# Master of Translational Medicine Honor Code

As a lifelong member of the UC Berkeley / UCSF Master of Translational Medicine community, I adhere to the principles of truth, integrity, and respect. I will not lie, cheat, steal, or tolerate those who do.

The UC Berkeley / UCSF Master of Translational Medicine Honor Code calls on all members of the MTM community to adhere to and uphold the notions of truth, integrity, and respect both during their time in school, and throughout their careers as productive, moral, and caring participants in their companies and communities around the world.

## Academic Integrity

The high academic standard at the University of California is reflected in each degree that is awarded. As a result, it is up to every student to maintain this high standard by ensuring that all academic work reflects his/her own ideas or properly attributes the ideas to the original sources. Individual course instructors often have their own expectations for citing and attributing work, so it is the responsibility of each student to seek that information out if it is not otherwise provided through a syllabus, course website, or other means.

These are some basic expectations of students with regards to academic integrity:

* Any work submitted should be your own individual thoughts, and should not have been submitted for credit in another course unless you have prior written permission to re-use it in this course from this instructor.
* All assignments must use "proper attribution," meaning that you have identified the original source and extent or words or ideas that you reproduce or use in your assignment. This includes drafts and homework assignments!
* If you are unclear about expectations, ask your instructor or GSI.
* Do not collaborate or work with other students on assignments or projects unless you have been given permission or instruction to do so.

**As a broad policy the student community at UC Berkeley has adopted the following Honor Code:** “As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others.” All MTM students are expected to adhere to this code as representatives of both UC Berkeley and UCSF.

**Collaboration and Independence:** Reviewing lecture and reading materials and studying for exams can be enjoyable and enriching things to do with fellow students. This is recommended. However, unless otherwise instructed, homework assignments are to be completed independently and materials submitted as homework should be the result of one’s own independent work.

**Cheating:** A good lifetime strategy is always to act in such a way that no one would ever imagine that you would even consider cheating. Anyone caught cheating on a quiz or an exam may be subject to consequences including, but not limited to, receiving a failing grade in the course and/or being reported to the University Center for Student Conduct. In order to guarantee that you are not suspected of cheating, please keep your eyes on your own materials and do not converse with others during quizzes and exams.

**Plagiarism:** To copy text or ideas from another source without appropriate reference is plagiarism and will result in a failing grade for your assignment and usually further disciplinary action.

**What is plagiarism?**

Plagiarism is a form of academic dishonesty, violating both the [Berkeley Campus Code of Student Conduct](http://sa.berkeley.edu/code-of-conduct) and the [UCSF Campus Code of Conduct](http://chancellor.ucsf.edu/UCSFCOC.pdf). The Berkeley campus issues a guide to understanding plagiarism (http://www.consortiumlibrary.org/blogs/ahi/files/2009/05/Understanding-Plagiarism\_UCBerkeley.pdf), which states:

*"Plagiarism means using another's work without giving credit. You must put others' words in quotation marks and cite your source(s). Citation must also be given when using others' ideas, even when those ideas are paraphrased into your own words."*

**Plagiarism is a serious violation of academic and student conduct rules and is punishable with a failing grade and possibly more severe action.**

**In order to avoid plagiarism, you must give credit when**

* You use another person's ideas, opinions, or theories.
* You use facts, statistics, graphics, drawings, music, etc., or any other type of information that does not comprise common knowledge.
* You use quotations from another person's spoken or written word.
* You paraphrase another person's spoken or written word.



This content is part of the [Understanding Plagiarism tutorial](https://www.indiana.edu/~tedfrick/plagiarism/) created by the Indiana University School of Education.

**Academic Integrity and Ethics:** Cheating on exams and plagiarism are two common examples of dishonest, unethical behavior. Honesty and integrity are of great importance in all facets of life. They help to build a sense of self-confidence, and are key to building trust within relationships, whether personal or professional. There is no tolerance for dishonesty in the academic world, for it undermines what we are dedicated to doing – furthering knowledge for the benefit of humanity.

Your experience as a student at UC Berkeley and UCSF is hopefully fueled by passion for learning and replete with fulfilling activities. And we also appreciate that being a student can be stressful. There may be times when there is temptation to engage in some kind of cheating in order to improve a grade or otherwise advance your career. This could be as blatant as having someone else sit for you in an exam, or submitting a written assignment that has been copied from another source. And it could be as subtle as glancing at a fellow student’s exam when you are unsure of an answer to a question and are looking for some confirmation. One might do any of these things and potentially not get caught. However, if you cheat, no matter how much you may have learned in this class, you have failed to learn perhaps the most important lesson of all.

These standards also apply to any related activities you may undertake as a student representative of the University of California. For example, if you engage in research and/or academic publishing during your time as an MTM student, your work is expected to meet these same standards; plagiarism, falsification of data, or other dishonesty in a research report, presentation, or publication would all be viewed as violations of the MTM honor code. Failure to adhere to the academic and ethical standards laid forth in the MTM Honor Code may result in administrative actions including, but not limited to, academic probation, suspension, or dismissal from the program. Likewise, these standards also apply to any materials submitted in your original application to the MTM program. The discovery of false or plagiarized information in an application packet could result in immediate termination of the application and disqualification from entry into the program; later discovery of such violations on an application could result in retraction of an offer of admission, dismissal from the MTM program, or even revocation of a previously awarded MTM degree.

If you are subject to an administrative action during the course of your MTM program, this action will be conducted in accordance with the policies and procedures of your home campus. See the “Campus Policies” section for additional details regarding student conduct and administrative actions.

# Academic Affairs

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## The Academic Program

The Berkeley Master of Translational Medicine Program provides a joint Master of Translational Medicine degree from the University of California, Berkeley and the University of California, San Francisco. Prior to beginning the program, each MTM student is assigned to a designated “home campus” (either UC Berkeley or UCSF), which is responsible for all major administrative issues related to student progression through the program, including tuition/fee payments, scholarship awards, academic progress, and student conduct. It is the responsibility of each degree candidate in the Master of Translational Medicine Program to know and fulfill all degree requirements and to adhere to all relevant regulations on both campuses. In addition to these specific regulations, students are also governed by the general regulations that apply to all students at UC Berkeley (<http://sa.berkeley.edu/student-code-of-conduct>) and UCSF (<http://chancellor.ucsf.edu/UCSFCOC.pdf>).

If a student fails to meet the general academic requirements of their home campus and is dismissed for academic reasons, the student will be dismissed from the MTM Program overall.

While the University of California reserves the right to amend these requirements and regulations at any time, every effort is made to inform students before any change is put into effect. Students should consult the MTM Academic Advisor on their home campus well in advance of graduation to review their records and to monitor completion of degree requirements.

**Academic Progression**

Students in the MTM program are considered to be in good academic standing if they:

1. are making adequate progress toward the completion of the degree requirements (as deemed by the MTM Academic Advisors);
2. have a cumulative grade-point average of at least 3.0;
3. do not have more than 1 Incomplete grade on their records;
4. have not received warning letters from the program or been placed on formal probation for academic deficiencies; and
5. have completed the final oral presentation by the required date during their program year.

MTM students must meet with the Academic Advisor on their home campus once per academic term. Student progress is assessed at the end of each term on the basis of course grades, plus additional comments from course directors and project advisors about students who might be struggling. Substandard work, failing grades in any courses, or unprofessional conduct would all constitute unsatisfactory academic progress. Students are expected to complete all degree requirements, including the final oral presentation, within the span of the 1-year program. Coursework is tracked electronically via the online Registrars’ databases, and the MTM Executive Director must be notified when any student fails to remain in good standing or is not making satisfactory progress toward the degree.

**Unsatisfactory progress indicators include:**
- Falling below a 3.0 GPA
- Failing grades in any course
- Having more than 1 Incomplete grade on the student transcript
- Unsatisfactory work on the Capstone project (as reported by the project leader)
- Unprofessional conduct in courses or during work on Capstone project (as reported by the project leader)
- Disciplinary problems and other conduct and professionalism infractions that fall within the scope of the UCSF Code of Conduct and the UC Berkeley Code of Conduct.
- Failure to satisfactorily complete the final oral Capstone project presentation.

**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 will meet with the Academic Advisor and the Faculty Director on their home campus to develop an individualized remediation plan to address the deficiencies. The meeting results in a memorandum of understanding 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 Academic Advisor, and the Faculty Director. At this point, the report is filed in the student’s academic file within the program, and the Assistant Dean for Graduate Programs at the home campus is notified.

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 dismissal process will be conducted via the policies and procedures of the student’s home campus. At UC Berkeley, specific information regarding the dismissal process can be found at the following link: <http://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e18-dismissal>. At UCSF, 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](http://senate.ucsf.edu/0-bylaws/stugr.html), and will be conducted by the following committee: (1) UCSF MTM Faculty Co-Director, (2) UC Berkeley MTM Faculty Co-Director, (3) UCSF Chair of Bioengineering and Therapeutic Sciences, and (4) UC Berkeley Chair of Bioengineering.

## Grades

Berkeley grades can be accessed via BearFacts: <https://bearfacts.berkeley.edu/bearfacts/>

UCSF grades can be accessed via the UCSF Student Portal:

<https://saa.ucsf.edu/studentportal/>

UC policy prohibits staff from disclosing grades over the phone or by email. If students would like to review their exam results, then they may set up a meeting with the faculty member to discuss their exam performance.

If a student does not maintain a cumulative 3.0 (B average) GPA on their home campus, they will be placed on academic probation. An average GPA of at least 3.0 at the end the entire program (both fall and spring grades combined) is required to earn your MTM degree.

This calculator can help you predict or determine your GPA:

<http://ls-probation.berkeley.edu/gpa_calc.html>

(Put zeros in the first two boxes if you have not yet completed a full term in the program: your current GPA is 0 and you have attempted 0 units not counting this semester.)

## Probation for failure to meet minimum GPA requirements

At the end of each term, students whose grade-point average is below 3.0 will receive a letter informing them that they have been placed on probation and are subject to dismissal if their GPA remains below the minimum 3.0 requirement by the end of the following academic term.

More information is available via the campus policies:

* UC Berkeley’s Guide to Graduate Policy: <http://grad.berkeley.edu/policies/guides/ggp-full.html>
* UCSF’s guide to Satisfactory Academic Progress: <http://finaid.ucsf.edu/application-process/eligibility-requirements/satisfactory-academic-progress-graduate-division>

If you have any questions or concerns about your grades at any point during the MTM Program, please schedule a meeting with the MTM Academic Advisor on your home campus.

# Campus Policies

## Student Conduct

When you enroll in the University, you assume an obligation to conduct yourself in a manner compatible with the University's function as an educational institution. Rules concerning student conduct, student organizations, use of University facilities, and related matters are set forth in both University policies and campus regulations. On the Berkeley campus, copies of relevant documents are available at [The Center for Student Conduct and Community Standards](http://students.berkeley.edu/osl/sja.asp) (205 Sproul Hall) and online at <http://sa.berkeley.edu/conduct/policies>. You should pay particular attention to the [Berkeley Campus Regulations Implementing University Policie*s*](http://www.uga.berkeley.edu/uga/regs.stm) and the [Berkeley Campus Code of Student Conduct](http://sa.berkeley.edu/code-of-conduct). On the UCSF campus, general campus policies can be found at <http://studentlife.ucsf.edu/policies/campus-activities>, and specific policies regarding student conduct and discipline can be found at <http://studentlife.ucsf.edu/policies/campus-activities-orgs-students/10000-policy-on-student-conduct-and-discipline>. The UCSF campus code of conduct can be found at <http://chancellor.ucsf.edu/UCSFCOC.pdf>.

## Cheating or Plagiarism

Achievement and proficiency in subject matter include your realization that *neither is to be achieved by cheating*. An instructor has the right to give you an F on a single assignment produced by cheating without determining whether you have a passing knowledge of the relevant factual material. That is an appropriate academic evaluation for a failure to understand or abide by the basic rules of academic study and inquiry. An instructor has the right to assign a final grade of F for the course if you plagiarized a paper for a portion of the course, even if you have successfully and, presumably, honestly passed the remaining portion of the course. It must be understood that any student who knowingly aids in plagiarism or other cheating, e.g., allowing another student to copy a paper or examination question, is as guilty as the cheating student.

Refer also to the MTM Honor Code for additional details regarding cheating, plagiarism, and other ethical misconduct.

## Sexual Harassment Policy

Both campuses actively monitor and support full compliance with the official [University of California Policy on Sexual Harassment](http://ccac.berkeley.edu/policies.shtml), which states: "The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and, if necessary, to discipline behavior that violates this policy."

Each campus has complaint procedures designed to facilitate prompt and equitable resolution of sexual harassment and other sex discrimination complaints. If you believe that you have been a target of sexual harassment, have questions about the sexual harassment policy or about the complaint resolution procedures, or have questions about the interrelationship between the sexual harassment complaint procedure and other campus policies and procedures, you may address your inquiries to Berkeley’s [Office for the Prevention of Harassment and Discrimination](http://ccac.berkeley.edu/index.shtml), (510) 643-7985, or to UCSF’s [Sexual Harassment Prevention & Resolution](https://shpr.ucsf.edu), (415) 476-7700.

## Sexual Harassment/Assault Peer Education Program

The Sexual Harassment/Assault Peer Education Program, coordinated by Berkeley’s [Gender Equity Resource Center](http://students.berkeley.edu/osl/geneq.asp), provides educational workshops for student groups, resource referral, and support for individuals who may have experienced harassment or an assault. Short-term crisis intervention counseling is also available. For further information, call Berkeley’s Sexual Assault/Harassment Resource specialist at (510) 643-5727. [University Health Services](http://uhs.berkeley.edu/) Social Services also offers counseling support, as well as services for recent survivors; contact (510) 642-6074. UCSF also provides a variety of resources for dealing with sexual harassment: <https://shpr.ucsf.edu/resources-help>.

## Student Grievance Procedure

The Berkeley campus Student Grievance Procedure gives you an opportunity to resolve complaints alleging discrimination based on race, color, national origin, sex, handicap, age, and sexual orientation. You may also use the procedure to resolve any complaints you may have alleging that any other rules or policies of the Berkeley campus were inappropriately applied and resulted in an injury to you. The procedure is not applicable to certain kinds of complaints for which other appropriate appeals procedures exist, such as a grade appeal based on the application of nonacademic criteria. (See [Formal Appeal of Grades in Courses and Examinations](http://catalog.berkeley.edu/policies/grades.html#appeal) for a description of the grade appeal process.) The procedure contains important time limitations and provisions about the interrelationship between this procedure and other campus complaint procedures. Copies of the procedure are available in 102 Sproul Hall or [online](http://students.berkeley.edu/uga/grievance.stm). MTM students home-campused at Berkeley should consult Berkeley’s [Graduate Division](http://grad.berkeley.edu/) for information about grievance procedures. Likewise, students home-campused at UCSF should consult the respective campus policies and procedures regarding grievances: <http://senate.ucsf.edu/0-bylaws/stugr.html>.

## Graduate Student Appeals

Through the Graduate Appeal Procedure, graduate students have the right to appeal academic or administrative decisions that have resulted in termination of their graduate status or have interfered with their progress toward a degree.

Students should first initiate an appeal at the administrative level at which the disputed action took place. If the action occurred in the student's department, the department must make all reasonable efforts at informal and formal resolution, before the student may take the matter to the next level, which is the Graduate Division. Details regarding the Graduate Appeal Procedure at each campus can be found at the following links:

* UC Berkley: <http://grad.berkeley.edu/wp-content/uploads/gradappeal.pdf>
* UCSF: <http://studentlife.ucsf.edu/policies/campus-activities-orgs-students/10000-policy-on-student-conduct-and-discipline>

Students may also consult with the Ombuds for Students for assistance with informal resolution:

* UC Berkeley: <http://sa.berkeley.edu/ombuds>
* UCSF: <http://ombuds.ucsf.edu/>

Students who are not satisfied with the outcome of attempts to resolve the grievance in their home units may submit an appeal to the Graduate Division, after carefully following the guidelines of the Graduate Appeal Procedure.