Graduate Student Handbook

Neuroscience Program

Michigan State University

Originally Prepared by:
Peter Cobbett, Ph.D. – Pharmacology Department
Juli Wade, Ph.D. – Psychology/Zoology Department
Michael Grotewiel, Ph.D. – Zoology Department
Steven Heidemann, Ph.D. – Physiology Department

Revised Fall 2009 by:
David Kreulen, Ph.D. – Graduate Affairs Committee Chair
Adriana Feldpausch – Neuroscience Program Graduate Secretary

Revised Fall 2013 by:
James Galligan, Ph.D. – Neuroscience Program Director
Casey Henley, Ph.D. – Neuroscience Program
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I. Requirements & Expectations for Students Pursuing the Ph.D. Degree in Neuroscience  
A. NSP Degree Requirements/Program of Study

### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Coursework</th>
<th>Research</th>
<th>Other Required Activities</th>
</tr>
</thead>
</table>
| **Fall** | NEU 827 – Excitable Cells (4cr)  
PHM 806 – Neuroscience Methods (3cr)  
PHM 830 (3cr) or PSY 815 (3cr)\(^1\) | NEU 890 – Rotation #1 (2cr) | NSP Thursday Seminar  
Research Forum (do not enroll; attend required sessions)  
Begin attending “Responsible Conduct of Research” and “Conflict Resolutions” workshops\(^2\) |
| **Spring** | NEU 839 – Systems Neuroscience (4cr) | NEU 890 – Rotation #2 (2cr) | NSP Thursday Seminar  
Research Forum (do not enroll; attend required sessions) |
| **Summer** | | Pre-Dissertation Research | Choose dissertation advisor and lab  
Form PhD guidance committee |

### Year 2

<table>
<thead>
<tr>
<th>Semester</th>
<th>Coursework</th>
<th>Research</th>
<th>Other Required Activities</th>
</tr>
</thead>
</table>
| **Fall** | NEU 804 – Molecular and Developmental Neurobiology (3cr)  
NEU 800 – Research Forum (1cr)  
Statistics (if not taken in year 1) | Pre-Dissertation Research | NSP Thursday Seminar  
Research Forum (enroll and attend required sessions) |
| **Spring** | PSY 811 – Behavioral Neuroscience (3cr) | Pre-Dissertation Research | NSP Thursday Seminar  
Research Forum (enroll and attend required sessions) |
| **Summer** | | Pre-Dissertation Research | Comprehensive Exam: Standardized Portion  
Meet with PhD committee |

### Year 3

<table>
<thead>
<tr>
<th>Semester</th>
<th>Coursework</th>
<th>Research</th>
<th>Other Required Activities</th>
</tr>
</thead>
</table>
| **Fall** | NEU 800 – Research Forum (1cr)  
Advanced Elective (encouraged) | NEU 999 – Dissertation Research\(^3\) | NSP Thursday Seminar  
Dissertation proposal seminar and defense |
| **Spring** | NEU 800 – Research Forum (1cr) | NEU 999 – Dissertation Research | NSP Thursday Seminar  
Dissertation proposal seminar and defense (if not done in Fall) |
| **Summer** | | NEU 999 – Dissertation Research | Meet with PhD committee |
Year 4

<table>
<thead>
<tr>
<th>Semester</th>
<th>Coursework</th>
<th>Research</th>
<th>Other Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>NEU 800 – Research Forum (1cr)</td>
<td>NEU 999 – Dissertation Research</td>
<td>NSP Thursday Seminar</td>
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<tr>
<td>Spring</td>
<td>NEU 800 – Research Forum (1cr)</td>
<td>NEU 999 – Dissertation Research</td>
<td>NSP Thursday Seminar</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td>NEU 999 – Dissertation Research</td>
<td>Meet with PhD committee</td>
</tr>
</tbody>
</table>

Year 5

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<tr>
<th>Coursework</th>
<th>Research</th>
<th>Other Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Seminar (encouraged)</td>
<td>NEU 999 – Dissertation Research</td>
<td>NSP Thursday Seminar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dissertation seminar and defense</td>
</tr>
</tbody>
</table>

1 Students must take one semester of statistics during any semester of the first two academic years. Either PHM 830 or PSY 815 fulfill this requirement and are offered annually in the fall (PHM 830 also in the summer).

2 The Neuroscience Program requires students to complete "Responsible Conduct of Research" and "Conflict Resolution" workshops sponsored by the Graduate School.

3 MSU requires a minimum of 24 credit hours of NEU 999 (Dissertation Research) to earn a PhD. Students can enroll in NEU 999 at any time once a dissertation lab has been chosen. Most students enroll in NEU 999 upon successful completion of the Comprehensive Exam, typically at the end of year two.

B. Global Expectations

There are many requirements for the successful completion of a Ph.D. degree in Neuroscience. Ph.D. students must enroll in all of the required courses listed below and perhaps other courses chosen in conjunction with their dissertation committee. To continue in good standing as a degree candidate in the Neuroscience Program, each student must maintain a cumulative grade point average (GPA) of 3.00. Students must achieve a grade of not less than 2.0 to earn course credit. In parallel with these courses, students will complete two laboratory rotations during the first year and should choose a dissertation laboratory at the completion of the second rotation. Neuroscience graduate students are expected to attend the weekly Neuroscience Seminar series and Research Forum. Students must gain teaching experience by serving as a course assistant or course instructor for at least one semester, preferably in their second year. To be a successful graduate student, students must also vigorously read, understand, and have a working command of the relevant research literature. Under the guidance of their dissertation advisor, students are expected to conduct experiments at the highest scholarly level, which will lead to high quality publications in peer-reviewed journals and ultimately the completion of the dissertation. It is our hope that each student
will earn the Ph.D. in approximately 5 years. Failure to meet program, college and university deadlines or to complete the PhD degree in a timely fashion will remove the student from "in good standing" status and jeopardize funding.

Students should expect a gradual shift in responsibility during their training. In the early months, the student's primary focus will be on excelling in his/her course work and laboratory rotations. The student will then transition to spending the vast majority of his/her time conducting experiments in the laboratory while still maintaining his/her participation in other Neuroscience Program training activities. Graduate school in the Neurosciences is a serious, full time commitment. Students should anticipate studying intensely for their courses and working very diligently in the laboratory, generally at the same time. All of the faculty members in the Neuroscience Program have very high expectations of the graduate students, and students should be prepared to energetically pursue every aspect of their training. In contrast to undergraduate education, training for the Ph.D. degree requires you to be an extremely active participant in your education. You must be sharply focused during your graduate school years to earn the Ph.D. degree. The Guidelines for Graduate Student Advising and Mentoring Relationships (http://grad.msu.edu/publications/docs/studentadvising.pdf) outline the responsibilities of the Neuroscience Program, Faculty Advisor, Guidance Committee, and graduate student in graduate education and research training.

There are many career options available to the graduates of our Ph.D. program and the Neuroscience Program strives to prepare our students for the range of careers available to them. However, the Ph.D. degree is a research degree and success as a Ph.D. student is measured in large part on research productivity. A tangible measure of research productivity is the number of peer reviewed publications produced during a student’s dissertation project. It is expected that our graduates will produce a body of work that would yield a minimum of 3 peer-reviewed publications. This is an expectation not a requirement as it is recognized that are many factors guiding decisions about data publication. These decisions are made based on discussions between students and their mentors and publication strategies should be determined on an individual basis.

C. Laboratory Rotations
Except under extraordinary circumstances and with prior approval of the Director, all students must complete at least two laboratory rotations. Students and the rotation mentor will be provided with a pre-rotation list of expectations for student and mentor contributions to the success of the rotation. Students and mentors will discuss expectations at the start of the laboratory rotation and both parties will sign-off on these mutually agreed upon expectations. Faculty members supervising student rotations will provide the director with a written evaluation (sample in Appendix O) and numerical grade for each individual by the end of finals week each semester. Students will also provide a written evaluation of the faculty mentor at the completion of the rotation. This evaluation will be confidential and will be made available only to the Program Director. Information in the evaluation can be used by the Program Director and/or the faculty members departmental Chair to provide constructive feedback in order to help the faculty member develop as an effective mentor.
D. Courses

a. Course Waiver Policy

Requests for waivers of any of the required courses must be submitted in writing to the Graduate Affairs Committee (GAC) using a form available in the program office (sample in Appendix A). Requests for course waivers are not made directly to the course instructor, but the instructor may provide the GAC with course information necessary to evaluate the request. The waiver request should include a well-articulated rationale for the request. The GAC may approve the request or not, or may offer an alternative. If waiver of the course is approved, the student does not receive credit hours for the course. Students receiving course waivers are still responsible for knowledge in that content area in the comprehensive examination.

b. Required Courses

**Pharmacology and Physiology of Excitable Cells**: PHM/PSL/ZOL/NEU 827, 4 credits
Basis for resting membrane potential, active properties of excitable cells, fundamentals of neurotransmission, cytoskeletal structure of neurons, glia and muscle, properties of specialized neurons such as sensory cells.

**Molecular and Developmental Neurobiology**: NEU 804, 3 credits
Structure and synthesis of DNA, RNA, and proteins, regulation of gene expression, transcription factors, methods in molecular biology, development, differentiation, and apoptosis of neurons, nerve regeneration, and neural plasticity.

**Systems Neuroscience**: ANT/PHM/PSL/NEU 839, 4 credits
Anatomy, pharmacology and physiology of multicellular neural systems including sensory, motor, autonomic and chemoregulatory systems in vertebrate nervous system.

**Advanced Behavioral Neuroscience**: NEU 811, 3 credits
Biological mechanisms involved in learning and memory, motivated behaviors, biological rhythms and psychopathologies.

**Methods in Neuroscience Laboratory**: NEU 806, 3 credits
This laboratory course is aimed at teaching strategies to be a successful independent researcher. Students perform several exercises at the bench, exposing them to some of the hallmark techniques in Neuroscience. Potential pitfalls of such techniques are discussed as examples for thinking critically about laboratory techniques. Students also gain experience in translating scientific reports into working protocols. Other exercises and discussions are intended to increase the student's awareness of their responsibilities as an independent researcher, covering such topics as laboratory safety, data management, and the use of animals in research. Students also gain experience in manuscript preparation, learning how to make publication-quality digital figures and writing effective figure captions.
Statistics: PHM 830, 3 credits -or- PSY 815, 4 credits
PHM 830 consists of practical application of statistical principles to the design of experiments and analysis of experimental data in pharmacology, toxicology, and related biomedical sciences.

Research Forum:
First year NSP predoctoral students DO NOT enroll in NEU 800 (Research Forum) during their first year in the Program, but attend Research Forum sessions in the Fall and Spring semesters that are appropriate for early stage trainees. At the beginning of each semester, students will be informed about which weeks they are expected to attend Forum.

Second year NSP predoctoral students and beyond MUST ENROLL in NEU 800 (Research Forum) every Fall and Spring semester until graduation, unless there are schedule conflicts. If this is the case, the student should notify Cheryl Sisk in writing before the semester in which there is a conflict, explaining the nature of the conflict (e.g., another course, experimental schedule). Research Forum activities are often targeted to students in specific stages of training, and attendance at every Forum meeting may not be expected of every student. At the beginning of each semester, students will be informed about which weeks they are expected to attend Forum. For an enrolled student to receive a passing grade, the student can miss no more than three of the meetings that he/she is expected to attend. All students must earn 4 credits of Research Forum in order to receive the Ph.D in Neuroscience.

Make sure to update periodically the Research Forum Requirement Form (sample in Appendix B) available in the Program Office.

Research: NEU 999, 24 credits total are required by MSU to earn a Ph.D.(3-6 per semester, usually) Dissertation Research

c. Other Neuroscience-Related Courses, Possible Electives
Vertebrate Neural Systems: NEU 885, 3 credits
Comparative analysis of major component systems of vertebrate brains. Evolution, ontogeny, structure and function in fish, amphibians, reptiles, and birds.

Synaptic Transmission: PHM 810, 3 credits
Specific neural diseases and the use of drugs as tools to probe disease mechanisms and treat disease states.

Developmental Psychobiology: PSY 809, 3 credits
Principles of neural development over the life span of organisms.
Neuropsychology: PSY 851, 4 credits
Research and theory in the neuropsychology of cognition, language, memory, emotion, motor skills and lateralization of function with an emphasis on human functions.

Principles of Drug-Tissue Interactions: PHM 819, 1-2 credits
General principles relevant to the interaction of chemicals with biological systems. Topics include pharmacokinetics and/or pharmacodynamics.

Advanced Topics in Neuroscience: NEU 992, 1-3 credits
Readings, presentations, and discussion of specialized topics in neuroscience.

E. Other Required Activities
a. Teaching Experience
In addition to research experience, teaching experience is an important training element that hones communication skills and prepares students for both the professoriate and non-academic career paths. One semester of mentored teaching experience must therefore be completed as part of the academic requirements for the PhD Degree. Normally, teaching experience will be gained in the second year. It will typically consist of working with a Neuroscience Program faculty member who teaches an undergraduate course in some area of neuroscience. This faculty member will mentor your teaching experience and will provide feedback on your performance. The goal of the teaching experience is to improve the student’s ability to communicate and explain neuroscience to those not as well-versed in the discipline. Students in the dual degree program in the college of Osteopathic Medicine (DO/PhD) or College of Human Medicine (MD/PhD) are exempt from the teaching experience requirement. Examples of teaching experience include, but are not limited to, 1) preparing and delivering two lectures in an undergraduate neuroscience course and constructing and grading exam questions on that material, 2) holding regular review sessions for students in this course. You will be contacted by the Program Director before the beginning of your second year about your teaching experience and which faculty member will serve as your supervisor. When students have completed their teaching requirement, they shall make sure that the Teaching Requirement Form has been updated and added to their file (sample in Appendix C). In addition to the mentored teaching experience, students may elect to participate in such things as SME 870 (Teaching of College Science). Students interested in enhancing their teaching skills and portfolio are encouraged to take advantage of Graduate School workshops (http://grad.msu.edu/workshops) including a teaching certificate program (http://grad.msu.edu/collegeteaching).

The Neuroscience Program has a limited number of Teaching Assistant (TA) positions available in the fall and spring semesters. These are university defined positions and require 20 hours per week of time and effort. Students receive their usual stipend, tuition and fee waiver and health insurance support. TAs contribute to teaching courses in the Neuroscience undergraduate curriculum. Students interested in this extensive teaching experience should discuss this opportunity with their mentor prior to making a commitment.
b. **NSP Seminar and Research Forum**

Attendance is mandatory for the duration of your Ph.D. program. Make sure to update periodically the Research Forum Requirement Form (sample in Appendix B) available in the Program Office.

c. **Student Invited Seminar Series**

During the fall term, 3-4 seminar dates will be reserved for a student initiated seminar series and other special student invited speakers. Students will have an opportunity to schedule these seminars prior to the call for seminar invitations distributed to the program at large. Students should contact the Graduate Secretary (Jim Stockmeyer, stockme1@msu.edu) between the first and third Mondays in June to schedule these seminars.

The Graduate Secretary will assist students with scheduling travel and accommodation logistics as well as coordinating the financial aspects of the seminar speaker’s visit. Students will be responsible for developing the seminar speakers visit itinerary. This would include arranging for meals, meetings with students and faculty and transportation around campus during the visit. In addition to meetings with program faculty, students are encouraged to arrange student-specific activities with the speaker that could include group discussions of career and professional development and other topics relevant to graduate education.

d. **Graduate School Workshops – Responsible Conduct of Research Series and Conflict Resolution Series**

NSP predoctoral students are required to attend 8 workshops offered by the Graduate School.

Seven workshops should be from the "Responsible Conduct of Research" series and one should be from the "Conflict Resolution" series. In order for students to be credited for these workshops by the Program, they must submit the following to the Graduate Secretary:

1. Obtain a certificate of attendance/completion for the Responsible Conduct of Research series from the Graduate School and submit it to the Graduate office. The student shall make sure that the Responsible Research Requirement Form has been updated and added to their file (available in the Graduate Office and sample in Appendix D).

2. Have speaker for Conflict Resolution workshop complete and sign the NSP form (sample in Appendix N) stating the graduate student’s attendance. Form must be obtained by NSP students prior to attending the Conflict Resolution workshop.

The current listing of Responsible Conduct Research workshops (http://grad.msu.edu/rcr/)

Information on the PREP program for graduate students’ professional development (http://grad.msu.edu/prep/)
e. **Annual Retreat**

The Neuroscience Program holds an annual retreat for faculty and students, which provides a wonderful opportunity to facilitate communication and collegiality among members of the program. The full-day retreat, typically held at an off-campus venue, allows students, faculty, and postdoctoral fellows to present oral or poster presentations about their research. All students are expected to give either an oral presentation or present a poster every year. The retreat is not only about updating each other and communicating about our research, but also includes a lunch buffet and late-afternoon social hour to enhance friendly interactions between students and faculty.

f. **Cross Campus Research Day**

The Neuroscience Program holds a cross campus (East Lansing – Grand Rapids) research day during the fall and spring semesters. The goal of this activity is to help maintain program cohesiveness, to share research accomplishments of students, postdocs and faculty and to facilitate research interactions and collaborations between students, postdocs and faculty in East Lansing and Grand Rapids. East Lansing hosts the event during the fall term and Grand Rapids hosts the event during the spring term. The event is focused on research presentations and discussions but the specific program for each event is determined by the faculty, postdocs and students hosting the event. The program is coordinated by student and postdoc cross-campus liaisons chosen by the students and postdocs.

g. **Individual Development Plan (IDP)**

At the end of the first year of the Ph.D. program, all students are required to prepare an IDP provided at this link: http://myidp.sciencecareers.org. The IDP provides students with self-assessment tools that are helpful in student professional development.

F. **The Comprehensive Exam**

The Comprehensive exam will consist of two components: 1) Standardized and 2) Specialized.

a. **Standardized Component of the Exam**

*Overview:* The standardized component of the comprehensive exam will consist of a take home written exam in which students are required to prepare answers to three questions. The questions will be designed to test the student's command of core neuroscience concepts, his/her ability to integrate information across levels of complexity, to generate plausible hypotheses and to design experiments to test these hypotheses. Three committees will each prepare one question requiring students to integrate information across the main content areas and levels of analyses: 1) molecular and developmental neuroscience, 2) cellular neuroscience, 3) systems neuroscience and 4) behavioral neuroscience. Each question will have a different emphasis, such as asking students to consider a current controversy in the area, a translational application or develop a NRSA-type research plan.
Format: Students will be required to answer three questions during the three-week period beginning one-week after the end of the spring term of the student's second year. Students will be given one question each week, with questions available to students at the start of each week (Sunday at 9 am). Students will be required to return their completed answers to the Comprehensive Exam Coordinator by the following Friday at 5 pm. Answers should be between 10 and 15 typed double-spaced pages in length, excluding references. Students can use class notes, textbooks, internet resources and the peer-reviewed literature to formulate their answers. However, students are expected to work independently when preparing their answers. Specifically, students are not to collaborate with other students, faculty, or colleagues in preparing their answers and are expected to strictly adhere to professional ethical standards that prohibit plagiarism. During the exam, students should direct any questions they might have about exam questions to the Comprehensive Exam Coordinator.

Grading: The four committees responsible for preparing the individual questions will grade the exams. The student's answers to each question will be distributed to the exam-writing committees the Monday after the deadline for completion of each question. One week after the last exam question is completed, students will be provided with a pass-fail grade and a written critique for each question. Grades will be based on the factual accuracy, completeness and clarity of the answers and a demonstrated ability to synthesize and integrate information. Students must receive a passing grade on all questions to pass the standardized component of the comprehensive exam and will have the opportunity to meet with the exam graders to discuss their answers.

Remediation: If a student fails one question, he/she will be permitted to remediate that question. The student can use the written critique provided by the grading committee to formulate a revised answer but is not permitted to consult committee members involved in the remediation. The student will have one week from the time they have received their graded questions and critiques to prepare a revised answer. If the student receives a passing grade on the remediated question then he/she has passed the standardized component of the comprehensive exam. If the student fails the remediation, then he/she must re-take that question category during the next offering of the standardized component of the comprehensive exam. A passing grade on the re-take means the student has passed the standardized component of the comprehensive exam. If the student does not pass the re-take then the student must leave the Ph.D. program.

If a student fails two or more questions, the student will be required to wait until the next scheduled offering of the standardized comprehensive exam before retaking the exam. If a student fails two or more questions on the re-take exam then the student must leave the Ph.D. program. If a student fails one question on the re-take exam then he/she will be allowed to remediate that question. If the student receives a passing grade on the remediated question then he/she has passed the standardized component of the comprehensive exam. If the student fails the remediated question on the re-take exam then the student must leave the Ph.D. program.
b. Specialized Component of the Exam

Students will develop a dissertation research plan in consultation with their research advisor and guidance committee. A written dissertation proposal will be prepared in the format of the research plan portion of a National Research Service Award application; this format may be expanded or modified as requested by the student's dissertation guidance committee. Once the guidance committee has reached consensus on the research plan and dissertation proposal, the student will take the specialized component of the comprehensive exam, which will be an oral exam based on, but not limited to, the student’s defense of the written proposal. **Students must complete the specialized component of the comprehensive exam within 1 year of passing the standardized component of the comprehensive exam. Failure to do so without good reason will make the student ineligible to receive Neuroscience Program funding for travel to scientific conferences until the student has passed the specialized component.** Under extenuating circumstances, a student can petition the Graduate Affairs Committee for a 6 month extension of this deadline. The Neuroscience Graduate Program Secretary will provide a reminder to students and their mentors about this deadline immediately after the student has passed the standardized component.

Students must also give a public seminar on the thesis proposal to the Neuroscience Program in the regularly scheduled Neuroscience Program seminar series. Students are encouraged to schedule their oral examination and seminar on the same day but it is recognized that scheduling conflicts may preclude this in some cases. Students will have an opportunity to schedule their seminar before requests for speakers are sent out to the program at large. Students planning to present their seminar and proposal defense during the fall term should contact the Graduate Secretary during the first week in June to schedule their seminar. Students planning to present their seminar and proposal defense during the spring term should contact the Graduate Secretary during the first week in October.

The public seminar will not be graded or formally part of the comprehensive exam. The presentation will include background information, purpose, hypotheses, methods, preliminary results or expected results, and possible significance. During the oral examination, the Examination Committee may inquire into any aspect of the presentation to determine the depth of understanding the student has of his/her project. The exam will evaluate the student’s knowledge related to his/her dissertation research project, his/her ability to defend the experimental approach and design, and his/her ability to place the research into a broader neuroscience context. The Examination Committee will consist of the members of the student’s Guidance Committee, excluding the major advisor, and including a Neuroscience Program representative appointed by the Director. The program representative will serve as both an examiner and as chair and moderator of the examination. The moderator is also responsible for recording any concerns of the committee and for communicating these concerns and constructive feedback to the student’s research advisor. **The student’s major advisor may not be present at the oral exam.** This policy applies to students who entered the program in August of 2010 and later. Students who entered the program prior to August of 2010 have the option of including
their major advisor as part of the oral exam committee without and representative appointed by the Director. Each committee member will assign a pass or fail grade for the oral defense of the written proposal. If more than one committee member assigns a failing grade, then the student fails the oral exam. At the conclusion of this examination, the Examination Committee will recommend: (a) passing of the specialized examination and advancement to candidacy for the Ph.D. degree, or (b) further work and subsequent repeat of the oral examination (may be repeated once within six months of the first attempt; if failed a second time, the student will be dismissed from the graduate program). Students will obtain a form from the Graduate Office and bring it to their defense (sample in Appendix E). The Examination Committee members will sign the form and students will return it to the Graduate Office.

G. Dissertation Research

a. Selection of the Major Advisor and Guidance Committee

At the end of the second semester of graduate study, the student will request one training faculty member within the Neuroscience Program to serve as the major advisor for dissertation research. Factors to consider in selection of the major professor are (1) the research area and its exceptional interest to the student, (2) space in the laboratory and financial support, and (3) personal compatibility with his/her potential research mentor. The major advisor will serve as the student's academic advisor, doctoral dissertation research advisor and as the Chairperson of the student's Guidance Committee, not the Chairperson of the Examination Committee for the Specialized Component of the Comprehensive Examination. A change in major professor is possible, but requires 3-way discussions among the graduate student, Neuroscience Program director or associate director and members of the Guidance Committee. Students should see the Program director or associate director when considering such a change.

The Guidance Committee consists of at least four MSU-appointed, tenured/tenure-system faculty. The Committee must include, in addition to the advisor who serves as Chair of the Guidance Committee, two other members of the Neuroscience Program. The fourth required member of the Guidance Committee may be, but is not required to be, a faculty member within the Neuroscience Program. The Guidance Committee may consist of more than four members if the dissertation research advisor or student feels that this would be advantageous. Additional members of the guidance committee may be researchers with appropriate expertise and interest who have appointments at other academic institutions or within industrial research. Changes in members of the Guidance Committee are possible, but must first be discussed with the major professor and then the Neuroscience Program director. All changes must be reported in writing to the Neuroscience Program office, the office of the Dean (College of Natural Science) and each member of the Guidance Committee. See Neuroscience Program Graduate Office Staff to issue form to reflect change of Guidance Committee members.

Students are required to form their dissertation advisory committee and have their first committee meeting no later than December 31 of their 2nd year in the program. Students will need to submit a committee report form to document that the meeting has occurred. The form
will list committee members in attendance and a brief summary of the outcome of the meeting. The form should be sent to the Graduate Secretary (Jim Stockmeyer) who will maintain records of student committee meetings. Students not fulfilling this requirement will be ineligible to receive travel support from the Neuroscience Program until this requirement is met. Students are encouraged to meet with their committee at least once per semester thereafter and to provide a committee meeting report to the Graduate Secretary after each meeting.

The Guidance Committee will oversee the student's coursework, advice the student concerning dissertation research, and will conduct the oral defense of the research proposal and dissertation. Shortly after selecting this Committee, the student, with the help of his/her major advisor, will prepare a program of coursework (including the core courses already taken, as well as additional electives based on the needs and interests of each student) and a dissertation research proposal.

The student's Guidance Committee will file the Report of the Guidance Committee Form with the College of Natural Science (sample in Appendix F). Students will obtain the Report of the Guidance Committee Form from the Graduate Office prior to their dissertation proposal defense. At all times during a student's course of study and research, members of the Guidance Committee will be available for consultation and advice; there should be at least one meeting every year between the student and his/her Guidance Committee to discuss progress (every 6 months is preferable). Any changes to the initial Report of the Guidance Committee will be documented in writing and placed in the student's NSP file.

If your advisor leaves the University before you are finished with your degree, you should discuss your options for finishing your degree requirements with your advisor. In some cases it may make sense to change advisors. In other cases, you may be able to arrange to finish your degree with your current advisor in a long-distance relationship. Please contact the director of the Neuroscience Program to help you work through any problems the untimely departure of your advisor may cause.

If your advisor becomes unable to continue as your advisor, your options depend on where you are in the process. If you are close to the beginning of your program, it probably makes sense to simply find another advisor. If you are close to finishing, you should contact the director of the Neuroscience Program to explore possible arrangements. It is the student's responsibility to identify a new advisor whose interest and expertise mesh with those of the student. The student may be able to find an advisor who can supervise the student's chosen dissertation topic, or the student may need to adjust her/his dissertation research plans to fit within a new advisor's expertise. The student should consult with the Program Director who will seek to facilitate this process.

If you are unable to continue to work with your advisor because of personal difficulties in the relationship, contact the Neuroscience Program director for help and information.
In any of the scenarios listed above, you will have to file an amendment to your "Report of Guidance Committee" form indicating the changes you are making.

b. Oral Presentation and Defense of Written Dissertation Research Proposal
The overall design, scope and specific methodologies must be discussed with the advisor, and he/she will provide feedback on drafts of the proposal. However, it must be primarily the work of the student. The proposal will be written essentially as a Research Plan for an NIH grant application and will be distributed to the other members of the Guidance Committee at least one week prior to the oral presentation (Specialized Component of Comprehensive Examination). This proposal will be presented as a NSP Seminar, and defended to the Examination Committee. The purpose of the written proposal is to provide a framework guiding the student's dissertation research project. The proposed studies must be defensible by the student and this defense will be based on the student's knowledge of the relevant peer-reviewed literature and any preliminary data generated in the early stages of the research project. It is understood that the scope of the proposed studies can be modified based on the outcomes of studies conducted during the student's project and the proposal does not constitute a contract for work to be done in order to complete the Ph.D. However, any changes in scope or direction of the research can be made only after consultation with the student's advisory committee.

The oral defense of the Dissertation Proposal will fulfill the University requirements for an oral comprehensive examination (Specialized Component of Comprehensive Examination). Results of the defense are to be recorded on the "Record of Comprehensive Examinations for Doctoral Degree and Educational Specialist Degree Candidates" form (sample in Appendix E) and also the "Dissertation Proposal Oral Defense" form (sample in Appendix G). Students should obtain these forms from the Graduate Office prior to their defense and once signed by the Examination Committee members, students should return forms to the Graduate Office.

The oral defense of the proposal, not the public seminar, will be the Specialized Component of the Comprehensive Examination.

c. Oral Presentation and Defense of Written Dissertation
For the Doctoral degree, a student must successfully complete a scholarly research project, prepare a written dissertation based upon this research, and defend this written dissertation in an oral examination conducted by the student's Guidance Committee. Students taking the examination must previously have filed an application for the Ph.D. degree. Applications for Degree at Michigan State University must be filed by the first week of the semester the student expects to complete requirements. The form is available online in the Graduate School website (sample in Appendix H). The written dissertation derived from the student's research must be organized, typed, duplicated and bound according to the regulations described in the "Formatting guide for Doctoral http://grad.msu.edu/etd/). The graduate student is required to bear the expense of preparation of the dissertation, although arrangements may be made with the major advisor to have diagrams or charts prepared and charged to the appropriate research budget.
The student must submit his/her unbound dissertation at least two weeks prior to the dissertation defense to members of his/her Guidance Committee. Each student will then give a public seminar on his/her research project, as part of the Neuroscience Seminar Series. This seminar presentation should include background information, purpose, hypotheses, methods, results, and interpretation of the results and their possible significance. The student must successfully pass an oral examination, conducted by the student's Guidance Committee following the research presentation. This defense will involve an explanation and defense of the dissertation and knowledge of related scientific areas. When the Guidance Committee has reviewed and approved the dissertation and the student has passed the oral examination in its defense, the student should incorporate in the dissertation any recommended changes before having it permanently bound. Failure to meet these criteria will delay the awarding of the degree.

The Program requires a copy of the dissertation in Final Form (bound copy) prior to certifying to the Graduate School that the student has completed the requirements for his/her degree. The Program will then file the "Record of Dissertation and Oral Examination Requirements for Doctoral Degree Candidate" with the College of Natural Science (sample in Appendix I). It is the student's responsibility to obtain this form from the Graduate Office prior to his/her final defense and also to be certain that all procedures required by the College of Natural Science and the University are precisely followed.

The Neuroscience Graduate Student dissertations are available in 108 Giltner.

The new publishing agreement for thesis/dissertations with ProQuest now provides an "Open Access Publishing Option" as an alternative to the traditional publishing option available to our students. The Open Access option gives ProQuest the authorization to make the electronic version of the document accessible to all via the internet, including the selling of the document by commercial retailers and the accessibility to the work via search engines. A student selecting the Open Access option will not be eligible to receive royalties. The pros and cons of selecting this new option differ significantly across disciplines. For more information visit: http://proquest.com/products_umi/dissertations/epoa.shtml.

d. Enrollment Requirements for Defense of Dissertation and Final Dissertation Proposal
All students MUST be registered for at least 1 credit during the semester in which they complete their comprehensive exam even in the summer semester. The Program can request a waiver of this requirement. These requests are to be directed to the Graduate School and must be endorsed by the Neuroscience Program and the College of Natural Science.

H. Evaluation
a. First Year
Faculty members supervising student rotations will provide the director with a written evaluation (sample in Appendix O) and numerical grade for each individual by the end of finals week each
The director will meet with each student near the end of the spring semester to discuss progress in the program to date.

b. Subsequent Years
Each student will receive a written evaluation from the director, who will have solicited an annual progress report from the student and have consulted with the student’s guidance committee about his/her work. Additionally, students should expect to discuss their annual evaluation with their major advisor. The Annual Student Progress Report form must be completed by the major advisor and submitted to the director prior to the student’s meeting with the director (sample in Appendix J). If the student has a dissenting opinion, he/she may prepare a written dissent that will be discussed with the director and major advisor and placed in the student’s NSP file.

I. Academic Integrity
The related enterprises of scholarship and research are built upon honesty and integrity. Without these, we could not progress or even survive as a field of inquiry. When you become a graduate student in the Neuroscience Program, you make an implicit promise to your classmates, your faculty, and your profession to conduct yourself in a scrupulously honest and upright way. If you fail to keep this promise, the consequences to yourself and everyone you work with are very serious.

Academic integrity stands for many things. Obviously, it means you don’t cheat on tests and exams, you don’t plagiarize your papers, and you don’t falsify your data or misrepresent your research findings. These are the points we can all agree on. Failure to follow these guidelines leads to dire consequences for those involved. However, academic integrity refers to much more. Academic integrity is more than just a set of rules - it is a way of life, a state of mind. It means that we must always think about the consequences of our choices, for ourselves, our program, and our University. Academic dishonesty is not simply a personal failure. It is a failure of the mentoring system and a failure of the evaluation system. It is a failure that tarnishes us all.

Graduate students at MSU are governed by a code of ethics (Integrity of Scholarship and Grades (http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/integrity-of-scholarship-and-grades), Guidelines for Integrity in Research and Creativities (http://grad.msu.edu/researchintegrity/docs/ris04.pdf), Guidelines for Graduate Student Advising and Mentoring Relationships (http://grad.msu.edu/publications/docs/studentadvising.pdf). Please familiarize yourself with this code. It is also appropriate for you to have ongoing discussions with your advisor about integrity issues as they become relevant. Many situations are ambiguous. Actions can often be interpreted in several ways. Many behaviors can generate disagreements among well-meaning people. Often the only way to resolve these ambiguities is conversation and discussion with colleagues.

If you have questions about ethical concerns, start by initiating conversation with your advisor. If this is not possible, there are other resources in the program and in the University to help you
resolve these issues. The director of the Neuroscience Program is also a good place to start if you are unable to resolve problems with your advisor.

Ethical violations
We expect you to adhere to the high ethical principles of our Profession (http://www.sfn.org/member-center/professional-conduct) and University (https://www.msu.edu/~ombud/academic-integrity/index.html) as you conduct your research, scholarship, and professional activities. If you violate these principles, you will face sanctions proportional to the gravity of your infraction. Disciplinary action for ethical violations can include dismissal from your graduate program. Because of the bed-rock importance of ethical comportment, violators may not get a second chance. It is critically important for you to be aware of the ethical landscape as you travel through your graduate program. We encourage you to read the documents referenced above and to engage your faculty and fellow students in discussions of ethics in Neuroscience, before problems arise. It is often in these discussions that you will learn to avoid ethical problems.

If you are accused of inappropriate behavior, the University has established a judicial structure and process for hearing and adjudicating alleged violations. If the allegation does not involve research misconduct, sexual harassment, or other illegal behaviors, then, the first step in this process is informal and should begin with the two parties trying to resolve the problem in an appropriate way. If this fails, you should go to the director of the Program and enlist his/her help in resolving the problem. If all program resources to resolve the problem have been exhausted, you can request a formal hearing from the College of Natural Science Review Board. To read more about the University's judicial structure see Academic Freedom for Students at Michigan State University, Sections 2.4.7 (http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university/article-2-academic-rights-and-responsibilities) and 4.5.4 (http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university/article-4-non-academic-hearing-board-structures). Additional description can also be found in Article 5 (http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities) of the Graduate Student's Rights and Responsibilities.

These same procedures can be used to resolve conflicts between faculty and graduate students that do not involve issues of academic integrity including grievances. The Office of the Ombudsman (https://www.msu.edu/~ombud/index.html) is also available to you to help you resolve conflicts with faculty or University administrators.

J. Rules Concerning the Use of Human Subjects
All research with human beings must be reviewed and approved by the University Committee for Research involving Human Subjects UCRIHS (http://www.humanresearch.msu.edu/). This applies to all masters and doctoral research projects, as well as other research you may be involved with. For complete details about the application procedure, please see the website for UCRIHS, the University Committee for Research Involving Human Subjects.
K. Rules Concerning the Use of Non-Human Vertebrate Animals
All Research with Non-Human Vertebrate Animals must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) (http://animalresearch.msu.edu/). For complete details about the application procedure, please see the website for the IACUC.

L. Rules Concerning the Use of Hazardous Materials
If your research involves the use of any radioactive, biological, or chemical material that can be hazardous, you must comply with the University regulations governing this area. Please consult with the web page for the Office of Environmental Health & Safety, EHS (http://ehs.msu.edu).

II. Definition of Full Time Status for Doctoral Students
Students who have not taken and passed both components of the comprehensive examinations must be enrolled for at least three credits during every semester in order to receive an assistantship or fellowship. Students who have passed both components of the comprehensive examinations must be enrolled for at least one credit to receive an assistantship or fellowship.

III. Financial Aid
A. Stipends for Graduate Assistants and Graduate Fellows
All Neuroscience Program graduate students in good standing are fully supported during their tenure at MSU from one or a combination of sources. Stipends for Neuroscience Program graduate students are considered a subsidy for education, not as payment for employment. An effort is made within the Neuroscience Program to provide equal opportunity and to impose equal requirements on all graduate students. All Neuroscience Program graduate students are required to participate in research, academic course work and teaching as part of their degree requirements. Students are also strongly encouraged to participate in Program activities throughout their graduate training including during Brain Awareness week, Interview Days and the NSP graduate student council.

In general, Neuroscience Program graduate students receive a graduate assistantship stipend from the Neuroscience Program during their first two years or are appointed to a fellowship for two years to the Neuroscience Program Training Grant. In addition, all graduate assistants and fellows receive a full tuition waiver each semester (up to nine credits in Fall and Spring semesters; up to five in summer semester), waiver of matriculation fees, and paid health insurance. The files of exceptional applicants will be forwarded by the Neuroscience Program Director to the Dean of the College of Natural Science as nominees for a College of Natural Science Doctoral Recruiting Fellowship or a University Distinguished Fellowship and University Enrichment Fellowship. Students are also encouraged to apply for extramural funding, including fellowships from the National Institutes of Health and/or National Science Foundation. As of 1987, graduate assistantships are not exempt from U.S. taxation (Tax Reform Act of 1986). Thus, all paperwork required by U.S. law for employment must be completed (including the I-9 (sample in Appendix K), State and Federal W-4s, etc.) The stipend checks are disbursed bi-weekly each month. **Students must be enrolled for at least**
3 credits during every semester in order to receive an assistantship and 1 credit to receive a fellowship. This requirement may be reduced for assistantships to 1 credit after successful completion of the Comprehensive Examination (both components), but individual circumstances may vary (e.g., requirements of Individual Fellowships). Full time status for doctoral students is defined as a minimum of 1 credit for those students who have successfully completed all Comprehensive Examination and are actively engaged in dissertation research.

Teaching experience is required of all Neuroscience Program graduate students, whether or not they are supported by a Neuroscience Program graduate assistantship or fellowship. Teaching is considered an essential component of the Neuroscience Graduate Student’s educational experience and training, and is an academic requirement for completion of the Ph.D. degree. Graduate students who have assistantships and all other graduate students who are enrolled for three or more credits a semester may use University facilities, may obtain discounts on tickets to sporting and cultural events on campus, and are eligible for Michigan State University housing. This requirement is reduced to 1 credit after successful completion of both components of the Comprehensive Examination.

After the student completes his/her laboratory rotations and decides on a laboratory to pursue his/her doctoral research, the major professor will arrange financial support for the graduate student, which will also include the tuition waiver and health care. For example, the major professor may wish to use funds from his/her research grant to support a Neuroscience Program graduate student or may arrange for internal or external support. In addition, various programs are available within Michigan State University to support or supplement graduate student stipends. For example, teaching assistantships may be recommended after consideration of the program needs and consultation with the student’s major professor.

B. Externally Funded Fellowships

Students who have written their own grant applications and received their own externally funded applications worth at least $20,000 (direct costs) are eligible for in-state tuition rate. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. The student must submit in writing a request to the Dean of The Graduate School for the in-state tuition rate to be awarded or approved. For specific questions, contact the Graduate School, Dean's office.

C. Office of Financial Aid

Recent information on scholarships and other financial aid can be obtained in the Office of Financial Aid (252 Student Services Building) and at the Office of Financial Aid website (http://finaid.msu.edu/). Graduate students can use the services of the MSU Credit Union to arrange for a loan. COGS, in conjunction with the Financial Aid Office, allows graduate students to receive interest-free loans of $250 for 60 days. ASMSU/COGS loans provide a $60 maximum for up to four weeks. These loans are available to graduate students who have paid their ASMSU or COGS tax. The ASMSU/COGS loan office is located in 307 Student Services Bldg. A valid MSU student identification
card and picture identification must be presented. The "Funding Opportunities For Graduate Students" bulletin is published weekly.

D. MSU-GEU Contract for Teaching Assistants


IV. Neuroscience Program Policies

The following policies concerning the stages of progress toward a Ph.D. degree are listed to serve as information for applicants and as a guide for graduate students in the Neuroscience Program. If the Neuroscience Program academic policies should change during the course of a student's doctoral studies, the student will have the option of retaining the policies as stated at the time of the student entrance into the program or adopting the new policies.

A. Admission

a. General Policy

Graduate students usually begin their graduate studies in late August, although the Neuroscience Program may be able to accommodate new graduate students at other times during the year. Applications for admission may be reviewed during the entire year. In the past few years, the majority of applications to the Neuroscience Program have been received and considered by the Graduate Affairs Committee between December and March. It is advantageous for applicants to be reviewed during this period because decisions regarding assistantships and fellowships are made in early March. Applications received in our office by December 5 will be assured consideration for all mechanisms of support. Applications received after December 5 may be too late for consideration for college- and university-level mechanisms of support. The Graduate Affairs Committee, and sometimes other faculty members knowledgeable in the applicant’s field of interest, review the applicant's folder. After transcripts, application forms, a personal statement indicating the student’s research interests, GRE scores and substantive letters of recommendation are received, the Graduate Affairs Committee will make a decision. Prospective students must take the Graduate Record Examinations (GREs) General Test (Verbal, Quantitative and Writing Assessment). A subject test is not required, but if taken, the scores will be considered. Students should have the results sent directly to the Neuroscience Program Office, Michigan State University, 108 Giltner Hall, East Lansing, MI 48824. These records and any other supplementary information will be made available to all the Neuroscience Program Admissions Committee members.

Regular Admission for the Ph.D. degree is generally dependent on completion of a Bachelor’s degree, Master’s degree, M.D., D.O. or equivalent, and at least a minimum grade point average of 3.3 as well as a 3.0 or better score in science courses. It is expected that applicants to the Neuroscience Program will have completed undergraduate courses in such academic areas as biology, chemistry, neuroscience, psychology, physics and mathematics.
Provisional Admission may be granted to those students with less than a 3.3 grade point average, and/or deficiencies in specific requirements for admission. A student will not be considered for an advanced degree until he/she has completed the requirement of his/her provisional admission prior to or within the first year after beginning graduate studies in the Neuroscience Program. If the student is admitted provisionally because of an English language deficiency, that deficiency must be corrected within two consecutive semesters.

b. Applicants Whose Native Language Is Not English
Applicants whose native language is not English must take an English language proficiency test, preferably the Test of English as Foreign Language (T.O.E.F.L.). Students should have the T.O.E.F.L. results sent directly to the Neuroscience Program Office, Michigan State University, 108 Giltner Hall, East Lansing, MI 48824-1312.

c. Readmission
If a student's program of study is interrupted for reasons other than academic progress for three or more semesters, inclusive of summer, he/she must apply for readmission to Michigan State University. With respect to the Neuroscience Program, readmission is automatic if an application is made within one year. The readmission process must be initiated in the Office of the Registrar, 150 Administration Building, Michigan State University, East Lansing, MI, (517) 355-9615. Applications for readmission should be filed at least six weeks prior to the first day of class of the semester in which the student expects to resume studies. All financial holds must be paid in full before an application will be processed. The Neuroscience Program office will be happy to assist the student with this process.

B. Registration Procedures
Students can enroll for classes by computer. This is part of an integrated computer system known as the Student Information System (SIS). Students can enroll via any computer with Internet access. Students will receive a letter that will include a Personal ID number (PID), a permanent Personal Access Number (PAN), and the date and time to access the enrollment systems. Detailed instructions and dates for computer enrollment can be found on the Registrar's Office Enrollment site (http://www.reg.msu.edu/roinfo/enrollment.asp). Students should be aware that late enrollment will result in a substantial additional fee. Students will be notified of the results of their enrollment requests by mail. If the student is not satisfied with the schedule, it can be adjusted via computer. After obtaining a schedule of courses, a student will complete the registration process by paying fees indicated on the registration billing statement. All students can defer up to half of their tuition and associated fees, and two-thirds of their University housing charges, on their initial billing statement. A service fee for deferment is assessed. Interest will be charged on the remaining portion of deferred tuition and course fees, but not on deferred housing charges. Students who have not paid the minimum amount of their bill by the due date will be dropped from the courses in which they have enrolled. Students must return their registration bill to the registrar's office even if there is a zero balance.
Neuroscience Program graduate students should discuss their proposed schedule with their major professor. Graduate students who have not yet selected a major professor and have questions about their required courses should discuss their schedule with the Neuroscience Program Director.

C. Educational Records

Neuroscience Program students have the right to access their educational records. They need to contact the Neuroscience Program Graduate Office and schedule a time to review their files. When the review is conducted, the Neuroscience Program secretary will be present.

The typical content of a Neuroscience Program student's file includes:
- Checklist of student's forms
- Admission documents
- MSU transcripts
- Transcripts from other Universities
- MSU grade reports
- Laboratory rotation evaluations
- Annual evaluations
- Responsible research conduct workshop and research forum requirement records
- Reappointment information letters
- Teaching requirement
- TOEFL and GRE scores
- Graduate assistantship appointment papers
- Graduate fellowship appointment papers
- Approvals/other sources of funding
- NSF/NIH/Other sources applications
- NIH grant appointment papers
- NIH related correspondence papers
- Documents related to the comprehensive exam including the questions, student's answers, grades and faculty critiques of answers and names of Neuroscience faculty that served as Comprehensive Exam Coordinator and members of the four exam writing/grading committees that documents the faculty involved in each student's exam
- Report of the guidance committee form of the oral defense
- Health insurance papers, record of courses taken and plan of study
- ORCBS training records
- Waiver of courses request/approval
- Dissertation proposal
- Termination checklist form/record of dissertation and oral exam requirements for doctoral degree candidate
- Abstracts
- Articles
- Publications
• NSP buddy program match and criteria
• Documentation of NSP buddy meetings; correspondence and memos

If a student wishes to challenge any of the contents of his/her file, the student should write a letter indicating the issues. This letter will be reviewed by the Director and Graduate Affairs Committee and placed in the student’s file. Appropriate action will be taken if indicated by the review committee.

D. Dismissal Policy
Students may be dismissed or withdrawn from the program for the following reasons: 1) if found to have engaged in scientific misconduct; 2) failure to pass the written or oral components of the comprehensive exam. Please refer to MSU/GS policy in the Graduate Student Rights and Responsibilities handbook, section 2.4.9 (http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-2-academic-rights-and-responsibilities-for-graduate-students).

E. Work Hours and Vacation Time
All students should be actively engaged in research, literature reviews, or some other phase of the doctoral program even during semester breaks. Keep in mind that Neuroscience Program graduate study is a “full-time” program. Specific times in the lab and vacation schedules are to be arranged between the Neuroscience Program graduate student and his/her major professor or rotation advisor.

F. Mail
Each new Neuroscience Program graduate student will be assigned a mailbox in the Neuroscience Program Office. As soon as a Neuroscience Program graduate student has selected a major professor, the student should arrange for regular mail to be sent to the home department of his/her major professor. Campus mail is designed to expedite the delivery of items pertaining to university business. It is not to be used for personal items.

G. Electronic Mail
Each MSU student will be issued an account on MSU’s email system. Users can exchange email with others at MSU and elsewhere on the Internet. Much of the correspondence from the Neuroscience Program office will be communicated via email, including frequent updates regarding seminars and events. See the Acceptable Use Policies for MSU email accounts (http://itservices.msu.edu/guidelines-policies/aup.html).

H. Telephone
For on-campus calls there is no charge. Long distance calls related to research should be charged as agreed upon with the major professor.
I. **Student Travel Policy**  
*September 8 of each year is the deadline to request travel funds to attend SfN.*

All Neuroscience Program Ph.D. students are eligible for $750.00 in travel support to one scientific meeting/conference each academic year. To request access to these funds students must send the Program Director an email detailing where you want to go and the reason(s) for you to attend. The student must be a 1st author on an abstract submitted for presentation at the conference. Attach the abstract to the email. When the Program Director approves your request student can choose to access program funds in two ways (see below).

**Travel reimbursement mechanisms:**

1) Students can choose to pay travel expenses up front and then submit receipts for reimbursement after the meeting. Program funds will cover up to $750 of these costs. The balance will need to come from non-program sources.

2) Meeting registration and airfare can be direct billed to Neuroscience Program accounts. Office staff will assist with this task. Students training in East Lansing should come to the Neuroscience Program Office to register for the meeting using the Program P-card. They also need to notify Jim Stockmeyer (stockme1@cns.msu.edu), Shari Stockmeyer (stockmey@msu.edu) or Mary Millar (keyesm@cns.msu.edu) of the planned trip and they will provide Passageways Travel with the student name and the account number to be used. Students training in Grand Rapids should contact Alisha Bergman (bergma37@msu.edu) who will assist with meeting registration and notification of Passageways Travel of the student name and account number. Students can then either call Passageways Travel (517-353-9898; there is a $37 fee for using these mechanism) or use the online booking tool (http://msu.pways.com/; there is a $5 fee for using this mechanism) to book their trip. Keep in mind that Passageways does not always provide the lowest possible fare and the program will only cover up to $750 of the travel expenses. The balance will need to come from non-program sources. If registration and airfare costs are less than $750 the remaining balance can be used to cover other travel costs.

The university requires that students complete travel authorization forms (samples in Appendix L and Appendix M) **prior** to travel for insurance purpose. Students are responsible for informing the Program office of any travel plans before the departure date so that a travel authorization can be issued.

If students obtain travel funds from other departments and none from the Neuroscience Program, the travel authorization will be issued by the other departments for processing of the reimbursement.

If students receive travel funds (from the Neuroscience Program or other departments), they will inform the person processing their travel voucher of the receipt of such funds.
Please remember that students are eligible for travel funds from the Program once per academic year and that it is the student's responsibility to make the request in time to receive the funds when they are needed, if before travel.

For students traveling overseas, they should contact The Olin Health Center Travel Clinic for update on vaccinations and also contact The Graduate School for Med Ex insurance coverage.

For additional information, please visit the Graduate School Travel site (http://grad.msu.edu/travel/).

See also section V.A.i. Student Travel Policy of this handbook.

J. Neuroscience Program Committees

a. Comprehensive Exam Committee

Exam writing/grading committees will have 3 members, one of whom will serve as chair, each appointed for a 2-year term with one position rotating on/off each year. Faculty cannot serve consecutive terms. Faculty can volunteer or can be asked to serve by the Comprehensive Exam Coordinator. The Comprehensive Exam Coordinator will serve a 2-year term and will be chosen by the Neuroscience Program Faculty Advisory Committee. Students will be informed about who is on each of the exam writing/grading committees and receive guidance from committee members about performance expectations on the exam.

b. Neuroscience Program Advisory Committee

The Advisory Committee represents the faculty in providing advice to the Director on appointment and reviews of faculty and other policy and curriculum matters relating to the Neuroscience Program.

c. Graduate Affairs Committee

The Graduate Affairs Committee reviews applications for graduate study and recommends admission of the applicant. The Committee consists of six Neuroscience Program faculty, and seeks to recruit the best qualified applicants for graduate study. In its recommendation, the Admissions Committee considers the following: academic performance, course preparation in the basic sciences, direct knowledge of and experience in Neuroscience research, letters of recommendation, statement of research interest, competence in the English language, GRE scores and recommendations by individuals in the applicant's field of interest. The Graduate Affairs Committee also makes recommendations on requests for course waivers and other issues related to an individual student's graduate training. Students with grievances may take them to a member of the Graduate Affairs Committee or to the Program Director or the faculty liaison of the NeuroBuddy Program.
d. **Graduate Student Council**

The NSP GSC assumes several duties within the NSP including (but not limited to) organization of the annual retreat, administration of faculty awards, and organization of NSP social activities. Additionally, several members of the NSP GSC serve as graduate student representatives on NSP committees including the Graduate Affairs Committee (GAC), the NSP hiring committee, the Dean’s student advisory committee (DSAC), and the NSP faculty advisory committee.

V. **University Policies**

A. **Academic Policies**

a. **Academic Standards**

Michigan State University is committed to high academic standards and expects all doctoral students to excel in their programs of study. A 3.00 cumulative grade point average must be maintained. The program of study cannot include more than three grades of less than a 3.0. Credits will not be awarded for courses in which a grade below a 2.0 is earned. If the student receives a grade below a 2.0 in any course during his/her program of study, he/she will be required to repeat the course. The College of Natural Science policy on academic standards for graduate students (http://www.reg.msu.edu/academicprograms/text.asp?section=111#s403).

A grade point average is one measure of academic standing. However, academic standards also include consideration of the student's suitability for conducting research, competency in his/her major field and rate of progress toward completion of the degree. The Neuroscience Program faculty feels that it is a disservice to permit a student to continue toward the degree without the necessary qualifications for retention. Judgment regarding retention is made by the student's major professor and/or Guidance Committee members. If it is decided that a student lacks such standards, he/she may be asked to withdraw according to the procedures as defined in the publication Graduate Student Rights and Responsibilities, which is part of the COGS Graduate Student Handbook available annually from the Council of Graduate Students Office.

Research credits are not considered in determining the grade-point average. Justification for retention must be furnished to the Graduate School Office for any graduate students whose GPA is below a 3.0 for 14 or more credits. The College of Natural Science may also remove students from degree standing (http://www.reg.msu.edu/academicprograms/text.asp?section=111#s403).

If a Neuroscience Program graduate student's grade point average is below a 3.0, exclusive of research, the major professor and Guidance Committee must decide whether or not the student will be permitted to continue. The results of their decision will be filed in writing with the Neuroscience Program Director.

The Guidance Committee and academic unit are jointly responsible for evaluating the student's competence as indicated by grades in core and other courses, research performance and development of professional skills and rate of progress as indicated by the number of courses for which grades have been assigned or deferred. Written evaluations (sample in Appendix J) will be
communicated to the graduate student at least once a year and a copy of such evaluations must be given to the Neuroscience Program Office to be placed in the graduate student's file. A student whose performance does not meet the standards of quality, will not be permitted to continue to enroll in the degree program, and appropriate action will be taken by the Neuroscience Program Director. As mentioned above for annual progress evaluation, a student may file a written dissent that will be discussed with the Program Director and student's Guidance Committee for resolution.

b. Time Limits
The comprehensive examination must be passed within five years and all remaining requirements for the degree must be completed within eight years from the time of a student's first enrollment as a doctoral student (the date of the first course included for degree certification). The majority of students in the Neuroscience Program complete their Ph.D. in 5 years. Failure to meet program, college and university deadlines or to complete the PhD degree in a timely fashion will remove the student from "in good standing" status and jeopardize funding. If this limit is exceeded, the Neuroscience Program Director will consult with the student's Guidance Committee members to determine the circumstances. The committee may file a letter justifying the continuation of the student, and the extension must be approved by the College of Natural Science and the Graduate School. If no letter is filed, or if a majority of the committee decline to sign the letter, the Neuroscience Program Director shall inform the student by letter that he or she is no longer eligible to register in the Neuroscience Program. If the degree requirements are not completed within this eight-year period, the comprehensive examinations must be passed again.

DF-Deferred Grades: The required work must be completed and a grade reported within 6 months. If required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work.

c. Research Involving Human Or Animal Subjects Or Hazardous Substances
Human Research Protection Program (http://www.humanresearch.msu.edu/) and Institutional Animal Care and Use Committee (IACUC) (http://www.aucauc.msu.edu/)

Federal and University regulations require that all research projects involving human subjects and materials of human origin be reviewed and approved by an Institutional Review Board (IRB) before initiation. University Committee on Research Involving Human Subjects UCRIHS (http://www.humanresearch.msu.edu/) is an Institutional Review Board. Under the regulations, a human subject of research is an individual (1) from whom an investigator obtains data by interaction or intervention or (2) about whom the research obtains confidential information.
Michigan State University policy requires that use within the institution of living vertebrate animals (includes laboratory rats and mice, etc.) be reviewed for appropriateness by the Institutional Animal Care and Use Committee (IACUC; http://www.aucauc.msu.edu/) before use of these animals commences. This pertains to all university owned animals, including client-owned animals used in research, and animals studied undisturbed in their natural habitat. For general reference, the publication that details the standards to which the university conforms is the NIH Guide for the Care and Use of Laboratory Animals. Departure from this published guideline requires written scientific justification in the animal use form. Principal investigators and course directors must obtain approval from the IACUC before initiating any research, testing, or instructional project involving the use of vertebrate animals.

The Graduate School will not accept doctoral dissertations containing research on human subjects that have not been reviewed and approved previously by UCRIHS or research involving animal use without previous review and approval from IACUC. The Graduate School will verify UCRIHS Log numbers and AUF numbers before granting degrees.

The University acts through its advisory committees and academic governance bodies to insure that individual research and scholarly projects incorporate appropriate safeguards when dealing with radiation, biological and chemical hazards. All individuals performing work with hazardous substances must accept a shared responsibility for operating in a safe manner once they have been informed about the extent of risk and safe procedures for their activities. Individuals are responsible for safely performing activities associated with hazardous substances.

All persons who handle hazardous substances are required to participate in yearly training sessions sponsored by the Office of Environmental Health and Safety (EHS; http://ehs.msu.edu/). Annual renewal training may be obtained by taking an online course. Information regarding these sessions and courses can be obtained by contacting the EHS office. If a Neuroscience Program graduate student has a question regarding safety, he/she should ask the major professor. If the question of safety is not resolved, the student should contact the ORCBS for further information and a Material Safety Data Sheet (MSDS).

**d. Residence**

Two consecutive semesters of enrollment with at least six credits of graduate work each semester is required to obtain a degree from Michigan State University.

**e. Transfer Credits**

Graduate credits may be transferred from other accredited institutions or foreign institutions of similar quality if they are appropriate to a Neuroscience Program graduate student’s program, approved by the Neuroscience Director, and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. Only graduate-level courses in which at least a 3.0 (B) grade was received will be considered for transfer.
f. **Graduate Assistant Illness/Injury/Pregnancy Leave Policy**

From the Graduate School Guide to Graduate Assistantships (http://grad.msu.edu/assistantships/docs/2013-14GABrochure.pdf):

"A graduate assistant unable to fulfill the duties of his/her appointment because of illness or injury shall notify the administrator of his/her appointing unit as soon as circumstances permit. Similarly, a graduate assistant unable to fulfill the duties of her appointment because of pregnancy shall notify the administrator of her major unit as soon as circumstances permit. During the illness, injury, or pregnancy, the major unit shall adjust (reduce, waive, or reschedule) the graduate assistant's duties as those duties and the assistant's physical circumstances reasonably dictate. If total absence from duties becomes necessary and the graduate assistant is still enrolled, the appointing unit shall maintain the stipend of the appointment, provided for a period of two months or to the end of the appointment period or the semester, whichever occurs first. The graduate assistant shall have the right to return to the assistantship, within the original terms of the appointment, at such time as he/she is able to reassume his/her duties."

g. **Work in Absentia**

Candidates for the doctoral degree may, with the approval of the major professor and Guidance Committee members, conduct some work in absentia. Arrangements for registration may be made by applying at the Office of the Dean, College of Natural Science.

h. **Language Requirement**

The Neuroscience Graduate Program does not have a language requirement.

i. **Student Travel Policy**

The university requires that students complete travel authorization forms (Appendix L and Appendix M) **prior** to travel for insurance purpose. Students are responsible for informing the Program office of any travel plans before the departure date so that a travel authorization can be issued.

If students obtain travel funds from other departments and none from the Neuroscience Program, the travel authorization will be issued by the other departments for processing of the reimbursement.

If students receive travel funds (from the Neuroscience Program or other departments), they will inform the person processing their travel voucher of the receipt of such funds.

Please remember that students are eligible for travel funds from the Program once per academic year and that it is the student's responsibility to make the request in time to receive the funds when they are needed, if before travel.
For students traveling overseas, they should contact The Olin Health Center Travel Clinic for update on vaccinations and also contact The Graduate School for Med Ex insurance coverage.

For additional information, please visit the Graduate School Travel site (http://grad.msu.edu/travel/).

### j. Foreign Travel
Neuroscience Program students who plan to travel to a foreign country on Michigan State University activities should consider the following issues: (1) contact the Olin Health Center Travel Clinic at least three months in advance of your date of departure. Travel to particular countries may require one or more vaccinations or boosters. In addition, potential health hazards, travel problems and restrictions for each country will be reviewed by the travel clinic nurse. If you are traveling for pleasure, you are welcome to use the Olin Travel Clinic. (2) If you intend to pursue a research project in another country, you should have permission from the appropriate governmental agency in that country. For some countries it may take up to one year to obtain approval. (3) If you intend to bring plant or animal tissue samples or DNA/RNA back to the United States you are likely to need approval from the Agriculture Department or from the Center for Disease Control. Be sure to obtain proper letters of authorization to bring biological samples back to the United States. (4) Obtain Michigan State University Travel Authorization from the Neuroscience Program, (5) Obtain the proper pharmaceuticals to take with you in case of an emergency. These might include, for example, small packets of dehydration salts if you have experienced excessive fluid loss, appropriate antibiotics in case of food-poisoning or an infected wound and anti-malarial/preventative medication. Be aware that in some countries possession of illegal drugs is a death sentence. (6) Request from Michigan State University through the Neuroscience Program office the free medical emergency evacuation insurance at the time you apply for Michigan State University travel authorization. This insurance will cover the cost of your evacuation to an appropriate medical facility if you are ill or have had an accident. It is also helpful to talk with other people who have spent time in the country you intend to visit to get a sense of the customs, of food related problems, of the medical care, of travel arrangements and of safe and unsafe personal activities. You can apply for assistance with travel funding via the Graduate School. If the Graduate School provides funding, they will also provide a MEDEX emergency card. Check the International Studies and Programs website (http://www.isp.msu.edu/) for issues related to safety around the world.

Students should visit the Graduate School's Travel Site (http://grad.msu.edu/travel/) before their trip. **When students appointed as TAs or RAs travel outside the U.S. to conduct required thesis or dissertation research or to collaborate with investigators conducting research abroad, the department or research grant supporting the work will be required to pay for all needed vaccinations and/or medications (e.g., anti-malarials) as determined by the MSU Travel Clinic. Students may include those costs in applications for funds from the Research Enhancement or Travel Grant programs administered by the Graduate School.**
B. Special Information For Foreign Students
Office for International Students and Scholars (http://oiss.isp.msu.edu/)

Michigan State University is authorized under immigration regulations to enroll nonimmigrant alien students. The Neuroscience Program welcomes applications from foreign students. When a foreign student receives the formal application packet, he/she should complete all forms and return them via air mail, if possible, to the Neuroscience Program Office, 108 Giltner Hall, Michigan State University, East Lansing, MI 48824 by the December 5 application deadline.

a. Minimum Requirements For Admission
There are three basic requirements for admission to the Neuroscience Program at Michigan State University: (1) a strong and above average educational history. Applicants must have successfully completed at least the equivalent of an American undergraduate degree (4 years), with a minimum grade-point-average (GPA) of a 3.0, (2) adequate financial resources (a graduate assistantship meets this requirement) and (3) sufficient English language proficiency, as discussed below.

b. English Language Proficiency
All foreign applicants are required to be proficient in English as a condition for regular admission to Michigan State University. Applicants whose first language is not English will be required to demonstrate their proficiency by meeting certain minimum standards on any one of the following tests.

1) Test of English as a Foreign Language (T.O.E.F.L) (Educational Testing Service, Box 899, Princeton, New Jersey 08549, USA). Please see the Additional Information for International Students PDF (http://grad.msu.edu/apply/docs/international.pdf) for requirements. The official report must be sent directly from the Educational Testing Service.

2) Michigan English Assessment Battery (MELAB), (The English Language Institute, Testing and Certification Division, The University of Michigan, Ann Arbor, Michigan 48109-1057, USA). An average score of 83 or higher with no subscores below 80. The official report must be received by the English Language Center from the University of Michigan. (Not available in P.R. China)

3) English Language Center (ELC, Michigan State University, East Lansing, Michigan 48825-1035, USA). The ELC provides programs to teach English or improve skills. An average score of 80-85, with no subscores below 80, or an average score above 85, with no subscores below 78 is required for admission. This exam is given at Michigan State University and is generally used only by international students already residing in the United States. More information can be found on the English Language Center web page (http://elc.msu.edu/).
c. **Visa Information**

Please visit the Michigan State University Office for International Students and Scholars website (http://oiss.isp.msu.edu/) for current information.

d. **Teaching Assignments for International Students**

All international students admitted to the Neuroscience Program whose first language is not English will be interviewed by the English Language Center (ELC) faculty upon arrival on campus or after completing their first year of graduate studies. The English Language Center is located in Room 1, International Center, MSU. Each student will receive an interview by the ELC staff. A student's ability to understand and speak English will be reported to the Neuroscience Program and whether or not the student is approved for a teaching assignment. Students who fail to pass the minimum Michigan State University standard will not be assigned to classroom teaching until their language skills have improved. They may be required to participate in ELC classes. More information regarding the English classes can be found on the English Language Center website (http://elc.msu.edu/).

All international Neuroscience Program graduate students are required to take the SPEAK test (minimum score of 50 or waiver by interview) and attend a three day international teaching assistant orientation at the beginning of their second year. The orientation will provide the international teaching assistant with instruction and practice in classroom teaching. For additional information, see the Teaching Assistant Program website (http://tap.msu.edu/). Although MSU still accepts TSE scores as an alternative to the SPEAK test, the score report cannot have been issued more than two years prior to the student’s appointment as a TA. Also, note that the spoken section of TOEFL does not substitute for the SPEAK test.

e. **Office For International Students and Scholars (OISS)**

The Office for International Students and Scholars (OISS; http://oiss.isp.msu.edu/) serves international students and foreign faculty. OISS is a resource center for information and consultation on matters related to the international student and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. The OISS is located in 103 Center for International Programs, MSU, East Lansing, MI, 48824-1035, (517) 353-1720. It is critical that international students familiarize themselves with the Student and Exchange Visitor Information System (SEVIS) policies (http://grad.msu.edu/forms/docs/sevis.pdf).

f. **Health Insurance**

From MSU Human Resources Student Health Insurance pages (http://www.hr.msu.edu/benefits/studenthealth/)
"If you are a graduate assistant, you will automatically be enrolled in the MSU sponsored student health insurance plan and the insurance premium will be paid by MSU. If you would like to waive coverage, you must demonstrate you have comparable coverage. If you want to waive out of this coverage, you can apply to do so at https://stuinfo.msu.edu.”

Find more information about student health insurance on the Plan PDF (http://www.hr.msu.edu/benefits/studenthealth/MSUGAHighlightSheet.pdf)

For questions regarding coverage under this plan, enrollment or premium payment, contact Aetna Student Health (https://www.aetnastudenthealth.com/students/student-connection.aspx?GroupID=711130) directly.

For questions concerning waiver processing or general information, contact the MSU Benefits office at 517.353.4434 or 1.800.353.4434. The Benefits Office is located at 1407 S. Harrison Road, Suite 140A (Nisbet Building), East Lansing, MI 48823.

g. **Orientation**

An orientation program provided by the Office of International Education Exchange at MSU is required for all new international students. Some of the issues discussed are: U.S. education system, legal issues, campus and community resources, extracurricular, social and educational opportunities and registration procedures. The orientation is usually one week long and is held prior to the beginning of the student's first semester. In addition, all new Neuroscience Program graduate students will participate in an orientation session for the Neuroscience Program.

h. **Support Services**

The Office for International Students and Scholars has organized a group of nationality clubs, which the international student may join. A list of the names and phone numbers of the officers of each club is available from the OISS.

VI. **University Resources and Services for Graduate Students**

The University provides a wide array of services to students to assist them in adjusting to the rigors and inevitable stresses that go with a rigorous academic life.

A. **Academic Facilities**

a. **Student Services** (http://www.vps.msu.edu/)

Michigan State University provides extensive student personnel services to assist students and enhance the educational experience. Michigan State University recognizes that the total development of the individual - personal, social, and physical, as well as intellectual - is of equal importance.

The Vice President for Student Affairs and Services has general administrative responsibility for all student personnel matters. The multiple services and responsibilities are carried out through the
offices of Coordinated Minority Student Programs, Counseling, Financial Aids, Intramural Sports, Recreational Services, Placement Services (including Student Employment and the Career Information Center), Student Life, and University Housing Programs. The Student Life area includes Campus Life Orientation, Health and Alcohol Education, Judicial Affairs, Off-Campus Housing and Commuter Programs, Service Learning, Student Activities, Student and Leadership Development, and Student Withdrawals and Records.

b. Michigan State University Libraries (http://www.lib.msu.edu/)
It is strongly suggested that you take advantage of the library tours in order to more thoroughly familiarize yourself with all the available resources. There are many branch libraries on campus.

c. Tech.msu.edu (http://tech.msu.edu/)
   
   Support (http://tech.msu.edu/support/)

   Computer Store (http://cstore.msu.edu/)

   Statistical consulting (http://cstat.msu.edu/)

   Programming Requests (https://www.ais.msu.edu/services/programming.asp)- This is a professional group that charges professional fees for computer work. They can offer some statistical help although they are limited in this area. They can do just about any computer programming work. The student will be given an estimate of charges which student must approve before job is performed.

   Computer Labs (http://tech.msu.edu/computerlabs/)

d. Bookstore
   The Spartan Bookstore (http://www.spartanbook.com/) is located in the International Center on Shaw Lane. Off-campus bookstores are located in the East Lansing area.

e. Learning Resources Center (http://lrc.msu.edu/)
   This is a self-paced, individualized learning center that offers free assistance to students who want to improve their study skills. Its goal is to help you develop the strategies and techniques you need to be successful student. Workshops on specific study skills are offered throughout the year.

f. Service Learning Center (http://www.servicelearning.msu.edu/)
   This is a volunteer program that provides students the opportunity to learn more about different work environments while providing community service. Staff are available to assist students in choosing a placement that meets their interests.
g. **The Writing Center** ([http://writing.msu.edu/](http://writing.msu.edu/))

This center offers writing consultation to graduate as well as undergraduate students. One on one consultations are best for small papers or projects like vitas, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects like research and conference papers, and even theses and dissertations. The center also has a library with books on resumes, vitas and cover letters, and examples of all of the above. Call 432-3610 to make an appointment, or email grammar@msu.edu for grammatical questions.

h. **Career Services Network** ([http://careernetwork.msu.edu/](http://careernetwork.msu.edu/))

The Career Development and Placement Services office assists students in career advising and seeking employment upon graduation. Their staff does workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well-written resume. You may also interview for internships or full-time employment through the Career Placement office. More information can be found in 113 Student Services Building. The Career Information Center, located in room 6 Student Services Bldg. (353-6474) provides up-to-date information on career possibilities, self-evaluation tools, and resource material on career choice, planning and strategy. The Graduate School also provides career advising services.

i. **CIC Traveling Scholar Program** ([http://www.cic.net/home](http://www.cic.net/home))

MSU is a member of the Committee on Institutional Cooperation. Through this committee's traveling scholar program a doctoral student can take a limited amount of course work at any Big Ten University or the University of Chicago. Participants in this program normally pay tuition at MSU at MSU rates for courses taken at other participating institutions. A doctoral student interested in this program should contact the Office of the Graduate School (355-0300) for instructions and formal processing.

j. **Train.msu.edu** ([http://tech.msu.edu/training/](http://tech.msu.edu/training/))

Michigan State University IT Services Training offers a variety of non-credit computing courses and workshops. Courses cover a wide range of topics on computing for the purpose of job training, career development, and/or personal improvement.

B. Health Facilities

a. **Health Insurance** ([http://www.hr.msu.edu/benefits/studenthealth/](http://www.hr.msu.edu/benefits/studenthealth/))

Michigan State University and the Council of Graduate Students worked together to offer graduate assistants coverage beginning Fall Semester 1994. "Student only" coverage will be automatically provided, at no cost to graduate assistants. Michigan State University will provide a full twelve months of coverage if your appointment is at least nine months. Those with a Fall Semester assistantship are provided six months of coverage, beginning August 15. A Spring Semester reappointment extends health insurance benefits for an additional six months. Spring Semester only appointments include health insurance coverage beginning January 1 through Summer Semester (August 14). If you wish to enroll your legal spouse and/or dependent children, please contact the MSU Benefits office. Questions regarding enrollment, premium payment and
coverage should be directed to AETNA Student Health (https://www.aetnastudenthealth.com/students/student-connection.aspx?GroupId=711130) at 1-(800)-859-8452. Questions or issues that cannot be resolved with AETNA may be directed to the MSU Benefits office (http://www.hr.msu.edu/) at 1407 South Harrison Road, Room 140 Nisbet Building.

b. **Resource Center for Persons with Disabilities (RCPD)** (https://www.rcpd.msu.edu/)
Staff specialists available to respond to mobility, visual, hearing, alternative learner, and other handicapper populations to enable their involvement in University activities. Other resources are available to students with special needs.

c. **Counseling Center** (http://www.counseling.msu.edu/)
Main Office: Student Services Building, 556 East Circle Dr. Room 207, (517)355-8270

Students should feel free to contact the Counseling Center for personal concerns and crisis. Professional counseling and psychological services are offered to assist with personal, as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to students carrying 7 or more credits. In addition to professional counseling a self-management laboratory and workshops are offered.

d. **Olin Health Center** (http://olin.msu.edu/)
The Student Health Service is located in Olin Health Center. In the event of an emergency, no matter what time of day, go directly to Sparrow Hospital, St. Lawrence or Michigan Capital Medical Center if possible. Otherwise go to the nearest emergency center.

e. **Women's Resource Center** (http://wrc.msu.edu/)
The Women's Resource Center serves as a referral service and advocate of women's issues for women faculty, staff and students. They sponsor many campus programs and workshops on women's issues.

f. **Intramural Sports Facilities** (http://www.imsports.msu.edu/)
Students have access to equipment and facilities in the intramural facilities located in the IM-West, IM-East, and IM-Circle. Students must present a current MSU student ID and a picture ID in order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in IM-East and IM-West, as well as fees for attending group exercise classes.

C. **Transportation and Parking On Campus**
a. **Parking On Campus**
Any vehicle you bring on campus must be registered through the Department of Public Safety (http://police.msu.edu/). Required student registration of motor vehicles can be done through the Department of Public Safety's Office for Parking and Permits between the hours of 7:30 a.m.
and 6:00 p.m. Generally, students with assistantships are eligible to obtain parking permits which allow parking at several lots throughout the campus. Graduate students without assistantships have permits allowing them to park in commuter lots on the outer edge of the campus. To obtain a parking permit the applicant must present their vehicle registration, student ID, driver's license and, if appropriate, last year's gate card.

If you do not have a graduate assistantship, you may, under special circumstances, qualify for a parking permit. For example, if your vehicle is necessary in performing the duties for a job you hold on campus, you may wish to apply for a parking permit. You will need to go to DPS and fill out a Special Request form for a parking permit. A member of the staff of DPS will review your request and if they feel you need a parking permit for campus they will give you the opportunity to buy one.

The Department of Public Safety, Parking Division, can be contacted to answer any further questions.

b. Buses
The Capital Area Transportation Authority (CATA) (http://www.cata.org/) provides bus service to all parts of the campus and connections with CATA routes serving the Lansing and East Lansing area.

c. Bikes (http://www.police.msu.edu/bikeinfo.asp)
The University maintains bicycle racks throughout the campus. Bikes should be locked to these racks when parked. Bikes are not permitted in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. Also visit MSU Bikes (http://msubikes.wordpress.com/) for more information.

D. Graduate Student Organizations
a. Council of Graduate Students (COGS) (http://cogs.msu.edu/)
COGS is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in on- and off-campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative.
COGS offers a wide range of services and programs to graduate level students including the following:

**MSU Student Food Bank** (https://www.msu.edu/~foodbank/): COGS and ASMSU jointly established a Student Food Bank to address the problems of students and their families with financial hardship. The SFB is located at Olin Health Center, and hours are 5:30 to 7:30 p.m. on Wednesday evenings. Students may visit bi-monthly. For more information, or to volunteer, stop by the office (Olin Health Center, 463 E. Circle Drive Rm. 151).

**Copy Center:** COGS maintains a copier center next to its office. Open to all graduates of the MSU community, the COGS copy center features three high quality Xerox copiers for use at the lowest rates available. This center charges only $0.04 per 8 ½ x 11 copy. We also offer 8 ½ x 14 copies at $0.05 per page, 11 x 17 at $0.06 per copy, and color copies printed starting at $0.20 per page. Fax can be sent for $.25/fax. Cash or check only. The COGS copy center is able to provide any advanced features such as collating, reducing and enlarging, two-sided copying, and automatic sheet feed. The office staff is always available to assist you.

**Student Legal Aid:** COGS and ASMSU have joined together to provide a wide range of legal services to MSU students. This service is free to all graduate students. The plan enables students to consult a staff attorney on many legal matters such as landlord/tenant problems, small claims, traffic offenses, and minor criminal/civil matters. For more specialized needs, students are refereed to other area attorneys.

The Students Defender Division of legal services provides students with advice concerning University regulations, judiciary programs, and any other type of paralegal help necessary to resolve intra-university problems. Students Legal Services is located in Room 329, Student Services Building. Due to the large number of phone calls and potential problems, no legal advice of any kind will be given over the phone. Call 353-3716 or stop by the office to make an appointment.

**$300 Short Term Loans:** ASMSU administers a $300 loan program for COGS. To obtain a loan, bring a valid MSU ID and a picture ID to 307 Student Services. The loan is interest-free for 8 weeks. Since the loan fund is a limited resource, money may not always be available. Loans are not available during the last 3 weeks of any term.

**$500 Short Term Loans:** The Office of Financial Aid administers a COGS-funded $500 loan program. Applications for the $500 loan are available in 252 Student Services, and take 2-3 business days to process. Make sure you write “COGS LOAN” clearly at the top of the application form! This loan is interest-free for up to 60 days.
**Endowment Funding:** We offer Conference grants (you can be awarded up to $300 for a Conference grant). Apply before the first Friday of classes of the semester in which the conference will take place. Awards are drawn by lottery.

**City of East Lansing Parking Permits for sale!** The Council of Graduate Students has teamed up with the City of East Lansing to sell reduced cost graduate student permits in the Downtown East Lansing Division Street ramp (Lot 10 - Colorful Parking Garage at Division & Albert Streets). Permit holders can park in the designated permit area in the upper levels using an access card purchased at the COGS Office. Bring with you: vehicle registration, student ID, and tuition statement showing you have paid your current semesters COGS tax. Cost is $150 (check or money orders only) and are activated within minutes of purchase.

**b. Faculty-Professional Woman’s Association** ([https://www.msu.edu/~fpwa/](https://www.msu.edu/~fpwa/))
The purpose of the Faculty-Professional Women’s Association is to provide a forum for and support of the various interests of the present and future professional women at Michigan State University. Graduate students are eligible to join the association as non-voting members. The dues for MSU graduate students is about 25% of the full dues. Non-voting members cannot vote in elections or on issues, nor can they hold a regular board position or office. Other than that, they have all the other rights and privileges of regular members.

### E. University Guides and References

**a. Graduate Student Rights and Responsibilities** ([http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities))
The GSRR specifically addresses student conduct, academic pursuits, keeping of records and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances.

**b. Funding Guide** ([http://grad.msu.edu/funding/](http://grad.msu.edu/funding/))
The Graduate School has produced a Guide for Graduate Students, Graduate Professional Students and Postdoctoral Fellows, to assist students in identifying funding sources such as grants, fellowships, scholarships and awards.

**c. Resource Guide** ([http://splife.studentlife.msu.edu/](http://splife.studentlife.msu.edu/))
A helpful resource guide to campus programs and services, and also includes rules, regulations, rights and responsibilities that have been established in the interest of intellectual and personal development while protecting individual freedoms. It is published annually by the Department of Student Life in the Division of Student Affairs and Services.

**d. Academic Programs** ([http://www.reg.msu.edu/AcademicPrograms/](http://www.reg.msu.edu/AcademicPrograms/))
Academic Programs (University catalogs) are the primary sources for university regulations, policies, procedures, costs, and academic program requirements.
e. **The COGS Graduate Student Handbook**
   The COGS Graduate Student Handbook is published annually by the Council of Graduate Students and is available in Room 316 Student Services.

f. **Graduate Student Career and Professional Development** ([http://grad.msu.edu/prep/](http://grad.msu.edu/prep/))
   PREP is the MSU Graduate School career and professional development model, designed to help you plan for a successful doctoral experience and a smooth transition into your future role in academia, government, industry, corporations, or agencies. The acronym PREP foregrounds for professional skills that are key to your doctoral and professional career: planning, resilience, engagement and professionalism.

g. **Spartan Life** ([http://splife.studentlife.msu.edu/](http://splife.studentlife.msu.edu/))
   Spartan Life provides valuable and important information for your engagement at Michigan State University. This handbook and resource guide compiles much of the essential information you will need to optimize your Spartan experience.

h. **The Schedule of Courses and Academic Handbook** ([http://schedule.msu.edu/](http://schedule.msu.edu/))
   The Schedule of Courses and Academic Handbook, published each semester, provides selected updated information on courses, university regulations, policies, procedures, costs, and the academic calendar.

i. **The Faculty and Staff Directory**
   The Faculty and Staff Directory is published by the Office of the Registrar. Copies for personal use may be purchased at the MSU Union Central Store or the MSU Bookstore or Neuroscience Program graduate students may obtain a copy from the Neuroscience Program office.

j. **The Graduate School Guide to the Preparation of Master's Theses And Doctoral Dissertations** ([http://grad.msu.edu/etd/](http://grad.msu.edu/etd/))
   The Graduate School Guide to the Preparation of Master's Theses And Doctoral Dissertations describes the final procedures for degree completion and manuscript requirements for your thesis or dissertation.

k. **The Graduate Post** ([http://grad.msu.edu/graduatepost/](http://grad.msu.edu/graduatepost/))
   A newsletter published every semester by the Graduate School. Its purpose is to highlight activities in graduate education at MSU and elsewhere, to publish opportunities available for professional enrichment through fellowships, scholarships and study programs, to announce important deadline dates and announce upcoming colloquia and symposia.

l. **COGS-Newsletter** ([http://cogs.msu.edu/newsletter1.html](http://cogs.msu.edu/newsletter1.html))
   A general information newsletter published at least once a year by the Council of Graduate Student (COGS).
m. MSU Today (http://msutoday.msu.edu/)
   A weekly newspaper geared to University and faculty interest.

n. The State News (http://statenews.com/)
   The MSU daily newspaper that contains news and a listing of events of interest.

F. Directory of Frequently Contacted Offices
   a. Neuroscience Program (http://neuroscience.msu.edu/)
      Neuroscience Program Director, Dr. James Galligan - 353-4776
      Graduate Student Affairs Administrator, Jim Stockmeyer - 353-8947
   b. College of Natural Science (http://naturalscience.msu.edu/)
      Dean, Dr. James Kirkpatrick - 355-4473
   c. Graduate School (http://grad.msu.edu/)
      Dean, Dr. Karen Klomparens - 353-3220
Waiver of Course
Request / Approval

Name of student ____________________________________________  PID ________________

Semester Accepted _________________ MSTP □ NSP □ Advisor _____________

_________________________           _________________________           _________________________
Course to be Waived          Equivalent Course     Institution Taken At

Explain Reason for Waiver:

GAC Decision:  Approve □ Deny □
(check one)

GAC Representative Signature ____________________________    Date ______________

Student Signature _________________________________________    Date ______________
RESEARCH FORUM REQUIREMENT FORM

Name of student ____________________________________________  PID ________________

Students are expected to attend NEU 800 (Research Forum) during all academic years of their program of study. Students must enroll for a minimum of 4 semesters. Typically, enrollment for NEU 800 will occur during years 3 and 4 but may occur in other years as necessary.

1. Semester ____________________  Year ____________________
   Research Forum Instructor _________________________________________

2. Semester ____________________  Year ____________________
   Research Forum Instructor _________________________________________

3. Semester ____________________  Year ____________________
   Research Forum Instructor _________________________________________

4. Semester ____________________  Year ____________________
   Research Forum Instructor _________________________________________

Approved: Department Chairperson / Director ________________________________________________
Teaching Experience Form

Name of student ____________________________________________  PID ________________

Name of Department Coordinating Course (3 Letter Code) ___________________________________

Course Name to Fulfill NSP Teaching Experience Requirement ________________________________

Course Number to Fulfill NSP Teaching Experience Requirement ______________________________

Course Semester _________________________  Course Year ___________________________

Name of Faculty Supervisor __________________________________________________________

Please List the Student’s Responsibilities:

Evaluation of Student’s Performance (Student’s Strengths and Suggested Areas of Improvement):

Did Student Meet the NSP Teaching Experience Requirement?  YES ☐  NO ☐

Faculty Supervisor Signature: __________________________________________  Date_______________
Neuroscience Program Responsible Research Conduct
Workshop Requirement

Name of student ______________________________   PID _____________________________

Semester Accepted ____________________________  Advisor __________________________

Submitted Conflict Resolution Workshop Form:    YES NO

Submitted Responsible Conduct of Research Series Certificate: YES NO

Requirement Fulfilled:      YES NO

Date _______________________________________

RECORD OF COMPREHENSIVE EXAMINATIONS
for DOCTORAL DEGREE AND EDUCATIONAL SPECIALIST DEGREE CANDIDATES

☐ Check if this is a re-examination because of expired time limits.

Department of

Student’s Name ___________________________ Student Number __________
Last, First Middle Initial

Term and Year of First Course Counted towards this Degree ________________________________

Result of Written Comprehensive Examinations:

<table>
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<tr>
<th>Field</th>
<th>Examiner(s)</th>
<th>Examination Date (MM-DD-YY)</th>
<th>Passed or Failed</th>
</tr>
</thead>
</table>

Result of Oral Comprehensive Examinations:

<table>
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<tr>
<th>Field</th>
<th>Examiner(s)</th>
<th>Examination Date (MM-DD-YY)</th>
<th>Passed or Failed</th>
</tr>
</thead>
</table>

OVERALL PASS or FAIL? __________________________

Signed ___________________________________ Date ______
Chairperson of Examination Committee

Signed ___________________________________ Date ______
Chairperson of Department

Signed ___________________________________ Date ______
Dean of College
REPORT OF THE GUIDANCE COMMITTEE – DOCTORAL AND OTHER PROGRAMS

See the catalog (Academic Programs) regarding composition of guidance committee and deadlines for its formation and for filing this report listing all degree requirements.

Name ___________________________ Student No. ________________ Ph.D ______ D.M.A. ______

First Semester in Doctoral Program ___________________________ Dept. ___________ Major ___________

Bachelor of ___________________________ Institution ___________________________ Semester ___________ Year ___________ Master of ___________________________ Institution ___________________________ Year ___________ Major ___________

Tentative Dissertation Subject ___________________________

Director ___________________________ Languages or Course Substitutes ___________________________

Will the student's research involve the use of human subjects of human materials? Yes No

 Will the student's research involve the use of warm-blooded animals? Yes No

 Will the student's research involve the use of hazardous materials? Yes No

STUDENT'S SIGNATURE ___________________________ Mo./Da./Yr.

DOCTORAL PROGRAM

PLEASE PRINT OR TYPE AND CLUSTER BY FIELD

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Semester</th>
<th>Title</th>
<th>No. CR</th>
<th>Dept.</th>
<th>Course No.</th>
<th>Semester</th>
<th>Title</th>
<th>No. CR</th>
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</tbody>
</table>

Approved
(Please TYPE guidance committee member's names below signatures)

1. Chairperson: ___________________________ Mo./Day/Yr.
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________

Course Credits (in addition to at least 24 credits of 999)
Comprehensive examination areas:

The candidate expects to pass the Comprehensive Examination by Semester, ___________________________ Year.

Student Mo./Day/Yr.

Department Chairperson Mo./Day/Yr.

College Dean Mo./Day/Yr.

MSU is an affirmative action/ equal opportunity employer.
Neuroscience Program Dissertation Proposal
Oral Defense Form
(Internal)

Name of student ________________________________________ PID ______________________

Dissertation Proposal Title

Dissertation Proposal has been:   ■ Accepted   ■ Rejected

■ Accepted subject to revisions required by the Committee

Oral examination in defense of the dissertation proposal was conducted on ________________

The student   ■ Passed

■ Failed       Reason ____________________________________________

Revisions approved ____________________________________________                           Date

Chairperson of Guidance Committee

Approved by Department Chairperson ________________________________________________
H. Application for Graduation

The application for graduation can be found at
https://www.reg.msu.edu/StuForms/GradApp/GradApp.asp
RECORD OF DISSERTATION AND ORAL EXAMINATION
REQUIREMENTS FOR DOCTORAL DEGREE CANDIDATE

Department of: _________________________________

Student's Name: _______________________________  Student Number: ____________________

1. Dissertation Title:

2. Dissertation has been:  □ Accepted  □ Rejected  □ Accepted subject to revisions (beyond minor
   editorial changes) required by the Committee.

3. Oral examination in defense of the dissertation was conducted on: __________________________
   Date
   The student  □ Passed
   □ Failed  Reason: __________________________

4. Dissenting opinions and signatures of dissenting examiners, if any:

5. Subject to the satisfactory completion of other requirements, this student is recommended for the degree Doctor of:
   □ Philosophy  □ Education  □ Musical Arts

Signatures of Guidance Committee Members:  Printed names of Guidance Committee Members:

________________________________________  Chairperson of Guidance Committee  Date

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

6. Major revisions required:

7. Revisions, if any, approved:
   _____________________________  Chairperson of Guidance Committee  Date

Approved:  Department Chairperson: _____________________________

Associate/Assistant Dean: _____________________________
### Neuroscience Program - Annual Student Performance Evaluation

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student:</strong></td>
<td>Thesis Advisor:</td>
</tr>
<tr>
<td><strong>Evaluation Period:</strong></td>
<td>Year entered w/ Bachelor’s □ or Master’s □ (check one)</td>
</tr>
<tr>
<td><strong>Coursework and academic requirements completed:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Coursework and academic requirements to be completed in coming year:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Summary of Research Progress During Past Year</strong></td>
<td>(attach current CV that lists publications, including abstracts, if any):</td>
</tr>
<tr>
<td><strong>Summary of other pertinent accomplishments:</strong></td>
<td>[e.g., honors/grants/fellowships awarded, presentations, professional meetings attended, involvement in other activities such as public outreach (e.g., Brain Awareness Week), NSP student council activities, planning the annual Retreat, mentoring undergraduates and/or giving guest lectures.] Provide dates for all such activities and/or awards:</td>
</tr>
<tr>
<td><strong>Evaluation of Student Performance (Circle one):</strong></td>
<td>Below Expectations □ Meets Expectations □ Exceeds Expectations □</td>
</tr>
<tr>
<td><strong>Research Plans for Coming Year:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Specific recommendations for performance improvement:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Student signature</strong> Date</td>
<td>Thesis Advisor Signature Date</td>
</tr>
</tbody>
</table>

**Continued on next page**
Indicate and discuss any barriers, impediments and/or problems that might have slowed your progress during the last year. You are also encouraged to indicate ways that the faculty might better support and facilitate your training and progress in the NSP, and/or ways in general, that the Program could be improved to better train students. (students have the option of submitting this page separately and the information provided on this page will be treated as confidential upon request)
K. Employment Eligibility Form (I-9)
The employment eligibility form can be found at http://www.uscis.gov/files/form/i-9.pdf
TRAVEL AUTHORIZATION AND EMERGENCY CONTACT FORM

SECTION A: TRAVEL AUTHORIZATION

This section must be completed prior to departure.

| Name: | ____________________________ |
| Last | First | MSU NetID |

| Email: | ____________________________ |

Department: ____________________________
Dept Addr: ____________________________

Check One: US Citizen   Resident Alien   NonResident Alien   Other   
Check One: Faculty/Staff   Graduate   Undergraduate   Other   

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Return Date</th>
<th>Destination(s) (City, State and Country required)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Account Number(s) to be charged:</th>
<th>Purpose of Travel (Check all that apply and fill out description):</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Reimbursement Limited to:</th>
<th>conference/meeting</th>
<th>research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Fee Amount:</td>
<td>$</td>
<td>conference fee paid by ProCard:</td>
</tr>
<tr>
<td>Airfare direct billing:</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Travel Reimbursed by:</td>
<td>MSU Funds</td>
<td>Non-MSU Funds</td>
</tr>
</tbody>
</table>

Description:

SECTION C: MOTOR POOL - CAR USAGE

This section is to be filled out when authorizing traveler to use a Motor Pool Vehicle. Primary Driver: ____________________________

Name(s) of Additional Drivers:

1) ____________________________  2) ____________________________  3) ____________________________  4) ____________________________

SECTION D: EMERGENCY CONTACT INFORMATION - (AS REQUIRED BY COLLEGES/MAJOR ADMINISTRATIVE UNITS (MAU))

FOR INTERNATIONAL TRAVEL: International travel data provided from this section should be keyed into the Travelers Database (excluding MSU study abroad) by personnel designated in each participating college/unit. Enter "N/A" for missing information.

FOR DOMESTIC TRAVEL: This section may be used for domestic travel. However, the information should not be entered into the Travelers Database.

1. Emergency Contact Information (spouse, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Emergency Contact Information</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

2. Supervising Faculty Member Information (Graduate/Undergraduate Students Only)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

3. Destination Information

<table>
<thead>
<tr>
<th>First Travel Location:</th>
<th>Second Travel Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>Dates:</td>
</tr>
<tr>
<td>Hotel/Host:</td>
<td>Hotel/Host:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
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</tbody>
</table>

| Host/Colleague Email: | Host/Colleague Email: |

<table>
<thead>
<tr>
<th>Third Travel Location:</th>
<th>Fourth Travel Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>Dates:</td>
</tr>
<tr>
<td>Hotel/Host:</td>
<td>Hotel/Host:</td>
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<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
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</tbody>
</table>

| Host/Colleague Email: | Host/Colleague Email: |

Will the traveler be checking email while in travel status? Yes-regularly   Yes-periodically   Yes-infrequently   No

SECTION E: AUTHORIZATION SIGNATURES

<table>
<thead>
<tr>
<th>Travel Authorization:</th>
<th>[ ] Yes [ ] No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Pool Vehicle:</td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

Deans (including Associate and Assistant Deans), Directors (including Associate and Assistant Directors), Chairpersons (including Associate and Assistant Chairpersons), or College/Organization-Level Budget Officer/Financial Administrator.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Date</th>
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</table>

Department Contact:

<table>
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<tr>
<th>Email</th>
<th>Phone #:</th>
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</table>

MSU is an affirmative-action, equal-opportunity employer.
Please retain original travel authorization with original signatures in department.
TRAVEL REIMBURSEMENT WORKSHEET (TRW)

ATTACH THIS FORM AND ALL RECEIPTS TO THE DISBURSEMENT VOUCHER

SECTION A: TRAVEL REIMBURSEMENT

Name: ____________________________  (Last)  ____________________________  (First)  (MSU NetID)
Department: ________________________
Visa Type: ________________________
Dept Addr: ________________________
Check One:  US Citizen  Resident Alien  NonResident Alien
Check One:  Faculty/Staff  Graduate  Undergraduate  Other
Departure Date  Return Date  Destination(s) (City, State and Country required)

Purpose of Travel (Check all that apply and fill out description):
Conference/Meeting  Ext Rel/Dev  Int'l Programs  Research  Recruitment  Team  Teaching/Outreach  Other

SECTION B: TRANSPORTATION REIMBURSEMENT

<table>
<thead>
<tr>
<th>REC #</th>
<th>DATES</th>
<th>STARTING</th>
<th>DESTINATION</th>
<th>MILEAGE</th>
<th>RATE</th>
<th>AMOUNT</th>
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Transportation Sub-total $ ______-

SECTION C: NOTES (Car rental justification, shared hotel room explanation, etc.)

SECTION D: ACCOUNTING LINE (optional) to assist with completion of Disbursement Voucher (DV) eDoc.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>SUB ACCOUNT CODE</th>
<th>OBJECT CODE</th>
<th>SUB-OBJECT CODE</th>
<th>PROJECT CODE</th>
<th>ORG REF ID</th>
<th>AMOUNT</th>
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</table>

Subsistence Sub-total Page 1 $ ______-
Subsistence Sub-total Page 2 $ ______-
Transportation Sub-total Page 1 $ ______-
Transportation Sub-total Page 2 $ ______-
Total Claim $ ______-

Total: $ ______-
Limit $ ______-

MSU is an affirmative-action, equal-opportunity employer.

Rev 2/2012
Neuroscience Program Conflict Resolution
Workshop Requirement

Name of student ______________________________   Date of Workshop _________________

Title of Conflict Resolution Workshop: ______________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Name of Speaker: ______________________________________________________________________

Did the student above attend the workshop:  YES  NO

_______________________________________  _______________________________________
Signature of Speaker           Signature of NSP Student

FOR OFFICE USE ONLY: Was form submitted to NSP office?  YES   NO
Laboratory Rotation Evaluation
For 1st Year NSP Students

Name of student ________________________________ PID ______________________

Lab Rotation Semester ___________________________ Lab Rotation Year __________

Lab Rotation Supervisor ____________________________________________________________

Numerical Grade for NEU 890 (1.0 to 4.0) __________________

Please explain the performance of the student during the laboratory rotation and the research project the student worked on. Please identify strengths, weaknesses, and recommendations we can share with the student. Attach a separate sheet to this form if needed.

This evaluation has been discussed with the student being evaluated on ________________________

________________________________________________________

Signature of faculty evaluating student   Signature of student being evaluated

Faculty member: Please submit this form to Jim Stockmeyer