

UNIVERSITY OF NOTRE DAME

INTEGRATED BIOMEDICAL SCIENCES GRADUATE
PROGRAM

GUIDE TO GRADUATE STUDIES

2026-2027





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1. INTRODUCTION AND PROGRAM OUTLINE

The Integrated Biomedical Sciences (IBMS) graduate degree program at the University of Notre Dame is a cross-departmental PhD program whose mission is to develop individuals with the capacity to initiate and conduct independent research in the biomedical sciences. The granting of a PhD degree is a formal recognition of achievement. It acknowledges that a student has satisfactorily completed a series of advanced courses, has displayed creative and original thinking in examinations, and has demonstrated a mastery of experimental inquiry as expressed through the original research described in the dissertation.

As a graduate “umbrella” program, students apply and are admitted to the IBMS program, not a department. Students in their first year are formally students within the Notre Dame College of Science, with the IBMS Director serving as their advisor. During their first academic year, students take courses and participate in three research rotations. After completion of the third rotation, students join a laboratory and become graduate students within their research advisor’s department (this becomes the student’s “home department”). At this point, although students remain in the IBMS program and (except as noted below) must fulfill only IBMS-specific academic requirements, they are formally students of the home department. Students are encouraged to participate in departmental seminar programs but do not need to fulfill other requirements for departmental PhDs. Oral Candidacy Exams are open to the public and will be advertised to the IBMS community, even if this is not standard for the home department.

Participating Notre Dame departments include Chemistry and Biochemistry, Biological Sciences, Physics and Astronomy, and Applied & Computational Mathematics & Statistics. During their tenure in the program, students are required to adhere to the guidelines within this document, as well as to the guidelines of their home department, excluding academic requirements that are not applicable to the IBMS program (e.g., departmental-specific gatekeeper and candidacy exams). Furthermore, students are expected to understand and abide by all policies contained in the Academic Code of the Graduate School, on which this document is based.

The IBMS program maintains several Research & Training Clusters, which organize participating laboratories into thematic areas. Students join one cluster upon entering the program; however, they may change their cluster designation upon approval of the IBMS DGS up until their candidacy exam.

2. REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE

2.1. Degrees Offered

The IBMS program, in collaboration with the participating departments, offers only the PhD degree. Students’ transcripts are indicated with the degree program (Integrated Biomedical Sciences), the home department, and the pertinent IBMS Research & Training Cluster. The IBMS program does not offer a Master’s-level degree.

If a student would like to leave the PhD program early with a Master’s degree in another department, they must fulfill the Master’s degree requirements of that department and must receive approval by the departmental DGS.

2.2. Course Credit Requirements

In order to remain in good academic standing within the IBMS program, all graduate students will be required to have completed 18 credits of graduate coursework with a grade of C or better while maintaining a GPA of 3.0 or higher (see section 2.5 below). It is anticipated that courses will be completed by the end of their fourth semester. However, students may complete their course work after this 4th semester but should notify the IBMS director and IBMS coordinator of the remaining course that will be taken and when. The students also should explain the reason why this extended time is needed to complete their course work. Only IBMS-required courses and graduate courses assigning letter grades will count toward the requirement (the grade must be a C or better). Directed readings will qualify only with the approval of the IBMS Director. Exceptions to this policy will be considered in the event of a documented extenuating circumstance, as determined by the IBMS Director. In light of this requirement, students are strongly advised against dropping or withdrawing from graduate courses.

In addition to the requirements above, the Graduate School requires a combined total of 60 credits for the PhD. This total includes all courses taken, including not only instructional coursework but also research, seminars, directed readings, etc. Students should ensure their total credit counts are on track to reach 60 by their anticipated date of graduation.

2.3. Transfer Credits

With the approval of the IBMS Director, the program may allow graduate coursework completed at another accredited university to help meet the credit requirement of the doctoral degree. Official documentation of course completion, grades, and content will be required. Credit will only be accepted from institutions in the United States. Further requirements given in the Academic Code of the Graduate School will govern transfer credits.

2.4. Course Requirements

There are several one-credit courses that are required. During the first two semesters, students must register for the Rotation Research Course (IBMS 93601) and the IBMS Seminar (IBMS 93602). All IBMS students are required to enroll in the IBMS Seminar. Also, students must take Biomedical Research Ethics (CHEM 60680) and strongly suggest this be completed by the end of the 4th semester. Additionally, students must register for at least one credit of Research and Dissertation (IBMS 98698) in each of the first two semesters, and subsequently register for Research and Dissertation with their advisor. Students are required to register for at least 9 credits per semester (see section 6.1).

2.5. Minimum GPA

Students in the IBMS program must maintain a minimum GPA of 3.0 or above. Students with a GPA of less than 2.5 in any one semester or less than 3.0 for any two semesters (i.e., not consecutive) may be dismissed from the program. Per the Academic Code of the Graduate School, students with a GPA less than 3.0 for any two semesters are on academic probation and are not eligible to take the oral candidacy exam, defend their thesis, and are not eligible for Departmental or University funding, including tuition support and the health insurance subsidy.

2.6. Residency

Residency will be governed by the Academic Code of the Graduate School. Students are expected to maintain residency status with exceptions as required during their research. The minimum residency requirement for the PhD degree is normally full-time status for four

consecutive semesters. A move to formal non-residence status requires the approval of the IBMS Director of Graduate Studies.

2.7. Time to Degree

Students must fulfill all doctoral requirements of the IBMS program and successfully defend their thesis within eight academic years. Failure to achieve this will result in dismissal from the program with no degree. In unusual circumstances, with the support of the IBMS Director of Graduate Studies (DGS), students may apply to the Graduate School for a one-year dissertation completion extension, following the Academic Code of the Graduate School. Students are advised to take advantage of the Graduate School's leave of absence policy for extenuating circumstances.

2.8. Research & Training Clusters

Upon joining the IBMS program, students ally themselves with one of the seven Research & Training Clusters. With approval of the IBMS Director, students may change their cluster affiliation at any time until they have passed their candidacy exam.

2.9. Research Rotations

First year IBMS graduate students participate in three, 8-week laboratory rotations over the course of the first year. A typical rotation schedule is as follows: August 24 – October 16; October 26 – December 18; January 11 – March 5. Significant research effort is required in each rotation. Students must enroll in the corresponding Research Rotation Course as described in Section 2.4 and give presentations on their research upon completion of each rotation.

Laboratories for the rotations will be selected by the student in consultation with the Chair of their Research & Training Cluster and may include laboratories of any faculty member participating in the IBMS program, regardless of department or Research & Training Cluster affiliation.

Formal selection of the first rotation is completed prior to or during the first week a student arrives on campus for the Fall Semester. Selection of the second and third rotation is performed at least two weeks before they are scheduled to begin. Students should consult prospective faculty well in advance of the selection date and notify the IBMS program coordinator of their rotation choice.

Students and faculty are responsible to ensure that they have adequate Risk Management & Safety training to work in that specific laboratory prior to the first day of the rotation. For example, if students are working with human tissue or infectious disease, they will need BSL-2 training from the Risk Management & Safety Department. All students are required to take the Risk Management & Safety BSL-1 Training and to review the University Chemical Hygiene Plan before beginning their first rotation.

2.10. Advisor Selection

The advisor for new IBMS students in their first academic year is the IBMS Director of Graduate Studies. Over the course of the first academic year, students must interview at least three Teaching and Research faculty members participating in the IBMS program to serve as their potential advisors. These may be faculty with whom a student has rotated but also may include additional faculty. Students must formally select a research advisor and turn in the Advisor Selection Form before April 15. The selection will be forwarded to the IBMS Director

and the DGS of the potential advisor's department. The potential advisor, IBMS Director, and departmental DGS must approve the selection. Final approval will be made by the Chair of the potential advisor's department according to departmental policies regarding funding and student support. Since circumstances may arise, such as funding, space, or other considerations, that will prevent approval, students are advised to consider a second choice. Students are encouraged to consult prospective faculty well in advance of the April 15 deadline to ascertain availability.

If a student cannot be assigned to a first or second choice, then the process must begin again with an additional choice. All students should be assigned to an advisor before the end of the spring semester. In exceptional cases, the IBMS Director may approve an extension of the advisor selection process into the summer. However, such students will not be financially supported. If an advisor is not found by the end of the spring semester and approval for a summer extension is not given, then the student may be dismissed from the program. In no case will a student be permitted to remain in the program if an advisor has not been secured prior to the end of the summer.

Students may choose two faculty members to serve as co-advisors. In cases where the two faculty members are in different departments, one must agree to serve as the primary advisor in order to define the home department, and this faculty member must be a participant in the IBMS program. All co-advisor arrangements must be approved by the IBMS Director and the relevant departmental DGSs.

Only Tenured and Tenure-Track Faculty can serve as a student's advisor. Students wishing to work with non-tenure-track Faculty must identify an IBMS Tenured and Tenure-Track Faculty member to serve as a co-advisor. In such an instance, the department of the Tenured and Tenure-Track Faculty member will serve as the student's home department.

2.11. Thesis Committees

After the student has chosen an advisor and been accepted into a research group, a thesis committee consisting of a minimum of three IBMS Teaching & Research faculty members, including the research advisor, is appointed for each student. For committees with research co-advisors, a minimum of two IBMS Tenured and Tenure-Track faculty members are required, in addition to the research co-advisors. This committee reflects the student's research interests and the general area of the proposed dissertation. The committee need not consist of members of a single Research & Training Cluster. This committee will monitor the student's progress during their tenure as a student. Members will serve on the student's examining board and serve as readers of the thesis. Faculty from other departments who are not participants in the IBMS program, non-tenure track faculty, or faculty from outside the university, must be approved by the IBMS Director.

Students are required to meet with their committee once a year starting in their 2nd year. Documentation that you have met with your thesis committee is required at the end of the academic year (May 15th). A simple one-line form asking for the date of the meeting will be sent to the students and their advisors at the beginning of April. Students who opt to take their candidacy exam during their 4th semester (see section 3) will not be required to have an additional committee meeting during year 2. However, if they choose to take the candidacy exam in their 5th semester, then they will be required to have their first committee meeting during the 4th semester. During this committee meeting, they are expected to present the specific aims of what they propose to do as part of their thesis as well as any results related to their research.

Although considerable effort will be made to avoid such instances, after consulting with the IBMS Director and the DGS or Department Chair of the home department, an advisor may dismiss a student from their laboratory for poor progression, suboptimal student/advisor relationships,

or other reasons. In most cases the student will have been given written warning and sufficient time to address any concerns. In cases when an advisor dismisses a student, the student must find a new advisor as described in Section 6.8.

2.12. Annual reports

Prior to their meeting with their committee, students must complete their annual report which asks students about their progress and accomplishments over the calendar year. The web-based questions will be provided to the students at the end of calendar year and they will need to be complete the annual report by the end of January. The report can be saved as a PDF file and will also be shared with the IBMS coordinators and IBMS Director. The student should share the saved PDF file with their advisor and thesis committee. More information about the report will be provided to the student when they are given access to the annual report questionnaire.

3. ORAL CANDIDACY EXAMINATION

The oral candidacy exam is required by the Graduate School in order to ensure a student's scientific preparedness for admission to degree candidacy. At this examination, the graduate student will be examined on research capabilities as revealed by the presentation and discussion of the student's thesis work and plans. Students with a GPA less than 3.0 are ineligible to take the candidacy exam.

The graduate student will submit their research proposal to their thesis committee and the IBMS program coordinator. The document must contain a written summary of the proposed thesis research, including specific aims, a description of the thesis problem and its significance, a review of the relevant scientific literature, a discussion of the methods to be used in attacking the problem, and a summary of the research work already accomplished. The proposal should be appropriately referenced. Format for the proposal includes: 6-8 pages single spaced with maximum 1" margins and Times Roman font of 12. This page limit includes data, which should be imbedded in the proposal, but does not include the references. A title page must also be included, with the following information:

1. Title of proposal/paper
2. Student's full name
3. Oral Candidacy Exam Paper [or Proposal]
4. Full program name, "Integrated Biomedical Sciences Graduate Program"
5. List of all committee members. Include "Advisor" before or after student's advisor's name. Example. "Advisor: Dr. [First Name] [Last Name]" or "Dr. [First Name] [Last Name], Advisor"
6. Date of proposal The proposal should be submitted to the thesis committee and IBMS Graduate Studies Program Coordinator at least two weeks prior to the candidacy exam.

Students have the option of taking their candidacy exam during their 4th semester but are required to take the exam by the end of their 5th semester (i.e., 1st semester, 3rd year). Under unusual circumstances, such as changing advisors or for medical reasons, a student may take the exam at a later date. Permission to extend this deadline must be requested in writing by the student's advisor to the IBMS Director, giving cause for the requested delay. The IBMS Director will seek input from the Steering Committee on whether to grant the delay. Per the Academic Code of the Graduate School, the oral exam must be completed by the end of the student's eighth semester of residency. Students who do not complete their candidacy exam by the noted deadlines are on Academic Probation and are not eligible for Departmental or University funding, including tuition support and the health insurance subsidy.

The oral candidacy exam begins with a presentation outlining the student's research accomplishments and goals. The examining board will consist of the student's advisor (and any co-advisors) and the members of their thesis committee. A minimum of three IBMS faculty members must be present to proceed with the exam. The presentation is in the form of a scientific seminar, is typically 30 to 40 minutes in length, and must include a structured path to completion of the thesis. This part of the exam can be public or can be given to the committee only. The choice is at the discretion of the student and advisor. Immediately following the oral presentation, the committee will ask questions of the candidate in a closed session. This part of the exam consists typically of two 10-minute rounds of questions from each committee member. After completion of the examination, the chair calls for a discussion followed by a vote of the examiners. A majority is required to pass. The chair and committee, in conjunction with the IBMS Coordinator, complete the online reporting form provided by the Graduate School, immediately after voting.

In case of failure, the IBMS Director, on the recommendation of a majority of the examiners, may authorize a retake of the examination. An authorization for retake must be further approved by the DGS of the home department and the Graduate School. A second failure results in forfeiture of degree eligibility, and the student will be dismissed from the program.

4. DOCTORAL THESIS

When the student has completed their written thesis, he or she will deliver the finished thesis, including the title page signed by the advisor, to the IBMS Graduate Studies Coordinator for distribution to the other members of the thesis committee. The thesis should follow the guidelines in the Graduate School's Guide for Formatting and Submitting Dissertations and Theses, even if the candidate has previously published the substance of the thesis in scientific journals.

Readers must have a minimum of two weeks, and preferably at least three weeks, to read the thesis, decide whether it is ready to be defended, and so indicate on the appropriate form. Reader approval of the dissertation for defense does not imply reader agreement or support; rather, it implies reader acknowledgment that the thesis is an academically sound and defensible scholarly product. Only a thesis which has been unanimously approved for defense may be defended. Even though the thesis has been approved for defense, revisions may be required. If defects in the thesis come to light at the defense, the candidate may be asked to revise the thesis before it is accepted by the Graduate School and the degree is conferred. In that case, it will be the responsibility of the thesis advisor, or such person as the committee may appoint, to report to the Graduate School (via the IBMS Graduate Studies Coordinator) that such revisions have been completed satisfactorily.

4.1. Thesis Defense

In defending the thesis, the candidate supports its claims, procedures, and results. In this way, the candidate and the committee confirm the candidate's scholarly grasp of the chosen research area.

The defense of the thesis begins with a public presentation that addresses the major results of the research. Immediately following questions from the general audience, the examination committee meets with the candidate in a closed session. This provides the opportunity for clarification and, if necessary, rectification of potential problems in the thesis. After the examination is completed, the advisor calls for a discussion followed by a vote of the dissertation committee. A majority vote is required to pass a candidate. The chair and committee, in conjunction with the IBMS Coordinator, complete the online reporting form provided by the Graduate School, immediately after voting.

4.2. Formal Submission of the Final Thesis

To receive the degree at the next commencement, the student who has successfully defended

their thesis must complete the Graduate School's requirements for submission of their thesis. The thesis must also be properly formatted according to the Graduate School guidelines as described in the Academic Code of the Graduate School.

5. POLICY ON THE USE OF GENERATIVE AI IN EXAMS, THESES, AND DISSERTATIONS

This is a general policy on the use of generative (and predictive) AI in graduate examinations, theses, doctoral scholarly projects, and dissertations. It applies to graduate students in the Integrated Biomedical Science Graduate (IBMS) Program. As the culminating examinations in subject proficiency or work of academic writing and research produced by a student in fulfillment of the requirements of a doctoral or master's degree program, a comprehensive exam, thesis, or dissertation is expected to be the student's original work. A student must not submit a comprehensive examination, dissertation, or thesis that contains written content, images, tables, references, music or musical scores, or data generated by artificial intelligence (AI) tools, unless:

- such content is approved by the student's advisory committee;
- Generative AI use is an approved accommodation under the Americans with Disabilities Act;
- a student's thesis or dissertation includes research on generative AI with examples clearly identified as examples and cited appropriately.

If approved by the student's advisory committee, the extent of generative AI usage should be disclosed in a statement within the thesis or dissertation.

Students who violate this policy will be subject to university disciplinary procedures for academic misconduct, which can include termination of their degree program and expulsion from the university.

Suggestions for Appropriate use of AI for third-party editorial assistance

- Correcting spelling, punctuation, and grammar.
- Correcting formatting of margins, headings, and citations according to the style manual specified by the student (e.g., APA, Turabian, MLA).
- Making writing style suggestions, such as shortening long sentences, without changing the meaning of the text.

The use of an LLM (or other AI-tool) for "AI assisted copy editing" purposes does not need to be declared. In this context, we define the term "AI assisted copy editing" as AI-assisted improvements to human-generated texts for readability and style, and to ensure that the texts are free of errors in grammar, spelling, punctuation and tone. These AI-assisted improvements may include wording and formatting changes to the texts, but do not include generative editorial work and autonomous content creation.

The student is responsible for checking that the formatting revisions suggested by generative AI are correct and comply with their published style manual and the Graduate School's formatting requirements.

6. ACADEMIC POLICIES

6.1. Enrollment

Once admitted into the program, all students must enroll before each semester at the times and locations announced by the University Registrar. Per the Academic Code of the Graduate School, any admitted student who fails to enroll must apply for readmission upon return. Late charges may be assessed to any student enrolling after the proscribed date.

All students are required to maintain full-time status (enrolling in a minimum of 9 credit hours during each semester of the academic year, including research credits).

6.2. Outside Employment

Students are expected to devote their full efforts to graduate study. No student may hold a job, on or off campus, without the expressed permission of the student's advisor, the IBMS Director, the DGS of the home department, and the Graduate School. This policy includes students in their final stages of writing their dissertation.

6.3. Continuous Enrollment

All students must enroll each semester in the academic year in order to maintain student status. Continuous enrollment is met normally by enrollment in the University and registration in a graduate-level course relevant to the student's program (including research credits). Any exception to this rule, including a leave of absence, must be approved by the Graduate School.

Students who have completed the 18 instructional credit hour requirement must continue to register for 9 credit hours of research in each semester of the academic year. Per the Academic Code of the Graduate School, students receiving stipends over the summer must enroll in the "Independent Summer Research" course appropriate for their home department.

6.4. Leave of Absence

A student who is in academic good standing and wishes to voluntarily interrupt their program of study must request a leave of absence per the Academic Code of the Graduate School. This process should begin by discussions with the student's advisor. Approval by the IBMS Director and the DGS of the student's home department will be required. A student may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be submitted before the semester in which the leave is taken; otherwise, the student must withdraw from the University.

6.5. Medical Separation from Academic Duties

Students who wish to temporarily interrupt their programs for medical reasons excluding childbirth may seek a medical separation from academic duties per the Academic Code of the Graduate School. This process must begin with the student's advisor, to be followed on by the IBMS Director and the DGS of the home department, with the application eventually made to the Graduate School. Medical Separations from Academic Duties are governed by the policies of the Graduate School as indicated in the Academic Code of the Graduate School and described more fully in the Graduate School Bulletin.

6.6. Childbirth and Adoption Accommodation Policy

The Graduate School offers an accommodation policy to assist graduate students who are new parents. Unlike the medical separation policy that covers any medical condition, this policy addresses new parenthood. The policy is governed by the Graduate School as indicated in the

Academic Code of the Graduate School and described more fully in the Graduate School Bulletin. Graduate students in the department who wish to take advantage of the policy should begin discussions with their advisor, followed by the IBMS Director and the DGS of their home department.

6.7. Withdrawal from the Program

Students may voluntarily withdraw from the program. Withdrawal is governed by the policies of the Graduate School as described in the Academic Code of the Graduate School.

6.8. Change of Research Advisor

If a situation occurs where a student seeks to formally move between research groups or if an advisor no longer wishes to retain the student within their research group, this must be discussed with the IBMS Director, the IBMS Cluster Chair, and the DGS of the home department. To remain in the IBMS program, a new advisor must be an IBMS-affiliated faculty member. A change to a new advisor who is within the same department as the former advisor will require adherence to the regulations and approval of the home department. A change to a new advisor within a different department will require adherence to the regulations and approval of the proposed new department as well as the Graduate School. Approval will be contingent upon review of the circumstances surrounding the proposed move by the home department and the IBMS Director as well as available funding.

If a student elects to leave a research group or an advisor has elected not to retain a student within their group, identification of a new advisor and research group must occur immediately. Students without an advisor at the start of a new semester may be dismissed from the program.

6.9. Dismissal from the Program

In exceptional circumstances, students may be dismissed from the program. Causes for dismissal include:

- 5.9.1 Failing to meet the credit requirements as described in Section 2.2.
- 5.9.2 Failing to meet GPA requirements as described in Section 2.5.
- 5.9.3 Failing to secure an advisor as described in Sections 2.10 and 5.8.
- 5.9.4 Failure of the Oral Candidacy Exam as described in Section 3.
- 5.9.5 Failing to successfully defend their doctoral thesis within the proscribed timeline as described in Section 4.

Students may also be dismissed for extreme underperformance in research or other academic duties (such as serving as a teaching assistant). In these cases, dismissal will be governed by the regulations of the student's home department and the Academic Code of the Graduate School. Any student dismissed by their home department will likewise be dismissed from the IBMS program. In the case of a student in their first academic year, in addition to academic performance, dismissal may occur due to extreme underperformance in research rotations. In most cases, a student will have received advance warning and been given time to correct deficiencies. However, students may be dismissed from their home department and/or the IBMS program without warning for violations of academic integrity (e.g., plagiarism or research misconduct), threats to health or safety, and harassment.

7. ACADEMIC REGULATIONS

7.1. Maximal Registration and Course Numbers

During the academic year, a graduate student may not register for more than 12 credit hours

of graduate courses. Per the Academic Code of the Graduate School, Graduate Students may only enroll in courses numbered 60000- or higher. Exceptions will be granted for courses numbered 40000-59999 that are explicitly tailored to new graduate students for a maximum of six credit hours.

7.2. Changes in Student Class Schedules

A student may add courses only during the first six class days of the semester. Students may add courses after this time only on recommendation of the IBMS Director or the DGS of the home department and with approval of the Graduate School.

A student may drop courses during the first six class days of the semester. To drop a course after this period and up to the mid-semester point, a student must have the approval of the IBMS Director and the DGS of the home department, the student's advisor, and the Graduate School. A course may be dropped after the mid-semester point only in cases of serious illness. Courses dropped after this date will be posted on the student's permanent record with the grade of "W."

A course taken for credit can be changed to an audit course after the mid-semester point only in cases of serious illness.

7.3. Grading

Course grading and assignment of quality points for calculation of GPA will follow the Academic Code of the Graduate School. Courses in which a grade lower than a C is earned will not count for completion of the 18-credit hour requirement. Grades earned in courses transferred from another institution will not be counted for calculation of a student's GPA.

7.4. Academic Probation

Academic probation is governed by the Academic Code of the Graduate School. Students may be placed on Academic Probation due to failure to maintain GPA requirements as described in Section 2.5 or failure to complete the Oral Candidacy Exam by the end of their 5th semester as described in Section 3. In a graduate degree program, admission to degree candidacy and graduation require maintenance of at least a 3.0 (B) cumulative GPA. A student may be dismissed from the graduate program if the GPA in any one semester is below 2.5 or if the GPA is below 3.0 for any two semesters.

An adequate GPA is only one factor taken into consideration in determining a student's standing and qualifications for an advanced degree. A student must make continuous progress in their thesis research as a condition of being in good standing.

Shortly after the completion of the fall and spring semesters, the IBMS Director meets with the steering committee to evaluate the progress of all IBMS students with regard to individual performance in research, teaching, and examinations. Outstanding efforts as well as unsatisfactory performances are noted. Students who have not maintained sufficient progress will receive a letter from the IBMS Director addressing the specific problems, possible ways to resolve them, and warnings of disciplinary actions including termination from the program. The Graduate School annually evaluates each graduate student's overall performance on the basis of these criteria. In some cases, a student may be dismissed from the department as described in Section 5. A student must be in academic good standing to be eligible for new or continued financial support. This review of students is in addition to any reviews conducted by the home department.

7.5. Simultaneous Enrollment in a Second-Degree Program

Students wishing to enroll in a second-degree program, including professional master's degrees, must obtain the approval of the IBMS Director in addition to any departmental approvals.

Such approval will be considered on a case-by-case basis and governed by the regulations of the Graduate School.

7.6. Simultaneous Enrollment at Indiana University School of Medicine – South Bend

The IBMS Program has established a relationship with IUSM-SB, which allows students to work on the completion of an MD degree from IUSM-SB while they are concurrently enrolled as IBMS PhD students at the University of Notre Dame. Each prospective student must apply and gain admission to both degree programs independently. This can occur during the same year or can be separated in time. If admitted to both programs, students will spend two years completing MD coursework, the following four years doing PhD research, and their final two years completing clinical rotations. If students are considering this track, they should begin by contacting both the IBMS Director and the MD/PhD Liaison at IUSM-SB, Margaret Schwarz.

Students receive a stipend during each year that they focus on PhD research. They are fully responsible for paying their tuition to IUSM-SB, separate from anything that might occur in their relationship with the IBMS program. MD/PhD students are eligible to apply for a scholarship from IUSM-SB to help with their tuition. IBMS rotation requirements will be modified for MD/PhD students. Details will be worked out with the Director on a case-by-case basis. Once a student joins a lab, the advisor is responsible for funding while they remain in the IBMS PhD program. In cases where funding is limited or at the request of the advisor, the department may require service as a TA.

Students can petition to transfer up to 30 credit hours of medical school coursework to the PhD degree. Final approval on curriculum required for the IBMS PhD lies with the IBMS Director and MD/PhD Liaison, as well as the student's advisor and cluster chair.

8. FINANCIAL SUPPORT

8.1. Graduate School Financial Support Policy

Students in the IBMS program will be financially supported during their first academic year provided they remain in good standing. When a student joins a home department, financial support will be governed by departmental regulations for academic year and summer support. Such financial support may include tuition scholarships, graduate assistantships, teaching assistantships, and departmental or University fellowships.

8.2. External Employment

As described in Section 5.2, students are expected to devote their full efforts to graduate study. No student may hold a job, on or off campus, without the expressed permission of the student's advisor, the IBMS Director, the DGS of the home department, and the Graduate School. This policy includes students in their final stages of writing their thesis.

9. GRADUATE STUDENT GRIEVANCE AND APPEAL PROCESS

9.1. Purpose and Application

The purpose of this procedure is to afford IBMS students the opportunity to resolve complaints dealing with academic issues such as dismissal from the program, placement on probationary status, and other decisions that terminate or impede progress toward the degree.

This procedure is not to be used to address issues of sexual or discriminatory harassment (see the du Lac Student Handbook), of academic fraud (see the Academic Code of the Graduate

School), or for disability-related grievances (contact the Office for Students with Disabilities). This procedure is also not to be used to address concerns regarding the assignment of course grades.

This procedure supersedes the grievance and appeal process in an IBMS student's home department.

9.2. Resolution Process

For IBMS students in their first year, formal grievances should be made through consultation with the IBMS Director, or if the IBMS Director is personally involved, through the Associate Dean for Research in the College of Science. For IBMS students past their second year, formal grievances should be made through joint consultation with the IBMS Director and the DGS of the home department or, if either are personally involved, through the Department Chair of the home department and the Associate Dean for Research in the College of Science.

To hear a student's appeal, the Department Chair and/or the Associate Dean for Research will convene an ad hoc committee of at least three faculty and one graduate student not directly involved in the student's case. The IBMS Director and/or the DGS of the home department may be included on the committee, and at the Department Chair's and/or Associate Dean's discretion, either may be appointed the committee's chair. The student's advisor and committee members will be excluded from the committee, although their input may be solicited. If the Department Chair and/or Associate Dean have been involved in the case, the Dean of the College of Science will appoint the committee and designate the person to serve as its chair.

If the appeal involves a decision impacting the student's progression towards degree or status in the program (for example, dismissal from the program), the student must provide a written description of their complaint within 14 days from the time when the student is informed of the decision. The description should indicate details on the nature and timing of the problem, the grounds on which the appeal is based, any background information the student considers important, and the relief requested. The student may request to present their case to the committee in person, although the committee is not required to honor such a request.

The appeals committee will promptly and thoroughly investigate the appeal to determine whether the relief requested is warranted. The investigation may include interviews and/or written statements from the student, any student witnesses, faculty, or staff members who may be able to provide pertinent information about the facts, as well as a review of any pertinent messages or documents.

In most situations, the appeals committee will complete the investigation within 30 business days of complete receipt of the appeal request (excluding employee holidays). There may be some reports that cannot be investigated within 30 business days. In such cases, the chair of the appeals committee will communicate to the student an estimate of the additional time required for completion of the investigation. The decision of the committee will be determined by voting. The student member of the committee does not vote and may not be present for the vote. The Department Chair and/or the IBMS Director will notify the student in writing of the decision. If the chair or DGS has been involved in the case, then the decision will be made by the designated chair of the ad hoc committee. The student has a right to appeal to the Dean of the Graduate School after the department-level decision has been made. See the Graduate School Academic Code. 4.2

