



GSBS 08-10

Admission, Tuition and Financial Aid

REQUIREMENTS FOR ADMISSION

Basic & Biomedical Sciences Division

Each candidate for admission to the Basic & Biomedical Sciences Division is expected to have a bachelor's degree in one of the physical or biological sciences. Senior undergraduates may be admitted pending successful completion of their baccalaureate programs. While no minimum grade point average is required, students applying for admission should have demonstrated strong performance in their undergraduate studies, particularly in their scientific coursework.

Basic & Biomedical Sciences Division Recommended Prerequisites

Mathematics – One year of calculus, including differential and integral calculus;

Biology – One year of basic course(s) in general biology, zoology or botany;

Chemistry – One year of general chemistry and one year of organic chemistry;

Biochemistry – One semester of biochemistry;

Physics – One year of general physics; and

English – All applicants are expected to have proficiency in reading and writing in the English language. Applicants whose language of instruction has not been English must supply their TOEFL (Test of English as a Foreign Language) results.

Clinical & Translational Sciences Division

Applicants to the PhD Program in Clinical & Population Health Research are expected to have received a master's degree in Public Health, Clinical Research or in one of the social, psychological, physical or biological sciences, and completed adequate introductory coursework in biostatistics and epidemiology. Strong applicants may be admitted conditionally prior to completing such coursework. Additional admission information can be found at www.umassmed.edu/cphr.

Applicants to the Master of Science in Clinical Investigation program are expected to have a medical or nursing degree or a PhD in the social, psychological, physical or biological sciences. U.S. citizens, U.S. permanent residents and international students are eligible to apply. Additional admission information can be found at www.umassmed.edu/gsbs/mci.aspx.

APPLICATION PROCESS

All admissions take place through an admission process in which successful applicants are admitted to a division of the GSBS. Evaluation of applicants is done by the Graduate Admissions Committee of the division to which the applicant applies. Applicants accepted as regular graduate students will receive official notification from the Dean. No other statements, verbal or in writing, will constitute acceptance into the Graduate School of Biomedical Sciences.

Specific application materials include:

- completed application for admission. Applicants should use the on-line application, which can be accessed at the GSBS Web site, www.umassmed.edu/gsbs;
- official transcripts from all undergraduate and graduate institutions attended;
- results of the GRE in verbal, quantitative and analytical areas. (The UMMS code number is 3936. No department code is needed.) (GRE results not required for Master of Science in Clinical Investigation applicants.) Details may be obtained from the Educational Testing Service, GRE, www.gre.org;
- three letters of recommendation from individuals who are able to assess the applicant's past academic performance and prospective success in graduate-level work. Recommenders are encouraged to use the on-line recommendation form contained within the on-line application. If they prefer, they must send a paper recommendation on official letterhead in a sealed envelope to the Graduate School's office address listed below; and
- application fee, currently \$25 for Massachusetts residents, \$50 for non-residents.

Documents should be sent to:

Graduate School of Biomedical Sciences
Room S1-880
University of Massachusetts Medical School
55 Lake Avenue North
Worcester, MA 01655-0116

Please Note: Applications cannot be considered until all of these materials have been received. The deadline for receipt of completed applications to the Basic & Biomedical Sciences division is December 15. The deadline for applications to the Program in Clinical & Population Health Research is January 15. The deadline for applications to the Master of Science in Clinical Investigation Program is February 1. Decisions will be made no later than April 15 for fall admission.

Basic & Biomedical Sciences Division Transfer Applicants

Those students who are currently or who have been previously enrolled in a doctoral program of study for one full year will be considered as potential transfer applicants to the Basic & Biomedical Sciences Division. Any credit given for graduate-level courses taken elsewhere will be given upon approval by the Dean and a program director. Transfer applicants must submit the on-line application by April 15 for fall admission. Transfer applicants must complete the same on-line application as first-year students and must include in their personal statement, a description of their past research experience, and an explanation of why they wish to leave their current institution and transfer to the University of Massachusetts Medical School.

ASSISTANTSHIPS

Entering full-time graduate students receive tuition and fee waivers and are eligible for graduate assistantships, which carry an annual stipend of \$28,000 in 2008-2009. Students who apply for and receive stipend support from external funding agencies can increase their annual stipend above the amount provided by the University of Massachusetts Medical School.

ACADEMIC POLICIES AND PROCEDURES

Grading System

Courses for graduate credit are graded on the following basis:

- A** - Excellent; outstanding performance
- B** - Satisfactory performance
- C** - Unsatisfactory, although not failing the course
- F** - Failure
- W** - Withdrawal (A grade of W may be given if the student withdraws before one-third of the course has been taken. After this time, W plus the letter grade at the time of withdrawal will be given.)

Pass/Fail - Research credits and certain seminar courses are evaluated on a pass/fail system.

Course Load

To be considered full-time students in the GSBS, students must register for at least nine credits per semester until 90 credit hours have accrued. The maximum course load is 15 credits per semester. Requests for a credit load above 15 or below nine must be submitted to the Dean for approval. Non-matriculated students may register for no more than six credits per semester.

Tuition and Fees

Current graduate tuition (2008), which is subject to change, per semester at the **University of Massachusetts is:**

Massachusetts residents	\$1,320
Non-residents	\$4,928

Graduate assistantship fees per year:

Curriculum fee	\$3,434
Support fee	\$40
Student Health Service	\$501*

*Health/hospitalization insurance and enrollment in the Student Health Service are mandatory for all students. For those not having personal policies, group health/hospitalization plans are available for the student, for student and spouse, and for student, spouse and dependent children. Single-student health insurance and Student Health Services fees are provided for all students, initially by the GSBS and later by the student's appropriate department/program.

Full-time graduate students who are recipients of graduate or research assistantships will be granted tuition charge waivers.

Employees of the University of Massachusetts who are taking graduate courses for credit as non-matriculated students are eligible for tuition waivers.

Standards for Satisfactory

Academic Progress

In order to remain a student of the GSBS in good academic standing, students may receive a C grade in no more than one course. Students who attain a C must remediate the course and achieve at least a grade of B. Any F grade will result in expulsion.

Probation

Students who receive a C grade in any GSBS course will be placed on probation. Students will remain on probation until they have successfully remediated the course.

A student who has received an incomplete on their Qualifying Exam will be placed on probation until they have successfully passed the exam.

A student who has received an overall evaluation of Marginal Pass in any research course will be placed on probation until the next evaluation. If the student's next overall evaluation is a Pass, they will be removed from probation. If the student receives a second evaluation of Marginal Pass, the student may be dismissed from the school at the discretion of the Dean.

Academic Dismissal

Students who receive two C grades or any F grades will be dismissed from the school. Students who fail to pass the Qualifying Exam will be dismissed from the school. Students who fail to be accepted by any GSBS Program and Thesis Advisor within the standard timeline will be dismissed from the school. Extensions may be granted by the Dean.

Administrative Dismissal

Any of the following conditions may warrant administrative dismissal:

- failure by a student to satisfy an overdue financial obligation to the University consisting of loans, fees, library charges or any other student charges that are established;
- failure to comply with administrative requirements such as registration or submission of health certificates;
- forgery, fraud or falsification of any official University form or document; and/or
- certified physical or mental health problems of a hazardous nature.

If dismissed, a student will cease to be enrolled and will not be allowed to complete the current semester or to register for future semesters and will receive no further material or notification concerning University affairs.

Leave of Absence

Students in good standing may request a leave of absence from the Dean for personal or other reasons for a period not exceeding one year. Students granted a leave of absence may have conditions for reinstatement set by the Dean.

Withdrawal

Students in good standing who formally withdraw from the GSBS may be reinstated into the program by petitioning the Graduate Admissions Committee and obtaining the approval of the Dean. Students who formally withdraw while on probation or who withdraw without notification to the Dean may not be reinstated without resubmission of an application for admission.

Honor Code

Students are embarking on a career in a profession that requires high standards of ethical conduct and honesty. It is expected that each student will make a personal commitment to respect the academic environment of UMMS and abide by an honor code exemplifying a standard of behavior that will form a firm basis for future professional conduct. This implies avoidance of any form of intellectual

dishonesty as well as the demonstration of respect for the rights and well-being of others, including students, faculty, staff, patients and members of the community. It also implies a responsibility to take positive action to ensure that the failure of others to comply with these standards is not permitted. The intent is to provide an effective means of dealing with such cases while retaining an atmosphere of mutual trust. All allegations of academic misconduct, whether made by students, faculty or administrative personnel, are to be directed to the Dean. The Dean will convene an *ad hoc* Honor Code Committee to deal with the specific case. This committee will consist of three members of the faculty, one student representative and a representative of the Graduate Council. Students are notified in writing of the charges made against them and meet with the *ad hoc* committee to discuss the situation. Students have the right to know the charges brought against them, the right to review all evidence, the right to know who their accusers are and the right to present their own evidence. After all of the evidence has been reviewed, the committee will make its recommendation to the Dean as to which action is to be taken: dismissal of charges, reprimand, probation, suspension or expulsion.

All information concerning allegations of academic misconduct is privileged and confidential.

FINANCIAL AID

Students who believe their resources are insufficient can apply for school-administered financial aid. Students eligible for financial assistance include individuals either accepted for admission, or enrolled in good standing and making satisfactory academic progress. U.S. citizenship is also a prerequisite. Because financial aid is awarded annually, a yearly application is required for all recipients.

