

Graduate Student Guide

Bioengineering



UNIVERSITY OF
TEXAS
ARLINGTON

Department of Bioengineering

The University of Texas at Arlington

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Arlington, TX 76019-0138

<http://www.uta.edu/bioengineering/>

Bioengineering Graduate Student Guide

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1. WELCOME

Congratulations and welcome to the Department of Bioengineering at the University of Texas at Arlington. We are delighted that you have chosen to study in our program and we hope to make your educational experience with us a highly rewarding one. Please refer to this guide, the Graduate Catalog (<http://www.uta.edu/gradcatalog/>), and the BE Department website (<http://www.uta.edu/bioengineering/>) as you progress through our program.

This UT Arlington Bioengineering Student Graduate Guide is designed to inform you of selected policies, procedures, and activities within the Bioengineering Department and is provided as a courtesy by the Bioengineering Department. For all errors or omissions in this Graduate Student Guide, the *Rules and Regulations* of the Regents of The University of Texas System, *The Handbook of Operating Procedures* of the University of Texas at Arlington, and the *Undergraduate and Graduate Catalogs* of The University of Texas at Arlington and UTSW Medical Center shall supersede this manual. Students must comply with the guide for the duration of their experience at UT Arlington. Additionally, rules and policies are subject to change with short notice, so refer to www.uta.edu/bioengineering for the most current and up to date version of this Guide.

Bioengineering studies at UTA began in 1974 with a program in Biomedical Engineering conducted in association with the University of Texas Southwestern Medical Center at Dallas (UTSW) – one of the top medical schools in the nation and only 22 miles (35 minutes) away. Graduates of the program receive a diploma bearing the seals of both UTA and UTSW. The combined faculty, staff, and facilities of the two campuses provide tremendous resources and opportunities for biomedical engineering students.

1.1 DEGREES OFFERED

These following degrees are offered through the Joint Graduate Program in Biomedical Engineering with the UT Southwestern Medical Center at Dallas (UTSW):

- Master of Science in Biomedical Engineering (M.S.)
- Doctor of Philosophy in Biomedical Engineering (Ph.D.)
- Dual Master of Science in Biomedical Engineering and Bachelor of Science in Biology (M.S. and B.S.)
- Dual Master of Science in Biomedical Engineering and Bachelor of Science in Physics (M.S. and B.S.)
- Dual Master of Science in Biomedical Engineering and Bachelor of Science in Biochemistry (M.S. and B.S.)

Please note: The department's name is the Bioengineering Department. However, the degrees offered are Biomedical Engineering degrees. Additionally, the acronym for Bioengineering courses is BE, not BME.

1.2 DEPARTMENTAL CONTACTS

Most offices at UT Arlington are open Monday through Friday from 8:00 a.m. until 5:00 p.m. Contact the individual departments for specific working hours. Some offices may require appointments and may be closed during their lunch hour. University offices are closed during holidays and may be closed on short notice due to inclement weather. See www.uta.edu/uta/acadcal.php for the academic calendar and www.uta.edu for inclement weather announcements. The hours of operation listed below are subject to change.

Administrative Offices:

Cindy Bradfield
Administrative Assistant II
Room 233 Engineering Lab Building (ELAB)
Phone: 817-272-2249
Fax: 817-272-2251
cbradfield@uta.edu
Hours: 8:00 a.m. - 12:00 p.m.,
1:00 p.m. - 5:00 p.m.

Amanda Kerby
Support Specialist II
Room 239 Engineering Lab Building (ELAB)
817-272-0109
Fax: 817-272-2251
akerby@uta.edu
Hours: 8:00 a.m. - 11:30 a.m.,
12:30 p.m. - 5:00 p.m.

General Academic Advising:

Suzanne Despres
Academic Advisor
Room 238 Engineering Lab Building (ELAB)
Phone: 817-272-0783, Fax: 817-272-5338
sdespres@uta.edu
Open Office Hours: 10:00 a.m. - 12:00 p.m., 2:00 p.m. - 5:00 p.m.

For general advising questions, please see the academic advisor. Open door advising hours are Monday through Friday 10:00 a.m. to 12:00 p.m. and 2:00 p.m. to 5:00 p.m. unless otherwise posted. Contact the academic advisor to check availability in advance if desired. When you meet with the advisor, you will be asked to sign in and provide your student identification number (also referred to as MavID number or 1000 number).

Faculty Track Advisors and Bioengineering Faculty

For information on the Tracks listed below, see section 3.4. Please see posted signs for faculty track advisor office hours and appointment request information.

Dr. Khosrow Behbehani
Department Chairman
Track Advisor for Bioinstrumentation
Room 234 Engineering Lab Building (ELAB)
Phone: 817-272-2249, Fax: 817-272-2251
kb@uta.edu

For appointments, see administrative staff (Cindy Bradfield or Amanda Kerby)

Dr. Hanli Liu
Graduate Advisor
Track Advisor for Medical Imaging
Track Advisor for Dual Degree B.S. in Physics and M.S. in Biomedical Engineering
Room 229 Engineering Lab Building (ELAB)
817-272-2054
hanli@uta.edu

Dr. Charles Chuong
Track Advisor for Biomechanics & Orthopedics
Track Advisor for Dual Degree B.S. in Biology and M.S. in Biomedical Engineering
Room 232 Engineering Lab Building (ELAB)
817-272-2052
chuong@uta.edu

Dr. Liping Tang
Track Advisor for Biomaterials & Tissue Engineering
Track Advisor for Protein Engineering
Track Advisor for Dual Degree B.S. in Biochemistry and M.S. in Biomedical Engineering
Room 253 Engineering Lab Building (ELAB)
817-272-6075
ltang@uta.edu

Dr. George Alexandrakis
Room 204 Engineering Lab Building (ELAB)
817-272-3496
galex@uta.edu

Dr. Digant Davé
Room 202 Engineering Lab Building (ELAB)
817-272-0946
ddave@uta.edu

Dr. Young-Tae Kim
Room 332 Engineering Lab Building (ELAB)
817-272-5023
ykim@uta.edu

Dr. Kytai Nguyen
Room 230 Engineering Lab Building (ELAB)
817-272-2540
knguyen@uta.edu

Dr. Mario Romero
Room 329 Engineering Lab Building (ELAB)
817-272-5018
mromero@uta.edu

Dr. Jian Yang
Room 205 Engineering Lab Building (ELAB)
817-272-0562
jianyang@uta.edu

1.3 UNIVERSITY FACILITIES AND CONTACTS

For additional information, please see www.uta.edu.
An interactive campus map can be viewed at www.uta.edu/maps.

Office of Graduate Studies (OGS) (also known as Graduate School):

Room 333 E.E. Davis Hall (DH)
<http://grad.uta.edu>
Phone: 817-272-2688
Fax: 817-272-1494
Graduate.school@uta.edu

The Office of Graduate Studies provides a variety of services and resources to help graduate students succeed including workshops, thesis writing assistance, and a career class as well as forms needed for graduate study.

Office of International Education (OIE) (also known as International Office):

1022 UTA Blvd, Swift Center (SC)
Phone: 817-272-2355
Fax: 817-272-5005
www.uta.edu/oie

The Office of International Education provides help for international students including questions about Visas and full and part time enrollment.

Office of Information Technology/Computer Labs (OIT):

Please see <http://www.uta.edu/oit/cs/computerlabs/> for a complete list of computer lab locations, hours, and services.
817-272-2208
helpdesk@uta.edu

OIT is available for students to help with computer and internet related questions and problems and provides computer labs across the campus for student use.

Libraries:

Please see <http://library.uta.edu/> for information on locations, hours, and services.
Science and Technology Library
B 03 Nedderman Hall (NH)
<http://library.uta.edu/sel/>

Phone: 817-272-5050

Fax: 817-272-5803

Bioengineering Librarian: Antoinette Nelson nelsona@uta.edu

Bioengineering Research Portal: <http://libguides.uta.edu/bioengineering>

The libraries at UT Arlington offer multiple services including a large assortment books, publications, electronic and print journals, a Digital Media Studio, several meeting and private study spaces, and a writing center to help students improve their writing skills.

Mav Mover:

817-272-2848

www.uta.edu/oie/programs/shuttle_bus.php

Mav Mover provides transportation to certain shopping destinations in Arlington and operates every Saturday except holiday weekends. There is a nominal fee for a ride.

Health Services:

605 S. West Street (HLTH)

817-272-2771

www.uta.edu/health_services

The University of Texas Arlington Health Services is open 12 months a year, Monday through Friday, with a Saturday Medical clinic during the Fall and Spring terms. They offer health care services at a reduced cost including a general medical clinic, women's health clinic, mental health clinic, substance abuse clinic, and laboratory and pharmacy services. Appointments are necessary to see a physician.

Counseling Services:

216 Davis Hall (DH)

Phone: 817-272-3671

Fax: 817-272-5523

www.uta.edu/counseling

UTA Counseling Services can help students with many concerns regarding academic, career, and personal problems. They provide confidential services that help students to succeed academically, in their careers, and in their personal lives.

Campus Recreation:

Maverick Activities Center (MAC)

817-272-3277

www.uta.edu/campusrec

The MAC is a recreational facility available to all UTA students at no additional charge.

Career Services:

216 Davis Hall

817-272-2932

<http://careers/uta.edu>

Career Services assists students in their career search and advancement.

Maverick Ride:

817-272-3381

This across-campus service assists students, faculty, staff, and campus visitors in reaching their destinations after the regular shuttle hours. The hours of service are 7:00 p.m. until 1:00 a.m., Sunday through Thursday.

E. H. Hereford University Center:

300 West First Street

<http://www.uta.edu/campus-ops/uc/>

The E.H. Hereford University Center (UC) provides a place for students to gather between or after classes. Commonly referred to as the UC, the University Center features facilities for relaxation, dining, recreation, and entertainment. The UC houses a mail service area, bowling alley, The Market convenience store, pool hall, lounges, meeting rooms, ballrooms, and dining areas. The Bowling and Billiards area offers a billiards room, 12-lane bowling center, big-screen TV area, foosball tables, and a snack shop. Please see the website above for hours of operation.

Dining Services:

817-272-2793

www.uta.edu/dining

UTA offers many dining facilities including a Pizza Hut, Chick-Fil-A, Subway, Panda Express, Starbucks, full service cafeteria, and many other dining locations and facilities. Please see the website for hours and locations. Hours change during summer semesters and when classes are not in session.

University Police:

700 South Davis Drive

Critical Emergency Number: Dial 911 while on or off campus

Campus Emergency Number: 817-272-3003

Non- Emergency Number: 817-272-3381

The university police ensures safety on the UTA campus. These police officers are fully-recognized police officers from a division of the City of Arlington Police Department.

Office of Records and Admissions (also known as Registrar's Office):

Room 129 Davis Hall (DH)

817-272-3372

This office provides University transcripts.

Business Services (also known as Bursar's Office):

Room 130 Davis Hall (DH)

817-272-2172

http://www.uta.edu/policy/business_services/bursars/articles/bur_about.php

Bursar Services provides help with student financial accounts and tuition payments.

Mav Express:

Room 110 E.H. Hereford University Center (UC)

817-272-2645

The Mav Express office provides Mav ID cards.

USPS: Post Office

E.H. Hereford University Center (UC)

817-272-2311

UTA has an on-campus, full service post office for student use. Please note that the on-campus post office does not accept credit cards. Please call for hours of operation.

BMESS: Biomedical Engineering Student Society

<http://www.uta.edu/studentorgs/bmes/>

BMESS is the UTA/UTSW student society. The offices are located on the UTA campus. See the website above for contact information and scheduled events.

Honors College

Suite 100 College Hall (CH)

817-272-7215

<http://www.uta.edu/honors/>

The Honors College is a resource for undergraduate students. Please see their website for more information.

Information about other UTA offices, departments, and student societies can be found at www.uta.edu.

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2. BASICS FOR BIOENGINEERING STUDENTS

2.1 VIRTUAL ORIENTTION

Before starting classes at UTA, all new graduate students should complete the Virtual Orientation at <http://grad.uta.edu/virtualOrientation/>.

2.2 INTERNATIONAL STUDENTS

- All international students must attend a mandatory orientation in order to register for classes. Visit <http://www.uta.edu/oie/newstudents/index.php> for more information.
- **Health Services.** International students are required to complete tuberculosis testing and have the test read by Health Services. Specifically, international students must have their test read by the 25th day of class or they will be dropped from all classes. Visit www.uta.edu/health_services for more information.

2.3 TOURS

To participate in one of the university's campus tours, call (817) 272-8687 or visit online at www.uta.edu/admissions/visit to reserve your spot. Tours are offered Monday through Friday, 9 a.m., 10 a.m., 1 p.m., and 2 p.m. Housing tours depart at 11:30 a.m. and 3:30 p.m. every Monday through Friday. A combination campus and housing tour departs at 11:30 a.m. on Saturdays. Tours depart from the New Student Welcome Center located on the first floor of Davis Hall in room 123. For information on library tours, visit <http://library.uta.edu/>.

2.4 UTA (MAVMAIL) EMAIL

All applicants and students are given a UTA email account (MAVMAIL). Students must activate their account at <http://www.uta.edu/oit/email/>. All official university email correspondence is sent exclusively through the UTA email system. Students should regularly check their MavMail email. Once the account is activated, students can log in to their email account via www.uta.edu. Non-UTA email accounts will not be accepted for correspondence between the applicant/student and the University. Additionally, students should include their MyMav ID number (#1000) in their correspondence.

2.5 MAV EXPRESS

Students must apply for their MavExpress ID Card 24-48 hours after registration has been completed. The Mav Express Office is located on the first floor of the University Center just inside the north main entrance. The E.H. Hereford University Center is located at 300 W. First Street on the east side of campus one block south of UTA Boulevard. For more information, please visit www.uta.edu/mavexpress.

2.6 MAV ID NUMBER

A 10-digit UTA Mav ID number (also known as 1000#) is issued to any person who has applied to UTA. The ID number can be found at the bottom of correspondence issued by the Office of Graduate Studies or by contacting the Office of Graduate Studies by phone at 817-272-2688. Students must have their ID numbers when contacting most offices on campus and should include the number on any written correspondence with the university. The Mav ID number is also located on the Mav Express ID Card. Because of the high rate of security fraud associated with the unauthorized use of SSNs, students should no longer use their SSNs as identifiers with the exception of employment paperwork.

2.7 NETID

UT Arlington provides a computer account referred to as a NetID that provides access to UT Arlington computing resources. Admitted UT Arlington Students will receive a letter from the Admissions Office with their NetID information or they can contact the OIT Help Desk at helpdesk@uta.edu. All new NetID accounts must be activated online at <http://www.uta.edu/selfservice>. Students without a personal computer will need to go to the Computing Helpdesk on the second floor of the Central Library to activate their NetID. Students cannot use a UTA computer until their NetID is activated.

2.8 UT EID

All UTA employees will receive a UT EID (University of Texas Employee Identification Number). The UT EID is different from the Net ID or any other campus ID.

2.9 MYMAV SYSTEM

The MyMav system is an online portal that allows students to register for classes, pay tuition and fees, view grades, and view class schedules, among many other functions. To log in, students must go to www.uta.edu/mymav and enter their Net ID and password.

2.10 CHANGE OF ADDRESS

Students must update their U.S. address and other addresses on-line through the MyMav system. International students must update their address by visiting <http://www.uta.edu/oie>.

2.11 PAYMENT OF TUITION AND FEES

See <http://www3.uta.edu/fao/portal/> for deadline information and other related dates. Through the MyMav system, students can view their accounts and pay tuition and fees online.

2.12 SAFETY TRAINING AND COMPLIANCE

When enrolled in certain laboratory classes or employed in research labs, students will be required to complete specific online laboratory safety and compliance trainings. If this is applicable for a student, an email will be sent to the student's UTA email address with information about where to log in and deadlines for completion. Completion of the training is mandatory, and students will be dropped from the class or not be able to perform research in the lab if this is not completed.

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3. ACADEMIC INFORMATION

3.1 STUDENT RESPONSIBILITY

The information provided here is intended only as a guide for BE students. The rules governing the academic requirements are given in the UTA Graduate Catalog (<http://www.uta.edu/gradcatalog/2011/>) and the UTA Undergraduate Catalog (<http://www.uta.edu/catalog/>).

3.2 DEGREE REQUIREMENTS

Degree requirements can be seen on the Degree Plan Worksheets/Programs of Work or found in the catalog. Please see the Graduate Catalog for additional details (<http://grad.uta.edu/about/catalog/>).

Good Standing and Satisfactory Scholastic Progress:

Graduate students are considered to be in good academic standing and making satisfactory progress in a degree program if they 1) meet all admission conditions within the time required, 2) have a B (3.0) or better grade-point average (GPA) on all coursework undertaken while in graduate school, and 3) have a B (3.0) or better GPA in courses needed to satisfy degree requirements by the end of the semester in which they intend to graduate. Students must be in good academic standing by the end of their final semester in order to receive an advanced degree from UT Arlington. The only grades that will satisfy graduate degree plan requirements are grades of A, B, C, or P. Grades of D, F, I, W, or Z are not acceptable and will not satisfy requirements.

Academic Probation:

A graduate student whose cumulative GPA falls below a 3.00 in all courses taken while enrolled as a UT Arlington graduate student will be placed on academic probation. The student must attain a cumulative GPA of at least 3.00 in the next semester he or she is enrolled or be subject to dismissal.

To be removed from academic probation, students will need to refer to their admissions letter to view the probationary conditions. Once these conditions have been met, the student should send an email to the Academic Advisor (be@uta.edu) and include the following: name, 1000#, and a message stating that the probationary requirements have been met. Once verified and approved, the Office of Graduate Studies will update the student's status in MyMav.

For additional details on grades, good standing and satisfactory scholastic progress, graduation requirements, academic probation, and dismissal please see the Graduate Catalog at the following link: http://www.uta.edu/gradcatalog/2010/general_info#grades.

3.3 DEGREE PLAN WORKSHEET/PROGRAM OF WORK

Each Bioengineering student is required to submit a tentative Program of Work and a final Program of Work.

Tentative Program of Work:

This must be completed by the second semester in the BE program, and it must be approved by the student's track advisor and the Graduate Advisor and then submitted to the Academic Advisor to be kept on file within the BE department. This serves as a guide to the courses needed to obtain a BE degree and can be amended at any point during the student's course of study.

Final Program of Work:

This must be completed at the beginning of the graduating semester and will need to include details for all coursework taken up to that point. Additional information about this degree plan is included in the Graduation packet. Students will not be allowed to graduate if this is not satisfactorily completed and submitted to the BE department. Please note that the Office of Graduate Studies does not need a copy of your Program of Work.

3.4 STUDY TRACKS OFFERED

The following study tracks are currently available at UT Arlington: Bioinstrumentation, Biomaterials & Tissue Engineering, Biomechanics & Orthopedics, Medical Imaging, and Protein Engineering.

Bioinstrumentation:

Bioinstrumentation is the application of electronics and measurement techniques to help develop devices for use in diagnosis and treatment of disease. A main focus in this area is to train engineers who can design instruments to further enhance the quality of health care. This study track is available to students in both master's and doctoral study.

Biomaterials & Tissue Engineering:

This area focuses on the development of any material, natural or man-made, that comprises whole or part of a living structure or biomedical device which performs, augments, or replaces a natural function. Tissue engineering attempts to solve problems at the microscopic level at precise target locations and design miniature devices to deliver compounds that can stimulate or inhibit cellular processes. This study track is currently available to students in both master's and doctoral study.

Biomechanics & Orthopedics:

In this area, experimental and computational methods are used to gain a better understanding of the function of various biological systems at normal and disease states. Studies at both tissue and cellular levels are applied to cardiopulmonary, musculoskeletal systems, as well as to brain tumors with the goal to foster the conception, design, and development of devices and methodologies for disease diagnosis and treatment. This study track is currently available to students in both master's and doctoral study.

Medical Imaging:

This field of study involves the application of imaging principles, i.e., optical, ultrasound, radiological, and magnetic resonance imaging, for the visualization of the anatomy and physiological function of a variety of biological systems, such as the brain and the heart, for clinical purposes such as diagnosing disease or monitoring treatment outcomes for cancer and other diseases and for medical science research. This study track is currently available to students in both master's and doctoral study.

Protein Engineering:

Biological, structural, chemical, and combinatorial approaches are used to explore protein functions and molecular interactions. This study track is currently available to students in doctoral study only.

3.5 MYMAV SYSTEM BASICS

MyMav is a web-based student information system designed to provide efficient, secure, and user-friendly access to manage virtually every aspect of a student's college career. Students login to MyMav to register for classes, view account balances, search for classes, and many other functions. For additional information on MyMav, please see <http://www.uta.edu/oit/cs/training/mymav/docs/MyMav%20Student.pdf#mymavstudent>.

The Office of Information Technology (OIT) offers tutorials on the following aspects of MyMav: Catalog and Schedule Search, Register for Classes, Student Center Features, Bill Pay, and Financial Aid. Please visit the following link for the tutorials: http://www.uta.edu/oit/cs/training/mymav/training_students.php. For further assistance, contact the OIT Helpdesk at helpdesk@uta.edu or visit the Helpdesk located on the first floor of the Central Library.

3.6 IMPORTANT ACADEMIC DATES AND DEADLINES

Please see <http://www.uta.edu/uta/acadcal/> for the current academic calendar. This provides important academic dates including:

- Beginning and end of registration
- Late registration dates
- First and last day of class
- Census date
- Holidays
- Final exams
- Commencement

3.7 COURSE REGISTRATION

It is best to select courses and register for them as soon as possible once registration begins. Courses have a limited number of seats and may fill quickly. To see the complete registration timetable and other important registration information, visit the Registrar's

website at http://www3.uta.edu/registrar/registration_schedule.asp. For a registration tutorial, visit http://www.uta.edu/oit/cs/training/mymav/training_students.php.

Searching for Courses and Course Information:

Course offerings can be seen by using the MyMav system. Students can visit http://www.uta.edu/oit/cs/training/mymav/training_students.php for a catalog and schedule search tutorial. When searching in MyMav for Bioengineering courses, the course name is BE. Please refer to the Graduate Catalog for course descriptions. The Graduate Catalog can be viewed online at <http://grad.uta.edu/about/catalog/>.

Adding Courses:

During the registration period, students without holds or other special circumstances that prevent enrollment can register themselves by accessing their MyMav Student Center. Students with holds on their accounts should refer to the section 3.9 of this guide.

MyMav will not allow students with undergraduate status to register for graduate courses or students with graduate status to register for undergraduate courses. In these instances, please contact the Academic Advisor for assistance with course registration.

Students who experience difficulties with course registration should take a screen shot of the error message and send it via email to be@uta.edu.

Late Registration:

Students may add courses without assistance through the late registration period. Please refer to the Academic Calendar (section 3.6) for exact dates. Late registration fees are assessed for enrollment transactions made during the late registration period.

Adding Courses after Late Registration:

In some cases, it is possible to add courses after late registration, but only with approval from a Track Advisor. This action is not recommended. Successful addition of the course is not guaranteed and will require the completion of forms and approval. Please consult with the Academic Advisor for more details. No courses can be added by the Academic Advisor after the census date has passed.

Payment for Registered Courses:

It is important that students follow the UTA Bursar's guidelines for payment. Failure to follow the guidelines could result in courses being dropped automatically. Once courses are dropped, the seats become available to other students and it may not be possible to re-secure the dropped seats.

Registering for Out-of-Bioengineering Department Courses:

Each department is responsible for assisting students with adding courses offered by that department. The Bioengineering Academic Advisor can only add Bioengineering courses with an approved Advising Form and cannot add courses offered by other departments. Advising Forms must be completed and permission obtained from both the Track Advisor and the department offering the course in order to register for out-of-department

courses. For assistance with registration, students will need to take the completed form to the appropriate department. It is important to note that permission to take an out-of-department course does not indicate that this course will count towards a degree unless it is approved by the Track Advisor on the signed tentative degree plan and on file with the Academic Advisor.

Registering for Courses at UTSW:

Please see section 4 of this Guide on Concurrent Enrollment if you would like to register for courses at UTSW.

3.8 DROPPING COURSES

Dropping Courses at UTA:

Students may drop any course through the late registration period. Prior to dropping courses, students holding an assistantship should refer to section 6.4 of this Guide to ensure all the necessary requirements for course load are met. Students may drop courses based on the regulations outlined in the Graduate Catalog. Students who are unable to drop courses through MyMav should see the Academic Advisor. International students are required to be enrolled full-time unless otherwise approved by the Office of International Education.

Dropping Courses at UTSW:

Please see section 4 of this Guide on Concurrent Enrollment for dropping or changing your courses at UTSW.

3.9 HOLD ON MYMAV ACCOUNT

Students can view all holds placed on their account by logging into MyMav. Many departments across campus place holds on students' MyMav accounts for a variety of reasons. For questions regarding holds, please view the details of the hold in MyMav and contact the department that has placed the hold.

Advising Holds:

New BE students have an advising hold on their account during the first semester of their study. This hold is removed after they have been advised by a Track Advisor and their documentation is on file with the Academic Advisor. The Bioengineering Academic Advisor can only assist with academic advising holds. Students currently enrolled in BE who have an advising hold must complete the tentative Degree Plan Worksheet/Program of Work, discuss this with the appropriate track advisor, obtain the approval and signature of the track advisor, and submit it to the academic advisor for further assistance.

3.10 RESEARCH CREDIT HOURS

All students performing research in a Faculty member's lab must enroll in research credit hours. Students must complete the following steps for each semester in which the student

would like to register for research credit hours under one of the BE professors (even if the student has taken research credit hours with this professor before):

1) Students must send an email to the professor that includes the following information:

- Student name
- Student ID number (1000#)
- Course number (see catalog)
- Relevant semester

2) Once the professor responds with approval to the email, the student can use MyMav to register for the research credit hours.

Please note that if a student does not receive approval to register for research credit hours from the professor, the student will be administratively dropped from the research credit hours.

If a student is employed by a faculty member, the student must be enrolled in at least 3 research credit hours under the hiring faculty member.

3.11 CHANGING STUDY TRACK

Please discuss track changes with the appropriate faculty track advisor. Students may change their study track at any time, but may be required to take additional courses.

3.12 CHANGING DEGREE PROGRAM WITHIN THE BIOENGINEERING PROGRAM

Master's Degree Students:

Students who would like to change their program from Master's Thesis to Master's Thesis Substitute or from Master's Thesis Substitute to Master's Thesis must send an email request to be@uta.edu and include the following information: name, 1000#, current program, and the program in which the student would like to be.

Ph.D. Students:

Students interested in joining the PhD program from the Master's program must contact the Office of Graduate Studies to complete the necessary paperwork. It is best to discuss this change with someone in the Office of Graduate Studies (333 Davis Hall). Students who are transferring to Ph.D. to receive funding are strongly recommended to request their paperwork be expedited at the time of submission.

3.13 PHYSIOLOGY SUBSTITUTION

Students who have taken physiology in their undergraduate or graduate studies may qualify for a physiology substitution. A physiology substitution allows a student to replace the required physiology course with an approved life science course. The Bioengineering Department will offer a Physiology Placement Exam twice per year, once

in the fall semester and once in the spring semester. Each student may take this exam only once. Students who receive a passing score on this exam will be allowed to request a physiology substitution by completing a form and submitting a copy of their transcript with the previous physiology coursework highlighted. Additional details will be provided to the students who pass the exam.

Students will not receive their exam results prior to the registration period in the semester in which they take the exam. Therefore, it will be necessary for students to plan to take this exam at least one semester prior to the semester in which they would like to request the substitution.

3.14 GRIEVANCES

For information on grievances related to grades, grievances other than grades, and grievances related to discrimination or sexual harassment, see the Graduate Catalog for additional details at http://www.uta.edu/gradcatalog/2010/general_info#grievances.

3.15 GRADE CHANGES

The request for grade change must first be discussed with the course instructor. If agreed upon, the faculty member will initiate the official paperwork. Please see the catalog for additional information at <http://grad.uta.edu/faculty/resources/advisors/current/#change>.

3.16 GRADUATION

The graduation process will not occur automatically. In order to graduate, the student must initiate the process by sending an email to the Bioengineering Academic Advisor before the census date (see section 3.6) in the semester in which they plan to graduate. The student will receive a Bioengineering graduation packet. It is the student's responsibility to follow the instructions provided in the packet carefully and meet all deadlines. Dates and deadlines are set by the Office of Graduate Studies.

3.17 DEPARTMENTAL AND UNIVERSITY FORMS

Most BE and UTA forms and informational handouts are available on the form display stand located near the Academic Advisor's office, on the Bioengineering website (<http://www.uta.edu/bioengineering/>), or at the Office of Graduate Studies' website (<http://grad.uta.edu/students/forms/>).

Out-of-Department Forms:

Many out-of-department forms may request the signature of an "advisor." Please note, in these cases typically Dr. Liu's signature is required. If it is unclear whose signature is required, please ask the Academic Advisor to avoid potential problems. Forms without the required signatures may not be accepted and processed by the Bioengineering Department or other departments on campus.

3.18 ACADEMIC INTEGRITY

The Bioengineering Department rigorously observes strict UTA and College of Engineering academic integrity policies. The following is an excerpt from the College of Engineering's statement on Ethics, Professionalism, and Conduct of Engineering Students: the College cannot and will not tolerate any form of academic dishonesty by its students. This includes, but is not limited to 1) cheating on examinations, 2) plagiarism, or 3) collusion. For a more detailed description of each violation, reference the Student Code of Conduct Section 2-202F (www.uta.edu/studentaffairs/conduct).

3.19 AMERICANS WITH DISABILITIES ACT (ADA)

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

4. CONCURRENT ENROLLMENT

Concurrent Enrollment allows students to take courses at UTA and UTSW during the same semester. There are two types of courses students may wish to take 1) didactic courses and 2) research courses. For additional information on Concurrent Enrollment, please see the Office of Admissions, Records, and Registration website at <http://www3.uta.edu/registrar/ConcurrentEnrollStudents.asp>.

For fall, spring, and summer semesters, students who are concurrently enrolled in courses at UTSW must register for at least 1 credit hour at UTA. Although students will list all UTA courses they plan to take on the concurrent enrollment form, students must also register for the UTA courses via the MyMav system.

4.1 DATES AND DEADLINES

It is noted that the start of the semester and important dates such as adding and dropping course deadlines are not the same for UTA and UTSW. Students must adhere to the dates and deadlines for both campuses. It is critical to begin this process early, particularly for international students. Multiple signatures are required on this form, and for international students, an advisor in the UTA Office of International Education must also sign the form prior to its remittance to the Office of Records. The form must be received by the Office of Records no later than two weeks prior to the first class day of the semester the student plans to attend. Students must also register for classes at UT Arlington and have fees paid by the payment deadline for the semester.

4.2 RULES AND REGULATIONS

Some of the rules, regulations, and procedures at UTSW are different from those at UTA. Grading procedures for UTSW are different. Please refer to the UTSW catalog for complete information on grades.

Students are encouraged to keep copies of the following for their records: Concurrent Enrollment Form, Course Change Request Form, final grade report, transcripts, and any other documents related to concurrent enrollment.

4.3 PROCESS AND PROCEDURE FOR REGISTRATION

Concurrent students wishing to add or drop courses must do so in compliance with the host institution's policy. In order to concurrently enroll in courses at UTSW, students must complete a concurrent enrollment form. The following is the concurrent enrollment procedure:

- 1) Upon availability, the UTSW schedule of classes is posted near the Academic Advisor's office and is distributed electronically. Students may also contact the

Academic Advisor to request a copy of the UTSW schedule of classes. View the UTSW Schedule of Classes when made available, select courses for registration, and discuss these with the appropriate track advisor.

2) Complete the electronic Concurrent Enrollment Form with fillable fields. Handwritten forms are no longer accepted. This form is located on website of the Office of Admissions, Records, and Registration. Students are responsible for completing and printing their own forms. The Bioengineering department will not type forms for students.

3) Bring the completed form to Dr. Hanli Liu to obtain her signature during her advising hours.

4) Bring the form signed by Dr. Liu to the Academic Advisor during her open office hours for assistance with the rest of the process. Do not slide your form under the Advisor's door or leave in the Advisor's mailbox; any forms treated in this manner will not be processed.

4.4 SCHEDULE CHANGES AFTER REGISTRATION

On or before the host institution's census date, adds or drops may be done through the home institution's registrar. After the census date, drops must be done at the host institution.

Please see the Academic Advisor for further instructions. If changes are possible, additional forms may be required.

4.5 UTSW COURSE INFORMATION IN MYMAV

Courses registered via Concurrent Enrollment taken at UTSW will not be visible in MyMav during the semester in which the student is enrolled in the course. Once final grades have been assigned and UTSW transcripts have been sent to the Office of Graduate Studies and processed, relevant course information will be transferred into MyMav. If this information does not appear in MyMav one semester after it has been taken, please notify the Academic Advisor.

5. COMMITTEES

5.1 MASTER'S DEGREE EXAMINATION COMMITTEES

M.S. Thesis Examination (BE 5698) Committee (Thesis Option):

Each M.S. degree student who is earning the degree under the Thesis Option must satisfactorily pass the Thesis Exam (BE 5698) during the semester in which the student defends the thesis. The minimum number for this committee is three faculty members. The majority of faculty members on the committee must be from the Bioengineering department. The committee members are selected by the student in consultation with her/his research supervisor. The composition of the committee and results of the exam are subject to approval by the Office of Graduate Studies and the BE department.

Master's Comprehensive Exam (BE 5293) Committee (Thesis Substitute Option):

A M.S. student earning the degree under the thesis substitute option must satisfactorily pass the master's comprehensive exam (BE 5293). A minimum number of three faculty committee members are selected by the instructor of BE 5293. A student is allowed to take this exam only three times.

5.2 DOCTORAL EXAMINATION COMMITTEES

Each Ph.D. student must pass three exams as part of the degree requirements. Further information can be obtained from the Faculty Track Advisors.

Doctoral Diagnostic Exam (BE 6194) Committee:

This exam is informally referred to as Doctoral Exam I. The committee for the exam typically has five members who are selected by the instructor of the record for BE 6194 with input from the students. The committee membership typically includes at least one faculty member from UTSW who is also a member of the Joint Graduate Studies Committee of UTA and UTSW Biomedical Engineering Program. The composition of the committee and results of the exam are subject to approval by the Office of Graduate Studies and the BE department.

Doctoral Comprehensive Exam (BE 6195) Committee:

This exam is informally referred to as Doctoral Exam II. The committee for the exam typically has five members who are selected by the student in consultation with their research supervisor. The committee membership includes at least one faculty member from UTSW who is also a member of the Joint Graduate Studies Committee of UTA and UTSW Biomedical Engineering Program. The composition of the committee and results of the exam are subject to approval by the Office of Graduate Studies and the BE department.

Dissertation Committee (BE 6999) Committee:

This exam is informally referred to as Exam III. The membership in this committee is typically the same as the committee for Exam II. It typically has five members who are

selected by the student in consultation with their research supervisor. The committee membership includes one faculty member from UTSW who is also a member of the Joint Graduate Studies Committee of UTA and UTSW Biomedical Engineering Program. The composition of the committee and results of the exam are subject to approval by the Office of Graduate Studies and the BE department.

6. GRADUATE ASSISTANTSHIP POLICY

6.1 ADMISSION STATUS

A student must be admitted to a graduate degree program to be eligible to hold a graduate assistantship. Students admitted as provisional students may not be considered for an assistantship until all provisional requirements have been resolved. New students admitted with probationary conditions may be considered for an assistantship, subject to the requirement that they earn and maintain a 3.0 grade-point average while enrolled as a graduate student, conform to admission conditions specified by the admitting department or the Office of Graduate Studies, and meet assistantship enrollment requirements.

6.2 ENGLISH PROFICIENCY: GRADUATE TEACHING ASSISTANTSHIPS

Before being appointed to a graduate teaching assistantship, a student whose native language is not English must demonstrate English proficiency. The preferred method to demonstrate proficiency is by obtaining an acceptable score of at least 23 on the Speaking Section of the TOEFL (Test of English as a Foreign Language) or by earning a score of at least 7 on the Speaking Section of the IELTS (International English Language Testing System). The TOEFL and IELTS scores should be sent directly to the UTA Office of Graduate Studies by Educational Testing Services (ETS). Score reports submitted directly by the student or those marked "Student Copy" or "Applicant's Copy" are not considered official and will not be accepted by UTA. Holding a degree(s) from a U.S. college or university does not exempt a student from this requirement.

Students who do not achieve scores on the TOEFL or IELTS high enough to satisfy the English proficiency requirements for graduate teaching assistantships must enroll in the Developmental English Program and be certified for English proficiency before becoming eligible to hold a teaching assistantship. This 10-week program, offered by the UT Arlington English Language Institute, emphasizes oral presentation skills and accent reduction. Students can register in person at 402 Hammond Hall or by email at gesp@iep.uta.edu, and the charge for course is payable at the time of registration. Contact the English Language Institute at 817-272-2730 or visit their website at <http://eli.uta.edu/gesp/default.html> for details including the class schedule and charges.

6.3 TEXAS RESIDENT TUITION RATES

Graduate teaching and research assistants employed at least 20 hours per week in positions related to their degree programs are entitled to Texas resident tuition rates. Non-resident students receiving appointments after a term's published census date will not be eligible for resident tuition rates in that term (see <http://www.uta.edu/uta/acadcal.php> for the academic calendar). Non-resident or international students holding less than full assistantships (full meaning 20 hours employment per week) are not eligible for Texas resident rates.

6.4 COURSE LOAD

Full Assistantships:

Full assistantships are 20 hours of employment per week (defined as 50% time). Graduate assistants holding full assistantships must register for and complete no fewer than nine semester hours in the fall and spring semesters and no fewer than six semester hours during the summer semesters. Graduate assistants must be enrolled in at least three semester hours of supervised research under their hiring professor. The only possible exceptions to this rule are listed below.

The nine hour minimum registration limit may be reduced to six semester hours for master's thesis students who 1) have completed all required coursework and 2) are registered for thesis only. In such cases, master's students should enroll in BE 5698. International students meeting these requirements must obtain written permission from the Office of International Education (OIE) to enroll in fewer than nine hours and present it to the appointing department. Students defending their master's thesis must enroll in BE 5698 in the semester in which they defend and may not petition for a course load reduction below that required by these courses.

Non-thesis master's students with only three to six hours of organized coursework left to complete a program in his or her final semester are permitted to hold an assistantship while enrolled in the three to six hour course. However, at least three course hours must be supervised research under their hiring professor. International students in these instances must obtain written permission from the OIE for less than nine hours of enrollment and present it to the appointing department.

Partial Assistantships:

Graduate Teaching Assistants (GTAs) or Graduate Research Assistants (GRAs) who have a 25% time (10 hours of employment per week) or less appointment must be enrolled for at least six hours during a long semester and three hours during the summer. International students must obtain written permission from the OIE for less than nine hours of enrollment and must present it to the appointing department. Additionally, Texas resident tuition rates are not available for partial assistantships, and students must register for research credit under their hiring professor.

Hourly Appointments:

Hourly Graduate Assistants must be enrolled in at least 3 credit hours of research under their hiring professor. Hourly appointments do not provide Texas resident tuition rates. Additionally, hourly workers need to turn in time sheets to Cindy Bradfield no later than the 15th and the 30th (or 31st) of each month.

6.5 CONTINUATION OR RENEWAL OF APPOINTMENT

To continue or renew an appointment, the student must maintain a GPA of 3.00 or above, must be making satisfactory progress toward an advanced degree, and must have performed assigned assistantship duties satisfactorily in the preceding semester(s).

6.6 PROCEDURES FOR OBTAINING AN ASSISTANTSHIP

Requests for assistantship positions must be presented to the UTA Bioengineering Department faculty members. If a faculty member offers an assistantship to a student, the faculty member will help the student complete the departmental hiring paperwork. The hiring paperwork must be completed and given to either Cindy Bradfield or Amanda Kerby. Students must have a social security number to be eligible to work (see below for the procedures for obtaining a social security number). Students will receive an email when their appointment letter is ready to be signed. If this is the first time for a student to hold an assistantship, they will be given a New Employee Orientation schedule. The student must attend one of the sessions to complete the new employee paperwork or they will not get paid. For procedures regarding obtaining an assistantship at UTSW, see section 8 of this Guide.

6.7 SOCIAL SECURITY PROCEDURES

To be eligible to work in the United States, students must have a social security number (SSN). International students without SSNs, upon the offer of an assistantship, must complete the following steps:

- 1) Bring the completed departmental employment paperwork to Cindy Bradfield or Amanda Kerby.
- 2) Obtain and sign a Request for SSN Form from Amanda Kerby.
- 3) Take the Request for SSN Form to the Office of International Education (OIE). OIE will process the request within 7 business days and email the student when the form is authorized and ready to be picked up.
- 4) Take the authorized form with immigration documents (I-20 or DS-2019), I-94 card, and passport to the Social Security Administration (SSA) office to apply for a social security number. (The locations can be found at the following address: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>.)
- 5) Receive an application receipt from the SSA office, and deliver a copy of the application receipt to Amanda Kerby. Once she receives this receipt, the student may begin working.

The next steps can be completed after Step 3 while the student is waiting for OIE authorization:

- 6) Complete an employee packet without an SSN (leave the SSN blank).
 - a. Non-benefits eligible employees (employees working less than 20 hours per week) complete the packet with the department.
 - b. Benefits eligible employees (50% time assistantships) must attend a Human Resource New Employee Orientation session.
- 7) Request a GLACIER Online Tax Program password from Payroll Services. (GLACIER is a non-resident alien tax compliance system.) Email prf@uta.edu with full name, department of employment, position, and visa status. GLACIER

access information will be emailed to the student by support@online-tax.net. All international employees are required to complete the GLACIER tax program.

- 8) A SSN card will be mailed to the student's home address. Be sure the mailbox has the student's name on it or the postman will not deliver it. If the student does not receive the SSN card within the time given on the application receipt, check with the SSA Office.

Upon receipt of the Social Security Card:

- 9) Complete the GLACIER program using the student's SSN, print the forms from GLACIER, and take the SSN card to Payroll Services with the GLACIER forms and required documents listed on the Tax Summary Report in GLACIER.

Payroll Services will contact the Bioengineering Department and Human Resources with the social security number. Students should not take the SSN card to the hiring department directly. The student will be paid the next payroll cycle after all steps above are completed.

6.8 INTERNATIONAL RESEARCH ASSISTANTS IN GRADUATING SEMESTER

By law, international students holding graduate research assistantships in their graduating semester will only be paid through their last day of final exams.

6.9 ADDITIONAL EMPLOYMENT WHILE A GRADUATE ASSISTANT

All Students:

In accepting a graduate assistantship, students agree to devote their efforts to graduate studies and assistantship responsibilities. In some circumstances, however, additional employment may be justified. Immigration policies severely restrict the amount that an international student may work.

Requirements for U.S. Citizen Students:

Full-time (20-hour per week) graduate assistants wishing to hold additional assistantships or accept additional on or off-campus positions must obtain the approval of their Graduate Advisor. Approval will only be given if the additional work will not impact the student's academic progress negatively or exceed employment limits allowed by law.

Requirements for International Students:

During the fall and spring semesters, international students may work on campus only 20 hours per week unless authorized for additional employment through Curricular Practical Training (CPT) (see http://www.uta.edu/oie/forms/cpt_forms.php and Section 6.11 of this Guide for more information regarding CPT). During the summer semester, international students may work more than 20 hours per week on-campus without additional authorization. At anytime during the year, employment with an off-campus employer must be authorized by either BCIS (U.S. Bureau of Citizenship and Immigration

Services) or by the Office of International Education in the case of CPT. The Office of International Education must grant approval prior to taking on additional employment if that employment is to be authorized by CPT. Students holding a UT Arlington assistantship wishing to work off-campus in addition to the assistantship must 1) meet and maintain the enrollment requirements for holding an assistantship, 2) meet the immigration requirements for CPT, 3) work only part-time (20 hours or less) off-campus, and 4) be employed in off-campus work that is clearly connected to his or her assistantship. If these requirements are not met, a student will be obliged to give up either the assistantship or the off-campus employment.

6.10 KEY REQUESTS AND CARD ACCESS

To request a key or card access for a room, the faculty member will need to send an email to Amanda Kerby (akerby@uta.edu) stating the student's name, student ID number, and the room(s) to which access is needed. Upon receipt of the email, Amanda Kerby will process the request and send the student a confirmation email that the request has been processed. Students should wait 3 business days to pick up the requested key(s) from the Key Control Office in the Wetsel Building. Students requesting card access to a room will have access to the room within 3 business days from when the student receives an email from Amanda Kerby that the request has been processed.

For card access, students can retrieve their personal identification number (PIN) at <https://webapps.uta.edu/oit/selfservice/>. Click on "View Information about Your Accounts" and then log in. NET ID information will be displayed including the student's PIN number. PINs are required to access rooms with card reader entry systems. This PIN is different from the NetID name or password.

Any access to any room that is granted to a student is for that student's use only. Students cannot share keys with other students or allow them to use their ID card for access to card readers. Also, students may not provide other people access to rooms by allowing them to enter or stay in the room. Sharing keys or ID cards or allowing others illegitimate access to rooms is a violation of UTA policy.

Upon graduation or completion of research, students must return all keys to the Key Control Office and notify Amanda Kerby to remove card access, if applicable. If this is not done, a hold will be placed on the student's MyMav account by the UTA Police Department, and the student will be charged a fine. Among other things, students cannot enroll for courses or request a transcript with a hold on their account. See <http://www.uta.edu/policy/procedures/6-15> for more information regarding key policies.

6.11 CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) is one type of employment authorization available to non-U.S. students who are attending UTA under an F-1 Student Visa and who are interested in gaining practical experience in their field of study while currently enrolled in a degree program. This program allows student to gain relevant experience in their

field of study through employment in an entity outside the university. Eligibility, limitations, and process for applying for permission for CPT is available from the Office of International Education. A webpage summarizing the information is available at http://www.uta.edu/oie/forms/cpt_forms.php.

6.12 BIOENGINEERING INDUSTRIAL INTERNSHIP PROGRAM

Depending on the availability of positions with industry, a student may participate in the Industrial Internship Program offered by the Bioengineering Department. Currently, the interested student identifies the industry that has an internship opportunity available. The following is a brief description of the internship program guidelines.

Student Qualification:

Students who have completed at least 9 hours of graduate work in BE with a GPA of 3.2 or better can participate in the Industrial Internship program. The internship work assignment at the industry may vary depending on student completion of the degree requirements and industry's need.

Impact of Industrial Internship on Course Work:

Students participating in the Internship program must register for the Industrial Internship course for a minimum of three (3) credit hours (i.e., BE 6395). They must continue to register for this course during any semester in which they are participating in the Internship Program. The number of credit hours may be increased to 6 (BE 6695) or to a maximum of 9 hours (BE 6995) in any given semester depending on the level of work at industry.

Impact of Industrial Internship on Project and Thesis:

The student project at the industry may qualify as a substitute for the required Research Project (BE 5390) if the student is pursuing a Master of Science (M.S.) degree via the non-thesis option. Students must make proper arrangement with their faculty mentor and industrial supervisor for this substitution. If such substitution is approved, the student will be exempt from taking BE 5390.

Similarly, if an M.S. student who is participating in the Internship program is pursuing the degree through the thesis option, the Industrial Internship research may qualify for thesis. Again, the student must make proper arrangements with the faculty mentor and industrial supervisor. For the semester in which the student is graduating, the student does not need to register for the Industrial Internship (BE 6395). However, in that semester the student must register for the required 6 hour of thesis (BE 5698).

Please note that non-U.S. students interested in participating in the BE Industrial Internship Program must do so under the Curricular Practical Training (CPT) program explained above.

Students are encouraged to take advantage of the Industrial Internship opportunity. For further information please contact either Dr. Behbehani or Dr. Tang, the co-directors of the internship program.

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7. SCHOLARSHIPS AND FELLOWSHIPS

7.1 STEM FELLOWSHIP

Upon approval, eligible Ph.D. students are offered STEM fellowships. To be eligible, students must be a Graduate Research Assistant or a Graduate Teaching Assistant and have approval from the student's supervising faculty member. Students are not eligible for STEM scholarships if they are admitted under provisional or probationary status. Students will need to obtain the necessary departmental employment paperwork from their supervising faculty member and return the completed paperwork to Cindy Bradfield. Students must be enrolled in 9 hours in the fall and spring semesters and 6 hours in the summer semesters with no exceptions.

7.2 GRADUATE DEAN DOCTORAL FELLOWSHIP

These fellowships are granted for up to 8 semesters. Candidates must be students new to the UT Arlington Ph.D. graduate program in a fall semester, must have a GPA of 3.25 in their last 60 undergraduate credit hours plus any graduate credit hours, and must be enrolled in a minimum of 6 credit hours in courses related to their programs of work in both long semesters and maintain a 3.25 to retain their fellowships. International students must be enrolled in 9 credit hours unless less than full-time hours are approved by the Office of International Education. All qualified applicants will be evaluated upon acceptance into the Bioengineering Program, and students who are selected will be contacted. Criteria and benefits are subject to change.

7.3 ROBERT AND CAROL EBERHART ENDOWED SCHOLARSHIP

This scholarship is awarded on a competitive basis in the fall semesters. Benefits include \$500 and Texas resident tuition rates for the fall and spring semesters. Additionally, the recipient is eligible for Texas resident tuition rates in the summer of the academic year in which he/she has received the scholarship. The scholarship expires after one year. Applicants must be a declared graduate Bioengineering students, must have completed a minimum of 12 semester hours of BE courses, must have a minimum GPA of 3.5, and must have at least 9 semester hours of study remaining for degree completion. The availability of the scholarship is announced via email and posted announcements in the BE Department prior to the fall semester. A committee will evaluate the applications and contact the selected students.

7.4 BE MERIT SCHOLARSHIP

This scholarship is awarded on a competitive basis in the fall semesters subject to the availability of funds. Benefits include \$500 and Texas resident tuition rates for the fall and spring semesters. Additionally, the recipient is eligible for Texas resident tuition rates in the summer of the academic year in which he/she has received the scholarship. The scholarship expires after one year. All matriculated Bioengineering students will be

considered. A committee will select qualified candidates, and the selected students will be contacted upon approval. There is no application for this scholarship.

8. ASSISTANTSHIPS AT UT SOUTHWESTERN

8.1 ELIGIBILITY AND REQUIREMENTS

Students must have completed at least one semester at UTA and be in good academic standing as defined by the Office of Graduate Studies and the Graduate Catalog (i.e., must have a grade point average of 3.0 or higher). Two recommendation letters are required: one from the BE chairman and one from the student's Track Advisor or another BE professor.

8.2 PROCEDURES

Hand-deliver complete application to Kay Emerson at UTSW.

Application packet includes:

- Application
- Curriculum Vitae
- Unofficial Transcript
- Two letters of recommendation (1 from the BE Chairman and 1 from the student's Track Advisor or another BE professor)

No incomplete packets will be accepted. Applications can be found on the "Bioengineering News" bulletin board located near the administrative offices.

If a student receiving an assistantship from UTSW is requesting Texas resident tuition rates from UTA, they must give Cindy Bradfield or Amanda Kerby a copy of their completed Concurrent Enrollment form, a copy of their UTSW appointment letter, and a completed Office of Graduate Studies Exception Processing Form. This process may take several days to complete at the Office of Graduate Studies. Hence, students are encouraged to submit the paperwork early. See section 4 of this Guide on Concurrent Enrollment for details regarding the concurrent enrollment procedures.

Students receiving an assistantship at UTSW must be registered at UTSW for at least 3 research credit hours before the semester starts and at least 1 research credit hour at UTA. Combined enrollment must be at least 6 credit hours for the fall and spring semesters, and international students must be enrolled for a total of 9 credit hours for the fall and spring semesters.

8.3 UTSW CONTACTS

Questions can be directed to Kay Emerson at UTSW at 214-648-2503 or by email at kay.emerson@utsouthwestern.edu. Please call or email for an appointment. No drop-ins will be accepted. Kay Emerson's advising hours are as follows:

- Tuesday: 1:30 p.m. to 4:30 p.m.
- Thursday: 9:30 a.m. to 11:30 p.m.