

INTRODUCTION

Welcome to the Masters of Science Graduate Program in Cancer & Cell Biology (CCB) at the University of Cincinnati College of Medicine! The CCB program is an interdisciplinary and interdepartmental program with over 60 graduate faculty members with expertise in many critical areas of modern Cancer, Cell Biology and Cellular Mechanism Research. The program is administered through the Department of Cancer Biology in the Vontz Center for Molecular Studies, but many of faculty members have their homes in other departments at UC or at Cincinnati Children's Hospital Medical Center (CCHMC). For you, this means a richer environment for learning Cancer and Cell Biology.

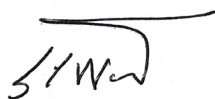
All of our MS students receive training in areas that range from basic questions on mechanistic cellular function to more applied issues such as gene therapy, nanotechnologies, and targeting of cancer drugs to tumors. Along with basic course work and research opportunities, you will be exposed to training in other areas of professional development including how to give scientific presentations, how to analyze papers, and the ethics of scientific research.

The CCB MS program is designed for students to gain research experience to be competitive for admission into PhD and/or MD/PhD. The first-year curriculum of the CCB MS degree transfers seamlessly to the [CCB PhD program](#).

The guidelines, rules, regulations, and advice in this handbook are meant to help you pass through Program productively and expeditiously. In establishing these guidelines, effort has been made to assure that the content is in full compliance with the Rules and Policies of the University of Cincinnati Graduate School; however, any issues that are not clearly stated in the handbook will be handled at the discretion of the Graduate Committee (the governing body of the CCB graduate program).

In closing, I think you will find your graduate years very challenging and very rewarding. You will likely hear me repeatedly reminding you that your goal should be to take complete advantage of this wonderful professional opportunity to earn an advanced degree. All you have to do is to have an unquenchable thirst for learning, be highly productive in the lab, and move on to the next opportunity for a lifetime of continuous learning! Finally, I will leave you with my favorite saying, "This is your career; be the driver of that career!"

We are happy to have you here, and I wish you all the best.



Susan E. Waltz, Ph.D.
Director, Graduate Program in Cancer & Cell Biology

Table of Contents

Introduction	i
Table of Contents	ii
Current Officers and Committees	iv
Application and Admission to the Graduate Program in Cancer and Cell Biology	1
Application	
Process	1
International Student Admission	1
Admission & Finances	
Admission Decisions	
Finances	2
Leave Policies	2
Masters Degree Program	
Our Philosophy	3
Overview of the Course of Study	3
Arriving and Beginning the Program	4
General Information	4
Dismissal	5
Lab Rotations and Selection of Thesis Advisor	5
Summary of Course Requirements	5
Transfer of Credits	7
Required Curriculum for the Program in Cancer and Cell Biology	7
Electives	7
Thesis Research and Thesis Committee	8
Submission of Thesis	8
Final Defense of Thesis	9
Summary of Academic Requirements	9
Evaluation of Student Progress	10
Other Requirements	11
Graduate Credits and Grading Practices	
Teaching Policy	11
Grading Practices	11
Registration	
When to Register	12
Web Registration	12
Late Registration	12
Registration Change Procedures (Add/Drop)	12
Audit Regulations	13
Pass/Fail	13
Administration of Program	
Program Officials	13
Director of Program	14
Recruitment Committee	14
Graduate Committee	14
Graduate Student Representatives	14
Grievance Committee	14
Role of Administrative Support Staff	14

Special Rules and Provisions	
Academic Honesty	15
Sexual Harassment	16
Non-Discrimination Policy	16
Right to Review Records	16
Grievance Procedures	17
Academic Misconduct Review Procedures	18
Allegations of Misconduct	18
Summary of Academic Misconduct Procedures	20
Faculty Membership Guidelines	
Roles of the Program Faculty	20
Nomination and Acceptance Procedures for new Faculty	21
Reappointment of Current Faculty	21
Program Faculty, Staff, & Frequently Used Numbers	
Faculty Listing	22
Student Documents	25
Cancer & Cell Biology PhD Program Curriculum	25
Academic Calendars	25
Graduation Dates and Deadlines	25
Graduate School Link to Calendar of Events	25
Grad Life and Student Resources	25
Graduate School Funding and Awards	25

Contents are in compliance with the rules and policies of the University of Cincinnati Graduate School.

2021-2022 ACADEMIC YEAR

Graduate Program Officers and Members

Program Director	Susan E. Waltz, Ph.D.
Program Manager	Pilar Ramos-Richey, M.Ed
Director of Admissions	Tom Cunningham, Ph.D.
Graduate Committee	Susan Waltz, Ph.D., Chair Krushna Patra, Ph.D. Daniel Starczynowski, Ph.D. Lisa Privette Vinnedge, Ph.D. Chenran Wang, Ph.D. Marie-Dominique Filippi, Ph.D. 2021-22 Student Rep: Julianna Kornis

*****SPECIAL Coronavirus (COVID19) Circumstances*****

The consequences of the COVID-19 pandemic may require changes in CCB program policies in order for the Program to protect the health, safety and well-being of our students and campus community. While the University of Cincinnati remains open, operational adaptations may be required to fulfill our academic mission. As the CCB Program and university continues to monitor the situation, changes are evolving and may affect parts of the CCB program including instruction and laboratory research. The CCB program will operate at the discretion of the dean and/or graduate committee provided that the national and/or state regulations do not preclude such activities. The CCB Program will communicate changes or practices put in place as a result of the pandemic which may differ from practices and procedures outlined in this handbook.

I. APPLICATION AND ADMISSION TO THE GRADUATE PROGRAM IN CANCER AND CELL BIOLOGY

A. Application

All applicants are required by the Graduate School to have obtained a baccalaureate degree before entering a graduate program. Prospective students should have a strong undergraduate background in biology, chemistry, physics and mathematics with an overall GPA of at least 3.0 (out of 4.0). We believe that motivation and character are the most important determinants of research success. Therefore, while we use grades and test scores as part of our ranking process, we give greatest emphasis to the candidate's personal statement, letters of recommendation, and personal interviews.

1. Process

<https://grad.uc.edu/admissions/criteria.html>

The application process is completed online. You can access the application directly at the University of Cincinnati Graduate School website

<https://grad.catalyst.uc.edu/apply/>

If you have questions regarding the application process, you can contact the Cancer and Cell Biology Program Manager at 513-558-7379 or CCBProgramManager@uc.edu

[Please visit the "How to Apply" page on our website to view the most up-to-date application requirements, information, and deadlines.](http://med.uc.edu/cancerbiology/graduate/apply)

<http://med.uc.edu/cancerbiology/graduate/apply>

APPLICATIONS AND ALL SUPPORTING DOCUMENTS MUST BE COMPLETED BY THE APPLICATION DEADLINE AS LISTED ON THE PROGRAM WEBSITE TO BE CONSIDERED FULLY FOR ADMISSION.

- **International Student Admission**

- <https://www.uc.edu/about/international.html>

- In addition to the requirements above, international students have several testing options to prove English proficiency. Test scores are only valid for two (2) years.

- **Please note that the College of Medicine requires higher minimum scores than the general Graduate School requirements. Additional Information about English proficiency requirements can be found at the following link:*

- <http://grad.uc.edu/fac-staff/handbook/graduate-admission/international-admission/english.html>

- Before admission to the University can be completed, all international students must fulfill U.S. Immigration Service requirements and register with the UC International Services Office.

College of Medicine minimum scores

- International English Language Testing System (IELTS)—7
- PEARSON Test of English (PTE)—68
- Test of English as a Foreign Language (TOEFL)
 - Internet-based—100
 - Computer-based—250
 - Paper-based—600-603
- Duolingo English Test - contact UC's Graduate School <https://grad.uc.edu/about-us/contact.html> for more information

B. Admission and Finances

1. Admission Decisions

All decisions concerning admissions to our graduate program rest with the Graduate Committee and/or Program Director. The Committee has the authority to set application deadlines, to require certain pre-admission examinations, to require satisfactory completion of certain course work prior to admission, and to establish other pre-admission requirements.

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. View UC's complete Notice of Non-Discrimination at <http://www.uc.edu/about/policies/non-discrimination.html>.

Decisions to admit or deny are final unless it can be demonstrated that the Program violated a Graduate Division policy or failed to apply fairly and consistently the criteria established by the Program.

2. Finances

No programmatic stipend or tuition support is available for MS students. Tuition is charged according to standard in or out of state rates. Click in the following active link for information on [Funding Opportunities](#).

Estimated expenses for in-state students: \$8,900/year for tuition and fees and an additional \$10,000-\$15,000/year for living expenses (housing, utilities, food, etc.). The estimated expenses for out-of-state students is \$14,549/year for tuition and fees and an additional \$10,000-\$15,000/year for living expenses (housing, utilities, food, etc.). Miscellaneous expenses: students who choose to do a rotation in a laboratory at Cincinnati Children's Hospital Medical Center (CCHMC) sometimes incur costs that are not covered by CCHMC or the University of Cincinnati student health insurance plan. Such costs may include TB tests or vaccinations that are required as "employees" of CCHMC. These costs are the responsibility of the student.

C. Leave Policies

There is no formal provision for an annual vacation for graduate students outside national holidays observed by the university and UC's Winter Season Days when the university is officially closed. In the case of serious, immediate family illness or personal emergency, immediate leave will be considered quickly by the Graduate Committee. For first year students, written request for a temporary absence or vacation must be initiated by the graduate student and submitted to the CCB Graduate program through the Program Manager. If the student has already selected a thesis advisor, the advisor's approval of the request for an absence period must accompany the request. This request should be submitted as far ahead of the desired leave time as possible to facilitate reassignment of activities and to afford as much consideration to the request as possible. In the event that a long-term leave is required, graduate students may apply for leave of absence from full-time study at the University for a specific period up to one year. Qualified leaves include but are not limited to personal or family medical

conditions, call to active military duty, maternity leave, or death in immediate family. All CCB graduate students are provided days off that align with UC's observed holidays and Winter Season Days (see links below for approved days for 2021-22). Graduate students must adhere to attendance policies as indicated by the Graduate School Graduate Handbook, thesis mentors (Program Director for first-year students),

For additional information, refer to the Graduate School Graduate Handbook and approved dates from the Board of Trustees:

UC Graduate School Handbook

<https://grad.uc.edu/fac-staff/handbook.html>

Winter Season Days 2021-22

<https://mailuc.sharepoint.com/sites/HR/SitePages/Winter-Season-Days-%26-Holiday-Schedule.aspx>

Academic Year 2021-22 Calendar

<https://www.uc.edu/about/registrar/calendars/academic-year-calendars/2021-2022-academic-calendar.html>

II. MASTER'S DEGREE PROGRAM

1. Our Philosophy

Our philosophy of M.S. education encompasses two important dimensions:

First, we provide detailed training in modern techniques and concepts of cancer and cell biology. When you graduate, you will have a thorough and broad knowledge of cancer and cell biology . The CCB MS program is designed for students to gain research experience to be a competitive for admission into a PhD and/or MD/PhD program. The first-year curriculum of the CCB MS degree transfers seamlessly to the [CCB PhD program](#).

Even more importantly, you will be involved in how to identify important questions, plan long-range strategies for resolving these questions, interpret outcomes rigorously; and present your plans and findings clearly and persuasively. These skills are not specific to cell or cancer biology. Acquiring these abilities will allow you to succeed in a wide range of professional positions in basic research, industry, and the public sector.

2. Overview of the Course of Study

The Cancer & Cell Biology (CCB) Graduate Program offers full-time and part-time thesis-based Masters of Science (MS) degree programs. To be considered full-time for tuition purposes you must be registered for at least 10 (no more than 18) credit hours per semester (your particular situation may have different requirements). Research Experience prior to entering the program is helpful for success in the program but is not necessary for admission consideration.

During your first year, you will carry out a minimum 2 lab rotations with a recommendation of one lab rotation per semester. The primary goal is to secure a thesis research advisor, but with the important secondary goal of becoming exposed to different research areas. If the student finds a good match with the first rotation, they may be allowed to sign up for a

second rotation in the same laboratory. Students must inform the Program Manager and/or Program Director in advance of each laboratory rotation. Any rotations after the 2nd and/or changes must be made in advance in consultation with the Program Director. The Program Manager and Program Director will assist you in these decisions during this first year. You will also complete a series of required courses designed to provide you with a strong foundation in modern cancer and cell biology. By the end of the Spring Semester of your First Year, you should secure a thesis advisor and begin research work in your advisor's laboratory.

By the beginning of your second year (Fall Yr. 2), you are required to complete an Individual Development Plan (IDP). One source of the IDP can be obtained via the FASEB/AAAS site at <http://myidp.sciencecareers.org/>. You will need to meet with your thesis advisor to discuss future career aspirations and lab expectations. You will both sign a program form to indicate you met. While you are not required to discuss the specifics of your completed IDP, it can be a good starting point for discussion. Both the certificate of completion for the IDP and the signed form should be returned to the Program Manager to add to your record. IDPs must be completed by the first semester of the second year.

During your second year, you will initiate thesis research and take elective courses to complete your course requirements.

The particular course of study you pursue for the Master's degree will be discussed with the Program Director. After the first year, your thesis advisor will help plan your studies.

3. Arriving and Beginning the Program

All incoming students will start on August 23, 2021 (first day of Fall Semester 2021) If new to Cincinnati, we recommend you look for housing as soon as you commit to our program and plan to move in July or early August to settle in, obtain an ID badge, and arrange for transportation and/or parking before classes begin in the fall.

To help you plan the initial stages of your graduate career, you will meet with the Program Manager. The Program Manager will help you navigate the schedule for your first- & second-year courses and will provide information regarding laboratory rotations. The Program Manager and/or Program Director will process any advanced standing requests, or the transfer of credits for graduate courses you may have previously earned. Additional course requirements and other exceptions designed to tailor the program of study to each student's needs and interests may be recommended by the Admissions Director, Program Director, or Thesis Committee and must be approved by the Graduate Committee. Students also have the right to appeal any course requirement decisions to the governing board for the Program, the Graduate Committee.

4. General Information

For the first year of graduate study, you will concentrate on course work and laboratory rotations to familiarize yourself with the research programs and faculty in the Cancer & Cell Biology Graduate Program. The remainder of your graduate study is focused on completion of course requirements and thesis as developed between you and your thesis advisor in concurrence with your Thesis committee in order to complete all degree requirements within 2 years (full-time students) or longer for part-time students.

Good Academic Standing is defined as completing each of the Program's Academic Requirements in a timely manner.

Academic Probation: If at any time a student fails to meet a Program Academic Requirement (didactic and/or program guidelines/timelines), the student will be placed on Academic Probation for a period not less than one semester. A Letter of Probation will be sent to the student and to the student's advisor. The Letter of Probation will describe the action that the student must take to return to Good Academic Standing with the program. A copy of the letter of probation will be added to the student's record. The Graduate Committee has the authority to extend Academic Probation if it deems the student has not made adequate progress toward rectifying the Academic Probation. Upon a student's reinstatement to Good Academic Standing, a Letter of Reinstatement will be added to the file.

5. Dismissal

Students may be dismissed for misconduct, violation of University rules, or failing to maintain Good Academic Standing. If at the end of the first year a student fails to secure a laboratory and advisor for their thesis research, the student may be subject to dismissal or may require additional time to obtain the MS degree.

A student, who is placed on Academic Probation for more than one issue or has failed to successfully achieve the required action stated in the initial Letter of Probation, will be subject to immediate dismissal from the program. The student may petition the Graduate Committee for waiver of this rule (see below).

A student who has been dismissed due to academic standing may appeal to the Graduate Committee for waiver of this rule if sufficient reason for consideration exists. A student granted a waiver will be reinstated into the program on a probationary basis for up to one year. A Letter of Probation will be sent to the student and to the student's advisor. The Letter of Probation will describe the action that the student must take to return to Good Academic Standing. At the end of the probationary period a decision to recommend removal from probation or dismissal will be made by the Graduate Committee. Documentation outlining "Graduate Student Grievance Procedures" and "Graduate Students Misconduct Procedures" is available online at http://www.uc.edu/conduct/Academic_Integrity.html

6. Lab Rotations and Selection of Thesis Advisor

During the first year, a minimum of two laboratory rotations (one per semester) are required. You should secure a thesis advisor (mentor) by the end of your second lab rotation (by the end of Spring Semester of Year 1. Failure to obtain a thesis advisor may lead to dismissal from the CCB MS program or results in additional time need to meet MS degree requirements.

G. Summary of Course Requirements:

The course requirements for the MS degree in Cancer and Cell Biology are:

Pass all didactic courses (as listed) with a grade of B- or better.

One semester of Molecular and Cellular Biology (GNTD7001)

One semester of Statistics Elective

One semester of Ethics in Research (GNTD7003)

One semester of Intro to Cancer Biology (CB7080) or the Cancer Biology & Therapeutics course (CB8080). Permission from the Program Director is required to take the CB8080 course (and prerequisites must be met).

Two semesters of Data Critique(CB9023)

One Semester of Seminar (CB9015)

Five semesters of Research (CB8081) or a minimum of 22 research credit hours.

Three credit hours of Elective course work. Course selection in consultation with the Program Director.

For consideration into PhD programs, **these courses should be passed with a grade of C or better.** If a student receives a grade of "C" or lower, they will be required to make up the course by taking it again should they enter into the CCB PhD program. A failing grade(below a C-) in any course may be grounds for dismissal from the program or with the student being placed on academic probation.

1. Two semesters of Data Critique (CB9023).
2. Students must take one credit of Seminar (CB9015) during their first year. This is a graded course with metrics determined by weekly attendance and submission of required seminar evaluations.
3. Students must take Research (CB8081) each semester throughout their graduate career. Failure to receive a grade of B- or better may results in academic probation or dismissal from the program.
4. The Ethics in Research course (GNTD 7001), which is taken in year one. NIH mandates this short and important course. This is a pass/fail course. Students must pass this course.
5. Any additional courses that are required by the Program Director or Program Manager. Additional electives can be chosen on the basis of agreement between the student, the Advisor, and the Program Director/Manager.

Summary:

A minimum of 40 total units of the coursework described below are required:

<u>Miniumum Required courses:</u>		<u>Credit Hours</u>
Molecular & Cellular Biology	(26 GNTD 7001)	4
Ethics in Research	(26 GNTD 7003)	1
Data Critique	(26 CB 9023)	4
Intro to Cancer Biology	(26 CB 7080)	2
Statistics Elective		3
Elective		3
Seminar	(26 CB 9015)	1
Research	(26 CB 8081)	22 minimum
	TOTAL	40

NOTE: If you wish to register for any electives offered by Programs/Departments either within or outside the College of Medicine, you must receive approval from your Thesis Advisor and the Program Director/Manager.

1. Transfer of Credits

Transfer of Credits are not typically accepted for applicants entering into the CCB MS program.

REQUIRED CURRICULUM PROGRAM IN CANCER AND CELL BIOLOGY

(Numbers in parentheses following course title are course credits)

Curriculum Guide: 26MAS CCB-MS -- Full-Time Enrollment Course Schedule Example (40 credits)

FALL SEMESTER - Year 1		SPRING SEMESTER - Year 1		SUMMER SEMESTER - Year 1	
4	CB8081 RESEARCH (Lab Rotation)	4	CB8081 RESEARCH (Lab Rotation or Thesis)	6	CB8081 RESEARCH (Select TC by end of Summer)
2	CB9023 DATA CRITIQUE/JC	2	CB9023 DATA CRITIQUE/JC		
4	GNTD7001 PRIN. OF MOL & CELLULAR	1	CB9015 SEMINAR		
		1	GNTD7003 ETHICS IN RESEARCH		
		2	CB7080 INTRO TO CANCER BIOLOGY*		IDP by end of Summer
#		#		6	WORK ON THESIS

FALL SEMESTER - Year 2		SPRING SEMESTER - Year 2			
4	CB8081 RESEARCH	4	CB8081 RESEARCH		
3	Statistics or Elective	3	Statistics* or Elective		
	WORK ON THESIS		Apply for Graduation?		
	Poster Presentation		WORK ON THESIS		
7	Poster Presentation	7	Schedule Thesis Defense bef. End of Spr.		

NOTES:

*Spring Semester Year 1 - Substitute CB7080 with CB8080 if goal is CCB PhD

**CCB PhD Statistics (MCP8050C)

Students are required to take a min. of 1 elective course of at least 3 credit hours OR a minimum of 3 credit hours of elective coursework

Elective courses chosen in consultation with the Program Director



2. Electives

STATISTICS ELECTIVE (CHOOSE ONE OF THE FOLLOWING for the Statistic requirement)

- MCP8050C STATISTICS & EXPERIMENTAL DESIGN FOR BIOMEDICAL SCI (CCB PHD) (3)
- BE7022 INTRO TO BIOSTATISTICS (3)
- PH7010 BIOSTATISTICS FOR PUBLIC HEALTH (3)
- PH7054 DATA SCIENCE FOR BIOMEDICAL RESEARCH (3)
- BE7061 BIOSTATISTICS IN RESEARCH (3)
- BE8015 STATISTICS IN CLINICAL TRIALS (Pre-Req: BE7022) (3)

GENERAL ELECTIVES

- Students are required to take a minimum of 1 elective course of at least 3 credit hours OR a minimum of 3 credit hours of elective coursework
- Elective courses chosen in consultation with the Program Director

BIOMEDICAL SCIENCE

- BE7061 EXPERIMENTAL DESIGN (3) Spring
- CB8080 CANCER BIOLOGY & THERAPEUTICS - ♦take this if goal is CCB PhD (4) Spring
- CB9015 SEMINAR (1)
- GNTD7010 LINTRO TO BIOMEDICAL RESEARCH TECHNIQUES (6)
- GNTD8003 CAREER IN BIOMEDICAL SCIENCES (2) Fall
- MG7024 MECH. OF SIGNAL TRANSDUCTION (Pre-Req: GNTD7001) (2) Spring

BIOINFORMATICS

- BMIN7099INTRO TO BIOINFORMATICS (3) Spring
- PH7011 STATISTICAL COMPUTATION (1)

COMMUNICATION

- BE8076 SUCCESSFUL SCIENTIFIC WRITING (2)
- BE7031 COMMUNICATING YOUR SCIENCE (2)
- BE8075 SUCCESSFUL SCIENTIFIC WRITING (1)

OTHER

- GRADUATE LEVEL BUSINESS COURSE (2-3)
- 7XXX+ SUBJECTS (BE, BMIN, CB, DB, ENV, GC, GNTD, PH, PHDD) (2-3)

H. Thesis Research and Thesis Committee

Sometime after a thesis advisor is chosen (typically within the first year of study), you should form a Thesis Committee. **You are required to form this Committee and hold your first meeting in the subsequent semester (typically the Fall Semester) by the end of October.** The Thesis Committee monitors the progress of your thesis project and provides valuable advice on technical questions, research directions, or alternative approaches. The Thesis Committee includes the Thesis Advisor, and two additional faculty members from the Cancer and Cell Biology Program. A faculty member from another program or from another University may be selected for your thesis committee when appropriate. Details regarding the role and timeliness of thesis committee meetings can be found in section K. Evaluation of student progress is detailed below.

All thesis committee meetings are considered an official record for the student and any thesis meeting documents associated with such meetings need to be submitted to the program manager within 1 month of the meeting and placed in the student's official file.

I. Submission of Thesis

<http://grad.uc.edu/student-life/etd.html>

As your research progresses, meetings with your Thesis Committee will define your specific thesis work requirements for graduation. The MS thesis may consist of original work generated by the student and/or consist of a literature review. Thesis expectations should be discussed with the thesis advisor and agreed upon by the thesis committee. Students are encouraged to submit a review or paper for publication but this is not required.

Once given direction from the thesis committee, you should begin writing your thesis. The Program in Cancer and Cell Biology requires submission of the thesis in the form of a combination original body of work that may consist of a student generated literature review and original data obtained by the student in the laboratory. The bound dissertation consists of (1) Introduction; (2) original research generated by the student; (3) Conclusions; (4) Literature cited in the Introduction and Conclusion sections. Under normal circumstances, reproductions of scientific papers written or co-authored by the student and also additional material as deemed necessary will then constitute the dissertation.

J. Final Defense of Thesis

<https://grad.uc.edu/student-life/graduation/defense.html>

The student is expected to provide the thesis committee a draft of the thesis well before the deadline. The Thesis Committee may request modifications of the thesis and then will subsequently vote to accept or reject the dissertation. Upon a favorable decision, the approval form is signed by the committee members and uploaded by the student to the Graduate School's site, as indicated in the instructions provided in the Graduate School's "Checklist" for graduation. At least 2/3 of the voting members of the dissertation committee must approve the dissertation.

K. Overview and Summary of Academic Requirements Listed Above

1. Complete at least two lab rotations and secure a thesis advisor; typically this should be done within the first year of the program. The program faculty and staff may assist the student during the year to choose beneficial lab rotations that are more likely to be of interest to the student, and which may ultimately be more likely to lead to lab placement. **However, it is ultimately the student's responsibility to find a lab and thesis advisor in which to finish out their program. Failure to procure an advisor may lead to dismissal from the program, based on the determination by the Graduate Committee.**
2. Pass the required Core Curriculum courses listed above, and any additional courses required as outlined with a **C or better**. Any grade lower than a C may be subject to Academic Probation. If a student fails a course, they will be required to make up the course by retaking the course or will be provided a remediation plan as determined by the Program Director and/or the Graduate Committee. Failure to fulfill this requirement, or any alternative requirement outlined in the probation letter, is grounds for dismissal from the Program.
3. Participate in the series Data Critique/Presentation.
4. Attend the Cancer and Cell Biology Seminar during their the first year.
5. Complete your Individual Development Plan (IDP) at the end of your first year of Graduate Studies at <http://myidp.sciencecareers.org/>.
6. Any grade of F will result in dismissal from the program, although the Graduate Committee may alter this to academic probation during the following semester, if there are extenuating circumstances. Any student who is placed on academic probation two times may be dismissed from the MS program unless there are extenuating circumstances as determined by the Program Director and the Graduate Committee.
7. Form a thesis committee and hold the first meeting during the Fall Semester of your second year in the program.
8. The thesis committee must meet subsequently during the Fall & Spring Semesters and complete thesis committee documents that the student will provide to the Program Manager within the established semester deadlines. The student must

maintain satisfactory progress in research or may be subject to Academic Probation.

9. Complete a total of 40 graduate credit hours for the Master's Degree within the specified time stipulated by the rules of the Graduate School of the University of Cincinnati
10. Submit a satisfactory thesis defense preferably within 2 years after entering the Program.

L. Evaluation of Student Progress

1. Your overall progress in the program is monitored by the Program Manager and reviewed each semester by the Program Director and Graduate Committee. These reviews include:
 - rotation evaluations
 - grades in didactic course work
 - participation and attendance in the weekly Cancer Biology Seminar Series (Spring Semester of Year 1)
 - your research progress

The purpose of these reviews is to identify and resolve any problems that might hinder your progression through the program.

2. During the first year, you will receive a grade and written evaluation of your performance from each rotation mentor. The "Rotation Review Sheet" should be completed along with you and/or discussed with you in detail in-person. These evaluations are added to your program files and may be shared with other faculty members, upon the faculty member's request, who have a legitimate educational interest in the information, such as a potential rotation mentor. You will be notified through email if your rotation evaluation(s) are shared with a faculty member.

Thesis Committee meetings. As outlined in section G, the role of the Thesis committee is to monitor student progress and/or define expectations of their MS thesis. The first Thesis committee meeting can be held at any time that the advisor and student think is appropriate but must be held in the summer between year 1 & 2 or in the Fall semester of year 2 (prior to Oct 31 of the Fall Semester). **To ensure that students (and their mentors) are diligent about meeting these requirements, failure to have a meeting and/or to provide the proper documentation to the Program Manager before the end of each semester will result in a grade of Incomplete (I) for Research in that semester.** Students that receive an "I" grade will receive a warning letter and are subject to being placed on Academic Probation, should an "I" be received again. The Student/Advisor progress forms are available on the landing page of the CCB website in the lower right corner and must include a summary of the progress during the previous six months, since the last Thesis Committee meeting. This summary will also include plans for the expected progress over the next 6 months as agreed to by the Committee. The summary must be signed by both the Advisor and the Student and returned to the Program Manager within 1 week of the Thesis Committee meeting.

3. Second year students may present their research at the annual Program Symposium (when available), field questions on the research, and receive critiques from judges.

M. Other Requirements

1. Students must abide by the University's Student Code of Conduct http://www.uc.edu/conduct/Code_of_Conduct.html . As described in section VI, students who commit serious acts of academic misconduct or non-academic misconduct will be dismissed from the Program.
2. To provide a digital identifier to recognize your professional contributions, students should registrar to for an ORCID within two months of starting the CCB program.

III. GRADUATE CREDITS AND GRADING PRACTICES

A. Teaching Policy

1. Teaching Assistantship (TA) Policy

The Graduate Education Office will periodically advertise Teaching Assistantship (TA) opportunities to graduate students. TAs are offered to graduate students who are interested in broadening their scientific, communication and inter-personal skills in preparation for a variety of careers in academia, education, government and industry. TA's are expected to attend all class sessions of the course and play an active role in designing, implementing and (most likely) grading sections of the course. The time commitment per week would be negotiated with the relevant Course Director. The Graduate Education Office provides more information on application requirements when advertising opportunities.

In addition to the financial support for the semester, a TA opportunity is a great way to gain teaching experience, perhaps in conjunction with UC's Preparing Future Faculty (PFF) program. <https://grad.uc.edu/development/pff.html>

B. Grading Practices

Final grades may be viewed online through Catalyst, the university's student information system. (<https://catalyst.uc.edu>) approximately five business days after final exams. Students can access an unofficial transcript at any time through Catalyst as well as request an official transcript.

Grading Scales and Definitions can be found at

http://www.uc.edu/registrar/faculty_resources/grading_scales.html#grad

Graduate Division grades include:

Grade	Description	Quality Points
A	Excellent	4.0000
A-	Good	3.6667
B+	Good	3.3333
B	Good	3.0000
B-	Satisfactory	2.6667

C+	Failing in Cancer & Cell Biology Graduate Program	2.3333
C	Failing in Cancer & Cell Biology Graduate Program	2.0000
F	Failure	0.0000
P	Pass (Pass/Fail courses only)	N/A
T	Audit	N/A
I	Incomplete	0.0000
I/F	Failure	0.0000

If "I" grade remains on student record at the end of 11 months after term has ended, the grade will convert to I/F (Failure). No grade quality points during the first year after the "I" is incurred; thereafter, zero quality points and the "I" changes to I/F. A student who receives an F is subject to termination from the program.

IV. REGISTRATION

<http://catalyst.uc.edu>

A. When to Register

While you may receive notifications from Catalyst for when you are eligible to register for courses, the Program Manager will email students with the specific courses and number of credit hours and a deadline to register each semester. If you are interested in taking elective courses or applying for a TA opportunity, you should contact the Program Manager as far in advance as possible. See information regarding TA (Teaching Assistantship) criteria if applicable. The Catalyst website allows students to view class offerings, register for classes, view and pay bills, check grades, and request transcripts.

B. Web Registration

All students are required to enroll themselves in classes each semester by the deadline provided by the Program Manager. Students should access the following link to view the most up-to-date information on using Catalyst, such as searching for classes, adding/dropping classes, viewing grades, paying bills, and viewing financial aid. This site also includes "How-to Guides" and "Quick Tutorials" for your reference.

<https://onestop.uc.edu/other/self-help.html>

C. Late Registration

Subject to change. Please check the Registrar's website for more information:

<https://www.uc.edu/about/registrar/registration.html>

Effective Summer Semester 2018, a \$25 per-class late registration fee will be assessed for each registration occurring after the last day to drop classes for the full semester (i.e., after day 16), and after the last day to drop classes for each session within the semester.

Please note: If you are assessed a late fee due to failure on your part to register on time, you will be responsible for paying the late fee.

D. Registration Change Procedures

Subject to change. Please check the Registrar's website for more information:

https://www.uc.edu/registrar/policies_and_procedures/add_drop_withdrawal.html

Alterations to the student's schedule involving the addition of one or more classes, changes in class sections, or changes in credit status, may be submitted by logging in to the [CATALYST \(web registration system\)](#). The "Registration Change (Add/Drop) Form"

may be obtained from the student's college or from the One Stop Student Service Center (University Pavilion 2nd floor).

From the eighth (8th) day of the term through the 16th day of the term, additions to a class schedule requires only the approval of the instructor. Thus, only the class instructor's signature is required on the "Registration Change (Add/Drop) Form" through the 16th day of the term. A college signature is not required.

Beginning with the 17th day of the term, however, both the approval of the instructor and the college are required, and so the "Registration Change (Add/Drop) Form" must be signed by both the instructor and a representative of the college offering the class.

E. Audit Regulations

Subject to change. Please check the Registrar's website for most current fee schedules at <http://www.uc.edu/registrar/calendars.html>

The audit option is intended for cases in which course work is desired or advised but in which a grade for credit purposes is deemed unnecessary by the student in consultation with their advisor. Admissions and conditions for participation in audit courses are at the discretion of the instructor, who is not obligated to accept a student for audit. Graduate students generally register to audit a course to obtain remedial/deficiency instruction in major or minor areas of their programs of study.

Audit hours do not count toward the credit hour limit (as a condition of eligibility for financial assistance), nor are they included in the determination of full-time status. Such hours may be charged to a tuition scholarship only if at least 12 graduate credits are taken that same semester and if the total is less than 19 credits. Also, no more than one audit course per semester should be charged to a tuition scholarship.

F. Pass/Fail

An instructor may request approval for pass/fail grading for an individual student in his or her class prior to the first day of class. A graduate student can take a course on a pass/fail basis when approved by his or her advisor and instructor. An instructor is not required to accept a student on such a basis.

V. ADMINISTRATION OF PROGRAM

A. Program Officials

The Program Director(s) is selected by the Chairperson of the Department of Cancer Biology. The Director should be a full-time faculty member in the Department of Cancer Biology.

The Graduate Committee consists of the Program Director(s), Admissions Director, Program Manager and 2-3 members of the faculty in the Program in Cancer and Cell Biology. Each year, the Graduate Committee members will be appointed from a slate of candidates nominated by the Director of the Program, Chair of the Department of Cancer Biology, or the Graduate Program Faculty. One student representative, who has full membership in the Graduate Committee, is elected by the Cancer and Cell Biology Graduate Student Association (GSA) for a one-year term.

B. Director of the Program

The Director of the Program represents the graduate program at the college, university, and national level. The Program Director is charged with appointment of the Chair of the Admission Committee, and the formulation of the Graduate Committee. The Program Director oversees all financial aspects of the graduate program, has ultimate responsibility for the program, reports to the faculty, and serves on the Committee for Graduate Education in the University of Cincinnati, College of Medicine.

C. Recruitment Committee

The Admissions Director oversees all aspects of graduate student recruitment and brings forth candidates to the Graduate Committee and Program Director for recommendation for admission to the Program. This Chair is the main contact for candidates until official enrollment into the program.

D. Graduate Committee

The Graduate Committee is the decision-making body of the graduate program. The committee is chaired by the Director of the Program, and is comprised of the Program Coordinator/Manager, the Director of Admissions, 1 graduate student representative (elected by the students for a 1-year term), and 2-3 additional faculty members from the program. The Program Coordinator/Manager is a nonvoting member of this committee. The Committee reviews the progress of students in the program on a frequent basis; approves Thesis Committees for students; and oversees the administration of the Program, including the recruitment and admission of students, the curriculum and other issues concerning the conduct of the Graduate Program in Cancer and Cell Biology. The Graduate Committee judges whether student academic performance is acceptable and can decide any disciplinary actions. The Graduate Committee also investigates and determines appropriate penalties in instances of alleged academic misconduct or non-academic misconduct in conjunction with University policies.

E. Graduate Student Representatives

One Graduate Student Representative, elected annually by the graduate students in the Program, serves as a member of the Graduate Committee with full voting power. The representatives have the responsibility to bring concerns of the graduate students to the attention of the faculty.

F. Grievance Committee

The Grievance Committee is responsible for dealing with student grievances according to University policy. The committee is appointed by the Director of the Program whenever an issue is brought to the attention of the Program.

G. Role of Administrative Support Staff

The Cancer and Cell Biology Graduate Program is based in the Department of Cancer Biology at the University of Cincinnati. The administrative support staff is comprised of employees of the Department of Cancer Biology with a portion of their duties being devoted to the Program. The Cancer and Cell Biology Program Manager is the main contact person for the Program. Major duties include but are not limited to assisting in recruitment and admission of new students, ensuring that students are properly registered for courses each semester, maintaining student records, and updating the Cancer and Cell Biology Graduate Program Handbook. Questions or concerns related to the Program should first be brought to the attention of the Program Manager who will forward them to the appropriate individual.

VI. SPECIAL RULES AND PROVISIONS

A. Academic Honesty

Scientific inquiry is a community endeavor founded on honesty, trust and cooperation. We expect all students participating in the Program in Cancer and Cell Biology to uphold the highest standards of behavior. All students must read and abide by the standards outlined in the University of Cincinnati's Student Code of Conduct. In addition, the Program in Cancer and Cell Biology provides instruction in appropriate scientific behavior as part of the Graduate Student Journal Club and the course in Academic Conduct.

Allegations of academic misconduct are investigated via a standard process described here <https://grad.uc.edu/fac-staff/handbook/institutional/conduct.html>

Acts of academic misconduct are considered extremely serious and, generally, any student found to have engaged in an act of academic misconduct will be dismissed from the Program in Cancer and Cell Biology.

The Student Code of Conduct describes Academic Misconduct as including, but not limited to):

CHEATING: Any dishonesty or deception in fulfilling an academic requirement, such as:

1. Use and/or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, notes, tests, calculators, or computer programs.
2. Obtaining assistance with or answers to examination questions from another person with or without that person's knowledge.
3. Furnishing assistance with or answers to examination questions to another person.
4. Possessing, using, distributing, or selling unauthorized copies of an examination, or computer program.
5. Representing as one's own an examination taken by another person.
6. Taking an examination in place of another person.
7. Obtaining unauthorized access to the computer files of another person or agency, and/or altering or destroying those files.

FABRICATION: The falsification of any information or citation in an academic exercise.

PLAGIARISM:

1. Submitting another's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, citations or bibliographical reference.
2. Submitting as one's own, original work, material obtained from another individual or agency without reference to the person or agency as the source of the material.
3. Submitting as one's own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

AIDING or ABETTING ACADEMIC MISCONDUCT: Knowingly helping, procuring, or encouraging another person to engage in academic misconduct.

In addition, the Student Code of Conduct covers acts of non-academic misconduct that include a variety of inappropriate conduct, including theft, unauthorized possession of weapons, threatening others, etc. You should be aware that harassment, particularly sexual or racial harassment, is unacceptable. Acts of non-academic misconduct are subject to a wide range of penalties, but serious violations may lead to suspension or dismissal from the Program.

B. Sexual Harassment

The university does not tolerate sex discrimination, sexual harassment, or retaliation and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities. The university responds promptly and effectively to allegations of sex discrimination, including sexual harassment and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

To report incidences of sexual harassment, sex discrimination, or retaliation:

Call the Title IX office - (513) 556-3349

Send an email - titleix@uc.edu

Make a report online via Title IX website www.uc.edu/titleix

Walk over to talk to the Title IX Office 3115 Edwards 1, 3rd Floor 45 Corry Blvd. Cincinnati, OH 45221-0158

Ask the Title IX Coordinator to come to you

Anonymously via Ethics Point

C. Non-Discrimination Policy

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

D. Right to Review Records

Students, once enrolled, have the right to review their educational records, except for those excluded by law, such as records maintained by a physician or psychiatrist, or parents'

financial statement. Educational records are maintained in such offices as Student Records, the different College Deans' Offices, program offices, Student Financial Aid, Career Development and Placement, and Educational Advising.

In order to gain a review of such records, along with any appropriate explanation or interpretation, the student should first address the proper university, collegiate, or Program office. Should the student encounter any difficulty in obtaining a review of the student record they may appeal to the Family Educational Rights and Privacy Act Committee. It is the policy of the University of Cincinnati that the kinds of student records referred to in this statement will be reviewable by any qualified student at any reasonable time. Copies of any portion of the record will be provided at cost, except transcripts of students' permanent academic records for which the University's transcript policy will apply.

It is the policy of this institution that all student records, other than "Director Information," are to be treated with confidentiality so that the only access afforded University faculty or staff is on a "need-to-know" basis. The University considers the following information as "Director Information": The student's name, address, telephone number, college, class, major field of study, dates of attendance, registration status, and degrees and awards received. The office responsible for the maintenance of any particular student record will be responsible for seeing to it that such confidentiality is maintained.

E. Grievance Procedures

Any graduate student who believes that they have valid grounds for a grievance should prepare a written statement of the grievance setting forth the specific allegations with reasonable particularity and submit it as follows:

- a. To the Director of the Program for grievances against a faculty member or an agency associated only with that program with a copy simultaneously sent to the University Dean.
- b. To the college dean for grievances against faculty members in two or more programs of that college or a college-wide agency with a copy simultaneously sent to the University Dean.
- c. To the University Graduate Dean for grievances against faculty members in two or more colleges or a university-wide agency.

Program Review: Within one academic calendar week after the Program Director receives such a statement of grievance, they will appoint an ad hoc review committee consisting of three disinterested members of that college's graduate faculty (excluding them self) and two disinterested graduate students, all drawn from that program, and will inform the grievant and all other parties to the grievance of these nominees. The grievant and/or all other parties to the grievance may challenge the disinterestedness of any nominee. When a committee acceptable to all parties to the grievance is appointed, this committee will convene within one academic calendar week after their appointment.

F. Academic Misconduct Review Procedures

Graduate Program in Cancer and Cell Biology

Summary

The Graduate Program in Cancer and Cell Biology has established the following procedures to deal with cases of alleged academic misconduct that may occur among students in the graduate program. These rules, based upon the existing University of Cincinnati Student Code of Conduct, are designed to protect the accused student's rights and to protect the rights of innocent students whose academic integrity and success depend upon association with a University, a College, and a Graduate Program that uphold high academic and ethical standards.

Instances of alleged academic misconduct must be reported to the Dean of the College of Medicine or the University Student Conduct Officer. Informal procedures described in the Student Code of Conduct may resolve the matter. If not, the formal procedures described below shall be implemented. The result will be a recommendation for appropriate action, which may range from exoneration to dismissal from the University. Recommendations may be appealed as described in the Student Code of Conduct.

Academic Misconduct

Academic misconduct is defined by the University of Cincinnati's Student Code of Conduct and includes, but is not limited to, aiding and abetting academic misconduct, cheating, fabrication, plagiarism, and violating ethical or professional standards. Additional information from the Office of Student Conduct and Community Standards, including the university's Student Code of Conduct and policies on Academic Misconduct, can be found at the following link: <https://www.uc.edu/conduct.html>.

Allegations of Misconduct

First Level Resolution

Instances of academic misconduct may occur within the context of courses, laboratories, seminars or other academic settings. Therefore, allegations of academic misconduct may originate with faculty, students, or staff. The person suspecting misconduct must inform the student immediately and allow the student the opportunity to explain or respond. If the student is not informed or if no further action is taken within 10 days, the allegation shall be considered dismissed. If conversations between the student and person making the allegation do not resolve the problem to the satisfaction of both, further action is required.

In a course setting, a faculty member who has confirmed that academic misconduct has occurred may alter a grade or may assign a failing grade for the paper, exam or course. If such action is taken, the faculty member must notify the Dean of the College of Medicine and the Director of the Graduate Program in Cancer and Cell Biology within 10 days after informing the student. In settings other than courses, the person(s) bringing charges of academic misconduct may initiate appropriate disciplinary action by reporting the incident to a faculty member (in the case of a student accusing another student), the Director of the Program in Cancer and Cell Biology, and the Dean of the College of Medicine. Reports may also be made to the University Student Conduct Officer within 10 days of the alleged offense having occurred. The report should include:

- a. Date of the report

- b. Name(s) of individual(s) involved
- c. Location/activity/setting of incident
- d. Date and time of incident
- e. Description of incident
- f. Names of witnesses
- g. Name and phone number of person(s) submitting report

Any instance of alleged academic misconduct that is not resolved between the student and person making the allegation will be investigated by the Graduate Program in Cancer and Cell Biology Misconduct Review Committee. The Graduate Program in Cancer and Cell Biology Misconduct Review Committee will consist of two faculty members and two students in the Program in Cancer and Cell Biology and a chair appointed by the Director of the Program. No faculty member or student directly involved in the pending allegation may serve on the Cancer and Cell Biology Misconduct Review Committee.

The purposes of the investigation are to determine if the alleged misconduct occurred, to assess its severity, and to explore extenuating circumstances. Procedures to be used during the inquiry must be consistent with those described in the University Student Code of Conduct brochure under "Committee Procedures: Academic and Nonacademic Misconduct". All reports and documentation will be handled confidentially and in keeping with the manner appropriate for student records. Accused students should be given adequate time (generally, at least 48 hours) to prepare for the Misconduct Review Committee's inquiry. Should a student not wish to appear before the Misconduct Review Committee, the case will still be heard.

The Committee may recommend actions ranging from exoneration to expulsion of the student from the Program. This recommendation will be forwarded to the Director of the Department of Cancer and Cell Biology, who will review the incident and inquiry, may solicit additional information, and will recommend final action to the Dean of the College of Medicine.

Second Level Resolution

If First Level Resolution is not achieved, any party may request a Formal Hearing by the College Hearing Committee. Requests for a Formal Hearing must be made to the Dean, in writing. Such requests must be made within 5 days after the Dean has notified the parties that the First Level Resolution process is complete.

The College Hearing Committee shall consist of a Hearing Officer appointed by the Dean, two faculty representatives selected by the Faculty Forum President and two student representatives. The student representatives will be the two Co-Presidents of the OHSGS or their designated representatives. Either party may challenge "for cause" a specific member's presence on the Hearing Committee by notifying the Hearing Officer of the challenge. The Hearing Officer will decide if the challenge is granted. The College Hearing Committee shall be convened within 15 days of receipt by the Dean of a request for Formal Hearing and shall continue until the Formal Hearing is completed. The purposes of the hearing are to determine if the alleged misconduct occurred, to assess its severity, and to explore extenuating circumstances.

Procedures used during the inquiry must be consistent with those described in the University Student Code of Conduct brochure under "Committee Procedures: Academic and

Nonacademic Misconduct". All reports and documentation will be handled confidentially and in keeping with the manner appropriate for student records. Should a student not wish to appear before the Hearing Committee, the case will still be heard.

The College Hearing Committee shall then determine what response is appropriate and recommend this action to the Dean. This recommendation will be based on a majority vote. All members must be present to have a quorum. The Hearing Officer will forward the Review Board's recommendation to the Dean, the student and the faculty parties within five days of the conclusion of the hearing. The Dean will notify all parties of the action taken by the Dean within five days of receipt of the Review Board recommendation.

Appeal

A decision by the Dean and any subsequent appeal by the student shall proceed as defined in the Student Code of Conduct.

Summary of Academic Misconduct Procedures

Allegations of Misconduct can be reported to:

Cancer & Cell Biology
Program Director
Susan E. Waltz, PhD 558-8675

Cancer Biology
Department Chair
Jun-Lin Guan, PhD 558-0114

Dean of the College of Medicine:
Andrew Filak Jr., MD
CARE/Crawley Building
Suite E-870
P.O. Box 670555
Cincinnati, OH 45267
513-558-7333

University Student Conduct Officer:
Aniesha Mitchell, JD
Director, Student Conduct
2801 UC Mainstreet
Suite 745 Steger Student Life Center
Cincinnati, OH 45221
513-556-6814

Timetable for Action:

- Incident must be reported within 10 days.
- Possible First Level resolution. If not, Dean appoints Hearing Officer.
- Hearing Officer convenes College Hearing Committee within 15 days after failure of First Level Resolution procedures.
- College Hearing Committee must notify Dean of recommendation within 5 days after hearing is held.
- Dean must notify all parties of action taken within 5 days after receiving Hearing Committee's recommendation.

VII. FACULTY MEMBERSHIP GUIDELINES

A. Roles of the Cancer and Cell Biology Program Faculty

The Cancer and Cell Biology Graduate Program seeks to: (1) develop outstanding new scientists through guidance of graduate student thesis research projects, (2) provide formal courses, seminars, and journal clubs of exceptional quality to the Cancer and Cell Biology Graduate students and also to the University of Cincinnati academic community; (3) enhance the breadth and depth of scientific expertise of the Program faculty and

students in fundamental issues in contemporary basic and biomedical science, and (4) increase awareness both within the University of Cincinnati academic community and elsewhere of the potential contributions to basic and biomedical sciences of the information contained in and the approaches used by the discipline of Cancer and Cell Biology.

The aspiration of the Program to excellence requires a vigorous and committed faculty. As membership in the Program is voluntary, it is clear that the goals of the Program can be met only through a high level of faculty involvement. Thus, faculty members must illustrate that they share aspirations of the Program by participating in the guidance of thesis/dissertation research, participating in Graduate Program committees, attending Program faculty meetings, attending Program seminars, and teaching in Program-sponsored courses and/or the Graduate Student core curriculum.

B. Nomination and Acceptance Procedures for new Faculty

To be considered for MEMBER status, the candidate should:

1. Be a full-time faculty member at the University of Cincinnati. (Members from outside the University may be considered under unusual circumstances.)
2. Have a demonstrable interest in Cancer and Cell Biology.
3. Be willing to assume teaching, administrative, and related responsibilities within the Program.
4. Have a previous history of training of students either as a mentor or a member of student committees (unless the applicant is an entry-level faculty member), and be able and willing to provide stipend support for students under their supervision.
5. For Junior faculty members seeking acceptance to the program, a recommendation from their division director/unit head is required and they may be asked to present their research during the Cancer Biology weekly seminar series prior to acceptance into the program.

The APPLICATION of a faculty member for admission to the Cancer and Cell Biology Program Faculty should include:

1. A **letter** indicating interest in joining the Program that defines their expectations from the Program and outlines contributions that they feel their expertise and background will provide to the Program
2. A **curriculum vitae**, that includes a:
 - a. summary of research interests and publication list, illustrating the candidate's interest in Cancer and Cell Biology
 - b. history of graduate student training
 - c. description of teaching experience
 - d. description of past and present research support.

The Program Director will evaluate applications and make recommendations to the Graduate Committee, which will vote on all applications at the next available meeting.

C. Reappointment of Current Faculty

All Faculty members in the Graduate Program have appointments of approximately 4 years. After a 4-year initial or renewed appointment, the Program Director may solicit a renewal application from each Program Faculty member that will consist of a letter that details the involvement of the Faculty member in the Program over the previous 4 years,

and a curriculum vitae as described above for new applicants. The Program Director will review the applications and make recommendations to the Graduate Committee as to whether or not each reviewed faculty member should continue within the Graduate Program. The criteria for continued membership in the Program will be the same as those applied to the admission of new Faculty members and will be particularly concerned with the extent of involvement of the Faculty member in teaching, administration, and other related tasks in the Program.

Given that a primary criterion for Graduate Faculty status is demonstrating the financial means to support a graduate student, the Graduate Director can also make adjustments to the Graduate Faculty Roster based on annual review of financial status.

VIII. PROGRAM FACULTY, STAFF & FREQUENTLY USED NUMBERS CANCER & CELL BIOLOGY Graduate Faculty

Name	Degree	Department	Phone #	E-MAIL
Abdel-Malek, Zalfa	PhD	Dermatology	558-6246	zalfa.abdel-malek@uc.edu
Alenghat, Theresa	VMD, PhD	Immunobiology	803-7498	Theresa.alenghat@cchmc.org
Andreassen, Paul	PhD	Experimental Hematology	636-3549	paul.andreassen@cchmc.org
Azam, Mohammad	PhD	Immunobiology	803-1413	Mohammad.azam@cchmc.org
Bogdanov, Vladimir	PhD	Hematology/ Oncology	558-6276	bogdanvr@ucmail.uc.edu
Boscolo, Elisa	PhD	Experimental Hematology	803-7267	elisa.boscolo@cchmc.org
Burns, Katherine	PhD	Environmental Health	558-1877	katherine.burns@uc.edu
Cancelas, Jose	MD, PhD	Experimental Hematology	558-1324	jose.cancelas@cchmc.org
Cunningham, Tom	PhD	Cancer Biology	558-1157	John.cunningham@uc.edu
Czyzyk-Krzeska, Maria	MD, PhD	Cancer Biology	558-1957	maria.czyzykkrzeska@uc.edu
DasGupta, Biplab	PhD	Oncology	803-1370	Biplab.DasGupta@cchmc.org
Diao, Jijie	PhD	Cancer Biology	558-0234	Jijie.diao@uc.edu
Du, Chunying	PhD	Cancer Biology	558-4803	ducg@ucmail.uc.edu
Fan, Yanbo	MD, PhD	Cancer Biology	558-5343	yanbo.fan@uc.edu
Filippi, Marie-Dominique	PhD	Experimental Hematology	636-0991	Marie-Dominique.Filippi@cchmc.org
Greis, Kenneth	PhD	Cancer Biology	558-7102	greiskd@ucmail.uc.edu
Grimes, Lee	PhD	Immunobiology	636-6089	leighton.grimes@uc.edu

Name	Degree	Department	Phone #	E-MAIL
Gu, Minxia	MD, PhD			
Guan, Jun-Lin	PhD	Cancer Biology	558-0114	guanjn@ucmail.uc.edu
Hershey, Gurjit (Neeru) Khurana	MD, PhD	Allergy & Immunology	636-7054	gurjit.hershey@cchmc.org
Kalfa, Theodosia	MD, PhD	Hematology	636-0989	theodosia.kalfa@cchmc.org
Kalin, Tatiana (Tanya)	MD, PhD	Pulmonary Biology	636-4900	Tatiana.kalin@cchmc.org
Kalinichenko, Vladimir	MD, PhD	Pulmonary Biology	636-4200	Vladimir.kalinichenko@cchmc.org
Kao, Winston	PhD	Ophthalmology	558-2802	winston.kao@uc.edu
Kasper, Susan	PhD	Environmental Health	558-2126	Susan.kasper@uc.edu
Kumar, Ashish	MD, PhD	Experimental Hematology	803-1631	Ashish.kumar@cchmc.org
Lu, Qing (Richard)	PhD	Experimental Hematology	636-7684	Richard.lu@cchmc.org
Lucas, Daniel	PhD	Experimental Hematology	803-7805	daniel.lucas@cchmc.org
Malik, Punam	PhD	Experimental Hematology	636-1333	punam.malik@cchmc.org
Meller, Jarek	MD	Environmental Health / Biomedical Informatics	636-0270	jmeller@cchmc.org
Millay, Douglas	PhD	Pediatrics	803-7437	douglas.millay@cchmc.org
Molkentin, Jeffery	PhD	Molecular Cardiovascular Biology	636-3557	Jeff.molkentin@cchmc.org
Morris, John	MD	Hematology/ Oncology	558-2158	John.morris2@uc.edu
Namekawa, Satoshi	PhD	Reproductive Sciences	803-1377	Satoshi.namekawa@cchmc.org
Nassar, Nicolas	PhD	Drug Discovery Program	636-6597	Nicolas.nassar@cchmc.org
Patra, Krushna	PhD	Cancer Biology	558-5323	Krushna.Patra@uc.edu
Plas, David	PhD	Cancer Biology	558-7245	plasd@uc.edu
Privette Vinnedge, Lisa	PhD	Oncology	636-1155	lisa.privette@cchmc.org
Qi, Xiaoyang	PhD	Hematology/ Oncology	558-4025	Xiaoyang.qi@uc.edu

Name	Degree	Department	Phone #	E-MAIL
Ratner, Nancy	PhD	Experimental Hematology	636-9469	nancy.ratner@cchmc.org
Rothenberg, Marc	PhD	Allergy and Immunology	803-0257	marc.rothenberg@cchmc.org
Sasaki, Atsuo	PhD	Hematology/ Oncology	558-2160	Atsuo.sasaki@uc.edu
Scaglioni, Pier Paolo	MD	Hematology/ Oncology	558-2115	pier.scaglioni@uc.edu
Sengupta, Soma	MD, PhD	Neurology and Rehabilitation	558-5457	soma.sengupta@uc.edu
Sertorio, Mathieu	PhD	Radiation Oncology	788-2656	sertormu@ucmail.uc.edu
Shin, Soona	PhD	General & Thoracic Surgery	803-8970	soona.shin@cchmc.org
Starczynowski, Daniel	PhD	Experimental Hematology	636-4200	Daniel.Starczynowski@cchmc.org
Takiar, Vinita	MD, PhD	Radiation Oncology	584-4775	takiarva@ucmail.uc.edu
Volk, Andrew	PhD	Experimental Hematology & Cancer Biology	636-1844	andrew.volk@cchmc.org
Waltz, Susan	PhD	Cancer Biology	558-8675	susan.waltz@uc.edu
Wang, Chenran	PhD	Cancer Biology	558-5611	wang2cr@ucmail.uc.edu
Weber, Gerog	MD, PhD	College of Pharmacy	558-0947	webergf@ucmail.uc.edu
Weiss, Alison	PhD	Molecular Genetics, Biochemistry & Microbiology	558-2820	alison.weiss@uc.edu
Wells, Susanne	PhD	Experimental Hematology	636-5986	susanne.wells@cchmc.org
Whitsett, Jeffrey	MD	Pediatrics	803-2790	jeffrey.whitsett@cchmc.org
Wikenheiser-Brokamp, Kathryn	MD, PhD	Pathobiology & Molecular Med	558-5774	kathryn.wikenheiser-brokamp@uc.edu
Wise-Draper, Trisha	MD, PhD	Radiation Oncology	558-2826	wiseth@ucmail.uc.edu

<u>Name</u>	<u>Degree</u>	<u>Department</u>	<u>Phone #</u>	<u>E-MAIL</u>
Xin, Mei	PhD	Experimental Hematology	636-3549	mei.xin@cchmc.org
Yin, Chunyue	PhD	Gastroenterology	803-8096	Chunyue.yin@cchmc.org

IX. STUDENT DOCUMENTS

Cancer & Cell Biology PhD Program Curriculum

<http://www.med.uc.edu/cancerbiology/graduate/curriculum>

Academic Calendars: <http://www.uc.edu/registrar/calendars.html>

Graduation Dates and Deadlines <http://grad.uc.edu/student-life/graduation.html>

Graduate School Link to Calendar of Events <https://grad.uc.edu/student-life/dates.html>

Grad Life and Student Resources <https://grad.uc.edu/student-life/resources.html>

Graduate School Funding and Awards <https://grad.uc.edu/prospective/funding.html>

Updated: 8/18/21