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### UMB Academic Calendar 2019-2020

[https://www.umaryland.edu/registrar/academic-calendar/](https://www.umaryland.edu/registrar/academic-calendar/)

#### Academic & Registration Calendar

**2019-2020**

<table>
<thead>
<tr>
<th>Program</th>
<th>Registration Begins</th>
<th>Registration Ends</th>
<th>Instruction Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry</td>
<td>April 2019</td>
<td>May 30</td>
<td>May 1</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>April 2019</td>
<td>May 30</td>
<td>May 1</td>
</tr>
<tr>
<td>Graduate</td>
<td>April 2019</td>
<td>May 30</td>
<td>May 1</td>
</tr>
<tr>
<td>Dentistry, Entry Level I</td>
<td>April 2019</td>
<td>August 13</td>
<td>August 19</td>
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<td>Dentistry, Year 1</td>
<td>April 2019</td>
<td>May 27</td>
<td>May 18</td>
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<td>Dentistry, Year 2</td>
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<td>May 19</td>
<td>May 20</td>
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<td>July 7</td>
<td>July 8</td>
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<td>Physical Therapy, Year 1</td>
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<td>August 19</td>
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<tr>
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<td>April 2019</td>
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<tr>
<td>Physical Therapy, Year 3</td>
<td>April 2019</td>
<td>August 13</td>
<td>August 19</td>
</tr>
<tr>
<td>Social Work</td>
<td>April 2019</td>
<td>May 28</td>
<td>May 29</td>
</tr>
<tr>
<td>Law - MSL</td>
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<td>August 25</td>
<td>August 26</td>
</tr>
<tr>
<td>Law, All Others</td>
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<tr>
<td>Medicine, Year 1</td>
<td>April 2019</td>
<td>August 7</td>
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<td>Nursing</td>
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<td>August 33</td>
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<td>Pharmacy</td>
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<td>Physical Therapy, Year 1</td>
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<tr>
<td>Social Work</td>
<td>April 2019</td>
<td>August 23</td>
<td>August 26</td>
</tr>
</tbody>
</table>

**Important Dates**

- Memorial Day: May 27, 2019 (Monday)
- Graduation Application Deadline: June 10, 2019 (Monday)
- Independence Day: July 4, 2019 (Thursday)
- Term Ends, Graduation Date: July 25, 2019 (Friday)

**2019-2020 Academic Year**
### Winter 2020

<table>
<thead>
<tr>
<th>Registration Begins</th>
<th>Registration Ends</th>
<th>Instruction Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Schools and Programs</td>
<td>November, 2019</td>
<td>January 2</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 20, 2020 (Monday)</td>
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</tr>
<tr>
<td>Term Ends</td>
<td>January 21, 2020 (Tuesday)</td>
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</tr>
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</table>

### Spring 2020

<table>
<thead>
<tr>
<th>Registration Begins</th>
<th>Registration Ends</th>
<th>Instruction Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry, All Years Programs</td>
<td>November, 2019</td>
<td>January 2</td>
</tr>
<tr>
<td>Graduate</td>
<td>November, 2019</td>
<td>January 21</td>
</tr>
<tr>
<td>Law, MSL On Line</td>
<td>November, 2019</td>
<td>January 5</td>
</tr>
<tr>
<td>Medicine, Year 1</td>
<td>November, 2019</td>
<td>January 5</td>
</tr>
<tr>
<td>Medicine, Year 2</td>
<td>November, 2019</td>
<td>January 6</td>
</tr>
<tr>
<td>Medicine, Year 3 &amp; 4</td>
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<td>Medical Technology</td>
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<tr>
<td>Nursing</td>
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<tr>
<td>Pharmacy</td>
<td>November, 2019</td>
<td>January 21</td>
</tr>
<tr>
<td>Physical Therapy, Year 1 &amp; 2</td>
<td>November, 2019</td>
<td>January 2</td>
</tr>
<tr>
<td>Physical Therapy, Year 3</td>
<td>November, 2019</td>
<td>January 13</td>
</tr>
<tr>
<td>Public Health</td>
<td>November, 2019</td>
<td>January 3</td>
</tr>
<tr>
<td>Social Work</td>
<td>November, 2019</td>
<td>January 21</td>
</tr>
</tbody>
</table>

**NOTE:** Consult with your school or program for specific registration dates and times.
Leadership & Key Contacts
Graduate Program in Life Sciences Leadership

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Welcome
These guidelines are intended to supplement the regulations of the Graduate School of the University of Maryland, Baltimore (UMB) and the Graduate Program in Life Sciences (GPLS). Items covered in this handbook are subject to change, and all questions should be directed to the Senior Academic Services Specialist.

Students are strongly encouraged to become familiar with the policies outlined on the Graduate School’s website at http://www.graduate.umaryland.edu, and on the GPILS website at http://lifesciences.umaryland.edu. Additional regulations and expectations described in this handbook are program-specific and are designed to answer most questions students may have regarding the program and course of study.

Overview of the Cellular & Molecular Biomedical Sciences (CMBS) MS Program
The Cellular and Molecular Biomedical Science (CMBS) MS program at the University of Maryland has a core curriculum incorporating subjects of importance to all students in the fields of cell and molecular biology. The subjects are then complemented by specific courses in each student’s area of research and interest. The CMBS MS program emphasizes medically-relevant scientific research and education, utilizing state-of-the-art resources. The program is primarily designed as a 2-year curriculum for full-time students, and may be completed within 5 years for part-time students. Students will become fluent in the study and implementation of biomedical research and will graduate as prepared and skilled researchers for their careers. CMBS graduates go on to have either a career in government or private industry, or to advance their education in PhD or MD degrees.

Program Description
Cellular and Molecular Biomedical Science combines areas of biomedical study, including cancer biology, human genetics, molecular and cell biology, pathology, pharmacology, neuroscience, and physiology into a unique interdisciplinary graduate training program. Specifically designed to develop scientists for the post-genomic era, CMBS students will gain knowledge, research skills, and familiarity with biomedical tools and methodologies to solve important and timely questions in biomedical science.

Customizable Program
The flexibility of the program allows students the ability to customize it to their particular areas of interest. On-campus lab rotations as well as thesis research projects provide an integrated variety of studies in molecular medicine.
World-Class Faculty
Working with faculty who mentor students in a close-knit learning environment, the program involves technical classes and specialized labs that prepare graduates for an exciting career in medicine, research, agriculture, and food technology, building valuable skills, practical experience, and the perfect preparation for a doctoral program and employment. The CMBS master’s degree lets students work alongside faculty, graduate students, and fellow undergraduates in research labs, to expand their understanding of molecular biology and promote innovative thinking.

Why Pursue a Master’s in CMBS at the University of Maryland?
The CMBS Program is a flexible program tailored to the individual needs of its students. It provides graduate training to prepare students to continue their studies in PhD programs, Medical School, Dental School, or other professional programs or for positions such as laboratory managers and skilled technicians in academia, industry or national and federal research laboratories. Students have the option to select either a thesis or non-thesis option.

Graduates will also be prepared to fill the increasing demand for skilled laboratory managers and basic and translational scientific researchers in a variety of professional careers. This program is also a great option for current industry employees and professional degree holders (MD, RN, PharmD, DDS) looking to advance their careers in the field of contemporary research.

Expectations of Students
Students in the CMBS MS program are part of a professional community of scientists. The training students receive will provide numerous opportunities for scientific collaboration and interaction with other scientists, both within and outside of the program. Listed below are the expectations of conduct that apply to all members of this community. Adhering to these expectations promotes a productive and positive experience for everyone.

Professionalism
- Maintain a high level of professionalism at all times in terms of communication, behavior and dress.
- Treat all faculty, staff and fellow students with respect.
- Keep your physical surroundings clean and in order. If you are sharing space (e.g., classrooms) or equipment (e.g., computers) with other individuals, always leave the area neat, clean and secured.
- Communicate concerns about the program in a respectful and professional manner.

Responsiveness
All communications will be sent to your University of Maryland email account. Always reply promptly to email from faculty and administrative staff.

- Notify Program Director, Senior Academic Services Specialist, course instructors, and mentors if there is a change in your email address or other contact information.
• Post a vacation message if you will be away from your email for more than 24 hours.
• Respond promptly to requests for information.

**Attendance**
Attend scheduled classes, meetings, and departmental seminars/journal clubs.

• Inform instructors if you must miss a class.
• Arrange a weekly schedule and a vacation schedule with your rotation (or thesis research) mentor.

**Expectations of Advisors & Mentors**
The role of the Academic Advisor, the Program Director and the Senior Academic Services Specialist is to serve as a resource for students as they make course selections, identify prospective rotations, choose a research topic and select a thesis mentor. Specific expectations and guidelines for student advising are as follows:

**Time Commitment and Availability**
The Academic Advisor will have regular contact with their students. At a minimum, advisors should meet with students once per semester. Advisors should also be available for student questions during the semester, either by email, telephone or in person.

**Course Planning and Selection**
The Academic Advisor should assist their students with course selection and planning. Course descriptions can be found in the Graduate School Catalog at [http://www.graduate.umaryland.edu/catalog/](http://www.graduate.umaryland.edu/catalog/). For information on courses offered in a given semester, the best resource is SURFS at [https://surfs.umaryland.edu/SIMS/bwckschd.p_disp_dyn_sched](https://surfs.umaryland.edu/SIMS/bwckschd.p_disp_dyn_sched).

Course requirements for the academic program and a list of suggested electives can be found on page 12 of this handbook.

**Student Progress**
Advisors will be familiar with their students’ timelines and milestones so that they can provide guidance and assess each student’s progress in courses, rotations, and identification of a research topic and advisor. The steps to completing the MS degree is detailed in this handbook.

**Assistance in Identifying Rotations and Research Advisors**
The Advisor will help the student focus their interests and suggest possible opportunities or faculty members who might serve as rotation mentors and/or research advisors.

**Summary of Graduation Requirements**
• Students must maintain a minimum cumulative GPA of 3.0 to meet academic standards.
• A minimum of 30 credits are required for graduation. Students must complete the required courses and the curriculum as detailed in the [CMBS MS Curriculum](#) section.
• Students must enroll in, and complete, CIPP 907 Research Ethics.
Please Note: A repeated course may only count once toward the 30-credit requirement. Courses taken for audit do not count towards the 30-credit requirement for graduation.

Special Note on Courses Taken at UMB While Not Formally Matriculated as a CMBS MS Degree Seeking Student: A limited number of course credits taken at University of Maryland, Baltimore prior to matriculation into the CMBS MS Program (e.g. 6 as a non-degree student, or 8 credits if the student has taken and successful passed GPLS 601) may be applied toward the 30 total credits, provided the credits were completed not more than 5 years prior to the date of matriculation into the CMBS MS Program.

Academic Standards
The CMBS MS program follows standard Graduate School performance requirements regarding minimum grade point average, continuous enrollment, time to degree completion and academic integrity.

Students in the CMBS MS Program are required:

- To maintain a cumulative grade point average of 3.0 on a 4.0 scale. Final letter grades are assigned using a plus or minus grading system.
- Students must register every fall and spring semester, unless on an approved Leave of Absence (LOA).
- A Leave of Absence (LOA) must be approved by the Program Director.
- All requirements for the CMBS MS degree must be completed within five years of matriculation.

All students are expected to meet the highest standards of integrity. For further details, please visit the Graduate School website on Academic Performance and Progress in Master of Science Programs at https://graduate.umaryland.edu/Policies/.

Curriculum and Program of Study

CMBS MS Curriculum
The CMBS MS program requires a minimum of 30 semester credits. Depending on the preference of the student there is a non-thesis and a thesis option of study.

Non-Thesis Option: Required Courses
The non-thesis option consists of a range of 14-19 credits in required courses that include laboratory rotations and focused course work. The remaining credits are to be fulfilled with elective courses approved by the Program Director, who serves as the non-thesis student’s academic advisor. Each CMBS MS student will be provided an individualized Program of Study that will focus on their educational and professional goals.
The thesis option is a research-based program in which the student selects a mentor and undertakes a research project culminating in a written thesis and public seminar. The thesis option consists of a range of 20-26 credits in required courses that include laboratory rotations and focused course work. The remaining credits are to be fulfilled with elective courses approved by the Program Director. Each CMBS MS student will be provided an individualized Program of Study that will focus on their educational and professional goals.

Please Note: Thesis students must be registered for at least 1 credit of course work in the final semester that they defend their thesis.

Highly Suggested Courses
Courses that fall in this category are not required, but if offered students are highly encouraged to take them.
### Elective Courses
Suggested electives are listed below. If a student is interested in taking a course that is not listed below, they must have the course approved by the Program Director.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPLS 607</td>
<td>Principles of Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>GPLS 616</td>
<td>Molecular Mechanisms of Signal Transduction</td>
<td>3</td>
</tr>
<tr>
<td>GPLS 620</td>
<td>Cellular Basis of Synaptic Physiology &amp; Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>GPLS 623</td>
<td>Molecular Toxicology</td>
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<tr>
<td>GPLS 624</td>
<td>Oncopharmacology</td>
<td>3</td>
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<tr>
<td>GPLS 625</td>
<td>Ion Channels</td>
<td>2</td>
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<tr>
<td>GPLS 641</td>
<td>Systems &amp; Cognitive Neuroscience</td>
<td>4</td>
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<tr>
<td>GPLS 642</td>
<td>Nociception, Pain, and Analgesia</td>
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<td>Cell &amp; Systems Physiology</td>
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<td>GPLS 665</td>
<td>Cancer Biology: From Basic Research to the Clinic</td>
<td>3</td>
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<td>GPLS 701</td>
<td>Advanced Molecular Biology</td>
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<td>GPLS 702</td>
<td>Basic Immunology</td>
<td>3</td>
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<td>GPLS 704</td>
<td>Principles of Virology</td>
<td>3</td>
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<td>GPLS 709</td>
<td>Advanced Biochemistry</td>
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<td>GPLS 710</td>
<td>Principles of Microbial Pathogenesis</td>
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<td>GPLS 714</td>
<td>Muscle: Contractibility &amp; Excitation-Contraction Coupling</td>
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<td>GPLS 715</td>
<td>Muscle Cell Biology &amp; Development</td>
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<td>GPLS 716</td>
<td>Genomics &amp; Bioinformatics</td>
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<td>Genomics of Model Species and Humans</td>
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<td>GPLS 718</td>
<td>Programming for Bioinformatics</td>
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<td>GPLS 721</td>
<td>Microscopy Fundamentals and Modern Imaging Applications</td>
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<td>GPLS 725</td>
<td>Advanced Microbial Pathogenesis</td>
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<td>GPLS 750</td>
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<td>GPLS 769</td>
<td>Advances in Immunology</td>
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<td>GPLS 790</td>
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<td>MHS 603</td>
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<td>MHS 605</td>
<td>Perspectives on Global Health</td>
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<td>MHS 607</td>
<td>Writing for Scholarly Journals</td>
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<tr>
<td>MHS 613</td>
<td>Research Implementation &amp; Dissemination I</td>
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<td>MHS 618</td>
<td>Regulatory &amp; Legal Issues in Research</td>
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<td>PH 630</td>
<td>Health Equity &amp; Social Justice</td>
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<tr>
<td>PHAR 600</td>
<td>Principles of Drug Discovery</td>
<td>3</td>
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</table>
PHAR 601  Principles of Drug Development  3
PHAR 628  Bioanalytical and Pharmacological Methods  3
PHSR 610  Pharmacy, Drugs & the Healthcare System  3
TOXI 607  Forensic Toxicology  3

For course descriptions, faculty, meeting times and semester offered, please view the SURFS http://www.umaryland.edu/surfs/.

**Registration**
The Senior Academic Services Specialist will register all new incoming students for their first semester courses. After successful completion of the first semester, all students are responsible for their own registration, unless a Leave of Absence (LOA) has been approved.

**The registration process is as follows:**
1. Meet with Program Director and Senior Academic Services Specialist to discuss courses of interest and obtain approval.
2. Email list of approved courses to Senior Academic Services Specialist for final approval.
3. When the Senior Academic Services Specialist has unlocked the student’s registration, the student will be notified via email.

Students must then login to SURFS to complete the registration process at least 6 weeks before the start of the semester. Instructions detailing this process will be emailed to the student’s university email account.

*Please Note:* If there is a Hold of any nature on a student SURFS account, the student will not be able to register. All Holds must be resolved by the student. Instructions on how to contact the department that placed the Hold is provided to the student.

**Non-degree Coursework**
The non-degree status is for students seeking to enhance their knowledge by completing one or more graduate courses, but who are not pursuing a degree. Should the student subsequently be admitted to the program, there is no assurance that credits earned as a non-degree student will be transferred. In cases where the program does grant such a request, no more than 6 credits (or 8 credits if the student has taken GPLS 601) will transfer for the degree.

**Changing a Schedule or Course Registration(s)**
Students must register for coursework each fall and spring semester to maintain eligibility for degree completion (registration is not required for summer or winter terms except under specific circumstances). Adjustments to course registrations should be made prior to the start of the semester and should be done in consultation with course instructors and/or Advisors and the Program Director. Following the start of the term, changes may only be made in accordance with stated Graduate School time-tables. Further, students must file the necessary form(s) for
registration changes with the appropriate university officials’ signature(s) of approval before changes are complete or official.

**Adding a Course**

**Week 1:** Fall, spring or summer semester: Students may add course(s) through the end of Week 1 only. (Winter term: Students may add a course through the end of Day 2 only). Full refund will be given. Complete the *Change in Registration Request form* and obtain the necessary signatures.

**Dropping a Course**

**Weeks 2 – 3:** Fall, spring or summer semester: Students may drop course(s) through the end of week 3 with proper approvals and with no notation on their transcript (winter term, through end of day 2). Partial (80%) or no refund will be given depending upon the Drop date. Complete the *Change in Registration Request form* and obtain the necessary signatures.

**Withdrawing from a Course**

**Weeks 4 – 8:** Students may withdraw from a course(s) through the end of week 8 with instructor and advisor or Program Director approval. A notation of “W” will appear on the transcript. Withdrawn course(s) count as an attempt. No refund is given. Complete the *Change in Registration Request form* and obtain the necessary signatures.

Beginning the 9th week of the term (or from day 3 to end of winter term), students are not permitted to Drop or Withdraw from a course. The student must complete the course, negotiate/request an Incomplete, or request the instructor to grant a Withdraw Pass or Withdraw Fail (WP/WF). No refund is given. Complete the *Change in Registration Request form* and obtain the necessary signatures.

**Withdraw Pass/Withdraw Fail**

If a course withdrawal is approved beginning 9 weeks after the start of a fall or spring semester course or after the first two weeks of a summer course, the student will receive a withdrawal mark of “WP” or “WF” for each course attempted. A withdrawal mark of “WP” means that the student was passing the course at the time of withdrawal and a withdrawal mark of “WF” means the student was failing at the time of withdrawal. Each “WP” and “WF” mark will appear on the official transcript. “WP/WF” marks are not included in the calculation of semester, term or cumulative grade point averages. However, “WF” marks are included as course failures when determinations of academic probation or academic failure are made. There are no refunds for WP/WF marks. Completion of a signed, approved Course Withdrawal Request is required.

**Incomplete**

Incomplete grades (“I”) are given under exceptional circumstance to a student who has made satisfactory progress in a course but, because of illness or other extenuating circumstances beyond their control, is unable to complete all the course requirements by the end of the semester. Students must complete coursework and faculty must assign a permanent letter grade within one year from the time the grade of I was issued. Incomplete grades not resolved
within the designated timeframe will be converted to the grade of F. Students are ultimately responsible for completing coursework within the one-year period.

All forms are located on the Graduate School website at http://graduate.umaryland.edu/Forms/.

**Waiving or Substituting Courses**

In exceptional circumstances, students may petition for a waiver or substitution of a required course if they can demonstrate and document that they have previously acquired the required course competencies. If a waiver or substitution is granted, 30 credits are still required for graduation. The documentation necessary to grant a waiver or substitution will require the name/title of the previous course(s), instructor(s), textbook(s), summary of course syllabus, and grade(s) received. In addition, waiving or substitution a required course me include an examination.

A request for a required course waiver/modification must be submitted early – at the start of the academic program, whether the student is enrolled on a full-time or part-time status.

If a student would like to request a waiver or substitution of a required course, please contact the CMBS MS Senior Academic Services Specialist to initiate the process.

**Academic Policies and Procedures**

**Cancellation of Registration – Withdrawal**

Registered students compelled to leave the university before the start of a given term must file a letter of cancellation of registration with the Graduate School. Failure to file this letter and to obtain approval by the Graduate School will result in loss of refund. Once the semester begins students are subject to the other schedule adjustment guidelines, policies and procedures (Add/Drop, Withdrawing, etc.) cited above.

**Leave of Absence**

Students who wish to continue in a degree program, but cannot study in a specific semester or year, must take a Leave of Absence (LOA) with the approval of their Program Director and the Graduate School. Students must complete a **Leave of Absence Request form** and present it to their Program Director and to the Graduate School for approval.

The Graduate School notifies students of leave approvals and of the terms of re-enrollment. While there is no minimum number of times a student may request a leave of absence, leaves do not extend the time required to complete degree requirements. Completion of a signed, approved **Leave of Absence (LOA) Request form** is required.

All forms are located on the Graduate School website at http://graduate.umaryland.edu/Forms/.
Academic Misconduct
Fabrication, falsification, plagiarism, cheating, improprieties of authorship, facilitating academic dishonesty or any other type of academic misconduct will not be tolerated. Students pursuing a CMBS MS are expected to maintain academic integrity and honesty at all times. Please refer to the Graduate School policies regarding academic misconduct at http://www.graduate.umaryland.edu/policies/.

Academic Dismissal
Students must have a cumulative average GPA of 3.0 to graduate. Any student finishing an academic semester with a GPA of less than 3.0 will be placed on academic probation and be required to submit a remediation plan to the Program Director and the Graduate School. The Graduate School may dismiss students whose average GPA is low enough that achieving a 3.0 is highly unlikely. CMBS MS students will not be dismissed for grades of B- or below in the Core Course, unless the semester GPA is significantly lower than 3.0 and it is unlikely the student will recover.

Course Grade Appeal Procedure
The Graduate School provides students with a mechanism for reviewing course grades alleged to be arbitrary or capricious. If a student receives a grade that they feel does not reflect performance in the course, please review the Graduate School policies listed at http://www.graduate.umaryland.edu/policies/.

Ombuds Committee
The Ombuds Committee was created by the Graduate School for resolving disagreements between a graduate student and the graduate program with they are enrolled. The CMBS MS program encourages students to use the mediation services of the Ombuds Committee if they become involved in a dispute that cannot be successfully resolved at the program level. A step-by-step list of procedures for utilizing the Ombuds Committee can be found at http://www.graduate.umaryland.edu/policies.

Appeal of Academic Dismissal
The CMBS MS program abides by Graduate School policies for appeal of academic dismissal, which can be found at http://www.graduate.umaryland.edu/policies/.

Laboratory Rotations
Research rotations provide students with opportunities to 1) learn how to function and flourish in a research setting; 2) learn a specific skill (e.g., laboratory technique, statistical method) necessary for thesis or continued lab work.

Expectations and Opportunities
Rotations are a time of learning and growth, and the more time and energy students put into them, the more they will learn in terms of new knowledge and expanding research and career
opportunities. During the rotation(s), students will work on projects that are mutually beneficial to the mentor and student.

To maximize the benefits of a rotation(s) it is suggested that students:

1) Agree upon a project and expectations with their mentor at the outset.
2) Pay careful attention to what is going on in the research setting regarding their specific project and in general.
3) Work hard.
4) Work independently and collaboratively.
5) Ask questions when help is needed.
6) Review readings that have been recommended and/or assigned by the mentor, and those obtained through literature searches.
   Maintain regular and consistent communication with the mentor to discuss any challenges and outcomes that may occur while engaged in research.

**Selection Process**
The rotation selection process is discussed in collaboration between the student and the Program Director. Students that have already identified their area of interest are encouraged to reach out directly with one or more potential mentors. Students who do not yet have a preferred research area should continue working with the Program Director prior to reaching out potential mentors.

**Forms & Processes**
Fillable electronic lab rotation forms are located at http://lifesciences.umaryland.edu/CMBS/Student-Resources/ and samples of the forms are shown in Appendix C: Lab Rotation Forms. Every Lab Rotation requires three forms to be submitted to the Senior Academic Services Specialist at various points throughout each rotation:

1) **CMBS Lab Rotation Proposal Form**
   This form is to be completed by the student with input and collaboration from the mentor. The form is reviewed and signed by the mentor and Program Director, before submitting the signed form to the Senior Academic Services Specialist and prior to starting the rotation.

2) **CMBS Lab Rotation Completion Form**
   Upon completion of the lab rotation, the student completes this form which provides a synopsis of the lab experience. The form is reviewed and signed by the Program Director, before submitting the signed form to the Senior Academic Services Specialist. Form must be submitted within 10 days of completing the lab rotation.
3) **CMBS Lab Rotation Evaluation & Grade Form**

The mentor is required to complete an evaluation of the work performed by the student, for the student to receive credit. Once the form is completed, the mentor will submit the form to the Senior Academic Services Specialist.

A visual of the overall lab rotation process is shown below. Samples of the lab rotation forms to be completed are in Appendix D.

**Responsibilities of the Lab Rotation**

**Environmental Health and Safety – Lab Safety Training**

All students (full-time and part-time) working in a laboratory are required to attend initial laboratory safety training and maintain annual training. For more information on the training and a schedule of sessions, please visit the EHS site [http://www.umaryland.edu/ehs/training/](http://www.umaryland.edu/ehs/training/).

**Lab Notebooks**

All students should adhere to the ‘Good Laboratory Practice’ or GLP guidelines when keeping a lab notebook. These guidelines are designed to ensure that all lab work is conducted under carefully controlled conditions, which means that the standardized and validated procedures will provide reliable, reproducible, and traceable data. For information on how to keep a GPLS lab notebook, please refer to the following for additional information on how to maintain an appropriate lab notebook [https://www.training.nih.gov/assets/Lab_Notebook_508_(new).pdf](https://www.training.nih.gov/assets/Lab_Notebook_508_(new).pdf).
**Student**
The student is expected to take an active part in the lab rotation and research opportunities. This is important, as it also prepares students for acquiring skills needed to obtain a job or further academic advancement upon graduation. Finally, students should have a high level of professionalism when communicating with the mentors and colleagues during the lab rotation.

During the lab rotation, the student needs to be in regular contact with the mentor and in some cases, the Program Director. It is also necessary to inform the Senior Academic Services Specialist regarding any plans or concerns a student has for securing a lab rotation.

**Mentor**
The mentor supervises the student’s progress in completing all goals, objectives, and associated activities throughout the lab rotation. In addition, the mentor should be available to meet with the student on a regular basis and, when necessary, advise the Program Director of any problems that arise. The mentor is required to submit an evaluation and grade of the student’s performance upon completion of the lab rotation.

**Thesis**
A master’s thesis is a piece of original scholarship written under the direction of a faculty advisor. Theses are like doctoral dissertations but are generally shorter and more narrowly focused. Though theses do not have to be published, students should aim for their work to be publishable as a single research article.

**Requirements**
The CMBS MS thesis is a graduation requirement for students that have elected the Thesis option for their program of study. Students must make this decision no later than the end of the Spring Semester of their first year as a full-time student. It is preferable that students make the decision around the middle of the spring semester of their first year to ensure that they have enough time to complete the milestones outlined in this section.

Students that have elected the thesis option are required to enroll in GPLS 799.01 Master’s Thesis Research for 6 credits. Students will work with their thesis advisor to choose a course of study that forms a coherent structure and provides advanced expertise in the chosen area of emphasis.

CMBS MS thesis option students are required to participate in a thesis bootcamp as well as present a poster at the Graduate Research Conference held annually.

**Thesis Boot Camp**
This session is hosted by the Graduate School and the UMB Writing Center before the start of the spring semester. It is held over a two-day period and students will have a chance to work and think about the structure of their theses. Additional emails will be sent out to students from the Graduate School as the program start date approaches.
Graduate Research Conference (GRC)
The GRC creates a unique and dynamic setting that facilitates the efficient exchange of information and ideas across a wide variety of scientific disciplines via oral or poster presentations. The annual event is held in the spring semester, around mid-term, and additional information is posted to the Graduate School website at https://www.graduate.umaryland.edu/gsa/Graduate-Research-Conference/.

Mentor
Students choosing to pursue the thesis option will select a research mentor. The mentor will guide all aspects of the research program, assist in course selection, and advise the student in their thesis preparation and presentation. The Program Director will advise the student as needed, in addition to approving all necessary paperwork that must be submitted by the student.

Mentors may be selected throughout the University and must be a member of the Graduate Faculty. The Program Director is recognized by the University as the student’s academic advisor, so in rare cases off-campus mentors may be chosen. In this case, the student should arrange to have the mentor’s CV forwarded to the Program Director for approval.

The GPILS website is a great resource for a researching potential mentors http://lifesciences.umaryland.edu/about/Faculty--Staff/Graduate-Program-Faculty/. It is strongly recommended that students begin the process of identifying a thesis mentor in their first semester and arrange a laboratory rotation for the start of their second semester.

Thesis Project
The research undertaken as part of the thesis is guided by the thesis mentor and the student. In most cases, the mentor will provide substantial input into the project goals and design. It is important that the student and mentor design a project that is consistent with the time frame of the CMBS MS degree, i.e., 2-3 semesters or 6 months of dedicated research time.

Thesis Committee
The thesis committee should consist of a minimum of 3 members, though 4 members are recommended, including the thesis mentor. At least one member of the committee must be a regular member of the Graduate Faculty, all faculty are listed on the Graduate School website at https://www.graduate.umaryland.edu/About/Faculty-and-Staff/Graduate-Faculty/.

The committee should be selected as early as possible and certainly as soon as a potential thesis project has been selected. Committee members should be selected by the student and the thesis mentor, who are able to assist the student in aspects of their thesis research. The names of the thesis committee should be forwarded to the Program Director as soon as available by submitting the MS Thesis Committee Approval form. Once the committee has been approved by the program director, the committee approval is to formally be filed with the
Graduate School using the Nomination or Members for the Final Master’s Examination Committee form, located at https://www.graduate.umaryland.edu/Forms/.

It is expected that the student will meet with the committee at least once to evaluate progress and provide advice and input. Though more meetings may be scheduled as needed.

**Thesis Proposal**
The CMBS MS program requires that students write and present to their committee, a short proposal of the thesis research. Thesis proposals should be similar to a grant proposal, and should include the following clearly stated items:

1) Proposed thesis title  
2) Scope of research  
3) Hypothesis  
4) Research aim(s)  
5) Methods  
6) Preliminary results as appropriate

The thesis proposal should be filed with the Senior Academic Services Specialist, Program Director and thesis committee.

**Thesis Requirements**
The thesis does not have a specified length or page requirement. Theses are to be in the format of a research article, and are to include:

- Title  
- Table of contents  
- Introduction  
- Materials and methods  
- Results  
- Discussion  
- References/bibliography  
- Acknowledgements (optional)

The final written document should be complete and follow the guidelines set forth by the Graduate School using the Thesis and Dissertation Style Guide https://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/. CMBS MS theses are filed electronically, although it is appropriate to provide the mentor and members of the thesis committee a bound hard copy.

A finished draft of the thesis should be provided to the committee at least 4 weeks before the scheduled seminar. The committee will determine if the thesis is defensible and provide feedback and suggestions for the final written document. If the thesis is deemed indefensible,
the student must address the issues raised by the committee before moving forward on the thesis.

Final Exam

The final exam consists of a public seminar and a closed oral exam.

Public Seminar

The public seminar should be scheduled upon confirmation by the committee that the thesis is defensible and publicized through the Program Director. CMBS MS thesis seminars are about 40 minutes in length, followed by questions from the audience.

Oral Exam

The oral exam is closed to the public and includes only the thesis committee. One member of the committee will be assigned as the Dean’s representative and be responsible for communicating the results of the final exam to the graduate school, as well as serving as the chair of the committee. The oral exam should not exceed 2 hours in length, and specific guidelines for all aspects of MS theses exams are provided at https://www.graduate.umaryland.edu/Forms/ under the heading Graduation and Degree Certification Forms.

Thesis Defense and Examination Process

The Thesis Defense and Examination is the culmination of the student’s work in the MS program. The Defense and Examination should follow the standard order/procedure:

1) The Mentor should introduce their student to the Thesis Committee and the audience.
2) The Thesis Committee Chair should then take over managing the meeting by explaining the process of the defense and examination:
   a. Public portion – The student will present their thesis and upon completion of the presentation the floor will be opened to questions from the audience
   b. Private portion – The audience will be excused, and the private portion of the examination will begin
3) Student gives their presentation (no more than 30 minutes in length).
4) Thesis Committee chair closes the public session and excuses the audience so that the closed portion may begin.
5) After the examination, the student will step out of the room. The Thesis Committee confers, votes and determines the outcome.
6) Student is then asked to return to the room and is given the outcome.
7) Report of the Examining Committee on Master's Thesis form is completed and signed by all parties.
8) Student turns the completed form in to the Senior Academic Services Specialist (Elice García-Baca). The form is then submitted to the Graduate School.
Final Approved Thesis
Upon successful defense, a copy of the final thesis is to be submitted to the Program Director and the Senior Academic Services Specialist at the same time as the submission to the UMB Graduate School ProQuest ETD Administrator https://secure.etdadmin.com/cgi-bin/school?siteld=153.

Graduation
At the beginning of the semester during which a student plans to graduate, the student should consult the Graduate School Academic Calendar and deadlines http://www.graduate.umaryland.edu/Current-Students/Academic-Calendar-and-Deadlines/ as well as http://www.graduate.umaryland.edu/Forms/ for the current forms and deadlines.

The CMBS program also has a Pre-Graduation Checklist that needs to be completed before submitting final paperwork to the Graduate School for completion of degree. A sample of the checklist is shown in Appendix D.

Please Note: students must be registered for at least one credit in the semester during which they plan to graduate, including summer and winter semesters.

If a student misses the application for graduation, they will have to wait until the next graduation cycle. No exceptions.

Finances
Tuition and fee information can be located at http://www.umaryland.edu/financialservices/student-accounting/tuition-and-fees-by-school/.

The CMBS MS program does not offer stipends, scholarships, or assistantships. Faculty mentors ARE NOT required to provide payment for MS students in their laboratories. You must make this clear when approaching faculty members in pursuit of a lab rotation or thesis research with them. You may be eligible for financial assistance and should consult the UMB Office of Financial Aid at http://www.umaryland.edu/fin/ for additional information.

For student employment opportunities, please refer to https://www.umaryland.edu/fin/student-employment/ for more information. In specific circumstances, students may be employed on campus as, for example, laboratory technicians.

International Students
The Office of International Services will assist international students with document processing and facilitate visa services and support. Additional information may be obtained at
Applying to GPILS PhD Programs
The CMBS program does not transfer students into GPILS PhD programs. Rather, students must submit a complete application with all required documentation, including application fee by the scheduled deadlines. To be eligible to apply to any of the GPILS PhD programs, MS students must achieve a grade of B or better in GPLS 601 Mechanisms in Biomedical Sciences (Core Course).
Appendix A: Timeline for CMBS MS Degree Completion
This is the timeline and detailed listing of individual components of the MS program.

<table>
<thead>
<tr>
<th>MS Timeline</th>
<th>Step towards degree</th>
<th>Actions to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Semester: Year 1 Optional</td>
<td>Coursework</td>
<td>– Meet with Program Director prior to starting Summer Bridge.</td>
</tr>
</tbody>
</table>
| | Lab Rotation | – Meet with potential lab rotation mentors.  
| | | – Complete and submit **Lab Rotation Proposal form** to Senior Academic Services Specialist.  
| | | – Participate and engage in lab rotation for 8-12 weeks.  
| | | – Submit **Lab Rotation Completion form** to Senior Academic Services Specialist.  
| | | – Lab Rotation Mentor submits **Lab Rotation Evaluation & Grade form** to Senior Academic Services Specialist. |
| Fall Semester: Year 1 | Coursework | – Meet with Program Director prior to semester registration deadline.  
| | | – Complete **Course Registration Request form** (email)  
| | | – Submit completed forms to Senior Academic Services Specialist to unlock registration.  
| | | – Log in to **SURFS** and enroll in courses. |
| Spring Semester: Year 1 | Coursework | – Meet with Program Director prior to semester registration deadline.  
| | | – Complete **Course Registration Request form** (email)  
| | | – Submit completed forms to Senior Academic Services Specialist to unlock registration.  
| | | – Log in to **SURFS** and enroll in courses. |
| | Lab Rotations | – Meet with potential lab rotation mentors.  
| | | – Complete and submit **Lab Rotation Proposal form** to Senior Academic Services Specialist.  
| | | – Participate and engage in lab rotation for 8-12 weeks.  
| | | – Submit **Lab Rotation Completion form** to Senior Academic Services Specialist.  
| | | – Lab Rotation Mentor submits **Lab Rotation Evaluation & Grade form** to Senior Academic Services Specialist. |
| Professional/Career Development | Attending professional/career development sessions offered:
- What to do with a MS degree
- How to apply to MD programs
- Industry/Gov’t Panel
- Etc. |
| Spring Semester: End of Year 1 | Mentor/Lab Selection |
| Decision is to be made whether student is doing a Thesis or continuing as a Non-Thesis student.
- Select a mentor/lab.
- Confirm that mentor has time to support MS Thesis research.
- Inform Program Director & Senior Academic Services Specialist of your mentor choice |
| Start work on MS thesis |
| Lab Rotations | Complete and submit Lab Rotation Proposal form to Senior Academic Services Specialist.
- Participate and engage in lab rotation for 8-10 weeks.
- Submit Lab Rotation Completion form to Senior Academic Services Specialist.
- Lab Rotation Mentor submits Lab Rotation Evaluation & Grade form to Senior Academic Services Specialist. |
| Summer Semester: Year 2 Optional | Master’s Thesis Research |
| Complete and submit Lab Rotation Proposal form to Senior Academic Services Specialist.
- Engage in thesis research for the semester, and consistently check-in with Mentor on progress.
- Submit Lab Rotation Completion form to Senior Academic Services Specialist.
- Thesis Mentor submits thesis grade to Senior Academic Services Specialist. |
| Coursework | Meet with Program Director prior to semester registration deadline. Complete Course Registration Request form (email) Submit completed forms to Senior Academic Services Specialist to unlock registration. Log in to SURFS and enroll in courses. |
| Fall Semester: Year 2 | Lab Rotations |
| Complete and submit Lab Rotation Proposal form to Senior Academic Services Specialist.
- Participate and engage in lab rotation for 8-10 weeks.
- Submit Lab Rotation Completion form to Senior Academic Services Specialist.
- Lab Rotation Mentor submits Lab Rotation Evaluation & Grade form to Senior Academic Services Specialist. |
| Master’s Thesis Research |
| Complete and submit Lab Rotation Proposal form to Senior Academic Services Specialist.
- Engage in thesis research for the semester, and consistently check-in with Mentor on progress.
- Submit Lab Rotation Completion form to Senior Academic Services Specialist.
- Thesis Mentor submits thesis grade to Senior Academic Services Specialist. |
| **Thesis Committee Selection & Approval** | – Discuss potential thesis committee members with mentor (Be sure to consult Molecular Medicine Guidelines for committee composition requirements.)  
- Meet with Program Director to go over potential committee members  
- Ask desired committee members to serve, confirm availability and inform them of *required committee meetings every 6 months*.  
- Complete and submit thesis committee approval form.  
- Schedule thesis committee meeting (Suggestion: Doodlepoll is a good tool to help schedule multiple attendees, and faculty are familiar with it.) |
| **Thesis Proposal & Committee Meeting** | – Schedule room and time to present proposal and inform Senior Academic Services Specialist two weeks prior to presentation.  
- Present thesis proposal to Thesis Committee and get their approval to move forward in research.  
- Discuss progress/concerns and set goals to be met by next meeting. |
| **Start of the Spring Semester: Year 2** | **Graduate School Forms** | – Follow all deadlines: [Graduate School Calendar](#) |
| **Thesis Bootcamp** | – Sign-up and attend Thesis Writing Bootcamp organized by the Graduate School |
| **Spring Semester: Year 2** | **Coursework** | – Meet with Program Director prior to semester registration deadline.  
- Complete *Course Registration Request form* ([email](#))  
- Submit completed forms to Senior Academic Services Specialist to unlock registration.  
- Log in to [SURFS](#) and enroll in courses. |
| **Lab Rotations** | – Complete and submit *Lab Rotation Proposal form* to Senior Academic Services Specialist.  
- Participate and engage in lab rotation for 8-10 weeks.  
- Submit *Lab Rotation Completion form* to Senior Academic Services Specialist.  
- Lab Rotation Mentor submits *Lab Rotation Evaluation & Grade form* to Senior Academic Services Specialist. |
| **Master’s Thesis Research** | – Complete and submit *Lab Rotation Proposal form* to Senior Academic Services Specialist.  
- Engage in thesis research for the semester, and consistently check-in with Mentor on progress.  
- Submit *lab Rotation Completion form* to Senior Academic Services Specialist.  
- Thesis Mentor submits thesis grade to Senior Academic Services Specialist. |
| **Committee Meetings** | – Scheduled as needed. |
Graduate Research Conference

Graduate Research Conference

Spring Semester:
No later than April 28

Master’s Thesis Defense

– Present research at Graduate Research Conference organized by the Graduate School.

– Submit Certification of Completion of the Master’s Thesis form signed by Readers and the Program Director. Submit the completed form to the Graduate School at gradforms@umaryland.edu with the Senior Academic Services Specialist cc’d in the email.

– Submit all required graduation paperwork: Graduate School Calendar

– Schedule room and time to defend. Be sure to inform Senior Academic Services Specialist 2 weeks prior to defense.

After Successful Thesis Defense
Submit Thesis

– Submit the final approved thesis to ProQuest

– Submit the final approved thesis to Senior Academic Services Specialist

Appendix B: Sample Program of Study

Each student admitted to the program will receive a Program of Study (PoS). This is a guide, and assists in planning course enrollment. For example, below is what a full-time PoS looks like for a student that is planning on completing the degree:

• In 2 Years
• While taking 9 credits per semester
• With the thesis option

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit(s)</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer, Prior to Program Start</td>
<td>Summer Bridge</td>
<td>Suggested</td>
<td></td>
</tr>
<tr>
<td>GPLS 609.05</td>
<td>Lab Rotations CMBS MS</td>
<td>1</td>
<td>Required</td>
</tr>
<tr>
<td>Fall, Semester 1/Year 1</td>
<td>GPLS 601.01 Mechanisms in Biomedical Science</td>
<td>8</td>
<td>Required</td>
</tr>
<tr>
<td>GPLS xxx.xx</td>
<td>Required Course (GPLS 690, GPLS 691, or GPLS 692)</td>
<td>1</td>
<td>Required</td>
</tr>
<tr>
<td>Thesis Option: Identify/contact possible research mentors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring, Semester 2/Year 1</td>
<td>GPLS 609.05 Lab Rotations CMBS MS</td>
<td>2</td>
<td>Required</td>
</tr>
<tr>
<td>GPLS xxx.xx</td>
<td>Elective Course</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>GPLS xxx.xx</td>
<td>Elective Course</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>CIPP 907.01</td>
<td>Research Ethics</td>
<td>1</td>
<td>Required</td>
</tr>
<tr>
<td>Thesis Option: Confirm research mentor as early as possible.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall, Semester 3/Year 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For part-time students, it is suggested that the required courses are taken upfront to ensure these have been met as early on as possible.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPLS 630.01</td>
<td>Fundamentals in Biostatistics</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>GPLS xxx.xx</td>
<td>Elective Course</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>GPLS xxx.xx</td>
<td>Elective Course</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Thesis Option: Research and thesis committee meeting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Spring, Semester 4/Year 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPLS xxx.xx</td>
<td>Elective Course</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>GPLS 799.01</td>
<td>Master’s Thesis Research</td>
<td>6</td>
<td>Required</td>
</tr>
</tbody>
</table>
Appendix C: Frequently Used Contacts and Phone Numbers

CMBS Program
Bressler Research Building, Room 1-005D
655 W. Baltimore Street
Baltimore, MD 21201
Phone: 410-706-6042
Hours: Monday-Friday, 9:00 AM to 4:00 PM
Website:
http://lifesciences.umd.edu/CMBS/
Student Resources Webpage:
https://lifesciences.umd.edu/CMBS/Student-Resources/

UMB Graduate School
620 W. Lexington Street, 5th Floor
Phone: 410-706-7132
Fax: 410-706-3473
gradinfo@umaryland.edu
http://graduate.umd.edu/
Student Resources Webpage:
https://www.graduate.umd.edu/student-resources/

SURFS
Student User-Friendly System
Website:
https://www.umd.edu/surfs/

Medscope
SOM student profile and portal
Website:
http://medscope.umd.edu/

24-hour National Graduate Student Crisis Line:
1-800-GRAD-HLP

Office of International Services:
Gina Dreyer
gdreyer@umd.edu
SMC Campus Center, Suite 302
621 W. Lombard Street
Phone: 410-706-3171

Counseling Center
Emilia K. Petrillo, LCSW-C
Executive Director
epetr001@umd.edu
601 W. Lombard St., Suite 440
Phone: 410-328-8404
Hours: Monday-Friday, 8:30 AM to 5:00 PM
Website:
http://www.umd.edu/counseling/

Writing Center
Isabell C. May, PhD
Director
imay@umd.edu
621 W. Lombard St., Suite 307
Phone: 410-706-7725
Hours: Monday-Friday, 10:00 AM to 4:00 PM
Saturday, 10:00 AM to 2:00 PM
Website:
http://www.umd.edu/counseling/

GPILS Student Advisory Committee (SAC)
President: Pranjali Kanvinde (MMED)
Email: pkanvinde@umd.edu
Vice President: Erika Lipford (CMBS)
Email: ellipford@umd.edu
Graduate Student Association (GSA):
You are encouraged to participate in the GSA, which offers special services for graduate students, including grants for lab supplies, travel fellowships, and use of laptop computers. If you are interested in becoming an active member or representative in the GSA, please email them at gsa@umaryland.edu for further information.

GSA website: http://graduate.umaryland.edu/gsa/
GSA President email: umb.gsa.president@gmail.com
GSA Public Affairs email: umb.gsa.pro@gmail.com
Appendix D: Forms (samples)

CMBS Lab Rotation Proposal Form

CMBS Lab Rotation Proposal Form

Prior to starting your lab rotation, please complete this form. It must be signed by the proposed mentor, the Program Director and returned to the Academic Program Specialist before the rotation begins. Your rotation will NOT be approved without this form!

Student name:

Mentor name and title:

Proposed rotation dates: to

Expected schedule for laboratory work:

The goals of this rotation are:

I expect to gain experience with the following techniques:

PLEASE NOTE: MS students do not receive a stipend; they do not require funding from their mentors. Mentors may hire MS students as laboratory technicians full or part-time at their own discretion. This is unrelated to the MS program.

Signatures:

Student: ___________________________ Date: __________

Mentor: ___________________________ Date: __________

Program Director: ______________________ Date: __________
CMBS Lab Rotation Completion Form

This form is to be filled out and turned in within 10 days of lab rotation completion. It must be signed by the Program Director, and then turned in to the Academic Program Specialist.

Student name:

Mentor name and title:

Rotation dates: to

The goals achieved during this rotation were:

What did you learn from this experience?

Did you receive adequate training and guidance? Please explain:

Would you recommend this lab to other students? Please explain:

______________________________
Signatures:

Student: __________________________ Date: __________

Program Director: ______________________ Date: __________
CMBS Lab Rotation Evaluation & Grade Form

CMBS STUDENTS: Complete the top portion of this form and provide it to your mentor immediately upon completion of your lab rotation.

Student name:

Mentor name and title:

Rotation dates: to

Credits (1-3):

MENTORS: Please turn in the grade for your lab rotation students within 10 days of rotation completion to the CMBS Academic Program Specialist.

Email: egarcia-baca@som.umaryland.edu
Office: 8RB 1-005D

Please rate the student’s performance on a scale of 1=Excellent to 5=Poor

- Research ability and potential
- Written and/or verbal communication skills
- Perseverance and independence
- Laboratory ability
- Originality
- Accuracy

Please provide a summary of the student’s performance.

Would you accept this student for a Thesis Project or as an employee in your lab? Yes No

Grade (Pass/Fail):

Signature: ____________________________ Date: ________________

Mentor: ____________________________ Date: ________________
### CMBS Pre-Graduation Checklist

#### CMBS & Toxi MS Program

**Pre-Graduation Checklist**

*Form Instructions: Complete this form for a final audit of the fulfillment of the Molecular Medicine Program, GPILS, and Graduate School requirements. Submit this form to the Academic Services Specialist as early in the semester in which you plan to graduate, but no later than 1 month before graduating.*

**Student Name:** __________________________

**Mentor:** __________________________

<table>
<thead>
<tr>
<th>Graduate School</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to graduate submitted via SURFS?</td>
<td></td>
</tr>
<tr>
<td>Thesis or Non-Thesis?</td>
<td></td>
</tr>
<tr>
<td>Total number of academic credits, including final semester Minimum 30 credit total.</td>
<td></td>
</tr>
<tr>
<td>Total number of lab rotation credits</td>
<td></td>
</tr>
<tr>
<td>Check Program Handbook to confirm minimum.</td>
<td></td>
</tr>
<tr>
<td>CIPP 507 Research Ethics completion semester Confirm Academic Specialist has a copy of completion certificate.</td>
<td></td>
</tr>
<tr>
<td>To date, do you have any ‘No Marks’ on your transcript? Students may not graduate with ‘NM’ on their transcript.</td>
<td></td>
</tr>
<tr>
<td>Alumni Form completed? Please submit this completed form.</td>
<td></td>
</tr>
<tr>
<td>CV submitted? email the Academic Specialist an electronic copy.</td>
<td></td>
</tr>
<tr>
<td>Have you updated your MedScope profile? medscope.umaryland.edu</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate School Form #1: Fulfillment of Course Requirements for MS Degree</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School Form #2 or #3: Certification of MS with/without Thesis Must include a copy of your unofficial transcripts from SURFS.</td>
<td></td>
</tr>
<tr>
<td>Alumni Form completed? Please submit this completed form.</td>
<td></td>
</tr>
</tbody>
</table>

**Regalia ordered if waiting in graduation ceremony?**

#### Thesis Option - Additional Requirements

<table>
<thead>
<tr>
<th>Thesis Definitive Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Defense Date</td>
<td></td>
</tr>
<tr>
<td>Graduate Research Conference Presentation Date</td>
<td></td>
</tr>
<tr>
<td>Graduate School Form #4: Report of Examining Committee must have been sent and received.</td>
<td></td>
</tr>
<tr>
<td>Graduate School Form #5: Approval Sheet must have been sent and received.</td>
<td></td>
</tr>
<tr>
<td>Final Thesis submitted to ProQuest ETD</td>
<td></td>
</tr>
<tr>
<td>Final Thesis submitted to Program Email the Academic Specialist an electronic copy. Should be the same as what was submitted to ProQuest ETD.</td>
<td></td>
</tr>
</tbody>
</table>

**Student Signature:** __________________________ **Date:** __________________________

**Academic Services Specialist Signature:** __________________________ **Date:** __________________________