



Sanford Burnham Prebys
MEDICAL DISCOVERY INSTITUTE
Graduate School of Biomedical Sciences

2017-2018

GSBS Handbook

Sanford Burnham Prebys
Medical Discovery Institute
Graduate School of Biomedical Sciences

Updated September 6, 2017

DISCLAIMER

This version of the catalog is valid from September 1, 2017 to August 31, 2018. The provisions of this publication are not to be regarded as an irrevocable contract between the student and the Graduate School of Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute. Changes are effected from time to time in the general regulations and academic requirements. There are established procedures for making changes that protect the institution's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accommodated within the span of years normally required for degree completion. When the actions of a student are judged to be detrimental to the interests of the institute community, using established procedure by competent authority that person may be required to withdraw from GSBS. Any prospective student is encouraged to review this catalog prior to signing an enrollment agreement.

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WELCOME

The Graduate School of Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute offers the Doctor of Philosophy (Ph.D.) degree in Biomedical Sciences. The following information outlines requirements for admission into the school and requirements students must satisfy to complete the Ph.D. degree.

MESSAGE FROM THE DEAN

Scientific discovery is an exciting and rewarding profession, never more so than today when so many tools and technologies are available to enhance the acquisition of knowledge. From the small beginnings of the Institute in 1976, the expansion in our faculty to over 60 labs brought with it the opportunity and desire to create our own Graduate School of Biomedical Sciences. While Sanford Burnham Prebys Medical Discovery Institute's (SBP) reputation for excellence in basic biomedical research has grown over the last 30 years, the graduate program in Biomedical Sciences is relatively young. The graduate school was launched in 2006 to educate graduate students in the cutting edge technologies and thought processes that will prepare the next cadre of scientists to drive forward discovery in this still young millennium.



SBP's Graduate School of Biomedical Sciences is founded on the exceptional collaborative ethos of SBP. The program plays to our strengths in biomedical research supplemented by the technologies that are being developed at SBP and elsewhere to facilitate breakthroughs in thought and practice. I think the classic quote "You cannot teach a person anything; you can only help them find it within" by Galileo Galilei (1564-1642) exemplifies the tutorial and laboratory-based focus of our graduate program. I invite you to consider the Graduate School of Biomedical Sciences at SBP.

I encourage you to explore the web pages describing our graduate program so that you can see for yourself why we are so enthusiastic about science and graduate education at SBP.

A handwritten signature in black ink that reads "Guy Salvesen".

Guy Salvesen, Ph.D.
Dean of Graduate Studies

MISSION STATEMENT AND VISION

PROGRAM MISSION

The mission of the Sanford Burnham Prebys Medical Discovery Institute (SBP) Graduate School of Biomedical Sciences is: *Educating students to become the innovative biomedical scientists of the future.*

PROGRAM VISION

With state-of-the-art technology, an entrepreneurial mindset and a highly personalized program, SBP is dedicated to educating the next generation of outstanding biomedical scientists who will drive future cutting-edge translational research.

SECTION 1: APPLICATION PROCESS

The Graduate School of Biomedical Sciences (GSBS) at SBP offers a Ph.D. degree in Biomedical Sciences at SBP's La Jolla campus. It is a small, competitive program, maintaining eight openings per year and a steady state of approximately thirty students. GSBS is an admit to fit program where students and faculty are matched as a prerequisite for acceptance into the program. Therefore, it is required that prospective students contact potential faculty mentors with shared research interests. Applicants are encouraged to contact faculty prior to applying, and interest from faculty member(s) is required to be invited to interview for the program. A list of faculty and their qualifications can be found at <http://sbpdiscovery.org/talent/Pages/home.aspx>. *NOTE: Only Faculty at the SBP La Jolla site can mentor students at this time.* Entering graduate students are admitted to their thesis labs on day one and do not perform laboratory rotations.

All applications are reviewed by the Admissions Committee and GSBS accepts both domestic and international applications. Classes for new first year students begin in mid-September 2018.

**The application deadline for admission in Fall 2018 is
Friday, December 1, 2017 at 11:59pm.**

Only online applications are accepted. Please visit our website at SBPdiscovery.org/GradSchool to access the application.

APPLICATION PREREQUISITES & DOCUMENTATION

- **An undergraduate degree**, preferably in the Biological, Chemical, Physical, or Computational Sciences, or medical degree, is required for admission to the Graduate School of Biomedical Sciences. Additionally, we value applications from candidates with significant research experience.
- **Personal statement of interest** Statement should be 1,000 words or less discuss your purpose in applying to the Graduate Program and specifically your reason for selecting Sanford Burnham Prebys Medical Discovery Institute.
- **CV/Resume**
- **GRE Scores** The graduation record examination (GRE) general test is required, and an appropriate subject test, e.g., chemistry or biology, is recommended. All tests must be taken within the last five years. GRE scores must be sent by the Educational Testing Service to the Graduate School of Biomedical Sciences Program Office. The School Code for Sanford Burnham Prebys Medical Discovery Institute is 2718.
- **TOEFL Scores** Test of English as a Foreign Language (TOEFL) scores are required for all foreign students whose first language is not English, or who have obtained their previous degree in a country where teaching is not in English. TOEFL cores must be sent by Educational Testing Service to the Graduate School of Biomedical Sciences Program Office. All tests must be taken within the last two years. Generally, successful applicants score at or above 100. The School Code for Sanford Burnham Prebys Medical Discovery Institute is 2718.
- **Letters of Recommendation** Three letters of recommendation are required. Please instruct each person providing a letter to send either a hard copy directly to the Graduate School of Biomedical Sciences Program Office or an electrically signed letter via e-mail to: gradoffice@SBP.edu directly from the referee's email address.
- **Transcripts** All official undergraduate and graduate transcripts and proof of degree (official translations required to accompany all foreign documents). Universities or colleges must mail original transcripts directly to the Graduate School of Biomedical Sciences Program Office.

- **Application Fee of \$80 USD** Applicants may pay via PayPal at the end of the application or submit a check or money order drawn from a US bank made payable to "Sanford Burnham Prebys Medical Discovery Institute". Fee waivers must be approved in advance from the Graduate Office.

GSBS MAILING ADDRESS:

Sanford Burnham Prebys Medical Discovery Institute
 Graduate School of Biomedical Sciences
 10901 North Torrey Pines Road
 La Jolla, CA 92037

SECTION 2: PROGRAM REQUIREMENTS

PROGRAM STANDARDS

Program Learning Outcomes (PLOs)

The Program in Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute Graduate School of Biomedical Sciences has the following learning outcomes that are aligned with the mission and vision of SBP science, and define the program:

1. Strong foundational knowledge
2. High quality biomedical research
3. Innovative critical thinking and experimental design
4. Clear written communication in standard academic genres such as grant proposals, poster presentations, and scientific articles
5. Excellent oral communication skills

COURSEWORK

Each student is required to take the five core courses, six tutorials and one elective by the end of their second year. Students must complete a minimum of 80 course units for graduation. Students can accrue 8 units per quarter by completing courses, tutorials and laboratory research. Upon completion of all degree requirements, students will be conferred a Doctor of Philosophy degree in Biomedical Sciences from SBP.

Required Courses:

SBP 260	Molecules to Systems (4 units, Fall Y1)
SBP 272	Ethics in Scientific Research (3 units, Fall Y1)
SBP 263	Modern Drug Discovery Technologies (4 units, Spring Y1 or Y2)
SBP 265	Introductory Statistics (4 units, Spring Y1)
SBP 275	Biological Databases as a Research Tool (4 units, Fall Y2)
SBP 281	Graduate Tutorials (1 unit each, 6 required Y1-2)
GRES291	Graduate Research (1-8 units, All quarters)
	1 Elective Course (By the end of Y2)

Please consult the Course Catalog for course and tutorial descriptions.

In addition to coursework, attendance at monthly Data Club meetings is required of all graduate students. Meetings are held once a month and every student must present at least once per year. The presenter(s) are responsible for inviting their faculty mentor to the meeting.

2017-18 Academic Calendar

*September 6-8 New Student Orientation**

*September 14 M2S begins**

** first year students only*

Fall 2017

September 25 Quarter Begins

December 15th Quarter ends

Winter 2018

January 3 Quarter begins

March 23 Quarter ends

Spring 2018

April 2 Quarter begins

June 15 Quarter ends

Summer 2018

June 18 Quarter begins

August 31 Quarter ends

Students observe the following official 2017-18 SBP holidays:

September 4 - Labor Day Holiday

November 23 & 24 - Thanksgiving Holiday

December 22 & 25 - Christmas Holiday

December 29 - New Year's Holiday

January 1 - New Year's Holiday

January 15 - Martin Luther King, Jr. Holiday

February 19 - Presidents' Day Holiday

May 28 - Memorial Day Holiday

July 4 - July 4th Holiday

Attendance

GSBS expects each student to take full responsibility for his or her academic work and research progress. To progress satisfactorily through the program, the student must meet all of the requirements of each course for which he or she is registered. Students are expected to attend all classes, tutorials and lectures, as consistent attendance offers the most effective opportunity to gain command of concepts and materials that are essential for future research. Absences may be used in the computation of grades in some courses. The recording of student absences will not be required of the faculty.

It is the policy of GSBS to excuse the absences of students that result from the following causes: i) illness of the student, or illness of a dependent as defined by the policy on family and medical leave; ii) religious observance (where the nature of the observance prevents the student from being present during the class period); iii) participation in institute activities at the request of institute authorities; and iv) compelling circumstance beyond the student's control. Students are expected to attend their scheduled classes/tutorials and take scheduled examinations according to the requirements of the instructor. Instructors are not required to accommodate requests for alternative examination dates and exceptions.

Participation in laboratory research is an ongoing requirement and an integral part of the learning experience. Graduate student appointments are considered full time, 52-week appointments, and are not subject to academic recess. Students are expected to be in lab when not attending class. It is the student's responsibility to balance coursework requirements and research participation in an effective manner. Lab meeting and lab journal club are not valid reasons for missing a class/tutorial/data club, etc.

THESIS COMMITTEE

Students and their Faculty Mentor are responsible for selecting the thesis committee. The thesis committee must have at least four members (five recommended) and includes the Faculty Mentor, Co-Mentor/Thesis Chair, one or two SBP faculty members from the graduate program, and one faculty member from outside of SBP. The external member must have a graduate school appointment at their institution. All Graduate School of Biomedical Sciences (GSBS) students are required to nominate a thesis committee by the end of the first year of study.

Beginning in year two, GSBS students are required to assemble their thesis committee annually for a formal meeting. This meeting must take place between the dates of September 1st and November 15th each year. The student must submit a committee report to the Graduate Office within one week of the committee meeting date.

ANNUAL PROGRESS REPORT

Each student is required to submit an annual report of his or her progress due 15 days prior to the Annual Committee Meeting. For the 2017 entering class, the research section will be written in the form of a biomedical manuscript. For prior year students, the report is on average about 2-3 pages. This report will be submitted via LiveText.

ADVANCEMENT TO CANDIDACY

Students are required to pass the qualifying exam for advancement to candidacy for the Ph.D. degree. Students must present and successfully defend a qualifying exam to their thesis committee by September 30th of Year 3 of graduate studies.

The qualifying exam describes the dissertation project. Prior to the exam, students submit an NIH-style written proposal, which is then discussed in depth during the examination. After passing the qualifying exam, students are advanced to candidacy for the Ph.D. degree and are expected to work full time on their thesis research. At the discretion of the Executive Committee, students may extend their qualifying examination deadline by up to six months after September 30th of Year 3 of graduate studies.

THESIS DEFENSE

The final requirement for the doctoral degree is the oral defense of the written thesis. The student is required to assemble his/her thesis committee for the "pre-defense" meeting (which can also serve as the annual committee meeting). The purpose of this meeting is to determine if the student has made sufficient progress in his/her research to begin writing the thesis and set a prospective thesis defense date. The thesis committee will assess the student's oral defense and written thesis.

The written thesis should be composed of a series of chapters. The first chapter should be an introduction outlining the background information and rationale for the thesis research, with a concise summary of the research results. A final conclusion chapter should place the significance of the work into a larger context, and point out future directions of study. There is no set number of chapters required, and the thesis work should be divided into chapters that are appropriate. Papers that have been published in peer-reviewed journals may be included as a chapter of the thesis. A typical thesis will consist of an abstract, an introduction, three or four research chapters, and a conclusion.

The oral defense of the thesis consists of a public seminar of approximately one hour, which is followed by a closed-door defense with the Thesis Committee. The length of the closed-door defense has no set limit, but is typically one hour.

During the defense, each committee member will have the opportunity to ask questions pertaining to the written thesis and oral presentation of the thesis. There are no specific guidelines for the form or topics of the questions, but the intent is to determine if the candidate has achieved sufficient mastery of the field to merit the Doctor of Philosophy degree. Typically, both specific and general questions will be addressed to test the extent of the candidate's knowledge in the given research field. After each member of the committee is satisfied, the candidate will be excused for a private discussion among the committee members, followed by voting on the outcome of the defense.

Upon the recommendation of the Thesis Committee and the submission of the approved written thesis to the Graduate School, the student will be conferred the degree of Doctor of Philosophy in Biomedical Sciences from Sanford Burnham Prebys Medical Discovery Institute.

Summary of general curriculum timeline

	Year 1				Year 2				Year 3				Year 4+			
	F	W	S p	S u	F	W	S p	S u	F	W	S p	S u	F	W	S p	S u
Courses (Plus one elective before Y3)	■	■	■		■*		■		■*							
Data Club	■	■	■		■	■	■		■	■	■		■	■	■	
Graduate Tutorials	■	■	■		■	■	■									
Thesis Research	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Progress Report	■**				■**				■**				■‡			
Qualifying Exam								■†								
Thesis Defense																■

** - Student section of Annual Report due

† - Qualifying exam completed by September 30 of Year 3

‡ - Progress report due for all students not graduating in year 4

SECTION 4: GENERAL INFORMATION

ACCREDITATION

The Graduate School of Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510-748-9001.

ACADEMIC INTEGRITY

By enrolling in the graduate program at Sanford Burnham Prebys Medical Discovery Institute, students acknowledge their obligation to adhere to the Code of Academic Integrity. As members of the scientific community, students are responsible for promoting academic integrity. This includes the responsibility to report cases of academic dishonesty to the Human Resources department and to cooperate with faculty and the Human Resources department to resolve such cases.

ACADEMIC FREEDOM

Academic freedom may be defined as the freedom to conduct research, teach, speak, and publish subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead. By facilitating critical thinking and open discourse, academic freedom provides the foundation for the continued intellectual and social value of the School as a place of unfettered debate and the free exchange of ideas.

Academic freedom carries with it a concomitant responsibility of scholars to resist corrupting influences on their research and teaching, to transcend partisanship and prejudice, and to foster intellectually vigorous norms and standards of scholarly inquiry and teaching. The Graduate School of Biomedical Sciences of Sanford Burnham Prebys Medical Discovery Institute maintains and encourages freedom of inquiry, discourse, teaching, research, and publication,

and protects all members of the scientific staff and student body against external and internal influences that might restrict the exercise of these freedoms.

NON-DISCRIMINATION

Sanford Burnham Prebys Medical Discovery Institute is an equal opportunity institution with respect to both education and employment. The institute does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities as required by federal and state laws and regulations. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or related legal requirements should be directed to the Vice President of Human Resources.

STUDENT COMPLAINTS

An individual may contact the Bureau for Private and Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, Phone: 916-431-6924, Fax: 916-263-1897.

STUDENT FINANCIAL RESPONSIBILITY

Tuition

The graduate program is without cost to successful applicants*. Students do not pay tuition and all program fees are borne by the institute or mentor. Due to this fact, the California Bureau of Private Postsecondary Education "Student Tuition Recovery Fund" does not apply to students in this program.

Stipend Support and Benefits

Students admitted into the graduate program are admitted directly into the laboratory of research interest. The faculty advisor is responsible for providing financial support for each student in his/her lab. Students will receive a base stipend of \$33,000 annually (for academic year 2017-2018) and health benefits*, which will be paid semi-monthly. The stipend is subject to change based on cost of living and national competitiveness. Students are not responsible for registration fees of required core courses; however, it is the responsibility of the student and faculty advisor for registration fees and associated costs of non-required courses.

**Please be advised that, in order to receive health benefits, students will pay a small cost share that will be deducted from each paycheck at approximately 15% of benefit cost (dependent on the benefits you select).*

Education Expense Fund

Students are supplied with a \$500 annual discretionary fund. This fund is for allowable educational support purchases under the IRS Student Scholarship and Fellowship Grants law Topic # 421.

Financial Aid

Sanford Burnham Prebys Medical Discovery Institute does not offer financial aid. SBP does participate in Title IV loan deferment as an exempt institute so that its students may defer student loans from previous education. Please contact the Graduate Office for information on the U.S. Department of Education Office of Postsecondary Education identification number (OPE ID). Since students do not incur financial expenses, there is no refund policy.

Housing

Students are responsible for arranging their own accommodations. The graduate program does not offer on-campus housing, but housing is readily available within the immediate area.

ORIENTATION

Students will be notified when to arrive on campus, usually early to mid September. After completing their appointment paperwork, students will attend New Student Orientation provided by the Graduate Program.

Upon arrival, all international students **MUST** check-in with the International Office on or before their first day at Sanford Burnham Prebys Medical Discovery Institute. Students must enter the United States and report to Sanford Burnham Prebys Medical Discovery Institute no more than 30 days before the program start date as listed on Form DS-2019 or no later than 30 day after entering the United States.

INTERNATIONAL SUPPORT SERVICES

Human Resources staff will offer appropriate orientation for all international students and exchange visitors and their immediate family. Orientation includes, but is not limited to, the following services:

- Initial entry to the United States
- The purpose of F1 visa program
- Travel / re-entry into the United States
- Change of immigration status
- Reinstatement of immigration status
- Accompanying dependent issues
- Life and customs in the United States
- Local community resources (e.g. banking, public transportation, lodging, schools, libraries, recreation centers, grocery stores and bank)
- Available health care, emergency assistance, and insurance coverage
- Rules that the exchange visitors are required to follow under the sponsor program
- Contact information of the sponsor officers
- Other information that will assist exchange visitors to prepare for their stay in the U.S.

Visa Information for International Students

The International Office staff handles all immigration matters for prospective and current students. International students coming directly from their home country, as well as students transferring to SBP from a university within the U.S., are required to complete a visa application in coordination with the Graduate Program Office. The staff of the International Office will review the applicant's immigration status and issue the documents they will need to apply for their student visa. If the student is currently attending an educational institution in the U.S., our office will facilitate the transfer of their visa sponsorship to SBP.

Upon arrival at SBP, all international students are required to check in at the International Office on or before their first day. Throughout the student's academic program, the staff of the International Office is always available to provide information to the student, in order to maintain their immigration status in the U.S., and to help achieve their educational and personal goals.

SCIENTIFIC CONDUCT

It is the policy and practice of Sanford Burnham Prebys Medical Discovery Institute to observe the highest standards of professional conduct. The enterprise of scientific research relies upon

the trust and confidence of both the scientific community and the public at large in the integrity of the scientific process. Unethical behavior represents a breach of confidence among scientists that is central to the advancement of knowledge. It also undermines the confidence that the public has in the reliability of science. For these reasons, the institute considers misconduct in science a betrayal of fundamental scientific principles and will deal with all instances of possible misconduct firmly.

Misconduct in research is defined as fabrication, falsification, plagiarism or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data. The institute will thoroughly investigate and resolve promptly and confidentially all instances of alleged or apparent scientific misconduct.

STUDENT GRIEVANCE POLICY

It is the intention at Sanford Burnham Prebys Medical Discovery Institute that all students receive fair treatment during their graduate studies. A student who believes s/he has cause to bring a complaint may approach the Associate Dean of Student Affairs for advice and counsel. The Associate Dean will attempt to resolve the issue. Confidentiality is to be maintained by each person involved in the process. The student may speak freely without fear of recriminations.

The GSBS has a separate grievance policy from that of the institute, which includes formalities for grievances on grades, misconduct, probation, suspension, and other issues.

PROBATION AND DISMISSAL POLICY AND PROCEDURES

The provisions of this policy pertain to dismissal and probation for academic reasons and are developed by the GSBS Executive Committee. This policy aims to provide a means of establishing and maintaining basic standards and requirements for graduate work at SBP and is applicable to all GSBS students.

1. Failure of Core Courses or Required Departmental Courses

All students must pass (S or better; B- or better) the GSBS core courses required by their programs. If a student does not satisfy this requirement they are immediately placed on academic probation, and the Graduate Office notifies the student, advisor, and thesis committee chairperson. Students are given at most two opportunities to register for and pass core courses or tutorials required by their programs.

2. Failure of Qualifying Examinations

After the qualifying examination the thesis committee can deliver one of three decisions: Pass, Pend or Fail. Students receiving a "Fail" decision will be dismissed from the program. If the thesis committee renders a "Pend" decision, the student will be permitted to re-take the examination once. If the student fails the re-take, the student's thesis committee chair may appeal to the Dean on the student's behalf if the chair feels that a second re-take is justified.

3. Inability to Conduct Research

Faculty are responsible for guiding the research of a student accepted for participation in a research project. No faculty member is obliged to accept a particular student to his/her research team. Under the guidance of the faculty mentor, the student is expected to: (1) design and plan the research project; (2) conceptualize and formulate the hypothesis and methodology; (3) perform data analysis; and (4) write an acceptable essay or dissertation.

The primary responsibility for determining whether a student has demonstrated the ability to apply research methods and to conduct independent research as appropriate to the discipline rests with the student's mentor and thesis committee. For evaluation of a student's work to be

fair and objective, failure to demonstrate the ability to conduct research must be well-documented by the faculty mentor(s) and reviewed by: (1) a committee convened by the faculty mentor that consists of other GSBS faculty and students, or; (2) if the student has already formed one, the thesis committee. Upon the recommendation of these committees, the Thesis Chair may notify the Executive Committee of their decision to dismiss the student, and if the Executive Committee concurs, the thesis committee chair must notify the student of his/her dismissal.

A student dismissed because of inability to conduct research may appeal the dismissal by filing a written appeal with the thesis committee chair. The chair will then bring the student's appeal to the attention of the Executive Committee, which will set up an *ad hoc* committee consisting of four GSBS faculty and at least one student. If the *ad hoc* committee disagrees (by majority vote) with the thesis committee's decision to dismiss, the Dean will have the deciding vote.

4. General Appeal Process

A student may appeal a decision to dismiss for any reason by filing a written appeal with his/her thesis committee chair or the Associate Dean of Student Affairs (see Student Grievance Policy). The thesis committee chair or Associate Dean must then bring the appeal to the attention of the Executive Committee, which will meet with the thesis committee chair and student's faculty mentor to discuss it. The Executive Committee must then bring its recommendation to the Dean, who can affirm or reverse the recommendation. The Dean's decision is final, and this appeal exhausts all remedies available to the student within GSBS.

5. Periodic Review and Documentation

All academic difficulties described above must be documented in writing at each stage and should begin as soon as problems arise. The requirement for documentation applies to all academic shortcomings. Maintaining documentation of student academic problems is primarily, although not exclusively, the responsibility of the faculty advisor and the student's thesis committee.

All students should be given periodic reviews of academic progress and constructive feedback. As problems are documented, students should receive written notice of documentation, as well as the opportunity to respond to the written notice.

STUDENT BENEFITS

As a Graduate Student at Sanford Burnham Prebys Medical Discovery Institute, you and your dependents are eligible to participate in SBP group medical, dental, and vision insurance plans. Graduate Students are responsible for a small monthly contribution towards the total premium costs for benefits. Current benefit plan details are maintained by the Human Resources office. *Sanford Burnham Prebys Medical Discovery Institute reserves the right to modify, amend, change, revoke, suspend or terminate its benefit programs, in whole or in part, at any time and for any reason.*

Employee Assistance Program

The Employee Assistance Program (EAP) is a network of services providing confidential information and referrals to help solve life's everyday challenges. Administered by Aetna Resources for Living, this program offers confidential counseling and support services to help with emotional, relationship, health, and workplace issues. The EAP can help with stress, financial issues, childcare, relationships and much more.

LEAVE OF ABSENCE, DISABILITY AND WITHDRAWAL

A student's acceptance of an offer of admission to the Graduate School of Biomedical Sciences (GSBS) implies full commitment to graduate and professional study. In keeping with the Institute's policy to promote and support completion of studies, this commitment involves fulfillment of degree work in line with the curriculum described in the Graduate Catalog.

Continuous enrollment between admission and the completion of degree work is thus considered the norm and is the Graduate School standard.

In circumstances where continuous enrollment is not possible, students may request a suspension of their enrollment by means of a leave of absence. Failure to be either enrolled or to be approved for a leave of absence by the start of an academic quarter may result in the discontinuation of the student's program. In such circumstances, a student in good standing may request a leave of absence for up to one year, or four quarters, or be placed on an involuntary leave of absence. During the period of an approved leave the student will not be registered.

For more information on the different types of leave see the **Leave of Absence Policy**.

Disability

The Graduate School has an institutional commitment to providing equal educational opportunities for qualified students with disabilities in accordance with applicable local, state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and 2008, and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, accommodations (including auxiliary aids and services) will be provided to the extent necessary to comply with state and federal laws. For each student, these accommodations will specifically address those functional limitations of the disability, which adversely affect equal education opportunity. The Graduate Office will assist qualified students with disabilities in securing such appropriate accommodations. For detailed information please refer to the full Disability Policy.

Withdrawal

A student who considers withdrawing from the Graduate School during the academic year should first discuss the possibility with his or her mentor, the Associate Dean of Student Affairs and/or the Dean of GSBS.

If the student decides to withdraw, he or she should communicate that decision in writing to both their mentor and the Graduate School Office. The student then completes the Voluntary Complete Withdrawal Form and returns it to the Graduate Studies Office for signature. All financial obligations to the Institute must be cleared.

A student withdrawing during the year who has been paid a stipend for any period of time beyond the date of withdrawal must refund the overpayment to the Institute.

STUDENT CONDUCT

Students are expected to uphold policies and practices set forth by Sanford Burnham Prebys Medical Discovery Institute and/or the Graduate School of Biomedical Sciences. Violation of these policies and practices, in addition to poor academic performance, may be a means for expulsion from the graduate program.

STUDENT RECORDS

The Graduate School maintains academic records for all graduate students of Sanford Burnham Prebys Medical Discovery Institute. These records consist of material pertaining to admissions, coursework and academic reports and progression. Material unrelated to a student's academic background, such as medical records, are maintained elsewhere. Decisions regarding a student's academic record are guided by the principle of protecting a student's right to privacy. Students may view their student records by contacting the Graduate Program Office. Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), certain student records are restricted from inspection until a proper release is obtained. The records exempt from inspection and review by students include confidential letters and statements of recommendation and

records containing information on more than one student. In the event that material in the student's record pertains to more than one student, the student may be informed of only the specific information that pertains to them. Parents have no inherent rights to inspect a student's records. Records may be released to parents only with the written authorization of the student.

TRANSFER CREDIT

Student from another graduate program who wish to transfer into the Sanford Burnham Prebys Medical Discovery Institute's graduate school must undergo an application review similar to that of new applicants. Refer to ADMISSIONS REQUIREMENTS section. Academic credits for courses already taken towards an unfinished degree are considered based on applicability to the GSBS program. Students with exceptional academic records upon transfer to Sanford Burnham Prebys Medical Discovery Institute may petition to the Graduate Program to substitute electives for required core courses.

ENGLISH REQUIREMENT

The working language of the Institute is English. All Institute business should be conducted in English, both orally and in writing. This includes written entries in laboratory notebooks and other business records of the Institute. Use of the English language in business communications is necessary to avoid miscommunication and to ensure that all employees receive and understand all information that may impact safety and efficiency, especially in the laboratory. In addition, as a matter of courtesy, employees who choose to communicate in foreign languages while at work should remain sensitive to the presence of colleagues who do not speak that language and may feel excluded. Employees who fail to conduct Institute business in English may be subject to disciplinary actions.

As stated in the Admission Requirements on page 6-7, SBP requires that all international students submit a Test of English as a Foreign Language (TOEFL) test upon application. As instruction will occur only in English, all students are required to have a fluent command of spoken and written English. Students who are having difficulty communicating may be required to take additional language classes at the discretion of the Thesis Committee or Dean.

CAMPUS FACILITIES

SBP facilities are located on approximately 18 acres in La Jolla, CA, and owns approximately 13 acres of the occupied space. Close proximity to the University of San Diego, The Salk Institute, and The Scripps Research Institute fosters inter-institutional collaborations. The main campus of SBP occupies 9.5 acres and provides approximately 205,000 sq. ft. of office and lab space. Other locations near the main campus include four additional buildings that are either owned or leased. These buildings provide approximately 190,000 sq. ft. of space.

Facilities and Equipment

A list of facilities and types of equipment and materials, which are available to students and may be used for research purposes throughout their studies, can be found online at <http://sbpdiscovery.org/technology/sr/Pages/Home.aspx>.

Library

The Huntington library at the Institute offers a full range of scientific journals that are available either in print and/or electronically. Each student will receive an identification key card to access the library at any time. Items that are not available in the Huntington library can be requested through the interlibrary loan service. Books and reference materials are also available to all students. All library services are for use at no additional charge.

EDUCATIONAL ENGAGEMENT

Graduate Seminar / Data Club

Students meet monthly to discuss recent research developments and present/discuss their research projects via oral presentations. Faculty also participate in the open discussion and provide critical evaluation of the presentations. All students in the program must attend the seminars and make at least one research presentation per academic year.

Institute Seminars

The Institute is committed to the education of future scientists. To complement the coursework and laboratory training at the institute, graduate students can participate in several scientific group activities. The institute hosts a number of monthly Faculty Seminars as well as several weekly formal Symposia and Colloquia. Students are expected to participate in laboratory meetings, journal clubs, and interdisciplinary group meetings. They are also encouraged to attend local, national, and international scientific meetings.

SBP Science Network

The SBP Science Network was established in 1999 to foster professional communication and networking among postdocs and graduate students at the institute. SBP Science Network is coordinated by a small group of postdocs and graduate students and hosts the Annual Poster Symposium and Annual Outstanding Scientist Seminar, where the trainees select and host guest speakers. The Network also conducts the Postdoc/Graduate Student Forum, in which the trainees present and discuss their current research projects. SBP Science Network also coordinates joint networking activities with postdocs and graduate student groups at nearby research institutes, including The Scripps Research Institute, the Salk Institute for Biological Studies, La Jolla Institute of Allergy and Immunology, and University of California San Diego.

Annual Student Retreat

An annual research-oriented retreat held at a southern California location is scheduled during the Spring quarter. The retreat allows all students the opportunity to present their research results and provides graduate students and faculty with the unique opportunity to interact with colleagues in various research programs in an informal setting.

OETIS Workshops & Events

The Office of Education, Training, and International Services (OETIS) holds workshops and events to help students and postdocs prepare for the next step in their career. These include, but are not limited to, a monthly "Careers & Coffee" panel with guest speakers, CV and resume review sessions with OETIS staff, presentation skills practice, and an English skills course. Students are encouraged to attend and participate. An events blast is sent via email each month, and a calendar can be found on the Intranet:

<http://intranet/academicsupport/otas/workshops/Pages/default.aspx> .

MAILING ADDRESS

Sanford Burnham Prebys Medical Discovery Institute
Graduate School of Biomedical Sciences
10901 North Torrey Pines Road
La Jolla, CA 92037

PROGRAM LEADERSHIP

Guy Salvesen, PhD
Professor
Dean, Graduate School
Building 6, Room 6312
gsalvesen@SBP.edu

Malene Hansen, PhD
Professor
Associate Dean of Student Affairs
Building, 7, Room 7107
mhansen@SBP.edu

Alessandra Sacco, PhD
Associate Professor
Associate Dean of Curriculum
Building 12, Room 1301
asacco@SBP.edu

Duc Dong, PhD
Assistant Professor
Associate Dean of Admissions
Building 10, Room 2202
ducdong@SBP.edu

PROGRAM STAFF

Diane Klotz, PhD
Director, Office of Education,
Training and International Services
858-646-3100 x5159
dklotz@SBP.edu

Mary Bradley, MLA
Manager, Graduate
School Administration
858-646-3100 x5101
mbradley@SBP.edu

Andrew Bankston, PhD
Program Manager
858-646-3100
ABankston@SBP.edu

Kathleen Sullivan, MA
Program Coordinator
858-646-3100 x5202
KSullivan@SBP.edu

We are located in Building One behind the reception area.



**Sanford Burnham Prebys Medical Discovery Institute
Graduate School of Biomedical Sciences**

10901 North Torrey Pines Road
La Jolla, CA 92037

858-646-3100 x5101
GradOffice@SBP.edu
sbpdiscovery.org/gradschool