Welcome to the online Neuroscience graduate certificate program in the Department of Neuroscience. We have created this handbook to aid you as you progress through our program. It should be noted that this handbook does not include ALL University Graduate School or College of Medicine policies but references those that are most pertinent to the students in our program. Whenever possible we have included relevant web addresses for you to examine.

Important links you should familiarize yourself with are:

- UF Graduate School: [http://graduateschool.ufl.edu/](http://graduateschool.ufl.edu/)
- Graduate School Calendar: [http://graduateschool.ufl.edu/graduate-school-calendar/](http://graduateschool.ufl.edu/graduate-school-calendar/)
- ONE.UF: [https://one.ufl.edu/](https://one.ufl.edu/)
- University Registrar: [https://registrar.ufl.edu/](https://registrar.ufl.edu/)
- UF Computing Help Desk: [https://helpdesk.ufl.edu/](https://helpdesk.ufl.edu/)

**Mission Statement**

**Online Biomedical Neuroscience Certificate**

**MISSION STATEMENT**

The field of neuroscience is a rapidly changing area that has a large impact on several fields of medicine including public health, public policy, and sports medicine, as well as on the military and the pharmaceutical industry. The last decade has witnessed a dramatic increase in our understanding of normal brain function across the lifespan and how brain function is altered by aging and neurodegenerative disease. Diseases normally associated with the aging population are becoming more common and include Alzheimer’s disease, Parkinson’s disease, stroke, diabetic neuropathy and brain tumors. Moreover, research efforts are revealing that many of the major public health problems of our society, including obesity and addictive behaviors, are intimately associated with neural systems.

The Graduate Biomedical Neuroscience Certificate is designed to provide postgraduate students and working professionals, whose professions are impacted by the field of neuroscience, with an understanding of normal brain function and the clinical expression and underlying pathogenesis of common neurological disorders. The certificate is based on successful completion of five courses covering topics that will provide students with the tools required to understand the most common nervous system-related issues facing our society today.
# Table of Contents

- Program Office Contacts ............................................................................................................................... 1
- Faculty Mentors ............................................................................................................................................ 1
- Program of Study .......................................................................................................................................... 1
- Communication ............................................................................................................................................. 4
- Registration ................................................................................................................................................... 4
- Grade Requirements ...................................................................................................................................... 4
- GPA Requirement ......................................................................................................................................... 4
- Transfer of Credit .......................................................................................................................................... 5
- Graduation Requirements ............................................................................................................................. 5
- Repeating Coursework .................................................................................................................................. 5
- Course Delivery ............................................................................................................................................ 5
  - Lockdown Browser ................................................................................................................................... 6
  - Honorlock ................................................................................................................................................. 6
- Computing Requirements ............................................................................................................................. 6
  - Minimum System Requirements .............................................................................................................. 6
- Academic Honesty ........................................................................................................................................ 7
- Students Requiring Accommodations ......................................................................................................... 7
- Graduate School Grievance Procedures ....................................................................................................... 7
Program Office Contacts

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Faculty Mentors

**Jeremy Flint, Ph.D.**
Assistant Scientist, Department of Neuroscience and Co-Director of MSc and certificate programs in Biomedical Neuroscience. Instructor for Fundamentals of Neuroscience (GMS6007), Comprehensive Neuroscience Capstone Project (GMS6910), and New Developments in Neuroscience (GMS6970).

**Ronald Mandel, Ph.D.**
Professor, Department of Neuroscience, course director and lecturer for Molecular Pathobiology of Neural Disease (GMS6750) and for Functional Human Neuroanatomy (GMS6705) and co-director and lecturer for Neurobiology of Behavioral Disorders (GMS6713).

**Nick Musselwhite, Ph.D.**
Lecturer, Department of Neuroscience. Instructor for Fundamentals of Neuroscience (GMS6007), Comprehensive Neuroscience Capstone Project (GMS6910), and for Functional Human Neuroanatomy (GMS6705).

**Matthew Sarkisian, Ph.D.**
Associate Professor, Department of Neuroscience, lecturer and course director for Organization and Development of the Nervous System (GMS6021) and Disorders of the Developing Nervous System (GMS6073).
Program of Study

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GMS 6007</td>
<td>Fundamentals of Neuroscience</td>
<td>3</td>
</tr>
<tr>
<td>GMS 6705</td>
<td>Functional Human Neuroanatomy (prereq GMS 6007)</td>
<td>4</td>
</tr>
<tr>
<td>GMS 7795</td>
<td>Homeostasis and the Brain</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Track 1 Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS 6021</td>
<td>Organization &amp; Development of the Nervous System (prereq GMS 6007)</td>
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</table>

<table>
<thead>
<tr>
<th>Track 2 Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS 6750</td>
<td>Molecular Pathobiology of Neural Disease (prereq GMS6705)</td>
<td>1</td>
</tr>
<tr>
<td>GMS 7795</td>
<td>Nobel Prizes in Neuroscience</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits for Neuroscience Certificate** 12

- Fundamentals of Neuroscience should be completed during the first semester of enrollment. and is a prerequisite to all other coursework. **A grade of B or better must be earned in GMS 6007 to continue in the program.**
- Functional Human Neuroanatomy should be completed before Molecular Pathobiology of Molecular Disease.
- The sample schedules below are a recommendation and not the schedule all students must follow. It is recommended that students register for no more than two courses each semester. In cases where a student believes they are capable of a larger course load, permission may be granted to do so in the second semester and beyond if all prerequisites have been met.
### Sample Schedule

<table>
<thead>
<tr>
<th>Fall Start</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yr 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMS 6007 Fundamentals of Neuroscience (3)</td>
<td>GMS 6705 Functional Human Neuroanatomy (4)</td>
<td>Track 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS 6750 Molecular Pathobiology of Neural Disease (1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GMS 7795 Nobel Prizes in Neuroscience (1)</td>
</tr>
<tr>
<td><strong>Yr 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMS 7795 Homeostasis and the Brain (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Track 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMS 6021 Organization &amp; Development (2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Communication

All students will need to set up a Gatorlink account when joining the University of Florida. Your Gatorlink username and password will give you access to services at the University, such as email, ONE.UF, computers in Academic Technology labs, library services, etc. You should check your Gatorlink email account often as program staff may contact you regarding your academic record this way. Personal emails (Gmail, Hotmail, Yahoo, etc.) should not be used for University business and your Gatorlink email should not be forwarded to a personal email account.

It is important to stay in contact with the program staff and your course instructors. All students will be made members of a Canvas course shell that will contain information about the program, how to register, program announcements, etc. You may also use this canvas portal to message the Program Director or Academic Coordinator if needed.

Registration

Each semester students will complete a course registration survey in Canvas to notify staff of the course(s) they wish to take the following semester. Seats in the course(s) you choose are guaranteed. If you have questions about which courses you should take or whether you should take more than one to two course(s) in a semester, contact the program office as soon as possible.

Students must log into ONE.UF with your Gatorlink username and password each semester to check for registration holds. Program staff cannot register students if there are holds on the account. Some of the most common holds include updating emergency contact information, completing registration preparation, and financial holds for a past due debt. If you are unable to remove a hold yourself, make sure to reach out to the program office as soon as possible.

Most of the required courses are only offered in the Fall and Spring semesters. GMS 6705 Functional Human Neuroanatomy is only offered in the Spring semester. GMS 6750 Molecular Pathobiology of Neural Disease is only offered in the Summer semester.

Registration deadlines for each semester are posted on the website of the University Registrar. Changes to your registration after the posted drop/add deadline may result in late registration fees.

Grade Requirements

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations.

GPA Requirement

The Graduate School defines unsatisfactory progress in graduate degree programs as failure to maintain a B average (3.00) in all coursework attempted. The Department of Neuroscience also applies this academic standard in evaluating graduate student performance in the Online Biomedical Neuroscience Certificate program.

All Online Biomedical Neuroscience Certificate students must achieve a final cumulative GPA of 3.00 or higher to earn the Certificate. Each student is expected to consult with the program office and instructors to discuss their performance in their coursework and the trajectory of their performance in view of the goal of successfully completing the program.
Student’s whose semester GPA falls below 3.00 will be notified by the program office to discuss the student’s performance in the program and will provide fact-based counsel to the student with regard to the likelihood that the student will be able to successfully meet the cumulative GPA requirement to earn the certificate.

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory (e.g., multiple course grades below a B) or if the program staff determine that it is not possible for the student to earn a cumulative GPA of 3.00 or higher upon completing the required program coursework.

**Transfer of Credit**

Students who successfully complete the graduate Certificate in Biomedical Neuroscience will be able to transfer credits for all courses completed with a B or better to the UF Biomedical Neuroscience MSc program. Course credits from other UF online certificate programs will be considered for transfer on a case-by-case basis. The decision to allow transfer of course credit from these programs will primarily depend on whether the course is clearly relevant to neuroscience.

No courses outside the listed Program of Study can count towards completion of the Certificate.

**Graduation Requirements**

All students are required to submit a degree application by the published deadline in the term in which they expect to complete the Certificate. Applications must be submitted via ONE.UF.

If the initial degree application deadline is missed, graduate students have until the published midpoint deadline of the term for Fall and Spring to apply late for a degree. Contact the Program Office for help with this. Graduate students who do not apply by the midpoint of the term must apply to graduate the following term.

For summer, there is no late degree application process. If you miss the degree application deadline in ONE.UF, you must apply to graduate the following term.

**Repeating Coursework**

Permission to ADD/DROP (one course) or WITHDRAW (all courses) once you have registered for semester classes must be obtained from the Program Academic Coordinator and the Program Director. With few exceptions, the policy of the Biomedical Neuroscience Certificate Program is that program courses cannot be retaken. Thus, it is very important for students to put in their best efforts when enrolled in program courses.

Grades from both the initial and repeated course will be counted towards the GPA. Credit is awarded for only the passing grade. You must earn a B or better to remain in the program. If on probation, the required grade for the course repeat may be higher in order to raise your GPA to 3.0.

**Course Delivery**

All courses in our program are taught online and asynchronously through Canvas. All courses have assignments that are due at specific times during the semester. Times are based on Eastern Standard time. Students requesting a Zoom conference will meet with instructors synchronously.
Lockdown Browser

Our program will require the use of the Respondus LockDown Browser for all course quizzes and exams. This application provides another level of security for online testing. The LockDown Browser disables all functions of the student’s computer other than the test being taken so students cannot copy/paste, search the internet, or access any documents on their computer while using LockDown Browser.

It is recommended to download and install LockDown browser upon starting the program. If students do not have installed on their computers, they will be prompted to download and install when accessing a test.

If you encounter problems with LockDown Browser, the Windows and Mac versions of LockDown Browser have a “Help Center” button located on the toolbar. Use the “System & Network Check” to troubleshoot issues.

If you are still unable to resolve a technical issue with LockDown Browser, you can Submit a Ticket. Provide detailed information about your problem and what steps you have taken trying to resolve it.

Honorlock

Honorlock is an online student authentication and proctoring service which utilizes artificial intelligence with your webcam and screen to proctor online assessments in Canvas. Honorlock is fully browser-based. In order to access Honorlock, students will need to download the Honorlock extension. The Chrome Browser is required to use Honorlock. For additional assistance with downloading the Honorlock extension, please refer to the Honorlock - Student Guide. Should you need any support in using Honorlock, please visit the following page and use the Live Chat Option: https://honorlock.com/support/. Live Chat is the quickest way to reach Honorlock Support. 24/7 Proctoring support services will also be available to you during your exam should you need assistance during your test. You may also reach Honorlock’s support team at Support@Honorlock.com or by calling +1 (844) 243-2500.

Computing Requirements

Access to and on-going use of a computer is required for all students. The University of Florida expects each student entering a UF Online program to acquire appropriate computer hardware and software. Competency in the basic use of a computer is required. Course work will require use of a computer and a broadband/high-speed connection to the internet. A hard-wired ethernet connection to the internet is preferable to wireless as Wi-Fi is often not stable enough to support a reliable connection while taking quizzes or exams. Academic advising, registration, official university correspondence, and other services require access through the Internet. UF does not recommend students rely on tablet devices, mobile phones, or Chromebook devices as their primary computer.

By participating in this program, you agree that course assignments cannot be excused or submitted late due to your computer not meeting the minimum system requirements below.

Minimum System Requirements

<table>
<thead>
<tr>
<th>Suggested Windows Hardware Configuration:</th>
<th>Suggested Macintosh Hardware Configuration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 10 Professional or Education</td>
<td>OS X 10.13 (High Sierra) or newer</td>
</tr>
<tr>
<td>Intel i5 7th Gen or better processor</td>
<td>Intel i5 7th Gen or better processor</td>
</tr>
<tr>
<td>8GB RAM or better memory</td>
<td>8GB RAM or better memory</td>
</tr>
<tr>
<td>256GB Solid State Drive or bigger</td>
<td>256GB Solid State Drive or bigger</td>
</tr>
<tr>
<td>Camera, microphone, and speakers</td>
<td>Camera, microphone, and speakers</td>
</tr>
<tr>
<td>Intel Dual-Band Wireless-AC</td>
<td>Dual-Band Wireless-AC</td>
</tr>
</tbody>
</table>
TPM (Trusted Platform Module) for encryption
Anti-Virus/Malware Software (AVG, Avast)

Anti-Virus/Malware Software (Microsoft Windows Defender Security Center, AVG, Trend, TotalAV)

**Academic Honesty**

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code ([https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with your class instructor.

**Students Requiring Accommodations**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](https://www.dso.ufl.edu/services/disability-resource-center). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

**Graduate School Grievance Procedures**

The following section is reprinted from the [Graduate Student Handbook](https://www.gradschool.ufl.edu/policies/regulations/grievance) (Grievance Procedure for Academic Problems).

The University of Florida is committed to a policy of treating all members of the university community fairly in regard to their personal and professional concerns. A formal grievance procedure exists to ensure each graduate student is given adequate opportunity to bring complaints and problems of an academic nature, exclusive of grades, to the attention of the University administration with the assurance each concern be given fair consideration.

Individual academic units, departments, or colleges may have more detailed grievance procedures. The student should check with their program’s graduate coordinator for information about individual unit grievance procedures.

A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust or inequitable or creates an unnecessary hardship. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. The University has various mechanisms available for handling these problems when they arise. In general, it is desirable to settle concerns in an informal fashion rather than initiating a formal grievance. Communication is a key element. As soon as an issue arises, the student should speak with either the supervisory committee chair or the departmental graduate coordinator. If neither of these individuals is available or if they are part of the circumstance of concern, the department chair is the next alternative.

**Grievance Procedure**

**Step 1.** Oral discussion between the graduate student and the person(s) alleged to have caused the grievance is strongly encouraged. The discussion should be held as soon as the student first becomes aware of the act or
condition that is the basis of the grievance. The student may wish to present their grievance in writing to the person(s) alleged to have caused the grievance.

The person alleged to have caused the grievance must respond to the student either orally or in writing.

**Step 2.** If the student considers the response to the discussion and/or written document from Step 1 to be unsatisfactory and feels that the grievance still exists, the grievance should be brought in writing, with all supporting documentation, to the department chair or a designated representative of the department.

The department chair or designated representative of the department must respond to the student's grievance in writing in a timely fashion.

**Step 3.** If the grievance is still considered to be unresolved, the student may then file the grievance in writing with the dean of the college, who shall investigate the matter and respond to the student in writing within a reasonable timeframe.

**Step 4.** The right of appeal in writing to the Ombudsman for graduate and professional students, as the authorized representative of the President of the University, shall be the final appeal but only after the above steps 1–3 have been exhausted. The Office of the Ombudsman is located in 31 Tigert Hall, 392-1308 and their website is [http://www.ombuds.ufl.edu](http://www.ombuds.ufl.edu).

**Other Grievance Resources:** Most employment-related grievances are covered by the Collective Bargaining Agreement, Article 22, between the Florida Board of Education of the State University System and Graduate Assistants United. Students with employment-related concerns should contact the GAU office at 392-0274, or Human Resource Services at 352-392-2477.

Allegations of research misconduct should be brought to the attention of the administrative officer (e.g., department chair, dean) to whom the accused party reports. Students may wish to seek advice from the Director of the Division of Research Compliance & Global Support, 219 Grinter, 392-1582, before making a formal complaint.

Graduate students who have complaints or problems with other aspects of university life should consult the Dean of Students Office in 202 Peabody Hall, 392-1261 for the appropriate grievance procedure.