

MSBI Program Handbook

The UCSF Masters of Science in Biomedical Imaging (MSBI) Program is intended for students with Bachelors degrees, advanced pre-doctoral students, postdoctoral fellows, residents, researchers and faculty members who wish to master biomedical imaging and research methods to enhance their research designs and broaden their investigative projects. The degree can be completed in one year of full-time study or two years of part-time study. Course work includes instruction in core theory drawn from imaging physics, engineering and mathematics, linked to physiology and disease processes, providing a foundation in interdisciplinary scholarship. In addition to introduction to the fundamentals underlying image formation, hands-on laboratory courses with experiments relevant for characterizing pathologies, monitoring response to therapy and assessing the underlying mechanisms and etiologies, will be introduced.

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Student Financial Aid

Submitting a [Financial Aid Application](#)

MSBI Need-Based Awards:

The MSBI Program annually awards up to three need-based financial awards to graduate students. These awards are usually in the amount of \$4,000 and are applied as a credit to tuition over the Fall, Winter, and Spring academic quarters. To be eligible for these awards, an MSBI student need only complete and submit a UCSF Financial Aid Application. The UCSF Office of Financial Aid makes an assessment of need and ranks all students accordingly. The MSBI Program's

Need-Based Awards are determined based on this ranking and students are notified of these awards near the beginning of the Fall Academic Quarter each year.

Federal Work Study Program:

MSBI graduate students that complete and submit a UCSF Financial Aid Application and receive a United States Federal student loan are eligible for the [Federal Work-Study \(FWS\) Program](#). This program permits students to earn up to \$9,000 per year in part-time employment. The FWS Program pays 75% of the student's hourly wage; the employer contributes 25%. This program is not open to international scholars. If you are interested in the FWS Program, you need to complete and submit a supplementary Work-Study Application to UCSF Office of Student Financial Aid. Once approved, you will then need to find a job on campus and the UCSF Office of Student Financial Aid will assist you in the hiring process. If you would like additional details about the FWS Program, please contact MSBI Program Administrator or the UCSF Office of Financial Aid.

Employment

Some MSBI graduate students seek part-time employment concurrent with their studies – it is recommended to limit this to 25% of a full time FTE. Full time employment is highly discouraged due to the accelerated nature of the graduate program. International students are allowed to work up to 20 hours/week on campus during the time that they are enrolled in the graduate program.

Policies & Procedures

Full-Time and Part-Time Status

Definition of Full-Time Status:

Enrollment in eight to twelve units each quarter is considered full-time study for graduate students. For the Fall Academic Quarter of each year, MSBI students must enroll in all Core courses (12 units). Beginning in the Winter Academic Quarter, MSBI students may enroll for a variety of Electives offered concurrent with the required Core courses in subsequent academic quarters.

Definition of Part-Time Status:

A student who is unable to pursue full-time study for reasons of occupation, family responsibilities, or health may petition for classification as a part-time student. Classification as a part-time student is subject to approval by the MSBI Director of Graduate Studies, the Graduate Division Dean and

Vice Chancellor of Student Academic Affairs. Part-time status is granted for a period of one academic year, and is subject to renewal each year prior to the beginning of the Fall Academic Quarter. The submission of an approved Petition is required for each renewal. Part-time students may not exceed a total of six units on their study list for each quarter. Fees for part-time students are reduced in accordance with University policies on part-time study.

Please visit: [Office of Registrar](#)

Courses and Grading

Students are required to pay fees and file a study list each quarter in order to be considered a registered (or enrolled) student. The UCSF Office of the Registrar mails registration information to all continuing students approximately six weeks before any quarter begins.

Students must maintain a cumulative grade point average of 3.00 (B) from academic quarter to academic quarter and must make satisfactory progress toward the Masters of Science degree as defined by the faculty of the MSBI Program. Students who fail to maintain a 3.00 GPA or fail to make satisfactory progress toward the degree may be subject to dismissal by the Graduate Division Dean and Vice Chancellor of Student Academic Affairs after consultation with the Program Director of the MSBI Program and the Director of Graduate Studies.

A course in which a student receives a grade of D or F cannot be counted toward the Masters of Science degree, but is calculated as part of the total grade point average. If a student repeats a course in which a D or F was previously reported, the original grade will remain on the student's record. Grade points per unit are as follows:

A = Excellent, 4

B = Good, 3

C = Fair, 2

D = Barely passing, 1

F = Fail, 0

I = Incomplete

S= Satisfactory

U= Unsatisfactory

IP = In Progress

An Incomplete (I) grade is assigned when a student's work is of passing quality but incomplete for good or reasonable cause. Assignment of an incomplete grade is at the discretion of the course instructor. Students should not request an incomplete grade unless they are unable to complete the work due to sudden illness, personal emergency, or other reasonable cause. An incomplete grade is not to be regarded as the solution to poor academic performance in a course. An incomplete grade must be removed within one calendar year or by the end of the academic quarter in which it is next offered. If it is not removed, the grade of F will be assigned. A student must petition to have the incomplete grade removed. [The Removal of Provisional Grade Form](#) is used for this purpose. A fee will be charged upon submission of the petition. The UCSF Office of the Registrar will send the instructor the grade report petition. When the instructor submits the petition to the UCSF Office of the Registrar, the incomplete grade will be changed within the course of the permanent record. An incomplete grade can delay a student's progress toward obtaining the Masters of Science degree, since the Graduate Division will not allow a student to advance to candidacy, apply for filing fee, or graduate with an incomplete grade on record. Students will be reminded of the need to remove incomplete grades by the Graduate Division close to the time of their intended graduation.

- [Course Registration](#)
- [Study Lists](#)
- [Dropping a Course](#)

With the approval of the Program Director of the MSBI Program or the Director of Graduate Studies, students may make changes online to a Study List if they are made before the published deadline listed on the [UCSF Office of the Registrar's](#) website for online study list filing. After this deadline, students can neither add a course, nor change unit values to existing courses. However, courses may be dropped until the end of the seventh week of instruction of any given academic quarter. No changes to the Study List may be made after that date. To either drop a course or change a grading option after the deadline for Study List filing, students must submit a petition in person to the UCSF Office of the Registrar and pay the required processing fee.

Core Courses and Electives

See: [MSBI Curriculum](#)

Instructor/Course Evaluations

MSBI graduate students have the opportunity throughout all academic quarters to evaluate Guest Lecturers in any of their courses. At the end of each academic quarter, students also have the opportunity to evaluate and comment on the course and instructor, as a whole. Evaluations are confidential and individual student comments and rankings are not shared directly with instructors. Course evaluations are performed during the last week of instruction and the feedback is only shared with the instructor after they have issued grades.

Attendance and Participation

It is expected that MSBI graduate students be on time for lectures and labs and be active participants throughout class time, as appropriate. If a student is ill or unavailable to attend class for one or more days, s/he should contact the course instructor/s to notify them of their absence and to arrange to make up any assigned quizzes, homework, etc., and obtain lecture notes/other not uploaded to the CLE.

Collaborative Learning Environment (CLE)

See: [CLE](#)

The CLE is used by all MSBI instructors in tandem with each course taught. Depending upon the particular instructor, the CLE may contain course lectures and be used for general course announcements, the administration of quizzes, mid-term and final exams, as well as the posting of final grades.

Disability and Accommodation

The UCSF Graduate Division embraces all students, including students with documented disabilities. To ensure access to classes and your program, please contact studentdisability@ucsf.edu to review the process for requesting accommodations in the classroom and clinical settings. Accommodations are never retroactive; therefore students are encouraged to register with [Student Disability Services](#) as soon as they begin their programs. UCSF encourages students to engage in support seeking behavior via all of the resources available through Student Life, for consistent support and access to programs.

Withdrawal and Leaves of Absence

See: [Office of Registrar](#)

A graduate student who does not register during any given academic quarter must petition for either a leave of absence or a withdrawal. Otherwise, the student's graduate status will lapse and the Graduate Division will instruct the UCSF Office of the Registrar to change the status to administrative withdrawal. A leave of absence may be granted for one academic year and is subject to approval by the Graduate Advisor and the Graduate Division Dean and Vice Chancellor of Student Academic Affairs. After one year has passed, a request for an extended leave may be submitted by the student and must be approved by the Graduate Advisor and the Dean. Extensions are limited to no more than one additional academic year. No further extension will be granted; students must return to registered status, or withdraw. Petitions for a leave of absence or an honorable withdrawal are available at the UCSF Office of the Registrar (Parnassus Heights Campus, MU 200W). Generally speaking, students may request a leave of absence at any time, but should have some idea of when they intend to return to graduate study. Approval of the petition for a leave of absence implies that the student will be readmitted to the graduate program. Students should petition for withdrawal if they have no intention of returning to UCSF. And, the following signature approvals must be obtained in the following order:

1. Library
2. Student Health & Counseling
3. Student Financial Aid
4. International Students & Scholars Office
5. Director/Graduate Advisor
6. Graduate Division Dean and Vice Chancellor of Student Academic Affairs

Readmission

See: [Readmission After Absence](#)

A student on leave of absence must petition for readmission in order to register again as a graduate student. The petition for readmission is available in person directly from the UCSF Office of the Registrar or [online](#). Readmission requires the approval of either the Director of the MSBI Program or the Director of Graduate Studies, as well as the Graduate Division Dean and Vice Chancellor of Student Academic Affairs. A non-refundable processing fee is charged when the readmission form is filed, and students must observe the deadlines for filing a petition for readmission.

For readmission, the following signature approvals must be obtained in the following order:

1. Student Health & Counseling
2. Program Director of the MSBI Program or Director of Graduate Studies
3. Graduate Division Dean and Vice Chancellor of Student Academic Affairs

Policy on Student Progress

The MSBI program adheres to the terms of the Graduate Divisions [Policy of Student Progress](#). This policy establishes the general requirements for students to progress to conferral of Master's degree at UCSF. The implementation of this policy within the MSBI program is summarized below

1. Criteria for Satisfactory Progress

The MSBI program is an accelerated one year degree in which students have the option to complete a thesis. Accordingly, student progress is evaluated at the end of each quarter to assure that they are on track to meet graduation requirements. There is also a part-time option, under which students may complete the MSBI degree over a period of time of up to three years.

Non-Thesis Students (Plan II)

Students that elect not to perform thesis work can be eligible to graduate after three academic quarters. These students must complete at least 36 units of course work, successfully complete all core MSBI courses, maintain a cumulative GPA of 3.00 or higher, and not receive a failing grade in any of the core MSBI courses. These students must submit an application for candidacy form indicating they are "Plan II" prior to the end of their second quarter of study to be eligible to graduate after three academic quarters. At the end of each quarter students' progress will be assessed and unsatisfactory progress will result in academic probation. At the end of their final quarter of study students must take and pass a comprehensive examination. Indicators of unsatisfactory progress include:

- Falling below a 3.0GPA either cumulatively or in any individual quarter
- Failing a course or receiving a C grade in a core MSBI course
- Failing to pass the end of program comprehensive examination
- Unprofessional conduct (includes, but is not limited to, cheating, plagiarism, or harassment of any form)
- Disciplinary problems and other conduct and professionalism infractions that fall within the scope of UCSF's [Code of Conduct](#).

Thesis Students (Plan I)

MSBI students that elect the thesis option will be subject to the same requirements as non-thesis students. They will, in addition, be required to identify a thesis project, thesis supervisor, and thesis committee by the end of their second academic quarter. All of these must be approved by the

Director of Graduate Studies or Program Director of the MSBI program. Students must take the Supervised Research course in their third quarter of study and pass a qualification examination at the end of this quarter. This examination is the equivalent of the comprehensive examination for non-thesis students.

Part-Time Students

Students taking the MSBI program on a part time basis are subject to the same standards as full time students, but must complete their 36 units of course work and optional thesis within a three year time window. Additional indicator of unsatisfactory progress includes:

- Failure to meet program requirements by the end of the third year of study

2. Process by Which Failing Students will be Notified and Remediated

Students whose progress is unsatisfactory (according to one or more of the criteria listed above) will be notified and placed on academic probation. They will meet with the Director of Graduate Studies to develop an individualized remediation plan to address the deficiencies. The meeting will result in a memorandum of understanding (MOU) that clearly outlines specific steps and associated deadlines that the student must fulfill in order to receive a satisfactory report. The report is then signed by the following parties: the student, the Director of Graduate Studies, and the Program Director. The signed report will be filed in the student's MSBI academic file, and a copy will be sent to the Associate Dean for Graduate Programs. The student remains on academic probation until they meet the terms of their MOU.

Should the student be unable to fulfill the expectations according to the timeline outlined in the letter, the student may be subject to dismissal from the program. The process for in-depth review of a student's eligibility for dismissal will follow the UCSF [Divisional Procedure for Student Grievance in Academic Affairs, section 4.0](#), and will be conducted by the MSBI in-depth review committee (described below).

3. Composition of the in-depth review committee, should one be necessary

A recommendation for dismissal will initially be made by the Director of Graduate Studies and conveyed to both the student and Program Director. The student may then elect to voluntarily withdraw from the program or appeal their dismissal. If they elect to appeal their dismissal, the Program Director will convene a three member panel that will be selected from MSBI faculty or members of the MSBI executive. The Director of Graduate Studies will provide written justification for dismissal to this panel and the student will have the opportunity to provide their counter-argument either verbally or in written form. This panel will then come to a final decision regarding the student's status. If the dismissal decision is upheld, the student may be dismissed outright or dismissed with stated provisions for returning.