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**Welcome**

The Graduate School of Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute offers the Doctor of Philosophy (Ph.D.) degree in Biomedical Sciences. The following information outlines requirements for admission into the school and requirements students must satisfy to complete the Ph.D. degree.

**Message from the Dean**

Scientific discovery is an exciting and rewarding profession, never more so than today when so many tools and technologies are available to enhance the acquisition of knowledge. From the small beginnings of the Institute in 1976, the expansion in our faculty to approximately 55 labs brought with it the opportunity and desire to create our own Graduate School of Biomedical Sciences. While Sanford Burnham Prebys’ reputation for excellence in basic biomedical research has grown over the last 30 years, the Graduate Program in Biomedical Sciences is relatively young.

The Graduate School was launched in 2006 to educate graduate students in the cutting-edge technologies and thought processes that will prepare the next cadre of scientists to drive forward discovery in this still young millennium.

Sanford Burnham Prebys’ Graduate School of Biomedical Sciences (GSBS) is founded on the exceptional collaborative ethos of the Institute. The program plays to our strengths in biomedical research supplemented by the technologies that are being developed at Sanford Burnham Prebys and elsewhere to facilitate breakthroughs in thought and practice. I think the classic quote “You cannot teach a person anything; you can only help them find it within” by Galileo Galilei (1564-1642) exemplifies the tutorial and laboratory-based focus of our graduate program. I welcome you to the Graduate School of Biomedical Sciences at SBP.

Guy Salvesen, Ph.D.
Dean of SBP Graduate School of Biomedical Sciences
SECTION 1: OVERVIEW & ADMINISTRATION

MISSION STATEMENT AND VISION

PROGRAM MISSION
The mission of the Sanford Burnham Prebys Medical Discovery Institute Graduate School of Biomedical Sciences is: Educating students to become the innovative biomedical scientists of the future.

PROGRAM VISION
With state-of-the-art technology, an entrepreneurial mindset and a highly personalized program, Sanford Burnham Prebys is dedicated to educating the next generation of outstanding biomedical scientists who will drive future cutting-edge basic and translational research.

ACCREDITATION
The Graduate School of Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, phone 510-748-9001.

LEADERSHIP
The Graduate School of Biomedical Sciences (GSBS) is led by the Graduate School Dean with support from the Vice Dean/Associate Dean of Student Affairs, the Associate Dean of Curriculum, the Associate Dean of Admissions and the Director of the Office of Education, Training and International Services (OETIS). These five individuals along with three ad-hoc elected faculty members comprise the Graduate Program Executive Committee (GPEC) which manages the policies and procedures of GSBSI. The GPEC is advised by the Faculty Senate which is comprised of all faculty at the Institute and led by an elected faculty member chairperson.

ACADEMIC INTEGRITY
By enrolling in the Graduate School of Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute, students acknowledge their obligation to adhere to the Code of Academic Integrity. As members of the scientific community, students are responsible for promoting academic integrity. This includes the responsibility to report cases of academic dishonesty to the Human Resources department and to cooperate with faculty and the Human Resources department to resolve such cases.

ACADEMIC FREEDOM
Academic freedom may be defined as the freedom to conduct research, teach, speak, and publish subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead. By facilitating critical thinking and open discourse, academic freedom provides the foundation for the continued intellectual and social value of GSBS at Sanford Burnham Prebys Medical Discovery Institute as a place of unfettered debate and the free exchange of ideas.
Academic freedom carries with it a concomitant responsibility of scholars to resist corrupting influences on their research and teaching, to transcend partisanship and prejudice, and to foster intellectually vigorous norms and standards of scholarly inquiry and teaching. The Graduate School of Biomedical Sciences at Sanford Burnham Prebys maintains and encourages freedom of inquiry, discourse, teaching, research, and publication, and protects all members of the scientific staff and student body against external and internal influences that might restrict the exercise of these freedoms.

NON-DISCRIMINATION
Sanford Burnham Prebys Medical Discovery Institute is an equal opportunity institution with respect to both education and employment. The Institute does not discriminate on the basis of race, ethnicity, color, religion, belief, opinion, economic class, national origin, gender, sexuality, age, or physical challenges in admission or access to, or treatment or employment in, its programs and activities as required by federal and state laws and regulations. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or related legal requirements should be directed to the Vice President of Human Resources.

STUDENT COMPLAINTS
The Bureau for Private Postsecondary Education protects students and consumers through the oversight of California's private postsecondary educational institutions by conducting qualitative reviews of educational programs and operating standards, proactively combatting unlicensed activity, impartially resolving student and consumer complaints, and conducting outreach. An individual may contact the Bureau for Private and Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, http://www.bppe.ca.gov, Phone: 916-431-6924, Fax: 916-263-1897.

CAMPUS FACILITIES
Sanford Burnham Prebys facilities are located on approximately 18 acres in La Jolla, CA. Close proximity to the University of California, San Diego, The Salk Institute, and The Scripps Research Institute fosters inter-institutional collaborations. The main campus occupies 9.5 acres and provides approximately 205,000 sq. ft. of office and lab space. Other locations near the main campus include three additional buildings that are either owned or leased. These buildings provide approximately 190,000 sq. ft. of space.

Facilities and Equipment
A list of facilities and types of equipment and materials, which are available to students and may be used for research purposes throughout their studies, can be found online at http://sbpdiscovery.org/technology/sr/Pages/Home.aspx.

Library
The Institute’s library offers a full range of scientific journals that are available either in print and/or electronically. Each student will receive an identification key card to access
the library at any time. Items that are not available in the library can be requested through the interlibrary loan service. Books and reference materials are also available to all students. All library services are for use at no additional charge.

**GSBS PROGRAM LEADERSHIP**

**Guy Salvesen, PhD**  
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Associate Dean of Administration & Professional Development  
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**Megan Elyamani**  
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The GSBS Office is located in Building One.
2021-22 ACADEMIC CALENDAR

September 9-10 New Student Orientation
September 20th - M2S begins for first year students only

**Fall 2021**
- September 20 Quarter Begins
- December 10th Quarter ends

**Spring 2021**
- March 28 Quarter begins
- June 10 Quarter ends

**Winter 2021**
- January 3 Quarter begins
- March 18 Quarter ends

**Summer 2021**
- June 17 Quarter begins
- August 31 Quarter ends

All Graduate Student appointments are considered full-time, 52-week appointments.

Students observe the following official 2019-20 SBP holidays:

- September 6 - Labor Day Holiday
- November 11 - Veterans Day Holiday
- November 26 & 27 - Thanksgiving Holiday
- December 25 & 26 - Christmas Holiday
- December 31 - New Year’s Eve Holiday
- January 1 - New Year’s Holiday
- January 17 - Martin Luther King, Jr. Holiday
- February 21 - Presidents’ Day Holiday
- May 30 - Memorial Day Holiday
- July 4 - July 4th Holiday Observed
SECTION 2: ADMISSIONS PROCESS

The Graduate School of Biomedical Sciences (GSBS) at Sanford Burnham Prebys offers a Ph.D. degree in Biomedical Sciences at Sanford Burnham Prebys’ La Jolla campus. It is a small, competitive program, maintaining eight openings per year and a steady state of approximately thirty students. GSBS is an admit-to-fit program where students and faculty are matched as a prerequisite for acceptance into the program. Therefore, it is required that prospective students contact potential faculty mentors with shared research interests. Applicants are encouraged to contact faculty prior to applying, and interest from faculty member(s) is required to be invited to interview for the program. A list of faculty and their qualifications can be found at https://www.sbpdiscovery.org/education/graduate-school/our-community. NOTE: Only Faculty at the Sanford Burnham Prebys La Jolla site can mentor students at this time. Entering graduate students are admitted to their thesis labs on day one and do not perform laboratory rotations.

All applications are reviewed by the Admissions Committee and GSBS accepts both domestic and international applications. Our Admissions Committee emphasizes research experience and recommendations during the review process. All applications are reviewed after the application deadline. The graduate school office will work with applicants who have been selected for interviews to ensure sufficient matching of the applicants with potential faculty mentors. Applicants will be invited for in-person or online video interviews to be completed by the end of February. After interviews, the graduate school office will, based on recommendations of the Admissions Committee, extend offers of admission to selected applicants based on the interviews and matching with a faculty mentor. Classes for new first year students begin in mid-September.

The application deadline for admission in Fall 2022 is Monday, December 6, 2021 at 11:59pm Pacific Time.

Only online applications are accepted. Please visit our website at SBPdiscovery.org/GradSchool to access the application.

APPLICATION PREREQUISITES & DOCUMENTATION

- **An undergraduate degree**, preferably in the Biological, Chemical, Physical, or Computational Sciences, or medical degree, is required for admission to the Graduate School of Biomedical Sciences. Additionally, we value applications from candidates with significant research experience.

- **Personal statement of interest** Statement should be 1,000 words or less to discuss your purpose in applying to the Graduate Program and specifically your reason for selecting Sanford Burnham Prebys Medical Discovery Institute.

- **CV/Resume**

- **GRE Scores (optional)** Submission of scores for the Graduate Record Examination (GRE) general test is not required. Applicants may choose to submit their scores from tests taken within the last five years for consideration. Any GRE scores must be sent by the Educational Testing Service to the Graduate School of Biomedical Sciences Program Office. The School Code for Sanford Burnham Prebys Medical Discovery Institute is 2718.

- **TOEFL Scores** Test of English as a Foreign Language (TOEFL) scores are required for all foreign students whose first language is not English, or who have obtained their previous degree in a country where teaching is not in English. TOEFL cores must be sent by Educational Testing Service to the Graduate School of Biomedical Sciences Program Office. All tests must be taken within the last two years. Generally, successful applicants score at or above 100. The School Code for Sanford Burnham Prebys Medical Discovery Institute is 2718.
• **Letters of Recommendation** Three letters of recommendation are required. Please instruct each person providing a letter to send either a hard copy directly to the Graduate School of Biomedical Sciences Program Office or an electrically signed letter via e-mail to: admissions@SBP.edu directly from the referee's email address.

• **Transcripts** All official undergraduate and graduate transcripts and proof of degree (official translations required to accompany all foreign documents). Universities or colleges must mail original transcripts directly to the Graduate School of Biomedical Sciences Program Office.

• **Application Fee of $80 USD** Applicants may pay via PayPal at the end of the application or submit a check or money order drawn from a US bank made payable to "Sanford Burnham Prebys Medical Discovery Institute". Fee waivers must be approved in advance from the Graduate Office.

**GSBS MAILING ADDRESS:**

Sanford Burnham Prebys Medical Discovery Institute  
Graduate School of Biomedical Sciences  
10901 North Torrey Pines Road  
La Jolla, CA 92037  
USA
SECTION 3: ACADEMIC PROGRAM

PROGRAM STANDARDS
Program Learning Outcomes (PLOs)
The Program in Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute’s Graduate School of Biomedical Sciences has the following learning outcomes that are aligned with the mission and vision of Sanford Burnham Prebys, and define the program:

- **PLO 1:** Strong foundational knowledge
- **PLO 2:** High quality biomedical research
- **PLO 3:** Innovative critical thinking and experimental design
- **PLO 4:** Clear written communication in standard academic genres such as grant proposals, poster presentations, and scientific articles
- **PLO 5:** Excellent oral communication skills

CURRICULUM
Each student is required to take six core courses, six tutorials and one elective by the end of their second year. Students must complete a minimum of 96 credit units to graduate. A minimum of 64 credit hours must be earned prior to holding the Qualifying Exam and a minimum of 32 additional credit hours must be earned prior to holding the Thesis Defense. Students can accrue eight units per quarter by completing courses, tutorials and laboratory research. Upon completion of all degree requirements, students will be conferred a Doctor of Philosophy degree in Biomedical Sciences from SBP.

**Required Courses:**
- SBP 260 Molecules to Systems (5 units, Fall Year 1)
- SBP 272 Responsible Conduct in Scientific Research (2 units, Fall Year 1)
- SBP 265 Introductory Statistics (2 units, Winter Year 1)
- SBP 273 Scientific Communication (1 unit, Winter Year 1)
- SBP 275 Biological Databases as a Research Tool (2 units, Fall Year 2)
- SBP 263 Modern Drug Discovery Technologies (2 units, Spring Year 2)
- SBP 281 Graduate Tutorials (1 unit each, 6 required Years 1-2)
- GRES291 Graduate Research (1-8 units, All quarters)

1 Elective Course (By the end of Year 2)

Data Club (Monthly Sept – April)

Please consult the GSBS Course Catalog for course and tutorial descriptions. GSBS utilizes Student Learning & Licensure software to manage and post course grades and rubrics. Students will have an account created for them that can be accessed at any time.

**Attendance**
GSBS expects each student to take full responsibility for their academic work and research progress. Students are expected to attend all classes, tutorials and data club, as consistent attendance offers the most effective opportunity to gain command of concepts and materials that are essential for success. Absences may be used in the computation of grades.
It is the policy of GSBS to excuse the absences of students that result from the following causes: i) illness of the student, or illness of a dependent as defined by the policy on family and medical leave; ii) religious observance (where the nature of the observance prevents the student from being present during the class period); iii) participation in institute activities at the request of institute authorities; and iv) compelling circumstance beyond the student's control. Students are expected to attend their scheduled classes/tutorials and take scheduled examinations according to the requirements of the instructor. Instructors are not required to accommodate requests for alternative examination dates and exceptions.

Participation in laboratory research is an ongoing requirement and an integral part of the learning experience. Graduate student appointments are considered full time, 52-week appointments, are not subject to academic recess and students are expected to be in lab when not attending class. Students should communicate with their faculty mentors regarding courses schedules and should request vacation time in advance. It is the student's responsibility to balance coursework requirements and research participation in an effective manner. Lab meeting and lab journal club are not valid reasons for missing a class/tutorial/data club, etc.

ANNUAL PROGRESS REPORT
Each fall students are required to submit an annual report of their progress due 14 days prior to the Annual Committee Meeting. The Annual Report includes tracking curriculum requirements as well as participation in co-curricular activities and accomplishments. The research progress portion will be written as a summary or scientific manuscript depending on the students' year. This report will be submitted via LiveText.

WRITING REQUIREMENTS
There are several Writing Requirements in the GSBS Program:

1. **Retreat Abstract**
   Each year, students submit an abstract for the Annual Retreat which is graded by members of the Graduate Program Executive Committee.

2. **Annual Report as a Scientific Manuscript or a Research Proposal**
   For the Annual Report, 2nd year students and 4th+ year students who are not holding a milestone meeting (Qualifying Exam, Pre-Thesis Defense, Thesis Defense) submit their research progress as a scientific manuscript to be graded by their mentor.

3. **Qualifying Exam**
   Third year students write a 750-word summary of their work and a research proposal.

4. **Mini-Review**
   At the end of their 3rd year students, write a mini-review on their research topic to be graded by their thesis chair.

5. **Pre-Thesis Defense**
   Third+ year students who are holding a Pre-Thesis Defense complete a writing assignment outlining their thesis project and submit a timeline for completion.
Please see the Student Access folder on OneDrive for further information and procedures.

**THESIS COMMITTEE**

Students and their faculty mentor are responsible for selecting the thesis committee. The thesis committee must have at least four members, though five are recommended. The members are:
- Faculty mentor
- Thesis committee chair from SBP, with whom the student is not conducting research
- One or two SBP faculty members from the graduate program
- One or two faculty members from outside of SBP with a graduate school appointment at their home institution

All GSBS students are required to nominate a thesis committee by June 30th at the end of the first year of study.

Beginning in year two, GSBS students are required to assemble their thesis committee annually for a formal meeting. This meeting must take place between the dates of September 1st and November 30th each year. The student must submit a committee report to the GSBS Program Office no less than two weeks before the committee meeting date and share it with everyone on the thesis committee.

**ADVANCEMENT TO CANDIDACY/ QUALIFYING EXAM**

Students are required to pass the qualifying exam for advancement to candidacy for the Ph.D. degree. Students must present and successfully defend a qualifying exam to their thesis committee by November 30th of Year 3 of graduate studies.

The qualifying exam describes the thesis project. Each student writes a research proposal for their thesis research project in the style of a NIH F31 pre-doctoral fellowship application, which is then presented to the committee via an oral presentation. It is discussed in depth during the examination. After passing the qualifying exam, students are advanced to candidacy for the Ph.D. degree and are expected to exert full time effort towards their thesis research. Any extension to this deadline must be requested in advance and is at the discretion of the Graduate Program Executive Committee (GPEC).

**PRE-THESIS DEFENSE**

After passing their Qualifying Exam and receiving a passing grade on their 3rd Year Mini-Review, students are required to hold their Pre-Thesis Defense. The purpose of this meeting is to determine if the student has made sufficient progress in their research to write their thesis. The student will complete the 2,000 word Pre-Thesis Defense Writing Assignment at least two weeks prior to the Pre-Thesis Defense meeting. The writing assignment consists of an introduction, scientific questions, summary of results, innovation, timeline with milestones for completing the thesis work, and references. The thesis committee will assess the student’s oral defense and written document. Generally, three to four months after the pre-thesis defense meeting the student will be ready to schedule their Thesis Defense.
THESIS DEFENSE

The final component of the PhD program is the thesis defense. The written thesis should be composed of a series of chapters. The first chapter should be an introduction outlining the background information and rationale for the thesis research, with a concise summary of the research results. A final conclusion chapter should place the significance of the work into a larger context and point out future directions of study. There is no set number of chapters required, and the thesis work should be divided into chapters that are appropriate. Papers that have been published in peer-reviewed journals may be included as a chapter of the thesis. A typical thesis will consist of an abstract, an introduction, three or four research chapters, and a conclusion.

The oral defense of the thesis consists of a public seminar of approximately one hour, which is followed by a closed-door defense with the Thesis Committee. The length of the closed-door defense has no set limit but is typically one hour.

During the defense, each committee member will have the opportunity to ask questions pertaining to the written thesis and oral presentation of the thesis. There are no specific guidelines for the form or topics of the questions, but the intent is to determine if the candidate has achieved sufficient mastery of the field to merit the Doctor of Philosophy degree. Typically, both specific and general questions will be addressed to test the extent of the candidate’s knowledge in the given research field. After each member of the committee is satisfied, the candidate will be excused for a private discussion among the committee members, followed by voting on the outcome of the defense.

Upon the recommendation of the Thesis Committee and the submission of the approved written thesis to the GSBS Program Office, the student will be conferred the degree of Doctor of Philosophy in Biomedical Sciences from Sanford Burnham Prebys Medical Discovery Institute.
# ACADEMIC PROGRAM OVERVIEW

## GRADUATE PROGRAM CURRICULUM

<table>
<thead>
<tr>
<th>Course</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4+</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBP 260 – Molecules to Systems (M2S)</td>
<td>Y1Q1 (Fall)</td>
<td></td>
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<tr>
<td>SBP 272 – Responsible Conduct in Scientific Research (RCSR)</td>
<td>Y1Q1 (Fall)</td>
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<tr>
<td>SBP 265 – Introductory Statistics</td>
<td>Y1Q2 (Winter)</td>
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<tr>
<td>SBP 273 – Scientific Communication</td>
<td>Y1Q2 (Winter)</td>
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<tr>
<td>SBP 275 – Biological Databases as a Research Tool (BDRT)</td>
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<td>Y2Q1 (Fall)</td>
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<tr>
<td>SBP 263 – Modern Drug Discovery Technologies (MDDT)</td>
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<td></td>
<td>Y2Q3 (Spring)</td>
<td></td>
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<tr>
<td>1 Elective Course (within first two years)</td>
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<td></td>
<td>Y1-Y2</td>
<td></td>
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<tr>
<td>Tutorials (6 required) (within first two years)</td>
<td></td>
<td></td>
<td>Y1-Y2</td>
<td></td>
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<tr>
<td>GRES 291 – Graduate Research (every quarter)</td>
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<td>All Years</td>
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## COMMUNICATIONS REQUIREMENTS

- **Monthly Student Data Club** *(Sept-April; Every third Thurs 3-5pm)*
  - All Years
- **Yearly Writing Requirement: Abstract for Retreat**
  - All Years
- **Yearly Writing Requirement: Annual Research Progress Report written as a scientific manuscript (Year 1 & 3 excepted)**
  - Y2
  - Y4+
- **3rd Year Writing Requirement: Research proposal for the Qualifying Exam**
  - Y3
- **3rd Year Writing Requirement: Mini-review (at the end of Year 3)**
  - Y3
- **4th + Year Writing Requirement: Scientific manuscript, if not holding a Pre-Thesis Defense**
  - Y4+
- **4th + Year Writing Requirement: Pre-Thesis Defense Writing Assignment, if holding a Pre-Thesis Defense**
  - Y4+
- **Thesis Dissertation**
  - Y4+

## CO-CURRICULAR ACTIVITIES

- **Seminars and Workshops**
  - All Years
- **Scientific Meetings and Conferences**
  - All Years
- **Scientific Publication**
  - All Years
- **Scientific Presentation**
  - All Years
- **Teaching and Mentoring**
  - Y3+

*Training Opportunities: Abstract Writing Workshop, Manuscript Writing Workshop, Oral Presentation Workshop*
SECTION 4: CO-CURRICULAR & EDUCATIONAL ACTIVITIES

INSTITUTE SEMINARS
The Institute is committed to the education of future scientists. To complement the coursework and laboratory training at the institute, graduate students can participate in several scientific group activities. The institute hosts a number of monthly Faculty Seminars as well as several weekly formal Symposia and Colloquia. Students are expected to participate in laboratory meetings, journal clubs, and interdisciplinary group meetings. Students are also encouraged to attend local, national, and international scientific meetings and should discuss this with their faculty mentor.

OETIS WORKSHOPS & EVENTS
The Office of Education, Training, and International Services (OETIS) holds workshops and events to help students and postdocs prepare for the next step in their career. These include “Careers & Coffee” panels with guest speakers, CV and resume review sessions with OETIS staff, presentation skills practice (“Podium Pointers”), and other career and professional development activities. Students are encouraged to attend and participate. An events blast is sent via email each month, and a calendar can be found on the Intranet: http://intranet/academicsupport/otas/workshops/Pages/default.aspx.

ANNUAL STUDENT RETREAT
Each spring, the Graduate School hosts a mandatory annual research-oriented retreat held at a southern California location. The retreat allows all students the opportunity to present their research and provides graduate students and faculty with the unique opportunity to interact with colleagues in various research programs in an informal setting.

SBP SCIENCE NETWORK
The SBP Science Network (SBP-SN) was established in 1999 to foster professional communication and networking among postdocs and graduate students at the institute. SBP-SN is coordinated by a small group of postdocs and graduate students and hosts the Annual Postdoctoral Research Symposium (fall) and Annual Career Day (spring). Additionally, they have hosted a variety of social activities such as Family Day, the Sanford Burnham Prebys holiday party, and several Happy Hours throughout the year. SBP Science Network also coordinates joint networking activities with postdocs and graduate student groups at nearby research institutes, including The Scripps Research Institute (TSRI), the Salk Institute for Biological Studies, La Jolla Institute of Allergy and Immunology, and the University of California San Diego (UCSD).

1 Subject to change due to COVID-19.
SECTION 5: ACADEMIC POLICIES & PROCEDURES

Below is an overview of our policies and procedures. Please contact the Graduate School office for the full documents and forms.

SCIENTIFIC CONDUCT

It is the policy and practice of Sanford Burnham Prebys Medical Discovery Institute to observe the highest standards of professional conduct. The enterprise of scientific research relies upon the trust and confidence of both the scientific community and the public at large in the integrity of the scientific process. Unethical behavior represents a breach of confidence among scientists that is central to the advancement of knowledge. It also undermines the confidence that the public has in the reliability of science. For these reasons, Sanford Burnham Prebys considers misconduct in science a betrayal of fundamental scientific principles and will deal with all instances of possible misconduct firmly.

Misconduct in research is defined as fabrication, falsification, plagiarism or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data. Sanford Burnham Prebys will thoroughly investigate and resolve promptly and confidentially all instances of alleged or apparent scientific misconduct.

STUDENT GRIEVANCE POLICY

It is the intention at Sanford Burnham Prebys that all students receive fair treatment during their graduate studies. A student who believes they have cause to bring a complaint may meet with the Associate Dean of Student Affairs for advice and counsel. The Associate Dean will attempt to resolve the issue. Confidentiality is to be maintained by each person involved in the process. The student may speak freely without fear of recriminations.

The Graduate School of Biomedical Sciences (GSBS) has a separate grievance policy from that of the institute, which includes formalities for grievances on grades, misconduct, probation, suspension, and other issues.

PROBATION AND DISMISSAL POLICY AND PROCEDURES

The provisions of this policy pertain to dismissal and probation for academic reasons and are developed by the Graduate Program Executive Committee. This policy aims to provide a means of establishing and maintaining basic standards and requirements for graduate work at SBP and is applicable to all GSBS students.

1. Passing Core Courses or Other Required Courses

All students must pass with a letter grade of B- or better the GSBS core & elective courses and tutorials required by their program. If a student does not satisfy this requirement they are placed on academic probation, and the Graduate Office notifies the student, mentor, and thesis committee chairperson. Students are given at most two opportunities to pass required courses or tutorials.
2. Passing Qualifying Examinations
After the qualifying examination the thesis committee can deliver one of three decisions: Pass, Pend or Fail. Students receiving a “Fail” decision will be dismissed from the program. If the thesis committee renders a “Pend” decision, the student will be permitted to re-take the examination once. If the student fails the re-take, the student's thesis committee chair may appeal to the Dean on the student's behalf if the chair feels that a second re-take is justified.

3. Inability to Conduct Research
Faculty are responsible for guiding the research of a student accepted for participation in a research project. No faculty member is obliged to accept a particular student to their research team. Under the guidance of the faculty mentor, the student is expected to: (1) design and plan the research project; (2) conceptualize and formulate the hypothesis and methodology; (3) perform data analysis; and (4) write an acceptable essay or dissertation.

The primary responsibility for determining whether a student has demonstrated the ability to apply research methods and to conduct independent research as appropriate to the discipline rests with the student's mentor and thesis committee. For evaluation of a student's work to be fair and objective, failure to demonstrate the ability to conduct research must be well-documented by the faculty mentor(s) and reviewed by: (1) a committee convened by the faculty mentor that consists of other GSBS faculty and students, or; (2) if the student has already formed one, the thesis committee. Upon the recommendation of these committees, the Thesis Chair may notify the Graduate Program Executive Committee of their decision to dismiss the student, and if the Executive Committee concurs, the thesis committee chair must notify the student of their dismissal.

A student dismissed because of inability to conduct research may appeal the dismissal by filing a written appeal with the thesis committee chair. The chair will then bring the student's appeal to the attention of the Graduate Program Executive Committee, which will set up an ad hoc committee consisting of GSBS faculty. If the ad hoc committee disagrees (by majority vote) with the thesis committee's decision to dismiss, the Dean will have the deciding vote.

4. General Appeal Process
A student may appeal a decision to dismiss for any reason by filing a written appeal with their thesis committee chair or the Associate Dean of Student Affairs (see Student Grievance Policy). The thesis committee chair or Associate Dean must then bring the appeal to the attention of the Graduate Program Executive Committee, which will meet with the thesis committee chair and student's faculty mentor to discuss it. The Graduate Program Executive Committee must then bring its recommendation to the Dean, who can affirm or reverse the recommendation. The Dean's decision is final, and this appeal exhausts all remedies available to the student within GSBS.

5. Periodic Review and Documentation
All academic difficulties described above must be documented in writing at each stage and should begin as soon as problems arise. The requirement for documentation applies to all academic shortcomings. Maintaining documentation of student academic problems is primarily,
although not exclusively, the responsibility of the faculty mentor and the student's thesis committee. All students should be given periodic reviews of academic progress and constructive feedback. As problems are documented, students should receive written notice of documentation, as well as the opportunity to respond to the written notice.

**LEAVE OF ABSENCE, DISABILITY AND WITHDRAWAL**

A student's acceptance of an offer of admission to the Graduate School of Biomedical Sciences (GSBS) implies full commitment to graduate and professional study. In keeping with the Institute's policy to promote and support completion of studies, this commitment involves fulfillment of degree work in line with the curriculum described in the Graduate Catalog. Continuous enrollment between admission and the completion of degree work is thus considered the norm and is the Graduate School standard.

In circumstances where continuous enrollment is not possible, students may request a suspension of their enrollment by means of a leave of absence. Failure to be either enrolled or to be approved for a leave of absence by the start of an academic quarter may result in the discontinuation of the student’s program. In such circumstances, a student in good standing may request a leave of absence for up to one year, or four quarters, or be placed on an involuntary leave of absence. During the period of an approved leave the student will not be registered.

For more information on the different types of leave see the **Leave of Absence Policy**.

**Disability**

The GSBS has an institutional commitment to providing equal educational opportunities for qualified students with disabilities in accordance with applicable local, state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and 2008, and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, accommodations (including auxiliary aids and services) will be provided to the extent necessary to comply with state and federal laws. For each student, these accommodations will specifically address those functional limitations of the disability, which adversely affect equal education opportunity. The Graduate School of Biomedical Sciences Office will assist qualified students with disabilities in securing such appropriate accommodations. For detailed information please refer to the full Disability Policy.

**Withdrawal**

A student who considers withdrawing from GSBS during the academic year should first discuss the possibility with their mentor, the Associate Dean of Student Affairs and/or the Dean of GSBS.

If the student decides to withdraw, they should communicate that decision in writing to both their mentor and the GSBS Office. The student then completes the Voluntary Complete Withdrawal Form and returns it to the GSBS Office for signature. All financial obligations to the Institute must be cleared.
STUDENT CONDUCT
Sanford Burnham Prebys culture is based on five values that guide the Institute: collaboration, commitment, communication, community and compassion. Students are expected to conduct themselves professionally and respectfully and with integrity and honesty. Students agree to uphold the Sanford Burnham Prebys Code of Conduct and the policies and practices set forth by the Graduate School of Biomedical Sciences. Violation of these policies and practices may result in disciplinary actions, academic probation, and/or expulsion from the graduate program.

STUDENT RECORDS
The GSBS Office maintains academic records for all graduate students of Sanford Burnham Prebys. These records consist of material pertaining to admissions, coursework and academic reports and progression. Material unrelated to a student’s academic background, such as medical records, are maintained elsewhere. Decisions regarding a student’s academic record are guided by the principle of protecting a student’s right to privacy. Students may view their student records by contacting the GSBS Office. Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), certain student records are restricted from inspection until a proper release is obtained. The records exempt from inspection and review by students include confidential letters and statements of recommendation and records containing information on more than one student. In the event that material in the student’s record pertains to more than one student, the student may be informed of only the specific information that pertains to them. Parents have no inherent rights to inspect a student’s records. Records may be released to parents only with the written authorization of the student.

TRANSFER CREDIT
A student from another Ph.D. level graduate program who wishes to transfer to GSBS must apply and undergo an application review similar to that of new applicants. Academic credit for courses taken towards an unfinished Ph.D. degree are evaluated for credit at Sanford Burnham Prebys based on applicability to the GSBS program, the institution where the course was completed, and grade received.

ENGLISH REQUIREMENT
The working language of the Institute is English. All Institute business should be conducted in English, both orally and in writing. This includes written entries in laboratory notebooks and other business records of the Institute. Use of the English language in business communications is necessary to avoid miscommunication and to ensure that all employees receive and understand all information that may impact safety and efficiency, especially in the laboratory. In addition, as a matter of courtesy, employees who communicate in foreign languages while at work should remain sensitive to the presence of colleagues who do not speak that language and may feel excluded. Failure to conduct Institute business in English may be subject to disciplinary actions.

As stated in the Admission Requirements, Sanford Burnham Prebys requires that all international students submit a TOEFL or IELTS score upon application unless they have received a degree from an English-speaking institution. As instruction will occur only in English, all students are required to have a fluent command of spoken and written English. Students with difficulty communicating may be required to take additional language classes at the discretion of the Thesis Committee or Dean.
SECTION 6: GENERAL INFORMATION

STUDENT FINANCIAL RESPONSIBILITY

Tuition
The Graduate Program at Sanford Burnham Prebys is without cost to successful applicants*. Students do not pay tuition and all program fees are borne by the institute or mentor. Due to this fact, the California Bureau of Private Postsecondary Education “Student Tuition Recovery Fund” does not apply to students in this program.

Stipend Support and Benefits
Students admitted into the graduate program are admitted directly into the laboratory of research interest. The faculty advisor is responsible for providing financial support for each student in their lab. Students will receive a base stipend of $34,000 annually (for academic year 2021-2022) and health benefits*, which will be paid semi-monthly. The stipend is subject to change based on cost of living and national competitiveness. Students are not responsible for registration fees of required core courses; however, it is the responsibility of the student and faculty mentor for registration fees and associated costs of non-required courses.

*Please be advised that, in order to receive health benefits, students will pay a small cost share that will be deducted from each paycheck at approximately 15% of benefit cost (depending on the benefits you select).

Student Educational Fund
The GSBS allocates up to $500 per year for educational expenses for each student, subject to the Student Educational Fund Policy. This fund is for allowable educational support purchases under the Internal Revenue Service Student Scholarship and Fellowship Grants law Topic # 421.

Financial Aid
Sanford Burnham Prebys does not offer financial aid. It does participate in Title IV loan deferment as an exempt institute so that its students may defer student loans from previous education. Please contact the GSBS Office for information on the U.S. Department of Education Office of Postsecondary Education identification number (OPEID). Since students do not incur financial expenses, there is no refund policy.

STUDENT BENEFITS
As a graduate student at Sanford Burnham Prebys Medical Discovery Institute, you and your dependents are eligible to participate in the Institute’s group medical, dental, and vision insurance plans. Graduate Students are responsible for a small monthly contribution towards the total premium costs for benefits. Current benefit plan details are maintained by the Human Resources office. Sanford Burnham Prebys Medical Discovery Institute reserves the right to modify, amend, change, revoke, suspend or terminate its benefit programs, in whole or in part, at any time and for any reason.

Employee Assistance Program
The Employee Assistance Program (EAP) is a network of services providing confidential information and referrals to help solve life’s everyday challenges. Administered by Aetna
Resources for Living, this program offers confidential counseling and support services to help with emotional, relationship, health, and workplace issues. The EAP can help with stress, financial issues, childcare, relationships and much more.

**Housing**

Students are responsible for arranging their own accommodations. The graduate program does not offer on-campus housing, but housing is available within the immediate area.

**ORIENTATION**

Students will be notified when to arrive on campus, usually early to mid-September. After completing their appointment paperwork, students will attend New Student Orientation provided by the GSBS Office.

Upon arrival, all international students MUST check-in with International Services on or before their first day at SBP. Students must enter the United States and report to SBP no more than 30 days before the program start date as listed on Form DS-2019 or no later than 30 days after entering the United States.

**INTERNATIONAL SERVICES**

International Services staff will offer appropriate orientation for all international students and exchange visitors and their immediate family. Orientation includes, but is not limited to, the following services:

- Initial entry to the United States
- The purpose of F1 visa program
- Travel / re-entry into the United States
- Change of immigration status
- Reinstatement of immigration status
- Accompanying dependent issues
- Life and customs in the United States
- Local community resources (e.g. banking, public transportation, lodging, schools, libraries, recreation centers, grocery stores and bank)
- Available health care, emergency assistance, and insurance coverage
- Rules that the exchange visitors are required to follow under the sponsor program
- Contact information of the sponsor officers
- Other information that will assist exchange visitors to prepare for their stay in the U.S.

**Visa Information for International Students**

International Services staff handle all immigration matters for prospective and current students. International students coming directly from their home country, as well as students transferring to Sanford Burnham Prebys from a university within the U.S., are required to complete a visa application in coordination with the Graduate Program Office. The International Services staff will review the applicant's immigration status and issue the documents they will need to apply for their student visa. If the student is currently attending an educational institution in the U.S., the IS office will facilitate the transfer of their visa sponsorship to the Institute.
All international students are required to check in with International Services staff on or before their first day. Throughout the student's academic program, International Services staff is always available to provide information to the student, in order to maintain their immigration status in the U.S., and to help achieve their educational and personal goals.