

Graduate Student Guide

Bioengineering



UNIVERSITY OF
TEXAS
ARLINGTON

Department of Bioengineering

The University of Texas at Arlington

500 UTA Boulevard

Arlington, TX 76010

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

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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 and the BE Department website often as you progress through our program. Links change often so refer to UTA's website for correct links.

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 the UTA and Bioengineering website often.

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. 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 abbreviation 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. The hours of operation and names listed below are subject to change. For all questions to the Administrative Offices, please email them with your full name and Mav ID number so they can look up your situation and get back to you. Allow three business days.

Administrative Offices:

SEND QUESTIONS WITH YOUR NAME AND MAV ID# TO:

Cindy Bradfield
Administrative Assistant II
Room 222
Building (ERB) cbradfield@uta.edu
Phone: 817-272-2249
Fax: 817-272-2251

Crystal Clark, Support Specialist II
Room 223
Building (ERB), crystalc@uta.edu
Phone: 817-272-2965
Fax: 817-272-225

Diana Jones, Undergraduate Assistance
Room 226
Building (ERB) diana.jones@uta.edu
Phone: 817-272-0109

General Graduate Academic Advising:

Julie Rockow
Academic Advisor
Room 232
Building (ERB)
Phone: 817-272-0783
Fax: 817-272-5338
Rockow@uta.edu

Advising Hours: 8:00 a.m.-12:00p.m., 1:00-5:00 p.m. For general advising questions, please see the Graduate academic advisor, or email be@uta.edu.

Faculty Advisors and Bioengineering Faculty

Please see posted signs for faculty advisor office hours and appointment request information. These change each semester

ADVISORS

Dr. George Alexandrakis
Graduate Advisor and Track Advisor for Medical Imaging/Bioinstrumentation
Room 235 Engineering Research Building (ERB)
Phone: 817-272-3496
galex@uta.edu

Dr. Christopher Chen
Undergraduate Advisor
Room 349 Engineering Research Building (ERB)

Dr. Charles Chuong
Track Advisor for Biomechanics/Orthopedics, Dual Degree B.S. in Biology and M.S. in
Biomedical Engineering
Room 233 Engineering Research Building (ERB)
817-272-2052 chuong@uta.edu

Dr. Ashwin Nair
Undergraduate Advisor
Room 350 Engineering Research Building (ERB)
817-272-6250 anair@uta.edu

Dr. Kytai Nguyen
Track Advisor for Nano-Medicine/Nano-Technology
Room 241 Engineering Research Building (ERB)
817-272-2540 knguyen@uta.edu

Dr. Liping Tang
Track Advisor for Tissue Engineering & Dual Degree Biochemistry/Biomedical
Room 238 Engineering Research Building (ERB)
BY APPOINTMENT ONLY, email ltang@uta.edu

FACULTY

Dr. Michael Cho, Chair of Department
Room 224 Engineering Research Building (ERB)
BY APPOINTMENT ONLY through Administrative Office

Dr. Khosrow Behbehani
Room 242 Engineering Research Building (ERB)
817-272-2055 kb@uta.edu

Dr. Digant Davé
Room 236 Engineering Research Building (ERB)
ddave@uta.edu

Dr. Yi Hong
Room 240 Engineering Research Building (ERB)
817-272-0562 yihong@uta.edu

Dr. Justyn Jaworski
Room 352 Engineering Research Building (ERB)
817-272-6778 Justyn.Jaworski@uta.edu

Dr. Young-Tae Kim
Room 239 Engineering Research Building (ERB)
817-272-5023 ykim@uta.edu

Dr. Juhyun Lee
Room 354 Engineering Research Building (ERB)
817-272-6534 juhyun.lee@uta.edu

Dr. Jun Liao
Room 353 Engineering Research Building (ERB)
817-272-6779 Jun.Liao@uta.edu

Dr. Hanli Liu
Room 234 Engineering Research Building (ERB)
817-272-2054 hanli@uta.edu

Dr. Baohong Yuan
Room 237 Engineering Research Building (ERB)
817-272-2917 Baohong@uta.edu

1.3 UNIVERSITY FACILITIES AND CONTACTS

For additional information, please see www.uta.edu. All links change often, so simply go to UTA's main website and type in what you are searching for in the Search Box, top right corner. An interactive campus map can be viewed at www.uta.edu/maps.

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

Room 348 E.E. Davis Hall (DH)
Phone: 817-272-5164

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

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 visit their website for a complete list of computer lab locations, hours, and services. 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.
817-272-2208 helpdesk@uta.edu

Libraries:

Please see UTA Libraries' website for information on locations, hours, and services. 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.

Science and Engineering Library

B 03 Nedderman Hall (NH), Basement

Phone: 817-272-5050

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.

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.

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

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2. BASICS FOR BIOENGINEERING STUDENTS

2.1 UTA (MAVMAIL) EMAIL

All applicants and students are given a UTA email account (MAVMAIL). Students must activate their account immediately. 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 in their correspondence.

2.2 MAV EXPRESS

Students must obtain 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.

2.3 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 Admissions, Records & Registration.

2.4 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 new NetID, and accounts must be activated online at the UTA self-service website. Students cannot use a UTA computer until their NetID is activated.

2.5 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.

2.6 CHANGE OF ADDRESS

Students can update their U.S. address and other addresses on-line through the MyMav system. International students can update their address by visiting the Office of International Education's website.

2.7 PAYMENT OF TUITION AND FEES

For fee deadline information, and a description of tuition and fees, visit the UTA Website. They will be updated each semester, and paid through the MyMav system, where students can view their accounts and pay tuition and fees online.

2.8 INTERNATIONAL STUDENTS

- All international students must attend a mandatory orientation in order to register for classes. Visit OIE's website for the current dates.
- All international students must also attend Bioengineering's Graduate Orientation to have academic holds lifted.
- **Health Services.** International students are required to complete tuberculosis testing and have the test read by Health Services within the appropriate timeline. All students must have their test read by the 25th day of class or students will be dropped from all classes.

2.9 TOURS

To participate in one of the university's campus tours, visit the Admission's web page, <http://www.uta.edu/admissions/discover/index.php>, go to Campus Tours, and sign up.

2.10 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.

There are two trainings. One is for employees and students working in research labs, and second one is for students registered in courses where they will be working with chemicals, biological material, radioactive materials or lasers.

Completion of the Laboratory Safety Training is required BEFORE you begin your coursework. If you do not complete your Trainings, all lab access will be removed.

3. ACADEMIC INFORMATION

3.1 STUDENT RESPONSIBILITY

All students are responsible for understanding and complying with the Student Graduate 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. Changes may occur and become effective when the proper authorities so determine. These changes will apply to all students.

3.2 DEGREE REQUIREMENTS

Degree requirements can be seen on the degree plan worksheets/programs of work or found in the 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 a 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, R, W, or Z are not acceptable and will not satisfy requirements.

Probationary Admission:

Some students are admitted to UT Arlington under probationary conditions and must complete those conditions to become an unconditionally admitted student. Once these conditions have been met, the student must send an email to the Academic Advisor (be@uta.edu) and include the following: name, 1000#, and a message stating which probationary requirements have been met. Once verified and approved, the Office of Graduate Studies will update the student's status in MyMav.

Academic Probation:

A graduate student whose cumulative GPA falls below a 3.00 in 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.

Students who complete all coursework for graduation but with a GPA too low must take relevant Engineering or Science courses as approved by the Graduate Advisor.

3.3 DEGREE PLAN WORKSHEET

Each Bioengineering student is required to submit a tentative degree plan and a final degree plan.

Tentative Degree Plan:

This must be completed by the third week 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 Degree Plan:

This must be completed during the semester prior to your final graduating semester, and will need to include details for all coursework taken up to that point. Students will not be allowed to graduate if this is not satisfactorily completed and submitted to the BE department. This needs to be filled out completely. Please note that the Office of Graduate Studies does not need a copy of your degree plan.

3.4 AREAS OF RESEARCH

The following areas of research are currently available at UT Arlington and are updated on our web site:

Bioinstrumentation and Human Performance

Biomaterials & Tissue Engineering

Biomechanics & Orthopedics

Medical Imaging

Nanomedicine

NanoEngineering

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 search and register for classes, view account balances, and many other functions.

3.6 IMPORTANT ACADEMIC DATES AND DEADLINES

These dates are updated each semester on the University webpage:

- 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.

Searching for Courses and Course Information:

Course offerings can be seen by using the MyMav system.

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.

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. During the long semesters (i.e., fall and spring), the late registration period lasts approximately one week after the first day of classes. During summer, the late registration period is very brief. Please refer to the Academic Calendar on the UTA Website. Late registration fees are assessed for enrollment transactions made during the late registration period.

Payment for Registered Courses:

It is important that students follow the UTA 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-create the desired schedule of classes.

Registering for Out-of-Bioengineering Department Courses:

For assistance with registration, students will need to bring the completed form to the Academic Advisor. 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. A tentative degree plan will need to be approved and kept on file to indicate which courses will satisfy the degree requirements. Please see the academic calendar, catalog, or advisor for additional details.

3.8 DROPPING COURSES

Dropping Courses at UTA:

Students should be able to drop courses without assistance through the late registration period. Students holding an assistantship should never drop below full-time enrollment.

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:

The Bioengineering Academic Advisor can only assist with academic advising holds. For removal of an academic advising hold, please 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

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
- Relevant semester

2) Once the professor responds with approval to the email, the student can use MyMav to register for the research credit hours. If course is not there, please email Academic Advisor asking her to add this course, copying the approved professor on this request.

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. There are no exceptions to this rule.

3.11 CHANGING STUDY TRACK

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

3.12 CHANGING DEGREE PROGRAM WITHIN THE BIOENGINEERING PROGRAM

Master's 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, and do an official Change of Program Request.

Ph.D. Students:

Students interested in joining the PhD program from the Master's program must complete at least one full semester, then contact the Academic Advisor to complete the necessary paperwork.

3.13 GRADE CHANGES

Grievance Procedures Related to Grades (from UTA website)

In attempting to resolve any student grievances regarding grades, it is the student's obligation first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows preferential treatment or procedural irregularities. If students wish to appeal, their request must be submitted in writing—on an appeal form available in departmental or program offices—to the department chair or program director. The student has one calendar year from the date the grade is assigned to initiate the grievance. The normal academic channels are department chair or program director and then academic Dean. However, before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not find the committee's decision acceptable, the student may appeal to the academic Dean. The decision of the Dean is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic Dean.

3.14 GRADUATION

The graduation process will not occur automatically. Students must follow the dates and deadlines set by the Office of Graduate Studies and COE Dean's Office. Emails will be sent often to your student email account for reminders.

3.15 DEPARTMENTAL AND UNIVERSITY FORMS

Registration for the graduation commencement ceremony is separate from the application for graduation. To register for the graduation ceremony, please visit the Commencement Website on UTA's main website. Many forms and additional information are available on the form display stand located near the Academic Advisor's office, and on the Bioengineering website.

3.16 ACADEMIC INTEGRITY

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 website.

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 or 2) research courses. For additional information on Concurrent Enrollment, please see the Office of Admissions, Records, and Registration website.

For fall, spring, and summer semesters, students will have to 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 them via the MyMav system as they would normally do.

4.1 DATES AND DEADLINES

It is critical to begin this process early, at least 30 days in advance of start of semester, particularly for international students. Multiple signatures are required on this form, and for international students, an advisor in the UTA International Office 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. Please pay close attention to the Academic Calendar and deadlines found in the UTSW schedule. Often UTSW classes begin prior to the start of classes at UTA and Census date occurs sooner as well. Additionally grading procedures 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 related documentation.

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. Students are responsible for completing and printing their own forms. These can be found on the UTA Office of Records & Registration website.

3) Make sure that all selected courses are on your most current Degree Plan. Then bring the Concurrent Enrollment Form to the Academic Advisor's Office for signature.

4) Once the form has been signed, it will be scanned and emailed to the Registrar's Office, or if International, to the International Office. Once approved by all parties, copies will be sent to the Department. If you are a UTA/UTSW employee, give a copy of this form to the Administrative Office to ensure you will be given the in-state tuition benefit for students holding assistantships. It is also recommended you keep a copy for yourself. **FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN LACK OF FUNDING AND/OR LATE FEES.**

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 offered by UTSW which can be registered via Concurrent Enrollment will not be visible in MyMav, with the exception of courses that are broadcast from UTSW and take place at UTA, and will be listed in MyMav with a unique registration course number. If the course is not listed in MyMav, the student must continue the concurrent enrollment process. The list of UTSW course offering will be posted by the Academic Advisor prior to the start of each semester. 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). The minimum number for this committee is three faculty members. The majority of faculty members must be from the Bioengineering Department. The committee members are appointed by the Chair after consultation with her/his research supervisor. The composition of the committee and results of the exam are subject to approval by the Bioengineering Department.

5.2 DOCTORAL EXAMINATION COMMITTEES

Each Ph.D. student must pass three exams as part of the degree requirements. Further information, and the most current rules, 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 membership includes faculty members, and the composition of the committee and results of the exam are subject to approval by the Bioengineering Department.

Doctoral Comprehensive Exam (BE 6195) Committee:

This exam is informally referred to as Doctoral Exam II. The committee for the exam typically has a minimum of three members (five are recommended) who are selected by the student in consultation with their research supervisor. The composition of the committee and results of the exam are subject to approval by the Bioengineering 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 a minimum of three members (five are recommended) who are selected by the student in consultation with their research supervisor. The composition of the committee and results of the exam are subject to approval by the Bioengineering Department.

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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 Graduate School, 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). Students who hold a degree from a U.S. college or university are exempt 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.

6.3 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. 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 have completed all required coursework and are registered for thesis or dissertation 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.

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.

The nine hour minimum registration limit may be reduced to three semester hours for Ph.D. dissertation students who have completed at least 6 dissertation credit hours prior to their defending semester and who are enrolled in BE 7399 in their defending semester. 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.

Hourly Appointments:

Hourly appointments do not provide Texas resident tuition rates. Additionally, hourly workers need to turn in time sheets to the Administrative Office 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). Students are hired on a semester-by-semester basis.

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 filled out NEATLY AND COMPLETELY. Please turn in to the Administrative Office. 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 be hired once they return their signed appointment letter. You will be emailed when it is ready to be picked up and signed. If this is the first time for a student to hold an

assistantship, they will be given a New Employee Orientation schedule. Please go to Human Resources and the Payroll Office or you will not get paid!

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 Support Specialist.
- 2) Obtain and sign a Request for SSN Form from Support Specialist.
- 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://www.ssa.gov/locator>.)
- 5) Receive an application receipt from the SSA office, and deliver a copy of the application receipt to Support Specialist. Once she receives this receipt, the student may begin working. **YOU CANNOT WORK IN A LAB UNTIL YOU HAVE APPLIED FOR YOUR SOCIAL SECURITY NUMBER.**

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) All international employees are required to complete the GLACIER tax program. Please visit their website for this form.
- 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. Also advise the Bioengineering Department Administrative Office of your Social Security number so your hiring paperwork can be completed. Keep in a safe place!

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 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). Please go to the International Office for all questions regarding this. During the summer semester, international students may work more than 20 hours per week on-campus without additional authorization.

6.10 KEY REQUESTS AND CARD ACCESS

To request a key or card access for a room, the faculty member will need to sign a Key Request/Access form located in the forms shelf in the administrative office and return to Support Specialist. Upon receiving the signed form, the Support Specialist 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 Support Specialist 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 Support Specialist 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.

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.

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 3.5 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.

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 the Chair.

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7. SCHOLARSHIPS AND FELLOWSHIPS

7.1 STEM SCHOLARSHIP

Upon approval, eligible Ph.D. students are offered STEM scholarships. 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 Administrative Office. The entire packet needs to be filled out completely and neatly. Students must be enrolled in 9 hours in the fall and spring semesters and 6 hours in the summer semesters. Ph.D. students in their defending (final) semester are eligible for STEM if they have completed at least 6 dissertation credit hours prior to their defending semester and are enrolled in 3 credit hours of dissertation credit (BE 7399).

7.2 ROBERT AND CAROL EBERHART ENDOWED SCHOLARSHIP

This scholarship is awarded on a competitive basis in the summer, and awarded for the subsequent fall and spring. Apply at **SCHOLARSHOP** on the **UTA website** and fill out the form on the Bioengineering Webpage.

7.3 FRANKLYN ALEXANDER SCHOLARSHIP

This scholarship is awarded to eligible PhD Students. Must be a full-time student not holding an assistantship. Students must have a minimum 3.5 GPA, and intend to work in the field of biomedical engineering in the United States upon graduation. Applications will be accepted in the summer prior to each fall semester. Apply at **SCHOLARSHOP** on the **UTA website** and fill out the form on the Bioengineering Webpage.

7.4 GAANN FELLOWSHIP

The Graduate Assistance in Areas of National Need (GAANN) Fellowship is awarded to U.S. Citizens or Permanent Residents. This will be offered as long as funding continues. It is updated each year. The award is based on a student's financial need -- as determined from the student's FAFSA Application (Free Application for Federal Student Aid) -- and by their willingness to participate in the GAANN Fellowship training requirements. The announcement and application forms for this fellowship will be sent to all Ph.D. students periodically throughout the year, as positions become available. The applications are reviewed by the GAANN faculty committee to select outstanding applicants who satisfy the eligibility criteria. As part of the requirements, the Fellows must satisfy the requirements of

the program which includes: maintaining good academic standing, attending and completing a course on the Best Teaching and Learning Practices, shadowing a faculty member's teaching activities for one course and one full academic semester to consist of attending the faculty's lectures, learning various teaching aspects such as developing homework assignments, grading and testing, teaching one didactic or laboratory course for one semester under the guidance of a faculty member while being mentored and provided with feedback including evaluation sessions from the faculty and students, and participation in professional development activities (e.g., paper writing, scientific presentation skills, bioengineering seminars, national conferences, and local symposia throughout the time of receiving the Fellowship). The level of fellowship offered is determined based on student need. Applicants will be evaluated by the committee and contacted individually.

ALL SCHOLARSHIPS AND FELLOWSHIPS WILL BE UPDATED ON THE WEBSITE PERIODICALLY, AND AS THEY BECOME AVAILABLE.

8. ASSISTANTSHIPS AT UT SOUTHWESTERN

8.1 ELIGIBILITY AND REQUIREMENTS

Students must have completed one semester at UTA, participated in a summer internship, 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). **YOU MUST GET A RECOMMENDATION FROM THE CHAIR, AND PERMISSION, BEFORE YOU APPLY.**

Students 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.

8.2 PROCEDURES

Hand-deliver recommendation letters and fill out application with Marlo Brandon at UTSW.

Application packet includes:

- Curriculum Vitae
- Unofficial Transcript
- Two letters of recommendation (1 from Chair and 1 from another professor or track advisor)

If a student is expecting in-state tuition from UTA, they must give UTA's Administrative Office a copy of their completed Concurrent Enrollment form, a copy of their UTSW appointment letter, and a completed Graduate School Exception Processing Form.

8.3 UTSW CONTACTS

Questions can be directed to Marlo Brandon at UTSW by phone 214-648-3111 or email at marlo.brandon@utsouthwestern.edu. Please call or email for an appointment. No drop-ins will be accepted.

UT Southwestern Biomedical Engineering Chair, Matthew Petroll, Ph.D.

8.4 POLICIES FOR UTA STUDENTS WORKING IN UTSW RESEARCH LABORATORIES (EFFECTIVE 9/1/2012)

1) Procedures for identifying and accepting UT Arlington BME students:

It is not appropriate for students who are home-based at UTA to directly contact UTSW professors, and inquire about joining their labs and soliciting financial support.

As requested by UTSW, the UTA Chair will identify a group of students for placement in UTSW labs. Advertisements for these positions will be sent in an email to UTA students, check your UTA email often!

UTSW will contact selected students to come to UTSW for interviews. Students working at UTSW must be Concurrently Enrolled.

The UTSW BME Program office should be notified when a UTA student is accepted into a laboratory, to ensure that all administrative paperwork can be completed prior to their start date. **Note that all incoming UTA students must be paid a stipend and register for UTSW research hours.**

After being cleared by the Program Chairs to seek a UTSW lab, and once they have been selected by a UTSW mentor, international students must notify Ms. Marlo Brandon, Graduate School, 214-648-3111, marlo.brandon@utsouthwestern.edu of their intention to register and/or work at UT Southwestern. International Students will also need to meet with UTSW's International Office. Original valid documentation of F-1 student visa status and authorization to work at UT Southwestern must be provided during this appointment. Until these documents have been provided and the international student is cleared by the Office of International Affairs, UT Southwestern activities may not commence.

2) Policy on research hours:

- 1) In the fall and spring semesters, UTA Students not taking courses (research only) should register for 6-8 research hours at UTSW, and 1-3 research hours at UTA (minimum 9 credit hours total). In the summer these students should register for 3-5 research hours at UTSW and 1-3 research hours at UTA (minimum 6 credit hours total).
- 2) In the fall and spring semesters, UTA students taking one or more courses at UTA should register for 3-6 research hours at UTSW in the fall and spring semesters (minimum 9 credit hours total), and 3 research hours at UTSW in the summer (minimum 6 credit hours total).

All UTA students working in UTSW labs (both Ph.D. and Masters) must register for at least 3 research hours each semester at UTSW.

8.5 CHECKLIST FOR UT ARLINGTON INTERNATIONAL STUDENTS WORKING IN UT SOUTHWESTERN RESEARCH LABORATORIES

Office of International Affairs, University of Texas Southwestern Medical Center

All international students must be cleared by the Office of International Affairs before they can be permitted to work in UT Southwestern laboratories. Below is a process overview and steps for UT Arlington international students to be properly cleared for employment in a UT Southwestern research laboratory:

1. Notify Ms. Marlo Brandon, Graduate School, 214-648-3111, marlo.brandon@utsouthwestern.edu of your official admission as a student to UTA and of any offer of placement in a research laboratory
2. Ms. Brandon will provide your contact information and UT Southwestern appointment letter to Ms. Lauren Jacobsen 214-648-0708 Lauren.Jacobsen@utsouthwestern.edu
3. Ms. Jacobsen will forward your appointment letter to J. Austin Perry, Office of International Education, University of Texas at Arlington (UTA) and ask for an EEVL (employment eligibility verification letter) authorizing you to work at UT Southwestern
4. Upon receipt of the EEVL, Ms. Jacobsen will contact you to schedule an appointment to be cleared for concurrent enrollment and to work at UT Southwestern and will email you documents to be completed before or during that appointment
5. Please bring the following to your scheduled appointment with Ms. Jacobsen:
 - a. Original valid I-20 form issued by the Office of International Education, UTA
 - b. Original valid I-94 card reflecting F-1 visa classification
 - c. Current valid passport and any earlier expired passports that contain documentation of U.S. visa status
 - d. Other U.S. immigration documentation reflecting your complete U.S. immigration history (e.g. expired I-20's, DS-2019 forms, I-797 approval notices, valid or expired Employment Authorization Documents, etc.)
6. Once you have met with Ms. Jacobsen and provided all required documents and information she will arrange for your appointment (if any) to be approved and you may proceed with your UT Southwestern activities
7. Ms. Marlo Brandon will arrange for you to attend Student Orientation that will cover information about the UT Southwestern employee health insurance plan and other important topics

8.6 TRANSPORTATION TO UTSW



[The MAX Bus Service](#)

Learn more about the Metro Arlington Xpress—The MAX—at RideTheMAX.com.

The bus service provides rides between the College Park District and the [Trinity Railway Express CentrePort station](#). The bus runs 6 a.m.-10 p.m. Mondays-Fridays. Fares for a bus and rail ride will be discounted for students.