

**GRADUATE STUDENT RESOURCE HANDBOOK**



**INTEGRATED PROGRAMS IN  
BIOMEDICAL SCIENCES (IPIBS)**

(Revised 7/24/2024)

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## **INTRODUCTION**

We encourage students to be self-directed in their pursuit of information. 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.

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

Thank you and good luck!

## **OGPS and IPIBS**

**Office of Graduate and Postdoctoral Studies (OGPS) & Integrated Programs in Biomedical Sciences (IPIBS)** The Office of Graduate and Postdoctoral Studies and IPIBS are maintained under the supervision of the Associate Dean of Graduate and Postdoctoral Studies and the Director IPIBS, Dr. Barbara Clark. Ms. Katie Hasper serves as the Program Coordinator for both programs. We provide administrative and professional development services for graduate students and professional development services for post-doctoral fellows at the SOM.

The offices are located in the HSC Research Tower, 3<sup>rd</sup> Fl., Rm. 313. The Research Tower is located at 500 S. Preston St. The office hours are 8:00 AM to 4:00 PM Monday through Friday.

Call or email to schedule a meeting time.

Barbara Clark, (502) 852-2814 or [bjclark@louisville.edu](mailto:bjclark@louisville.edu)

Katie Hasper, (502) 852-3805 or [Katie.hasper@louisville.edu](mailto:Katie.hasper@louisville.edu)

## **ADMINISTRATIVE MATTERS**

### **STIPENDS**

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. 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 is \$33,000. Stipends increase to \$35,000 after students pass their Ph.D. qualifying exams, and only after you come off IPIBS funding and are supported by your mentor's grants.

**Contact Katie Hasper at [katie.hasper@louisville.edu](mailto:katie.hasper@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 Workday. The Workday site is linked to the University's home page or can be found under the ULINK option. The first time you log on you will be instructed to change your password. You should check your pay stub on Workday 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: <https://louisville.edu/admissions/activate>

### **HOLDS on a STUDENT ACCOUNT**

Registration Holds

1. Advising

A student admitted on provisional status for missing application material (official transcript, letter, etc). The documents **MUST** be submitted to admissions before the end of the semester of the first semester.

## 2. Unpaid fees

#1 reason for a registration hold on your account

\*Register for classes during enrollment periods (<https://louisville.edu/registrar/registration/registration-specific>).

Contact your DGS and Katie Hasper if you have a hold on your account.

## TUITION AND FEES

Your tuition and fees for the Fall 2024 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.

Other fees that may show up on your account which **ARE NOT** covered by IPIBS include: a \$75 Foreign Student fee (for International Students that helps to subsidize the International Center) and a \$98 Recreation Fee. **Students are required to pay these fees each semester (including summer).**

## 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/](http://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.

## **SERVICES**

### HEALTH CARE INFORMATION

IPIBS students are eligible to receive university sponsored health insurance at no charge.

Find information here: <http://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://louisville.myahealthcare.com/>

20/20 Eye care 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](http://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.

HSC A Building (the Tower) Suite 219-220  
(502)852-6446

Website: <http://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) 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.***

### **KORNHAUSER HEALTH SCIENCES LIBRARY**

(502) 852-5771 <https://library.louisville.edu/kornhauser/home>  
<https://www.facebook.com/KornhauserLibrary>  
500 S. Preston Street, 2<sup>nd</sup> floor  
Louisville, KY 40202

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

### **SATELLITE SERVICES**

Quick reference of contacts for services for graduate students. You likely will interact with one or more of these offices that are not located on HSC. Call or email to schedule a time, they do not have regular hours.

- **The Graduate School**
  - Contact: Courtney Kerr, (502) 852-6497Find useful information at the following link: <http://louisville.edu/graduate/current-students>  
For international students see <http://louisville.edu/graduate/futurestudents/international-applicants>
- **Business Operations-HSC Instructional Bld. Room 105**
  - Contact: (502) 852-7549 or [businessops@louisville.edu](mailto:businessops@louisville.edu)
- **University Women's Center**  
Contact: Jamieca Jones, (502) 852-8891 or [womenctr@louisville.edu](mailto:womenctr@louisville.edu)
- **International Student and Scholar Services (ISSS)**
  - Kornhauser Library, Room 221
  - 10:00 am-4:00pm Tuesday
  - Contact: (502) 852-7124 or [mailto: iss@louisville.edu](mailto:iss@louisville.edu)
- **University Writing Center**
  - Contact: (502) 852-2173 or [writing@louisville.edu](mailto:writing@louisville.edu)
- **University Career Development Center**  
Contact: (502) 852-5197

### **ALERTS**

The University of Louisville's UofL Alert Guidelines have been designed to ensure coordinated and effective emergency notifications to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. Therefore, each University of Louisville community member has a responsibility and obligation to become familiar with the contents of these guidelines to ensure that they are prepared to respond appropriately in response to an emergency. <http://louisville.edu/dehs/emergency/emergency-notification>

### **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.

**PUBLIC TRANSPORTATION: [Bus Schedules/ Pick Up & Drop Off Locales](#)**

Any University of Louisville staff or student may ride Transit Authority of River City (TARC) public transportation system, free, anywhere, anytime. Use this service by presenting a valid UofL ID to the driver. 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/](http://www.ridetarc.org/)

**PRINT & MAIL SERVICES**

see <https://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook/student-handbook/#uoflprintservices>

**HSC FITNESS CENTER:**

Chestnut Street Garage  
414 East Chestnut Street

Phone Number: (502) 852-3115

Hours of Operation: Monday – Friday 6:00 AM- 9:30 AM

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.

Find more information about all the fitness and recreational opportunities available to students here: <https://louisville.edu/intramurals/facilities/hsc-fitness-center>

**IPIBS GRADUATE PROGRAMS INFORMATION**

**ACADEMIC CALENDAR 2024/2025**

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

## FACULTY ADVISER

Your faculty adviser during the first year is your Directors of Graduate Studies (DGS), or a DGS designee. You should regularly check in with your DGS to discuss program requirements and your progress.

<b>Directors of Graduate Studies</b>			
ASNB	Dr. Robin Krimm		(502) 852-3059
BIOC	Dr. David Samuelson		(502) 852-7797
MBIO	Dr. Matt Lawrenz		(502) 852-5351
PHTX	Dr. Nobuyuki Matoba		(502) 852-8412
PHZB	Dr. Cynthia Metz		(502) 852-7562

## **ASK Your DGS (this information will likely be covered during your program orientation)** *about*

- departmental procedures regarding breaks, and time off.
- your hours of work and call-in procedures.
- your department dress code: career, casual, or uniform.
- your departmental pattern of communication, individual/team relationships and reporting relationships.
- classroom attendance and laboratory rotations.
- use of departmental facilities.

## **USEFUL CONTACTS**

IT/Help Desk	IT/Desktop Support	Email	(502) 852-7997
<b>Graduate Program Administrative Support</b>			
ASNB	Lesley Roberson		(502) 852-5165
BIOC	Janice Ellwanger		(502) 852-5217
MBIO	Blythe Senn		(502) 852-6208
PHTX	Sonya Cary		(502) 852-7997
PHZB	Jennifer Wells		(502) 852-5371
<b>IPIBS Staff</b>			
Program Director	Dr. Barbara Clark		(502) 852-3740
Program Coordinator Sr.	Katie Hasper		(502) 852-3805
Graduate School	Dr. Beth Boehm		(502) 852-6495
Coordinator of Academic Services	Courtney Kerr		(502) 852-6497

## **IPIBS POLICIES FOR ABSENCES AND TRAVEL**

Graduate students pursuing the doctoral degree in the basic science departments are typically paid as full time Graduate Research Assistants (GRAs) through IPIBS fellowships, research grants, or other fellowship support. They receive benefits and are treated by the University as non-hourly (exempt) employees while maintaining full time status as students. These guidelines clarify what is expected in terms of attendance and time away from the university.

### Types of Absences:

**Sick Days:** Unplanned typically short term absence. The number of sick days available is up to the discretion of the advisor or DGS. Students are required to communicate with the lab/course directors/DGS as appropriate when missing lab/class due to illness. A medical note may be requested.

**Vacation:** Should be planned in advance with the supervisor, or in the first year of the program with the Director of Graduate Studies, and limited to 10 business days per year as directed by guidelines from the Graduate School.

**University holidays:** Typically 13 per year, including breaks. Students should discuss taking time off with the lab supervisor after the first year, and not assume that absence (during Spring break for example) is acceptable.

**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 "[Graduate School Parental Leave Award Program](http://louisville.edu/medicine/grad-postdoc/graduate-students/family-medical-leave)" (<http://louisville.edu/medicine/grad-postdoc/graduate-students/family-medical-leave>) to pay one-half of the other student's stipend.

**Students funded by extramural fellowships:** There may be 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.

**Extended medical or personal leave:** The University recognizes that students may need to interrupt their studies for medical or personal reasons. The student must apply for such leave by submitting the request on a variance request form to the Unit Dean, Dr. Barbara Clark, as per the Graduate School guidelines. Both pay and student registration is suspended during this time, and students may not be enrolled in classes. Further details are described in the Graduate Catalog on the Graduate School's website. Find the form here: <http://louisville.edu/graduatecatalog/leave-of-absence>

### Travel:

**University related travel:** Typically, this is to attend a scientific conference or other meeting relevant to the training of the student. The meeting dates should correspond closely with the planned absence and excess time will be counted as vacation. The laboratory supervisor or Director of Graduate Studies should be notified of the dates during which the student will be away. **Please note** that all international travel requires additional authorization by Dr. Barbara Clark and pre-approval by the Provost before purchasing tickets or making reservations for travel. As of April 1, 2017, travel insurance must also be purchased for any international travel for university business.

**Personal travel to country of origin by international students:** The Director of Graduate Studies should be notified of plans for any such trips even if personal in nature. Due to the unpredictable nature of visa renewals, such trips often extend beyond the time period originally planned. The student should discuss with the lab supervisor when he/she is scheduled to return. If the student is unable to return on that date and must extend the absence, personal vacation days should be used. Salary support may be stopped if the student is unable to return after using all available vacation time.

**Foreign National Travel Form:** Due to the potentially unpredictable nature of foreign travel, all foreign national graduate students are to inform the DGS of their graduate program AND the Director of IPIBS of their travel prior to their trip. The student must email ([barbara.clark@louisville.edu](mailto:barbara.clark@louisville.edu)) the following information

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



The University of Louisville Office of International Student and Scholar Services travel information here: [louisville.edu/internationalcenter/iss/current-f1-j1-students/travel-information](https://louisville.edu/internationalcenter/iss/current-f1-j1-students/travel-information)

## **PROCEDURE FOR WITHDRAWING FROM THE PROGRAM: 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 here <https://louisville.edu/graduate/current-students>

Once the Graduate School 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.

## **POLICY FOR DOCTORAL STUDENTS PURSUING CAREER TRAINING OUTSIDE THE LABORATORY**

The policies outlined herein are applicable to all doctoral students, unless disallowed by the outside funding agency. The financial support (teaching assistantships, research assistantships, fellowships, or research grants) for our students is intended to allow students to engage full-time in their scholarly activity to fulfill the requirements for the PhD degree, as outlined within the departments. This policy is in response to NIH’s mission to diversify the training for pre-doctoral students and recognition of the Dual Role of Students and allows greater flexibility in training paths.

U of L SOM Graduate Council recognizes the potential for students to pursue activities, both paid and unpaid, which enhance their training outside the predefined requirements of the programs. Therefore, these guidelines are provided to insure the standards and expectations for the program requirements are maintained.

1. University of Louisville pre-doctoral students awarded stipends, tuition, and health insurance are expected to engage in full-time scholarly activity within the department.
2. University of Louisville pre-doctoral students supported by fellowships or research grants with benefits of tuition remission and health insurance are expected to commit full-time to their research projects as a major emphasis of their training. However, the SOM Graduate Council recognizes additional training opportunities may be available that broadens the students training to enhance career goals. The requirements to pursue outside work, paid or unpaid, are:
  - a. submit a written consent from the PI to the Office of Graduate and Postdoctoral Studies ([katie.hasper@louisville.edu](mailto:katie.hasper@louisville.edu)). The consent should include a description of the training opportunity that is signed by the student, mentor/PI, and the third party who is providing the opportunity.
  - b. confirmation that the activity does not violate regulations of the funding agency supporting the student.
  - c. the student must maintain good standing within the program. This is best demonstrated by evaluation of research progress through annual or biannual committee meetings.
  - d. outside work should not exceed twelve (12) hours per week. Students wishing to exceed this limit must obtain permission from the Associate Dean of the Graduate and Postdoctoral Studies. The SOM Graduate Council recommends that students minimize time spent on paid activities unattached to their supported appointments.

## **UNIVERSITY POLICIES**

Rules and policies affecting students shall be published in the university Student Handbook. Included in the Student Handbook are the following: Academic Grievance Procedure, Code of Student Conduct,

Student Sexual Misconduct Policy, 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.

The Student Handbook is available online

at: <https://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook>

**CODE OF STUDENT RIGHTS AND RESPONSIBILITIES** can be found here:

<http://louisville.edu/dos/students/studentrightsandresponsibilities>

Grievance process??

### **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:

<https://catalog.louisville.edu/graduate/university-policies-procedures/code-student-conduct/>

### **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.

## **SCHOOL OF MEDICINE/IPIBS POLICIES**

### **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](http://louisville.edu/research/researchintegrity/sfi).

Once there, click 'Attestation and Disclosure Form' to be taken to the iRIS website where you will enter your login credentials and gain access to the online form.

### **ETHICS EDUCATION**

#### ***training required***

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.

### **RESEARCH MISCONDUCT**

#### ***training required***

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, [ori@louisville.edu](mailto:ori@louisville.edu)

## PLAGIARISM POLICY

Graduate students are expected to know what constitutes plagiarism and are expected to comply with all university rules and regulations. U of L's Student Handbook, Code of Student Rights and Responsibilities, Section 5E, found online at: <http://louisville.edu/dos/policiesprocedures/student-rights-and-responsibilities>, 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.

## POLICY ON PROFESSIONAL CONDUCT

**Values Statement:** At the University of Louisville, School of Medicine, we value (as stated in the University of Louisville, Code of Conduct)

- Honesty and rigor in all pursuits;
- Adherence to free inquiry and critical thinking;
- Commitment to the creation, preservation and dissemination of knowledge;
- Dedication to preparing students for what the future has to offer;
- Respect for diversity and all individuals regardless of position;
- Professionalism in our interactions;
- Accountability for resources and relationships;
- Transparency and integrity in decision-making;

Our school is committed to fostering a positive work and learning environment that encourages the freedom of scientific inquiry and the collaborative exchanging of ideas. All students, faculty, staff in the School of Medicine are expected to demonstrate and foster the University's values and missions, including but not limited to integrity, accountability, mutual respect, professionalism, diversity, courtesy, fairness, and trustworthiness. All faculty, staff, and students are expected to conduct themselves in a professional manner at all times.

**Scope:** Faculty, staff, and trainees at the University Of Louisville School Of Medicine.

### **Definitions:**

- **Professionalism in education:** commitment to the highest standards of scholarship, innovation in teaching methods, respect for the student-teacher relationship, and leadership through modeling of life-long learning.
- **Professionalism in the conduct of research:** commitment to intellectual integrity, welfare of human subjects and research animals, diligent and unbiased acquisition, evaluation, and reporting of scientific information, adherence to university research regulations, and collegial and fair treatment of trainees and research staff.
- **Professionalism in clinical practice:** protecting the care needs and privacy concerns of patients and the adherence to established standards on patient safety, timeliness of completing medical records, quality improvement initiatives, communication and follow-up with patients, reporting errors, following regulations governing billing practices, and collegial and fair treatment of trainees and

clinical staff. All healthcare professionals bear a professional responsibility to identify and proactively address conflicts between their beliefs and the needs of the workplace or patient. In cases where a predictable conflict will likely occur due to the beliefs of the provider and the scope of their patient population, the provider will take responsibility for developing a proactive management plan with their clinical supervisor that meets the needs of patients while recognizing the individual provider's beliefs.

- **Acceptable Conduct:** Applying altruism, accountability, excellence, duty, honesty, integrity, and respect, with intentions of diversity and inclusion, when engaging in interactions with peers, subordinates, supervisors, students, staff, and, in the clinical setting, patients and patient families.
- **Disruptive Behavior:** Behaviors that are intimidating or which could adversely affect morale or otherwise compromise our educational, research, and clinical missions. Behavior that is unusual, unorthodox, or different is not alone sufficient to be classified as "disruptive behavior".

**Examples of Unacceptable Conduct include but are not limited to:**

- Discrimination of any form based on age, gender, gender identity, gender expression, race, ethnicity, national origin, religion, disability or sexual orientation
- Disregard for applicable regulations, policies and bylaws
- Sexual harassment
- Profanity, especially directed at another individual
- Use of threatening or abusive language
- Non-constructive criticism addressed to the recipient in such way as to intimidate, undermine, belittle, or humiliate
- Derogatory comments about the performance of colleagues, trainees, or staff outside of appropriate administrative channels
- Loss of civility (i.e. shouting, personal attacks or insults, throwing objects or other displays of temper)
- Retaliation against any person who reports an incident of alleged unprofessional conduct, fraud, or perceived malpractice
- Uncooperative attitude with others
- Insubordination, refusal to complete assigned tasks
- Reluctance or refusal to answer questions, failure to return phone calls, pages or messages
- Accessing pornographic material by use of University computing equipment, which includes University, issued mobile devices, tablets, laptop and desktop computers, or use of the University wireless network or internet connection.

**Procedure:** When any member of the School of Medicine community believes that they have witnessed or have been a recipient of behavior manifested by a SOM faculty or staff member that is inconsistent with our stated professional goals and purpose, the following options serve as a mechanism for action.

**Reporting the incident:**

Unprofessional conduct should be reported first to the immediate supervisor of the offending employee, which may include

- Office manager, faculty member
- The appropriate program director
- The appropriate divisional chief
- The chair of the department(s) involved
- Vice Dean of Faculty Affairs and Advancement
- The Dean of the School of Medicine

You may also report the incident to the University of Louisville Office of Compliance Hotline at 1-877-852-1167 or Online (<https://louisville.edu/compliance/ico/hotline>)

- If the behavior falls under discriminatory or sexual harassment as described in the University of Louisville Human Resources: **PER-1.10 Discriminatory Harassment Policy**, you must follow the reporting provisions in the Discriminatory Harassment Policy. For more information on this policy, please see the Human Resources Policies.

- Immediately report the incident to the University of Louisville Police if the disruptive behavior poses an immediate threat of harm to any individual in order to safeguard the health and safety of others.
- Non-Retribution: University of Louisville policy, and in many cases federal law, protects individuals bringing such concerns forward in good faith from any retaliation and/or retribution.
- Incidents of unprofessional conduct occurring in hospital/clinical settings may also be subject to the professional conduct policies of those entities.

**Investigation and Response:**

For any report made suggesting violation of this policy, the School of Medicine leadership, consisting of the Executive Dean’s Council and SOM legal counsel, will review the concerns and may conduct an investigation. The School of Medicine leadership may take disciplinary action, up to and including termination, against those violating this policy.

To respect the privacy and confidentiality of all people involved, the School of Medicine may not share specific details of the discipline or other action taken without a signed consent to furnish information to third parties.

**Additional Resources:**

<b>OMBUDS Office Compliance Hotline</b>	<b>Phone: 1-877-852-1167</b> <b>Online: via <a href="#">ULink</a></b>
<b>Human Resources Employee Relations</b>	<b>Phone: 502-852-6258</b>
<b>Staff Grievance Officer</b>	<b>Phone: 502-852-4652</b>

**Approved: February, 2016**

**Revised: September, 2017**

**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 education 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 an individual;
3. such conduct creates a hostile environment if the harassment is so severe, pervasive, and objectively offensive so as to deny or limit a person’s ability to participate in or benefit from the University’s programs, services, opportunities, or activities
4. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

You can find more detailed information about Title IX:

<http://louisville.edu/dos/students/studentpoliciesandprocedures/student-sexual-misconduct-policy>

**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.

**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 at: <https://louisville.edu/hr/policies/the-university-of-louisville-policy-statement-as-a-drug-free-institution>

### 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)852-4654.
- 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 U of L 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: <http://louisville.edu/riskmanagement/workerscomp>  
or contact the Office of Risk Management at (502) 852-4654.

## **ADVISORS AND MENTORS**

All Research Advisors are (should be) Mentors but not all Mentors are Research Advisors.

Advisor: Person who provides training and directs your dissertation project.

Mentor: Person(s) who provide “guidance that considers a mentee's personal situation, needs, and passions. They may offer experiential wisdom to help build a mentee's career over the long term (Goggle AI)”.

### **COMPACT BETWEEN BIOMEDICAL GRADUATE STUDENTS AND THEIR RESEARCH ADVISORS<sup>1</sup>**

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 or 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.

#### **Core Tenets of Pre-doctoral Training**

A successful student-mentor relationship requires commitment from the student, mentor, graduate program, and institution.

#### **Quality Mentoring**

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.

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.

#### **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.

#### **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.

### **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.

## **GUIDING PRINCIPLES FOR A COMPACT BETWEEN A GRADUATE STUDENT AND RESEARCH ADVISOR.**

The commitments outlined below are intended to support the development of a positive mentoring relationship between the pre-doctoral student and their research advisor.

### **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.

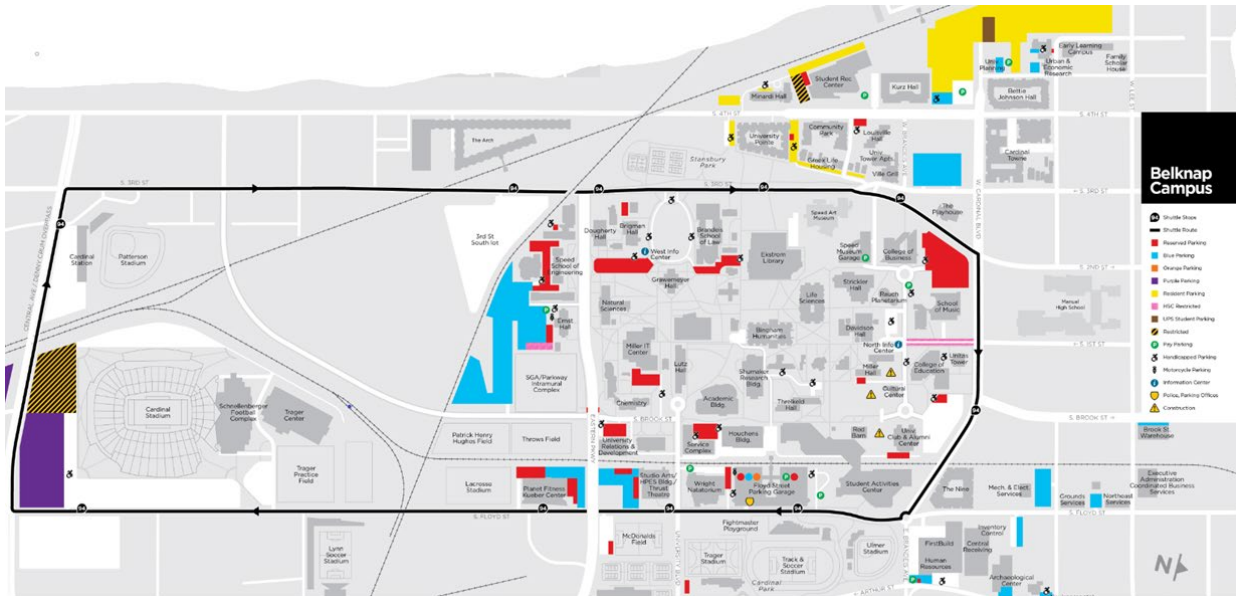
- **I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.**
- **I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.**
- **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.

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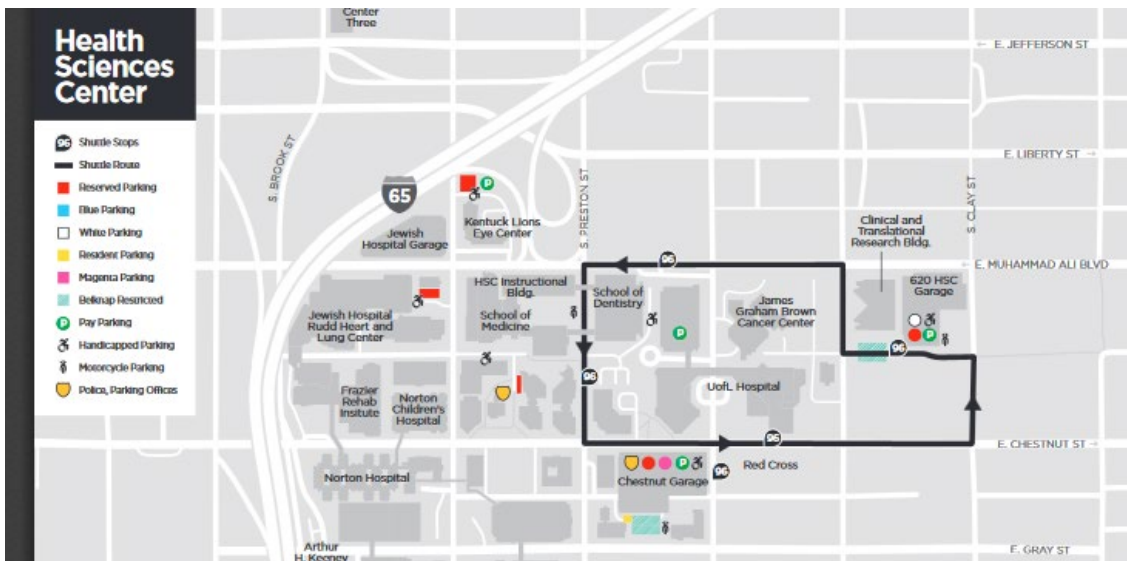
<sup>1</sup>*Adapted from the AAMC GREAT group guidelines [www.aamc.org/gradcompact](http://www.aamc.org/gradcompact)*

*Approved by the University of Louisville School Of Medicine Graduate Council on March 2009*

# BELKNAP CAMPUS MAP



# HSC MAP



## 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.