Master of Science in Biotechnology

Program Manual

Fall 2026 - Spring 2027

The Division of Translational Science
Rush Medical College
Rush University

Table of Contents

Program Objectives
Master of Science in Biotechnology

The program's primary objective is to provide biomedical technology training with a foundation of core biomedical concepts aimed at cultivating research professionals with the capacity to seamlessly integrate into a biomedical research laboratory or pursue advanced studies in medical and biomedical programs. Towards this goal, the program has the following learning outcomes:

Program Objective 1: Build strong knowledge in basic biomedical sciences

Student Learning Outcomes 1:

- By the conclusion of the program, students will be able to analyze and explain the cellular and molecular mechanisms that govern biological processes in living organisms.
- Courses contributing: DTS 502, DTS 503, and one of the following electives: DTS 611, DTS 507, DTS 519, or DTS 500

Program Objective 2: Build competence in essential biotechnology laboratory practice

Student Learning Outcomes 2:

- By the conclusion of the program, students will be able to independently and collaboratively design, execute, and critically evaluate experiments using core biotechnology techniques, including nucleic acid manipulation, cell culture, protein analysis, and bioinformatic tools, while demonstrating effective teamwork and shared responsibility within a laboratory team setting.
- Courses contributing: BTN 531, BTN 532, BTN 533, and BTN-538, one of the following: DTS 525 or DTS 548

Program Objective 3: Develop critical and applied biomedical research skills

Student Learning Outcomes 3:

- By the conclusion of the program, students will be able to formulate testable hypotheses and develop research strategies that integrate theoretical knowledge and laboratory methodology to investigate problems in biotechnology within established ethical guidelines, with sensitivity to the societal, cultural, and global implications of biotechnology research.
- Courses contributing: BTN 531-533, BTN 537-538, BTN 525, DTS 506, DTS 546

Student Learning Outcomes 4:

- By the conclusion of the program, students will be able to critically appraise primary scientific literature and communicate research findings clearly and effectively in both written and oral formats appropriate to the discipline, while demonstrating awareness of how diverse perspectives and global scientific communities contribute to advances in biotechnology.
- Courses contributing: BTN 537, BTN 538, BTN 541 and BTN 540

Policies and Procedures
Master of Science in Biotechnology

1. Program Progression
The requirements for the Master of Science degree will be met with 34 semester hours. Students may follow a 2-semester accelerated or 5-semester part-time curricular plan, beginning in the Fall Semester. All required coursework must be completed as outlined in the curriculum section below. Full-time students will start a Research Capstone in the Fall and must complete it at the end of the Spring Semester; part-time students will complete the Research Capstone over the Summer Semester and complete curriculum by the second Spring Semester.

2. Capstone Research Project
Students are required to complete a capstone project that provides a culminating experience and applies the principles and methods learned in the coursework to an independent mentored research project. The capstone research project requirements will be fulfilled through the course BTN-537, which will occur across two semesters for full-time students and one semester for part-time students. Refer to course syllabi for specific project requirements. Students are expected to maintain consistent presence in their mentor's laboratory during non-class periods, with a minimum of 12 hours per week dedicated to capstone research-related activities (including laboratory experience, data collection, literature search, data analysis, written assignments, etc.) for full-time 2-semester capstone projects and 24 hours per week for part-time 1-semester capstone projects. Failure to attend your capstone laboratory may result in academic probation or dismissal.

3. Student Attendance
Student attendance and participation in class is required, and make-up quizzes/exams are unavailable in many courses; refer carefully to course directors and syllabi for course-specific information. Laboratory and participation-based courses may not allow make-up attendance/work for unexcused absences, refer to course directors/syllabi for more information. Failures to attend these classes will prompt an inquiry with the Biotechnology Program Director and/or the Division of Translational Science Advisory Committee and may result in academic probation or dismissal.

4. Academic Standing and Probation
To remain in good academic standing, students must maintain a **cumulative grade point average (GPA) of at least 3.0** and meet the requirements of their program. A student must be in good academic standing to graduate.

Probationary conditions:

i. The Registrar’s Office will notify the Program Director when a student's cumulative GPA falls below 3.0. The Program Director will then email the student with a confirmation receipt to inform them of their change in academic standing to probation, followed by an in-person meeting.
ii. If a student fails to meet other program requirements, the Program Director will notify the Division Head. The Division Head will inform the students by email with confirmation of

receipt of their change in academic standing to probation. This correspondence will be included in the student's permanent file.

Students can be dismissed if they fail to meet program requirements or go on academic probation for a second time. As the Program Student Handbook and the University Catalog outline, students may be dismissed for academic misconduct or non-academic reasons.

5. Graduation Requirements

Students can graduate from the program only if they fulfilled the program requirements. Program requirements and time allotment to fulfill the requirements are listed above.

6. Commencement Participation

Students may only participate in Commencement if, by the middle of February of the graduation year, they are:

- Being in good academic standing following the Fall semester.
- Demonstrate clear progress toward completing Spring coursework to ensure on-time program completion.
- No student may participate in Commencement with any outstanding requirements, including incomplete coursework or other academic liabilities.

Curriculum 2026-2027
Master of Science in Biotechnology

The program is offered as a two-semester accelerated program, or a five-semester part-time program. Coursework for this program can be found in the tables below, which contain the course titles and numbers for full- and part-time programs. All courses must be completed according to the schedules below.

Biotechnology students take the Division of Translational Science's Core Curriculum series of molecular biology, genetics, and cell biology as well as an elective course in a specific biomedical science area. Additional courses are designed to prepare the student for competency in the biomedical field; including research ethics, biomedical statistics and informatics. At the center of this program is a series of hands-on Biotechnology laboratory courses designed to cover the most essential techniques and methods employed in biomedical research today. The program culminates in a capstone research experience, where students use their combined theoretical and practical knowledge to complete a biomedical research project.

Coursework for full-time BTN M.S.

2026-27	CrH	Course Director
Year 1 Fall 2026 Semester		
BTN-531 Advanced Cell Bio Techniques	2	Carl Maki
BTN-532 Advanced Mol Bio Techniques and Applications	2	Srinivasa Narasipura
BTN-537 Biotech Research Capstone	4	Hannah Barbian
DTS-502 Adv Cell Biology	2	Jitesh Pratap
DTS-503 Adv Molecular Biology and Gene Regulation	2	Joao Mamede
DTS-546 Principles of Biostatistics I	2	Sanjib Basu
DTS-506 Biomedical Ethics	1	Ruben Markosyan
BTN-525 Experimental Design and Disease Modeling	2	Jennilee Wallace
Choose 1 from the following:		
DTS-548 Introduction to Biomedical Informatics	1	Carlos Santos
DTS-525 Biomedical Informatics: Genomic & Microbiome	1	Stefan Green
Credit Hours	***18***	
Year 1 Spring 2027 Semester		
BTN-533 Advanced Histotechnology and Immunofluorescence Techniques	2	Jitesh Pratap
BTN-537 Biotech Research Capstone	4	Hannah Barbian
BTN-538 Advanced Experimental Techniques in Biomedical Research	2	Hannah Barbian
BTN-540 Experiential Learning: Proficiency in Targeted Science Techniques	2	Hannah Barbian
BTN-541 Pre-professional Preparation for Career Advancement	3	Hannah Barbian
Choose 1 from the following:		
DTS-611 Advanced Cancer Biology and Therapeutic Mechanisms	3	Carl Maki
DTS-507 Advanced Immunology and Immune System Dynamics	3	Amanda Marzo
DTS-519 Advanced Neurobiology	3	Brian David
DTS-500 Advanced Musculoskeletal Biology	3	Frank Ko
Credit Hours	***16***	

Total Credit Hours	***34***	

CrH=Credit Hour

Coursework for part-time BTN M.S.

2026-28	**CrH**	**Course Director**
Year 1 Fall 2026 Semester		
BTN-531 Advanced Cell Bio Techniques	2	Carl Maki
DTS-502 Adv Cell Biology	2	Jitesh Pratap
DTS-506 Biomedical Ethics	1	Ruben Markosyan
BTN-525 Experimental Design and Disease Modeling	2	Jennilee Wallace
Credit Hours	***7***	
Year 1 Spring 2027 Semester		
BTN-533 Advanced Histotechnology and Immunofluorescence Techniques	2	Jitesh Pratap
BTN-538 Advanced Experimental Techniques in Biomedical Research	2	Hannah Barbian
BTN-540 Experiential Learning: Proficiency in Targeted Science Techniques	2	Hannah Barbian
Credit Hours	***6***	
Year 1 Summer 2027 Semester		
BTN-537 Biotech Research Capstone	8	Hannah Barbian
Credit Hours	***8***	
Year 2 Fall 2027 Semester		
BTN-532 Advanced Mol Bio Techniques and Applications	2	Srinivasa Narasipura
DTS-503 Adv Molecular Biology and Gene Regulation	2	Joao Mamede
DTS-546 Principles of Biostatistics I	2	Sanjib Basu
Choose 1 from the following:		
DTS-548 Introduction to Biomedical Informatics	1	Carlos Santos
DTS-525 Biomedical Informatics: Genomic & Microbiome	1	Stefan Green
Credit Hours	***7***	
Year 2 Spring 2028 Semester		
BTN-541 Pre-professional Preparation for Career Advancement	3	Hannah Barbian
Choose 1 from the following:		
DTS-611 Advanced Cancer Biology and Therapeutic Mechanisms	3	Carl Maki
DTS-507 Advanced Immunology and Immune System Dynamics	3	Amanda Marzo
DTS-519 Advanced Neurobiology	3	Brian David
DTS-500 Advanced Musculoskeletal Biology	3	Frank Ko
Credit Hours	***6***	
Total Credit Hours	***34***	

CrH=Credit Hour

Faculty Roster and Contacts
Master of Science in Biotechnology

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Academic Policies
Division of Translational Science

The DTS formulates and reviews program-specific policies and procedures published in the Program's Student Handbook and the University Catalog. Students follow the DTS- and program-specific policies at the time of initial enrollment in the DTS. However, the DTS reserves the right to change its programs and policies. The students shall be informed in writing by the respective Program Director of any changes made during their tenure in the program. Students re-entering the DTS after an absence will follow the policies and procedures during re-entry.

(a) Course and Examination Policies. The DTS maintains rigorous standards for course and exam policies to ensure academic integrity and consistency across all programs. These policies are essential to uphold the quality and fairness of the educational experience for all students.

i. The Course Director is responsible for distributing a course syllabus to all enrolled students at the beginning of each course. The syllabus must adhere to the format specified by the University Curriculum Committee and include detailed information on course objectives, content, schedule, assignments, grading criteria, and examination policies. All course and examination policies outlined in the syllabus must align with DTS guidelines. Course Directors must ensure that their policies are consistent with the division's standards and provide a clear and comprehensive guide for students.

ii. All exams must be proctored to prevent academic dishonesty and ensure a fair testing environment. The Course Director must specify the procedures for proctored exams in the course syllabus, including the format, timing, and any special instructions. Proctors must be present during all exams to supervise students and enforce exam rules. The Course Director is responsible for arranging proctors and ensuring they are adequately trained to monitor exams effectively.

iii. Any breaches of examination policies or incidents of academic dishonesty must be reported immediately to the Course Director and handled according to DTS and university procedures. Students are expected to adhere to these policies, and any violations will be addressed according to the established disciplinary procedures.

(b) Pass/No Pass Grades

Each program identifies all courses required of its students. Required courses are usually taken for letter grades, although some maybe offered as a pass/no pass (P/N) option with approval from program directors. Research hours are graded using the P/N option.

(c) Good Academic Standing

To remain in good academic standing, students must maintain a cumulative grade point average (GPA) of at least 3.0 and meet the requirements of their program. A student must be in good academic standing to be admitted to candidacy (in the Ph.D. program) and to graduate. Article VII, Section 6 of the University Rules for Governance defines good academic standing conditions.

(d) Academic Probation

Probationary conditions are defined in Article VII, Section 6 of the University Rules for Governance and the program's Student Handbook.

i. The Registrar's Office will notify the Program Director when a student's cumulative GPA

falls below 3.0. The Program Director will then email the student with a confirmation receipt to inform them of their change in academic standing to probation, followed by an in-person meeting.

ii. If a student fails to meet other program requirements, the Program Director will notify the Division Head. The Division Head will inform the students by email with confirmation of receipt of their change in academic standing to probation. This correspondence will be included in the student's permanent file.

(e) Dismissal

Students can be dismissed if they fail to meet program requirements or go on academic probation for a second time. As the Program Student Handbook and the University Catalog outline, students may be dismissed for academic misconduct or non-academic reasons. Procedures follow Article VII, Sections 6 and 7 of the University Rules for Governance as applies to the DTS. Letters of Dismissal or Administrative Withdrawal come from the Division Head. These decisions are made in consultation with the Program Director and the DTS Advisory Committee, and the student must receive adequate notice of such an impending decision. The DTS Advisory Committee will inform the Division Head and the Dean of the Medical College of its recommendation for dismissal. No dismissal action should be communicated to the student without approval from the Dean

(f) Student Appeals Policy

Any student of the DTS may appeal a final course grade, failure on a comprehensive or candidacy examination, or failure of the thesis/dissertation defense. A student may also appeal an unreasonable delay in their graduation from the University. A student may appeal a Dismissal or Administrative Withdrawal as stated in Article VII, Sections 6 and 7 of the University Rules for Governance. Course grades can be appealed directly through the Course Director. Comprehensive or candidacy exam failures, failure of a thesis/dissertation, and dismissal for other reasons can be appealed through the DTS Advisory Committee following the steps below:

i. The student must initiate the appeal process within fourteen (14) calendar days of the event that precipitated the appeal. The student will submit a written statement to the DTS Advisory Committee requesting consideration of their case (convened in Step 2). The student must provide the following in the written statement:
   - Cause for probation or dismissal, e.g., failure of thesis/dissertation.
   - Action being requested.
   - Justification for the request.
   - An outline of the efforts and actions already taken to obtain consideration of the request.
   - Copies of this written statement must be sent to the Program Director and the thesis/dissertation committee Chairperson as appropriate.

ii. The Chair of the Advisory Committee may call to convene an appeals committee comprised of non-conflicted voting members of the DTS Advisory Committee. The appeals committee will include a student representative from a program different from the appealing student. Suppose a member of the DTS Advisory Committee is conflicted, in that case, that member may be replaced with a non-conflicted faculty who is not a member of the DTS Advisory Committee. Faculty considered conflicted include the student’s Program Director and those evaluating the student’s academic status. Conflicted faculty will not be on the appeals committee but can be invited to present to the committee. The appeals committee will meet within fourteen (14) days of receiving the

student's written request to appeal. The appeals committee will submit a report with a recommendation to the Division Head within five working days of the committee's meeting.

iii. Within fourteen (14) days of receiving the appeals committee's recommendation, and upon discussion with the student and others as appropriate, the Division Head shall reach a final decision and notify each party. The conclusion reached by the Division Head is final. A designated appeals committee member will document the discussions and outcomes of all meetings in this appeal process. At any step in the process, the student may withdraw the appeal by written notification to the DTS Advisory Committee with a copy to the Division Head. In the event of a dismissal decision, a student may continue to enroll until the appeal process is completed or the student withdraws the appeal.

(g) Full-time Enrollment

All DTS students must be enrolled full-time, except those Master of Science in Clinical Research and Master of Science in Biotechnology students who request part-time enrollment. Full-time students must register for at least nine credits each term or at least 2 credits when enrolled in thesis and dissertation research courses. Details concerning program-specific enrollment requirements can be found in each Program's Student Handbook. At time of graduation, the student must be enrolled in the college.

(h) Residency

All four programs are residential. The Integrated Biomedical Sciences MS and PhD programs are full-time. The Master of Science in Clinical Research and the Master of Science in Biotechnology programs may be part-time or full-time. The full-time Master of Science in Biotechnology students graduate after two semesters, while the part-time Master of Science in Biotechnology as well as the full-time Master of Science in Clinical Research and Master of Science in Integrated Biomedical students graduate within five semesters. Part-time Master of Science in Clinical Research students graduate within eight semesters. Ph.D. students in the Integrated Biomedical Science Program must fulfill all requirements for graduation within five full-time enrolled academic years.

If a student surpasses these time constraints, they must formally request an extension for graduation. This request must identify the reasons for the extension and provide a written plan with reasonable deadlines for completion. This document will be co-signed by the student's advisor and Program Director and submitted to the DTS Advisory Committee. The DTS Advisory Committee will then vote on whether to accept the extension or not (passed by a simple majority). If the request is rejected, the student can submit an appeal as outlined in section (f) above. Following the approval of the extension, the student is expected to fulfill all remaining requirements within the conditions and time limit defined in the extension permission. A subsequent extension request may be submitted by the student under exceptional hardship. The financial ramifications of the extension need to be determined before the request is approved.

(i) Voluntary withdrawal and Leave of Absence

The DTS follows University policies published in the University Catalog. Please, refer to the current University Catalog for more detailed information.

Voluntary Withdrawal

Voluntary withdrawal refers to a student-initiated, permanent departure from the university without expectation of the student's return.

Any student withdrawing from the university must give formal notification by completing a petition for withdrawal, which requires the student to obtain specific signatures. The petition for withdrawal form may be obtained from the Office of the Registrar or online.
In DTS, the student should also inform their Program Director and the Advisory Committee in writing of their intent to withdraw. They should be aware that if they withdraw during the last three weeks of any term, they will receive grades in the registered courses.

Leave of Absence
After matriculation to Rush University, a student may not arbitrarily cease registration without notice and must petition for a leave of absence if they cannot attend a term but wish to remain enrolled in their academic program. A leave of absence is a temporary suspension of studies granted to an eligible student for whom an approved time limit has been set and a specific date of return established.
Any student wishing to go on a Leave of absence must give formal notification by completing a petition for leave of absence form that may be obtained from the Office of the Registrar or online. In DTS, the student must also petition to the Advisory Committee in writing. The petition should be signed by the student and the Program Director. The petition should also contain the planned length of LOA and the plan to return to the program. The decision by the Advisory Committee will contain the approved length of the LOA and the conditions to return to the program as well as a Plan-of-Study to graduate from the program.

An approved Medical Leave of Absence may be generated by the student, or by the DTS Head's Office and must be accompanied by documentation from the student's health care provider and/or an independent evaluator who must attest to the student's inability to participate in the curriculum due to a medical condition.

In general, the student is required to return by the approved date. If unable to return as agreed, the student is required to contact the Program Director a minimum of two weeks prior to the beginning of the expected term of return and discuss the options open to them.
A request to extend a LOA is subject to the same review and approval process as the original. A new clearance form must be completed.

Return from a Leave of Absence
Students intending to return from an approved Leave of Absence must complete and submit the required Return from Leave of Absence form to the Registrar.
Students must satisfy the conditions of the LOA before re-entering and must comply with all policies, requirements and course sequences in effect at the time of re-entry.
Students returning from a LOA must register during the designated priority registration period. Registration outside of this period will result in a late registration fee.
Note that failure to follow the Leave of Absence guidelines and procedures outlined by University Registrar may result in the student's administrative withdrawal from their program.
Students who do not return as specified in their LOA agreement, and who did not receive an approved extension, will be administratively withdrawn after one term of unapproved leave. This administrative withdrawal is posted to the student's transcript. Re-admission after being administratively withdrawn requires a full re-application for admission including all fees and documents associated with application for admission.

Additional Requirements for Returning from a Medical Leave of Absence
When students are ready to return from an approved Medical Leave of Absence, they must submit clearance to return from their health care provider and/or an independent evaluator attesting to their ability to resume their studies and participate fully in the curriculum. Students intending to return from an approved Medical Leave of Absence must complete and submit the required forms to the Registrar no later than three (3) months prior to their return to the program.

(j) Students-at-Large

Individuals with an accredited bachelor's degree or its equivalent have the option, with permission from DTS, of taking select Division of Translational Science courses as a non-degree student, prior to application to a degree program. The policy regarding the transfer of student-at-large credits can be found in the Academic Resources and Policies section of the university catalog.

(k) Readmission

Any student who has voluntarily withdrawn from the University may apply for readmission by applying to the DTS. If accepted, the student will pay tuition and fees at the rates in effect at the time of re-enrollment.

(l) Academic Progression

The requirements for academic progression are outlined in each Program's Student Handbook. Students are responsible for understanding the requirements for academic progression and adhering to the criteria at the time of their enrollment in their Program.

(m) Commencement Participation Policy

Participation in the University Commencement Ceremony is a privilege and must be earned by completing all academic and programmatic requirements for graduation. Commencement represents the culmination of a student's academic journey, and participation should reflect successful completion, not intent to complete. Students and mentors are expected to plan accordingly to ensure eligibility.

Participation will only be granted under the following conditions:

i. MS Students Without a Thesis Requirement (e.g., BTN Program)

- Students may only participate in Commencement if, by the middle of February of the graduation year, they are:
  - Being in good academic standing following the Fall semester.
  - Demonstrate clear progress toward completing Spring coursework to ensure on-time program completion.
- No student may participate in Commencement with any outstanding requirements, including incomplete coursework or other academic liabilities.

(n) Use of Social Media and Artificial Intelligence

Students are expected to adhere to Policy Numbers OP-0362 and UAC-0039 requirements regarding the use of social media and artificial intelligence, respectively, in a way that is

consistent with the parameters of responsible use as specified in the Policy. Additionally, social media posting of any kind in the comprehensive animal facility (or animal experiments) is not allowed and violations can place a student at risk of dismissal.

DTS Policy on Responsible Use of Artificial Intelligence

Artificial intelligence (AI) programs and generative AI (genAI) are potentially valuable tools for teaching/learning, research and its dissemination. However, as with any tool, users must know how to use it correctly and appropriately within community standards of conduct and understand its limitations.

The following guidelines apply to all graduate students, and those faculty, and trainees who participate in coursework, assessments, thesis, and dissertation research, and scholarly dissemination derived from educational activities. By following these guidelines, users can integrate AI into their academic pursuits responsibly, enhancing their research and learning while maintaining integrity and avoiding academic misconduct

Guiding Principles
AI tools may **support learning** but cannot replace educational programs that are designed to facilitate critical thinking and knowledge acquisitions. This is especially critical when a trainee is learning. Further, to optimize use of AI in the future, a trainee needs to navigate it not the other way around, which in many cases can show generic responses without deeper analysis. Trainees must take responsibility for work generated. Importantly, using public AI tools may expose confidential data to the public domain; therefore, the user must ensure confidentiality.

1. **Responsibility**
   - The user retains full responsibility for the content, accuracy, interpretation, and originality of all academic and research work.
   - The user is responsible for any plagiarism violation that may have created through using AI.
   - The user is responsible for ensuring that AI tools do not replace intellectual contributions or scientific judgment.
2. **Transparency**
   - Any use of AI must be clearly and accurately disclosed.
   - Undisclosed use of AI constitute academic and/or research misconduct delineated in University Policies.
3. **Integrity of assessment and research**
   - AI use must not compromise fair evaluation, authorship standards, data integrity, or the responsible conduct of research (RCR).

Education and Oversight
- Course syllabi must clearly outline acceptable and unacceptable use of AI.
- Instructors must use AI responsibly when developing and delivering courses, including grading.
- Students must **retain all drafts of all documents** (for example, OneDrive version control, sequentially numbered files, Word track changes, or similar features) to demonstrate that their work is original.
- Failing to follow this policy will result in consequences outlined in the University and System policies referenced below.

Permitted and Prohibited Uses of AI

1. Coursework and Homework

Examples:
Permitted (unless restricted by the instructor):

- Brainstorming and outlining
- Supporting literature searches with independent verification
- Grammar, style, and formatting support

Prohibited:

- Generating complete answers submitted as original work
- Completing problem sets or take-home exams unless explicitly allowed

2. Assessments (Quizzes, Exams, Graded Assignments)

- Use of AI is prohibited unless explicitly authorized.
- Violations may be treated as academic dishonesty.

3. Thesis and Dissertation Research

A statement describing AI use should be included in the thesis or dissertation (e.g., in the methods or acknowledgments sections).
Examples:
Allowed with disclosure (unless restricted by research advisor/mentor):

- Editing (e.g., written documents, posters, presentations) for clarity, organization, and written English
- Reference management and formatting
- Background summarization *as a starting point*, not a substitute for reading primary literature
- Drafting presentation slides and figures. Content must be driven by student's research data.

Not allowed:

- Generating concepts, hypotheses, interpretations, or conclusions
- Writing primary scholarly sections
- Analyzing data without student comprehension and verification

Data Protection and Confidentiality when using AI

- Confidential, unpublished, or human-subject data must **not** be entered into public AI tools.
- Violations breach NIH data protection (IRB protocol, PHI) and human subjects regulations (HIPAA, FERPA, etc.)

Applicable policies
Policy Number: UAC0039, Generative Artificial Intelligence for Rush University
Policy Number: UAC0013, Academic Honesty and Student Misconduct
Artificial Intelligence Policy for RUSH System.

(o) Honor Code Academic Honesty and Student Conduct

The Division of Translational Science and its programs follow the University policies on academic honesty and the University statement on student conduct. Each student is expected to always conduct themselves in a professional manner — a manner that conforms to the ethics of the profession and which instills confidence in one's abilities as a working scientist. Irresponsible, unprofessional or unethical behavior, as determined by Rush University honor code may result in dismissal from the program. The college and its programs will not condone cheating in any form. Allegations of cheating will be reviewed by the program director following internal DTS policies.

If merited, the report will be forwarded to the Advisory Committee, the Head of DTS and the Dean of Rush Medical College.

The DTS Student Handbook provides complete information regarding Honor Codes.

(p) Student Accommodations

Complete information regarding accommodation for students with disabilities is provided in the Program's Student Handbook.

(q) University Policies, including harassment and discrimination, apply to DTS and are described in the Rush University catalog. It is the student's responsibility to become familiar with these policies.

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Rush University Academic and University Policies

Full policies of Rush University can be found at:
https://catalog.rush.edu/content.php?catoid=19&navoid=1700

Academic Policies:
Academic Honesty
Student Code of Conduct
Student Complaint Policy
State Authorization Reciprocity Agreements (SARA) Complaint Process
University Honor Code
Demonstration
Inappropriate Degree Usage
Continuous Enrollment/Active Student Status
Credit by Proficiency
Academic Credit
Grade Point Average (GPA)
Graduation and Commencement
Health and Immunization Requirements
Incomplete Grades
Students-at-Large
Transfer Credit
Enrollment
Registration
Withdrawal/Leave of Absence
Student Records

Institutional Policies:
Drug and Alcohol-Free Campus
Tobacco-Free Campus
Diversity, Equal Opportunity, and Inclusion
Rush's Prohibition against Discrimination, Harassment and Sexual Misconduct
Hazing Policy
University Student Refund Policy

Student Advisory Committee
Division of Translational Science

1. Purpose:
The Student Advisory Committee (SAC) consults with the Head of the Division of Translational Science (DTS) on matters affecting students across all programs. The group ensures that student perspectives are represented in decision-making processes and fosters an open dialogue between students and the administration.

2. Key Responsibilities:
- **Consultation:** Offer input and advice to the Head of DTS on policies, initiatives, or issues affecting students when requested.
- **Feedback Collection:** Collect and share feedback from students in their respective programs, ensuring a variety of student voices are heard.
- **Communication:** Serve as a liaison between the student body and DTS leadership to promote transparency and collaboration.
- **Initiative Support:** Engage in the development or review of student-focused projects, events, or policies within the Division.

3. Accountability:
The SAC will report directly to the Head of DTS and, as necessary, provide recommendations and insights through verbal feedback or written reports.

4. Membership:
- The SAC will include one student representative from each master's program and two PhD students (one representing years 1-2 and the other representing years 3-5). Their mandate lasts for one academic year.
- Members are elected by their peers as stipulated in section v.

5. Student Advisory Committee (SAC) Nomination and Election Process
- Students interested in serving on SAC should nominate themselves by the deadline specified by DTS. As part of the nomination process, candidates must submit a brief statement (no more than half a page) explaining their reasons for running.
- Once all nominations are received, DTS compiles and distributes the list of candidates to students for voting. After the voting process is complete, DTS announces the elected SAC members.

6. Meeting Schedule:
Depending on requests or emerging student-related issues, the committee will meet as needed.