



Department of Health and Life Sciences

Graduate Student Handbook

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Graduate Student Handbook

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Welcome to the M.S. Program in Biomedical Sciences

Dear Student in the M.S. Program:

Welcome to the M.S. Program in Biomedical Sciences at Charles R. Drew University (CDU). We hope that your participation in the program will be intellectually rewarding and will help you advance your educational and career goals.

This handbook is designed to help you navigate the procedures that you need to follow to make your way through the program. Adherence to the policies and procedures will decrease the amount of time you need to complete the program. You will be required to be advised every semester by either the Department Chair or your thesis advisor. The reason of this mandatory advising is to monitor your progress through the program and to solve any problems that may arise. If you have any questions at any time during your participation in the program, please feel free to contact the Program Coordinator.

There are two major components to the M.S. Program in Biomedical Sciences, classroom work and research. The classroom component consists of a core of required courses. The research component involves completion of a research project, under the direction of a faculty research mentor, and culminates in the preparation of a thesis. Up to six units of academic credit may be earned for research participation and thesis preparation. It is possible, but not guaranteed, that you may obtain fellowship or stipend support for your research activities.

If you were admitted as a Conditional Status, the conditions for your admission and continuation in the program were detailed in your notice of admission. Once these conditions are satisfied, you will be promoted to regular Status.

Again, welcome to the M.S. Program in Biomedical Sciences

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Admission Requirements

The criteria for admission includes:

1. University admissions application.
2. A non-refundable \$75 application fee.
3. A Bachelor degree from an accredited institution
4. Overall GPA of 3.0 or above;
5. One of the following admission exams with a minimum score at or above indicating excellence:
 - MCAT: 24, MCAT 2015 Score 498
 - GRE: 300
 - DAT: 18
 - PCAT: 70
 - OAT: 300
6. Obtained all pre-requisite courses prior to matriculation.
 - General Chemistry with lab: 1 year or 8 units
 - General Biology with lab: 1 year or 8 units
 - Physics with lab: 1 year or 8 units
 - Organic Chemistry with lab: 1 year or 8 units
 - Calculus/ statistics 1 semester or 3 units
7. A personal essay describing the student's motivations and reasoning for applying to the Master of Biomedical Sciences program
8. Three (3) recommendations using the recommendation forms found on the Application website, <http://www.cdrewu.edu/Apply>
9. Resume or Curriculum Vitae

Students who do not satisfy all these requirements may be admitted as a post baccalaureate student while completing the requirements. Students who meet all but one requirement may be admitted as a conditional graduate student at the discretion of the DHLS Admission committee. They must meet any conditions by the beginning of the first semester in that status. Final decision on admission to the master program is made by the DHLS Admission committee.

Admission Deadlines

See University Policies section of this Catalog for deadlines regarding Application for Admission and Financial Aid. Class sizes of approximately 25 students are admitted each fall semester. Applications for admissions are processed as they are received and applicants are encouraged to complete their

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application packets as soon as possible and not wait for the final deadline as the class may be filled.

Financial Aid

Graduate students may be eligible for financial aid. They are encouraged to meet with the CDU Financial Aid office to learn more about the scholarships and grants that may be available.

Scholarships

There are several scholarships available for graduate students. Applications are available from the office of Financial Aid. In addition, a Dean scholarship is available for new incoming students.

Advising

Advising is a critical component of the Graduate Program in Biomedical Sciences. Students are required to meet with the Department Chair or the research advisor every semester.

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CHECKLIST

M.S. Program In Biomedical Sciences

This timeline is based on completion of the program in 3 semesters. A shorter or longer time may be required, depending on academic and research progress.

INITIAL ADMISSION

- **Initial admission as Conditional Students**

Conditional status is a provisional admission to the program. It is reserved for students who are deficient in one admission requirement. Students admitted under this status need to make up the deficiency before the program starts. The conditions associated with admission under this status will be described in the acceptance letter.

- **Initial admission as regular students.**
- Begin taking required courses

AFTER ADMISSION

SEMESTER 1

- Identification of a research mentor.
- Selection of the advisory committee members. Meet with your thesis advisor.
- Approval of thesis research project by research mentor.
- Completion of **M.S. Biomedical Thesis Research Proposal Outline** by 12/1. Title, goals and objectives.
- It is required to meet with your mentor weekly or biweekly and work at least 8 hours a week on your thesis

SEMESTERS 2 AND 3

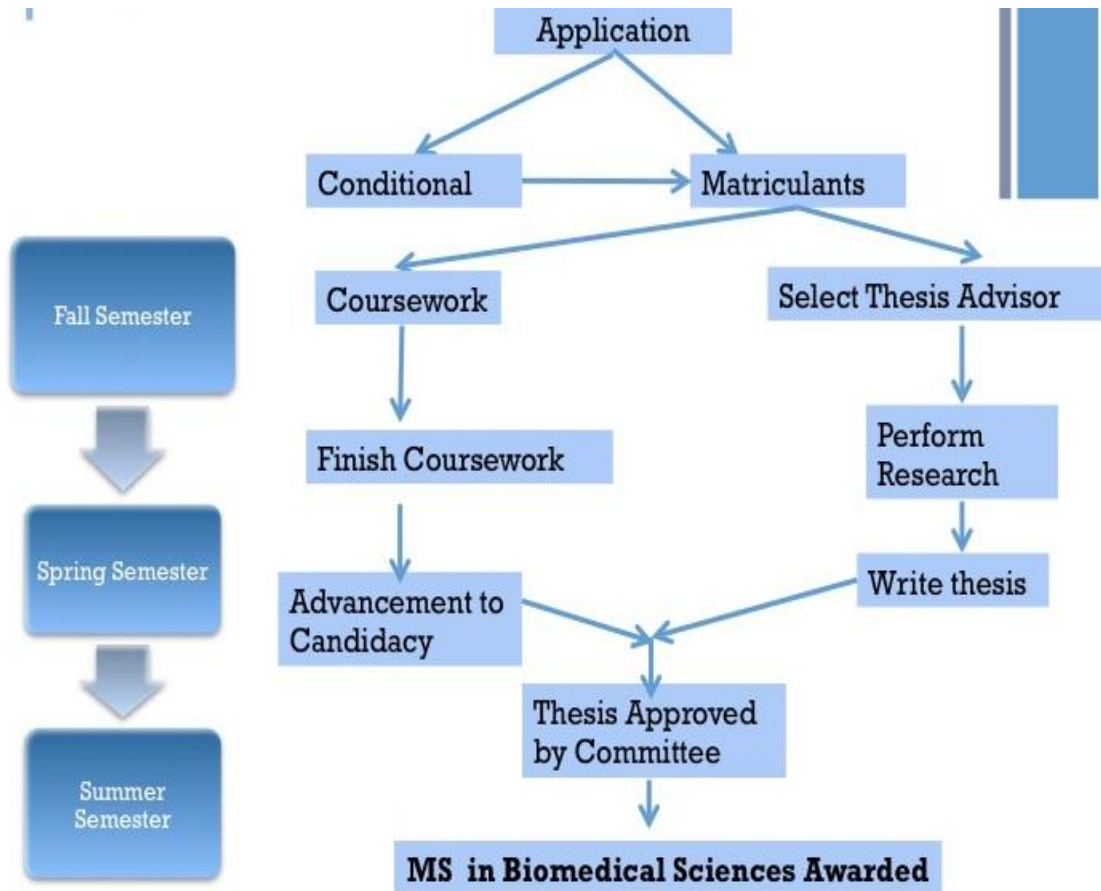
- Completion of all coursework
 - Completion of all research outlined in Thesis Proposal. (at least 8 hours per week semester 2; at least 20 hours a week in semester 3)
 - Preparation of Thesis .

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- **Application for Graduation** form submitted to Admissions and Records (Semester just prior to the intended graduation date; note deadlines in Catalog/Class Schedule).
- Approval of thesis by graduate committee. A draft is first submitted to the research mentor for corrections, when these corrections have been made a revised draft is submitted to committee members. Allow 2 weeks for each review. Submit the draft by the end of June.
- Submission of thesis to Graduate Committee. (tentative end of July)
- Submission of thesis to CDU library.
- Defense of Thesis. (first or second week of August)

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Biomedical Sciences M.S. Roadmap



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Curriculum

Overview: The M.S. Program in Biomedical Sciences includes a required series of core courses. The academic program is expected to culminate in a thesis based on original research.

Courses: The MS Degree in Biomedical Sciences requires completion of 36 units with an overall GPA of 3.0 ("B"). The minimum passing grade for courses is "C+" . Full Time status for a graduate student consists of 9 units per semester.

1 st Semester		
Course #	Course Title	Credit unit
MBS 500	Medical Biochemistry	3
MBS 510	Physiological Basis of Health and Diseases	3
MBS 520	Bioinformatics	2
MBS 530	Translational Research Methods I	3
MBS 540	Ethical Conduct in Medicine and Science	2
	Credits	13
2 nd Semester		
Course #	Course Title	Credit unit
MBS 531	Translational Research Methods II	3
MBS 550	Medical Genetics and Epigenetics	3
MBS 560	Scientific communication	2
MBS 570	Advances in Hematology and Immunology	2
MBS 590	Clinical Topics in Urban and Global Medicine	2
	Credits	12
3 rd Semester		
Course #	Course Title	Credit unit
MBS 580	Infectious Diseases and Epidemiology	3
MBS 595	Graduate Seminar in Health Disparities & Social Justice	2
MBS 599	Research thesis	6
	Credits	11
	Total Credits:	36

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Policies

Credit hour policy

One lecture (taught) or seminar (discussion) credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time.

One thesis credit hour represents 4-5 hours per week of supervised and /or independent practice. Blocks of 6 thesis credit hours represent between 360-450 total hours of academic work per semester.

Transfer Credit Policy The Master of Science in Biomedical Sciences only allows 6 units to be transferred to the program.

Probation Status

If a student fails to successfully complete two courses within the academic year, he/she will be put on probation. A student on probation will be required to repeat and successfully complete the courses the following year when the courses are offered again, and accordingly, will not be able to graduate. Probation will be lifted when the student successfully completes the repeated courses. A student on probation who fails another course will be administratively dropped from the program, but will be given the option to re-apply to the program the following academic year.

Probation may be considered by the MSBMS program for the following reasons, but is not limited to:

- Failure to successfully complete two MSBMS courses with a letter grade of “C+” (78%).
- Record of excessive absences (three or more absences in one class) and/or tardiness.
- Unsatisfactory removal of two “Incomplete” grades.
- The student is in violation of the program, college or university’s behavioral or professional standards.
- Failure to comply with any MSBMS program policies or regulations.

The probation status continuous until the student is either in a good academic standing and/or has met the behavioral standards of the program. The student will be notified in writing of his/her probationary status. The minimum standard(s) required to remove this probationary status will be stated in the notice of probation to the student.

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Termination of the program

A student may be terminated from the MS BMS program if one or more of the following occurs:

- Failure to successfully complete two courses with a letter grade of “C+” (78%) after re-taking it .
- Earns below the minimum 3.0 cumulative grade point average (GPA) at the end of two consecutive grading periods;
- Demonstrates inappropriate or disrespectful conduct toward faculty, staff and/or student peers; or
- Fails to demonstrate ethical conduct.

Petition for Reinstatement

Upon receipt of a termination notice, a student who believes there are extenuating circumstances that led to the noted deficiencies may submit a written request for reinstatement into the program. Requests must be made within ten (10) working days after receipt of the program’s notice of termination. Once the program receives a reinstatement request, the following process will occur:

1. The student shall submit a written petition explaining the extenuating circumstances leading to the notice of termination;
2. The Program Director will constitute a Reinstatement Review Committee consisting of three (3) faculty. The Reinstatement Committee will meet within five (5) working days following receipt of the student’s written petition;
3. The committee shall deliberate in private and transmit its recommendations to the Program Director within five (5) working days following the reinstatement meeting;
4. The program Director shall consider the Reinstatement Review Committee’s recommendation and provide written notification to the student and the committee of his/her decision within three (3) working days of receipt of the committee’s recommendation.

Students who are reinstated, as a result of their appeal, but who subsequently violate the above policies are automatically and permanently terminated from the program without an additional opportunity to request reinstatement.

Continuing Student Status: Students must maintain continuous enrollment throughout their time in the graduate program, including the semester they graduate. Students who miss a semester will have to reapply to the university and to the program. Students who have completed all course work may enroll in MBS 600 Graduate Continuation Course (0 units) to maintain continuous attendance.

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Planned Graduate Student Leave: It is a university requirement that graduate students maintain continuous attendance throughout the course of their study for the master's degree. Any graduate student in good academic standing may request a Planned Graduate Student Leave. Reasons for seeking a leave are likely to be varied, but all applicants should intend to return to formal study within a specified time period.

To apply for a Planned Graduate Student Leaves, the student must be a conditionally classified or classified graduate student with a grade point average of 3.0 or better. Application for the leave must be filed with the appropriate graduate coordinator before the first day of classes for the semester during which the leave is to begin, and should be accompanied by appropriate documentation.

Approval of the leave does not constitute an extension of the time period for completing all course work and other requirements for the master's degree.

Approval of the student's leave application constitutes agreement by the university that the student will be temporarily exempted from the continuous attendance requirement as long as the student meets the conditions specified in the approved leave application. Students who do not return to the university at the conclusion of their planned leave will be considered to have withdrawn from the university.

Graduate Committee: Each student must select a thesis advisor and a research mentor to guide their research. The student and advisor will select two additional members for the student's Graduate Committee. At least two members of the committee, including the chair, must be CDU faculty. The research mentor may be a faculty member from another department or academic institution. The thesis advisor and research mentor must be selected in the first semester of the program.

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Potential Research Mentors for M.S. Students

Students in the M.S. Program in Biomedical Sciences can select research advisors/mentors from among the CDU faculty (Table 1). In addition, a number of research labs at LABiomed, the research institute of Harbor UCLA, are available to conduct research. Research mentors at other institutions may be used with approval of the Health and Life Sciences Department Graduate Program Committee.

Name	Terminal Degree	Primary Affiliation	Research Type	Research Area
Monica Ferrini	PhD	CDU	Basic	Nerve damage, fibrosis and aging
Jorge Artaza	PhD	CDU	Basic	Vitamin D and muscle differentiation
Thomas Magee	PhD	CDU	Basic	Fetal Programming
Suzanne Porsasz-Reisz	PhD	CDU	Basic	
Victor Chaban	PhD	CDU	Basic	
Alan Khu	MS	CDU	Basic	
Enrico Rodrigo	PhD	CDU	Basic	
Michael Ross	MD	LA BioMed	Basic	
Mina Desai	PhD	LA BioMed	Basic	
Jaydutt Vadgama	PhD	CDU	Basic, clinical and Community	
Eva Mc ghee	PhD	CDU	Basic	HPV cervical cancer
Yanyun Wu	PhD	CDU	Basic	Breast Cancer
Piwen Wang	PhD	CDU	Basic	nutraceuticals and prostate cancer
Yong Wu	PhD	CDU	Basic	metabolomics and cancer
Steve Chung	PhD	CDU	Basic	
Rajan Singh	PhD	CDU	Basic	Obesity, Brown Fat and follistatin
Shehla Pervin	PhD	CDU	Basic	Breast Cancer
Amira Brown	PhD	CDU	Basic and Clinical	Binge alcohol and addiction
Theodore Friedman	MD,PhD	CDU	Basic and Clinical	Addiction, obesity

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Janjun Liu	MD,PhD	CDU	Basic	Diabetes and stress
Amiya Sinha Hikim	PhD	CDU	Basic	nicotine and liver steatosis
Indrani Sinha Hikim	PhD	CDU	Basic	
Sateysh Sinha	PhD	CDU	Basic	Inflammation and Dibetes nephopathy
Nestor F. Gonzalez- Cadavid	PhD	CDU	Basic	Erectile Dysfunction
James Tsao	MD	CDU	Basic	Diabetes and skeletal muscle
Sharzad Bazargan	PhD	CDU	Thesis coordinator	
Charles Hilliard	PhD	CDU	Clinical	
Homero del Pino	PhD	UCLA	Community	
Nina Harawa	PhD	CDU	Community	
Sheba George	PhD	UCLA	Community	
Magda Shaheen	PhD	CDU	Secondary data analysis	
David Martins	PhD	CDU	Clinical Research	

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M.S. Thesis Research Proposal Guidelines

- The M.S. thesis research proposal should be a well thought-out, hypothesis driven proposal. It should include background, references and give the reasoning for the proposed research.
- The proposal should be developed in close communication with the research mentor/advisor, but should be written solely by the student.
- The scope of the research proposed should be reasonable to be accomplished in 3 semesters or less.
- It is expected the proposals will be between 2 and 5 single-spaced pages in length, excluding references, although there is no minimum or maximum length.
- Proposals should be given to Committee members for approval at least two weeks prior to the deadline.
- Committee members are encouraged to closely examine the proposal and only sign the thesis proposal approval form if the above guidelines are met.
- The thesis proposal approval form should be signed by each committee member and returned to the Graduate Program Coordinator prior to the deadline.
 - Deadlines
 - Fall semester entrance 12/1
- Failure to submit the approved thesis proposal by the deadline will result in delayed graduation and may result in removal from the program.

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M.S. Thesis Guidelines

- After completion of the research outlined in the proposal, the student will write a thesis.
- For specifics on writing the thesis, see the *Department of Health and Life Sciences Thesis Guidelines* which can be obtained from the office.
- The thesis will be submitted first to the research mentor and thesis advisor for approval. Please allow at least 2 weeks for the advisor to read the thesis. Several revisions may be required before approval. Failure to allow enough time for revisions may result in a delay of graduation.
- After approval by advisor, then the thesis will be submitted to the members of the Graduate Committee for approval. Please allow several weeks for the committee members to read the thesis.
- Upon approval of the thesis, the student and advisor will arrange an oral defense of the thesis, in the form of a public seminar to which faculty, students and the public are invited to attend.

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Deadlines for Graduation

Advancement to Candidacy

An application for advancement to candidacy is submitted when the student has completed most of the course work and is completing the thesis. Application is made through the Graduate Coordinator and must be done before the student can complete the thesis. This application will list the student's program of courses and other requirements which must be completed for the degree.

A minimum of 15 resident units

Classified Standing

Maintained a minimum grade point average of 3.0 and received a grade of C+ or better in all courses taken in the graduate program with no grade lower than a "C" in the degree program

Submission of an approved Thesis Research Proposal

It is used for the degree check after the student has submitted an Application for Graduation form to the Office of the Registrar.

Thesis Defense

An oral defense of the thesis, in the form of a public seminar to which the faculty, students and the public are invited to attend will be scheduled through consultation with the student, advisor and Graduate Coordinator. The thesis defense must be scheduled in the same semester as the student is graduating and should be scheduled as soon as the thesis is approved by the Graduate Committee.

Thesis Submission to the Department

A bound copy of the thesis is to be submitted to the Library. In addition, many thesis advisors also require a bound copy, and students also may wish to have their own bound copy. Therefore, students may wish to have up to 3 copies bound.

Commencement Participation Form

Degree candidates wishing to participate in the Commencement Exercises must file the Commencement Participation Form no later than April 15. If the deadline date should fall on a weekend or holiday, the deadline will be by 5:00 p.m. on the previous working day.