

NEUROSCIENCES GRADUATE PROGRAM PROGRAM OVERVIEW

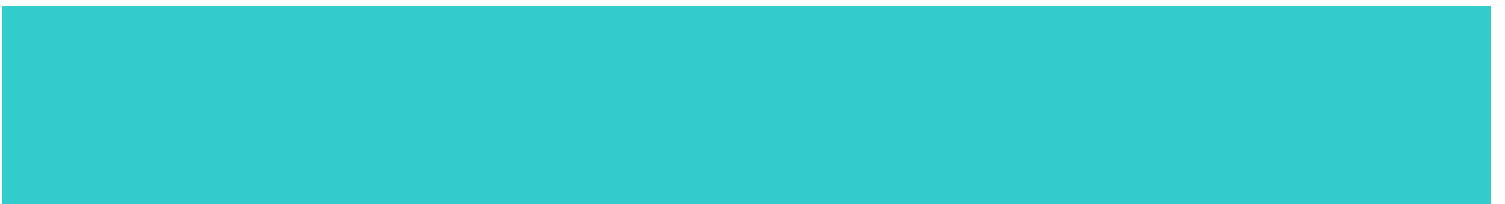


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PROGRAM ADMINISTRATION

OVERVIEW

The Neurosciences Graduate Program is an interdisciplinary program that provides coursework and research training leading to a degree of Doctor of Philosophy in all areas related to the development and function of the nervous system. The program draws faculty from various departments across campus as well as the Salk Institute, the Scripps Institute, and the Burnham Institute. All of the faculty associated with the program make up the Neuroscience Graduate Group.

Executive Committee

The policies and guidelines that govern the program are set by the Executive Committee. This committee oversees a broad range of issues affecting the program including general administration, the distribution of financial and human resources, as well as activities and events involving the Group's faculty and students. This committee is composed of chairs of the various faculty-student committees, as well as several members at large and two student representatives.

Program Director

The Director of the program is appointed for a renewable 3-year term by the Executive Committee based on input from the program faculty, and may have his or her primary appointment in any of the departments that make up the Group. The Director is a full-time member of the Research Faculty and is responsible for the overall administration of the Ph.D. program. The Director serves as chair of the Executive Committee.

Program Coordinators

The Graduate Program Coordinators serve students and faculty members in academic, financial and administrative matters relating to the Graduate Program. The Coordinators are the primary contact for students on most program-related matters. The Neuroscience Graduate Program Offices are located in the Center for Neural Circuits and Behavior building (CNCB): 2ND floor, Mezzanine area.

Pre-thesis Advisors

First year students are assigned a pre-thesis advisor by the Program Director. The pre-thesis advisor is available to provide guidance regarding rotations and course selections until the student selects a thesis laboratory.

Curriculum Coordinator

The curriculum coordinator oversees the coursework that is required of graduate students. The curriculum coordinator reviews the contents of courses on a regular basis and may recommend changes based on student or faculty feedback. The curriculum coordinator also serves as chair of the curriculum committee.

Office of Graduate Studies

The Office of Graduate Studies (OGS) administers all graduate programs at UCSD. This office is responsible for all aspects of the graduate programs, from admissions and administration of fellowships, to the various qualifying exams and the final examination. Although the individual graduate programs generally take care of the qualitative assessment of applications and examinations, OGS must be notified of the students' status with respect to all program requirements. For instance, notification of the completion of the Advancement to Candidacy exam must be processed through OGS. The Doctoral Committee must be approved by this office and the final thesis document must be submitted to OGS. The Graduate Council sets, and OGS enforces, standards for leaves of absence and time limits regarding the completion of the Ph.D. The office can also serve as a resource for information on academic progress, academic rules and regulations, as well as sources of research funding and benefits available to graduate students. (Appendix I)

Graduate Student Liaisons

The Graduate Student Liaisons (GSL) are selected by the students and meet periodically with the Program Director and the Graduate Program Coordinators to discuss ongoing issues concerning the Graduate Program and the student body. It is the GSL's responsibility to represent the view of the students to the Director and the Coordinators, and to communicate the results of these meetings to the students. The GSL's also serve as the student members on the Executive Committee.

COMMITTEES

Students and faculty work together on all aspects of the program and serve on various committees. Student representatives for various committees are selected at the beginning of each academic year at a general meeting of the student body. If more than one student volunteers for an office, the appointment is made by a vote of the attending students. The updated Committee Membership list will be handed out in Fall Quarter after the student elections take place. In general, committee membership terms will run from January to December 31, although some committees will require participation late in the Fall Quarter following student elections.

Admissions Committee

The Admissions Committee consists of six-eight faculty members and two student representatives who meet approximately three times during the winter quarter. Membership on this committee requires a substantial time commitment since members of the committee must review 120-200 applicant files during a 1-2 week period. After the files have been reviewed, the committee convenes to discuss the individual applicant files and select a group of prospective students. These students are invited to visit the program and interview with Admissions Committee members and other faculty members. Finally, following interviews, the committee meets to decide which prospective students will be offered admission into the program.

Recruitment Committee

Every February, approximately forty applicants to the Neurosciences Program are invited to UCSD for interviews. The Recruitment Committee works in conjunction with the Program Coordinators to organize activities and events during this period. Housing, meals and transportation for the applicants are arranged, as well as tours, entertainment, and opportunities for applicants to meet current students and faculty in the program.

Seminar Series Committee

This committee organizes all aspects of the weekly Neurosciences Graduate Program Seminar Series. This includes choosing and inviting the speakers, setting the schedule for the talks and designing the annual seminar poster. The Committee works in conjunction with the Program Coordinators who coordinate the weekly seminar details.

Minor Proposition Committee

The Minor Proposition Committee determines the schedule and format of the Minor Proposition exam. Committee members also serve on separate sub-committees, along with other faculty members, to conduct the Minor Proposition Examinations for individual students.

Curriculum Committee

The curriculum committee evaluates core courses on an ongoing basis and solicits and selects readings-based electives (NEU221) offered each year. This committee has two student representatives.

Career Advising Committee

There are a variety of formal and informal ways in which graduate students learn the “allied skills” (e.g., writing papers, writing grant proposals, applying for jobs, teaching courses) that prepare them for a career in academic research. Several recent surveys have concluded, however, that only about one-third of the Ph.D. graduates in the sciences go on to become academic research scientists! Therefore, as a help to the students as they start to think about their future careers, the graduate program has a Career Advising Committee, which consists of two faculty members and one student representative. This committee organizes workshops to introduce students to the options available to Ph.D. graduates. The committee members are also available to the students for individual counseling and advice. In addition, there is a Career Options bookshelf in the Saitoh Memorial Library/Graduate Student Lounge containing a great deal of information about alternative careers and how to investigate them. The mission of the Graduate Program is to train outstanding students to become leaders in neuroscientific research, but it is clear that this training is also valuable for careers outside academic research. This committee will provide help to students who want to know about these alternatives.

Peer Advising Committee

The members of this committee are available to informally discuss and advise fellow students. These may cover a wide range of topics, including selecting rotation and thesis advisors, balancing classes and research, and handling personal issues.

Student Progress Committee

The responsibility of this committee is to help with cases where a student may not be progressing according to the expectations of the program. A member of the committee is generally assigned to work with the student and advisor to identify and resolve any impediments, and make recommendations for corrective steps.

Retreat Committee

This committee organizes all aspects of the Spring Retreat with the Graduate Program Coordinators. The committee is made up of two or three faculty members and about six to ten student representatives.

Diversity Recruitment Committee

This committee coordinates efforts to improve recruitment of under-represented groups. The students on this committee travel with the Graduate Program Coordinators and the committee chair to diversity recruitment conferences both locally and nationally.

Social Committee

The Social Committee organizes events to promote informal interaction among students and faculty in the program.

Journal Club Coordinators

Two student coordinators organize the weekly journal club in which seminar series hosts for the following week present a paper from the laboratory of the invited speaker. This includes arranging for any AV needs as well as providing refreshments. **The two student coordinators will receive TA credit for Journal Club after serving for a one year term.**

Neuroscience in Cinema

The students on this committee organize the film series, Neuroscience in Cinema. This series presents movies which include Neuroscience topics in their plot. After the viewing of the movie, a faculty presentation is given on the science behind the particular topic.

Intramural Sports Committee

The students on this committee organize the intramural sports teams within the Graduate Program.

Outreach Committee

The students on this committee organize neuroscience educational outreach programs to bring to local schools and organizations.

Website Committee

The students on this committee review the Neurosciences Graduate Program website and make recommendations for changes and updates. They are also responsible for taking photos at the program events and student gatherings to post on the website.

REIMBURSEMENTS

When students incur **pre-approved** program expenses (i.e. Journal Club refreshments), they may hand in the original receipts and information to the Neurosciences Graduate Program Office for reimbursement. Please tape your receipts to a letter-sized piece of paper (for scanning). Write your name, date,

what the expense was for (RE: Journal Club), and a list of who attended the event.

ACADEMICS

REQUIREMENTS

Students must complete the following requirements to remain in good standing in the program and to obtain the Degree of Doctor of Philosophy:

Boot Camp

Research Rotations

Core Course Requirements

Electives

Research Rounds

Teaching

Minor Proposition Exam

Advancement to Candidacy

Defense of Dissertation

Boot Camp

Boot Camp is an intense pre-graduate laboratory course, intended mainly for the incoming first year students. This course is patterned after summer courses at the Marine Biological Laboratory (MBL) in Woods Hole, MA, with a series of intensive lab exercises that run six days a week from early morning until midnight and beyond, for two weeks just before regular classes begin in Fall Quarter. In addition, part of each morning is devoted to lectures by 5-7 faculty members, highlighting the major research interests being pursued in their laboratories. At lunch time, the students give short talks about the research they have done before entering this graduate program. The purposes of Boot Camp are to introduce the new students to basic ideas and techniques of neuroscience, to get them acquainted with a number of the faculty members and more senior graduate students (who serve as TAs), and for them to get to know one another. **All incoming students participate in Boot Camp. Students need to enroll in NEU 210 (Neurobiology Boot Camp Course) during the Fall quarter enrollment period to receive credit for this two week course.**

Research Rotations

Research rotations provide the opportunity for first- year students to obtain hands-on research experience in several different laboratories. Rotations are taken quarterly and must begin in Fall unless otherwise approved by the Program Director. Rotation faculty should be chosen from the Neurosciences Graduate program faculty member list. Students who would like to rotate with a faculty member not on the membership list must receive approval from the Program Director.

At least three rotations must be completed by the end of the Spring quarter of the student's first year. By this time each student should have found a faculty member under whose sponsorship and in whose laboratory the dissertation research will be completed. A fourth rotation requires approval from the Program Director and should be used only in special circumstances.

The student is responsible for arranging his or her own rotations. Only Fall Quarter rotations may be scheduled before arriving in San Diego. Winter and Spring rotations may be scheduled after Boot Camp is over. The student should inform the Graduate Program Coordinator prior to starting a rotation, so that a section number can be set up for enrollment each quarter.

Prior to the beginning of the rotation, the student and faculty member should discuss what is expected. Regular meetings between the student and the faculty advisor are required. At the conclusion of each quarter's rotation, the faculty member will submit a written evaluation of the student's performance to the Graduate Program Coordinators.

For MSTP Students

MSTP students are expected to have completed at least two rotations before joining the graduate program, and must complete three rotations before joining a thesis lab. At least two of the rotations must be in labs associated with the Neurosciences Graduate Program. MSTP students must complete all rotations by Fall quarter after entering the graduate program, and must select a thesis lab by the end of the Fall quarter. The thesis advisor will take financial responsibility for the student (stipend and fees) once the student joins the lab.

Course Work

All students in the Program are required to take six Core Courses, fulfill elective requirements, attend Research Rounds for two years, complete three research rotations, and serve as a teaching assistant for at least one quarter. For the students in the Computational Neuroscience Specialization additional coursework is required.

Grading

Core Courses, research rounds, and all 12 credits of required electives must be taken for a letter grade and a grade of “B” or better must be obtained. Students must choose the “letter” grade option for these courses.

If a course is only offered as a Satisfactory/Unsatisfactory grade option, the instructor must provide a letter indicating the letter grade the student would have received. A grade of “B” or better must be obtained. This will be placed in the student’s file.

All other non-required courses may be taken for a grade of “satisfactory”, where “satisfactory” grade is considered to be a “B-” or better. If a student receives a grade of “C+” or lower or “unsatisfactory”, (s)he has the option of either repeating the course or taking a different course from the list of allowable electives.

It is the responsibility of each student to clear up any grading problems. Students should check their academic record on TritonLink each quarter for grading clerical errors, missing grades and/or incorrect course enrollment. If errors are not cleared up by the end of the quarter, the grade “F” or “U” will be assigned. All academic errors must be corrected within one year. There will be no exceptions except for medical reasons or military duty.

Petitioning

Many of the academic and administrative requirements are handled by “General Petitions,” as outlined in Appendix VIII. Note an important use of the General Petition, listed under section H. Other: “...may also be used when requesting exceptions to academic policy not covered in other petition sections.” This means that students can petition for exceptions to essentially any policy, and these requests will be considered.

Core Courses

(For Descriptions, see Appendix II)

By the time of the Minor Proposition Exam (see p.14), students are expected to demonstrate competence in the basics of neuroscience by taking five quarters of mandatory course work:

- Basic Neurosciences:
 - NEU 200A Cellular, Molecular & Developmental Neuroscience
 - NEU 200B Systems Neuroscience
 - NEU 200C Cognitive, Clinical & Behavioral Neuroscience
- Statistical Methods and Experimental Design (NEU 225)
- Mammalian Neuroanatomy (NEU 257)
- Ethics Course

Statistics Course Requirement (NEU 225)

This course is designed for graduate students in the Neurosciences. The course will address principle issues of statistical methods and study design as well as selected advanced topics relating to neurosciences research. The course will combine lectures, discussion, and practical examples drawn from medical research and neurosciences.

All first year Neuroscience students, including MSTP students, MUST enroll in this course. Students who will also fulfill the course requirements of the Computational Neuroscience specialization may request a waiver for the class. To request a waiver, submit the following to the instructor or grad coordinator by the end of the first week of classes: Copy of transcript showing prior statistical coursework within the past three years that resulted in a letter grade: "A" and a description of the course and syllabus if available. If approved the instructor will write a waiver letter to be placed in the students file.

Once the waiver is approved the student can drop the course. If the student drops out of the Computational Neuroscience specialization, he/she will need to take NEU 225 at a later time to complete this requirement prior to graduation.

Ethics Course Requirement

Students are required to take an Ethics Course by the end of their second year. Students who entered the program in 2003 or earlier are not required to take an ethics course since this new requirement was not established before the end of their second year. Please check the website at <http://ethics.ucsd.edu> for information on UCSD Ethics Courses taught by Dr. Michael Kalichman and other instructors.

Electives

Students are required to take 12 credits of elective courses (200 level), at least 4 credits need to be advanced topics courses based on reading of primary literature. This can be satisfied either by completing Neu 221 courses or by completing readings based courses offered by the Departments of

Neurosciences, Biological Sciences, Cognitive Science and Psychology. To qualify for a readings-based course, at least one session per week should be devoted to discussion of published research papers.

Starting in the 08-09 academic year, first year students who maintain attendance of 70% or better for Journal Club will receive 2 units of NEU 221 credit.

The remaining 8 credits may be selected from advanced courses (200 level) offered by the Departments of Neurosciences, Biological Sciences, Cognitive Science, and Psychology. Courses offered by these departments can be found at <http://www.ucsd.edu/catalog/>

The additional core course requirements for students in the Computational Neuroscience Specialization can be used to fulfill the elective requirement (must be 200 level courses). However, CN students must also fulfill the 4 credits of advanced topics courses based on reading primary literature.

For MSTP Students

MSTP students who took SOMC 205 Basic Neurology in Medical School will be waived from the NEU 257 Mammalian Neuroanatomy requirement and will receive an additional 4 units of elective units for this course. This will also count towards the Neurosciences Elective Requirement (towards the 8 credits from advanced courses).

Research Rounds

Research Rounds is a weekly seminar course that meets in Fall, Winter and Spring quarters, in which graduate students beyond their second year in the Program present their current research. All students in their first and second years are required to take Neurosciences Research Rounds (NEU 276).

Computational Neurosciences Specialization

Overview

The Computational Neuroscience Specialization is a new facet of the broader Neuroscience Graduate Program at UCSD. The goal of the specialization is to train the next generation of neuroscientists with the broad range of computational and analytical skills that are essential to understand the organization and function of complex neural systems. The specialization is intended for students with backgrounds in neuroscience, physics, chemistry, biology, psychology, computer science, engineering, and mathematics.

The specialization allows Neuroscience students to concentrate on a focused program of rigorous course work in both the theoretical and experimental aspects of computational neuroscience. Students are encouraged to pursue thesis research that includes both an experimental and a computational component,

often arranged by the student as a collaboration between two research groups. Upon achievement of degree requirements, students will receive a diploma indicating both their successful completion of the broader Neuroscience Program as well as their specialization in Computational Neuroscience.

Themes

The program is focused on these major themes relevant for computational neuroscience research:

- Neurobiology of Neural Systems - the anatomy, physiology, and behavior of systems of neurons, with emphasis on basic phenomenology.
- Advanced Measurement Tools in Neuroscience - Advanced imaging and recording techniques reflecting the impact of experimental physics on neuroscience.
- Algorithms for the Analysis of Neural Data - New algorithms and techniques for analyzing data obtained from physiological recording
- Theoretical Basis for Collective Neural Dynamics - A synthesis of approaches from mathematics and physical sciences as well as biology will be used to explore the collective properties and nonlinear dynamics of neuronal systems.

Requirements

Accordingly, in addition to the broader Neuroscience program requirements (Theme 1), students are required to take the following course sequence:

PHYS 271 Biophysics of neurons and networks (Kleinfeld/Levine)

BGGN 260 Neurodynamics (Cauwenberghs/Abarbanel)

BGGN 266 Advanced imaging and electrophysiology lab (Kleinfeld)

The three courses above will count towards meeting the program elective requirements.

At the end of each required course, an oral exam is administered by the instructor and one other faculty member to test the student's mastery of the area.

The Computational Neurobiology Journal Club is also strongly recommended:

BGGN 246 Computational Neurobiology Journal Club (Sejnowski)

Finally, because of the mathematical rigor of the program, students are encouraged to take additional classes in engineering, mathematics and physics to supplement their backgrounds as needed. Please note only 200 level courses

can fulfill the Neuroscience Program elective requirements. If enrolling in a 100 level undergraduate course, please make sure you have an additional 12 units of graduate courses per quarter. Full time status as a graduate student is based on enrolling in a minimum of 12 units of graduate level courses (200 level or above).

Sample classes students have taken include:

ECE 101 - Linear systems

ECE 161 - Digital signal processing

ECE 250 - Parameter estimation

ECE 255 - Information theory

Physics 210 - Nonequilibrium statistical mechanics

Math 180 - Introduction to probability

Math 250 - Differential geometry

Math 280 - Probability theory

Math 281 - Mathematical statistics

Math 285A - Introduction to stochastic processes

Waiving a Course Requirement

If a student feels that (s)he has previously demonstrated proficiency (received a letter grade of "A" at a graduate level equivalent course) in a class comparable to one of the Core Courses (see special provisions for the Statistical Methods Course), (s)he may appeal to the Chair of the Curriculum Committee or the Program Director to substitute the previous coursework for selected Neurosciences Core Courses. Such a request needs to be made in writing, with a letter from the Neuroscience Program instructor approving the substitution, a copy of the syllabus of the previous course, and a copy of the transcript showing the grade earned.

Teaching

All students are required to perform as a teaching assistant (TA) for at least one quarter to develop their talents and gain experience as teachers. To this end, opportunities to lecture and to assist in laboratory exercises and demonstrations are available through a number of departments, including Neurosciences, Biology and Cognitive Science. **This teaching requirement must be fulfilled before advancing to candidacy.** Furthermore, as TAs are a curriculum requirement for the program, they are not a source of supplementary income. In

cases where the students' TAships provide financial support, the total annual support will remain at the standard level, currently \$29,000/year. Students are encouraged to complete their TA requirement during their second or third year, and should contact the instructor of the course they wish to TA. In addition students must inform the Graduate Program Coordinator at least three weeks prior to the beginning of the quarter when the TAship starts. Students TA'ing for Neuro courses or others that do not have a section for enrollment listed should enroll in NEU 500 Apprenticeship Teaching for 2 Units.

Outreach TA Credit

Students may fulfill the Neurosciences Program TA requirement by completing an outreach teaching activity that fulfills the following criteria.

Getting approval for Outreach TA credit: If a student is interested in fulfilling his/her TA requirement using an outreach activity, he/she must submit an outreach TA plan (1-2 paragraphs) to the graduate program director before beginning the outreach activity and have it approved. The outreach plan must describe how the teaching requirement will be met. Upon completion of the teaching outreach activity, the student must submit a 2 page teaching portfolio report to the program director describing the outreach activities completed, and the number of hours spent on outreach teaching. If possible, the student should include documentation to indicate effectiveness of the activities (e.g. letters/evaluation from students or program director). The signed report must then be submitted to the graduate program coordinator so that the fulfillment of the TA requirement is noted in the student's file. Students who have completed an outreach TA activity without pre-approval may petition the graduate program director to receive TA credit for the activity by submitting an outreach teaching portfolio.

Criteria that must be met for outreach teaching credit:

An outreach teaching experience suitable for TA credit should involve both curriculum development and hands-on teaching time, with the graduate student being the person primarily responsible for at least one of these two areas. Outreach subject matter should be science related.

The teaching experience should be focused in time (occurring over the course of a quarter/semester) and should contain at a minimum 20 hours of student contact time in addition to time spent on curriculum development, paper grading and other prep work.

The hands-on teaching time should include some time spent teaching to a group in a class type setting and not entirely consist of one-on-one interactions.

Graduate students requesting outreach TA credit should develop/teach multiple lessons. For example, visiting 20 high school (HS) classrooms with the identical outreach lesson would not be considered sufficient.

Students can be of any age group, however if the graduate student has not had previous experience teaching college aged students, i.e. undergrad TA experience, they should strongly consider an outreach or traditional TA position with that age group.

If the outreach TA experience involves a larger disruption of lab work than traditional TA appointments graduate students should receive approval from their PI.

Examples of outreach experiences likely to receive TA credit:

- ❖ Academic Connection classes- Graduate students develop and teach an intensive 3-week class for talented HS students during the summer at UCSD. <http://academicconnections.ucsd.edu>
- ❖ Teaching a class at a local community college.
- ❖ Elementary Institute of Science- Graduate students develop and teach a 16 week hands-on science class for 7-13 year olds. <http://www.eisca.org>
- ❖ Developing a series of neuroscience lessons for HS students. Teaching these lessons to HS teachers and then helping the teachers to successfully teach these lessons in their HS classes.

Examples of outreach experiences **not** likely to receive TA credit:

- ❖ Volunteering with the Salk Mobile Science lab repeatedly.
- ❖ Volunteering repeatedly with the UCSD neuroscience outreach group.
- ❖ Tutoring
- ❖ Volunteering as an exhibit explainer at the Reuben H. Fleet science center.
- ❖ Visiting schools and talking about how to become a scientist.

Students must report any income they receive to the graduate program coordinator so that their stipend can be adjusted accordingly. Outreach activity income may not be used to supplement approved stipend levels.

Minor Proposition Exam

The Minor Proposition Exam is generally taken during the Fall quarter of the student's second year. **The exam must be passed by the end of Winter quarter of the second year. If not completed, the students required Spring Evaluation will not be approved. This will place a hold on the student's registration for the following Fall quarter.**

This exam is designed to meet two objectives:

- To evaluate the ability of the student to propose and defend an original research project.

- To evaluate the proficiency of the student's general neuroscience knowledge as drawn from the Core Courses taken in the first two years of study.

The Minor Proposition Examination requires the student to select a research problem in the neurosciences and propose an experimental approach for solving it. The selected problem should be broad, requiring experimental approaches from more than one discipline, and should be outside the area of the student's anticipated dissertation research. Students will be required to demonstrate a working knowledge of the disciplines involved in the Minor Proposition.

There are four phases to the Minor Proposition:

- Selection of an approved topic through the production of a two-page abstract submitted to the Minor Proposition Committee.
- Submitting a ten-page proposal in NIH small-grant format.
- Taking an oral examination consisting of a thirty-minute presentation followed by a period of open questioning by a four-member committee, two of whom are appointed by the Minor Proposition Committee (other two members are chosen by the student). Note that the student may be examined on any aspect of the core curriculum.
- The Chair of the students committee will submit an evaluation form to the Graduate Program Office describing the students Minor Proposition presentation and outcome of exam.

Upon completing all required coursework, passing the Minor Proposition Exam and fulfilling the teaching requirement, the student is eligible to receive his/her Masters Degree (Appendix III). OGS requires a minimum of 36 units of graduate coursework, not including 296 or 299 research courses. Only students who have not previously received a Master of Science degree in Neurosciences or a Master of Science degree in a similar subject are eligible to receive their Master of Science degree in Neurosciences from UCSD.

Advancing To Candidacy: Doctoral Committee & Qualifying Examination

In preparation for advancement, the student must put together a Doctoral Committee that is approved by the Program Director and The Office of Graduate Studies (OGS). Names of your proposed committee members must be submitted to the Graduate Program Coordinator at least one month prior to the anticipated exam date. After review the coordinator will send the nomination form to OGS for review and requested approval. Allow three weeks for the OGS review process. Students should not schedule their exam date until they have received final approval for the appointment of their doctoral committee by OGS.

The Doctoral Committee for students in the Neurosciences Graduate Program should be comprised of a minimum of five members and of these, at least three must be members of the Group in Neurosciences. If all members are from the

Group, then two must be from a department in which the Committee Chair has no affiliation, either primary or adjunct, and one of these two must be tenured.

The Neurosciences Graduate Program also allows for two adjunct committee members **without** adding a sixth member. If the Graduate student's advisor has an adjunct title, he/she must appoint a ladder ranked co-chair and they must be a UCSD faculty member.

Note: "Group in Neurosciences" faculty are members of the Neurosciences Graduate Program, the program faculty are listed on our website at <http://neurograd.ucsd.edu>. Since new faculty are constantly joining the program, you can obtain the most current list of program faculty from the Graduate Program Coordinators. (See Appendix IV for detailed information on criteria for selecting a Doctoral Committee.)

The qualifying exam is required by the Graduate Council of the Academic Senate to evaluate the quality of the dissertation work completed as well as the proposed additional experiments. The emphasis of the exam is on the conceptual rationale of the dissertation proposal (see below). In addition, it is the charge of the Doctoral Committee to estimate the time required to complete the project. Passing the qualifying exam advances the student to candidacy, effectively changing his/her status from doctoral student to doctoral candidate.

The Neurosciences Graduate Program encourages all students to advance by the end of their third year. MSTP students are required to advance by the end of Spring quarter their third year. Non MSTP Neuroscience students are required to advance by the end of Spring quarter of their fourth year. OGS will place a hold on all students' registration during summer quarter following the pre-candidacy time limits. The University will not allow students to register for the Fall quarter following the advancement deadline or receive any financial support unless they have successfully advanced to candidacy.

The Graduate Council requires that students advance to candidacy a minimum of three quarters (not including summer) prior to their final dissertation defense. This requirement may be waived under special circumstances.

To take the qualifying examination, a student must maintain a minimum GPA of 3.0 in upper-division and graduate course work with no more than eight units of "F" and/or "U" grades. Additionally, the student must have grades of "B" or better in all Core Courses, fulfilled their teaching requirement and must have completed a minimum of three academic quarters. All required course work must be completed before a student is permitted to advance.

Dissertation Proposal/ Qualifying Exam

After selecting a Doctoral Committee, the student must schedule the examination and present a written dissertation proposal to the Doctoral Committee. There is no required format for the dissertation proposal, but the proposal should describe the goals of the project, summarize previous work in the area, describe the experimental design, present the progress that the student has already made, and discuss future plans. The Thesis Advisor should read and approve the proposal before it is distributed to other Doctoral Committee members. The committee should have your proposal at least one week prior to the Qualifying Examination.

At the Qualifying Examination, the student is required to give an oral presentation that is followed by a period of open questioning from the committee members. When the dissertation proposal is approved, the Committee members sign the exam approval sheet (Appendix IV, exhibit two). A \$90.00 Advance to Candidacy fee is required, to complete the paperwork. The Neurosciences Graduate Program will not cover this fee, however the student may request reimbursement from their doctoral advisor or thesis lab.

Advancement to Candidacy becomes official when the approved paid form is filed with OGS, provided that the student is enrolled that quarter. Advancements occurring during the Summer or between quarters will be posted in the next quarter of enrollment.

Doctoral (Thesis) Committee Meetings

In addition to the administering the Qualifying Exam, the Doctoral Committee (also called thesis committee) oversees the progress of the dissertation and administers the Final Examination. The student should schedule at least one thesis committee meeting each year during Spring Quarter after Advancement to Candidacy (see Spring Evaluations). The Chair of the thesis committee and all committee members must be present and sign a progress report at each meeting to indicate that the student is making adequate progress towards completing his/her dissertation (see form in Appendix IX).

Defense of the Dissertation/Final Examination

The student MUST contact the Graduate Program Coordinator at least one month prior to scheduling their defense/final exam.

Academic Senate Policy and Student Responsibility for Doctoral Dissertations:

-Students are expected to submit a draft of the doctoral dissertation or master's thesis to each member of the doctoral committee at least one month before the scheduled defense.

-Preliminary and final meetings with OGS Academic Affairs Advisors are mandatory.

-The submission of the doctoral dissertation is the last step leading to the award of the degree. The finished manuscript is a scholarly work that is the product of extensive research and related preparation. The two final copies of the dissertation or the electronic copy are preserved by the UCSD Libraries. It becomes the official and permanent record, available to other researchers and faculty. For these reasons, the Graduate Council has established criteria for uniformity in physical format which have been compiled in a manual which can be found at the OGS website link at:
<http://ogs.ucsd.edu/academicpolicy/index.htm>

These are the minimal requirements to which all doctoral dissertations must conform in order to be accepted. To ensure that all of these requirements are met, and to become thoroughly familiar with these instructions students should read the manual in full.

The Final Examination consists of two parts:

- A public presentation of the dissertation work, followed by public discussion.
- An oral defense, in closed session, with the student's Doctoral Committee.

At the conclusion of the Final Examination, all members will sign the "Final Report of the Final Examination and Filing of the Dissertation for the Degree of Doctor of Philosophy" (Appendix VI, Exhibit 1), directly following the examination. The student should obtain the multi-copy form from the Graduate Program coordinator and receive specific instructions.

The Ph.D. degree is conferred at the end of the quarter in which all forms are completed. The student may, if they choose, attend the graduation ceremonies held in the following June.

Support Limit

This is the maximum time during which a doctoral student is eligible for support. Students must complete all requirements by the end of their sixth year.

MSTP students must complete all requirements and defend within 6 years. Their total registered time limit is also 6 years.

Non-MSTP students may continue as a student for an additional 7th year, but will not be eligible for financial support during that year. This includes all stipend, fees/tuition payments, fellowships, scholarships, and employment administered by the University and its affiliated institutions (i.e. the Salk Institute, the Burnham Institute, and the Scripps Research Institute), but does not affect financial aid loans. Since students cannot receive any support, they will be required to pay their own tuition/fees to be eligible for student health insurance and student housing.

ACADEMIC ADVISING & EVALUATION

Pre- thesis Advisors

Each incoming student is assigned a pre-thesis advisor. First year students should meet with their pre-thesis advisors to discuss academic issues such as course and rotation selections and selection of a thesis lab. It is recommended that 1st year students meet with their pre-thesis advisors once a quarter.

Pre- Thesis Committee

This committee provides scientific input on the dissertation project and evaluates students at the end of each year after the first (i.e., once they have joined a laboratory) and until they advance to candidacy. This evaluation is primarily related to the students' research rather than to their course work.

During the second year in the program students must form a three member Pre-Thesis Advisory Committee in consultation with the Thesis Advisor. The committee consists of the Thesis Advisor and two other members of the Graduate Program faculty (one of the members may be from outside the program by approval of the Program Director). It is permissible for the composition of this committee to change from year to year if there is a change in the direction of the research project. Typically the pre-thesis committee would become the nucleus of the Doctoral Committee.

The Pre-Thesis Advisory Committee should meet each Spring quarter with the student. This meeting serves as the Spring Evaluation. The meeting should contain an oral presentation by the student, outlining progress made and plans for the future. The committee should be supplied with the brief summary of the research project at least one week prior to the meeting.

All members of the pre-thesis committee must sign the Spring Evaluation to indicate that the student is making adequate progress towards his/her dissertation. (Appendix IX, Exhibit 2)

Doctoral (Thesis) Committee

After advancing to candidacy, students are evaluated by their Doctoral Committee. In keeping with the Graduate Council policy on in- candidacy evaluations, the review should cover "the student's progress to date, recommend the modifications to the dissertation's scope or methodology, timetable for completion, and recommendation for support in the following year. The Doctoral Committee chair shall write up the results of the review and discuss them with the student. All members of the Doctoral Committee participating in the review, the student, and the Director are to sign the progress review."

The students must sign the evaluation, and may choose to make comments. The student is entitled to a copy of the evaluation. (Appendix IX, Exhibit 4)

Spring Evaluation

In the Spring quarter of each year, all graduate students are subject to review. This review takes the form of a Spring Evaluation. **A satisfactory Spring Evaluation must be on file with OGS by the end of Spring Quarter. Continued approval for financial support is dependent upon the annual filing of a satisfactory Spring Evaluation.** A hold will be placed on the students Fall quarter registration by OGS if the evaluation is not completed by the deadline. The Spring Evaluation becomes a part of the student's permanent record at OGS.

First year students will meet with the program director and a first year advisor for their Spring Evaluation. The evaluations will be scheduled in early June by the graduate program coordinator.

MSTP first year students should form a thesis committee in consultation with their advisor (two faculty members in addition to your advisor), and plan of having a thesis committee meeting during spring quarter. Your committee will need to sign off on your spring evaluation form at the meeting, which should then be submitted to the Neurosciences graduate office to send to OGS (retain a copy for your records).

Before a student advances to candidacy, the Spring Evaluation is called a "pre-candidacy" evaluation. The student must meet with all three members of his/her pre-thesis committee for the evaluation. Once the student has advanced to candidacy, the Spring Evaluation is called an "in-candidacy" evaluation. The Neurosciences Graduate Program requires that all of your Doctoral Committee members attend the Spring evaluation. **Students should start coordinating and scheduling dates as early as March for a May meeting in order to meet the deadline.**

Students who receive a "needs improvement" rating on their Spring evaluation need to have a follow-up meeting with their committee to make sure that there is clear evidence of improvement and for the committee to provide necessary guidance. The follow-up meeting should ideally be in the quarter immediately following the evaluation and should take place no later than 6 months from the date of the Spring evaluation meeting. A form for the follow-up meeting can be obtained from the Graduate Program Coordinator.

It is important to note that Spring/Annual evaluations affect not only future support but **are required** before any exception can be requested of the Graduate Council, and, if there are academic difficulties, will be relied upon heavily in the Dean's action. In many instances, they are the only narrative documentation of a student's progress, other than the transcript.

The following students are exempt from Spring Evaluations:

- A student advancing to Ph.D. candidacy during Winter or Spring of the current academic year.
- A student on approved leave of absence during the Spring of the current academic year. Note that an evaluation must be submitted, in this instance, by the end of the first quarter of return after the leave for continued support.

EVENTS AND ACTIVITIES

WELCOME DINNER

A purely social event for students and faculty to welcome the incoming students to the program, held during Fall quarter.

STUDENT JOURNAL CLUB

The Student Journal Club is organized entirely by students. Each week a student presents a paper from the laboratory of the seminar speaker for the following week. The goal of the journal club is to create an open venue for friendly but lively scientific discussion. Refreshments are provided.

RESEARCH ROUNDS

Research Rounds is a weekly seminar course that meets in Fall, Winter and Spring quarters, in which graduate students beyond their second year in the Program present their current research. All members of the Neuroscience community are welcome to attend these presentations.

SEMINAR SERIES

The Graduate Program's weekly seminar series meets on Tuesdays at 4:00 pm in the Leichtag Building conference room and features invited speakers from around the world. Students have the opportunity to meet with the speakers over lunch or dinner each week (interested students should contact the student host). The Salk Institute also organizes frequent lectures as do many of the other departments and institutions in and around UCSD.

SPRING RETREAT

The program organizes a retreat each Spring that fosters interactions among program faculty and students. The retreat is typically held off campus over a weekend and features lectures, discussion groups, and social events.

FACILITIES

ON-CAMPUS

BIOMEDICAL LIBRARY

Location: On the School of Medicine campus next to the Biomedical Sciences Building

The Biomedical Library (BML) has an extensive collection of journals and manuscripts in neuroscience, medicine, molecular biology, psychiatry and related fields. While this library should meet most of the students' needs, additional titles are available from the BML's branch library at the UCSD Medical Center in Hillcrest, from the Scripps Institution of Oceanography (SIO) Library, and from other libraries on the main campus. Volumes not available at any of UCSD's libraries can be requested from one of the UC system's other libraries without charge. UCSD's journal and manuscript catalogs ('Melvyl' and 'Roger') can be searched at BML or remotely by users with UCSD e-mail accounts.

NEUROSCIENCE GRADUATE PROGRAM: ADMINISTRATIVE OFFICES AND STUDENT LOUNGE

Center for Neural Circuits and Behavior building (CNCB): 2ND floor, Mezzanine area.

A computer, printer and scanner are provided in the lounge. Two laptops and two LCD projectors are available for check-out for student presentations from the Graduate Program Coordinators.

LEARNING RESOURCES CENTER

Location: Medical Teaching Facility, 2nd floor.

The Learning Resources Center, sponsored by the School of Medicine's Office of Learning Resources, operates primarily as a computer center for graduate and medical students. Macintosh and PC computers are available for use on a walk-in basis or can be reserved in advance. Printers and typewriters are available as well as many commonly used applications, and some specialized neuro-anatomical and medical applications.

UCSD ACADEMIC COMPUTING SERVICES (ACS) & NETWORK OPERATIONS (NO)

Location: Applied Physics and Mathematics Building, 1st floor.

Academic Computing Services administers all UCSD e-mail accounts and dial-in accounts (for access via modem). E-mail accounts are free to students and can be established by going to the Account Services Office in the AP&M building. These accounts can be accessed from any of the campus computer centers (including the Learning Resources Center, described above) or from off-campus locations. Website: www-no.ucsd.edu

OFF-CAMPUS PARTICIPATING INSTITUTIONS

THE BURNHAM INSTITUTE RESEARCH FOUNDATION

10901 North Torrey Pines Road
La Jolla, CA 92037
Phone: (858) 646-3100

THE SALK INSTITUTE FOR BIOLOGICAL STUDIES

10010 North Torrey Pines Road
La Jolla, CA 92037
or mailcode 0932
Phone: (858) 453-4100

THE SCRIPPS INSTITUTION OF OCEANOGRAPHY

University of California, San Diego
9500 Gilman Drive – mailcode 0210
La Jolla, CA 92037-0210
Phone: (858) 453-2830

THE SCRIPPS RESEARCH INSTITUTE

10550 North Torrey Pines Road
La Jolla, CA 92037
Phone: (858) 784-1000

SCRIPPS WHITTIER DIABETES INSTITUTE

9894 Genesee Avenue
La Jolla, CA 92037
Phone: (858) 450-1280

SHILEY EYE CENTER

University of California, San Diego
9500 Gilman Drive – mailcode 0946
La Jolla, CA 92093-0946
Phone: (858) 534-6290

UCSD MEDICAL CENTER

200 West Arbor Drive
San Diego, CA 92103
Phone: (619) 543-6222

VETERAN'S ADMINISTRATION MEDICAL CENTER

3350 La Jolla Village Drive
La Jolla, CA 92037
Phone: (858) 552-8585

GENERAL INFORMATION

CALIFORNIA RESIDENCY

Since the University of California waives tuition for all California residents, all students (except foreign students) are expected to establish California residency prior to the start of their second year. Students who do not establish California residency will be responsible for their nonresident tuition (currently \$15,000/year). **You should begin the process to establish residency immediately following your arrival to California.** To qualify for residency, the student must demonstrate that (s)he has resided in California for at least one year. Residency is established by severing residential ties with other states and creating them with California: getting a California driver's license and registering your car with the state; establishing a residence; registering to vote; and/or paying California taxes. For detailed information please visit the following website: <https://tritonlink.ucsd.edu>, or pick up relevant fliers from the Residence Deputy located at the Office of the Registrar (301 University Center). At orientation, first year non-resident students are given a listing of what they are supposed to collect and/or establish within their first year in California to satisfy all reclassification requirements. Questions regarding your application should be directed to Donna Deangelis, the Residence Deputy, at ddeangelis@ucsd.edu or (858) 534-5486 or Paula Cassidy, pcassidy@ucsd.edu, (858) 534-3152.

MAILING LISTS

neuro-students-l@ucsd.edu (note lower case "L")

Most information relevant to students in the Neurosciences Graduate Program is distributed via the 'neuro-students' e-mail list. Many enthusiastic discussions of student concerns occur through use of this list. For this reason, all students are encouraged to check their e-mail account regularly. Information regularly received via 'neuro-students' include: announcements of lectures, program events, and social activities; information on fellowships, post-doc opportunities, taxes and student health insurance; research questions from other students; changes in university policies, and a variety of other important information.

neuro-faculty-l@ucsd.edu

This listserv distributes mail to all the Neurosciences Graduate Program Faculty Members.

neuro-postdocs-l@ucsd.edu (note lower case "L")

This listserv is for post-docs who do research in Neurosciences. It is voluntary and not comprehensive.

neuro-seminar-l@ucsd.edu (note lower case “L”)

This listserv distributes information on seminars and lectures for the Neurosciences Graduate Program as well as other departments. If you are on any of the above listservs, you are automatically subscribed to the “neuro-seminar” email list.

UCSD MailMan Mailing Lists

Is a program that runs on a UCSD mail server, allowing you to access services used in maintaining your subscriptions to mailing lists.

To subscribe/unsubscribe to a particular mailing list, go to:

<http://mailman.ucsd.edu/mailman/listinfo>, select the mailing list you wish to be a member of and follow the instructions as directed on the online form.

Please note that incoming students will automatically be added to the program mailing lists by the program coordinators.

STUDENT ID

A UCSD student ID can be obtained from the Student Business Services. A valid ID is required for use of the library. In addition, many local restaurants and movie theaters offer discounts to students with a valid ID.

UCSD Blink Website

Blink is the faculty and staff website. It offers a directory to look up UCSD staff, students and faculty members and a host of additional UCSD information.
<http://blink.ucsd.edu>

Office of Graduate Studies (OGS)

The Office of Graduate Studies main website is an important resource for graduate students providing information regarding academics, funding, housing and a host of additional information.

<http://ogs.ucsd.edu>

UCSD Academic Computing Services/Network Operations (NO)

Providing computer network services and support to the UCSD community. Information on email, wireless access, on & off campus network access and additional information.

TRITONLINK

TritonLink, <http://tritonlink.ucsd.edu> is a service provided through the UCSD's website, Infopath, and is a subset of Blink. Services available to students through TritonLink include:

- Student Directory
- Schedule of Classes

Includes all course information. In addition, TritonLink shows class size limits and seats available, additional meetings (such as review sessions, make-ups, etc.) as they are scheduled throughout the quarter.

- Academic History

Allows students to view and print an unofficial version of their transcript. Information includes course work taken, grades, GPA, and transfer courses.

Remember Neurosciences Graduate Students are required to check their academic record every quarter and report any grading or course registration errors to the Graduate Program Coordinator.

- Addresses

Students can verify and update their addresses (mailing and e-mail), emergency contacts, and directory publishing restrictions.

- Billing Statements

Students can determine how much they owe the University and see their account transactions for the last thirty days.

- Classes and Wait Lists; Weekly Planner

Students can see their class schedule for enrolled and wait listed courses. Information includes section days, times, and location, grading option, and instructor. Additional meeting information, such as review sessions, films, and final exams will also appear as they are added throughout the quarter. In addition, students may view a weekly planner, which shows how their courses are scheduled throughout the week. It also shows time conflicts and allows students to customize their planner with additional information. A separate final exam planner is available approximately the sixth week of each quarter.

- Holds

Students may check for holds on their record, and find information about how the hold will affect their registration and whom they need to speak to have any holds removed.

- WebReg

Students may add, drop, change, and wait list sections on-line.

- Residency for Tuition Purposes

Students may verify their residency status for tuition purposes.

TRANSPORTATION & PARKING SERVICES

Transportation and Parking Services sponsors a variety of programs and services designed to make it easier for students to live at UCSD without a car.

They operate an extensive network of free shuttle routes, looping around the campus, connecting to peripheral parking lots, and linking the campus to the Hillcrest Medical Center, Scripps Institution of Oceanography, Torrey Pines Center, and the Amtrak Coaster commuter train. Some routes operate year-round and others only while school is in session. Shuttles do not run on university holidays. At Winter and Spring quarter breaks and at the Thanksgiving holiday, special shuttles connect to San Diego International Airport and the Amtrak station downtown.

In addition to the shuttle system, the campus Rideshare Office distributes a free bus sticker. When affixed to a UCSD ID card, it allows unlimited rides on a number of San Diego Transit routes that serve communities to the south of campus.

If you choose to bring a car to campus, be aware that a parking permit is required on UCSD property, Monday through Friday, 7:00 a.m. to 11:00 p.m., unless otherwise posted. Yellow lines border student spaces. A student ("S") parking permit is valid in these spaces at all times. After 4:30 p.m. on weekdays, all UCSD permits are upgraded and become valid in spaces marked with green or red squares, as well as in metered spaces (no fee required). Parking is free on weekends in these spaces; however, student permits are never valid in spaces marked "A" Permit Required, 24 Hours a Day; 7 Days a Week, or in any other 7/24 parking space. Parking permits and applications forms can be obtained at

the Parking Office. Go to the UCSD Parking and Transportation website via tritonlink.ucsd.edu, see the tab on left column.

Student parking permits (prices as of January 2011):

- \$61/mo. "S" permits are available to all students.
- \$81/mo. "B" permits, valid for 90 consecutive days, are available to graduate students.
- \$66/qtr. "M" permits are required for motorcycles, motorized scooter or motorized bike.
- \$111/qtr. Alternate schedule permits. Any combination of three days.

Parking Sales and Services also offers a variety of short-term permit options:

- Occasional Use: up to 10 days of parking per quarter:
- \$47/ea in "B" lots
- \$41 /ea. in "S" lots
- \$43/qtr. Night Quarterly: valid in yellow spaces after 4:30 p.m.
- \$8.00/day One Day "B" & "S"
- Motorcycle, motorized scooter, motorized bike permit for up to 30 consecutive days, \$22 per month.

For more detailed information on

- Shuttle Schedules
- Free Campus Bus Sticker
- Parking Permits/Regulations

Contact Rideshare Operations at (858) 534-8841, or search Transportation & Parking Services on TritonLink or Blink (www.blink.ucsd.edu).

The University Parking offices are located both on the central campus and at the UCSD Medical Center, and parking permits can be obtained at either location.

Campus Parking Office: Gilman Parking Structure, 7:00 a.m.- 5:30 p.m.
weekdays (858) 534-4223

Medical Center Parking Office: 200 West Arbor Drive, 6:30 am.- 4:00 p.m.
(858) 543-6524

HOUSING

<http://ogs.ucsd.edu/welcome/housing.htm>

On-Campus

Graduate and family housing is available at the following locations:

- One Miramar Street Apartments
- Mesa Residential Apartments
- Coast Apartments
- Single-Graduate Apartments

Affiliated Housing Operations can provide detailed information on the above locations and can be reached by e-mail at ahoinfo@housing.ucsd.edu.

The housing website above includes online applications for residency at any of the on-campus locations.

Off-Campus

The Off-Campus Housing Office is located in the Student Center, Building B, Lower Level (office hours are Monday-Friday, 8:00am-4:30pm, except for holidays). Phone: (858) 534-3670;

The services provided by the Off-Campus Housing are free to all currently registered students. You must bring your UCSD ID to obtain rental contact information.

Services provided include:

- House/Condo/Apartment Rental Properties
- Rooms in Private Homes/Room Rental
- Work Exchange
- Roommates Available
- Landlord/Tenant Information on Lease/Rental Agreements
- Rental Referral Service
- Apartment/Rental Guide
- Maps
- Moving Off-Campus Workshops
- Student Support Services (Neighborhood Mediation; Roommate Mediation)
- Free Literature & Information

More information can be found at: <http://ogs.ucsd.edu/welcome/housing.htm>

HEALTH INSURANCE

The Student Health Insurance Plan (SHIP) is mandatory and can be waived only with approval of the Student Health Services Insurance Representative after review of proof of existing comparable insurance.

Brochures with enrollment forms and more detailed information about UCSD student health insurance plans are available at Student Health Services:

Student Health & Wellness Center:
Library Walk (West of the Price Center & South of Geisel Library)
Hours: Monday-Friday, 8:00am-4:30pm, except Wednesday, 9:00am-4:30pm,
closed daily 12:00 – 1:00 pm

General Information Line: (858) 534-3300 or 534-2124
Appointments: (858) 534-8089

PSYCHOLOGICAL & COUNSELING SERVICES

Counseling services are available without charge from UCSD's Psychological Counseling Services (Phone: 534-3755). Individual counseling is available for a limited number of sessions per year. There are also several counseling groups which meet regularly, some designed around specific issues and some exclusively for graduate students or for women in science.

OFFICE FOR STUDENTS WITH DISABILITIES

The primary objective of the Office for Students with Disabilities is to integrate these students into general campus programs and activities, and encourage their independence within and outside the campus community. The following services are available to meet the individual needs of students with disabilities:

- Disability management advising
- Academic support coordination: readers, interpreters, note takers, lab/library assistants
- Equipment repair service
- On-campus transportation
- Special parking coordination
- Special on-campus housing coordination
- Registration/enrollment assistance
- Test-taking arrangements
- Resource library
- Liaison with the California State Department of Rehabilitation.
- Referrals to resources, services and agencies
- Campus accessibility map (CAM)

Documentation of disability will be required for the delivery of most of these services.

For additional information contact:

Office for Students with Disabilities
University of California, San Diego
202 University Center - mailcode 0019
La Jolla, CA 92093-0019
(858) 534-4382/534-2494 TDD*

*Telephone for the deaf ONLY

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