# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Program Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Overview</td>
<td>4</td>
</tr>
<tr>
<td>Leadership</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>5</td>
</tr>
<tr>
<td>OneDrive Student Folder</td>
<td>5</td>
</tr>
<tr>
<td>Program Governance</td>
<td>5</td>
</tr>
<tr>
<td>Graduate And Professional Student Senate (GPSS)</td>
<td>7</td>
</tr>
<tr>
<td>Campus Information</td>
<td>7</td>
</tr>
<tr>
<td>IT Connect Software</td>
<td>9</td>
</tr>
<tr>
<td>Productivity Platforms</td>
<td>9</td>
</tr>
<tr>
<td>Program Information</td>
<td>10</td>
</tr>
<tr>
<td>Insurance</td>
<td>10</td>
</tr>
<tr>
<td>Financial</td>
<td>10</td>
</tr>
<tr>
<td>UW Assistantships</td>
<td>10</td>
</tr>
<tr>
<td>Washington State Residency</td>
<td>10</td>
</tr>
<tr>
<td>Student Employment</td>
<td>11</td>
</tr>
<tr>
<td>Employment Verification</td>
<td>11</td>
</tr>
<tr>
<td>Payroll</td>
<td>11</td>
</tr>
<tr>
<td>Workday</td>
<td>12</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>12</td>
</tr>
<tr>
<td>Training Grants and Fellowships</td>
<td>12</td>
</tr>
<tr>
<td>Travel Funding/Awards</td>
<td>13</td>
</tr>
<tr>
<td>New Employee required Trainings</td>
<td>13</td>
</tr>
<tr>
<td>Annual Program Events</td>
<td>14</td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>14</td>
</tr>
<tr>
<td>Neural Computation and Engineering Certificate</td>
<td>14</td>
</tr>
<tr>
<td>Science, Technology, &amp; Society Studies (STSS) Certificate</td>
<td>14</td>
</tr>
<tr>
<td>Ethics Certificate</td>
<td>14</td>
</tr>
<tr>
<td>Academic Information</td>
<td>15</td>
</tr>
<tr>
<td>Overview of PhD Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Academic Expectations Policy</td>
<td>16</td>
</tr>
<tr>
<td>Yearly Reporting</td>
<td>16</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Satisfactory Progress</td>
<td>16</td>
</tr>
<tr>
<td>GPA Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Milestones</td>
<td>17</td>
</tr>
<tr>
<td>Disiplinary Action</td>
<td>17</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Program Curriculum</td>
<td>19</td>
</tr>
<tr>
<td>Core Course Requirements (47 Credits)</td>
<td>19</td>
</tr>
<tr>
<td>Electives (at least 12 credits)</td>
<td>21</td>
</tr>
<tr>
<td>Course Registration</td>
<td>29</td>
</tr>
<tr>
<td>Quarterly Curriculum Schedule</td>
<td>29</td>
</tr>
<tr>
<td>Advising</td>
<td>30</td>
</tr>
<tr>
<td>Year 1</td>
<td>30</td>
</tr>
<tr>
<td>Trainings</td>
<td>30</td>
</tr>
<tr>
<td>Animal Use</td>
<td>30</td>
</tr>
<tr>
<td>Lab Safety</td>
<td>30</td>
</tr>
<tr>
<td>Lab Rotations</td>
<td>31</td>
</tr>
<tr>
<td>Choosing a Rotation Lab</td>
<td>31</td>
</tr>
<tr>
<td>Rotation Talks</td>
<td>31</td>
</tr>
<tr>
<td>Dissertation Lab Selection</td>
<td>31</td>
</tr>
<tr>
<td>Annual Individual Development Plan (IDP) for 1st Year Students</td>
<td>32</td>
</tr>
<tr>
<td>Year 2+</td>
<td>32</td>
</tr>
<tr>
<td>Teaching Requirement</td>
<td>32</td>
</tr>
<tr>
<td>Supervisory Committee</td>
<td>33</td>
</tr>
<tr>
<td>Members of the Supervisory Committee</td>
<td>33</td>
</tr>
<tr>
<td>Graduate Faculty Locator</td>
<td>33</td>
</tr>
<tr>
<td>Changes made through mygrad</td>
<td>34</td>
</tr>
<tr>
<td>General Examination</td>
<td>34</td>
</tr>
<tr>
<td>Components of the General Exam</td>
<td>34</td>
</tr>
<tr>
<td>Dissertation Proposal Meeting</td>
<td>35</td>
</tr>
<tr>
<td>Annual IDP Progress Report (IDP) for Year 2+</td>
<td>36</td>
</tr>
<tr>
<td>Final Years and Graduation</td>
<td>36</td>
</tr>
<tr>
<td>Reading Committee</td>
<td>36</td>
</tr>
<tr>
<td>Final Examination</td>
<td>36</td>
</tr>
<tr>
<td>Dissertation Guidelines</td>
<td>37</td>
</tr>
<tr>
<td>Thesis Binding</td>
<td>37</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Degree Verification</td>
<td>38</td>
</tr>
<tr>
<td>Appendix A. New Student Checklist</td>
<td>39</td>
</tr>
<tr>
<td>Appendix B. Campus Resources</td>
<td>41</td>
</tr>
<tr>
<td>Appendix C. MSTP Requirements</td>
<td>42</td>
</tr>
<tr>
<td>Appendix D. Faculty Codes</td>
<td>43</td>
</tr>
<tr>
<td>Appendix E. Program Milestones Checklist</td>
<td>46</td>
</tr>
<tr>
<td>Appendix F. General Examination Checklist</td>
<td>47</td>
</tr>
<tr>
<td>Appendix G. General Exam Format</td>
<td>48</td>
</tr>
<tr>
<td>Appendix H. Final Exam Checklist</td>
<td>50</td>
</tr>
</tbody>
</table>
OVERVIEW

The Graduate Program in Neuroscience (GPN) is an interdisciplinary Neuroscience Ph.D. program. The GPN is part of the Graduate School because of its interdisciplinary status, meaning that faculty are drawn from 27 departments and 5 partner institutions across campus and from affiliated institutes across Seattle to train students. Affiliated departments and colleges include the School of Medicine, College of Arts and Sciences, College of Engineering, and School of Public Health. Faculty and their labs are located in the UW Medical Center, the Health Sciences, Upper Campus, U-District, South Lake Union (SLU) UW Medicine, Fred Hutchinson Cancer Research Center, Harborview Medical Center, Seattle Children’s Research Institute, Regional VA Hospital/Med Center, and the Allen Institute for Brain Science. The GPN current students span most of those sites.

The goal of the GPN is to produce the best neuroscientists possible. With the GPN’s 150+ faculty members providing interdisciplinary graduate training drawing from a variety of topics, techniques, and perspectives, including neuroanatomy, biochemistry, molecular biology, physiology, biophysics, pharmacology, in vivo brain imaging (e.g., fMRI, M-EEG), computational modeling and behavior, the GPN’s students perform cutting-edge research at a leading research university. Graduates of the program will be well versed in neurosciences, prepared to conduct independent research, and equipped to pursue a variety of career paths.

What does it mean that Neuroscience is a “program” and not a “department”? It means that faculty are drawn from multiple departments across campus and from affiliated institutes across Seattle to train students. Students in the GPN are often considered to be de facto members of the department in which their faculty advisor holds a primary appointment, but their diplomas show that their Ph.D. degree is in Neuroscience. Faculty and students are bound together by a common commitment to graduate education in Neuroscience and everyone will benefit from the synergy of diverse approaches to understanding the brain.

Program website: https://depts.washington.edu/neurogrd/

LEADERSHIP

Maureen Neitz, PhD
Co-Director
mneitz@uw.edu

Steve Perlmutter, PhD
Co-Director
perl@uw.edu

Céline Abell, M.Ed.
Administrator
Ph: 206-616-8253
celinea@uw.edu

TBD
Graduate Program Advisor (GPA)
Ph: 206-685-1647
neurogrd@uw.edu
STREET ADDRESS
University of Washington
Graduate Program in Neuroscience
1959 NE Pacific Street, T-471 HSB, Box 357270
Seattle, WA 98195-7270

FACULTY
For a list of all faculty, contact information, and research interests, please visit:
http://depts.washington.edu/neurogrd/people/faculty/

COMMUNICATION
All current students can be reached through listserv: uw_grad_neuro_students@uw.edu
Current individual student emails can also be found on the website. Program communication will be through weekly emails. Students are subscribed to the weekly email by the program administration.

ONEDRIVE STUDENT FOLDER
Documentation related to students’ academic progress in the program can be found in OneDrive.

- Log into OneDrive using UW Net ID and password.
- Students personal and private folder will be found under the ‘Shared’ folder.

It is the student’s responsibility to ensure that all academic milestones are being met and properly documented. In the GPN’s commitment to transparency, any document that the student’s faculty advisors complete related to their academic progress will be in this folder for their access and review.

PROGRAM GOVERNANCE
Committees address various student, program, and school activities and issues. Elections for these positions happen annually during the summer quarter.

ADMISSIONS COMMITTEE
The Admissions Committee screens student applications and organizes activities for prospective students during the virtual interviews as part of the admissions process.

STUDENT REPRESENTATIVE (RECRUITMENT COMMITTEE)
Duration and eligibility: Minimum two years, second year and continuing students.

What is involved: Work with faculty and staff to recruit students, including attending information sessions, responding to applicants, and allowing GPA to share email address to potential applicants. Organizes and leads activities for prospective students during their visit to campus.

Members are offered the opportunity to review applications.

CURRICULUM COMMITTEE
The Curriculum Committee works to ensure that the GPN’s core courses and elective courses provide students with an education in neuroscience that is both broad and rigorous.

STUDENT CURRICULUM REPRESENTATIVE
Duration and eligibility: Minimum one year, second year and continuing students.

What is involved: Membership, attendance, and participation in quarterly meetings along with faculty, and staff. Serve as liaison to the student body by providing input around initiatives and reporting back to students.

---

DIVERSITY COMMITTEE
The Diversity Committee works to ensure a diverse and inclusive group of students and to promote the success of students from under-represented backgrounds in the GPN.

DIVERSITY STUDENT REPRESENTATIVE
Duration and eligibility: Minimum one year, all students.

What is involved: Attend diversity committee meetings and serve as liaison to the student body by providing input around program and initiatives.

---

GRADUATE TRAINING COMMITTEE
The Graduate Training Committee advises students on their course choices and monitors progress in the program.

---

INTERDISCIPLINARY FACULTY GROUP
The Interdisciplinary Faculty Group advises the co-directors on all aspects of the GPN operation.

---

SEMINAR COMMITTEE
The Seminar Committee solicits nominations of potential seminar speakers from students and faculty, invites chosen speakers, identifies student and faculty hosts and arranges the schedule for visiting speakers.

SEMINAR STUDENT REPRESENTATIVE
Duration and eligibility: Minimum one year, all students.

What is involved: Attend Seminar committee meetings and serve as liaison to the seminar speakers when in town.

---

STEERING COMMITTEE
The Steering Committee is comprised of the Chairs of the Departments of Biological Structure, Biology, Physiology & Biophysics, and Psychology, or their representatives. This committee provides oversight, guidance, support and assists in the nomination of co-directors.

---

STUDENT REPRESENTATIVE COMMITTEE
This committee will help maintain effective communication between the GPN faculty and students. It helps organize the new student orientation, oversight of the Student Handbook and is a forum for discussion of non-academic student concerns.

STUDENT AFFAIRS REPRESENTATIVE
Duration and eligibility: Minimum one year, any students.

What is involved: Help organize and initiate GPN events. Attend weekly meetings with leadership and prepare agendas for these meetings. Serve as liaison to the student body by providing input around initiatives and reporting back to students. Oversee and serve as a resource for high concern programmatic communication.
GRADUATE AND PROFESSIONAL STUDENT SENATE (GPSS)

GPSS is the official student government for graduate and professional students at the University of Washington. GPSS provides students with representation both on campus and in the legislature and builds community with regular communications and opportunities for involvement throughout the year. Each UW department or program sends two Senators to Senate Meetings every other Wednesday at 5:30PM. For more information about GPSS and becoming a Senator, visit the Graduate and Professional Student Senate website.

STUDENT SENATE REPRESENTATIVE

Duration and eligibility: One to two years, first year and continuing students

What is involved: GPSS Senators are expected to attend at least three Senate meetings per quarter, get input from students in the Neuroscience Graduate Program, and relay information from the GPSS to Neuroscience students.

CAMPUS INFORMATION

UNIVERSITY 501 (U501)

U501 is a self-guided, online resource designed for graduate and professional students at all three campuses and is intended to help prepare students for their arrival to and start at UW. U501 is live on Canvas, as modules containing text and videos, and available for students to explore at Graduate School Orientation. Review the entire orientation or just individual modules that are helpful. Students have access to the Canvas course through their UW NetID, new students will receive access to a video library outside of Canvas, and there are 5 modules that can be accessed at any time.

DISABILITY RESOURCES FOR STUDENTS (DRS)

DRS is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus enrolled in undergraduate, graduate, professional, evening degree and access programs. DRS serves over 2,400 students with either temporary or permanent physical, health, learning, sensory or psychological disabilities. They partner with students and faculty jointly in the process to establish accommodations, services, and access to academic programs. This office requires self-identification, and their office must be contacted to provide assistance or accommodation. Their office is in the basement of Mary Gates Hall on upper campus. For more information, visit the DRS website.

GRADUATE STUDENT EQUITY & EXCELLENCE (GSEE)

The GSEE is committed to enhancing equity and social progression to promote the success of graduate students of color. The GSEE provides leadership and advocacy to achieve equitable representation, access, and success for graduate students of color at UW. The GSEE promotes and supports outreach, recruitment, and graduate student success; professional development and community building; graduate funding opportunities; scholarship and research; and advocacy, consulting and advising. Visit the GSEE website for more information.

LIBRARY

The University of Washington has several libraries available to its students, faculty, and staff. The main UW Library and the Health Sciences Library. The Health Sciences Library has access to a lot of on-line journals and helpful information about its contents. The GPN also has a library contact – Diana Louden – dknl@uw.edu.

TRANSPORTATION

Parking can be difficult and expensive on the main UW campus. The GPN encourages students to find alternative ways to get to campus. The primary one is the quarterly transit UPASS which is a mandatory part of registration. Biking is also a great way to get around!
There are several shuttle services going to other UW and UW-affiliated sites such as FHCRC, South Lake Union, and Harborview Medical Center. Students interested in doing lab rotations at those sites can use the shuttles.

**ID CARDS & BUILDING ACCESS**

The Husky ID Card is the official identification card for members of the UW community, and it provides access to services and buildings on campus. New UW Seattle students will receive a Husky ID Card by:

1. Visiting the Husky Card Office during walk-in hours to have it issued in person (students can take a picture at the office or submit a picture beforehand). Students will need to bring their 7-digit student ID number and a photo ID, such as a driver’s license or passport.
2. Submit a request via email to have it printed and/or mailed. Students will need to submit a photo online, get their photo reviewed and approved, and send an email to huskycrd@uw.edu directly from their UW email account (for identity verification purposes).

The Husky Card Account and ID Center is located on the ground floor of Odegaard Undergraduate Library, near the By George Café. There is another Husky Card Account and ID Center in the Health Sciences Building BB-120. For more information about the Husky ID Card, visit the [Husky Card Services website](mailto:huskycrd@uw.edu) or email huskycrd@uw.edu.

Operating hours: Monday–Friday, 8 am–4 pm (closed for lunch 12:00-1:00pm) and closed for University Holidays.

For student ID cards & payroll, students should bring their driver’s license and social security card (must have 2 picture IDs) OR their passport.

**GRADUATE STUDENT AFFAIRS**

Graduate Student Affairs is housed within the Office of Student & Postdoctoral Affairs in The Graduate School, utilizes a holistic approach to supporting graduate students through student-centered services & programming, timely resources, and intentional tri-campus partnerships. They organize Professional Development events, host student success programming for first gen and international students and they create opportunities for campus engagement and graduate student leadership. The Graduate Student Affairs office is in Loew Hall on the Seattle campus. For more information, visit the [Graduate Student Affairs website](mailto:).

**SAFECAMPUS**

The mission of the SafeCampus campaign is to foster a safe and secure UW campus community. SafeCampus acts as the central point of communication and coordinating unit for violence mitigation activities across the UW. SafeCampus is available 24/7, telephones are answered by staff especially trained to receive reports of potentially violent situations and provide resources and referrals to UW Services. Call SafeCampus when someone is unsafe and could harm others or themselves to get advice or to have them call the police or with questions or to get advice on how to handle violent and harassment scenarios. To call SafeCampus Seattle, dial: (206) 685-7233.

**ODEGAARD WRITING & RESEARCH CENTER (OWRC)**

The OWRC provides writing and research support for students’ work in courses throughout college. Located on the ground floor of the Odegaard library. This resource is great for putting together papers for class, thesis work, or papers for publications. Visit the [OWRC website](mailto:).

**CAREER AND INTERNSHIP CENTER**

The Career Center provides general career support, resume reviews, interview training, support for connecting with employers or UW alum, as well as career exploration and career coaching. To understand what to do post-Ph.D., schedule an appointment with a counselor to discuss options. For more information, visit the [Career and Internship Center](mailto:).
HEALTH AND WELLNESS
Provides tools and resources to help students access and develop a sense of self; also helps students who may need a higher level of support and more individualized attention. See LiveWell website for more information.

HOUSING & FOOD SERVICES (HFS)
The HFS provides safe, sustainable, and convenient on-campus housing options for students in all stages of their college experience; offers a variety of dining options, catering, and conference services, and manages the Husky Card.

HUSKY UNION BUILDING (THE HUB)
The HUB at the Seattle campus of the UW welcomes more than two million students, faculty, staff, alumni, and guests each year. It also hosts events and houses the programs and services of student government, the Student Activities Office, and a wide variety of dining, meeting, and conference spaces.

Q CENTER
The Q Center facilitates and enhances a brave, affirming, liberatory and celebratory environment for students, faculty, staff and alumni of all sexual and gender orientation, identities, and expressions.

RECREATION CENTER (IMA)
The IMA offers safe, accessible, and dynamic recreation, sports, and fitness opportunities to UW students, faculty, and staff, at every level of interest and ability.

STUDENT VETERAN LIFE
Founded by student veterans, Student Veteran Life provides programs, services, and community for student veterans and active-duty service members attending the University.

WOMEN'S CENTER
The UW Alene Moris Women’s Center is a catalyst for change. They disrupt cycles of oppression and break down gender-based barriers through transformational education programs, leadership development, and advocacy for girls and women. The university believes women’s rights are human rights. Programs and services are open to all students, staff, faculty, and community members.

IT CONNECT SOFTWARE
Here are resources for students to obtain needed software for PC, Mac, iOS, or Android for a full or partial discount through the university.

PRODUCTIVITY PLATFORMS
- UW Microsoft 365 provides access to Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive, etc. for up to 5 computers or tables and 5 smartphones.
- UW Google is UW-IT’s implementation of the Google productivity, collaboration, and email platform known as Google Workspace for Education. It is free of advertising and has greater privacy protections.

UWARE
The University of Washington makes several software programs available at low or no cost for students, faculty, and staff. Relevant software includes Matlab, SAGE, Tableau, Mathematic, and SolidWorks.
PROGRAM INFORMATION

INSURANCE

All Neuroscience students receive their UW-paid medical/dental/vision coverage via the Graduate Appointment Insurance Plan (GAIP). The student is automatically enrolled in GAIP once their appointment in WorkDay is complete. A student must have a GSA (or fellowship/stipend appointment) to qualify for this insurance.

The insurance becomes effective the month after the student is enrolled. After Neuroscience students enroll in September, the insurance will become effective October 1st. GAIP insurance cards are typically sent out by mail during the middle of October. A digital copy of the insurance card can be found on the Lifewise website if needed before then.

The GAIP also provides student-paid coverage for student dependents (spouse/children/SSDP). If students need dependent coverage, please check the website carefully for instructions and deadlines. The deadlines are strict and usually earlier than for the UW-paid coverage for the student.

Summary PDFs of GAIP Benefits can be found here.

FINANCIAL

All students who have a Graduate Student Appointment/Academic Student Employees (GSA/ASE) or fellowship appointment will qualify for a tuition waiver. During the first year this will include a resident tuition waiver and a non-resident tuition waiver (if applicable). Here is an outline of fees that will not be covered.

State budgets are not allowed, by law, to pay these student fees. The fees average around $250. Incoming students have already paid a deposit on their fees when accepting their offer and paid $250 earlier in the year. Each student’s tuition bill will include any additional charges chosen during registration. The student’s portion is ALWAYS due at the end of the 3rd week of the quarter.

TUITION SCHEDULE

The tuition schedule is outlined on the UW website.

UW ASSISTANTSHIPS

Students receiving Research Assistantships (RAs) and Teaching Assistantships (TAs) must be enrolled for at least ten credits (two credits in summer quarter) to receive a graduate tuition waiver. When working in these assistantships at a .50 FTE they will AUTOMATICALLY receive the following benefits:

- Resident Operating Fee Waiver (most of resident tuition, student is responsible for a few fees)
- Graduate Appointee health insurance paid for by the University for the appointee, and half the cost of insuring the student’s dependents.
  - Students should fill out the dependent insurance form and submit it by the quarterly due date (see GAIP information) and be registered for 10 credits (2 in summer) by the 10th day of the quarter.

WASHINGTON STATE RESIDENCY

Documentation for establishing residency with the UW Residency Office are:

- Tax forms
- Lease documents
- Driver’s License/ID card (w/in 30 days)
- Car registration
- Voter’s registration documentation
- Local bank account documentation
- Employment documentation (NEURO offer letter or Workday Info)

NON-RESIDENCY TUITION

All non-resident Neuroscience students receive a tuition waiver for resident tuition.

STUDENT EMPLOYMENT

One of the most important concepts for students to understand is that they have two concurrent roles within the UW administrative system: they are students, and they are employees.

All students who maintain satisfactory academic progress will be supported with a salary, medical/dental benefits, UPASS and tuition waivers (excluding the student activity fees).

Each student’s initial payroll appointment at UW will be a graduate student appointment (GSA), which has automatic benefits and waivers, but is dependent on being enrolled as a full-time (10 credits minimum) graduate student during regular academic year (Autumn, Winter, Spring).

If a student isn’t enrolled, then they are not paid and may be disenrolled from the insurance plan if they are on extended leave. The UW payroll system checks the UW student database to determine whether students have registered for classes. Conversely, if for some reason a student goes off the UW payroll during a quarter, the student’s tuition waiver will be cancelled, and that student and any dependents are disenrolled from the insurance plan.

EMPLOYMENT VERIFICATION

If a student needs to provide verification of employment or income (e.g., for housing, international travel, loans, etc.), they may submit an Employment Verification Request through the Integrated Service Center (ISC).

PAYROLL

The current salary rate for Neuroscience students is $45,000 per year; $3,750 per month (gross), for a 50% FTE graduate student appointment (Research Assistant). Two pay periods each month; therefore, student’s gross salary per pay slip will be $1,875. For current rate tables check the variable RA Salary: Basic Science Rate.

This income is taxable so there will be federal income tax withholding (except for international students: depending on their country’s treaty with the United States). There is no personal state income tax in Washington. Each student will pay their portion of workers’ compensation.

The Neuroscience Program is the home payroll for all first-year students during their rotations. Responsibility for payroll is transferred to the dissertation advisor’s home department when each student enters their dissertation lab. If students work as a TA during their time in their dissertation advisor’s department, the salary should continue to be paid at the same rate.

Pay slips generally become available on the 10th and 25th of each month. They each reflect the preceding pay period just completed.

The first pay slip for Autumn Quarter is October 10th and reflects appointments starting on September 16. Check here for more questions about paydays.
WORKDAY

WorkDay is a portal for HR, benefits, and payroll. It’s a centralized and standardized cloud-based system for financial and employee management.

Once a job appointment has been set up, employee will receive an automated email about the onboarding activities needing to be complete, in WorkDay:

- I-9's
- W-2's
- Direct Deposits

Things to do in WorkDay:

- Look at pay slips.
- Get end of year tax information.
- Review and change deductions.

How to enter absences: [https://isc.uw.edu/user-guides/enter_absence/](https://isc.uw.edu/user-guides/enter_absence/)

How to access WorkDay using Duo: [https://isc.uw.edu/using-workday/accessing-workday/](https://isc.uw.edu/using-workday/accessing-workday/)

Direct link here: [https://wd5.myworkday.com/wday/authgwy/uw/login.html](https://wd5.myworkday.com/wday/authgwy/uw/login.html)

CHANGING A HOME ADDRESS

1. Log on to Workday on the ISC Page
2. Go to Personal Information
3. Click on Addresses
4. Highlight Home Information
5. Click on Edit
6. Make Sure Primary Address is Seattle and Additional Address is secondary address
7. Edit if needed.

STUDENT FINANCIAL SERVICES

It is important to set up a student account direct deposit. Please follow the instructions here: [https://finance.uw.edu/sfs/how-set-direct-deposit](https://finance.uw.edu/sfs/how-set-direct-deposit)

FINANCIAL AID

Some students may require additional funding for books, childcare, etc. If so, students may consider applying for financial aid through the University of Washington’s [Financial Aid Office](https://www.finaid.washington.edu) or various other outside funding agencies. These sources are not generally available to international students.

TRAINING GRANTS AND FELLOWSHIPS
While the Faculty Advisors home department provides funding for students maintaining satisfactory academic progress, it is strongly encouraged for all eligible students to apply for independent funding.

INDIVIDUAL FELLOWSHIPS

- NSF Fellowships
- Paul & Daisy Soros Fellowships for New Americans

Note that the NSF fellowships are unusual in that individuals may apply for support before they have been accepted into a graduate program. Graduate program admission committees may be favorably impressed by students who have taken the initiative to apply.

TRAVEL FUNDING/AWARDS

Neuroscience students who will be presenting their research at scientific conferences are eligible to apply for travel awards provided by the Graduate and Professional Student Senate and University of Washington Graduate School.

Students who wish to apply for the Graduate and Professional Student Senate’s Travel Grant should apply directly through the student application on Graduate and Professional Student Senate website. The requirements, eligibility, and application process can be found through their website.

UW GRADUATE SCHOOL: CONFERENCE PRESENTATION AWARDS

There is limited funding available through the Graduate School. Students who wish to apply for the University of Washington Graduate School’s Conference Presentation Award should contact the Neuroscience Graduate Program Advisor (GPA), who will evaluate applications in consultation with GPN Directors. The Neuroscience Program will submit one application to the Graduate School each quarter, but not all applications submitted from the GPN are guaranteed to be funded.

Conference presentation awards assist graduate students with travel fares and conference registration fees for conferences at which they will present papers, posters, performances, or installations.

The Graduate School awards cover travel costs up to:

- $300 for virtual conference registration fee
- $300 for domestic travel and conference registration fee
- $500 for international travel and conference registration fee

Award eligibility, priorities, and requirements can be found on the website listed above.

Request Process: To apply, email the GPA prior to the conference with the following information:

- Title of the paper, poster, presentation, or installation
- Conference dates and website address
- Travel dates and location of conference
- Confirmation of presentation at the conference (e.g. acceptance letter or conference schedule)
- Whether the student applied for or been offered other funding for the conference (e.g. from the conference, department, faculty or GPSS). If yes, source and amount offered.

NEW EMPLOYEE REQUIRED TRAININGS
New employees will need to complete the following trainings:

- Husky Prevention & Response (Title IX) – ASEs will need to complete both the employee and the student training courses, as these are separate and contain different information relevant to each role.
- Violence Prevention & Response
- Reporting Suspected Child Abuse
- Asbestos Awareness
- Hazing Prevention

ANNUAL PROGRAM EVENTS

ART NEUREAU
An annual neuroscience-themed art show organized every year by students of the Graduate Program in Neuroscience. This is a community outreach event where GPN invites anyone to attend and submit artworks.

PROGRAM RETREAT
1. Every Autumn, Neuroscience has a Program Retreat.
2. Rising 2nd Year students are responsible for creating the schedule of speakers (inviting) and running the event with program admin support.

STUDENT SYMPOSIUM
1. Every Spring, Neuroscience hosts a Student Symposium.
2. 3rd Year students are responsible for creating the schedule of speakers (inviting) and running the event with program admin support.

CERTIFICATE PROGRAMS
A list of all UW Graduate Certificate Programs can be found here.

NEURAL COMPUTATION AND ENGINEERING CERTIFICATE
The Graduate Certificate Program in Neural Computation and Engineering provide interdisciplinary training for students engaged in quantitative, mathematical, engineering, and computational approaches to problems in neuroscience. The Certificate Program allows enrolled students to receive formal recognition for their work and facilitates connections within the neural computation and engineering community.

The Certificate program is a non-degree granting program; participation requires that a student be already admitted to the University of Washington, working in the biological, physical, computational, mathematical, chemical, engineering, or quantitative social sciences.

SCIENCE, TECHNOLOGY, & SOCIETY STUDIES (STSS) CERTIFICATE
The Graduate Certificate in STSS offers graduate students an opportunity to pursue a richly interdisciplinary program of study. The field of STSS seeks to understand how natural and social knowledge of the world is produced and authorized, how it evolves and is inflected by the contexts of its production and use, and what its normative implications are. They draw on the resources of a wide range of disciplines, including the cognate fields of history and philosophy of science, social and cultural studies of science and technology, and interdisciplinary studies of ethics, equity, and policy issues in the STEM fields.

ETHICS CERTIFICATE
The Program on Ethics’ Graduate Certificate in Ethics is designed to provide students with the knowledge and skills necessary for integrating ethics and ethics scholarship into their chosen field. The curriculum is designed to accommodate diverse student interests and to facilitate cross-disciplinary conversations and scholarship. All students in this program will be required to take either ETHICS 511: Ethics Matters or ETHICS 512: Justice Matters, additional graduate-level values-laden courses, and a capstone workshop.

ACADEMIC INFORMATION

OVERVIEW OF PHD REQUIREMENTS

GRADUATE SCHOOL MINIMUM REQUIREMENTS
It is the responsibility of the student to meet the minimum graduate school requirements. Most are met by the GPN course requirements, but they should be considered when selecting elective courses.

CORE COURSES
During the first year, Neuroscience students are required to take a series of seven graduate level courses that provide exposure to core principles of Neuroscience: NEURO 501, NEURO 502, NEURO 503, NEURO 504, NEURO 527, NEURO 529, NEURO 545, and NEURO 559. And all students are expected to attend the GPN seminar series (NEURO 510) throughout their graduate careers. Students will receive credit for this course during their first two years. For more information, see course requirements.

ELECTIVES
Students complement their coursework with general and DEI-related electives in their areas of interest. Students must complete electives totaling at least 10 general elective credits and 2 DEI-related credits. After their first year, students should consult with their dissertation advisor and Supervisory Committee to determine an appropriate curriculum for elective courses. A list of electives and more information can be found in the elective requirements.

LAB ROTATION
During the first year, students are required to complete three one-quarter laboratory rotations (NEURO 526). At the end of each rotation, students will deliver a short oral presentation describing their work. For more information, see lab rotations.

TEACHING REQUIREMENT
Students are expected to develop proficiency in teaching neuroscience to undergraduate and/or graduate students. A minimum of 6 course credits (Teaching Practicum, NEURO 515) are required for graduation. For more information, see teaching requirements.

GENERAL EXAM
Students MUST take their General Examination by the end of the Spring Quarter of their 2nd Year. The General Exam consists of two written components and two oral sections. The student must pass the General Exam to advance towards Ph.D. candidacy. Registration as a graduate student is required the quarter the exam is taken. For more information, see general examination.

FINAL EXAM
The Final Exam is the culmination of each student’s graduate career and an opportunity for the student to present their dissertation research in a public forum and discuss their work in depth with the supervisory committee. Students must pass the defense of the dissertation. Registration as a graduate student is required the quarter the exam is taken, and the degree is conferred. To graduate with a doctoral degree, students must complete the final submission of their thesis/dissertation. For more information about preparing for and completing the Final Exam, see final exam.
ACADEMIC EXPECTATIONS POLICY

This policy is to clearly lay out academic expectations for GPN students. Students, faculty, and staff should use these guidelines to determine parameters for both academic performance and progress, and academic misconduct. For students struggling with academic progress and performance, or misconduct, the program will make every effort to provide early, appropriate, and consistent interventions to support student success.

DEFINING ACADEMIC PROGRESS, PERFORMANCE, AND ACADEMIC MISCONDUCT

The GPN follows the UW Graduate School’s general guidelines for defining academic progress and performance and the University’s Student Conduct Code addressing academic misconduct. Evaluation includes:

YEARLY REPORTING

<table>
<thead>
<tr>
<th>Item</th>
<th>Program Year</th>
<th>Deadline</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearly Student Audit</td>
<td>2nd, 3rd, 4th, 5th</td>
<td>First day of Autumn Quarter</td>
<td>GPA will send an audit notice to students about missing requirements.</td>
</tr>
<tr>
<td>Annual Individual Development Plan (IDP) &amp; Progress Report</td>
<td>2nd, 3rd, 4th, 5th</td>
<td>Before scheduled Annual Committee Meeting</td>
<td>Review previous years IDP for review at Annual Supervisory Committee Meeting.</td>
</tr>
<tr>
<td>Annual Supervisory Committee Meeting</td>
<td>2nd, 3rd, 4th, 5th</td>
<td>Last day of Spring Quarter</td>
<td>Schedule Annual Supervisory Committee Meeting (GSR does not need to attend).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Upload to OneDrive the updated IDP/Progress report no later than 2 weeks after Annual Committee Meeting.</td>
</tr>
</tbody>
</table>

PERFORMANCE IN THE FULFILLMENT OF DEGREE AND PROGRAM REQUIREMENTS

Students are expected to complete their coursework, exams, and dissertation research in a professional manner and to positively represent the University of Washington Graduate School, Graduate Program in Neuroscience. Any infraction of academic misconduct qualifies as failing to meet expectations for performance and progress. Academic misconduct includes plagiarism, multiple submissions of a single paper, cheating on an exam, illegal collaboration, and falsification of research. For more information, see the Student Conduct Code and the Student Academic Responsibility Statement. The GPN follows the University of Washington’s procedures for Academic Misconduct and the Student Conduct Process. In addition to the school’s process, faculty, students, and staff are asked to inform the program director in cases of suspected misconduct.

SATISFACTORY PROGRESS

Satisfactory progress is both maintaining a satisfactory (3.0) GPA and CR grades and completing academic milestones in a timely manner (see Neuroscience Milestones).

Students are expected to:

- Enter a dissertation laboratory by the end of their third lab rotation at the end of their first year.
- Meet with their Supervisory Committee at least once a year to provide an update on dissertation research and review the student’s IDP.
Complete each academic milestone in a timely manner.

After the student’s Annual Supervisory Committee meeting, a revised IDP will be submitted by the student, along with an evaluation prepared by the student’s dissertation advisor. These documents will be reviewed by the Graduate Training Committee. Any student who is suspected of not making satisfactory progress may be reviewed by the Graduate Training Committee and the Directors at any time, and action will be taken to address the lack of progress. Failure to meet established milestones may result in probationary action and, if not resolved, will result in removal from the program.

**ACTIONS FOR UNSATISFACTORY PERFORMANCE AND PROGRESS OR ACADEMIC MISCONDUCT**

The recommendations below may be taken if determination of unsatisfactory performance and progress or misconduct is made in consideration of a student’s progress relative to other students in the program or to an individually negotiated schedule. In each situation, students will be required to meet with program leadership to review a letter from the program director including: 1) The circumstances involved and evidence that the action requested is supported by program leadership, 2) necessary steps and a timeline articulating what a student must do to return to good standing, and 3) consequences if the plan is not acted on.

**GPA REQUIREMENTS**

Grades will be monitored on a quarterly basis by the Graduate Program Advisor and faculty leadership. Students whose cumulative or quarterly grade point average (GPA) falls below 3.0 are not considered to be making satisfactory performance and will be asked to meet with the GPN Directors and their dissertation advisor.

All Neuroscience students must:

- Maintain at least a 3.0 GPA throughout their graduate career.
- Receive at least 2.7 in any course (400-500) taken during their graduate studies.

Cumulative and quarterly GPAs are computed on courses taken while the student is enrolled in the UW Graduate School. Computation is based only on courses numbered 400-599; courses graded S/NS, and CR/NC/N are excluded, as are the 600-800 series.

Grades are due from the instructor the first Tuesday after the end of a quarter. Grades are available for view via MyUW within a few days. Please note that not all instructors meet the Tuesday deadline. If the deadline is missed, it may take at least one week before the grade will be posted. Neuroscience administrative staff monitor grade reporting and will let students know if there are any problems with submitted grades.

All incomplete grades must be resolved with the instructor by the end of the following quarter. It is recommended that students not wait until the deadline, but address it as soon as possible, because it is the student’s responsibility to resolve the Incomplete and not the instructor’s responsibility. Failure to resolve the Incomplete within the prescribed deadline will result in a permanent mark on the student’s transcripts. Failure to resolve the Incomplete within two years will result in a failing grade.

**MILESTONES**

Timely completion of the milestones (in part) reflect satisfactory progress as defined by the Neuroscience Program for students entering the program. Failure to meet these deadlines can result in a warning, probation, and finally withdrawal from the Graduate Program in Neuroscience.

**DISCIPLINARY ACTION**
WARNING

A Missed Milestone Acknowledgement Letter, also known as a ‘warning’ is issued in the following circumstances:

1. The student’s cumulative GPA drops below 3.0.
2. The student has failed to meet expectations for performance and progress, including a missed milestone.

GRADUATE SCHOOL PROBATION

Graduate School Probation is issued to students who have not corrected the deficiency that caused the warning action within the time limit specified or for students who depart suddenly and substantially from scholarly achievement. Note: A previous warning is not necessary.

Please note that during academic leave, the disciplinary action will stay stagnant.

FINAL PROBATION

Final probation is issued when students have not corrected the condition(s) that caused the probation recommendation within the time limit specified, and for students who have corrected previous probation conditions but failed additional performance requirements and did not progress toward timely completion of the program. The program will recommend one quarter of final probation before a drop.

As outlined in student offer letters, funding is contingent upon maintaining satisfactory academic progress. Once a student is on probation, they are no longer considered to be making satisfactory academic progress and therefore are no longer guaranteed financial support. If the student’s offer for funding is revoked during the quarter, they reach final probation they may seek alternative funding (via financial aid, grants, external fellowships, loans etc.) or opt to pay tuition out-of-pocket.

Please note that during academic leave, the disciplinary action will stay stagnant.

DROP

A “drop” from the program is issued as a final action for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified.

Recommendations for grad school probation, final probation, and drop will be reviewed by the Dean of the Graduate School. Recommendations are noted on a student’s unofficial transcript. In addition to notification from the program, students will receive final probation and drop status letters from the Dean of the Graduate School. No action will appear on the transcript for any subsequent quarter unless a new recommendation is made by the Dean.

GRIEVANCE PROCEDURE

Occasionally major difficulties arise during a student’s tenure at the University. It is recommended that students first talk with program leadership within the GPN to resolve such issues. If the situation cannot be resolved internally, specific grievance procedures are outlined in the Graduate School Policy: Academic Grievance Procedure.

LEAVE

If students do not plan on registering for credits during any Quarter, they will need to submit an online Request for On-Leave Status through MyGrad. Students should email the GPA to inform them of any requests, petitions, or changes made through MyGrad.

For any given quarter, they may submit the request as early as two weeks prior to the beginning of the quarter and no later than the last day of instruction for the quarter. Once it has been requested, please promptly email GPA for approval. Students must also submit the $25 on-leave fee by the last day of instruction for the quarter.

ASEs may keep their insurance for up to 12 weeks if they take a leave of absence.
DEGREE REQUIREMENTS

The degree may be completed in five to six years, through two years of coursework with the remaining time for dissertation research, primary data collection, writing, and a dissertation defense. Students are responsible for knowing and meeting the Graduate School Minimum Requirements.

PROGRAM CURRICULUM

All students are required to complete a minimum of 90 credits. This includes a minimum of 47 credits in the core requirements, 33 dissertation credits, and 10 credits in the elective courses.

<table>
<thead>
<tr>
<th>CURRICULUM REQUIREMENTS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE CREDITS</strong></td>
<td></td>
</tr>
<tr>
<td>NEURO 501 - Introduction to Neurobiology I</td>
<td>(3)</td>
</tr>
<tr>
<td>NEURO 502 - Introduction to Neurobiology II</td>
<td>(5)</td>
</tr>
<tr>
<td>NEURO 503 - Cognitive and Integrative Neuroscience</td>
<td>(4)</td>
</tr>
<tr>
<td>NEURO 504 - Biophysics of Nerve, Muscle, and Synapse</td>
<td>(3)</td>
</tr>
<tr>
<td>NEURO 510 - Seminar in Neurobiology</td>
<td>(6)</td>
</tr>
<tr>
<td>NEURO 515 - Teaching Practicum</td>
<td>(12)</td>
</tr>
<tr>
<td>NEURO 526 - Introduction to Laboratory Research</td>
<td>(3)</td>
</tr>
<tr>
<td>NEURO 527 - Current Topics in Neurobiology &amp; Behavior</td>
<td>(2)</td>
</tr>
<tr>
<td>NEURO 529 - Experimental Design &amp; Grant Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>NEURO 545 - Quantitative Methods in Neuroscience</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td></td>
</tr>
<tr>
<td>Elective Courses</td>
<td>(10)</td>
</tr>
<tr>
<td>Elective Course with DEI focus</td>
<td>(2 MIN)</td>
</tr>
<tr>
<td>Dissertation (Neuro 800)</td>
<td>(31)</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td>90</td>
</tr>
</tbody>
</table>

CORE COURSE REQUIREMENTS (47 CREDITS)

All First-Year students are required to take all core courses except NEURO 515, 600 and 800 (these are taken after the completion of the first year). A general overview of the course registered by quarter of a Neuroscience student’s first and second year can be found here.
NEURO 501 Introduction to Neurobiology: Molecular & Cellular Neurobiology (3) 
*Autumn*
Survey of molecular, cellular, and development neuroscience, including gene regulation, the cytoskeleton, protein sorting in the secretory pathway, growth factors, and neurotransmitter receptors. Includes lecture discussion of original literature.

NEURO 502 Introduction to Neurobiology: Sensory & Motor Systems (5) 
*Winter*
Systems level survey of vertebrate system, focusing on sensory system, on motor system, and on neuroanatomy. Lectures cover topics in sensory and motor systems. Laboratory includes brain dissection and study of intact, prosecuted, and sectioned brain and spinal cord. Emphasis on human nervous system.

NEURO 503 Cognitive and Integrative Neuroscience (4) 
*Spring*
A discussion of higher neural processes like learning, memory, and decision making. Lecture and laboratory discussion of original literature, exercises in data analysis and quantitative reasoning.

NEURO 504 Biophysics of Nerve, Muscle, and Synapse (3) 
*Spring*
Introduces biophysical properties of nerve and muscle cells. Topics include intrinsic electrical properties of neurons, ion channels, receptor signaling, calcium signaling, contraction of muscles, and synaptic function. Offered: jointly with P BIO 504.

NEURO 510 Seminar in Neurobiology (5, max. 30) 
*Autumn, Winter, and Spring*
Weekly seminar on current topics in neuroscience. Attendance is expected throughout graduate training. Required for first- and second-year students. Credit/No-Credit only.

NEURO 515 Teaching Practicum in Neurobiology and Behavior (3-6) 
*Autumn, Winter, Spring, Summer*
Supervised training in the teaching of neuroscience and related scientific topics. Teaching internships are assigned as part of the annual “match” or by approval by one of the Directors.

NEURO 526 Introduction to Laboratory Research in Neurobiology & Behavior (4) 
*Autumn, Winter, Spring, Summer*
Students carry out research projects in the laboratories of different faculty members on a quarterly rotation basis.

NEURO 527 Current Topics in Neurobiology & Behavior (1) 
*Autumn, Winter, and Spring*
Critical discussion of original scientific literature, both classic and contemporary; topics complement those in the concurrent NEURO 501 – 504 series, including neurostatistics. Emphasizes student participation.

NEURO 529 Experimental Design and NSF Grant Writing (2) 
*Summer*
Students take this course during their first Summer quarter. Students taking this course should not register for NEURO 600 simultaneously, as students are only required to register for 2 credits during Summer quarter.

NEURO 545 Quantitative Methods in Neuroscience (3) 
*Autumn, Winter, and Spring*
Provides exposure to a variety of quantitative methods that are applicable to the study of the nervous system. It provides an intensive tutorial on mathematical methods and their application to neuroscience research. The course format revolves around computer exercises and discussion of journal papers. Topics can include linear systems theory, Fourier analysis, ordinary differential equations, stochastic processes, signal detection theory and information theory.
NEURO 559 Neurobiology of Disease (3) Spring
Introduces medically important neurological and psychiatric diseases and experimental approaches to understand the basis for disease and their treatments. Covers stroke, epilepsy, autoimmune diseases of the CNS, neurodegenerative diseases, autism, psychosis, anxiety disorder and mood disorder.

NEURO 600 Neurobiology & Behavior Research/Independent Study (variable, max. 10) Autumn, Winter, Spring, Summer
Independent research. Taken prior to General Examination. Students should begin registering for NEURO 600 in the Autumn of the 2nd year in the program. These credits act as a filler to help students build a full-time schedule around their elective credits. For example, for students taking one 5 credit elective course in Autumn, they must register for 5 credits of NEURO 600 to bring schedule to 10 credits needed to remain a full-time student during the regular academic year.

NEURO 800 Doctoral Dissertation (variable – max 10 cr.) Autumn, Winter, Spring, Summer
Dissertation research. Taken after completion of General Examination. Limited to graduate students in the program.

ELECTIVES (AT LEAST 12 CREDITS)

Elective credits are flexible and should relate to the student’s interests. The courses included below are to give students an idea of what courses can and have been used to meet program requirements. Course offerings are continuously changing, and the listings below might not accurately reflect what is current, please refer to the online time schedule for most updated course offerings. Students are encouraged to speak with other students and dissertation advisors to find courses that best meet their interests and needs.

All Neuroscience students must take a total of at least 10 credits of elective courses. However, during students’ first year, most students should enroll for only the required core courses; if a first-year student is interested in taking an elective course that will not be offered during their second year, the student should submit a request. Students may also petition for permission to use a course which is not listed below, but which has been determined to be useful for their dissertation work.

All requests should be submitted through this Microsoft Form: Elective Plan Submission.

All students MUST submit their Elective Plan to their dissertation advisor and the GPA two weeks before the quarter the student plans on taking the elective. Any updates to the Elective Plan during the year must be sent to the GPA for approval.

ELECTIVES OPTIONS

AMATH 422/522 Computational Modeling of Biological Systems (3-5)
Examines fundamental models that arise in biology and their analysis through modern scientific computing. Covers discrete and continuous-time dynamics, in deterministic and stochastic settings, with application from molecular biology to neuroscience to population dynamics; statistical analysis of experimental data; and MATLAB and/or Python programming from scratch. Prerequisite: either a course in differential equations or permission of instructor.

AMATH 533 Neural Control of Movement: A Computational Perspective (3)
Systematic overview of sensorimotor function on multiple levels of analysis, with emphasis on the phenomenology amendable to computational modeling. Topics include musculoskeletal mechanics, neural networks, optimal control and Bayesian inference, learning and adaptation, internal models, and neural coding and decoding. Prerequisite: vector calculus, linear algebra, MATLAB, Python, or permission of instructor. Offered: jointly with CSE 529.
BIOEN 498 Special Topics in Cardiac Physiology (1-6, max. 15)
Topics of current interest in the field, offered as lectures, conferences, or laboratory.

BIOL 418 Biological Clocks and Rhythms (4)
Examines circadian rhythms and other forms of biological rhythmicity, including annual and tidal rhythms. Includes theoretical background as well as aspects that range from the molecular and cellular basis to the ecological and evolutionary implications of biological rhythms. Prerequisite: BIOL 350 or BIOL 355.

BIOL 429 Organ Development, Homeostasis and Regeneration (3)
How essential organ systems are built during development and maintained throughout life. Analyses of selected organs (heart, limbs, and skin) in vertebrate model organisms. Examines the promise that regeneration-competent systems hold for improving outcomes after severe organ damage in humans. Prerequisite: BIOL 355; and either BIOL 401, BIOL 405, BIOL 411, BIOC 405, or BIOC 440.

BIOL 580 Seminar in Physiology (1-3, max. 15)
Weekly discussions of past and current scientific literature in physiology, reviews of the state of the field, and presentation of research results. Discussions may cover the full breadth of the discipline or focus on selected topics.

BIOST 517 Applied Biostatistics I (4) Autumn
Introduction to the analysis of biomedical data. Descriptive and inferential statistical analysis for discrete, continuous, and right-censored random variables. Analytic methods based on elementary parametric and non-parametric models for one sample; two sample (independent and paired), stratified sample, and simple regression problems.

BIOST 518 Applied Biostatistics II (4) Winter
Multiple regression for continuous, discrete, and right-censored response variables, including dummy variables, transformations, and interactions. Introduction to regression with correlated outcome data. Model and case diagnostics. Computer assignments using real data and standard statistical computer packages. Prerequisite: BIOST 517 or permission of instructor.

CONJ 532 Signal Transduction from the Cell Membrane to the Nucleus (2) Autumn
Intracellular signaling pathways leading from cell membrane receptors to nucleus. Pathways activated by seven transmembrane receptors and G-proteins, insulin/PI3 kinase, nitric oxide and WNTs and mechanisms of signal termination. Cytokine/Jak/Stat signaling and role of subcellular localization in signal transduction. Prerequisite: basic knowledge of biochemistry. Offered: jointly with PHCOL 502.

CONJ 534 Selected Problems in Nervous System Development (1.5)
Introduces students to current issues in developmental neurobiology. Topics include regionalization of the neuroectoderm, mechanisms of neurogenesis, axon patterning and plasticity, and cell death. Not intended to be comprehensive; examines the experimental basis for current views in the field of a few topical issues.

CONJ 541 Molecular Biology of Cellular Processes (1.5) Spring
Translational control; cytoskeleton and molecular motors; protein targeting, sorting and secretion; apoptosis; regulation of cell function by extracellular matrix. Prerequisite: comprehensive undergraduate course in biochemistry and molecular biology or permission of instructor.

CONJ 542 Cell Biology of Development (3) Autumn
Molecular mechanisms of development with emphasis on cell biological processes. Prerequisite: comprehensive undergraduate courses in biology, molecular biology, or permission of instructor.
CONJ 556 Drug Addiction: Mechanisms, Prevention, and Treatment (2) Autumn
Key advances, insights, methods, and challenges for our understanding of drug addiction from psychological, pharmacological, psychiatric, community prevention, legal and neurodevelopmental perspectives. Enhances familiarity with the multidisciplinary approaches required to understand addiction as a disease.

CSE 599 Special Topics in Computer Science (1-5, max. 30)
Studies of emerging areas and specialized topics in computer science.

NEURO 528 Computational Neuroscience (3)
Introduction to computational methods for understanding nervous systems and the principles governing their operation. Topics include representation of information by spiking neurons, information processing in neural circuits, and algorithms for adaptation and learning. Prerequisite: elementary calculus, linear algebra, and statistics, or permission of instructor. Offered: jointly with CSE 528.

NEURO 541 Neuroendocrinology (3)
Emphasizes the cellular and molecular aspects of several topics in neuroendocrinology, including neuropeptide genes, reproduction, steroid hormone regulation of gene expression, mechanisms of hormone action, endocrine rhythms, and neural oscillations. Prerequisite: BIOL 220; BIOC 442 or permission of instructor. Offered: jointly with P BIO 509.

NEURO 548 Molecular Mechanisms of Synaptic Plasticity (2)
Discusses recent primary literature on the molecular mechanisms underlying structural and functional changes of dendritic spines and synapses in the mammalian brain as result of synaptic activity and experience. Offered: jointly with P BIO 548.

NEURO 550 Biophysics of Calcium Signaling (1)
Introduction to cellular calcium signaling including theoretical and technical issues of calcium signal detection and biological conclusions. Prerequisite: CONJ 531. Offered: jointly with P BIO 550.

NEURO 554 Motor Learning: Cellular and Network Mechanisms (1)
Five-week mini-course reviews the current state of research on cellular and network mechanism of motor learning. After an introductory overview of behavioral and physiological examples of motor learning in various species and systems, students choose specific topics for discussion, using the primary literature as a source. Offered: jointly with P BIO 554.

NEURO 556 Axon Pathfinding Mechanisms (1)
Examines mechanisms governing axon growth cone behavior during embryonic development and during regeneration in injured adults. Discusses approaches employing both invertebrate and vertebrate model systems. Offered: jointly with P BIO 556.

NEURO 557 Ion Channel Gating (1)
Compares and contrasts mechanisms of gating in ligand-gated and voltage-gated ion channels. Covers basic of ligand gating and voltage gating, kinetic schemes, inactivation and desensitization, gating currents and partial agonists, and ion channel structure. Offered: jointly with P BIO 557.

PHCOL 529 Ion Channel Pharmacology (2)
Current topics in ion channel structure, function, genetics, and pharmacology, including consideration of role in electrical signaling in cell membranes and information transfer and processing in nervous system, inherited diseases
of ion channels, and sites and mechanisms of action of drugs and toxins. Prerequisite: CONJ 532 and CONJ 536 or permission of instructor.

**PHCOL 530 Neuronal Signaling Pathways (2)**
Advanced consideration of the molecular events between drug or hormone binding to receptors and the resulting responses. Emphasizes roles played by signal transduction pathways in regulation of synaptic plasticity, memory formation, neuronal apoptosis, and developmental neurobiology. Prerequisite: UCONJ 532 or permission of instructor.

**PHCOL 531 Genetic Analysis of Signaling System (3)**
Introduction to classic model organisms including plants, yeast, slime mold, flies, worms, fish, mice, and humans and a discussion of their use in current signal transduction research. A major focus will also be on developing a research grant proposal culminating in a mock study section in which student proposals are evaluated by their peers. Prerequisite: permission of instructor; recommended: molecular and cellular biology; and genetics.

**PHCOL 534 Molecular Basis of Addictive Drug Action (2)**
Advanced consideration and discussion of current literature addressing the basis of opiate, psychostimulant, and cannabinoid effects on signal transduction events, electrical activity of neurons, and drip-motivated behaviors in animal models of human drug abuse. Prerequisite: PHCOL 512 or permission of instructor.

**PSYCH 408 Neuroethology (4)**
Comparative exploration of the neural, hormonal, and genetic mechanism that control behaviors necessary for survival and reproduction in animals. Model systems discussed include animal communication, mate choice, escape behavior, spatial orientation, homing and migration, and biological rhythms. Students are expected to understand fundamental concepts of neuroscience from any of the following prerequisite courses. Prerequisite: either PSYCH 333 OR BIOL 220. Offered: jointly with BIOL 408.

**PSYCH 420 Drugs and Behavior (3)**
Animal and clinical research on the behavioral consequences of drug intake. Prerequisite: PSYCH 322.

**PSYCH 421 Neural Basis of Behavior (5)**
Anatomical and physiological principles and resultant behavior are involved in the integrative action of the nervous system. Prerequisite: minimum 2.0 grade in PSYCH 202.

**PSYCH 426 Neurobiology of Learning and Memory (4)**
Theory and research on how animals learn and remember, including basic concepts of brain plasticity, how brain areas and neurons adapt to changes in experiences throughout the lifespan, and cellular and structural substrates of a “memory.” Prerequisite: a minimum grade of 2.0 in either PSYCH 302, PSYCH 322, PSYCH 333, or PSYCH 421.

**PSYCH 504 Core Concepts in Behavioral Neuroscience (3)**
Historical and contemporary perspectives in behavioral neuroscience. Current methodologies and research strategies. May include sensory processing, genetics, behavioral neuroendocrinology, developmental neural plasticity, neurobiology of learning and memory, lifespan perspectives on behavioral neurobiology, and psychopharmacology. Prerequisite: graduate standing in psychology, or permission of instructor.

**PSYCH 538 B Programming for Psychology and Neuroscience (4)**
Introduction to programming skills with the goal of teaching how to design, program, and analyze experiments. Topics include principles of programming, the programming environment, presentation software, and data
collection, management, and analysis. Prerequisite: graduate student standing in psychology, or permission of instructor.

**PSYCH 541 Advances in Animal Behavior (3-5, max. 30)**
Intensive reading from the current literature on an emerging topic or theoretical perspective in animal behavior. Student presentations and discussion. Prerequisite: graduate standing in psychology, or permission of instructor.

**PSYCH 542 Advances in Behavioral Neuroscience (3-5, max. 30)**
Intensive readings from the current literature on an emerging topic or theoretical perspective in behavioral neuroscience. Student presentations and discussion. Prerequisite: graduate standing in psychology, or permission of instructor.

**PSYCH 551 Seminar in Animal Behavior (1-2, max. 30)**
Weekly meeting for discussion of current topics. Prerequisite: graduate standing in psychology, or permission of instructor.

**PSYCH 552 Seminar in Behavioral Neuroscience (1-2, max. 30)**
Weekly meeting for discussion of current topics. Prerequisite: graduate standing in psychology, or permission of instructor.

**SPHSC 594 Capturing Brain Dynamics: A Combined Neuroscience and Engineering Approach (4)**
Introduces methods for capturing brain dynamics using an emerging neuroimaging technique known as magnetoencephalography (MEG). Uses techniques to examine perception and cognitive processes and their implications for future brain-computer-interface (BCI) design. Prepare students for interdisciplinary research in neuroscience and engineering. Offered: jointly with LING 582.

**UCONJ 510 Introductory Laboratory Based Biostatistics (2)**
Introduces methods of data description and statistical inference for experiments. Covers principles of design and analysis of experiments; descriptive statistics; comparison of group means and proportions; linear regression; and correlation. Emphasizes examples from laboratory-based biomedical sciences and provides demonstrations using standard statistical programs.

**UCONJ 524 Developmental Neurobiology (3)**
Survey of contemporary issues in developmental neurobiology, including neurogenesis and differentiation electrophysiological, morphological, and neurochemical regulation of cellular phenotype; neuronal pathways and synaptic contracts; cellular and synaptic plasticity; and behavior. Examination of molecular biological, morphological, electrophysiological, and behavioral approaches. Prerequisite: background in neurophysiology, neuroanatomy, molecular neurobiology.

**DEI ELECTIVES OPTIONS (AT LEAST 2 CREDITS)**

**AES 450 American Ethnic Health: Race, Gender, And Status Groups (5)**
Introduces newer social science and health science related work on race, ethnicity, culture, socio-cultural, and environmental issues affecting American racial minorities. Considers differential rates of physical and medical problems such as cardiovascular disease rates, diabetes statistics, low birth weight children, etc.

**ANTH 409 Queer Health (5)**
Examines the relationship between Western biomedicine and Queer theory. Critically analyzes the modes of thinking, caring, being, and expressing that emerge as a result of the "merger" of these two fields with contradicting views of gender, sex, health, wellbeing, and sexuality.
ANTH 410 Discourse and Health (5)
Intersection of language and health. Topics include discourse analysis of health narratives and media; cross-cultural differences in naming illnesses; narrative medicine; dynamics of doctor-patient encounters; and linguistic discrimination, racism, and inequities in healthcare access.

ANTH 417 Surfacing the Stories of Hanford: Local and Global Health Disparities (5)
Stories and experiences of people whose lives and land are shaped by the Hanford plutonium processing facility in central Washington. Students conduct research, including interviews and critical discourse analysis, and contribute to public education regarding health disparities and the intergenerational impacts of radiation exposure.

ANTH 420 The Social Life of Psychiatry (5)
Anthropological perspective on social and cultural aspects of contemporary psychiatry. Explores psychiatry as a social practice, an arena for competing cultural assumptions about mental illness and treatment, and a source of diagnostic categories and interpretive methods that influence larger society. Considers how psychiatry influences and is influenced by the cultural history of Europe and the United States.

ANTH 474 Social Difference and Medical Knowledge (5)
Explores relations between medical and social categories: how social differences become medicalized; how medical conditions become associated with stigmatized social groups; and how categories become sources of identity and bases for political action. Considers classifications (race, gender, sexuality, disability) and how each has shaped and/or been shaped by medical science/practice.

ANTH 476 Culture, Medicine, and the Body (5)
Explores the relationship between the body and society, with emphasis on the role of medicine as a mediator between them. Case study material, primarily from contemporary biomedicine, as well as critical, postmodern, and feminist approaches to the body introduced within a general comparative and anthropological framework.

ANTH 477 Medicine in America: Conflicts and Contradictions (5)
Introduction to the pragmatic and theoretical dilemmas of current biomedical practice with emphasis on social and cultural context. Case studies in technological intervention, risk management, and other health-related issues are used to explore connections among patients' experiences, medical practices, and the contemporary social context.

ANTH 574 Culture, Society, and Genomics (3)
Examines social and cultural issues of human genome sequencing and control of genetic expression. Attitudes and behaviors toward health, illness, and disability are studied using historical, contemporary, and cross-cultural case study materials.

ANTH 575 Cultural Construction of Illness: Seminar in Medical Anthropology (5)
Historical and comparative examination of depression, neurasthenia, somatization, hypochondriasis, and hysteria. Anthropology of psychosomatics and psychiatry, including cultural analysis of selected biomedical, indigenous folk medical, and popular common-sense conceptualizations of illness.

BH 430 Epidemics and The Politics of Blame: Eugenic and Racial Logics in Shaping U.S. Health Policy (3)
Explores how social inequality affects both public sentiment and public health measures during epidemics. Students develop a critical understanding of how enduring lines of social inequality shape public sentiment, medical knowledge, and public health policies during epidemics.
BH 444 Ethical Implications of Emerging Biotechnology (3)
Introduces students to select biotechnology innovations and invites consideration of the ethical and policy implications surrounding their development and potential use.

BH 456 Social Justice and Health (5)
Examines the moral grounds for the view that social inequalities in health are unjust using contemporary literature from moral philosophy and bioethics, case studies, and film. Explores basic questions integral to determinations of social injustice as well as moral constraints on the pursuit of health equity.

BH 460 Reflections on Research, Responsibility, and Society (3)
Explores ethical and policy issues that emerge in the conduct of basic, applied, translational, community-based, and collaborative research. Addresses the ethical debates that arise in the context of planning, implementing, and disseminating research.

BH 481 Racism and The Institution of Medicine: Racial Knowledge, Professional Power, and Black Health (3)
Covers the historical provenance of the move to find and account for racial differences in health. Students develop a critical understanding of the impact of the transatlantic slave trade on the contemporary production of medical knowledge and health inequities.

BH 550 Critical Race Theory and Medicine (1)
Understanding race and racism, their applicability to medicine, and their effects on marginalized communities. Explores the necessities of critiquing and bettering medicine through a Critical Race Theory lens in order to eliminate bias and decrease health disparities within marginalized communities.

BH 560 Genomics, Ethics, and Policy (2)
Explores the intersection of genomics, ethics, and policy, with a particular focus on examining the benefits of genomics for medically underserved communities.

BIOL 505 Evidence-Based Teaching in Biology: Teaching for Equity in STEM (1-3)
Designed to help STEM graduate students gain skills in teaching at any level, from undergraduate to the public. Pays special attention to making STEM education accessible to minoritized populations. Includes hands-on practice in a variety of learning strategies and teaching practices.

DISST 421 History of Eugenics (5)
Examines the history of ideas, policies, and practices associated with eugenics and human genetics from the late nineteenth century to the present in American society and other national contexts.

DISST 437 Crime, Law, and Mental Illness (5)
Explores experiences of those with mental illness in the criminal justice system and involuntary civil commitment system. Emphasis on societal responses including the emergence of therapeutic courts and specialized police training. Examines how courts, legislature, and communities balance public safety and civil liberties.

ENVH 417 Case Studies in Children's Environmental Health Disparities (3)
Introduces students to the ways in which children are disproportionately affected by environmental health hazards. Through a series of engaging case studies, students learn the core scientific concepts of children's environmental health while exploring the social, cultural, regulatory, political, and economic factors that lead to children's health disparities.

GWSS 485 Issues for Ethnic Minorities and Women in Science and Engineering (3-5)
Addresses issues faced by women and ethnic minorities in physical sciences and engineering. Focuses on
participation, barriers to participation, and solutions to those issues for women and ethnic minorities in physical sciences and engineering.

**GWSS 487 Advanced Psychobiology of Women (5)**
Intensive reading on current issues relevant to women's psychology and physiology.

**GWSS 488 Women and/in Science (5)**
Explores science as a method of inquiry and as a profession while also expanding knowledge about women using biographies of women scientists, discipline-based and feminist critiques, and the psycho-social concept of socially defined identities.

**GWSS 577 Women of Color in Academia (5)**
Examination of the ethical problem of allocating scarce medical resources. Emphasizes the fundamental principles of justice that support alternative health policies.

**PHIL 411 Justice in Health Care (5)**
Examination of the ethical problem of allocating scarce medical resources. Emphasizes the fundamental principles of justice that support alternative health policies.

**PHIL 442 Neuroethics (5)**
Neurotechnological advances offer novel ways to address problems of movement, mood, and communication, but also call into question fundamental philosophical assumptions about the kinds of creatures we are. Explores questions of personal identity, moral and legal responsibility, privacy, security, normality, and justice in the context of neurotechnologies.

**PSYCH 439 Psychology of Health Disparities (4)**
In the United States, race and ethnicity, socioeconomic status, and other identities and experiences affect risk for a range of health outcomes. Reviews psychological research on the sources of these disparities and potential solutions to address them. Covers topics such as the role of discrimination, interactions with healthcare providers, and how to change the social context to improve health.

**PSYCH 540 Advances in Psychology: Racism in Neuroscience (3-5)**
This is a special topic course that does not offer this specific topic every quarter.

**SOC 430 Social Determinants of Health and Health Disparities (5)**
Examines the social conditions related to the health of populations. How patterns of health vary by social class, race/ethnicity, and gender and some mechanisms that produce and maintain these differences.

**SPH 489 Structural Racism and Public Health (1)**
Introduction to and exploration of institutional and structural racism in a public health context.

**UCONJ 548 Current Issues in First Nations Behavioral Health: Mental Health and Substance Abuse (3)**
Historical and intergenerational antecedents of tribal psychiatric and substance abuse disorders. Oppression, economic circumstances, and family functioning as shaping mechanisms for attachment. Implications of insufficient attachment for neurodevelopment and developmental psychopathology. Traditional vs. mental health and substance abuse assessment and treatment. Self as provider to tribal clients, communities, systems.

**UCONJ 550 Healthcare in The Underserved Community (1)**
Gives graduate/professional students in health sciences an introduction to health-related issues faced by underserved populations.
COURSE REGISTRATION

Students must be registered or on-leave during the Autumn, Winter, and Spring quarters. Most student financing is based on a 12-month appointment. During the academic year, all students will need to enroll for 10-18 credits to be eligible for tuition waiver and graduate student insurance (GAIP).

For the Summer quarter, students may register for 2 credits if they are seeking to keep their financing. Registering for more than 2 credits is only permissible with the advanced written permission of the student’s faculty advisor.

Students CANNOT drop any classes during a quarter and go below 10 credits without discussing this with the Neuroscience administrative staff. Dropping classes to below 10 credits (2 in the summer) will invalidate a student’s tuition waiver, students will be responsible for FULL tuition charges and lost GAIP coverage. If a student enrolls for more than 18 credits, they will pay a per credit cost (~ $800 per credit; $1,400 for non-resident) for the excess credits. It is recommended that every student enrolls for at least the minimum 10 (2 in summer) credits BEFORE the 1st day of the quarter to avoid any penalty fees or problems with tuition waiver and insurance. Students should check the Academic Calendar and Registration Periods for relevant dates, especially registration deadlines.

PETITIONING FOR ELECTIVE CREDIT

If students want elective credit, but it is not currently on their elective plan (which should be submitted before the beginning of the quarter), then students must submit a petition to update the elective plan to include the course for credits via Microsoft Forms and notify (email) the GPA once they have completed the form.

HOW TO REGISTER

Students can use the Time Schedule to find courses offered or use MyPlan to browse courses to register. The University of Washington has two systems for students to navigate academic options and register for classes:

1. MyPlan
2. Registration with SLNs (Schedule Line Numbers).

For more information on how to register, visit the Office of University Registrar’s Registration Resources website.

DARS DEGREE AUDIT

Students should check DARS degree audit regularly to ensure they are completing the required program courses.

QUARTERLY CURRICULUM SCHEDULE

The course schedule below shows the coursework students should be taking. Students should meet with their advisors to discuss the courses best suited for them depending on their research interests and schedule.

<table>
<thead>
<tr>
<th>Yr. 1</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEURO 501 (3)</td>
<td>NEURO 502 (5)</td>
<td>NEURO 503 (4)</td>
</tr>
<tr>
<td></td>
<td>NEURO 504 (3)</td>
<td>NEURO 510 (0.5)</td>
<td>NEURO 510 (0.5)</td>
</tr>
<tr>
<td></td>
<td>NEURO 510 (0.5)</td>
<td>NEURO 526 (4)</td>
<td>NEURO 526 (4)</td>
</tr>
<tr>
<td></td>
<td>NEURO 526 (4)</td>
<td>NEURO 527 (1)</td>
<td>NEURO 527 (1)</td>
</tr>
<tr>
<td></td>
<td>NEURO 527 (1)</td>
<td>NEURO 545 (3)</td>
<td>NEURO 599 (3)</td>
</tr>
</tbody>
</table>
### ADVISING

During their first year, each student will be assigned a faculty mentor by the Graduate Training Committee. After student’s three lab rotations during their first year, student will find their dissertation advisors. Students should meet with their dissertation advisor once per quarter to discuss progress, rotation and dissertation lab choice and any other topics that might come up.

### YEAR 1

#### TRAININGS

**ANIMAL USE**

Any individual at the University of Washington who wishes to carry out research using vertebrate animals must receive appropriate training and prior approval. This involves several steps intended to ensure the welfare of the animals, compliance with State and Federal laws, and the health and safety of the researcher.

Students can access the Animal Use Training Program by logging in with their UW Net ID. To complete their online courses, choose “Take a Course or Exam” and select the option student wishes to complete. Or to view/print course completion certificates, choose “View Your Course Certificates.” If a student finds any missing exams they’ve previously completed, please contact Jennifer Linton, Training Coordinator from the University of Washington’s Office of Animal Welfare, at auts@u.washington.edu with full name and UW Net ID.

**LAB SAFETY**

Incoming students are required to take the Annual Graduate Student Safety Seminar before Autumn Quarter. Students need to familiarize themselves with safety information and requirements at the University of Washington. Students interested in any additional safety training can access and sign up with EH&S Training.

All students should become familiar with MyChem requirements in different labs during their lab rotations. Students should report all lab and work-related injuries and illnesses or near miss incidents to their lab supervisor as soon as possible and submit a report of the incident within 24 hours to EH&S via the Online Accident Reporting System (OARS).
Students should familiarize themselves with the safety equipment and protocols for their labs – even during a rotation. Each student should know the safety coordinator in the lab and make sure that they receive at least a safety walk through of the lab. At minimum, all students should know the quickest route for evacuating the lab and the building. Certificates completed after training should be forwarded to the GPA.

LAB ROTATIONS

First year Neuroscience students will complete rotations in a different lab in Autumn, Winter, and Spring quarters; students will complete three lab rotations in total (minimum, with exceptions). By the end of three rotations, students are required to pick a lab. First-year mentors assigned to each student, along with discussion with the Directors) will help guide students on their choice of lab.

Each student must work with their rotation advisor to make sure that all lab safety and training procedures are completed at the beginning of the rotation. Students working with vertebrate animals should talk with their rotation advisors about being added to the rotation lab’s Animal Protocol before starting any work with animals.

CHOOSING A ROTATION LAB

Here are some things that should be considered:

- Rotation labs do not need to be set up before arriving at UW.
- There are 150+ faculty members, so Students have many choices.
- Ask direct questions to the faculty members:
  - Do they have funding for grad students?
  - Do they have room for a grad student?
  - Do they have time for a grad student?
- Students shouldn’t assume that because they said they had money and they had room, that students have a slot in that lab (Some faculty like small labs). If students want to enter that lab – they should ask PIs directly and honestly.

ROTATION TALKS

Upon completion of each lab rotation, students are required to present a short talk on their project and will be evaluated. The Rotation Talks are to be held on the final day of the Finals week.

The titles for the presentations are due the Monday of Finals Week, since the GPA prepares the schedule, all students need to meet the deadline. The GPA will provide more details approximately one month before the Rotation Talks.

At the end of each lab rotation, students are evaluated. Students may review their rotation evaluations in their Personalized OneDrive Rotations Folder.

DISSERTATION LAB SELECTION

Students starting in Autumn Quarter must submit their dissertation lab choice to the GPA by June 1st.

If a student decides to join their first or second rotation lab, they can petition to not complete a third lab rotations. Failure to join a lab at the end of the third rotation will be considered unsatisfactory progress.

Students can work with their assigned faculty mentor from the Graduate Training Committee to facilitate the lab selection process. Students should check-in with the GPA about rotations if students are uncertain or see that they might be having some problems. Don’t wait until the deadline.
Once a dissertation lab is chosen, the GPA will generate an advisor letter that will be signed by the student, the dissertation advisor, and the dissertation advisor’s department chair. The dissertation advisor (and their department) will take fiscal responsibility for the support while the student works on their Ph.D. course of study. The support will include salary, benefits, and tuition waivers. And the responsibility for the student’s payroll will also transfer from the Neuroscience Program to the dissertation advisor’s department.

**ANNUAL INDIVIDUAL DEVELOPMENT PLAN (IDP) FOR 1ST YEAR STUDENTS**

After joining a dissertation lab, each student will work closely with their faculty advisor on an IDP, so it is ready to be discussed at the first Supervisory Committee meeting. The initial IDP must be drafted 2 weeks before the end of Summer Quarter of the student’s first year. Students will fill out the Annual IDP/Progress Report form before the start of their 2nd Year Autumn Quarter and submit the form to the GPA.

**YEAR 2+**

**TEACHING REQUIREMENT**

The GPN ensures that its students are provided with teaching experience in the basic concepts of neuroscience and related disciplines at the university level. Students are expected to develop proficiency in teaching neuroscience to undergraduate and/or graduate students.

- A total of 6 course credits are required for graduation (Teaching Practicum NEURO 515).
- Students can receive 6 credits by being a Teaching Intern for a class with a lab for one quarter OR receive 3 credits for a class without a lab for two quarters.

At the end of year 1 and until the teaching requirement is completed, each student selects their preferences for teaching internships for the following academic year through the “match.” **All students who need to complete their teaching requirements must submit their requests each Spring Quarter to receive full consideration for their preferences.** The faculty conduct a “match” to optimize these preferences considering the opportunities available and demand. Most of the teaching internship assignments are for the undergraduate Neuroscience Program (NeuSci) and are assigned through the annual match process. Some students may also be able to assist in related courses within the Medical School, Arts & Sciences, and other areas as approved by the Program Committee. All courses used in the practicum will have at least some component of the material in the field of neuroscience and/or neuroanatomy. Most students will take courses which are composed exclusively of neuroscience material.

**Note:** Students have the option to postpone teaching for one year if there are compelling reasons.

In each course, the faculty instructor will assign the Neuroscience practicum student the text on science teaching prepared by the National Academy of Sciences Committee on Undergraduate Education (1977) and will meet at least weekly with the practicum students to discuss how the teaching of the course relates to the principles outlined in that text. In all courses, practicum students will discuss testing and other evaluative procedures with instructors before course students are given the assignments, will predict the utility of the assignment, and then will discuss during grading of the assignment whether their predictions were correct, and whether an alternate assignment would have served course students better. In all courses, Neuroscience practicum students will receive written evaluation from their faculty instructors, and a post-course discussion relating what they have learned in the practicum to their future designs and teaching of their own courses in the Neuroscience field.

Once a student completes their six credits of Neuro 515, they are then eligible to teach NeuSci 450, a journal course designed by the current student. This incredible opportunity is mentored by the Undergraduate Neuroscience faculty members.
SUPERVISORY COMMITTEE

Students must establish a Supervisory Committee by the last day of Autumn Quarter of the second year in the Neuroscience Program. The Supervisory Committee serves several important functions, including evaluating students’ progress, advising students on their research, and conducting students’ General Examination. The Committee meetings are not examinations and will consist of presentations on student progress, plans, and extensive discussions on progress. Students can meet with their Supervisory Committee as often as necessary, but a minimum of one meeting per year is required to ensure adequate and timely progress toward the PhD degree. The first Supervisory Committee must take place by the end of the Winter Quarter of the second year, well before the General Exam is scheduled. The Committee should approve the students’ progress before the General Exam is scheduled.

Submit a Request to Form a Supervisory Committee to the GPA for Directors and Graduate School approval.

MEMBERS OF THE SUPERVISORY COMMITTEE

The Committee is made up of faculty members that the student selects, in consultation with their dissertation advisor, and with approval of the GPN Directors. Each Supervisory Committee consists of around 4-7 faculty members from the program. Student’s dissertation advisor(s) will serve as the Supervisory Committee Chair(s).

The Supervisory Committee must include:

- Chair(s) of the Supervisory Committee — These are the dissertation advisor(s) from the student’s lab(s)
- At least one general member — This is a member that should represent an area of neuroscience outside the student’s immediate area of research.
- A Neuroscience Program Representative (NPR) — The NPR is a faculty member that had been the advisor to a student who successfully completed a PhD in the program.
- A Graduate School Representative (GSR) — The GSR represents the interests of the student and should not have a primary appointment in the dissertation advisors’ Primary department (use the Graduate Faculty Locator to verify faculty eligibility), nor be part of the Neuroscience Executive or Steering Committee (check the Neuroscience page, faculty listed under Interdisciplinary faculty group membership). The GSR must attend the General and Final Exam but is not required to attend the annual Supervisory Committee Meeting, although GSR should be invited.

The members, except for the GSR, must be productive scholars in the student's major field and/or subfields. If a student wishes to have as a committee member an individual who is not a faculty member at the University of Washington, the GPN Directors will determine whether this individual can serve on a doctoral committee based on their academic credentials and potential to be a contributing member to a doctoral committee. The committee will oversee the student’s progress, evaluate performance, and conduct all examinations. It is expected that the dissertation advisor will play the strongest mentorship role, but all members will meet with the student regularly and contribute mentorship.

GRADUATE FACULTY LOCATOR

The Graduate School Faculty Locator can be used to verify faculty eligibility for Supervisory Committee and who is ineligible to be the GSR on student’s Supervisory Committee.

1. Search for the dissertation advisor and locate their Primary Appointment Department.
2. Conduct a new search by finding the faculty’s Primary Appointment Department under “Organization.”
3. Any faculty member listed in the same Primary Appointment Department as the student’s dissertation advisor is not eligible to be the GSR.

CHANGES MADE THROUGH MYGRAD

The following sections will detail processes that may require the usage of MyGrad. The GPA is not notified of requests, petitions, or changes made through MyGrad. Thus, students will need to email the GPA if any changes are made to ensure that the GPA can help keep processes moving along.

GENERAL EXAMINATION

Students must take their General Exam by the end of Spring Quarter of their 2nd year in the program. The General Exam is a requirement of the Graduate School for the advancement of the student to candidacy towards the PhD. It also serves several important purposes in the training of students in the Graduate Program in Neuroscience.

The goal of the General Exam includes (a) emphasize that the student formulates a novel scientific question and devises a method to answer it; (b) ensure timely progress of the student through the program and toward the PhD; (c) ensure the rigor of the exam, especially in areas of general knowledge; and (d) provide a method to ensure consistency of the exam for all students.

It is the responsibility of the students’ Supervisory Committee to evaluate the performance of the General Exam. The NPR from the student’s Supervisory Committee will serve as the General Examination Administrator and will be responsible for collecting written questions and administering the General Examination. The Supervisory Committee should approve the students’ progress before the General Exam is scheduled. Students should contact their Supervisory Committee at least 6 weeks before their General Exam to set the time and date for the exam. The committee’s Intent to Attend the General Exam form must be forwarded to the GPA, and they will confirm attendance with the Supervisory Committee. To make a room reservation, work with administrators from faculty advisor’s home department, as the program does not have designated rooms to request.

Note: If the student’s dissertation advisor (or other critical Supervisory Committee members) plans to be on sabbatical or family leave during Autumn Quarter of the student’s second year, then the student is expected to take the exam before the advisor (or other committee members) goes on leave. If a general member goes on sabbatical, the student can add another member to take their place for the time being.

The Supervisory Committee form for General Exam must be submitted online to the Graduate school through MyGrad Program and approved by the Neuroscience Program at least 3 weeks prior to the General Exam. The GPA can print out the form for pickup by the student on request.

COMPONENTS OF THE GENERAL EXAM

- The Written section consist of
  - 1) a brief research proposal (thesis proposal) either completed during the summer NEURO 529 class or due four weeks before the exam, and
  - 2) answers to three short answer questions on prepared topics.
- The Oral section is a 20–30-minute presentation on the thesis proposal and questioning (Q&A) about topics related to the area of the dissertation and general knowledge.

*See Appendix G for the format of the General Exam.
Students are required to meet with Supervisory Committee members (not the GSR) either individually or in a pre-exam meeting before the examination to identify one or two topics of general knowledge for each member in which to prepare. These areas are selected by the committee members in an area of their expertise but tailored to the student’s area of interest. Although the supervisory committee members will ultimately serve to advise the student on progress toward the dissertation, their role before the General Exam is to identify areas of neuroscience in which depth and breadth knowledge are likely to be helpful to the student’s training.

The Supervisory Committee members and the student should clarify the scope of the topics, but there is much latitude. For example, the area may be broadly defined (e.g., development, the olfactory system, ion channels, learning and memory, etc.) or more focused (apoptosis, tyrosine kinase signaling, voltage gating, signal to noise determinants in retina, role of superior colliculus in gaze control, etc.). Together, the student and the committee members should develop a reading list based on standard texts, review papers, and primary scientific literature. The committee members should keep in mind that the student will be preparing in several areas, depending on the number of committee members and the number of topics they require.

To schedule the General Exam, the student’s dissertation advisor and the committee must be satisfied that the student is making progress in the laboratory. A student who has not demonstrated dedication and some degree of acumen in areas relevant to conducting the thesis research will not be eligible to take the General Exam, however, in this situation the student is not making satisfactory progress, so this will be a rare occurrence.

FAILING THE GENERAL EXAM

A student whose performance on the General Exam is not satisfactory may be allowed to have a reexamination if the Supervisory Committee considers this to be appropriate. A student who does not pass the General Exam on the second attempt may be allowed a third and final attempt to pass the exam, but only with the approval of the GPN Directors. There must be exceptional circumstances that are clearly defined by the Supervisory Committee in a letter to the Directors that explains why a 3rd attempt is justified.

DISSERTATION PROPOSAL MEETING

After passing the General Exam, the candidate must remain in good academic standing by meeting the program requirements and by making progress on the dissertation. The program requires that the student assemble a meeting of the thesis committee once per year. The GSR is not required to attend, but they should be invited. The first post-exam meeting should occur no later than the end of Spring Quarter of the second year. Prior to this meeting, the student should modify the original thesis proposal from the General Exam in three ways:

1. incorporate any comments and suggestions from the General Exam;
2. add a complete set of specific aims; and
3. provide a general description of experimental design and methods, which should be limited to two pages. The student can include some preliminary data as available.

The revised proposal should be no more than 10 single spaced pages. It should be distributed to the Supervisory Committee at least one week prior to the meeting. The goal of this meeting is for the committee members to provide the student with constructive suggestions for the student’s dissertation research, and the meeting will not be held in an exam format.
ANNUAL IDP PROGRESS REPORT (IDP) FOR YEAR 2+

Each student will work closely with their mentor on an Individual Development Plan (IDP). Then, every year before each student’s annual committee meeting, the student and their mentor will sit down to update the student’s Annual Report (combined IDP/Progress Report), addressing any unmet Milestones or other program requirements.

The annual committee meeting should consist of at least a majority of members (e.g., 4 out of 6 members or 3 out of 5). At least one chair and the NPR must account for two of the present members. When scheduling an annual committee meeting, students should inform the GPA to check records and other issues that need to be addressed. When the GPA returns the information, they will also send the student’s mentor(s) the appropriate Student Evaluation form.

The IDP should be considered a living document that will evolve over time as students move through training. It is expected to be updated in consultation with student’s faculty advisor and other chosen faculty committee members before the annual committee meeting and it should be discussed at the committee meeting, and perhaps also update it after quarterly or semi-annual meetings with mentor(s). For each of the sections, students should indicate the progress they have made since the last update of the IDP, as well as their plans for further development.

The IDP/Progress Report should be reviewed at the beginning of each annual committee meeting. If the student has not yet completed their elective requirements, this would also be a good opportunity to discuss course options that would be most useful to the student’s development. Within 14 days of the annual committee meeting, the student must submit the updated Annual Report to the GPA, along with the dissertation advisor’s completed Student Evaluation. The Annual Committee Meeting Milestone will not be met until this paperwork is submitted. The Evaluations and Reports will be reviewed by the Graduate Training Committee, and any concerns and/or problems are referred to the Directors.

FINAL YEARS AND GRADUATION

READING COMMITTEE

The Reading Committee consists of at least three members of the Supervisory Committee. And at least one of the members of the Reading Committee must hold an endorsement to chair doctoral committees. Also, the Chair of the Supervisory Committee, also known as the dissertation advisor, must be the chair of the Reading Committee. The GSR will not be on the Reading Committee.

The Reading Committee is appointed to read and approve the student’s dissertation. It is the responsibility of a Reading Committee to (a) ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate’s dissertation as a basis for issuing the Committee Signature Form for a Final Examination; and (c) approve a candidate’s dissertation.

Students will establish and gain approval of a Reading Committee two months before their planned Final Examination; the Graduate Program in Neuroscience Request to Form a Reading Committee form must be completed. And four weeks prior to the target Final Examination date, the GPA will request confirmation from the Reading Committee that each member feels there is a draft of the dissertation that is complete enough to move forward with scheduling the Final Examination.

FINAL EXAMINATION

The Final Examination is an opportunity for students to showcase their dissertation research in a public forum and to discuss their work in depth with the Supervisory Committee. A Final Examination may be scheduled if (a) the student
passed a General Examination in a previous quarter; (b) a Reading Committee is established and has read an entire draft of the dissertation; and (c) the entire Supervisory Committee has agreed that the student is prepared and has approved to the student to schedule a Final Examination. During the Final Exam, at least four members of the committee (including the Chair (dissertation advisor), GSR, and two additional general committee members) must be present physically or virtually. The current policy with virtual Final Examinations is that virtual exams are allowed if all faculty members are virtually present. If even one faculty member is in person for the exam, then the GSR must also be in person. In the case that the GSR cannot be in person, all committee members must be virtual.

Prior to the Final Exam, students must contact their Supervisory Committee to set a date and time for their defense at least six weeks before their defense and must contact the GPA for room reservation if needed. Additionally, students should send a copy of their thesis to their Supervisory Committee members and the GPA and upload a copy to their Neuroscience OneDrive student folder. Also, students should schedule a Final Exam through the “request a final exam” in MyGrad Program four weeks before dissertation defense. Students should email the GPA to inform them of any requests, petitions, or changes made through MyGrad. The GPA will then print the supervisory committee form after all parties have been verified to approve the thesis is ready for dissertation defense.

The Final Examination for the PhD degree consists of a public one-hour long defense/presentation of the student’s dissertation orally before the committee members. Students must successfully defend their research for the degree to be granted. The dissertation presentation must be advertised and is open to the public. Following the presentation, the PhD candidate will meet with the committee and each member will have the opportunity to question the student on any aspect of the presentation. If a majority of the Supervisory Committee members in attendance agree that the evaluation is positive, the recommendation is made to the Dean of the Graduate School (via the Supervisory Committee Form) that the degree be awarded. If members of the doctoral supervisory committee do not agree with the majority recommendation concerning the examination, the minority report portion of the committee signature form must be used.

After the Final Exam, the written thesis is evaluated by the students Reading Committee members. The reading committee also needs to approve of the written thesis through MyGrad Program by the final day of the quarter.

Before the last day of the quarter when students complete their dissertation defense, students must submit an Electronic Thesis/Dissertation (ETD) to the Graduate School through the UW ETD Administrator Site by the final day of the quarter at 5pm. For more information on ETD.

**DISSERTATION GUIDELINES**

There is no clear-cut definition of a minimum requirement for a thesis. However, the dissertation should describe original research that advances the field of neuroscience and clearly indicates training in research. A reasonable goal for many students is two first-author articles targeted for professional, peer-reviewed journals, such as The Journal of Neuroscience. The dissertation should include an introduction that provides the scientific background supporting the rationale for the thesis work. This chapter should briefly review the literature and help put the work into a broader context. Subsequent chapters should include the dissertation work itself and may be in the format of submitted or accepted publications. The thesis should conclude with a final chapter synthesizing the major findings and proposing future directions for the work.

**THESIS BINDING**

If students want to order bound copies of their thesis, they may do so through the UW Copy Centers or through ProQuest.
Questions should be directed to the UW Copy Centers or to ProQuest at 1.800.521.0600, ext. 77020 – available 8:00 a.m. – 5:00 p.m. EST, Monday through Friday (excluding U.S. holidays).

When order from UW Copy Centers and using the online ordering form, make sure to do the following:

- In special instructions put Thesis Binding
- For Account Manager, put Copy Center
- There will be a cost for binding a thesis that students will be responsible for.

DEGREE VERIFICATION

Read on Graduation Requirements from the Graduate School.
APPENDIX A. NEW STUDENT CHECKLIST

FOLLOWING ADMITTANCE

☐ Set up a UW NetID and email.
  o Admitted students receive their student number and PAC (personal access code) after accepting the offer of admission. With a student number and PAC, a UW NetID can be set up. A student’s UW NetID will precede @uw.edu and become the student’s UW email address.

☐ Get student immunizations cleared.
  o [Link](https://wellbeing.uw.edu/medical/immunizations/immunization-requirement/)

☐ Register for courses (requires a UW NetID).
  o Reference the [UW Academic Calendar](#) for dates of instruction, registration deadlines, school holidays, and more. International students must also complete an online check-in.
    - NEURO 501 Intro to Neurobiology
    - NEURO 510 Seminar
    - NEURO 504 Biophysics of Nerve, Muscle, and Synapse
    - NEURO 526 Lab Rotations
    - NEURO 527 Current Topics

☐ Find housing:
  o Most students live off-campus in shared housing. Campus housing information can be found through [UW Housing and Food Services](#). For off-campus housing, [Craigslist](#) is often used. The [UW School of Law](#) has a list of neighborhood descriptions to assist with identifying housing.

ONCE ARRIVED ON CAMPUS

☐ Research transportation options.
  o Most students utilize the U-PASS to travel by Metro bus around town. Students are automatically charged for the pass each quarter they are registered for. Extensive bike and walking trails are around Seattle as well. The closest airport is SeaTac International Airport.

☐ Get the Husky Card.
  o The [Husky Card](#) is the official identification card for members of the University of Washington community. The U-PASS is electronically embedded into the Husky Card (scan it when boarding the bus or light rail). The [Husky Card Account & ID Center](#) is located on the ground floor of the Odegaard Undergraduate Library or in HSB BB-120.

☐ Apply for Washington state identification.
  o New Washington state residents are legally required to get a Washington state driver’s license or ID card within 30 days of moving to the state. Check out the [Washington State Department of Licensing website](#) to find locations and information on what type of identification is needed when applying for an ID or driver’s license.

☐ Explore UW resources.
  o The [UW Student Guide](#) is a comprehensive reference for UW students and includes information on Academics, Finances, Student Life, University Policies, and much more. The [University Bookstore](#) is where students can purchase Husky products and textbooks.

BEFORE THE FIRST DAY OF COURSES

☐ Prepare for the first day of courses.
Helpful maps include a campus map and a Health Sciences Building (HSB) map. The Health Sciences Building is where many courses will be held. It is a very confusing building! Students are highly encouraged to locate their classrooms in advance of the first day of courses.

- Attend programmatic and school orientations.
  - Attendance at the program orientation is required for all entering students. Typically, it is held the week prior to the beginning of Autumn Quarter.

AFTER THE FIRST DAY OF COURSES

- Inform GPA of rotation lab choice.
  - Due the first week of Autumn Quarter.

- Pay the remaining portion of tuition (student activity and building fees).
  - Due the 3rd Friday of Autumn Quarter.
## APPENDIX B. CAMPUS RESOURCES

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare Assistance Program &amp; Student Parent Resource Center</td>
<td>206.543.1041</td>
<td><a href="mailto:stuparrc@uw.edu">stuparrc@uw.edu</a></td>
</tr>
<tr>
<td>Disability Resources for Students</td>
<td>206.543.8924</td>
<td><a href="mailto:uwdrs@uw.edu">uwdrs@uw.edu</a></td>
</tr>
<tr>
<td>Foundation for International Understanding Through Students</td>
<td>206.543.0735</td>
<td><a href="mailto:info@fiuts.org">info@fiuts.org</a></td>
</tr>
<tr>
<td>Graduate School</td>
<td>206.543.5900</td>
<td><a href="mailto:uwgrad@uw.edu">uwgrad@uw.edu</a></td>
</tr>
<tr>
<td>Hall Health Primary Care Center</td>
<td>206.685.1011</td>
<td><a href="mailto:hhpccweb@uw.edu">hhpccweb@uw.edu</a></td>
</tr>
<tr>
<td>Husky Card Account &amp; ID Center</td>
<td>206.543.7222</td>
<td><a href="mailto:huskycrd@uw.edu">huskycrd@uw.edu</a></td>
</tr>
<tr>
<td>Husky Night Walk</td>
<td>206.685.WALK</td>
<td></td>
</tr>
<tr>
<td>International Students Services</td>
<td>206.221.7857</td>
<td><a href="mailto:uwiss@uw.edu">uwiss@uw.edu</a></td>
</tr>
<tr>
<td>Intramural Activities Building (IMA)</td>
<td>206.543.4590</td>
<td><a href="mailto:ima@uw.edu">ima@uw.edu</a></td>
</tr>
<tr>
<td>Libraries Information</td>
<td>206.543.0242</td>
<td><a href="mailto:libquest@uw.edu">libquest@uw.edu</a></td>
</tr>
<tr>
<td>Ombud</td>
<td>206.543.6028</td>
<td><a href="mailto:ombuds@uw.edu">ombuds@uw.edu</a></td>
</tr>
<tr>
<td>Parking and U-PASS Information</td>
<td>206.221.3701</td>
<td><a href="mailto:ucommute@uw.edu">ucommute@uw.edu</a></td>
</tr>
<tr>
<td>Police, University</td>
<td>206.543.0507</td>
<td><a href="mailto:uwpolice@uw.edu">uwpolice@uw.edu</a></td>
</tr>
<tr>
<td>Q Center</td>
<td>206.616.7296</td>
<td><a href="mailto:qcenter@uw.edu">qcenter@uw.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>206.543.5378</td>
<td><a href="mailto:registrar@uw.edu">registrar@uw.edu</a></td>
</tr>
<tr>
<td>Residency Classification</td>
<td>206.543.5932</td>
<td><a href="mailto:resquest@uw.edu">resquest@uw.edu</a></td>
</tr>
<tr>
<td>South Campus Center</td>
<td>206.543.0530</td>
<td><a href="mailto:hsbrooks@uw.edu">hsbrooks@uw.edu</a></td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>206.543.2380</td>
<td><a href="mailto:sao@uw.edu">sao@uw.edu</a></td>
</tr>
<tr>
<td>Student Counseling Center</td>
<td>206.543.1240</td>
<td></td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>206.543.6101</td>
<td><a href="mailto:osfa@uw.edu">osfa@uw.edu</a></td>
</tr>
<tr>
<td>Student Fiscal Services</td>
<td>206.543.4694</td>
<td><a href="mailto:sfshelp@uw.edu">sfshelp@uw.edu</a></td>
</tr>
<tr>
<td>Student Legal Services</td>
<td>206.543.6486</td>
<td><a href="mailto:slsuw@uw.edu">slsuw@uw.edu</a></td>
</tr>
<tr>
<td>Student Union Building (HUB)</td>
<td>206.543.1447</td>
<td><a href="mailto:thehub@uw.edu">thehub@uw.edu</a></td>
</tr>
<tr>
<td>UW Technology</td>
<td>206.221.5000</td>
<td><a href="mailto:help@uw.edu">help@uw.edu</a></td>
</tr>
<tr>
<td>Visitor's Information Center</td>
<td>206.543.9198</td>
<td><a href="mailto:uwvic@uw.edu">uwvic@uw.edu</a></td>
</tr>
<tr>
<td>Waterfront Activities Center</td>
<td>206.543.9433</td>
<td><a href="mailto:h2ofront@uw.edu">h2ofront@uw.edu</a></td>
</tr>
</tbody>
</table>
APPENDIX C. MSTP REQUIREMENTS

The Graduate Program in Neuroscience Medical Scientist Training Program (MSTP) Requirements includes:

<table>
<thead>
<tr>
<th>Neuroscience Requirement</th>
<th>MSTP Student Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year Core Courses</td>
<td>Required</td>
</tr>
<tr>
<td>Lab Rotations</td>
<td>Two required – must be in different labs</td>
</tr>
<tr>
<td>JumpStart</td>
<td>Required</td>
</tr>
<tr>
<td>Intro to BioStats (1 CR)</td>
<td>Optional</td>
</tr>
<tr>
<td>Monday Lunches</td>
<td>Optional</td>
</tr>
<tr>
<td>Seminar</td>
<td>3 credits (6 Quarters)</td>
</tr>
<tr>
<td>Teaching Internship Practicum</td>
<td>6 credits</td>
</tr>
<tr>
<td>Elective Credits</td>
<td>4 credits (courses must be NEURO Program approved)</td>
</tr>
<tr>
<td>Annual Committee Meeting</td>
<td>Required</td>
</tr>
<tr>
<td>General Exam</td>
<td>Required</td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>Required</td>
</tr>
</tbody>
</table>

MSTP Students will be formally considered a part of the Neuroscience Program when they have selected the program for their degree and have been accepted into a Neuroscience Program laboratory for their dissertation research.
## APPENDIX D. FACULTY CODES

<table>
<thead>
<tr>
<th>Code Number</th>
<th>By Last Name</th>
<th>Code Number</th>
<th>By Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10279</td>
<td>Ahmed, Osama</td>
<td>10299</td>
<td>Moreno, Claudia</td>
</tr>
<tr>
<td>10239</td>
<td>Ailion, Michael</td>
<td>10233</td>
<td>Moritz, Chet</td>
</tr>
<tr>
<td>10280</td>
<td>Asbury, Charles</td>
<td>10217</td>
<td>Neitz, Jay</td>
</tr>
<tr>
<td>10281</td>
<td>Baertsch, Nathan</td>
<td>10218</td>
<td>Neitz, Maureen</td>
</tr>
<tr>
<td>10238</td>
<td>Bair, Wyeth</td>
<td>10145</td>
<td>Neumaier, John</td>
</tr>
<tr>
<td>10016</td>
<td>Bajjalieh, Sandra</td>
<td>10246</td>
<td>Ojemann, Jeffrey</td>
</tr>
<tr>
<td>10282</td>
<td>Barker-Haliski, Melissa</td>
<td>10275</td>
<td>Orsborn, Amy</td>
</tr>
<tr>
<td>10274</td>
<td>Basso, Michele</td>
<td>10300</td>
<td>Page, Damon</td>
</tr>
<tr>
<td>10263</td>
<td>Bruchas, Michael</td>
<td>10034</td>
<td>Palminter, Richard</td>
</tr>
<tr>
<td>10251</td>
<td>Brunton, Bing</td>
<td>10034</td>
<td>Parrish, Jay</td>
</tr>
<tr>
<td>10283</td>
<td>Bryant, Astra</td>
<td>10206</td>
<td>Pasupathy, Anitha</td>
</tr>
<tr>
<td>10242</td>
<td>Buffalo, Elizabeth</td>
<td>10136</td>
<td>Perkel, David</td>
</tr>
<tr>
<td>10284</td>
<td>Cabernard, Clemens</td>
<td>10228</td>
<td>Perlmutter, Steven</td>
</tr>
<tr>
<td>10151</td>
<td>Catterall, William</td>
<td>10201</td>
<td>Phillips, Paul</td>
</tr>
<tr>
<td>10285</td>
<td>Chudler, Eric</td>
<td>10009</td>
<td>Raible, David</td>
</tr>
<tr>
<td>10286</td>
<td>Cler, Gabe</td>
<td>10158</td>
<td>Rao, Rajesh</td>
</tr>
<tr>
<td>10287</td>
<td>Collman, Forrest</td>
<td>10278</td>
<td>Rasmussen, Jeff</td>
</tr>
<tr>
<td>10288</td>
<td>Daggett, Valerie</td>
<td>10005</td>
<td>Reh, Thomas</td>
</tr>
<tr>
<td>10289</td>
<td>Darvas, Martin</td>
<td>10144</td>
<td>Rieke, Fred</td>
</tr>
<tr>
<td>10290</td>
<td>Davis, Marie</td>
<td>10247</td>
<td>Riffell, Jeff</td>
</tr>
<tr>
<td>Code Number</td>
<td>By Last Name</td>
<td>Code Number</td>
<td>By Last Name</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------</td>
<td>-------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>10203</td>
<td>de la Iglesia, Horacio</td>
<td>10301</td>
<td>Rokem, Ariel</td>
</tr>
<tr>
<td>10154</td>
<td>Fairhall, Adrienne</td>
<td>10302</td>
<td>Ruohola-Baker, Hannele</td>
</tr>
<tr>
<td>10277</td>
<td>Fang, Angela</td>
<td>10267</td>
<td>Sabesan, Ramkumar</td>
</tr>
<tr>
<td>10229</td>
<td>Ferguson, Susan</td>
<td>10269</td>
<td>Schindler, Abigail</td>
</tr>
<tr>
<td>10291</td>
<td>Garcia, Jose M.</td>
<td>10273</td>
<td>Shih, Andy</td>
</tr>
<tr>
<td>10292</td>
<td>Gillespie, Anna</td>
<td>10253</td>
<td>Singhvi, Aakanksha</td>
</tr>
<tr>
<td>10252</td>
<td>Gire, David</td>
<td>10261</td>
<td>Smith, Stephen</td>
</tr>
<tr>
<td>10265</td>
<td>Golden, Sam</td>
<td>10137</td>
<td>Spain, William</td>
</tr>
<tr>
<td>10153</td>
<td>Gordon, Sharona</td>
<td>10271</td>
<td>Steinmetz, Nick</td>
</tr>
<tr>
<td>10293</td>
<td>Grannan, Ben</td>
<td>10270</td>
<td>Stocco, Andrea</td>
</tr>
<tr>
<td>10294</td>
<td>Grill, Brock</td>
<td>10262</td>
<td>Stuber, Garret</td>
</tr>
<tr>
<td>10268</td>
<td>Herron, Jeffrey</td>
<td>10303</td>
<td>Svoboda, Karel</td>
</tr>
<tr>
<td>10295</td>
<td>Heshmati, Mitra</td>
<td>10249</td>
<td>Tuthill, John</td>
</tr>
<tr>
<td>10210</td>
<td>Horwitz, Greg</td>
<td>10304</td>
<td>Vivas, Oscar</td>
</tr>
<tr>
<td>10266</td>
<td>Keene, C. Dirk</td>
<td>10276</td>
<td>Walker, Edgar</td>
</tr>
<tr>
<td>10272</td>
<td>Kraemer, Brian</td>
<td>10260</td>
<td>Weaver, Kurt</td>
</tr>
<tr>
<td>10296</td>
<td>Li, Li</td>
<td>10305</td>
<td>Wood, Thomas Ragnar</td>
</tr>
<tr>
<td>10297</td>
<td>Liachko, Nicole</td>
<td>10259</td>
<td>Yadav, Smita</td>
</tr>
<tr>
<td>10248</td>
<td>Manookin, Michael</td>
<td>10306</td>
<td>Young, Jessica</td>
</tr>
<tr>
<td>10298</td>
<td>Pravetoni, Marco</td>
<td>10307</td>
<td>Z Yan Wang</td>
</tr>
<tr>
<td>10240</td>
<td>Miller, Dana</td>
<td>10237</td>
<td>Zweifel, Larry</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>10231</td>
<td>Mizumori, Sheri</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX E. PROGRAM MILESTONES CHECKLIST

OVERALL
- Maintain at least a 3.0 GPA throughout Graduate Career.
- Receive at least a 2.7 in all courses (400-500 level) taken during graduate studies.
- Complete 12 elective credits (Do not need to be graded but do need to be approved).
- Complete 6 credits of NEURO 515 (Teaching Internship).
- Complete all core courses.

YEAR ONE
- Receive credit for all three lab rotations (NEURO 526).
- Choose a dissertation lab (June 1st of Spring Quarter).
- Submit an Individual Development Plan (IDP) by the final day of Summer Quarter.
- Send yearly elective plan to GPA 2 weeks before end of Summer Quarter.

YEAR TWO
- Establish a Supervisory Committee by the final day of Autumn Quarter.
- Host the first Supervisory Committee by the final day of Winter Quarter.
- Submit an IDP no more than 2 weeks after committee meeting.
- Choose time and date for General Exam 6 weeks before exam.
- Committee form for General Exam 3 weeks before exam.
- Pass the General Exam by the final day of Spring Quarter to advance to PhD Candidacy.
- Have 18 graded credits (400-500 level) by the final day of Spring Quarter.

YEARS THREE+
- Host a Supervisory Committee Meeting by the final day of Spring Quarter of each regular academic year.
- Submit an IDP no more than 2 weeks after committee meeting each regular academic year.
- Dissertation Research Meeting (Post-General Exam) on the last day of Spring Quarter.

FINAL YEAR
- Host a Supervisory Committee Meeting by the final day of Spring Quarter of each regular academic year.
- Submit an IDP no more than 2 weeks after committee meeting.
- Establish a reading committee 2+ months before Dissertation Defense (Final Exam).
- Submit Thesis Draft to reading committee and GPA 6+ weeks before Dissertation Defense.
- Choose time and date for Final Exam 6 weeks before Dissertation Defense.
- Request Final Exam through MyGrad Program 4 weeks before Dissertation Defense (Inform GPA).
- Pass the Dissertation Defense (Final Exam).
# APPENDIX F. GENERAL EXAMINATION CHECKLIST

Before beginning the General Exam (written and oral) process, students are responsible for knowing the UW Graduate School’s doctoral degree policies.

View the General Exam Timeline.

---

## BEFORE SCHEDULING THE GENERAL EXAMINATION

- Complete Preliminary Written Thesis Proposal (NEURO 529).
- Complete course requirements for degree.
- Supervisory committee must be established formally – minimum of four members - due Year 2 Autumn Quarter.
  - If the committee has changed, let the GPA know.

## BEFORE SCHEDULING THE ORAL GENERAL EXAMINATION

- Set up a meeting with the Supervisory Committee to discuss IDP due Year 2 Winter Quarter.
- Develop a reading list with the committee members due one month before the questions or 7 weeks before the General Exam.
- Take the General Exam (Written).
  - This is administered by the students committee.
- Determine a date for the General Exam (Oral) suitable for the schedule of GSR and committee.
  - At least four committee members must attend the General Examination, including the Chair (dissertation advisor) and the Graduate School Representative (GSR) and two additional Graduate Faculty members.
- Complete the “General Exam Request” at [http://www.grad.washington.edu/mygrad/student.htm](http://www.grad.washington.edu/mygrad/student.htm) at least three weeks prior to the exam. Inform the GPA via email.
  - To make changes to the submitted request, contact the GPA, not the Graduate School.
- Let the GPA know once the exam date has been scheduled.
  - The GPA will email the form for the general exam. Print it and give it to the Chair (dissertation advisor) at the Oral Exam.

## FOLLOWING THE ORAL EXAMINATION

- All committee members who are present must sign the form.
  - The Chair (dissertation advisor) must indicate the exam outcome on the form. If a member was present by audio/video conferencing, they must email the Chair (dissertation advisor) that they were present the entire time, and their vote.
- Submit the signed form to the GPA (before 5:00PM on the last day of the quarter).
- Students will become a candidate in the quarter after passing the General Examination (Written and Oral). If the student passes between quarters, they will become a candidate the quarter after next.
APPENDIX G. GENERAL EXAM FORMAT

FORMAT OF THE WRITTEN EXAM

The format of the written exam consists of two parts: (1) a brief thesis proposal with emphasis on background and rationale; (2) answers to three “knowledge” questions, which are submitted by the committee.

THESIS PROPOSAL

The document should develop the background and rationale for the proposed dissertation research, and it should outline an experimental plan to address one fundamental question. While the proposal will usually relate to the student’s intended dissertation research, it could be on a different topic should the student and the committee decide that this would be appropriate.

Requirements:
- No more than 5 pages, single spaced, plus bibliography.
- Emphasize published studies pertinent to the proposed research area.
- Develop the rationale for the proposed study, emphasizing gaps in current knowledge in the proposed research area.
- Advance one or two hypotheses.
- Describe an experimental strategy to test the hypothesis.
- Preliminary data should not be included.
- Detailed methodology and a formal list of specific aims can be deferred until the first thesis committee meeting after the general examination has been passed.

The proposal is due 3 weeks before the exam. For the purposes of the general examination, the student will be evaluated on scholarship, clarity and content of the proposal, logical development of a scientific hypothesis, and overall merit of the strategy. Students who complete and pass the class in the summer (NEURO 529) are not required to complete another thesis proposal. The NSF GRFP Proposal will count towards this requirement. A more complete research plan is expected at the first thesis committee meeting after the general exam has been passed, which is to be held by the end of Spring Quarter in the 3rd year. The meeting is flexible and not part of the General Exam.

QUESTIONS ON GENERAL KNOWLEDGE

Three weeks prior to the examination date and at least one month after the student received the reading list, the NPR will obtain a written question from each member of the committee including the NPR. The questions can be essay, problem format, or analysis. The answers should require no more than 2 pages per examining committee member. The NPR will select and forward to the student questions from three committee members. The dissertation advisor is not expected to submit questions, but they may do so at the discretion of the NPR. The GSR may also submit questions at the choice of the NPR. The student has 1 week to complete all the answers. The answers to all questions shall be provided to all committee members 2 weeks before the oral examination. The students committee (chair (dissertation advisor) + exam administrator, or NPR) is expected to give feedback 1 week before the oral examination. If the committee feels it is necessary, the students may be required to revise their answers to the questions provided, which would be due the day before the general exam. A PDF attachment to an email is the preferred format.
FORMAT OF THE ORAL EXAM

The examination begins with a 20 minute “chalk-talk” about the proposed research. The focus is on the rationale for the project and the proposed experimental strategy; background information should be presented only when directly relevant. Though preliminary data are not required for the oral exam, data slides may be presented as supporting material. This presentation is open to the public and followed by a period for public questions. Following the “chalk-talk,” the committee will examine the student on themes related to the proposal, principles of experimental design, and any other areas that are seen as pertinent to the goal of developing a rigorous scientific inquiry in the student’s proposed dissertation area. This part of the exam is expected to last approximately one hour. The second part of the exam will focus on general knowledge. The topics are expected to include the areas previously identified by committee members with the student. Questions on general knowledge covered in the 1st year course curriculum are also to be part of the process.

Students should ensure that they have assimilated and consolidated the information presented in the first-year coursework to be adequately prepared for this part of the exam. The NPR will control the conduct of the oral exam. While the dissertation advisor may correct a misstatement or misinformation offered by the student, the advisor should not participate in general discussions and questions during the exam.
APPENDIX H. FINAL EXAM CHECKLIST

Before beginning the final exam (dissertation defense) process, students are responsible for knowing the UW Graduate School’s doctoral degree policies and the relevant dates and timelines.

BEFORE SCHEDULING THE DISSERTATION DEFENSE

☐ Complete General Examination (Written and Oral).

BEFORE THE DISSERTATION DEFENSE

☐ Set up the reading committee.
  ○ Reading committee must agree that the dissertation is appropriate for fulfillment of the doctoral degree and that necessary changes can be made prior to the end of the quarter.

☐ Send supervisory committee and neurogrd@uw.edu thesis draft.
  ○ At least four weeks prior to the exam

☐ Schedule a doctoral final exam via MyGrad – Student View.
  ○ At least four weeks prior to the exam.
  ○ At least four members must be present at the student’s final exam.
  ○ Inform the GPA via email.

☐ Verify that the name and thesis details on record with the UW and the Graduate School are correct.
  ○ Go to MyGrad – Student View
    ○ Verify the name and thesis details entered in the UW ETD Administrator Site match the MyGrad record exactly.

☐ Inform the GPA of the scheduled exam date and set a reading committee.
  ○ The GPA will email the student the “supervisory committee form” for the final exam. The student will need to print it and give it to their Chair (dissertation advisor) at their defense.

FOLLOWING THE DISSERTATION DEFENSE

☐ All committee members who are present must sign the Supervisory Committee Form.
  ○ The Chair (dissertation advisor) must indicate the exam outcome on the form.

☐ Submit the signed form to the GPA (before 5:00PM on the last day of the quarter).

☐ Obtain the necessary signatures on Doctoral Dissertation Reading Committee Approval Form in MyGrad.
  ○ Send reading committee members instructions to approve written thesis in MyGrad.

☐ The dissertation must adhere to the Graduate School regulations.

☐ SUBMIT (1) dissertation, (2) SED Certificate of Completion via the UW Electronic Thesis/Dissertation (ETD) Administrator Site by the quarterly deadline.

☐ Confirm submission: after a successful submission, the message “Your dissertation/thesis has been submitted” will appear in the UW ETD Administrator site.
  ○ Student will also receive a confirmation e-mail from “Administrator of University of Washington.”

☐ The degree will be posted after the end of the quarter in which the final dissertation is submitted.

☐ A diploma will be mailed to the student by the Registrar about 4 months after graduation. The student should keep their address up to date through the MyUW system.

☐ Please keep contact information up-to-date and keep the GPA apprised of future work, research, and accomplishments!