One rotation is required in the Fall semester of the first year. The rotation is scheduled for a five-week term. Students are responsible for interviewing faculty and submitting this form to the Graduate Office by the specified date prior to the beginning of the Fall rotation in October. Students are enrolled in the Interdisciplinary Directed Studies (IDL 594) for a 1 cr rotation.

This rotation may only be completed with Full members of the Basic Medical Sciences Graduate Faculty. If students need assistance verifying the status of their respective faculty, they may contact the Graduate Office.

Proposed Fall Rotation

Rotation 1 Dates: _______________

Signature of Faculty Member______________________________________________________

Signature of Department./Program Chair_____________________________________________

Date Received in Graduate Office ______________

Signature
Director, BMS Graduate Program__________________________________________________
Rotations are required in the Spring semester of the first year. Rotations are to be scheduled for non-overlapping 5-week blocks. Students are responsible for interviewing faculty and submitting a rotation plan to the Graduate Office prior to the beginning of Fall Semester exams. Students will enroll for a 3 cr Interdisciplinary Directed Studies (IDL 594) or 1 cr for each rotation.

A minimum of two different rotations are required. Three different rotations are strongly encouraged. Rotations need not be within the same department, but may only be completed with Full members of the BMS Graduate Faculty.

Proposed Spring Rotation Schedule:

Rotation 1 Dates___________________ Faculty______________________________

Faculty Member Signature_____________________________________

Signature of Dept./Program Chair_______________________________

Rotation 2 Dates___________________ Faculty______________________________

Faculty Member Signature_____________________________________

Signature of Dept./Program Chair_______________________________

Rotation 3 Dates___________________ Faculty______________________________

Faculty Member Signature_____________________________________

Signature of Dept./Program Chair_______________________________

Date Received in Graduate Office___________________________

Director, BMS Graduate Program_____________________________________

(Rev. 7/11)
BASIC MEDICAL SCIENCES GRADUATE PROGRAM
CALENDAR - ADVANCED STUDIES

Student: ____________________________ JAG # ____________

Matriculation Date: ____________________________

Advanced Program/Major Professor Appointed: ____________________________

Date Dissertation Committee Appointed: ____________________________

Dissertation Committee Reports/Meetings: ____________________________

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<th>Date Required</th>
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Date Qualifying Exam (W/O): ____________________________

Date Doctoral Dissertation Formal Research Proposal: ____________________________

Date Closed/Open Dissertation Defenses: ____________________________

1. A Major Professor is normally selected by the end of the first year.

2. The Dissertation Committee normally shall be established after a year and a half and should have its first meeting no later than the end of the second year.

3. It is the graduate student’s responsibility to set up the Dissertation Committee meetings. One is required every 6 months with a written progress report submitted to the Committee prior to the meeting. Students will be warned if there is a failure to meet and if not corrected within 60 days, the student will not be allowed to register the following semester. Two offenses may result in dismissal from the Graduate Program.

4. Students should normally take the Qualifying Exam no later than the end of their third year in the program. Any delay beyond the third year must be approved by the Chairman of the Department and the Director of the Graduate Program.

5. Formal Research Proposals must be submitted to the Dissertation Committee no later than 1 month following the Qualifying Exam.
BASIC MEDICAL SCIENCES GRADUATE PROGRAM
REGISTRATION OF RESEARCH DESCRIPTION
AND DISSERTATION COMMITTEE
(To be completed by end of 1½ years)

<table>
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<th>Student</th>
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Major Professor Advanced Program

Title of Research Description:

Objectives of Initial Research Efforts:

*Attach one to two typed pages of initial research description.*

DISSEPTION COMMITTEE MEMBERS:

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<tr>
<th>Major Professor (Print)</th>
<th>Department</th>
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AUTHORIZATION SIGNATURES:

Department Chair/Program Director Date

Director, BMS Graduate Program Date

Dean, Graduate School Date
BASIC MEDICAL SCIENCES GRADUATE PROGRAM
STUDENT REPORT
FIRST DISSERTATION COMMITTEE MEETING

Student: ____________________________  Advanced Program: ____________________________

JAG # __________________

Date of Meeting: ______________________

1. Committee Recommendations:

2. Course Plan:
   A. Courses Taken  B. Suggested Future Coursework

Signature of Committee Members:

Major Professor

Faculty Member

Faculty Member

Faculty Member

Faculty Member

Faculty Member

(Rev. 7/11)
BASIC MEDICAL SCIENCES GRADUATE PROGRAM
DISSERTATION COMMITTEE MEETING
(Meeting held every six months)

Date of Meeting ____________________________  Date of Last Meeting ____________________________

Student ____________________________  JAG # ___________  Advanced Program

Title of Dissertation Research:

Attach Student Progress Report:

Committee Recommendation:

Signature of Committee Members:  Progress of Student:

Major Professor  Satisfactory __  Unsatisfactory *

Faculty Member  __  __

Faculty Member  __  __

Faculty Member  __  __

Faculty Member  __  __

Faculty Member  __  __

Faculty Member  __  __

Faculty Member  __  __

* Those members indicating unsatisfactory progress should present their concerns in writing.
BASIC MEDICAL SCIENCES GRADUATE PROGRAM
RECOMMENDATION
ADMISSION TO CANDIDACY
Ph.D. in the BASIC MEDICAL SCIENCES

Name of Candidate/JAG #:______________________________________________

Advanced Program:___________________________________________________

Performance on Candidacy Qualifying Exam:

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<th>Date of Exam</th>
<th>Pass</th>
<th>Fail</th>
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<td>Oral Exam</td>
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The above student is recommended for candidacy for the Ph.D. degree.

_________________________  ____________________________
Department Chair/Program Director  Date

_________________________  ____________________________
Director, BMS Graduate Program  Date

_________________________  ____________________________
Dean, Graduate School  Date
The Research Proposal (Prospectus) is a formal document that is required by the Graduate School. The Graduate Program has adopted the policy that the written proposal used for the Admission to Candidacy (Qualifying Examination) will be submitted to the Graduate School as the Research Proposal after successful completion of both the written and oral examination. The final Research Proposal must be approved by the Dissertation Committee and should be filed in the Basic Medical Sciences Graduate Office within **one month of the student's successful completion of the Qualifying Examination**.

Students will not be permitted to register for Dissertation Research (799) until the requirement is satisfied. The Research Proposal submitted to the Basic Medical Sciences Graduate Office must also be approved by the Dean of the Graduate School.

Guidelines for the Research Proposal are detailed in the Admission to Candidacy Examination policy. Form #8 must be completed, signed by authorizing parties, and used as the cover page of all Research Proposals submitted to the Office of the Basic Medical Sciences Graduate Program. Two copies must be submitted. One copy will be forwarded to the University Graduate School for authorization.

**The proposal should relate to the student’s approved research project.** The proposal will be written completely by the student based on his/her knowledge of the research. It shall be a hypothesis-driven proposal prepared along the guidelines of a standard National Institutes of Health grant proposal (i.e., R01), as outlined below. Prior to undertaking preparation of the proposal, the student must submit a short abstract or outline of the proposal to the dissertation advisory/examination committee for approval. The proposal will include:

- **Specific Aims.** Describe the broad objectives of the research plan; outline the overall hypothesis and specific questions to be addressed. One page is recommended.
- **Background and Significance.** Briefly sketch the background literature leading to the research proposal; critically evaluate existing knowledge and identify the gaps in knowledge that this proposal is intended to fill; state the significance of the proposed work. Two to four pages are recommended.
- **Preliminary Studies.** Include preliminary data which support the feasibility of the project. **NOTE:** preliminary data are not expected for all components of the proposal. One to four pages are recommended.
- **Research Design and Methods.** Describe the research design and procedures, including the rationale for the experimental design, specific methods to be employed, potential problems and pitfalls likely to be encountered, and a timetable.
- **Overall Format.** Total length of the proposal is limited to 20 pages (single-spaced), including references. Font size must not be smaller than 11 point and type density must be no more than 15 cpi (characters per inch).

**The BMS Gradaute Program Executive Committee reviewed policy 7/13/10; no changes made.**
BASIC MEDICAL SCIENCES GRADUATE PROGRAM
REGISTRATION OF RESEARCH PROPOSAL

Student     Date      JAG #

Major Professor/Advanced Program

Title of Research Proposal:

DISSEPTION COMMITTEE MEMBERS:

Major Professor (Print) Department Signature

Faculty Member (Print) Department Signature

Faculty Member (Print) Department Signature

Faculty Member (Print) Department Signature

Faculty Member (Print) Department Signature

Faculty Member (Print) Department Signature

AUTHORIZED SIGNATURES:

Department Chair/Program Director Date

Director, BMS Graduate Program Date

Dean, Graduate School Date
The organization of the text of your dissertation (University of South Alabama Graduate School Manual) should closely parallel the style for scientific papers required by a major refereed journal in the field of study.

This style is reasonably standard for the various disciplines and should include the following sections: (1) Introduction, (2) Background, (3) Methods and Materials, (4) Results, (5) Discussion, (6) Summary, and (7) Conclusions. The introduction should briefly describe your research problem, the significance of the problem, and your approach to its solution. The background should be an in depth, historical review of the literature in the area of your research. Discussion of the results should be minimal in the Results section and confined primarily to the Discussion section. The discussion should begin by discussing your results and how they are unique in advancing knowledge in the area of your research. This should be followed by a detailed comparison of your data with previously published data, pointing out agreement and disagreement of the data with your data and how the total knowledge either supports your hypothesis or the theories of other investigators.

If your research does not fit neatly into one package, you have the freedom of organizing the text into chapters using the above style in each chapter.

Carefully study the Guide For Preparing Theses and Dissertations, (NOTE: You must use the current Edition, published by the Graduate School, University of South Alabama.) Be sure all details of form, margins, pagination, and the required bond paper are adhered to prior to typing or printing the final draft. Photocopies of glossy prints or original art work are permissible, but should be copied on bond paper.

You should have a draft of your dissertation in the hands of your committee, your department chair, the Director of the Graduate Program, and the Dean of the Graduate School at least 25 days prior to your proposed date of open defense of dissertation. You should have your final draft of your dissertation completed 10 days prior to the date of the closed defense. Likewise, you should ensure that your committee’s final approval of the dissertation and dates for your open and closed defenses are scheduled prior to or coincide with the dates specified by the Graduate School for submission of the written document for the courtesy check. Please see the university calendar, available in the JAGTRAKS Registration Guide and University Undergraduate/Graduate Bulletin, for the applicable dates for courtesy check and final submission of dissertations per semester.

Each literature citation in the bibliography must include all authors names, the complete title of the article and the page numbers must be inclusive (e.g., 512-527).

1. The dissertation must represent an original, independent effort by the student.

2. The hypothesis must be clearly stated and supported by an in depth, historical review of the literature in the area.

3. The results should support or refute the hypothesis using acceptable research techniques.

4. The final document must be acceptable to the major professor and a majority of the members of the dissertation committee, the chair of the student's department or program, the Director of the Graduate Program, and the Dean of the Graduate School.
The Defense has two components. Candidates for the Ph.D. degree will be required to undertake a rigorous Defense of Dissertation. The first part is closed to the public and is a requirement set forth by the Basic Sciences Departments/Programs of the College of Medicine. The candidate must pass this Closed Defense of Dissertation before proceeding to schedule the Open Defense of Dissertation required by the Graduate School. The second and final component of the defense is open to the public.

1. The written dissertation is distributed to all members of the candidate’s dissertation committee no later than two weeks prior to the date of the Closed Defense of Dissertation.

2. The Closed Defense will be administered by the candidate’s dissertation committee. The candidate’s Departmental Chair/Program Director may appoint a mediator for the Closed Defense other than the Chair of the dissertation committee.

3. The general format of the Closed Defense will begin with the student’s succinct presentation of the results of their dissertation research without interruption, followed by two or more rounds of questioning by faculty that probe the student’s ability to defend the hypothesis, methodology, conclusions and significance of the offered research.

4. A successful defense will require approval from the majority of the examining committee members. A department/program can allow additional members of its faculty to attend and participate in the questioning, but the decision on satisfactory completion of the Closed Defense will ultimately be determined by majority vote of the candidate’s dissertation committee.

5. Approval of the Closed Defense of Dissertation allows the candidate to apply for the Open Defense of Dissertation.

6. Should the candidate’s Closed Defense of Dissertation not be approved, the candidate’s dissertation committee can declare the candidate ineligible for the Open Defense of Dissertation, or specify that additional experimentation or writing be completed and reviewed before the candidate can proceed further.

7. The successful completion of the Closed Defense of Dissertation will be recorded with the dated signatures of all members of the candidate’s dissertation committee as part of the application (Form #9) for scheduling the Open Defense of Dissertation.

8. Form #9 must be submitted at least two weeks in advance of the proposed date for the Open Defense.