

# **BMS Student Responsibilities Guide 2022-23**

## **Communications**

BMS graduate students must use their official @health.ucsd.edu email addresses for all UCSD correspondence.

## **Enrollment**

From the Educational Policy Committee <https://senate.ucsd.edu/media/131596/graduate-student-petitions-requesting-exceptions-winter-2015.pdf>:

*Students are expected to know and adhere to the policies and deadlines set in the Senate Regulations. EPC firmly believes that it is a (undergraduate and graduate) student's responsibility to know the requirements for their degree and the deadlines to add, drop, withdraw, request incompletes, change grading options, etc., for their courses. EPC also believes that it is a student's responsibility to know how to add, drop, withdraw, request incompletes, change grading options, etc., for their courses, and to implement these actions correctly. The petitions procedures address the specific needs of students facing unusual circumstances. Requests for exceptions to these policies and deadlines without good cause and supporting documentation are not permitted.*

**BMS students are required to enroll in a minimum of 12 units of Graduate level courses each quarter**

**Graduate Enrollment:** <https://students.ucsd.edu/academics/enroll/graduate-enrollment/index.html>

**Enrolling in Classes:** <https://students.ucsd.edu/academics/enroll/index.html>

**Required BMS courses:** <https://biomedsci.ucsd.edu/curriculum/index.html>

**Enrollment Calendar:** <https://blink.ucsd.edu/instructors/courses/enrollment/calendars/index.html>

**Academic Calendar:** <https://blink.ucsd.edu/instructors/resources/academic/calendars/index.html>

It is the student's responsibility to enroll by the established [deadlines](#) every quarter. (See Enrollment & Academic Calendars above). This includes ensuring that you are enrolled in the following:

- Correct Course Subject (BIOM, PHAR, MED, etc.)
- Correct Course Number
- Correct Section ID for 298 & 299 – *This is the section with your thesis advisor as instructor. If your thesis advisor is not listed, please contact [Patricia Luetmer](#) so she can add them into the schedule of classes.*
- Your Co-Advisor's section ID if your thesis advisor is not a member of the BMS program
- Correct Grading Option (S/U or Letter)
- Correct Number of Units

**\*\*\*\*\*Check your TritonLink account both *after* you have registered and *before* the 3<sup>rd</sup> week of classes to ensure that you are enrolled correctly.\*\*\*\*\***

Instructions for making enrollment changes up to Week 10 can be found here:

[https://students.ucsd.edu/academics/exams-grades-transcripts/grades/change-grading-grad.html#Weeks-5-to-10-\(grading-option\)](https://students.ucsd.edu/academics/exams-grades-transcripts/grades/change-grading-grad.html#Weeks-5-to-10-(grading-option))

### **Retroactive changes to enrollment (after week 10)**

Requests may **only** be approved in cases where:

1. The student clearly attempted to add or withdraw from the course by the deadline but technical problems with TritonLink prevented the proper processing of the request;
2. Serious personal circumstances (e.g. hospitalization) prevented the student from adding or withdrawing on TritonLink or in person prior to the deadline.

### **Grades**

From the Educational Policy Committee <https://senate.ucsd.edu/media/131596/graduate-student-petitions-requesting-exceptions-winter-2015.pdf>:

*Students are responsible for monitoring their academic record regularly and maintaining its integrity. It is a student's responsibility to make sure that their academic record is accurate and current, and to promptly address any discrepancies or problems with their academic record. The Committee recommends that students check their academic record on a quarterly basis to confirm that the record correctly reflects their academic achievements. Except in very unusual circumstances, requests to "clean-up" an academic record after the specified deadlines to submit petitions will be denied.*

Check your TritonLink account *at the end of* each quarter to ensure your grades have been submitted. It is your responsibility to contact the instructor if a grade is missing.

**Grades not entered will lapse to U or F after one quarter.** Any student with more than 8 units of "U" and/or "F" grades or a GPA less than a 2.0 will have a hold placed on his/her registration for the next available quarter.

### **Good Academic Standing**

Good academic standing is determined by meeting departmental and graduate studies standards; a GPA of 3.0 or above, in upper-division, graduate and professional course work; satisfactory spring evaluation; and having no more than a total of eight units of "F" and/or "U" grades.

Good Academic Standing is a requirement for:

1. Holding academic and staff appointments.
2. Receiving fellowship, scholarship, or traineeship appointments.
3. Advancing to candidacy for a graduate degree.
4. Participating in UC Intercampus Exchange.
5. Going on a leave of absence.
6. Obtaining a graduate degree from UC San Diego.

Graduate students who are not in good academic standing for any reason are subject to probation and/or disqualification from further graduate study.

### **Rotations**

- Students must complete a minimum of 3 rotations with BMS faculty members.
- Fall quarter rotations must be in the laboratory of a BMS faculty member listed in the BMS Faculty Directory: [http://biomedsci-db.ucsd.edu/faculty\\_index](http://biomedsci-db.ucsd.edu/faculty_index)
- Rotations with non-BMS faculty members can be done after completing the Fall quarter rotation with a BMS faculty member and approval of the SPAC Advisor.
- Rotations with non-UCSD faculty members at other institutions are not permitted.
- Rotations can be either 6 or 12 weeks, however the duration should be agreed upon before the rotation begins.
- Email [Leanne Nordeman](mailto:Leanne.Nordeman) when ready for the rotation approval process, and she will send the BMS Faculty Rotation form to the Rotation Mentor (cc to student and SPAC Advisor) and then to the BMS Chair for final approval.
- All rotations must be approved by the SPAC Advisor and BMS Chair *before you begin*.
- After the rotation is approved you must enroll in BIOM 202 (4 units S/U grade).

### **Funding**

All BMS graduate students in good standing are eligible for full financial support. The BMS stipend level for 2022/23 is \$36,000/annually, \$3,000/monthly. All students are funded at this same rate unless they have an outside award that provides a higher stipend level.

**If you are over or underpaid do not wait to let Erin Gilbert, [egilbert@health.ucsd.edu](mailto:egilbert@health.ucsd.edu) in the BMS office know so the necessary corrections can be made. Any amount that is over-paid must be returned to the university.**

Students are paid from a variety of different sources and distributed as either salary or stipend payments.

- Salary payments are issued via UCPATH <http://ucpath.ucsd.edu>

- Stipend payments are issued through the Student Aid Management System. Graduate Student Appointment letters detailing monthly payments can be found through the Graduate Student Portal at <https://student-db.grad.ucsd.edu>

There are two units that provide direct deposit to graduate students, depending upon the type of transaction:

- [Student Financial Solutions](#) (stipend payments for domestic students and account refunds)
- [Payroll](#) (UCPath ASE, GSR, and any other student employment paychecks)

### **Stipend Payments for International Students:**

International students who are expecting a stipend payment should sign-up for direct deposit with both Student Financial Solutions and Disbursements and also should note they will be prompted to complete a Glacier record in order to determine appropriate taxation.

- [Student Financial Solutions](#)
- [Disbursements](#)

### **Taxes**

Graduate student salary and stipend payments are considered fully taxable income. The BMS office is not permitted to provide tax advice. For more information, visit the Graduate Division's Tax Information page at <https://grad.ucsd.edu/financial/tax-information.html>.

### **Obtaining California Residency for Tuition Purposes**

In order to be sure you'll meet the eligibility criteria, you should begin the process of becoming a California resident at least one year before the quarter you are seeking a reclassification. Instructions on how to change your nonresident status to resident can be found at <http://students.ucsd.edu/finances/fees/residence/status-change.html>. For questions, contact the [Residence Deputy](#). **No other University personnel are authorized to supply information relative to residence requirements for tuition.**