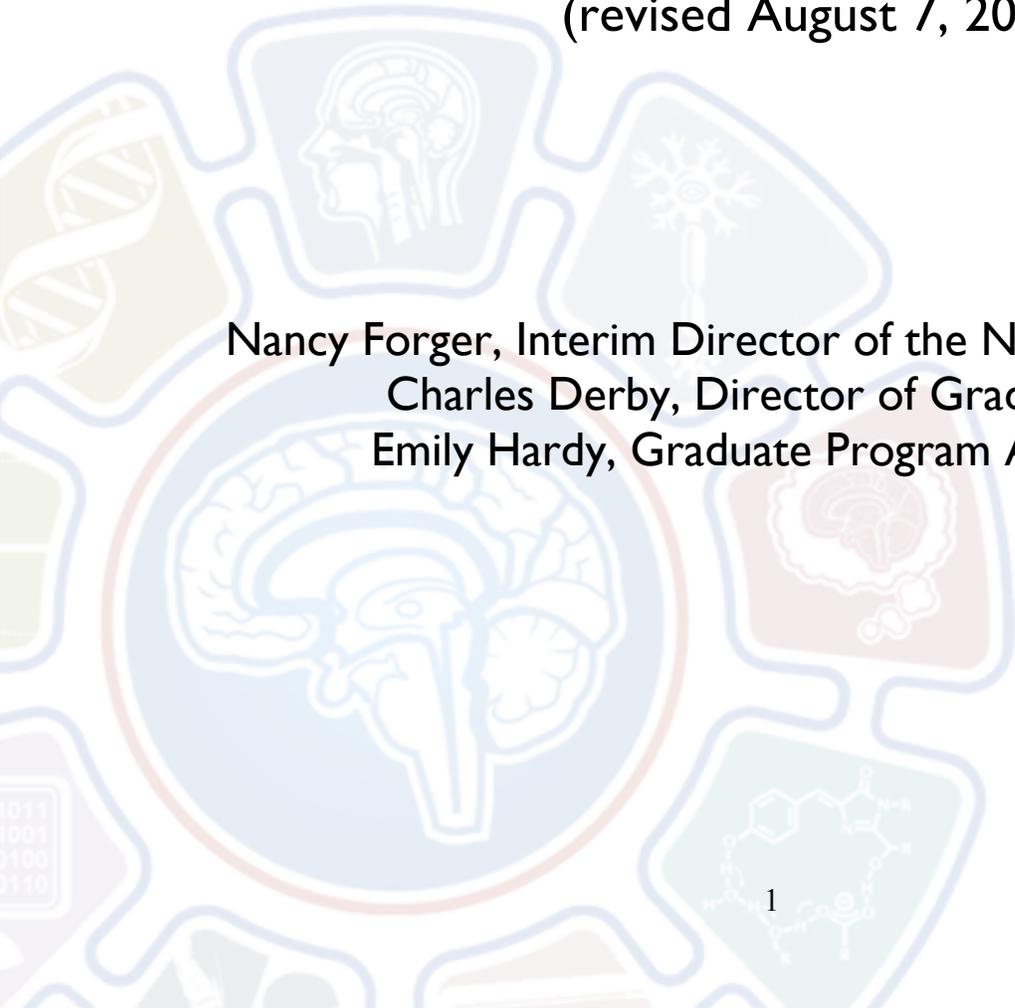


# Graduate Program Policy Document 2017-2018

(revised August 7, 2017)



Nancy Forger, Interim Director of the Neuroscience Institute  
Charles Derby, Director of Graduate Studies  
Emily Hardy, Graduate Program Administrator

## TABLE OF CONTENTS

|   | <b>Page</b> |
|---|-------------|
| <b>I. INTRODUCTION</b>                                  | 4           |
| <b>II. DEGREE REQUIREMENTS</b>                          | 4           |
| A. <u>Master of Science (36 hours)</u>                  | 4           |
| B. <u>Doctor of Philosophy (90 hours)</u>               | 5           |
| C. <u>Evaluation of Previous Coursework and Degrees</u> | 5           |
| D. <u>Terminal Master's Degree Policy</u>               | 5           |
| <b>III. DEGREE OBJECTIVES AND REPRESENTATIVE SKILLS</b> | 6           |
| A. <u>Objective 1: Neuroscience Theory and Content</u>  | 6           |
| B. <u>Objective 2: Critical Thinking Skills</u>         | 6           |
| C. <u>Objective 3: Communication and Collaboration</u>  | 7           |
| D. <u>Objective 4: Professional Standards</u>           | 7           |
| E. <u>Objective 5: Career Planning and Development</u>  | 7           |
| <b>IV. ADVISORY COMMITTEE</b>                           | 8           |
| <b>V. ADVISORS</b>                                      | 8           |
| <b>VI. ADMINISTRATIVE PROCEDURES</b>                    | 8           |
| A. <u>University &amp; College Matters</u>              | 8           |
| B. <u>Neuroscience Institute Matters</u>                | 10          |
| <b>VII. TIMETABLE AND COURSE OFFERINGS</b>              | 11          |
| A. <u>Core Course Timetable</u>                         | 11          |
| B. <u>Research/Reading Hours</u>                        | 11          |
| C. <u>Topics/Concepts</u>                               | 12          |
| D. <u>Electives</u>                                     | 12          |
| <b>VIII. ANNUAL REVIEW</b>                              | 14          |
| A. <u>Goals</u>   | 14          |
| B. <u>Procedures</u>                                    | 14          |
| <b>IX. PERFORMANCE EXPECTATIONS</b>                     | 15          |
| A. <u>Grades</u>  | 15          |
| B. <u>Research &amp; Exams</u>                          | 16          |
| <b>X. QUALIFYING EXAM</b>                               | 16          |

|              |  |    |
|--------------|--|----|
| <b>XI.</b>   | <b>TRAINING IN PEDAGOGY</b>  | 18 |
| <b>XII.</b>  | <b>DISSERTATION REQUIREMENTS</b>   |    |
|              | A. <u>Dissertation Committee</u>   | 18 |
|              | B. <u>Dissertation Proposal</u>  | 19 |
|              | C. <u>Admission to Candidacy</u>   | 21 |
|              | D. <u>Dissertation Progress Report</u>                                       | 21 |
|              | E. <u>Dissertation</u>   | 22 |
|              | F. <u>Dissertation Defense</u>   | 23 |
| <b>XIII.</b> | <b>POLICY ON ACADEMIC INTEGRITY</b>  | 25 |
| <b>XIV.</b>  | <b>DISMISSALS, APPEALS, AND GRIEVANCE PROCEDURES</b>                         | 26 |
|              | A. <u>Dismissal Procedures</u>   | 26 |
|              | B. <u>Appeals</u>  | 27 |
|              | C. <u>Grievances</u>   | 28 |
| <b>XV.</b>   | <b>FORMS</b>   | 29 |
|              | A. <u>Advisor Designation Form</u>   |    |
|              | B. <u>Course Authorization Form</u>  |    |
|              | C. <u>Annual Report Form</u>   |    |
|              | D. <u>Nomination of Dissertation Committee</u>                               |    |
|              | E. <u>Request for Scheduling of Dissertation Defense</u>                     |    |
|              | F. <u>Milestone Evaluation: Dissertation Proposal / Dissertation Defense</u> |    |

## I. INTRODUCTION

This Graduate Program Policy Document describes requirements for earning an advanced degree in Neuroscience from the Neuroscience Institute, College of Arts and Sciences, Georgia State University. Graduate students in the Neuroscience Institute and their advisors are expected to be familiar with all of the requirements, policies, and procedures described herein.

Students and their advisors are also responsible for knowing and complying with the policies and requirements of the College of Arts and Sciences as described in the Graduate Catalog.

In general, students must adhere to the course requirements and other requirements in effect when they enroll, as described in the edition of the Graduate Program Policy Document that corresponds to the year they entered. Students may elect, however, to be governed by a later edition of the Graduate Program Policy Document. To do so, they must submit a request in writing to the Director of Graduate Studies (DGS).

## II. DEGREE REQUIREMENTS

### A. Master of Science (36 hours)

A Master of Science is earned in route to the Neuroscience Ph.D. degree. A minimum of 36 hours of graduate coursework is required for the Master of Science degree in Neuroscience. To satisfy the minimum requirements for the degree, the student must complete successfully:

- i. A minimum of 28 hours of graduate classroom coursework, which must include:
  - a. Neuroscience core course (NEUR 8000, 4 hours)
  - b. Core elective courses (select 2 of following: NEUR 8010, 8020, 8030, 8420: 3 hours each, 6 hours total)
  - c. Quantitative course requirement (either NEUR 8040 or NEUR 8380: 4 hours)
  - d. Graduate Studies core courses (NEUR 8600 1 hour, NEUR 8050 3 hours; total of 4 hours)
  - e. Neuroscience electives (10 hours, 6 of which must be Topics, Concepts, and/or Seminar courses)
- ii. A minimum of 8 semester hours of research credit. This requirement may be satisfied by enrolling in NEUR 8800 Master's Research or the equivalent.
- iii. A successful qualifying exam (see Section X).

## **B. Doctor of Philosophy (90 hours)**

A minimum of 90 hours of graduate credit is required for the Ph.D. degree in Neuroscience. To satisfy the minimum requirements for the degree, the student must complete successfully:

- i. The Master of Science in Neuroscience (36 hours).
- ii. A minimum of 54 semester hours of research credit. This requirement can be satisfied by a combination of NEUR 9910 Advanced Research, NEUR 9999 Dissertation Research (minimum 20 hours) and NEUR 9920 Advanced Directed Readings or the equivalent.
- iii. An approved dissertation proposal (see Section **XI-B**).
- iv. An approved dissertation (see Section **XI-E**).
- v. A successful dissertation defense (see Section **XI-F**).

## **C. Evaluation of Previous Coursework and Degrees**

Students admitted for graduate study that have already taken relevant graduate classes or who are in possession of a graduate degree may be accorded advanced standing after an evaluation of previous graduate work. This evaluation would normally be conducted by the DGS before entry into the program or at the very latest during the first semester of enrollment.

## **D. Terminal Master's Degree Policy**

Some students, for various reasons, will not complete the PhD degree, but may want to exit the NI graduate program with a Master's degree.

Students may enter the terminal M.S. track in the following ways:

1. A student indicates in writing to the DGS that s/he has decided to pursue the terminal Master's degree and not go on to pursue a doctoral degree.
2. The student has failed the qualifying exam twice.
3. Annual review of the student's progress indicates that the student will not be able to complete the doctoral degree requirements successfully.

### Requirements for the Terminal Master's degree (36 hours)

To satisfy the minimum requirements for the degree, the student must complete successfully:

- i. A minimum of 28 hours of graduate classroom coursework, which must include:  
Neuroscience core course (4 hours)
  1. Neuroscience core elective courses (6 hours)
  2. Quantitative requirement (4 hours)
  3. Graduate Studies core courses (4 hours)
  4. Neuroscience electives (10 hours), of which 6 must be Topics, Concepts, and/or Seminar courses

- ii. A minimum of 8 semester hours of research credit. Enrolling in Neur 8800 Master's Research or the equivalent may satisfy this requirement.
- iii. A written product approved by the student's Terminal Master's committee.

#### Possible products

1. Literature review
2. Empirical paper
3. Methodological/technical paper
4. Research proposal
5. Other (determined by the committee and student with approval of the Graduate Program Committee)

#### Committee composition and selection

The terminal Master's degree committee will consist of three core and/or associate NI faculty. The student will provide the DGS with a list of five names and the DGS will select three based on faculty workload constraints.

#### Committee responsibilities

The committee will determine which product the student will complete and the timeline for completion, and will evaluate the final product as satisfactory or unsatisfactory.

\*Students should apply for graduation as soon as they choose this track.

### **III. DEGREE OBJECTIVES AND REPRESENTATIVE SKILLS**

#### **A. Objective 1: Neuroscience Theory and Content**

Develop expertise with major concepts, theoretical perspectives, and empirical findings in neuroscience and in their research specialty area.

Representative Skills:

- i. Use concepts in neuroscience to describe, explain, and evaluate phenomena and to generate new ideas.
- ii. Apply knowledge from other scientific disciplines to the understanding of fundamental neuroscience principles.

#### **B. Objective 2: Critical Thinking Skills**

Use critical and creative thinking, skeptical inquiry, and the scientific approach.

Representative Skills:

- i. Ask scientific questions and construct reasonable hypotheses.
- ii. Establish a research focus that identifies and builds on primary research in neuroscience.

- iii. Practice the scientific method and understand its limitations.
- iv. Master laboratory skills consistent with the requirements of the student's field.
- v. Use statistical reasoning routinely for evaluating research and apply appropriate statistics and other analytical methods.
- vi. Seek the most precise and parsimonious explanation of data.
- vii. Use skepticism consistently as an evaluative tool.
- viii. Formulate and test alternative explanations and models for experimental evidence.
- ix. Evaluate relevant content from a broader range of available resources; show refined and flexible use of published research.
- x. Create compelling arguments with attention to subtle meaning of content; anticipate and defend against criticism, adapt arguments for a wide range of audiences.

**C. Objective 3: Communication and collaboration**

Representative Skills:

- i. Communicate effectively in oral and written forms.
- ii. Read and demonstrate an understanding of scientific literature.
- iii. Critique and analyze claims of others in a scientific context.
- iv. Demonstrate an understanding of scientific terminology.
- v. Work effectively in group situations.

**D. Objective 4: Professional Standards**

Representative Skills:

- i. Engage in ethical professional behavior.
- ii. Demonstrate awareness and compliance with regulations and compliance issues.

**E. Objective 5: Career Planning and Development**

Emerge from graduate school with credentials and plans for career path.

Representative Skills 5:

- i. Attend and participate in conferences relevant to area of specialization.
- ii. Collaborate on publications relevant to area of specialization.
- iii. Demonstrate effective teaching and mentoring skills.

#### **IV. ADVISORY COMMITTEE**

The Advisory Committee advises students about issues related to the graduate program and professional development. Each incoming student will have an Advisory Committee composed of three Core, Associate, or Affiliate tenured or tenure-track faculty members of the Neuroscience Institute. The DGS will choose the committee members (in consultation with the advisor, if applicable; see Advisors, Section **V**). Students are expected to meet with their Advisory Committee (separately or as a group) at least once per academic year for the first 2 years in the program. Students must email the Graduate Program Administrator to indicate the date the meeting took place and which faculty members were in attendance. The advisory committee will be disbanded after the qualifying exam is passed, at which time the dissertation committee is formed and assumes the role of advising the students.

#### **V. ADVISORS**

The advisor advises students regarding issues relating to the degree program and serves as the student's mentor. Each incoming student will have the choice of either 1) immediately working with a particular advisor or 2) rotating between two or three laboratories during their first year in order to identify a suitable advisor. Once the student has selected an advisor and the advisor has agreed to serve in this role, the student must notify the DGS by submitting an *Advisor Designation Form* (see Forms, Section **XIV**). Students are welcome to consult with the DGS regarding the selection of their advisor.

#### **VI. ADMINISTRATIVE PROCEDURES**

A variety of administrative matters relevant to the University, College, and Neuroscience Institute are described in this section. Students should also be familiar with college policies as described at the College of Arts and Sciences Website <http://cas.gsu.edu/graduate-studies/>

##### **A. University and College Matters**

###### **i. Registration for courses:**

There are two opportunities to register for courses each semester. Regular registration is held during the middle of the preceding semester. Late registration is held the week immediately before the beginning of the semester. Typically students register via the Internet. Computer registration is available on campus at times and locations listed on the following URL: <https://www.gosolar.gsu.edu/webforstudent.htm>

Student appointment times are valid from the beginning of their assigned time until the last day of their registration phase. Regular registration appointments are assigned with priority to students scheduled to graduate and then to continuing students in reverse order of the total credit hours earned.

Students needing a particular course should register and pay for it during regular registration since it cannot be assumed that spaces will remain in the course through late registration.

ii. Application for graduation:

Students must apply for graduation two semesters in advance of their expected date of graduation. This applies to both the MS degree and the PhD degree. Applications and additional information are available on the College of Arts and Sciences' website <http://cas.gsu.edu/graduate-studies/>. If a student is unable to finish by the semester originally specified, it is the student's responsibility to change the date by contacting the Graduation Office. Once a student has applied to graduate, an audit of the student's records will be completed by the Office of Graduate Studies, College of Arts and Sciences (8th floor Haas-Howell Bldg). It is the student's responsibility to discuss any discrepancies with the Neuroscience Institute DGS.

When students apply to graduate they should also schedule a meeting with their committee **and the DGS** to discuss the graduation timeline, review policies and procedures, and to ensure all committee members are informed and in agreement.

iii. Residency requirements: In order to earn a graduate degree at Georgia State University, students must earn the majority of their graduate program credit hours from Georgia State University.

iv. Inactive status:

Students who have not registered for course work at Georgia State University for one year (i.e., three consecutive semesters, including summer semester) will be placed on inactive status by the Registrar's Office of the University. Such students, if they wish to resume their studies, must file a re-entry application with the Office of the Registrar. Whether such an application will be accepted or denied will be decided on a case-by-case basis and requires the approval of the Graduate Program Committee.

v. Time limits on coursework presented for degrees:

All credits presented for the Master's degree must have been earned within 7 calendar years of the date of the degree. All credits for the doctoral degree must have been earned within 10 years of the date of the degree. Courses taken earlier must be retaken or, alternatively, students may file a Petition for Deviation from Graduate Bulletin Regulations with the Office of Graduate Studies. Before filing such a petition, students should consult with the DGS.

**B. Neuroscience Institute Matters**

**i. Updating the Student's Master Record:**

The Graduate Program Administrator is responsible for maintaining records relating to students' progress in the program. This database contains the dates on which students met milestones, the name of their advisor, the names of chairs and members of their committees, etc. No committee is regarded as officially formed, nor is any exam, proposal, or oral defense regarded as officially passed, until appropriate notice has been given to the Graduate Program Administrator and until the information is recorded in the database.

**ii. Current Student Addresses:**

Both the university and the department need to have each student's current mailing address and telephone number on file. If your mailing address or telephone number changes, please let the Graduate Program Administrator know immediately (via email or campus mail). You must also notify the Registrar's Office via GoSolar of any change in address. Likewise, if you wish to change your name of record, you must inform both the department and the Registrar.

**iii. Student email addresses:**

Much of the communication in the department takes place electronically. Thus, all graduate students are required to have a GSU e-mail address and to check their messages frequently (the University provides GSU student email accounts to any student who does not already have one). The department will only use the e-mail account that is provided by the University to contact students. For instructions on forwarding your GSU email to your personal account, visit [technology.gsu.edu/2013/09/15/forward-your-panthermail-email-owa/](http://technology.gsu.edu/2013/09/15/forward-your-panthermail-email-owa/).

**iv. Leaves of Absence:**

Students who wish to take a leave of absence for personal or medical reasons should submit such requests in writing to the DGS for consideration by the Graduate Program Committee. Such requests must specify the intended duration of the leave of absence, specified with exact dates that span one or more semesters. A maximum of 1 year may be requested at a given time, although extensions may be requested by following the same procedure.

The purpose of the leave is to temporarily suspend the timeline on the student's milestones for the period of the leave. Although Neuroscience Institute progress guidelines are adjusted for departmentally-approved leaves of absence; this does not exempt students from any College or University policies (e.g. expiration of coursework, continuous enrollment, inactive status, etc.).

## VII. TIMETABLE AND COURSE OFFERINGS

In order to qualify for a tuition waiver, students must register for exactly 18 credit hours during Fall, Spring, and Summer. Maymester registration is not required. This can be accomplished through a combination of course and/or research/reading hours. Summer hours are typically all research hours. Approval is required from the DGS to register for more than 18 hours. Requests must include a strong and compelling justification.

In order to obtain authorization for courses, you must turn in a Course Authorization Form to the Graduate Program Administrator.

### A. Recommended Core Course Timetable

|                      | <b>Fall</b>  | <b>Spring</b>  |
|----------------------|--|--|
| 1 <sup>st</sup> year | Neuroscience Core (NEUR 8000)<br><br>Responsible Conduct in Research (NEUR 8600)<br><br>Research Design & Analysis in Neuroscience (NEUR 8040)<br>or<br>Computational Neuroscience (NEUR 8380) | Neuroscience Core Elective (NEUR 8010, 8020, 8030, 8420)<br><br>and/or<br><br>Neuroscience Electives                                   |
| 2 <sup>nd</sup> year | Neuroscience Core Electives<br>and/or Neuroscience Electives   | Professional Development in Neuroscience (NEUR 8050)<br><br>and/or<br><br>Neuroscience Core Electives<br>and/or Neuroscience Electives |

### B. Research/Reading Hours

Students are expected to register for a total of 62 semester hours of research hours. Students register for

- NEUR 8800 until they have passed their qualifying exam,
- NEUR 9910 until they have defended their dissertation proposal,
- NEUR 9999 until they defend their dissertation.

\*In addition, students should also register for NEUR 8810 (Directed Lab Study) every semester.

### Research/Reading hours

| NEUR #    | NAME                        |
|-----------|-----------------------------|
| 6990/8990 | Internships in Neuroscience |
| 8800      | Master's Research           |
| 8810      | Directed Lab Study          |
| 9910      | Advanced Research           |
| 9920      | Advanced Directed Readings  |
| 9999      | Dissertation Research       |

### C. Topics/Concepts

In addition to the core courses and research hours, students are expected to successfully complete 10 hours of electives which must include at least 6 semester hours of topics, concepts, or seminar courses. Students are encouraged to begin taking elective and topics/concepts courses beginning in their first year. Students should consult GoSolar to determine which topics/seminar and elective courses will be offered in a given year as the selection varies and may include new courses not listed here.

| NEUR # | NAME                                  |
|--------|---------------------------------------|
| 8700   | Seminar in Psychology                 |
| 8705   | Topics in Neuropsychology             |
| 8710   | Concepts in Neurobiology              |
| 8715   | Brains and Behavior Seminar           |
| 8720   | Topics in Behavior and Neurobiology   |
| 8730   | Concepts in Neuroscience              |
| 8740   | Topics in Behavioral Neuroscience     |
| 8750   | Seminar in Philosophy of Science      |
| 8760   | Seminar in Philosophy of Mind         |
| 8761   | Seminar in Moral Psychology           |
| 8762   | Topics in Neuroethics                 |
| 8763   | Seminar in Ethics                     |
| 8764   | Seminar in Bioethics                  |
| 8770   | Seminar in Philosophy & Cognitive Sci |
| 8780   | Seminar in Neuroscience               |
| 8790   | Topics in Neuroscience                |

### D. Electives

| NEUR # | NAME                                    |
|--------|---|
| 6010   | Neurobiology (taken if weak background) |
| 6040   | Neuroethology                           |
| 6100   | Developmental Neurobiology              |
| 6110   | Neural Plasticity                       |
| 8035   | PSY Research Statistics I               |
| 8100   | Developmental Neuropsychology           |
| 6200   | Endocrinology                           |

|      |   |
|------|---|
| 8200 | Protein Structure and Function          |
| 8210 | Nucleic Acid Structure and Function     |
| 8230 | Psychopharmacology                      |
| 8240 | Graduate Neuroendocrinology             |
|      |   |
| 6300 | Introduction to Psychophysiology        |
| 6310 | Neurobiology Laboratory                 |
| 6320 | Fundamentals of Bioinformatics          |
| 6340 | Neurophysics                            |
| 6350 | Numerical Methods for Neuroscience      |
| 6360 | Mathematical Biology                    |
| 6370 | Applied Dynamical Systems               |
| 8300 | Functional Human Neuroanatomy           |
| 8310 | Research Methods in Psychology          |
| 8320 | Psychological Research Statistics II    |
| 8330 | Psychological Research Statistics III   |
| 8340 | Dynamical Foundations of Neurosci       |
| 8350 | Advanced Bioinformatics                 |
| 8360 | Informatics of Neural & CV Systems      |
| 8370 | Computational Modeling and Methods      |
| 8380 | Computational Neuroscience              |
| 8385 | Systems Biology                         |
| 8390 | Intro to Modeling for the Life Sciences |
| 8395 | Advanced Mathematical Biology           |
| 9300 | Neuropsychological Assessment           |
|      |   |
| 6400 | Primate Behavior                        |
| 6410 | Sensation & Perception                  |
| 6420 | Hormones and Behavior                   |
| 7400 | Psychology of Animal Behavior           |
| 8400 | Intro to Clinical Neuropsychology       |
| 8410 | Advanced Cognitive Psychology           |
|      |   |
| 6500 | Philosophy of Science                   |
| 6510 | Philosophy of Cognitive Science         |
| 6520 | Philosophy of Mind                      |
| 6530 | Neuroethics                             |
| 6540 | Moral Psychology                        |
| 6550 | Ethical Theory                          |
| 6560 | Advanced Bio Ethics                     |
| 6570 | Philosophy of Law                       |
| 8500 | History of Psychology                   |

If a student wishes to take a graduate course offered at GSU for an elective that is not on this list, then the student must submit a Course Authorization Form to the DGS, which will be considered by the Graduate Program Committee (see Forms).

## VIII. ANNUAL REVIEW

### A. Goals

The objective of the review is to assess each student's performance and progress to better advise him/her through the PhD program. The annual review summarizes and reflects the faculty member's judgment regarding each student's ability to complete more advanced academic work and to master all aspects of professional training relevant to the student's area of research. The annual review also serves as the basis for the development of a corrective action plan if significant concerns are identified.

### B. Procedures

Annual evaluations occur each year according to the following procedures:

- i. One week after the last day of finals in the spring semester, students submit an annual report describing their research, academic activities, and accomplishments during the previous academic year, and their plans for the next academic year (see *Annual Report Form*). One copy is submitted to the Graduate Program Administrator (electronically) and one to the student's advisor.
- ii. At the end of each academic year, the DGS will solicit Neuroscience Institute Core and Associate faculty for written feedback that they may have regarding Neuroscience Institute graduate students (e.g., performance in class, research activities, or as a teaching assistant).
- iii. The DGS will forward this information to the student's advisor.
- iv. Based on this information, the student's advisor will write a letter to the student. This letter will summarize the contents of the student's annual report, include any feedback from other faculty, and will provide feedback and/or advice from the advisor. The letter will not contain any specific ratings, but is meant to provide the student with feedback (as described in 'Goal' section above). All aspects of a student's activities and performance are reviewed, including:
  - academic performance
  - research performance
  - teaching assistant performance (when applicable)
  - teaching performance (when applicable)

- professionalism and citizenship (e.g., compliance with regulations, service to the scientific community, conduct with colleagues)
- v. On or before June 15, the student and the advisor will review and sign the advisor's letter and the student will submit a signed copy to the DGS. (Signature indicates that the student and advisor have both seen and discussed the document.)
- vi. If the student has any concerns with the advisor's letter, the student may submit a letter addressing these concerns to the DGS and the advisor by June 29.
- vii. The annual report and advisor's letter will be reviewed by the Graduate Program Committee and DGS. They will provide a written evaluation of the student's progress and standing in the program, including meeting milestones. This written evaluation will be shared with the student and advisor. In cases where the Graduate Program Committee determines that there are serious concerns with a student's performance, the DGS will design a plan of corrective action in consultation with the student's advisor and the student.

## **IX. PERFORMANCE EXPECTATIONS**

Students must adhere to the progress guidelines and performance standards of both the College of Arts and Sciences and the Neuroscience Institute. The College of Arts and Sciences and the Neuroscience Institute expect students to maintain superior performance in course work as detailed below.

### **A. Grades**

#### **i. Letter Grades:**

As per regulations of the College of Arts and Sciences, the Neuroscience Institute requires that a grade point average (GPA) of 3.0 (i.e., a B average) be maintained and stipulates that a graduate student may be subject to dismissal for failure to achieve a 3.0 cumulative GPA by the end of the next 18 semester hours of enrollment in letter-graded courses after the GPA has fallen below 3.0. Letter-graded courses used to satisfy Neuroscience degree requirements must be passed with a grade of B or better (a B- is not sufficient). If the student earns a lower grade in one of these courses, the student will need to remedy this in a manner to be determined by the DGS (in consultation with the course instructor when possible).

#### **ii. Satisfactory and Unsatisfactory Grades:**

Certain courses in the Institute are graded as satisfactory (S) or unsatisfactory (U). Although these grades are not included in the student's GPA,

unsatisfactory performance is considered a serious matter and could constitute grounds for dismissal.

## **B. Research & Exams**

### **i. Qualifying Exam and Dissertation:**

The student has two opportunities to take the Qualifying Exam. If a student fails the Qualifying Exam twice, then the DGS will initiate a dismissal action as per College requirements (see Dismissals and Appeals, Section **XIII**).

If the student fails the dissertation defense, the student has 8 months to correct the deficit by passing a second dissertation defense. If this does not occur, the DGS will initiate a dismissal action.

### **ii. Research Performance**

Research performance plays a significant role in the evaluation of a student's progress. Two negative evaluations in research courses (i.e. NEUR 8800, 9910 or 9999; see Section **VII**), as indicated by grades of U (unsatisfactory), will be grounds for dismissal (see Dismissals and Appeals, Section **XIII**).

### **C. Probationary Status:**

Students who do not meet performance expectations or specified deadlines will be placed on probationary status. At this time, the DGS, in consultation with the student's advisor, will determine the steps the student must take in order to be removed from probationary status and the deadline for completing those steps. The DGS will provide this information in writing to the student. Failure to complete the required steps in the specified time is grounds for dismissal.

## **X. QUALIFYING EXAM**

- A. Goal:** Test students' analytical, integrative, and critical thinking abilities within a range of Neuroscience sub-disciplines.
- B. When:** During Maymester of the 2<sup>nd</sup> year in the program
- C. Composition and Responsibility of Qualifying Exam Committee:** Five NI faculty will serve on the Qualifying Exam Committee each year. Faculty members will be chosen to span a range of neuroscience disciplines. Each faculty member will be responsible for assigning one paper, drawing up the exam questions relevant to that paper, and grading students' responses to that part of the exam. Individual faculty may also assign relevant review articles and/or a set of study questions along with the primary research article.
- D. Format:** Three weeks before the date of the exam, students will be given five

papers from the primary scientific literature (one from each of five content areas). Students may not discuss the articles with NI faculty, but they may work in groups or use other resources available to them during the next three weeks to master an understanding of the articles. On the exam day, five sets of questions (one related to each of the papers) will be handed out. Each student will choose any four of the five and provide written answers to the four chosen sets of questions. Questions will probe understanding of the rationale, methods, findings, conclusions, and limitations of the papers.

- E. Evaluation and Outcomes:** Responses to each of the four sections of the exam will be graded blind (i.e., student identity will not be known to the graders) on a scale of 0-10, with half points allowed. In order to pass the Qualifying Exam, students must receive a total of at least 32 points (i.e., an average of 8 points per section).

If a student achieves a score of 32 or better, then he/she has passed the Qualifying Exam and will be recommended for candidacy for the Ph.D., assuming that course work and all other requirements (including completion of the Dissertation Proposal) have been completed. If a student does not achieve a passing score on the Qualifying Exam, the examining committee (the writers of each set of questions) will convene with the Director of Graduate Studies in order to discuss the student's performance. The student's advisor will be notified of the failing grade and asked to provide additional feedback concerning the student's aptitude. If the student has not been making adequate progress in the program with respect to coursework and/or research, then the Director of Graduate Studies, in consultation with the Graduate Studies Committee, will recommend that the student be denied qualification for the Ph.D., in which case the student will be given the opportunity to write up his/her results to obtain a terminal Master's degree.

If the student does not achieve a passing score the first time they take the Qualifying Exam, but has been making good progress in the program with respect to his/her coursework and research, then s/he will be offered the opportunity to remain in the program with probationary status. In this case, the student will retake the Qualifying Exam the following year and must pass the exam at that time or s/he will be terminated from the program, and given the opportunity to write up his/her results to obtain a terminal Master's degree.

- F. Reporting Outcomes:** Students will be notified of the outcome of their Qualifying Exam within a week of the exam date. Only scores will be returned to the students, not the graded exams. Students who fail the exam can request to have feedback, and this will be provided by the Committee as a whole rather than by individual members of the Committee.

- G. Formation of the Dissertation Committee:** Students who pass the Qualifying Exam should submit a completed *Nomination of Dissertation Committee Form* by the following July 1<sup>st</sup>.
- H.** The exam questions will be made available to students who will take the exam in the following year, when they take Neur 8050 in the Spring semester.
- I.** The Neuroscience Institute follows the current procedures and policies of Georgia State University and the College of Arts and Sciences regarding grade appeals and complaints. Current University policy can be found at: [http://enrollment.gsu.edu/files/2013/03/Petitions\\_Appeals.pdf](http://enrollment.gsu.edu/files/2013/03/Petitions_Appeals.pdf).

## **XI. TRAINING IN PEDAGOGY**

Training in pedagogy is important for the professional development of Neuroscience graduate students and is therefore a required component of our training program. Each student in the program has a minimum requirement of serving as the teacher of record for one course or assisting (e.g., serving as a teaching assistant) in two courses. Students are required to meet the training requirement to teach their assigned courses; some units require teachers of record or teaching assistants to take specific pedagogy courses offered in their unit or through the Center for Excellence in Teaching and Learning (CETL), whereas other units use apprentice training models to prepare students for teaching.

## **XII. DISSERTATION REQUIREMENTS**

### **A. Dissertation Committee**

#### **i. Composition of the Committee:**

The dissertation is completed under the direction of a committee consisting of a chair (the dissertation advisor) and at least three additional members. The chair and the majority of members must be core, associate, or affiliate faculty in the Neuroscience Institute. Affiliate members may not serve as chair. The remaining members may have a faculty appointment in a department at GSU or another university or research institution. It is highly recommended that at least one member be from another institution. This 'outside' committee member should be added after the qualifying exam has been passed, during the student's 3<sup>rd</sup> year of study. A student who wishes to have someone serve on his/her committee who does not meet these criteria may add that person as an additional committee member.

#### **ii. How to nominate a committee:**

When nominating the members of the dissertation committee, the student will submit a *Nomination of Dissertation Committee Form*. The student should prepare the form in consultation with his/her advisor. The student will provide the following information:

- a. Title of the dissertation;
- b. List of committee members from GSU;

- c. How the proposed committee members provide expertise in content areas relevant to the dissertation topic and/or in methodology relevant to the research plan;
- d. A current *Curriculum Vitae* for any person who is not a tenure-track faculty member of the Neuroscience Institute.
- e.

iii. When to form the Dissertation Committee:

A completed *Nomination of Dissertation Committee Form* must be submitted by all students who pass the Qualifying Exam. It must be handed in immediately after passing the Qualifying Exam during the Maymester of the 2<sup>nd</sup> year in the program.

**B. Dissertation Proposal**

A written dissertation proposal is required and must be formally approved by the dissertation committee as a whole. The dissertation proposal must be written and defended within one calendar year of passing the qualifying exam. The proposal is a comprehensive plan of future research that details the rationale, methods, and procedures for the proposed work. It should be formulated early in the course of the research project and need not be supported by extensive data. It is not a contract. Changes in the direction of the project after the proposal has been approved are common and even expected. Annual meetings between the student and the dissertation committee should include a discussion of any such changes.

Written Proposal

The candidate is expected to write a 10-page, single-spaced proposal (not including references) for a research project using either the NSF-style grant application format or the NIH NRSA pre-doctoral format, using a minimum 11-point Arial font.

- a. Pre-proposal: The candidate submits a 1000-word pre-proposal to his/her committee within 6 months of passing the qualifying exam. The pre-proposal will include:
  1. A brief description of the background and significance of the proposed research.
  2. The overarching hypothesis, which is NOT to be phrased as a prediction of experimental results.
  3. Specific aims, with each aim being stated either in the form of a question or a statement of the hypothesis to be tested. Each aim may have more than one experiment associated with it (for example, Aim 1, Expt. 1a, 1b, etc.).
  4. Predictions based on the hypothesis. Predictions should take the form of if-then and if not-then statements. For example, "If my hypothesis that caffeine improves critical thinking is true, then subjects who drink a cup of coffee before taking a test of critical thinking will perform better than students drinking a cup of decaffeinated coffee. If no treatment-dependent change in the outcome measure occurs, the hypothesis would be refuted."

5. Research design (i.e. independent and dependent variables, delineation of experimental and control groups) and methods (rationale, possible results, and their interpretation).

Within 2 weeks of the submission of the pre-proposal, the student will schedule a meeting with his/her committee to discuss the pre-proposal. The student will give a 15-min oral presentation. Within one day after this meeting, the student is expected to prepare a written summary of the committee's description of the pre-proposal deficiencies and send via email this summary to each member of the committee. The committee will revise the summary further if needed. After the summary of the pre-proposal meeting is approved, the candidate will have one week to submit a revision of the pre-proposal to the committee for their approval.

- b. Full proposal, first draft: The candidate will submit one hard copy and one electronic copy of the completed draft of the proposal to each committee member by the midpoint of the Spring semester (according to the University calendar, see <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>).

The Dissertation Proposal must include the following:

- i. Specific Aims: List the broad, long-term objective of the specific research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, address a critical barrier to progress in the field, or develop new technology. Indicate briefly the experiments or steps that will be taken to reach the stated goals (Aim 1, Aim 2, etc.)
- ii. Background and Significance: Briefly summarize the background research leading to the proposed project, critically evaluate this existing knowledge, and specifically identify the gaps in knowledge that the project is intended to fill.
- iii. Research Design and Methods: Provide a rationale for each proposed experiment. Describe the research design (i.e. independent and dependent variables, delineation of experimental and control groups) and methods. Include how the data will be collected, analyzed (statistically). Discuss possible results and their interpretations. Describe the advantages and limitations of methods to be used compared to other methods. Provide details for any novel concepts, approaches, tools, or technologies. Discuss the potential difficulties of the proposed procedures and potential alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project.

The committee chair will provide the student with written comments within one week of receipt of the first draft of the full proposal.

- c. Full proposal, final draft. This is to be submitted to the committee via email and hard copy at least two weeks before the defense of the proposal.

### Defense of the Proposal

The defense of the proposal will be scheduled at least two weeks after submission of the final draft of the written proposal. The student will give a 20-min oral presentation of his/her proposal using PowerPoint or similar presentation software. The committee will then discuss with the student the strengths and weaknesses of the proposal.

### Evaluation criteria

The student is expected to demonstrate understanding of all components of the proposal. The Dissertation Committee will evaluate the written proposal and its defense using the *Milestone Evaluation Form – Dissertation Proposal*. Ratings will be discussed by members after the ratings are completed and revised based on discussion if warranted. The rating endorsed by the majority of committee members for each skill will be the rating the student receives for that skill. The Committee Chair will give the form and a copy of the final approved Dissertation Proposal to the student and to the Graduate Program Administrator for the student's file.

### Summary of Timetable

1. *Pre-proposal*: Due 6 months after passing the qualifying exam.
2. *Pre-proposal meeting*: Within two weeks of submitting the pre-proposal to the dissertation committee.
3. *Summary of recommended changes*: Student provides chair with a summary of the meeting including recommended additions and revisions within one day after the pre-proposal meeting.
4. *Pre-proposal revision to the committee*: Within one week of pre-proposal meeting.
5. *First draft of full proposal – midpoint assessment*: Due midpoint of the Spring semester (according to the University calendar: <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>)
6. *Feedback from the committee on first draft of the full proposal*: Within one week of receipt of the proposal. The committee chair will provide the student with a written summary of strengths and weaknesses and recommended changes.
7. *Full proposal - final version*: Submitted to committee via email and hard copy at least two weeks before the defense of the proposal.
8. *Defense of the proposal*: No later than last day of classes of Spring semester.

Students who fail to complete their dissertation proposal on schedule will be subject to academic probation.

### C. Admission to Candidacy

**A candidate is admitted to candidacy after the dissertation proposal is approved.** Only students who have been admitted to candidacy may enroll in NEUR 9999 Dissertation Hours.

### D. Dissertation Progress Reports

Following approval of the proposal, each student is required to submit a written progress report to the dissertation committee at least once a year. If there are changes in the direction of the dissertation, then the changes must be identified in the progress report and approved by all Committee members. Students are also expected to include the Dissertation Progress report (or a hard copy of visual aids used in the case of an oral report) when they submit their *Annual Report Form*.

**E. Annual Meeting with the Dissertation Committee**

Students must meet at least once per year with their Dissertation Committee. They are encouraged to meet more often than this with their Dissertation Committee or any members of it, but a minimum of one meeting per year is required. This should occur in May of each year, during the Annual Review Process. At these meetings, students should discuss their progress toward degree, accomplishments, changes in research directions and specific aims, etc. Upon the completion of the meeting, the student should email the DGS and the Graduate Program Administrator to notify them that the annual meeting took place.

**E. Dissertation**

**i. Format:**

All requirements of the College of Arts and Sciences must be satisfied. The College of Arts and Sciences requirements specify the margins, format for preliminary pages (title page, table of contents, abstract, etc.), and pagination. In addition, the dissertation should be prepared according to the following format:

**a. Chapter 1:**

A thorough synthetic review of the literature culminating with the aims of the dissertation research.

**b. Next chapters:**

Copies of (a) published papers, (b) manuscripts in press, (c) manuscripts submitted, and/or (d) manuscripts in preparation\*. Given that they may have been published, submitted, or targeted for different journals with different journal styles, the chapters may not all be formatted in the same style. As is found in most published papers, each chapter would have an Introduction, Methods, Results, and Discussion section. The number of these chapters will vary according to the publication rate of the subfield of neuroscience in general, and of the researcher and advisor, specifically.

\*The College of Arts and Sciences requires that the student submitting the dissertation must be listed as either the sole author or as the first

author of each article used as a chapter. The inclusion of any articles that are previously published or accepted for publication requires permission from the copyright holder. Articles not yet copyrighted by another party will be covered under the copyright of the dissertation.

c. Final chapter:

This chapter will be a summary written from a more global perspective than Chapter 1. That is, it answers the question: How does this work fit into the big picture? This chapter most likely will have a speculative quality to it and will entertain the directions for future research on the topic by the author or by other investigators. This final chapter is not a recapitulation of the middle chapters, but rather a synthesis of the middle chapters. This chapter also offers the author the unique opportunity to speculate without the fetters that constrain typical research papers.

ii. Use of Consultants for Dissertations:

Doctoral dissertations must be the product of the student to whom the degree is awarded. A doctoral committee's approval of a student's dissertation is not only an approval of the manuscript and of the research described in it but also a certification that the student is qualified to conduct research in the areas examined. Basic to that certification is the knowledge that the student was primarily responsible for designing the study, analyzing the data, and discussing the results, with minor help from his or her advisor, committee members, and others.

Hiring someone to conceptualize, design, analyze, or write a dissertation undermines the purpose of a dissertation and is inconsistent with the mission of a research university. With regard to the use of consultants, no student is allowed to obtain help with the design and analysis of his or her dissertation without prior written approval from his/her committee. Violation of this policy may result in the student's dismissal and revocation of the degree, if already received.

ii. Publication of Dissertations:

Although the dissertation is a public document, students are strongly encouraged to submit papers based upon their dissertation research to scholarly journals for possible publication. Students should collaborate with their dissertation chair to submit their work for publication in a scholarly journal. If a student does not make the effort to publish and if the dissertation chair has a strong investment in the research effort and its findings, the chair may prepare articles based on the research. In such cases, it is recommended that the chair consult with the GPC. Students and faculty should be mindful of

## F. Dissertation Defense

### i. Timing:

#### a. Six Months Prior to Dissertation Defense Date:

A student must meet with his/her Dissertation Committee at least six months before the planned Dissertation defense date in order to discuss the dissertation. At that time the committee will decide on the feasibility of the proposed Dissertation defense date.

#### b. Six Weeks Prior to Dissertation Defense Date:

A copy of the entire complete dissertation must first be approved by the dissertation chair and then submitted by the student to all Dissertation Committee members at least 6 weeks before the proposed Dissertation Defense date. This allows at least 4 weeks for the student to work with his/her Dissertation Committee in order to obtain approval from the Dissertation Committee that the dissertation is ready for defense and 2 weeks for the *Request for Scheduling of Dissertation Defense Form* to be submitted on time.

#### c. At Least 2 Weeks Prior to the Dissertation Defense:

After the Dissertation Committee agrees that the dissertation is ready for defense, a *Request for Scheduling of Dissertation Defense Form* signed by the Dissertation Committee members must be submitted to the DGS at least 2 weeks before the requested date for the dissertation defense.

Upon submission of a completed Request for Defense form, the student will schedule a defense date in consultation with his/her committee members.

\*The student will work with the Graduate Program Administrator to schedule a room for the presentation and to ensure that an announcement is sent to all Neuroscience Institute faculty and graduate students at least 2 weeks before the defense (note that rooms are usually difficult to reserve; therefore, it is recommended that a room be reserved as soon as possible). The dissertation abstract must accompany the announcement. A copy of the dissertation must be available for faculty examination in the Graduate Program Administrator's office at least 1 week prior to the presentation.

ii. Format:

The dissertation defense is open to all faculty, students, and other interested individuals. The dissertation chair will introduce the student to attendees, limit the student to a 45-50 minute summary of the dissertation, and oversee a question-and-answer period. Once the student has responded to all questions from the general audience, the student will meet privately with members of the Dissertation Committee to answer more questions about the dissertation.

iii. Evaluation:

The Dissertation Committee will evaluate the proposal using the *Milestone Evaluation Form*. Ratings will be discussed by members after the ratings are completed and revised based on discussion if need be. The rating endorsed by the majority of committee members for each skill will be the rating the student receives for that skill. As the form indicates, the student must obtain ratings of 1 or 2 on all items in order to pass. The Committee Chair will give the form to the Graduate Program Administrator for the student's file. Students should contact the Graduate Program Administrator for a copy.

If the student does not defend the dissertation successfully, the DGS and the Dissertation Committee will schedule a new presentation or provide for other appropriate action.

iv. To complete the process:

Students must submit copies of their dissertation to the College of Arts and Sciences Office of Graduate Studies only in digital .pdf format. All electronic files submitted for partial fulfillment requirements must conform to the university and Library of Congress national standards before the Graduate Office grants final approval.

\*It is the responsibility of the student to meet the requirements and deadlines of the Graduate Office of the College of Arts and Science concerning submission of the final Dissertation copies. In particular, students should inform themselves as to the dates by which acceptable copies must be provided in order to graduate in a given semester.

### **XIII. POLICY ON ACADEMIC INTEGRITY**

The Neuroscience Institute follows the University's Policy on Academic Honesty described in the General Catalog for Georgia State University and the College of Arts and Sciences Graduate Bulletin. The Faculty of the Neuroscience Institute strongly affirm the following principles:

- A. Work presented by students in fulfillment of class requirements or other requirements of an academic program should be that student's own work, and not that performed by someone else.
- B. Granting of credit for such work implies that the piece of work has been accomplished for a particular course or requirement.
- C. The same piece of work should not be presented for credit for two different courses or requirements without special arrangements being made with relevant faculty.
- D. Falsification of any kind of data is a violation of academic and ethical principles.

#### **XIV. DISMISSALS, APPEALS, AND GRIEVANCE PROCEDURES**

##### **A. Dismissal Procedures**

The Neuroscience Institute is committed to supporting students in their progress through the program in every way consistent with maintaining the highest academic and professional standards. There are, however, occasions when the standards of the Neuroscience Institute and/or the College of Arts and Sciences are not met and dismissal (called scholastic termination by the College of Arts and Sciences) must be considered. It is the College of Arts and Sciences that ultimately assumes responsibility for both the admission of students and, in rare cases, their dismissal.

##### **i. Neuroscience Institute Level:**

When a Neuroscience Institute standard is violated, the DGS will initiate the dismissal action. The student will receive written notice from the DGS that dismissal is being considered. This will occur only after the student has failed to address or correct the deficiency during any specified probationary period.

Reasons for initiating dismissal at the Neuroscience Institute level include:

- a. Cheating (see Policy on Academic Integrity, Section **XII**).
- b. Two unsatisfactory grades in research hours or core courses.
- c. Two annual evaluations with significant concerns (see Annual Review, Section **VIII**).
- d. Violation of professional ethical principles endorsed by the Society for Neuroscience, which are available via the Society's website ([www.sfn.org](http://www.sfn.org)).
- e. Failure to pass a dissertation defense within 8 months after a failed defense.
- f. Failure to maintain a Neuroscience GPA of 3.0 after the probationary period of 18 semester-hours.
- g. Failure to meet conditions to remove probationary status within a specified time.

**ii. College of Arts & Sciences Level:**  
When a college standard is violated, the Associate Dean for the Natural Sciences initiates the dismissal action.

Reasons for initiating dismissal at the college level include:

- a. A second failure of the doctoral Qualifying Exam.
- b. Failure to maintain a cumulative GPA of 3.0 after the probationary period of 18 semester-hours.

**B. Appeals**

**i. Grade appeals:**

The Neuroscience Institute follows current procedures and policies of the College of Arts & Sciences regarding grade appeals and complaints. See the College of Arts and Sciences Student Grievance Policy.

**ii. Appeals in response to dismissal initiation:**

**a. Initial Process:**

1. A student receiving a notice of dismissal from the DGS may appeal this, in writing, to the DGS no later than 30 business days after notice was given.
2. The appeal will be considered by the Neuroscience Institute Graduate Program Committee.
3. At the meeting called for this purpose, the student has the opportunity to present evidence, including any testimony from faculty with whom he or she has worked, that he or she is capable of successful completion of the graduate program and that the conditions leading to the dismissal action represent atypical behavior or the presence of temporary, mitigating circumstances.
4. The committee will inform the student of their decision within 30 business days of receiving the appeal.

**b. Actions of the Graduate Program Committee may include, but are not limited to:**

1. Let the dismissal action stand, in which case the student may not continue in the program.
2. Place the student on probation and specify remedial actions which must be taken before the student may continue in the program. Such actions are at the discretion of the Graduate Program Committee as informed by faculty who are familiar with the student's work. Retaking courses with low grades is one possible

action. A deadline for completing such remedial action must be specified.

c. If the appeal is granted:

1. If an appeal is granted and the student is placed on probation, the student's advisor and DGS will monitor whether the student has met the specified requirements by the specified deadline.
2. If the student has not done so, the DGS will again initiate a dismissal action. The student may again appeal the action to the Graduate Program Committee. There is a limit of two appeals.

d. To appeal to the Neuroscience Institute Director:

If the student believes that a decision by the Graduate Program Committee has been arbitrary, capricious, or discriminatory, s/he may appeal the decision in writing to the Director of the Neuroscience Institute. This action must be taken within 30 business days of the date of the Graduate Program Committee's decision.

e. No appeal action taken or appeal is denied:

If the student does not appeal the decision or if the appeal is denied at the Departmental level, the DGS will forward the recommendation for dismissal to the Associate Dean of Natural Sciences in the College of Arts and Sciences. The Associate Dean will notify the student that this has occurred. The student may then appeal the decision through normal channels within the College of Arts and Sciences.

f. Appeals in response to dismissal initiated at the College level

In such cases, the Graduate Program Committee is not empowered to consider an appeal. The student may, however, request support from the Graduate Program Committee for an appeal to the appropriate college committee. The student should refer to the College Graduate Bulletin for instructions on appeal procedures at this level.

### **C. Grievance Procedures**

The Neuroscience Institute follows the current procedures and policies of the College of Arts and Sciences regarding grade appeals and other complaints. Students who believe that they have been treated in an unethical, unprofessional, or unfair manner by university faculty, staff, administrators, or fellow students should act to correct the situation. Several procedures are available to do so. First, students should bring the situation to the attention of their advisor, the DGS, or the Director of the Neuroscience Institute. At the college level, students should bring their complaint to the attention of the

Associate Dean of Natural Sciences. Students may also discuss the situation with the University's ombudsperson.

## **XV. FORMS**

- A. **Advisor Designation** (see Section **V**). This form must be submitted to the Graduate Program Administrator when the student has selected an advisor who has agreed to serve as the student's advisor. This form is also used to inform the DGS of any changes in advisors.
- B. **Course Authorization** (see Section **VII**). This form must be submitted to the Graduate Program Administrator for registration each semester.
- C. **Annual Report** (see Section **VIII**).
- D. **Nomination of Dissertation Committee** (see Section **XI-A**). This form must be submitted to the Graduate Program Administrator for approval by the Graduate Program Committee.
- E. **Request for Scheduling of Dissertation Defense** (see Section **XI-F**). This form must be submitted to the DGS at least 2 weeks before the requested date for the dissertation defense.
- F. **Milestone Evaluation – Dissertation Proposal / Dissertation Defense** (see Section **XI-B**).



# Neuroscience Institute

---

## ADVISOR DESIGNATION FORM

Student Name: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

I have designated and/or changed my advisor and request that this information be updated on my records in the Neuroscience Institute Graduate Office.

Name of New Advisor (please print)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of New Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Old Advisor

\_\_\_\_\_  
Date

**RETURN THE SIGNED FORM TO EMILY HARDY**



# Neuroscience Institute

## Course Authorization Form

Date: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_

ID#: \_\_\_\_\_

**Instructions:** All graduate students must register for a **total of 18 semester credit hours** for Fall, Spring, and Summer (which includes Maymester) that must include either **NEUR 8800, 9910, or 9999**.

\* **NEUR 8800** -Students who are working towards their Master's and have not taking the Qualifying Exam.

\* **NEUR 9910**-Students who have their Master's but have not proposed their dissertation.

\* **NEUR 9999**-Students that have proposed their dissertation.

In addition, students are strongly encouraged to register for **NEUR 8810** (Directed Lab Study) where credit will be given for instruction received during laboratory group meetings and individual discussion with faculty laboratory director.

*You must register for these courses in the sections in which your advisor is the instructor of record.*

Students must complete this form each semester and get their advisor's signature. **Submit this form to the Graduate Program Administrator's Office – 808 PSC.**

| Course Number (e.g., NEUR 8020) | CRN#                      | # Hours |
|---------------------------------|---------------------------|---------|
|                                 |                           |         |
|                                 |                           |         |
|                                 |                           |         |
| <b>NEUR 8810</b> (2 cr.)        |                           |         |
| <b>NEUR 8800</b> (1-25 cr.)     |                           |         |
| <b>NEUR 9910</b> (1-25 cr.)     |                           |         |
| <b>NEUR 9999</b> (1-25 cr.)     |                           |         |
|                                 | <b>Total credit hours</b> |         |

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



# Neuroscience Institute

## Annual Report Form for Year \_\_\_\_\_

(Previous academic year)

Due date: May 9th, 2017

Student Name: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

Please submit the following, in electronic form:

- 1) **Updated PhD Neuroscience Milestones Form (see the attached)**
- 2) **Updated CV, with the following information: Publications (submitted, in press, published); Conferences attended; Presentations at Conferences; Teaching (courses that you have been TA or taught); Service and Outreach (at GSU or community)**
- 3) **Narrative of your progress towards your milestones, including accomplishments in the past year and plans for the next year, in research, coursework, and service/outreach. (You can write that narrative on this form.)**
- 4) **What milestone(s), if any, do you expect to complete this coming year (e.g., qualifying exam, dissertation proposal, or dissertation defense)?**

**Please provide any other pertinent information that you feel may be needed to assess your academic progress accurately.** Note: If you have successfully defended your dissertation proposal, you must attach the most recent copy of your dissertation progress report.

| <b>PhD Neuroscience Milestone Form</b>                        |                            |                                    |    |    |    |
|---|----------------------------|------------------------------------|----|----|----|
| <b>Name</b>   |                            |                                    |    |    |    |
| <b>Year/Semester Entered Program</b>                          |                            |                                    |    |    |    |
| <b>Advisory Committee Members</b>                             | 1)                         | 2)                                 | 3) |    |    |
| <b>Milestones</b>   | <b>Expected Completion</b> | <b>Completion Date &amp; Grade</b> |    |    |    |
| <b>Courses</b>  |                            |                                    |    |    |    |
| 8010  |                            |                                    |    |    |    |
| 8600 (RCR)  |                            |                                    |    |    |    |
| 8040 or 8380  |                            |                                    |    |    |    |
| 8020  |                            |                                    |    |    |    |
| 8790/8050 (Prof. Dev. Neuro)                                  |                            |                                    |    |    |    |
| List All Electives  |                            |                                    |    |    |    |
| List All Topics/Concepts/Seminar                              |                            |                                    |    |    |    |
|   |                            |                                    |    |    |    |
| <b>Dissertation Committee Members</b>                         | 1)                         | 2)                                 | 3) | 4) | 5) |
| Dissertation Proposal   |                            |                                    |    |    |    |
| Dissertation Oral Defense                                     |                            |                                    |    |    |    |
| Dissertation  |                            |                                    |    |    |    |
|   |                            |                                    |    |    |    |
| <b>Teaching</b>   | <b>Courses taught</b>      | <b>Semester/Year</b>               |    |    |    |
|   | 1)                         |                                    |    |    |    |
|   | 2)                         |                                    |    |    |    |
|   | 3)                         |                                    |    |    |    |
|   | 4)                         |                                    |    |    |    |
|   |                            |                                    |    |    |    |
|   |                            |                                    |    |    |    |
| <b>Attach a CV/Resume with the following items:</b>           |                            |                                    |    |    |    |
| Publications (indicated if submitted, in press, or published) |                            |                                    |    |    |    |
| Service / Outreach (at GSU or community)                      |                            |                                    |    |    |    |
| Teaching  |                            |                                    |    |    |    |



# Neuroscience Institute

## NOMINATION OF DISSERTATION COMMITTEE

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

\_\_\_\_\_

### Nomination of Members

Chair: \_\_\_\_\_

Members: \_\_\_\_\_

\_\_\_\_\_

I have read this nomination and support it as submitted.

\_\_\_\_\_  
Chair, Dissertation Committee      Date

\_\_\_\_\_  
Committee Member      Date

\_\_\_\_\_  
Committee Member      Date

\_\_\_\_\_  
Committee Member      Date

\_\_\_\_\_  
Committee Member      Date

### Attach the following:

- i. How the proposed committee members provide expertise in content areas relevant to the dissertation topic and/or in methodology relevant to the research plan;
- ii. A current *Curriculum Vitae* for any proposed committee member who is not a tenure-track faculty member of the Neuroscience Institute.



# Neuroscience Institute

## REQUEST FOR DEFENSE

To be submitted to Graduate Program Administrator at least 2 weeks (14 days) prior to the presentation date.

Student: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The committee members have examined the dissertation and consider it appropriate for presentation.

Primary Advisor: \_\_\_\_\_

Committee Members: \_\_\_\_\_

Print name

Signature

\_\_\_\_\_

\_\_\_\_\_

Print name

Signature

\_\_\_\_\_

\_\_\_\_\_

Print name

Signature

\_\_\_\_\_

\_\_\_\_\_

Print name

Signature

Date & Time Requested: \_\_\_\_\_

Preferred Building/room (optional): \_\_\_\_\_

**Note:** Please provide a one page abstract of dissertation.

NI Use Only:

Room # \_\_\_\_\_

Confirmed: \_\_\_\_\_

Received by: \_\_\_\_\_

## Milestone Evaluation: Dissertation Proposal / Dissertation Defense

Student name: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator name: \_\_\_\_\_

**Instructions:** Please rate the student's performance on this milestone according to the skills below. Ratings should take into consideration both the student's oral presentation and the accompanying written document.

All members of the student's committee should rate the student independently at the dissertation proposal meeting. Ratings will be discussed by members after the ratings are completed and then revised based on the discussion if necessary. The rating endorsed by the majority of committee members for each skill will be the rating that the student receives for that skill.

Ratings are based on the following scale:

- 1 = excellent
- 2 = satisfactory
- 3 = unsatisfactory

| Skill   | Rating | Comment |
|---|--------|---------|
| Demonstrated an understanding of scientific literature.   |        |         |
| Critiqued and analyzed claims of others in a scientific context.                                      |        |         |
| Demonstrated an understanding of scientific terminology.  |        |         |
| Used concepts in neuroscience to describe, explain, and evaluate phenomena and to generate new ideas. |        |         |
| Formulated and tested alternative explanations and models on the basis of evidence.                   |        |         |
| Asked scientific questions and constructed reasonable hypotheses.                                     |        |         |

|  |  |  |
|--|--|--|
| Practiced and understood the scientific method.                              |  |  |
| Used appropriate applications of statistics and/or other analytical methods. |  |  |
| Communicated effectively orally.   |  |  |
| Communicated effectively in written form.                                    |  |  |

Dissertation Proposal

Satisfactory: all ratings = 1 or 2

Conditional satisfactory = one rating = 3

Unsatisfactory = two or more ratings = 3

Student passed or failed (Circle one): **Passed**            **Failed**

**Committee feedback and recommendation (use reverse side if necessary)**