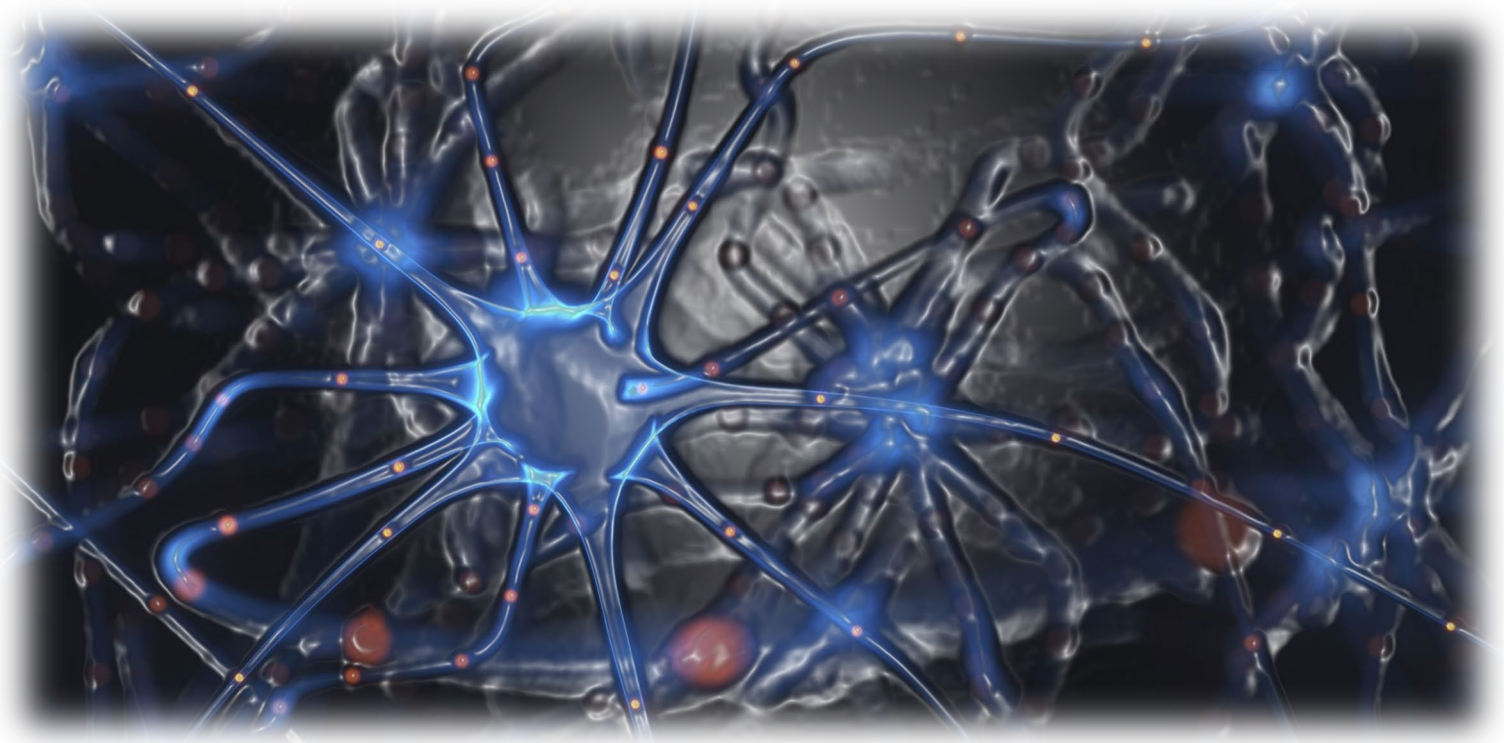# Online MS in Biomedical Neuroscience Student Handbook

University of Florida
College of Medicine
Department of Neuroscience
revised December 2023

Welcome to the online Master's in Biomedical Neuroscience 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. It is important that you review the UF Graduate School Handbook. All students should familiarize themselves with this handbook, as well as with the University of Florida and Graduate School policies.

Important links you should familiarize yourself with are:

UF Graduate School	http://graduateschool.ufl.edu/
UF Graduate School Catalog	http://gradcatalog.ufl.edu/
UF Graduate Student Handbook	http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf
Graduate School Calendar	http://graduateschool.ufl.edu/graduate-school-calendar/
ONE.UF	https://one.ufl.edu/
University Registrar	https://registrar.ufl.edu/
UF Computing Help Desk	https://helpdesk.ufl.edu/

Mission and Vision Statements

Online Biomedical Neuroscience Master's

MISSION STATEMENT

The rapidly evolving field of Neuroscience 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 goal of the online Biomedical Neuroscience Master's concentration is to provide students with strong foundational knowledge of normal human brain function across the lifespan and of the functional and pathological changes that accompany neurodegenerative diseases, aging, affective disorders, and addictive behaviors. In addition, our program offers students several opportunities within the various courses to hone their professional communication skills: skills that are critical to success in Neuroscience careers. Armed with this knowledge and these skills, graduates of our program will be well-positioned to successfully gain admission to advanced training programs in health-related professional schools and to contribute to the exciting pursuit of solutions to many of society's pressing medical and social issues impacted by neuroscience in the following professional environments:

- Medical Industry
- Education
- Science Writing
- Consulting
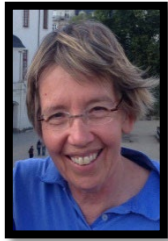- Government Science Advocacy
- Health Care
- Law Firms

VISION STATEMENT

The Biomedical Neuroscience Masters concentration represents one a growing number of high-quality online degree programs offered by the University of Florida, which is a member of the Association of American Universities and is accredited by the Southern Association of Colleges and Schools. Our program is specifically designed for persons currently employed in healthcare occupations who seek to advance in their careers or post-baccalaureate students who wish to pursue advanced degrees in health-related fields. The courses in our program are all taught by UF Professors who are experts in the subjects covered in their courses, have been recognized by UF for teaching excellence, and who routinely offer extensive one-on-one assistance to students. We pride ourselves on offering the highest quality online program available today and continue to improve our program to meet the needs of our evolving student population.

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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

Course	Title	Credits
*GMS 6007	Fundamentals of Neuroscience	3
*GMS 7795	Neuroscience Professional Survival Skills	3
*GMS 6705	Functional Human Neuroanatomy (prereq GMS 6007)	4
*GMS 6021	Organization & Development of the Nervous System (prereq GMS 6007)	2
*GMS 6790	New Developments in Neuroscience	2
GMS 6713	Neurobiology of Behavioral Disorders (prereq GMS 6007, suggested 6705)	3
GMS 7795	Homeostasis and the Brain	3
GMS 6073	Disorders of the Developing Nervous System (prereq GMS 6021)	1
GMS 7795	Nobel Prizes in Neuroscience	1
GMS 6750	Molecular Pathobiology of Neural Disease (prereq GMS 6705)	1
GMS 7795	Neuroimaging	1
GMS 7795	Pain	1
GMS 7795	Aging and the Brain	3
GMS 7795	Learning and Memory I	2
GMS 7795	Learning and Memory II	2
*GMS 6910	Comprehensive Neuroscience Capstone Project	4
	Total Credits needed for Neuroscience MS	**30**

*Required

- GMS 6007 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.**

- GMS 6910 Capstone Project is offered only in the Fall and Spring semesters and should be taken one year after entry into the program. Students planning to graduate in the summer will be able to register for GMS 6910 if needed to meet graduation credit requirements to defend the project. The full course is not offered in the summer.

- GMS 6705 Functional Human Neuroanatomy should be completed in the second semester of enrollment.

- The sample schedules below is 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. The sample schedule is designed for students to complete the program in two years. It is perfectly acceptable to take fewer courses and extend enrollment to a third year or more.

Sample Schedules

	Fall	Spring	Summer
Yr 1	GMS 6007 Fundamentals of Neuroscience (3) GMS 6790 New Developments in Neuroscience (2) **5**	GMS 6705 Functional Human Neuroanatomy (4) GMS 7795 Neuroscience Professional Survival Skills (3) **7**	Electives **2-3**
Yr 2	GMS 6021 Organization and Development of the Nervous System (2) GMS 6910 Capstone Project Course (2) Elective(s) **6-7**	GMS 6910 Capstone Project Course (2) Elective(s) **7-8**	Elective(s) **2-3**

	Fall	Spring	Summer
Yr 1	GMS 6007 Fundamentals of Neuroscience (3) GMS 6790 New Developments in Neuroscience (2) **6**	GMS 6705 Functional Human Neuroanatomy (4) GMS 7795 Neuroscience Professional Survival Skills (3) **6**	Elective(s) **2-3**
Yr 2	GMS 6910 Capstone Project Course (2) Elective(s) **5-8**	GMS 6910 Capstone Project Course (2) Elective(s) **5-8**	Elective(s) **2-3**
Yr 3	GMS 6021 Organization and Development of the Nervous System (2) Elective and/or Capstone **3-5**		

Capstone Project

The capstone project is an educational journal that will be divided into **TWO** chapters - one chapter for GMS6007 that is required and one chapter for an additional course that you choose to highlight in your project. The content of each chapter will highlight a featured article that you will select from an article database that we have created. The articles in the database for a specific course have been selected by the instructors for the course and are related to the content taught in the course.

You will work on creating materials and building your capstone project throughout your tenure in the MSc program. Students should register for the GMS 6910 capstone course one year after entry into the program. The course will give students access to faculty who will help with the development of the chapter which is required to pass the course.

You will create your Capstone using VoiceThread. Your supervisory committee will be available to you to review your progress in the development of your project and will answer any questions you have as you work on your project. The supervisory committee will be responsible for making the final decision about the quality of your project.

Students must submit 2 finalized (not drafted, but instructor-approved and ready for scientific review) capstone chapters at the end of the semester PRIOR to the semester they intend to graduate before they will be eligible to initiate the paperwork indicating their intention to graduate. Defense of the Capstone Project will occur in the final semester.

Academic Supervisory Committee

All graduate students within the Biomedical Neuroscience master's program must select an academic supervisory committee consisting of the program director, the program co-director and one of the teaching faculty.

During your first semester in our program, you are required to identify a program faculty member you would like to serve as the third member of your supervisory committee. While you are a student in our program, the supervisory committee will advise you about your academic performance and will monitor and evaluate your progress toward completion of the capstone project.

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 will 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, the capstone project, how to register, program announcements, etc. You may also use this canvas portal to message the Program Directors or Academic Coordinator if needed. Response time is typically fastest for correspondence sent via Canvas. Student questions posted to comment sections of assignments or discussion boards rather than sent by direct email can be easily overlooked, so these are not effective methods by which to communicate with instructors.

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), contact the program office as soon as possible. Students cannot register themselves and will always be registered by program staff

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.

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.

Financial Aid

The Department of Neuroscience does not provide financial assistance to Online Program students at this time. Many students are able to obtain financial assistance from their current employer and are eligible for private and federal loans. Students seeking federal student loans must complete their Free Application for Federal Student Aid (FAFSA) as early as possible.

- Federal loans are dependent on the number of credits taken each semester.

    o Part-time registration for financial aid is 5 credits fall/spring, 4 credits summer.

    o To be considered full-time, graduate students must register for 9 credits in the Fall and Spring and 6 credits in the summer.

    o To be considered part-time, but not eligible for most financial aid, students must take 3 credits fall/spring, 2 credits summer.

You can get more information from the Office of Student Financial and Scholarships

Grade Requirements

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. The important thing to remember is that course grades below a B must be offset by courses of equal credit value in which you earn grades of B+ or better. Your cumulative grade point average must be 3.00 or above to graduate. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average. **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 MSc program.

All Online Biomedical Neuroscience MSc students must achieve a final cumulative GPA of 3.00 or higher to earn the MSc degree. At end of each semester, students whose cumulative GPA has fallen below 3.0 will be placed on academic probation and informed of the course grades they will need to earn in the subsequent semester to raise their GPA to 3.00 or higher. If the GPA is not increased to 3.0 at the end of the next semester of registration, the student will be asked to leave the program.

Each student is expected to consult with their academic advisory committee that is established after the first semester of study to discuss their performance in their coursework and the trajectory of their performance in view of the goal of successfully completing the program.

Students whose semester GPA falls below 3.00 will be notified by the program office and will be encouraged to meet with their advisory committee. The committee will 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 complete the program.

Transfer of Credit

Students who have successfully completed the graduate Certificate in Biomedical Neuroscience program will be able to transfer credits for all courses they completed in that program 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.

Graduation Requirements

Students must take a minimum of 3 credits in the Fall/Spring or 2 credits in the Summer, the semester they intend to graduate.

All students are required to submit a degree application by the published deadline in the term in which they expect to graduate. 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 register and 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 register and 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 MSc 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. It is recommended that students try to complete assignments well before the posted deadline to avoid computer or internet disruptions. Instructors can see what time an assignment was accessed. Missing a submission deadline because an assignment was submitted too close to the submission deadline is not be a valid reason to request an assignment deadline extension.

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 LockDown Browser 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, contact the UF Help Desk at (352)392-4357).

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. **Currently, this system is only used for UF Graduate students taking a course in the online Neuroscience program.** 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.

Technology 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

Suggested Windows Hardware Configuration:	Suggested Macintosh Hardware Configuration:
Windows 10 Professional or Education	OS X 10.13 (High Sierra) or newer
Intel i5 7th Gen or better processor	Intel i5 7th Gen or better processor
8GB RAM or better memory	8GB RAM or better memory
256GB Solid State Drive or bigger	256GB Solid State Drive or bigger
Camera, microphone, and speakers	Camera, microphone, and speakers
Intel Dual-Band Wireless-AC	Dual-Band Wireless-AC
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/) 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. 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 (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.

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.