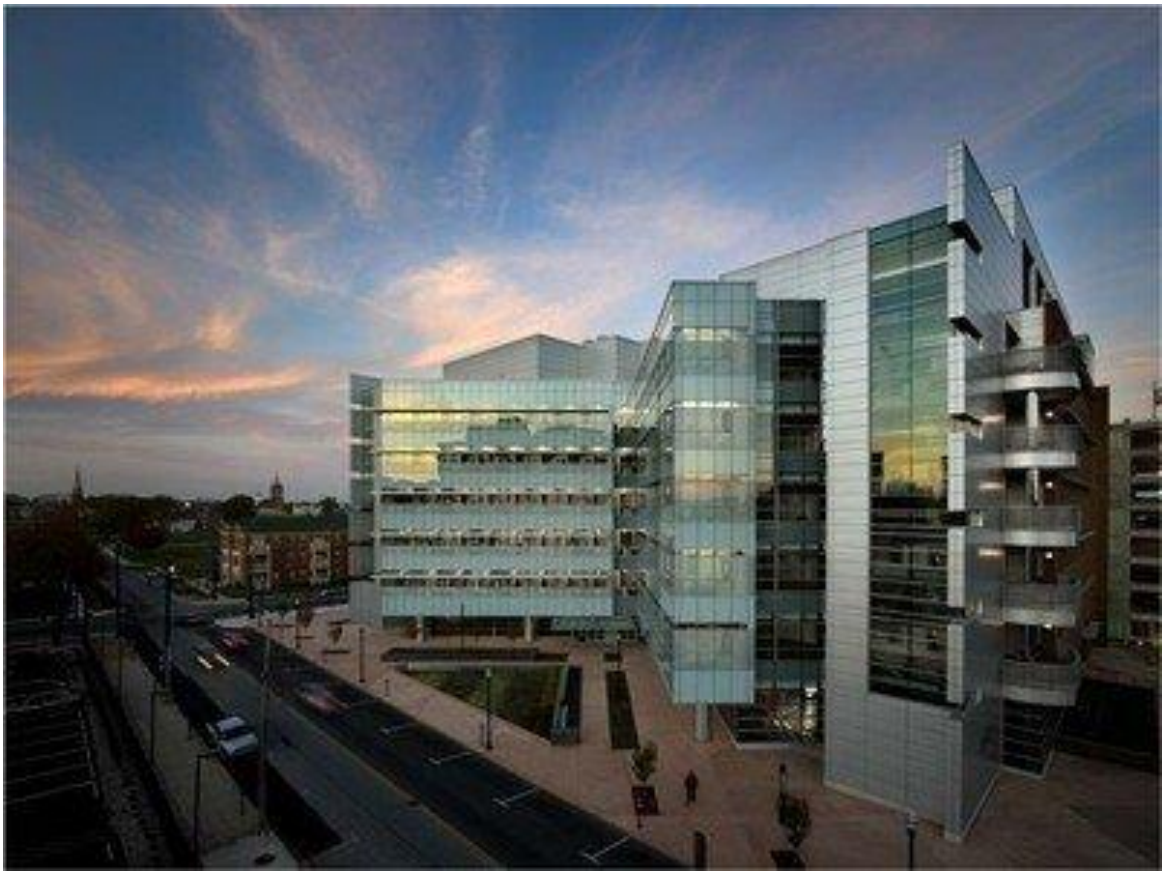

IPIBS

Integrated Programs in Biomedical Sciences

GRADUATE STUDENT RESOURCE HANDBOOK

(Revised 07.18.16)

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INTRODUCTION

This booklet is intended as a resource guide for University of Louisville School of Medicine Graduate Students. As a new student, there will be many questions, policies, and activities that will concern you. We hope this booklet will enable you to find simple direct responses to your concerns.

This booklet is one of many resources available to you. We encourage students to be self-directed in their pursuit of information, and it is expected that there will be issues which exceed the scope of this resource guide. When further information is warranted, please use these listings in directing you to the proper channels.

We wish you much success in your studies at the University of Louisville.

Thank you and good luck!

IPIBS OVERVIEW

The Integrated Programs in Biomedical Sciences (IPIBS) louisville.edu/medicine/ipibs is a gateway for graduate students interested in biomedical research as a career choice. The University of Louisville offers a supportive academic environment in a friendly, vibrant city and a financial assistance package consisting of an annual stipend of $25,000, health insurance and full tuition coverage.

Graduate students enter the IPIBS program through one of the five basic biomedical discipline-based PhD programs at the School of Medicine. IPIBS awards fellowships for students in the first two years in the program, after which support is maintained through the Departments.

There is a flexible core-curriculum during the first year, supplemented with discipline-based coursework. Also during the first year, students choose a research mentor and project, which will form the basis of their PhD dissertation research.

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NEW STUDENT CHECKLIST

All the items contained in this checklist pertain to important documents and tasks to be completed during your first few weeks.

- ☐ Attend IPIBS Orientation
- ☐ Complete all applicable training
- ☐ Obtain student photo I.D. card
- ☐ Obtain after-hour building access
- ☐ Obtain keys to office if necessary
- ☐ Purchase parking pass if needed

Your supervisor is the chair of your dissertation/thesis committee, i.e. your mentor or PI. Prior to selecting a mentor your immediate supervisor will be the Director of Graduate Studies for your program; (Dr. Hubscher, ASNB; Dr. Clark, BIOC; Dr. Mitchell, MBIO, Dr. States, PHTX, Dr. Schuschke, PHZB), unless your program assigns you a different supervisor.

ASK YOUR SUPERVISOR

…about departmental procedures regarding breaks, and time off.

…about your hours of work and call-in procedures.

…about your department dress code: career, casual, or uniform.

...about your departmental pattern of communication, individual/team relationships and reporting relationships.

…about classroom attendance and laboratory rotations.

…about use of departmental facilities.

IPIBS ADMINISTRATIVE MATTERS

STIPENDS

Stipend amounts have been outlined to you in correspondence from Dr. Russell Salter. Your stipend will be available monthly on the last day of the month (or the Friday before the last day if the last day falls on Saturday or Sunday). Your stipend is handled by the University's Payroll Department and the check will be direct deposited based on the information you provide when you sign up for payroll on August 1st. The IPIBS program provides the support for the first 23 months (until June 30th, 2018). After that your stipend will be provided through the Departmental program in which you are enrolled, in most cases by your graduate mentor's grants. The approved stipend for 2016/2017 is $25,000. Stipends increase to $25,500 after students pass their Ph.D. qualifying exams. Contact Tiffany Monyhan at tdmony01@louisville.edu or Katie Hasper at klhasp01@louisville.edu if you have any questions or problems with your stipend.

STUDENT ACCOUNT

A Student Account has been established for you and can be accessed online through ULink. The ULink site is linked to the University's home page. The first time you log on you will be instructed to change your password. You should check your pay stub on ULink regularly. You can also check your account for any outstanding bills or charges (late library charges, parking tickets, fees etc.) For complete instructions go here: louisville.edu/admissions/activate

ALERTS

For instructions on signing up for UofL Alerts go here:
louisville.edu/alerts

TUITION AND FEES

Your tuition and fees for the Fall 2016 semester likely will be pre-billed to your student account (with a due date) before you register and before the paperwork that shows your tuition has been paid clears the accounting office. All IPIBS students have a funded position, and therefore **do not need to pay tuition**. However it may take some time to process the paperwork; please be patient but don't hesitate to contact us if your account shows an outstanding tuition bill beyond a few weeks. There may be a $52.50/semester HSC student health fee on your account. While the IPIBS program pays student health insurance premiums, this is an additional charge for students on the HSC campus. Since you do not have direct contact with patients, the IPIBS office must submit a request to have this fee removed from your account. If you find the fee has not been removed after

the start of the semester, please notify Tifany Monyhan at tdmony01@louisville.edu or Katie Hasper at klhasp01@uol.edu.

Other fees that may show up on your account which ARE NOT covered by IPIBS include: a $50 Foreign Student fee (for International Students that helps to subsidize the International Center) and a $98 Recreation Fee that **all students are required to pay**.

TAX LIABILITY

As of August 1986, your stipend was made taxable and you are required to report and file taxes. Publication 520, issued by the IRS, will explain your tax liability. Go to the IRS Website: www.irs.gov/ then click on individuals and students. We are not permitted to provide tax advice. However there are several good web sites that may help you in preparing your taxes.

GRADUATE PROGRAM MATTERS

ORIENTATION

The schedule for Orientation will be full--including welcomes, introductions, and general administrative housekeeping necessary to start your time at U of L. We will begin Orientation on **August 1st and it will run through August 5th.**

Your home department will advise you on when to get your UofL Cardinal Card. This is your ID card and also the card that will allow you access to various secure buildings. Someone in your home department will request access to buildings the department deems you should have access to. You will also complete necessary biosafety training courses required to work in a lab.

CLASSES

Formal classes at UofL begin August 2nd. You may have departmentally required courses/training sessions that begin before this. You should check with your Graduate Program Director or Coordinator to determine this. Most all of you will be taking Graduate Biochemistry (BIOC 645 (or 545) which begins Tuesday, August 25th and Methods and Analysis in the Biomedical Sciences (BIOC 610) which begins Friday, August 28th.

TEXTBOOKS

The textbook for BIOC 545/645 is Fundamentals of Biochemistry: Life at the Molecular Level by Donald Voet, Judith Voet and Charlotte Pratt, John Wiley and Sons, New York, 4th edition, 2012

_____ACADEMIC CALENDAR, 2016/2017_____

Graduate programs in the School of Medicine follow the University Calendar, which can be found at : louisville.edu/calendars/academic

_____FACULTY ADVISER_____

Your faculty adviser during the first year is or will be assigned by your Graduate Program Director. These are the Graduate Program Directors:

Dr. Charles Hubscher – Anatomical Sciences and Neurobiology
Dr. Barbara Clark – Biochemistry and Molecular Biology
Dr. Tom Mitchell – Microbiology and Immunology
Dr. Chris States – Pharmacology and Toxicology
Dr.Schuschke– Physiology and Biophysics

ORGANIZATIONAL POLICIES & RESOURCES

_____CODE OF STUDENT CONDUCT_____

The Dean of Students Office (DOS) meets with students to assess situations of possible non-academic misconduct as described in the *Code of Student Conduct*. DOS offers education, challenge, and support to students who may be struggling with behavioral issues (for example, drug or alcohol abuse) in order to protect and preserve a quality educational environment in the campus community. Academic related misconduct of students (for example, cheating or plagiarism) is not covered by the *Code of Student Conduct*, but rather falls within the jurisdiction of the individual academic units of the University. The University's *Code of Student Conduct* is set forth in writing and electronically in order to give students general notice of non-academic prohibited conduct. The *Code* should be read broadly and is not designed to define non-academic misconduct in exhaustive terms. Find the University of Louisville Code of Student Conduct here: louisville.edu/dos/students/code-of-student-conduct.html

_____ETHICS EDUCATION TRAINING_____

The University of Louisville Health Science Center is dedicated to educating students about ethics and its impact on healthcare compliance programs. Through ethics education compliance programs, students will understand the nature and impact of choice and know the results of fraud and abuse.

_____SEXUAL HARASSMENT POLICY_____

The University of Louisville is committed to creating and maintaining a community in which students can work in an environment free of all forms of harassment. Sexual harassment is prohibited by law and by University policy. Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a University-sponsored educational program or activity;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

An interactive web-based training program is available to help students understand what constitutes sexual harassment as well as what is and what is not acceptable in today's environment. To take the Preventing Sexual Harassment online training, please visit louisville.edu/hr/affirmativeaction/sexualharassment/training.html.

_____NON-SMOKING POLICY_____

As a health science institution dedicated to promoting health and healing, the University of Louisville Health Sciences Center has adopted a smoke free policy. Smoking is not permitted indoors or outdoors within the boundaries of the Health Sciences Center. For purposes of this regulation, "smoking" means lighting or burning any pipe, cigar, or cigarette.

_____WORKERS' COMPENSATION POLICY_____

IPIBS students are provided worker's compensation coverage as a benefit of their fellowship. In the event of an on-the-job injury or illness, these are the student's responsibilities:

- The student is to immediately report their injury or illness to their supervisor.

- The student is to make needed appointments for treatment and make sure the provider is clear that their visit is a Workers Compensation claim. If a student needs their Workers Compensation claim number, they are to contact Risk Management at (502)852-6925.

- It is the injured student's responsibility to notify their supervisor/department each time their treating physician takes them off work (due to their work-related injury or illness). The injured or ill student must keep their supervisor/department informed of their

work status by providing updated off work statements from their treating physician(s).

- The UofL Workers Compensation carrier will mail to the injured/ill student a Designated Physician Form (Form 113) and the Medical Waiver and Consent Form. **These two forms should be completed and returned to the Workers Compensation carrier within 10 days of receiving the forms.**

Find more information here: louisville.edu/riskmanagement/workerscomp
or contact the Office of Risk Management at (502) 852-6925.

_____CONFLICT OF INTEREST DISCLOSURE_____

Mandatory for research personnel

The University of Louisville, its faculty, staff, and other members of its research community commit themselves to the pursuit of the University's research mission in accordance with the highest standards of integrity and in compliance with legal, professional, ethical and other requirements that promote objectivity and protect against conflicts of interest in research.

All graduate students University of Louisville are required to complete a Conflict of Interest Disclosure (also known as a Disclosure of Significant Financial Interest Form). New students have 30 days from their hire date to complete this disclosure. For policy information and to complete the online form, please visit louisville.edu/research/researchintegrity/sfi. Once there, click 'Attestation and Disclosure Form' to be taken to the iRIS website where you will enter your log-in credentials and gain access to the online form.

_____RESEARCH MISCONDUCT_____

The University of Louisville follows the federal definition of research misconduct.

Research Misconduct means fabrication, falsification or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

Fabrication is making up data or results and recording or reporting them. **Falsification** is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. **Plagiarism** is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. **Plagiarism** also means substantial unattributed copying of another's ideas, processes, results, or words. Substantial unattributed copying of another's ideas, processes, results, or words means the unattributed verbatim copying of sentences and paragraphs, style or structure which materially mislead the audience regarding the contributions of the author. Plagiarism does not include authorship or credit disputes, including those among former collaborators who have gone their separate ways

but may make use of commonly developed concepts, methods, descriptive language, or other products of the former joint effort.

Research misconduct does not include honest error or differences of opinion.

If you have a question or concern regarding research misconduct, feel free to contact:

Allison Ratterman Director, Research Integrity (502) 852-2453

___POLICY STATEMENT AS A DRUG-FREE INSTITUTION _____

The University of Louisville is committed to protecting the safety, health and well-being of all staff, faculty, students and other individuals in our workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. As a recipient of federal grants and contracts, the university gives this notice to students, faculty and staff that it is in compliance with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989. Students, faculty and staff are herein notified of the standards of conduct that will be applicable while on university property, business, and/or at university sponsored activities. This policy is incorporated and is a part of the official University of Louisville Policies and Procedures.

You may view the University of Louisville Policy Statement as a Drug-Free Institution on the Human Resources web site: louisville.edu/hr/policies/drugfree.html

ADMINISTRATIVE RESOURCES

___IPIBS/Office of Graduate and Postdoctoral Studies Location_____

The IPIBS Office and the Office of Graduate and Postdoctoral Studies are maintained under the supervision of Dr. Russell Salter. Mrs. Tiffany Monyhan serves as Program Coordinator and Katie Hasper serves as the program assistant Sr., for both programs. The offices are located in the HSC KWing in Room 2031. The K-wing is located at 555 S. Floyd St. The office hours are 7:30 AM to 4:00 PM Monday through Friday.

_____SATELLITE SERVICES_____

The following programs hold office hours on HSC within the Office of Graduate and Postdoctoral Studies, Instructional Building, room 120:

- **School of Interdisciplinary and Graduate Studies (SIGS)**
  9:00 – 1:00 Monday and 12:00 – 4:30 Thursday
  Contact: Ms. Courtney Kerr, (502) 852-6497

- **International Student and Scholar Services (ISSS)**
  10:00 – 4:00 Tuesday
  Contact: Ms. Barbara Jones, (502) 852-7124 or intcent@louisville.edu

- **University Writing Center**
  3:00- 6:00PM Wednesday and 12:00 – 2:00 PM Thursday
  Contact: Stephen Cohen, (502) 852-2173 or writing@louisville.edu

- **University Career Development Center**
  9:00 – 12 & 1:00 – 4:00 Monday
  Contact: Ms. Becky Clark, (502) 852-5197 or riclar01@louisville.edu

- **University Women's Center**
  9:00 – 12:00 Thursday (2nd & 4th of the Month) – Phyllis Webb
  Contact: (502) 852-8891 or womenctr@louisville.edu

_____PUBLIC SAFETY/PARKING INFORMATION_____

Public Safety and Parking Office location:
Chestnut Street Garage
414 East Chestnut Street
Louisville, KY 40292

University of Louisville Department of Public Safety Office:
Phone: (502) 852-5111 Fax: (502) 852-1622

Escort Service:
Phone: (502) 852-6111
Public safety officers will escort any employee from dusk until dawn any day of the year within the Health Science Center Campus and up to four blocks off campus.

Parking Office:
Phone: (502) 852-5112 Fax: (502) 852-1622
Hours of Operation: 8:00 AM – 4:00 PM. Monday - Friday,
Closed 1:00 PM-2:00 PM for lunch.

HSC Parking Shuttle Service:
Hours of Operation: 6:00 AM – 11:00 P.M. Monday-Friday, approx. every 15 minutes
Shuttle will originate at the HSC 620 parking garage at the corner of Muhammad Ali and Clay Street and will proceed to the Medical School Plaza, 500 South Preston Street and back to the HSC 620 parking garage.

Motorist Assistance Program:
Phone: (502) 852-PARK
Service designed to assist students, faculty, staff and visitors experiencing minor vehicle problems while at the University. Services provided include jump starting a battery, unlocking a car door, providing fix-a-flat for a flat tire or loaning a gas can.

HSC BUILDING ENTRANCE CODES

To enter the following buildings an entrance number code is required. Please check with your supervisor as these building codes periodically change throughout the year.

Instructional B Building	3418
Nursing (K-Wing) Building	7150

MAIL SERVICES

Postal Service Location:
Library and Commons Building, first floor
Phone: (502) 852-5339
Hours of Operation: 9:00 AM – 3:00 PM. Monday - Friday. Closed 11:00 AM -12:00 PM for lunch.

Outgoing campus, business, metered and stamped mail is picked up daily at various locations. See the administrative personnel in your area for the nearest outgoing mail location.

_____SHIPPING CARRIER INFORMATION_____

UPS service is available from the HSC postal location. In addition, UPS Next Day drop boxes are positioned around campus at these locations:

- The main entrance of University Hospital Ambulatory Care Bldg.
- In front of Abell Administration Bldg.
- In front of Dental School

FedEx Next Day drop boxes are positioned at the following location:

- The main entrance of University Hospital Ambulatory Care Bldg.

_____IT COMPUTER USAGE AGREEMENT_____

The following are the conditions of use of the University of Louisville's computer accounts:

I acknowledge responsibility for the use of all the computer accounts assigned to me on the University of Louisville's centralized computing systems. I will accept any and all consequences due to the misuse or abuse of the computing facilities.

I agree to:

- use the computing facilities in an appropriate and ethical manner;
- abide by intellectual property all federal copyright laws (e.g. copyright), including but not exclusive limited to; text, graphics, art, photographs, music, software, movies and games; respect the property rights and associated restrictions of others and to refrain from actions or access which would violate the terms of applicable such licensing and nondisclosure agreements;
- respect the confidentiality of data, complying with federal and state statutes and University of Louisville policies regarding access to university data and to not release such data without proper authorization;
- take appropriate steps to safeguard access codes and passwords to protect against unauthorized use and to notify Information Technology of suspected unauthorized use;
- not make unauthorized use of the accounts and to not knowingly grant use of the accounts for unauthorized purposes;

- respect the rights of all other users of the system and to not knowingly use computing resources in any way which is disruptive or damaging to the system or any other user;
- not use the electronic communication facilities for the purpose of offending, annoying or harassing other users;
- the proper management of computing resources, not limited to but including disk space and tape volumes;
- Take proper precautions to safeguard personal data for recovery in the event of a computing system disaster.

I understand the University of Louisville does not warrant the functionality or performance of the resources made available by the use of the computer accounts to meet my particular purposes or use and realize that I bear the risk of loss or damages arising there from.

I understand computing resources are the property of the University of Louisville and once my computer accounts are closed, access to the accounts or the data contained within them may be granted to others to facilitate the transfer of responsibility or the retrieval of data.

I understand that misuse of the computing resources, abuse of the system, or other violation of this agreement, by me, or by an individual to whom I have permitted use of the computer accounts, can result in loss of computing privileges, disciplinary action, and legal action.

I understand that the University of Louisville cannot guarantee the confidentiality or privacy of electronic data. Access may be given to persons outside of the University community when required by law. The University does not monitor electronic communications on a routine basis; however, it does reserve the right to do so if instructed by legal authorities or for the purpose of system integrity or policy violations.

_____DESIGN, COPY & PRINTING SERVICES_____

IT Creative Services
Dental School Bldg, Room 17
Phone: (502) 852-7494 Fax: (502) 852-8873
louisville.edu/it/service-catalog

Whether you want simple photocopies, a research poster, or sophisticated, interactive compact disc programs, UofL's IT Design and Printing Services offer unique, custom-design and personalized solutions to help guide your message.

You may also request a poster or other large format printing here:

Department of Geography and Geosciences
Belknap Campus in Lutz Hall, Room 219
Phone: (502) 852-2698
louisville.edu/geography/forms/poster-request-form

_____PUBLIC TRANSPORTATION_____

Bus Schedules/ Pick Up & Drop Off Locales

For information on the **free-for-UofL students** bus system, TARC (Transit Authority of River City), which has multiple pick up and drop off stations throughout campus, visit: www.ridetarc.org/

For a direct route from HSC to Belknap campus see #4 and #18 on the TARC route.

SCIENTIFIC RESEARCH RESOURCES

_____LAB SAFETY & TRAINING_____

Mandatory for research personnel

Department of Environmental Health and Safety
Belknap Campus
1800 Arthur Street
Louisville, KY 40208-2729
Phone: (502) 852-6670 Fax: (502) 852-0880
www.louisville.edu/dehs/

The Department of Environmental Health and Safety (DEHS) consists of four sections: Environmental Operations; Industrial Hygiene; Radiation Safety; and Administration. DEHS provides technical and regulatory compliance assistance, information/training programs and consulting services in each department through a variety of environmental, health and safety programs.

Training is scheduled during the IPIBS Orientation week. For Lab safety guidelines and a list of training courses offered by DEHS on other dates go here: www.louisville.edu/dehs/.

General Laboratory Safety Training
General Laboratory Safety Training is required for all newly hired laboratory personnel and should be completed as soon as possible. The class provides information on the

physical and health hazards of chemicals, fume hoods, personal protective equipment, emergency procedures and the OSHA Lab Standard.

DEHS conducts General Laboratory Safety training the 2nd Thursday of each month from 9:00 AM – 10:00 AM. Training is normally held in the auditorium in Baxter I, but please confirm the location for your specific training date. Please contact the DEHS Lab Safety Coordinator at (502) 852-2830 for more information or visit their website at louisville.edu/dehs/train/labsafe_haztrain.html.

Hazardous Waste Training

This training is mandatory for all persons who manage either hazardous or infectious waste in university facilities. The class provides information about the basics of complying with both the hazardous waste regulations and infectious waste management requirements; and instructs university personnel in the proper procedures for preparing both types of waste for pick-up and disposal. The training will also provide guidance for completing a Hazardous Waste Pick-Up Request to DEHS.

Lab Safety and Hazardous Waste Training are presented together each month for the convenience of laboratory research personnel. DEHS conducts General Laboratory Safety and Hazardous Waste training the 2nd Thursday of each month. Training is normally held in the auditorium in Baxter I. Please contact the DEHS Lab Safety Coordinator at (502) 852-2830 or visit louisville.edu/dehs/train/labsafe_haztrain.html for more information.

Bloodborne Pathogen Training

Bloodborne Pathogens (BBP) training is required for all university employees who may have occupational exposure to human blood, body fluids, tissues or other potentially infectious materials (OPIM) including human cell lines.

This course meets the OSHA training requirements and includes information on the OSHA standard, development of an individualized Exposure Control Plan, the UofL Hepatitis B Vaccination Program and Post Exposure Evaluation and Follow-up.

DEHS has developed a web-based training course to assist you in meeting your initial and annual Bloodborne Pathogens training requirements. After completing the course material, you will proceed to a short test. Upon successful completion of the test, please print your Certificate of Completion, keeping a copy yourself and providing a copy to your supervisor or PI. You may be asked to provide a copy of this certificate in the future.

*Annual refresher training is required for all university employees who have already taken the initial Bloodborne Pathogens training and continue to have occupational exposure. Upon successful completion of the course you will receive a certificate, which is valid for one year. The web-based training course is located at louisville.edu/dehs/train.

Shipping Hazardous Materials

In order to comply with federal and international laws, training is required for all university employees involved in shipping hazardous materials. Hazardous materials include biological materials, diagnostic specimens, genetically modified organisms or

micro-organisms, infectious substances, hazardous chemicals, radioactive materials and dry ice.

DEHS offers online DOT/IATA shipping training through SAF-T-PAK, which can be completed in approximately three hours and is valid for two years. To request SAF-T-PAK online training, please contact the Biological Safety Program at (502) 852-6670 or via email at biosafe@louisville.edu.

Basic Biosafety Training

Basic Biosafety training is required for all university employees who may have occupational exposure to biological hazards. DEHS has developed a web-based training course to assist you in meeting your initial and five-year refresher Basic Biosafety training requirements.

*Refresher training is required every five years for all university employees who have already taken the initial Basic Biosafety training and continue to have occupational exposure. The web-based training course is located at louisville.edu/dehs/training/

Formaldehyde Safety Training

Formaldehyde training is required for all university employees potentially exposed to formaldehyde. Common uses of formaldehyde at the university include tissue preservatives and in embalming fluids in autopsy rooms, pathology department, and laboratory specimens; kidney dialysis units and central supply as a sterilizing agent; and some disinfectants and consumer products.

DEHS has developed a web-based training course to assist you in meeting your training requirements and to inform employees of the potential hazards, hazard controls, and when to contact DEHS staff for a follow-up evaluation. The web-based training course is located at louisville.edu/dehs/train.

NIH rDNA Guidelines Training

NIH rDNA Guidelines training is required for all university employees potentially exposed to recombinant DNA (rDNA) and/or transgenic mice. DEHS has developed a web-based training course to assist you in meeting your initial and five-year refresher NIH rDNA Guidelines training requirement.

*Refresher training is required every five years for all university employees who have already taken the initial NIH rDNA Guidelines training and continue to have occupational exposure. The web-based training course is located at louisville.edu/dehs/training/

Select Agents Regulations Training

Select Agents Regulations training is required for all university employees potentially exposed to “Select Agents,” biological agents and toxins, as determined by the Centers for Disease Control (CDC) and the USDA (United States Department of Agriculture)/APHIS (Animal and Plant Health and Inspection Service) to have bioterrorism potential. DEHS has developed a web-based training course to assist you in meeting your initial and five-year refresher Select Agents Regulations training requirement.

*Refresher training is required every five years for all university employees who have already taken the initial Select Agents Regulations training and continue to have occupational exposure. The web-based training course is located at louisville.edu/dehs/training/

Radiation Safety Training

This course is mandatory for all persons prior to working with radioactive material. The course covers but is not limited to radioactive material, the theory of radiation interactions with matter, radiobiology, contamination control, exposure control, safe practices and emergency procedures

This class is generally offered the 2nd Thursday of each month from 10:30 AM – 11:30 AM. Please call (502) 852-5231 for a meeting place and to register.

*Annual refresher training is required for all personnel working with radioactive materials in the laboratory. Training information can be found at: louisville.edu/dehs/training/
For more information call (502) 852-5231.

General Safety Responsibilities-All Laboratory Personnel

- Be aware of his or her individual safety responsibilities.
- Participate in required training activities.
- Know and comply with safety guidelines, regulations, and procedures required for the task assigned.
- Plan and execute laboratory operations in a manner that does not constitute a hazard to themselves or their co-workers.
- Understand the selection, use and limitations of personal protective equipment (PPE). When a procedure requires the use of PPE, use it properly.
- Look out for the safety of others in the laboratory, including visitors.
- Report unsafe conditions to the principal investigator, immediate supervisor, or DEHS.
- Know and follow emergency procedures, including the location and proper use of emergency equipment.
- Report to the principal investigator or immediate supervisor and DEHS all facts pertaining to every accident or near-miss that results, or may result in, any human injury, exposure or the uncontained spill or release of chemicals, keeping in mind that the primary purpose of accident investigation is accident prevention, not the assignment of blame or culpability.

_____IACUC_____

Office of Research Services
Medical Dental Research Building,
511 South Floyd Street, Room 012

Phone: (502) 852-7307 Fax: (502) 852-7943

IACUC@louisville.edu
Hours of Operation: Monday - Friday 8:00 AM – 4:30 PM

Federal regulations and policies require that each institution using animals for research, education, and/or teaching establish an Institutional Animal Care and Use Committee (IACUC). In general, the IACUC is an advisory committee to the Institutional Official (IO), which at the University of Louisville is the Vice President for Health Affairs, and is assigned the oversight for all animal care and use.

Regulatory agencies require the University, through the oversight of IACUC, to ensure all personnel working with laboratory animals possess appropriate experience and training. The IACUC verifies this via three mechanisms: 1) reviewing a description of each protocol participant's training and experience, 2) providing didactic sessions to inform all animal users of their roles and responsibilities, and 3) coordinating "hands-on" interaction with veterinary or other specialists, as needed.

For more information on research staff qualifications and training, go to louisville.edu/research/iacuc/

_____IRB_____

Institutional Review Board

Human Subjects Protection Program Office
501 E Broadway
MedCenter One, Suite 200
Louisville, KY 40202
Phone: (502) 852-5188 Fax: (502) 852-2164

The Institutional Review Board (IRB) ensures that the highest ethical standards are maintained in the review process for human research and places an importance on protecting the human subjects who participate in research at the University of Louisville.

_____HUMAN SUBJECTS PROTECTION TRAINING_____

Institutional Review Board

Human Subjects Protection Program Office
501 E Broadway
MedCenter One, Suite 200
Louisville, KY 40202
Phone: (502) 852-5188 Fax: (502) 852-2164

The Human Subjects Protection Program office (HSPPO) serves as the administrative office for UofL's two Institutional Review Boards. The Institutional Review Boards, or IRBs, are the committees that conduct oversight for research involving human subjects at the University of Louisville, U of L Health Care & Partners, Norton Healthcare, and Jewish Hospital & St. Mary's Healthcare.

Course in the protection of human research subjects (CITI) training is required for all researchers, including study coordinators and all other key study personnel. Completion of the CITI Basic course is required to obtain human subject protections certification. All researchers associated with projects requiring University of Louisville IRB oversight must complete the CITI Basic course, regardless of previous training in human subject protections. You must obtain a cumulative score of 75% on the required quizzes. For more information on course requirements and course registration, go to louisville.edu/research/humansubjects/irb/investigator-info/training

_____HIPAA COMPLIANCE TRAINING_____

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule is the first comprehensive federal protection for the privacy of personal health information. Federal law gives the patients the rights to their health information as well as sets rules and limits on who can look at and receive a patient's health information. Fundamentals of HIPAA Security contains four lessons. If you are also involved with human subjects research, there are nine total lessons which include coverage of both HIPAA security as well as HIPAA privacy and research.

All principal investigators, co-investigators, sub-investigators, key personnel and other research staff will be required to complete the course prior to beginning research at the University of Louisville. Principal investigators will be responsible for ensuring all applicable staff on a study has completed the training. Studies for which all applicable personnel have not completed training will not be approved until the training is complete by all applicable individuals. Upon completion the researcher's HIPAA training requirement will be valid for three years.

Information on HIPAA training can be found at privacy.louisville.edu/

_____RADIATION SAFETY TRAINING_____

Department of Environmental Health and Safety

Belknap Campus
1800 Arthur Street
Louisville, KY 40208-2729
Phone: (502) 852-5231 Fax: (502) 852-0880
louisville.edu/dehs/

This course will concentrate on general information about radiation and radiation safety principles and the specific information which may pertain to personnel in labs where

radioactive materials are used. For more information call (502) 852-5231.

STUDENT RESOURCES

_____ COMPACT BETWEEN BIOMEDICAL GRADUATE STUDENTS AND THEIR RESEARCH ADVISORS_____

Adapted from the AAMC GREAT group guidelines
www.aamc.org/gradcompact

Approved for circulation by the University of Louisville School of Medicine Graduate Council on March 2009

These guiding principles, known as the *Compact Between Biomedical Graduate Students and Their Research Advisors*, are intended to support the development of a positive mentoring relationship between the pre-doctoral student and their research advisor. A successful student-mentor relationship requires commitment from the student, mentor, graduate program, and institution.

The Compact was modified by the UofL SOM Graduate Council from one prepared by the AAMC Group on Graduate Research, Education, and Training (GREAT)

Compact Between Biomedical Graduate Students and Their Research Advisors

Pre-doctoral training entails both formal education in a specific discipline and an apprenticeship in which the graduate student trains under the supervision of one for more investigators who are qualified to fulfill the responsibilities of a mentor. A positive mentoring relationship between the pre-doctoral student and the research advisor is a vital component of the student's preparation to become not only an independent and successful research scientist but also an effective mentor to future graduate students.

Individuals who pursue a biomedical graduate degree are expected to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the responsible conduct of research and research ethics, and financial support. The faculty advisor also performs a critical function as a scientific role model for the graduate student.

Core Tenets of Pre-doctoral Training

Institutional Commitment

Institutions that train biomedical graduate students must be committed to establishing and maintaining high-quality training programs with the highest scientific and ethical standards. Institutions should work to ensure that students who complete their programs are well-trained and possess the foundational skills and values that will allow them to mature into independent scientific professionals of integrity. Institutions should provide oversight for the length of study, program integrity, stipend levels, benefits, grievance procedures, and other matters relevant to the education of graduate students. Additionally, they should recognize and reward their graduate training faculty.

Program Commitment

Graduate programs should endeavor to establish graduate training programs that provide students with the skills necessary to function independently in a scientific setting by the time they graduate. Programs should strive to maintain scientifically relevant course offerings and research opportunities. Programs should establish clear parameters for outcomes assessment and closely monitor the progress of graduate students during their course of study.

Quality Mentoring

Effective mentoring is crucial for graduate school trainees as they begin their scientific careers. Faculty mentors must commit to dedicating substantial time to graduate students to ensure their scientific, professional and personal development. A relationship of mutual trust and respect should be established between mentors and graduate students to foster healthy interactions and encourage individual growth. Effective mentoring should include teaching the scientific method, providing regular feedback in the form of praise and constructive criticism to foster individual growth, teaching the "ways" of the scientific enterprise, and promoting students' careers by providing appropriate opportunities. Additionally, good graduate school mentors should be careful listeners, actively promote and appreciate diversity, possess and consistently exemplify high ethical standards, recognize the contributions of students in publications and intellectual property, and have a strong record of research accomplishments and financial support.

Provide Skills Sets and Counseling that Support a Broad Range of Career Choices

The institution, training programs, and mentor should provide training relevant to academic, industrial, and research careers that will allow their graduate students to appreciate, navigate, discuss, and develop their career choices. Effective and regular career guidance activities should be provided, including exposure to academic and non-academic career options.

Commitments of Graduate Students

- **I acknowledge that I have the primary responsibility for the successful completion of my degree.** I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.

- **I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.**

- **I will work with my research advisor to develop a thesis/dissertation project**. This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.

- **I will work with my research advisor to select a thesis/dissertation committee**. I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.

- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution**. I will commit to meeting these requirements, including teaching responsibilities.

- **I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.**

- **I will comply with all institutional policies, including academic program milestones**. I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.

- **I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.**

- **I will be a good lab citizen**. I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.

- **I will maintain a detailed, organized, and accurate laboratory notebook**. I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.

- **I will discuss policies on work hours, sick leave and vacation with my research advisor**. I will consult with my advisor and notify fellow lab members in advance of any planned absences.

- **I will discuss policies on authorship and attendance at professional meetings with my research advisor**. I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.

- **I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree**. I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

Commitments of Research Advisors

- **I will be committed to the life-long mentoring of the graduate student**. I will be committed to the education and training of the graduate student as a future member of the scientific community.

- **I will be committed to the research project of the graduate student**. I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these

interfere with the student's pursuit of his/her thesis/dissertation research.

- **I will be committed to meeting one-on-one with the student on a regular basis.**

- **I will be committed to providing financial resources for the graduate student as appropriate or according to my institution's guidelines, in order for him/her to conduct thesis/dissertation research.**

- **I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.**

- **I will help the graduate student select a thesis/dissertation committee**. I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.

- **I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism.** I will encourage the student to seek opportunities in teaching, if not required by the student's program.

- **I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.**

- **I will not require the graduate student to perform tasks that are clearly unrelated to his/her training and professional development.**

- **I will discuss authorship policies regarding papers with the graduate student**. I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student's graduation.

- **I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.**

- **I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.**

- **I will provide career advice and assist in finding a position for the graduate student following his/her graduation**. I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.

- **I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, confidential and free of harassment.**

- **Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful**. I will foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.

_____CODE OF STUDENT RIGHTS AND RESPONSIBILITIES____

louisville.edu/dos/policiesprocedures/student-rights-and-responsibilities-1-1.html

Section 1.

Purpose

The Code of Student Rights and Responsibilities is set forth in writing in order to give students general notice of certain of their rights and responsibilities at the University of Louisville. Further rights and responsibilities are set forth in other University rules and policies, including the Code of Student Conduct, Residence Hall contracts, and academic unit bulletins. It is the students' responsibility to be aware of all University rules and policies; students should check with the Office for Student Life and with their academic units if they have any questions about the purposes or intent of these policies.

The University is a public educational institution for adults rather than a custodial institution. Consistent with the role of the University to educate its students and to stimulate student autonomy and independence, University regulation and supervision of student life on and off campus is limited. The University does not assume responsibility or liability for the conduct of its students; responsibility and liability for student conduct rests with the student as inherent attributes of his or her adult status, concurrently with the student's freedom of choice regarding his or her presence at the University and his or her own conduct and associations.

Section 2.

Definitions

When used in this Code:

A. The term "academic dishonesty" means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise.

B. The term "academic exercise" means a test, quiz, examination, speech, presentation, paper, field or laboratory work, or any other academic activity on which a student is evaluated.

C. The term "group" means a number of persons who are associated with each other and who have not complied with the University requirements for recognition as an organization.

D. The term "organization" means a number of persons who are associated with each other and who have complied with the University requirements for recognition.

E. The term "student" means any person taking courses at the University, either full time or part time, pursuing undergraduate, graduate or extension studies on a regular quarter, semester, or summer term basis.

F. The term “student broadcast” means oral material published on a student operated radio or television station.

G. The term “student press” means either a student publication or a student broadcast.

H. The term “student publication” means written material published by a student organization.

I. The term “teacher” means any person hired by the University to conduct classroom activities. In certain situations, a person may be both “student” and “teacher.” Determination of the person’s status in a particular situation shall be determined by the surrounding circumstances.

J. The term “University” means the University of Louisville and, collectively, those responsible for its control and operation.

Section 3.

Admission and Financial Aid

All applicants for admission and financial aid to the University shall be considered without regard for race, color, national origin, religion, sex, handicap not affecting qualification, or political beliefs.

Section 4.

Classroom Rights and Responsibilities

A. A student shall be evaluated on demonstrated knowledge and academic performance, and not on the basis of personal or political beliefs or on the basis of race, color, national origin, religion, sex, age, or handicap not affecting academic performance.

B. A student has freedom of inquiry, of legitimate classroom discussion, and of free expression of his or her opinion, subject to the teacher’s responsibilities to maintain order and to complete the course requirements.

C. A student is responsible for fulfilling the stated requirements of all courses in which he or she is enrolled.

D. A student has the right:

1 . to be informed in reasonable detail at the first or second class meeting about the nature of the course and to expect the course to correspond generally to its description in the appropriate University catalog or bulletin;
2. to be informed in writing and in reasonable detail at the first or second class meeting of course requirements and assignments;
3. to be informed in writing and in reasonable detail at the first or second class meeting of standards and methods used in evaluating the student’s academic performance;

4. to be informed in writing Of any necessary changes in assignments, requirements, or methods of grading during the semester with the reasons for such changes.

E. A student has the right to confidentiality in the student/teacher relationship regarding the student's personal or political beliefs. Disclosures of a student's personal or political beliefs, expressed in writing or in private conversation, shall not be made public without explicit permission of the student.

Charges of violations of these classroom rights and responsibilities shall be handled through the appropriate academic unit level procedures.

Section 5.

Academic Dishonesty

Academic dishonesty is prohibited at the University of Louisville. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty.

Academic dishonesty includes, but is not limited to, the following:

A. *Cheating:*
1 . Using or attempting to use books, notes, study aids, calculators, or any other documents, devices, or information in any academic exercise without prior authorization by the teacher.
2. Copying or attempting to copy from another person's paper, report, laboratory work, computer program, or other work material in any academic exercise.
3. Procuring or using tests or examinations, or any other information regarding the content of a test or examination, before the scheduled exercise without prior authorization by the teacher.
4. Unauthorized communication during any academic exercise.
5. Discussing the contents of tests or examinations with students who have not yet taken the tests or examinations if the instructor has forbidden such discussion.
6. Sending a substitute to take one's examination, test, or quiz, or to perform one's field or laboratory work; acting as a substitute for another student at any examination, test, or quiz, or at a field or laboratory work assignment.
7. Conducting research or preparing work for another student, or allowing others to conduct one's research or prepare one's work, without prior authorization by the teacher. Except when otherwise explicitly stated by the teacher, examination questions shall become public after they have been given.

B. *Fabrication:*
Inventing or making up data, research results, information, or procedures, such as:
1. Inventing or making up data, research results, information, or procedures.
2. Inventing a record of any portion thereof regarding internship, clinical, or practicum experience.

C. *Falsification:*
Altering or falsifying information, such as:
1 .Changing grade reports or other academic records.
2. Altering the record of experimental procedures, data, or results.
3. Altering the record of or reporting false information about internship, clinical, or practicum experiences.
4. Forging someone's signature or identification on an academic record.
5. Altering a returned examination paper in order to claim that the examination was graded erroneously.
6. Falsely citing a source of information.

D. *Multiple Submission:*
The submission of substantial portions of the same academic work, including oral reports, for credit more than once without prior authorization by the teacher involved.

E. *Plagiarism:*
Representing the words or ideas of someone else as one's own in any academic exercise, such as:

1. Submitting as one's own a paper written by another person or by a commercial "ghost writing" service,
2. Exactly reproducing someone else's words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference.
3. Paraphrasing or summarizing someone else's work without acknowledging the source with a footnote or reference.
4. Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference. Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are "common knowledge". Clear examples of "common knowledge" include the names of leaders of prominent nations, basic scientific laws, and the meaning of fundamental concepts and principles in a discipline. The specific audience for which a paper is written may determine what can be viewed as "Common knowledge": for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience. Students should check with their teachers regarding what can be viewed as "common knowledge" within a specific field or assignment, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used.

F. *Complicity in Academic Dishonesty:*
Helping or attempting to commit an academically dishonest act. The academic units may have additional guidelines regarding academic dishonesty. It is the student's responsibility to check with their teachers and academic units to obtain those guidelines.

Section 6.

Discipline Procedures for Academic Dishonesty
Charges of academic dishonesty shall be handled through the appropriate academic unit level procedures.

An academic unit that determines that a student is guilty of academic dishonesty may impose any academic punishment on the student that it sees fit, including suspension or expulsion from the academic unit. A student has no right to appeal the final decision of an academic unit. However, a student who believes that he or she has been treated unfairly, has been discriminated against, or has had his or her rights abridged by the academic unit may file a grievance with the Unit Academic Grievance Committee, pursuant to the provisions of the Student Academic Grievance Procedure; the Unit Academic Grievance Committee may not substitute its judgment on the merits for the judgment of the academic unit.

An academic unit that suspends or expels a student from the academic unit because the student has been found guilty of academic dishonesty may recommend to the University Provost in writing that the student also be suspended or expelled from all other programs and academic units of the University. Within four weeks of receiving such a recommendation, the Provost shall issue a written decision. Neither the student nor the academic unit shall have the right to appeal the Provost's decision. However, a student who believes that he or she has been treated unfairly, has been discriminated against, or has had his or her rights abridged by the issuance of a decision by the Provost may file a grievance with the University Student Grievance Committee, pursuant to the provisions of the Student Academic Grievance Procedure; the University Student Academic Grievance Committee may not substitute its judgment on the merits for the judgment of the Provost.

Section 7.

Campus Expression

A. Students have the right of freedom of expression to the extent allowed by law.

B. Students may picket or demonstrate for a cause, subject to the following conditions:

1. The students must act in an orderly and peaceful manner.
2. The students must not in any way interfere with the proper functioning of the University.
3. Where students demonstrate in an area not traditionally used as an open public forum, the University reserves the right to make reasonable restrictions as to time, place, and manner of the student demonstrations.

C. Students may distribute written material on campus without prior approval, providing such distribution does not disrupt the operations of the University or violate University rules.

D. Students may invite to campus and hear on campus speakers of their choice on subjects of their choice; approval will not be withheld by any University official for the purpose of censorship.

Section 8.

The Student Press
A. The student press is free to deal openly, fearlessly, and responsibly with issues of interest and importance to the academic community. There shall be no prior approval of student press content by the University.

B. The student press is responsible for adhering to the canons of responsible journalism and for complying with the law. Student publications and broadcasts shall not publish libelous or slanderous matter, or any other content that violates the law.

C. All student publications and broadcasts shall explicitly state that the opinions expressed are not necessarily those of the University or its student body.

D. Students may not be disciplined by the University for their participation with the student press except for violations of University rules that are not inconsistent with the guarantees contained herein.

Section 9.

University Facilities
Appropriate University facilities shall be available to organizations within the University community for regular business meetings, for social programs, and for programs open to the public.

A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.

B. Preference may be given to programs designed for audiences consisting primarily of members of the University community.

C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization.

D. Charges may be imposed for any unusual costs for use of facilities.

E. Physical abuse of assigned facilities may result in reasonable limitations on future allocation of space to offending parties and will require restitution of damages.

F. The organization requesting space must inform the University of the general purpose of any meeting open to persons other than members and the names of outside speakers.

Section 10.

Use of University Name and Insignia
No individual, group, or organization may use the University name or insignia without the express authorization of the University except to identify the University affiliation. University approval or disapproval of any policy or issue may not be stated or implied by any individual, group, or organization.

Section 11.

Campus Residence Facilities
Students have the right of privacy in campus residence facilities.

A. Nothing in the University relationship or residence hall contract may expressly or implicitly give the institution or residence hall officials authority to consent to search of a student's room or residence by police or other law enforcement officials unless they have obtained a search warrant.

B. The University reserves the right to enter a student's room in a residence hall or a student's apartment in a campus residence:

1. in emergencies where imminent danger to life, safety, health, or property is reasonably feared;
2. to make necessary repairs, improvements, or alterations in the facility;
3. to provide necessary pest control services;
4. to inspect the facility as deemed necessary by the University.

Section 12.

Student Records
The privacy and confidentiality of all student records shall be preserved in accordance with applicable laws. The University shall establish and adhere to a clear and definitive records policy.

Section 13.

Campus Organizations
Organizations and groups may be established within the University for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the University branch or chapter from University privileges. A group shall become a formally recognized organization through procedures established by the Student Government Association, upon approval of the Vice President for Student Affairs.

A. Groups of a continuing nature must institute proceedings for formal recognition if they are to receive benefits from the University.

B. Recognition of an organization by the University infers neither approval nor disapproval of the aims, objectives, and policies of the organization, nor liability for the actions of the organization.

C. Membership in all University related organizations shall be open to any member of the University community who is willing to subscribe to the stated aims and meet the stated obligations of the organization, provided such aims and obligations are lawful.

D. Membership lists are confidential and solely for the use of the organization, except that names and addresses of current organization officers shall be reported to the University as a condition of continuing University recognition.

E. Any organization that engages in activities either on or off campus that are illegal or contrary to any University policy may have sanctions imposed against it, including withdrawal of University recognition.

Section 14.

Promulgation of University Rules Affecting Students
Rules and Policies affecting the students shall be published in Student Handbook, in the appropriate University bulletins, or in any other appropriate publication prior to their enforcement. Included in the Student Handbook are the following: Academic Grievance Procedure, Code of Student Conduct, Code of Student Rights and Responsibilities, Policy on Consumption of Alcoholic Beverages for Recognized Student Organizations, Hazing and Initiation Activities Policy, Non-academic Grievance Policy and the Sexual Harassment Policy. Copies of the Student Handbook are available from the Office of Student Life.

_____PLAGIARISM POLICY_____

Graduate students are expected to know what constitutes plagiarism and are expected to comply with all university rules and regulations. UofL's Student Handbook, Code of Student Rights and Responsibilities, Section 5E, found online at: louisville.edu/dos/policiesprocedures/student-rights-and-responsibilities-1-1.html describes plagiarism in these terms:

Representing the words or ideas of someone else as one's own in any academic exercise, such as:

1. Submitting as one's own a paper written by another person or by a commercial "ghost writing" service,
2. Exactly reproducing someone else's words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference.
3. Paraphrasing or summarizing someone else's work without acknowledging the source with a footnote or reference.
4. Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference. Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are "common knowledge". … The specific audience for which a paper is written may determine what can be viewed as "common knowledge": for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience.

_____HEALTHCARE INFORMATION_____

IPIBS students are eligible to receive university sponsored health insurance at no charge. Find information here: louisville.edu/campushealth/information/insurance/graduate-research-teaching-assistants

The University of Louisville offers other academic health plans for non-IPIBS students. Find information here: https://www.academichealthplans.com/louisville

20/20 Eyecare offers a discount for vision coverage for University of Louisville students. For more information call (502) 636-5766 or visit their website at www.2020icare.com

Non-IPIBS International students can find information about their health insurance requirements at this website:
http://louisville.edu/campushealth/information/insurance/international-students

Free, voluntary, confidential Counseling Services are offered to all students on the University of Louisville Health Sciences Center.
Contact: Quinn Chipley, M.A., M.D.
HSC A Building (the Tower) room 210 J
(502)

852-0996 or q0chip01@louisville.edu
Website: louisville.edu/medicine/studentaffairs/student-services/hsc-counseling-services

University of Louisville Campus Health Services has two locations:

Cardinal Station Center - 215 Central Avenue - Suite 110. Louisville, KY 40208
Phone : (502) 852-6479
Hours: Monday, Tuesday, Wednesday, Friday: 8:30 a.m. - 4:30 p.m.
Thursday: 9:30 a.m. - 4:30 p.m. Saturday – call for updates.

Health Sciences Center - University of Louisville Outpatient Care Center
401 East Chestnut Street, Suite 110, Louisville, KY 40202
Phone : (502) (502) 852-6446
Hours: Monday, Tuesday, Wednesday, Friday 8:30 a.m. - 4:30 p.m.
Thursday 10:00 a.m. - 4:30 p.m.
Immunizations, Lab Draws, and Allergy Shots are administered on a walk-in basis.

_____GUIDELINES FOR FAMILY LEAVE_____

University of Louisville School of Medicine Guidelines for Family Leave

School of Medicine graduate students who receive a fellowship or scholarship from the University are eligible for leave from their academic responsibilities for a period of six

weeks in connection with the birth or adoption of a child. Either parent is eligible for parental leave. The student will be allowed to retain the stipend, tuition and other benefits during the leave period as well as remain in full-time enrollment status. It is the student's responsibility to work with their instructors, mentor, and the Director of Graduate Studies to make arrangements to accommodate for missed lectures, research and service duties during the leave period. Should the department/mentor require paying another student to cover the responsibilities of the student on family leave, the department may apply to the "SIGS Parental Leave Award Program"
graduate.louisville.edu/files/Student%20Leave%20Policy.pdf
to pay one-half of the **other** student's stipend. Students funded by extramural fellowships may have special conditions placed on their leave and should check with the sponsor regarding the sponsor's family leave policy. Fellowships from NIH and NSF allow family leave and defer to the University's leave policies for the time and extent of the leave.

_____STUDENT PERSONAL ABSENCE REQUEST_____

The School of Medicine, Office of Graduate and Postdoctoral Studies recommends that all graduate students who wish to request a personal leave provide the following information to Dr. Russell Salter prior to their leave: contact information, dates absent, destination, and type of absence. The request should be submitted in advance of the leave time requested and must be approved by the supervisor. Personal leave may be authorized by the supervisor at times convenient to the department. Notice should be given three workdays in advance. Send via email to: rdsalt01@louisville.edu

_____STUDENT LEAVE OF ABSENCE REQUEST_____

The School of Medicine Graduate Programs and the School of Interdisciplinary and Graduate Studies (SIGS) require that a Variance Request Form be completed for any student wishing to take a Leave of Absence. The request should be completed by the student then approved by their Graduate Program Director and the Associate Dean of Graduate and Postdoctoral Studies. Leaves of one year or less can be approved by the School of Medicine. Leaves for more than one year must be approved by SIGS. The completed form will be forwarded to SIGS. Find the form here:
graduate.louisville.edu/sigs/faculty-staff.html#forms

_____FOREIGN NATIONAL TRAVEL FORM_____

Due to the potentially unpredictable nature of foreign travel, all foreign national graduate students who will be traveling outside of the United States are to provide the following information to Dr. Tom Geoghegan, in the Office of Graduate and Postdoctoral Studies, prior to their trip:

- Date Leaving the U.S.;
- Anticipated Return Date;
- Name of Country Traveling To;

Send to: rdsalt01@louisville.edu

The University of Louisville Office of International Student and Scholar Services travel information here:
louisville.edu/internationalcenter/isss/current-f1-j1-students/travel-information

_____STUDENT TRAVEL FUNDS_____

The GSC is the governing body of the GSA, an organization made up of all nonprofessional graduate students. Find information about available travel funds on the Graduate Student Council website: graduate.louisville.edu/gsc/

_____LEAVING THE UNIVERSITY OF LOUISVILLE_____

If a graduate student should decide to resign prior to obtaining their Ph.D. these steps should be taken:

- The student should notify their supervisor as soon as possible of their decision.
- The student should complete and submit a "Request to Withdraw from Graduate Program" form found on the SIGS website:
  graduate.louisville.edu/sigs/faculty-staff.html#forms

Once SIGS receives the form they will officially notify the Registrar's Office and the Program Director of Graduate Studies of the withdrawal. Students are responsible for returning all University of Louisville property including, but not limited to, a Cardinal Card and keys.

HEALTH SCIENCE CAMPUS LIFE

_____TRANSPORTATION & SHUTTLE SERVICES_____

Any University of Louisville staff or student may ride Transit Authority of River City (TARC) public transportation system for free anywhere, anytime.

Use this service by presenting a valid UofL ID to the driver. For more information on routes and schedules go to www.ridetarc.org or call (502) 585-1234.

Campus Parking Shuttle Service:
Hours of Operation: 6:00 AM – 11:00 PM. Monday – Friday, approx. every 15 minutes Shuttle will originate at the HSC 620 parking garage at the corner of Muhammad Ali and Clay Street and will proceed to the Medical School Plaza, School of Public Health, University Hospital, and back to the HSC 620 parking garage.

PLACES TO EAT

ACB Cafeteria: Located in the basement of the Ambulatory Care Building (ACB) (University of Louisville students, faculty and staff receive a discount here.)

- Outtakes Gift Shop: Located in the lobby of University Hospital
- City Café: Located in the Kornhauser Library Bldg (HSC D Bldg)
- The Café: Located on Brent Street (off of E. Broadway)
- Wall Street Deli: Located in the Outpatient Care Center at Jewish
- McDonald's: Located in the Kosair Children's Hospital

KORNHAUSER LIBRARY

Library Location:
Phone Number: (502) 852-5771
500 S. Preston Street, 2nd floor
Louisville, KY 40202
louisville.edu/library/kornhauser/
https://www.facebook.com/KornhauserLibrary

Hours of Operation: 7:30a.m. – 11:00p.m. Monday-Thursday, 7:30 a.m. – 6:00 p.m. Friday, 10:00 a.m. – 6:00 p.m. Saturday, and 1:00 p.m. – 9:00 p.m. Sunday

HSC FITNESS CENTER

HSC Fitness Center Location:
Phone Number: (502) 852-3115
Chestnut Street Garage
414 East Chestnut Street
Louisville, KY 40292

Hours of Operation: 6:00 a.m. - 9:30 p.m. Monday – Friday, 10:00 a.m. - 3:00 p.m. Saturday, 1:00 p.m. - 6:00 p.m. Sunday

All University employees receive free admittance to the gym by presenting a valid employee ID card. Dependent IDs for immediate family members (spouse & children under 18) of students, faculty and staff are available at the HSC Fitness Center and the Intramural Office, SAC E 102, for a $20 per semester fee. Fitness classes in yoga, pilates, step aerobics, and cardio fitness are offered and the cost to participate is $40 a semester which enables you to attend as many classes as you want.

Elliptical trainers, treadmills, stationary bikes, recumbent bikes and stair climbers comprise the complete line of 21 pieces of cardiovascular equipment at the HSC Fitness Center. The center also features a complete line of 15 pieces of selectorized weight training equipment as well as a complete free weight training area. A state of the art aerobics studio and locker

rooms complete the center.

Find more information about all the fitness and recreational opportunities available to students here: louisville.edu/intramurals/fitness

HSC WALKING TOUR

The Health Sciences Center Tour is designed to orient employees to important offices and buildings that make up the campus. The hour-long tour includes an overview of resources and services at the HSC along with the city's best view of the Louisville skyline from the vantage point of the Research Tower. While the tour was created with new employees in mind, it has been equally popular among those who have been around awhile and want to know more about the HSC. All employees are welcome.

Tours are normally held on the first Friday of the month, from 9:00a.m. - 10:30 a.m. Meet in the lobby, 2nd floor, Abell Administration Building. To register and view upcoming tour dates, call (502) 852-7591 or log onto louisville.edu/hr/training/hsc-walking-tours.

SCHOOL OF INTERDISCIPLINARY AND GRADUATE STUDIES (SIGS)INFORMATION

SIGS GRADUATE STUDENT RESOURCES

The School of Interdisciplinary and Graduate Studies (SIGS) has provided useful information at the following links:

For current students: graduate.louisville.edu/sigs/admissions/current-students.html
For international students: graduate.louisville.edu/sigs/admissions/international-students.html

USEFUL CONTACT LIST

IT/Help Desk	IT/Desktop Support	(502) 852-7997
Department Graduate Program Representatives		
ASNB	Donna Bottorff	(502) 852-5165
BMB	Deborah Powell	(502) 852-5217
MBIO	Carolyn Burton	(502) 852-6208
PHTX	Flo Su	(502) 852-5141
PHZB	Denise Hughes	(502) 852-5371
Department Graduate Program Directors		
ASNB	Dr. Charles Hubscher	(502) 852-3058
BMB	Dr. Barbara Clark	(502) 852-2814

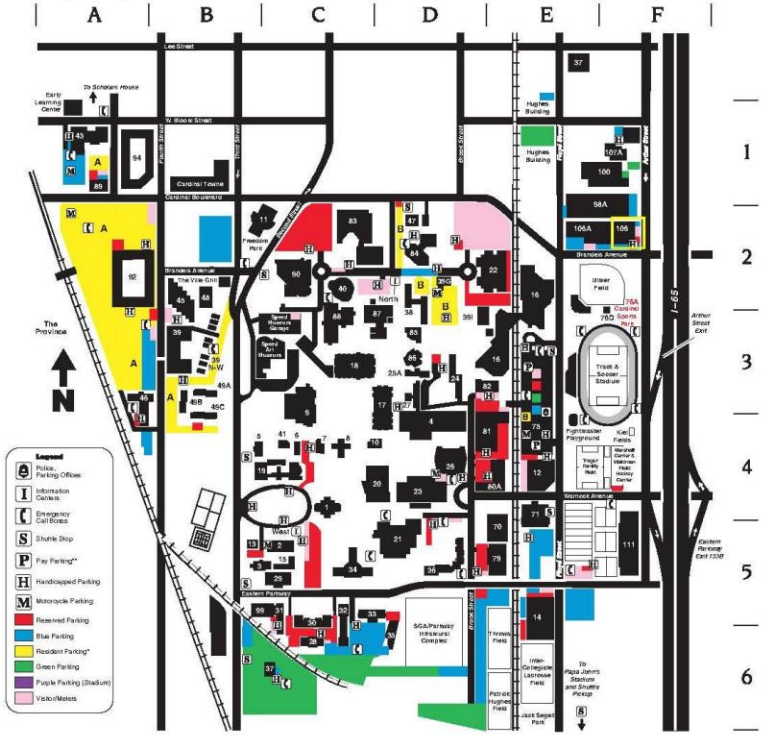
MBIO	Dr. Tom Mitchell	(502) 852-2073
PHTX	Dr. Chris States	(502) 852-5347
PHZB	Dr. Dale Schuschke	(502) 852-1078
IPIBS Staff		
Program Director	Dr. Russell Salter	(502) 852-3740
Program Asst. Sr.	Katie Hasper	(502) 852-3805
Program Coordinator	Tiffany Monyhan	(502) 852-0801
School of Interdisciplinary and Graduate Studies (SIGS)		
Dean	Dr. Beth Boehm	(502) 852-3975
Associate Dean	Dr. Paul Demarco	(502) 852-6495
Coordinator of Academic Services	Courtney Kerr	(502) 852-6497

BELKNAP CAMPUS MAP

2011–2012 Campus Parking Map

UNIVERSITY OF LOUISVILLE.
It's Happening Here.

Belknap Campus



* Letter indicates parking zone (A-B)
** Lots change to Pay Lots on evenings and weekends.

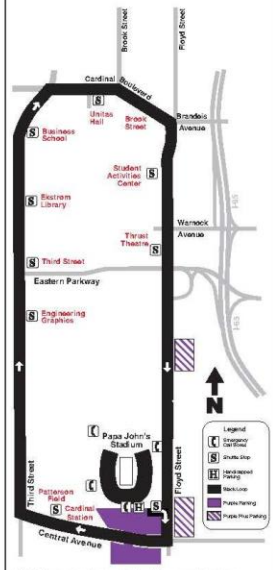
Belknap Campus Building Index

Note: Letters/numbers represent grid location. Numbers in parentheses represent official building numbers.

C5 Administrative Annex (15)
F1 Archaeological Survey/Transportation Center (100)
D3 Baptist Campus Center (85)
F5 Bass-Rudd Tennis Center (111)
F1 Belknap Operations Center (98A)
D3 Bingham Humanities Building (17)
C4 Brandeis School of Law (19)
C5 Brigman Hall (2)
C4 Brodsohl Hall (41)
C2 Business and Public Administration, College of (90)
F3 Cardinal Park (76A)
B3 Center Hall (49B)
E2 Central Receiving (106A)
D5 Chemistry Building (36)
D4 Crawford Gymnasium (26)
D2 Cultural Center (39G)
D3 Davidson Hall (87)
E5 Development & University Relations Building (79)
C5 Dougherty Hall (29)
D2 Education and Human Development, College of (Woodford R. and Harriett B. Porter Building) (84)
C3 Ekstrom Library (9)
C6 Engineering Graphics (37)
F1 Environmental Protection Services Center (107A)
C5 Ernst Hall (33)
E3 Floyd Street Parking Structure (75)
E1 Floyd Street Warehouse (98A)
2C Freedom Park
** Football Offices/Complex (Papa John's Cardinal Stadium) (108)
C4 Ford Hall (7)
B3 Fraternity Complex (49A-C)
B3 Fraternity/Sorority Houses (49A/C)
C4 Gardiner Hall (8)
C2 Gheens Science Hall and Rauch Planetarium (40)
D4 Gottschalk Hall (10)
C4 Grawemeyer Hall (1)
D4 Houchens Building (81)
A3 Hughes Buildings (Floyd & Bloom Sts.) (102)
** Humana Gymnasium, 2305 E. Bradley (69)
D3 Humanities Building, Bingham (17)
F2 Human Resources Building (106)
D2 Information Center, North
C5 Information Center, West
D3 Interfaith Center (86)
C4 International Center (Brodsohl Hall) (41)
B3 International House (49C)
A1 Johnson (Bettie) Apartments (94)
C4 Jouett Hall (6)
C6 Kersey Library of Engineering, Physical Science and Technology (28)
C4 Law, Brandeis School of (19)
C3 Life Sciences Building (18)
B2 Louisville Hall (45)
D4 Lutz Hall (23)
B6 McCandless Hall (13)
D2 Miller Hall (38)
D5 Miller Information Technology Center (21)
A4 Minardi (Billy) Hall (46)
C2 Music, School of (63)
C5 Natural Sciences Building (34)
A2 1900 South Fourth Street Suites (92)
B4 Oppenheimer Hall (5)
D3 Overseers Honors House (25A)
** Papa John's Cardinal Stadium (2800 S. Floyd St.) (108)
D6 Parkway Field House (35)
B5 Patterson Hall (3)
B2 Playhouse, The (11)
D3 Red Barn (39I)
C5 Sackett Hall (31)
D4 Schneider Hall (20)
E4 Service Complex (80A)
D4 Shumaker Research Building (4)
B3 Sorority/Fraternity Houses (39N-W)
C5 Speed, J.B., Engineering, School of (30)
C3 Speed Art Museum, 2035 S. Third St.
C5 Speed, W.S., Hall (32)
E5 Steam and Chilled Water Plant (70)
D3 Stevenson Hall (27)
** Stoddard Johnston Building, 2301 E. Bradley (77)
C3 Strickler Hall (88)
E2 Swain Student Activities Center (16)
D3 Student Health and Counseling Center (82)
E4 Studio Arts/HPES Building (71)
F5 Tennis Center, Bass-Rudd (111)
D3 Threlkeld Hall (24)
A2 Kurz Hall (92)
D2 Unitas Tower (47)
E2 University Club & Alumni Center (22)
** University Park Apts. (Eastern Pkwy. & Preston St.) (69A)
A1 University Planning, Design and Construction (89)
B2 University Tower Apartments (48)
A1 Urban and Economic Research, Center for (43)
B5 Vogt (Henry) Building (99)
B4 Wellness House (49C)
F4 Wright (Ralph) Natatorium (12)
C4 Wyatt (Wilson) Hall (Brandeis School of Law) (19)
D2 Woodford R. and Harriett B. Porter Building (Education and Human Development, College of) (84)

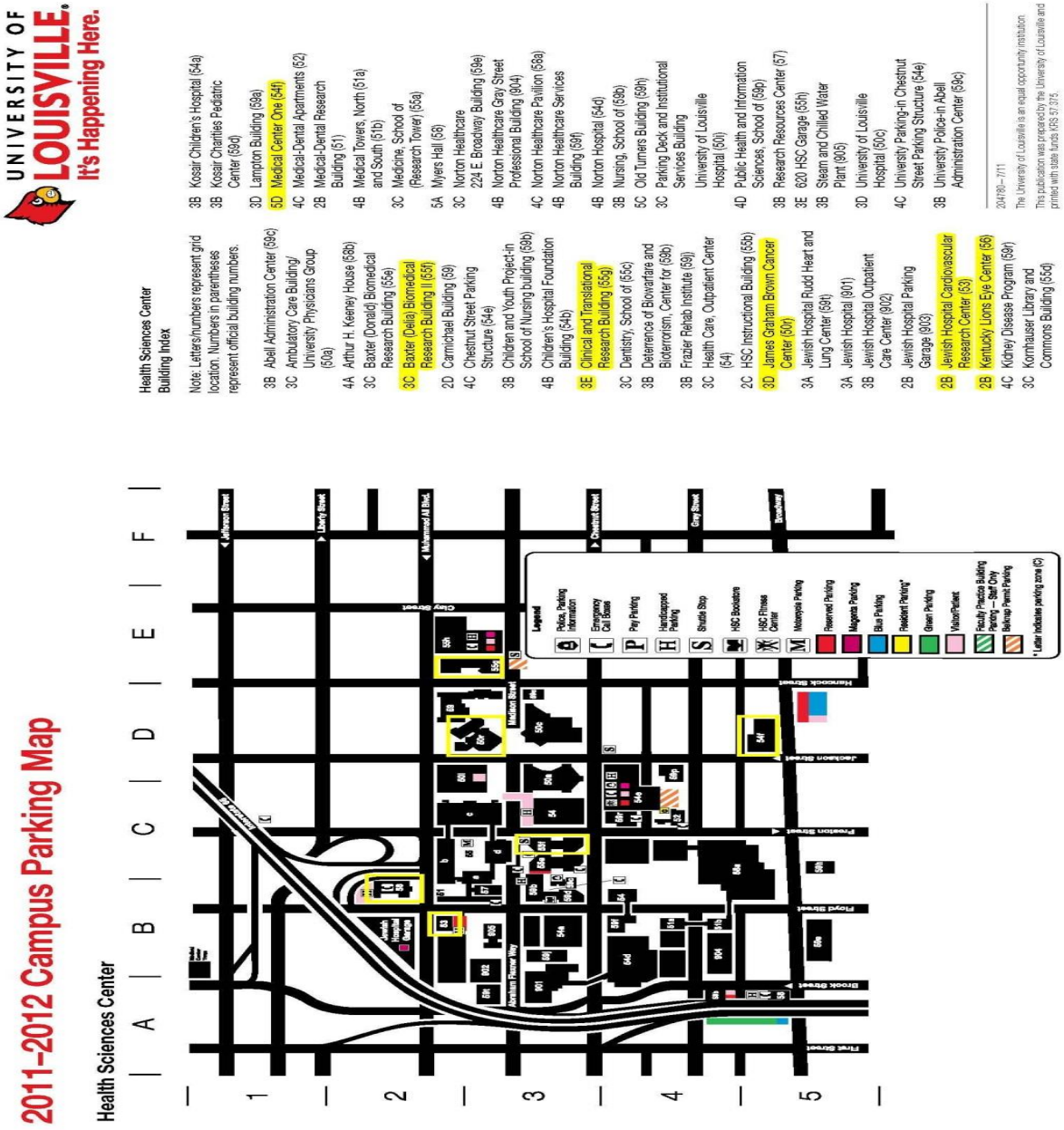
**Not indicated on map

Belknap Campus Shuttle Route



Stadium purple permits allow parking on Belknap Campus 5 p.m. – 7:30 a.m. daily and on weekends. Purple permit parking is allowed in green designated lots when shuttle is not is operation.

HSC MAP


2011–2012 Campus Parking Map
Health Sciences Center
UNIVERSITY OF LOUISVILLE.
It's Happening Here.
Health Sciences Center
Building Index
Note: Letters/numbers represent grid location. Numbers in parentheses represent official building numbers.
3B Abell Administration Center (59c)
3C Ambulatory Care Building/ University Physicians Group (50a)
4A Arthur H. Keeney House (58b)
3C Baxter (Donald) Biomedical Research Building (55e)
3C Baxter (Delia) Biomedical Research Building II (55f)
2D Carmichael Building (59)
4C Chestnut Street Parking Structure (54e)
3B Children and Youth Project-in School of Nursing building (59b)
4B Children's Hospital Foundation Building (54b)
3E Clinical and Translational Research Building (55g)
3C Dentistry, School of (55c)
3B Deterrence of Biowarfare and Bioterrorism, Center for (59b)
3B Frazier Rehab Institute (59j)
3C Health Care, Outpatient Center (54)
2C HSC Instructional Building (55b)
3D James Graham Brown Cancer Center (50r)
3A Jewish Hospital Rudd Heart and Lung Center (59t)
3A Jewish Hospital (901)
3B Jewish Hospital Outpatient Care Center (902)
2B Jewish Hospital Parking Garage (903)
2B Jewish Hospital Cardiovascular Research Center (53)
2B Kentucky Lions Eye Center (56)
4C Kidney Disease Program (59r)
3C Kornhauser Library and Commons Building (55d)
3B Kosair Children's Hospital (54a)
3B Kosair Charities Pediatric Center (59d)
3D Lampton Building (59a)
5D Medical Center One (54f)
4C Medical-Dental Apartments (52)
2B Medical-Dental Research Building (51)
4B Medical Towers, North (51a) and South (51b)
3C Medicine, School of (Research Tower) (55a)
5A Myers Hall (58)
3C Norton Healthcare 224 E. Broadway Building (59e)
4B Norton Healthcare Gray Street Professional Building (904)
4C Norton Healthcare Pavilion (58a)
4B Norton Healthcare Services Building (59f)
4B Norton Hospital (54d)
3B Nursing, School of (59b)
5C Old Turners Building (59h)
3C Parking Deck and Institutional Services Building
University of Louisville Hospital (50i)
4D Public Health and Information Sciences, School of (59p)
3B Research Resources Center (57)
3E 620 HSC Garage (55h)
3B Steam and Chilled Water Plant (905)
3D University of Louisville Hospital (50c)
4C University Parking-in Chestnut Street Parking Structure (54e)
3B University Police-in Abell Administration Center (59c)
204780—7/11
The University of Louisville is an equal opportunity institution.
This publication was prepared by the University of Louisville and printed with state funds KRS 57.375.
Legend
Police, Parking Information
Emergency Call Boxes
Pay Parking
Handicapped Parking
Shuttle Stop
HSC Bookstore
HSC Fitness Center
Motorcycle Parking
Reserved Parking
Magenta Parking
Blue Parking
Resident Parking*
Green Parking
Visitor/Patient
Faculty Practice Building Parking — Staff Only
Balcony Permit Parking
* Letter indicates parking zone (C)
Jefferson Street
Liberty Street
Muhammad Ali Blvd.
Chestnut Street
Gray Street
Broadway
Hancock Street
Jackson Street
Preston Street
Floyd Street
Brook Street
First Street
City Street
Madison Street
Abraham Flexner Way
Kentucky Lions Eye Center
Kosair Hospital Garage
A
B
C
D
E
F
1
2
3
4
5