 16597)
Collaborative Research (RCR-Basic) (ID 16598)
Conflicts of Interest and Commitment (RCR-Basic) (ID 16599)
Peer Review (RCR-Basic) (ID 16603)
Research Misconduct (RCR-Basic) (ID 16604)
Data Management (RCR-Basic) (ID 20896)
Mentoring and Healthy Research Environments (RCR-Basic) (ID 20983)

## 4. Absences for Religious Holy Days

The University is prepared to make reasonable accommodations for students whose religious holy days coincide with their classroom assignments, test schedules, and classroom attendance expectations. Students must notify their

instructors in writing of any such Religious Holy Day conflicts or absences within the first few days of the semester or session, and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible. See [Operations Manual 8.2 Absences for Religious Holy Days](#) for additional information.

## B. Laboratory Research Rotations (BMED:7888)

### 1. Rationale for Rotations

Graduate students perform three different research laboratory rotations during their first year. Rotations serve as the primary mechanism to identify a faculty mentor for a thesis project and PhD program. Rotations are designed to:

- a. Facilitate the transition from undergraduate to graduate education.
- b. Expose students to the breadth of research in the program.
- c. Experience a wide range of experimental methods and techniques.
- d. Help students identify mentors, lab environments and research projects that are a good fit for them.
- e. Help faculty identify students who are a good fit for their lab.

### 2. Timetable for the 2024 – 2025 rotations deadlines and schedule.

#### Deadlines for Rotation Submission approval:

Fall Rotation:	August 23, 2024
Winter Rotation:	November 11, 2024
Spring Rotation:	February 10, 2025

#### Rotation Schedule

Fall Rotation:	August 26 – November 15, 2024
Winter Rotation:	November 18, 2024 – February 14, 2025
Spring Rotation:	February 10 – May 9, 2025

Students submit their choice of thesis laboratory and subprogram on May 19 after completion of all rotations. Students will receive matriculation response from PI and subprogram by May 26.

### 3. Selection of a Rotation Laboratory

- a. Prior to selecting a laboratory for dissertation work and PhD program, students are expected to perform three laboratory rotations, with each

rotation being approximately 10-12 weeks in duration. Students are encouraged to meet with specific faculty to discuss their research programs. Students can then make an informed decision about their laboratory rotations, with the guidance of their first-year faculty advisor and approval of the BSP.

b. Research rotations must be performed in laboratories in which the principal investigator (PI) holds a faculty appointment and graduate student training privileges in a participating subprogram of the BSP. Students can familiarize themselves with the research of various faculty by consulting the [BSP faculty directory](#) or visit the subprogram websites:

- [Cancer Biology](#)
- [Cell and Developmental Biology](#)
- [Experimental Pathology](#)
- [Free Radical and Radiation Biology](#)
- [Molecular Medicine](#)
- [Molecular Physiology and Biophysics](#)
- [Pharmacology](#)

c. When meeting with a professor to discuss the possibility of doing a rotation, students should ask about potential projects and whether that faculty member expects to take a new graduate student. Conversely, students should expect faculty to ask about the student's interests and research experience. Be prepared to make the most of these important conversations.

d. Because the overarching goal of rotations is to match each student with a faculty mentor for a thesis project, students should (with rare exceptions) only rotate through laboratories that are likely to accept new graduate students. Students need to ask this important question during their discussion with potential rotation mentors.

e. Placement of students into laboratories for pursuit of a Ph.D. degree involves a matching process that takes several factors into account. First and foremost is the interest of the student. But faculty interests and resources are important too. The willingness of a faculty member to serve as the student's mentor will depend in part on the student's performance during their rotations. It is essential that students make every effort to demonstrate curiosity, drive, and aptitude during their rotations, especially in the case of laboratories that might have multiple rotators but resources to support only one new student at the end of the year. Other important considerations include the student's performance in didactic courses and whether the mentor has funds, bench space and time to support and

mentor a new student trainee.

- f. With permission of the BSP Director, students may rotate in the same lab twice. The Director will consider whether any other students are hoping to rotate in or join that lab. Second rotations in the same lab will generally only be allowed in the Spring rotation period.

#### 4. Rotation Evaluation

- a. Upon the completion of each rotation, an evaluation by the faculty member of the student and by the student of the faculty member will be submitted to Biomedical Science Program. The program's director and curriculum director review the evaluation and evaluations are recorded in the student's file. The student's performance on rotations will be noted and a letter will be filed and sent to the student in cases where major problems (deficiencies) are indicated. This information is available only to the faculty and, of course, the student.
- b. The rotations are graded as either "Satisfactory" or "Unsatisfactory". The grade is based upon several criteria including attendance and work habits in the lab. When not in classes or seminars, students are expected to spend the remaining portion of the day in the laboratory. A strong commitment to the rotation project makes it possible to fulfill the purpose and aims of the rotation. A "Satisfactory" grade is required in each of the laboratory rotations. If a "Satisfactory" grade is not obtained in one of the rotations, an additional rotation may be assigned. Failure to obtain a "Satisfactory" grade in the extra rotation will result in the student being placed on academic probation.

#### 5. Matriculation into a Lab for Dissertation Research

- a. Near the end of the Spring Rotation, students should begin to solidify their preference for dissertation advisor and PhD subprogram. Students should discuss possible projects with faculty members they rotated with and consider as many dimensions as possible including the definition of the dissertation project, prospects for the research, and the scientific approach.

After approval to join a faculty member's laboratory for thesis research has been secured by the student, the student must submit their request for approval via the [online request form](#). The PhD tab of the form requires the student to provide the name of the subprogram and principal investigator the student is requesting to join. A final decision is made by the BSP director, curriculum director and the director of graduate studies of the respective subprogram and communicated in writing to the

student.

## X. Accommodations for Students with Disabilities

### A. Academic Accommodations

The University is committed to providing an educational experience that is accessible to all students. If a student has a diagnosed disability or other disabling condition that may impact the student's ability to complete the course requirements as stated in the syllabus, the student may seek accommodations through [Student Disability Services](#) (SDS). SDS is responsible for making Letters of Accommodation (LOA) available to the student. The student must provide a LOA to the instructor as early in the semester as possible, but requests not made at least two weeks prior to the scheduled activity for which an accommodation is sought may not be accommodated. The LOA will specify what reasonable course accommodations the student is eligible for and those the instructor should provide. Additional information can be found on the [SDS website](#).

### B. Workplace Accommodations

The Graduate College and Departments/Programs will collaborate with University Human Resources Faculty and Staff Disability Services Office (FSDS) to administer all workplace accommodation needs (including new or ongoing health conditions) for graduate assistants. This is consistent with the process for faculty and staff employees. What this means is a graduate assistant with health condition that results in a need for time away from work -or- assistance while at work, the student and the department will work directly with a member of the FSDS team.

#### What you need to know

If a student reports that their health is impacting the ability to perform job duties, the student may need a workplace accommodation. If so, the graduate assistant must work with Faculty and Staff Disability Services to determine the appropriate accommodation by completing the following form found on the FSDS website: <https://hr.uiowa.edu/fsds> and complete the Consult Form.

If you would like a confidential conversation with the FSDS office directly to discuss your health needs, please contact an FSDS staff member at 319-335-2660 or email [FSDS@uiowa.edu](mailto:FSDS@uiowa.edu).

## XI. Ethics

### A. Misconduct in Research

The [University of Iowa Policy on Ethics in Research](#) states, "The University of Iowa is committed to maintaining a climate that promotes faithful attention to high ethical standards, that enhances the research process, and that does not inhibit the productivity and creativity of scholars. Instances of research misconduct are

inconsistent with such a climate of integrity. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. When committed, research misconduct shatters individual careers, taints the conduct of objective research, undermines the credibility of scholarship, and destroys the confidence among scholars as well as between the University and the public. All researchers – faculty, staff, and students – must be unfailingly honest in their work, must refrain from deliberate distortion or misrepresentation, and must take regular precautions against the common causes of error.”

#### B. Anti-Retaliation Policy for Reporting of Misconduct in Research

The [UI Operations Manual guidelines provide information to whistleblowers](#) on an appropriate method of submitting retaliation complaints and subsequent procedures for resolving the complaints.

#### C. Academic Misconduct

According to the Manual of Rules and Regulations (see [Section IV. F.](#)) the Graduate College will operate in the following manner when a program or department discovers an act of academic misconduct, including but not limited to plagiarism and cheating on the part of a graduate student.

1. If the faculty members of a program or department determine that the transgression is not major, or else feel that there is a misunderstanding of the acts which constitute plagiarism, the program or department may wish to work with the student to prevent future occurrences of plagiarism on the part of that student. Written notification of the offense and the remediation for the offense must be sent to the Graduate College for inclusion in the student's file.
2. If the faculty members of a program or department discover an act (or acts) of plagiarism that is (are) sufficiently egregious that expulsion from the program is warranted, the student will be terminated from their graduate program for reasons of plagiarism. In this case, the student will be simultaneously terminated from the Graduate College of The University of Iowa. The program or department must notify the student of their termination in writing. All relevant facts, as well as the process for appealing the decision, must be contained in the termination letter. The Graduate College must receive a copy of the termination letter.
3. If the faculty member of a program or department determine that the transgression of cheating an individual instructor may reduce the student's grade, including the assignment of the grade of "F" in the course. A report of this action should always be sent to the dean of the Graduate College. The dean of the Graduate College may impose other penalties as the offense may

warrant: disciplinary probation; suspension from the graduate program; and expulsion. If the student feels the penalty imposed by the dean is unjust, the student may request an appeal by the Office of the Provost

#### D. Student Academic Misconduct Appeals

Every student has the right to appeal. The appeal process must be initiated by the student. A student is invited to meet with the College of Medicine at any point in the process below.

1. If a student believes that the finding of academic misconduct is in error, the student should first arrange a meeting to appeal the finding with the instructor (or the supervisory). The student will be informed in writing of the instructor's decision within 14 business days of the meeting.
2. If the student is not satisfied with the result of the meeting and decision of the instructor, the student should make an appointment with the head of the department or program to appeal the matter within 7 business days of the notification. The student will be informed in writing of the head of the department's decision within 14 business days of the meeting.
3. If the student is not satisfied with the result of these meetings, the student should make an appointment to discuss the matter with the College within 7 business days of the notification. The student may contact the Office of Student Affairs and Curriculum (<https://medicine.uiowa.edu/md/contact-us/faculty-and-staff-directory>) and /or call 319-467-1104 to schedule an appointment with the Associate Dean for Medical Education and Professional Programs. If the Associate Dean is not available in a timely manner, the matter may be addressed by the Senior Associate Dean for Medical Education. The student will be informed in writing the decision of the Associate Dean within 14 business days of the meeting
4. If the student is not satisfied with the outcome of the above meeting, the student may appeal the decision formally in writing to the Office of the Provost. This formal appeal must be received within fourteen business days from the date of the original decision made by the College.
5. The individuals noted in each successive step of the appeals process noted above has the authority to overturn the finding of the previous individuals in the process.
6. The conclusions of each meeting with the student noted above will be provided to the student in writing.

#### E. Policy on Sexual Harassment and Sexual Misconduct

The University of Iowa prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The [Interim Policy on Sexual Harassment and Sexual Misconduct](#) governs actions by students, faculty, staff and visitors. Incidents of sexual harassment or sexual misconduct can be reported to the [Office of Institutional Equity](#) (OIE) or to the [Department of Public Safety](#). Students impacted by sexual harassment or sexual misconduct may be eligible for academic supportive measures and can learn more by contacting [OIE](#). Information about confidential resources can be found [here](#).

#### F. Nondiscrimination Statement

[UI Operations Manual website](#) states, "The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, [The Office of Institutional Equity](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), [diversity@uiowa.edu](mailto:diversity@uiowa.edu)."

## XII. Graduate Students Participation in the Program

#### A. Graduate Student Ambassador Program

Biomedical Science Graduate Student Ambassadors Program is comprised of current graduate students who come from a variety of subprograms and backgrounds and are selected to serve as official student representatives. Responsibilities of a graduate student ambassador include but are not limited to the following:

- Respond to emails from prospective and newly admitted students about their graduate program and about graduate student life at the University of Iowa and in and around Iowa City.
- Assist with Biomedical Science Orientation and Admissions Interview Weekends.
- Participate in outreach and recruitment events.
- Check-in with assigned applicants before and after interviews via Zoom and/or telephone

## B. Peer Advisor Leader (PAL) Program

The PAL Program matches incoming Biomedical Science Program students with upper-level graduate students who serve as their PAL. PALs provide peer-to-peer support and guidance to first-year students by sharing experiences, providing insight, and respond to questions and concerns.