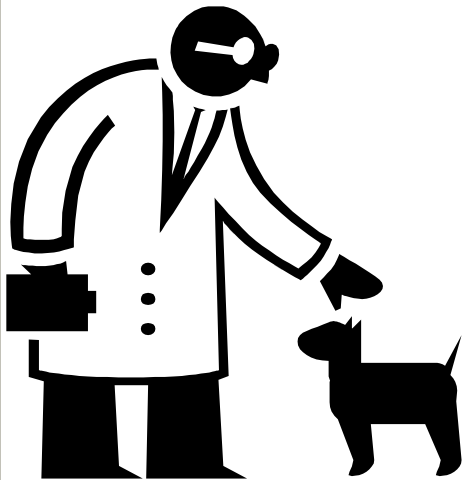




# **VETERINARY MEDICINE & BIOMEDICAL SCIENCES**

TEXAS A & M UNIVERSITY



2014-2015



# **MY BIMS HANDBOOK**



**Welcome from the Dean**  
**College of Veterinary Medicine & Biomedical Sciences**

TO: Class of 2018 Biomedical Sciences Students

FROM: Dr. Eleanor Green, Dean  
 College of Veterinary Medicine & Biomedical Sciences

Howdy! Let me be the first to welcome you to the College of Veterinary Medicine & Biomedical Sciences, and to the special place we call Aggieland. We are so happy that you have chosen to be a part of our undergraduate program in Biomedical Sciences (BIMS). Our BIMS program will challenge you to be the best you can be, and will provide a firm foundation on which to prepare yourself for careers in veterinary medicine, nursing, human medicine, dentistry, or the pharmaceutical industry to name a few. But most importantly, the staff and your fellow students in the BIMS program will become an important part of your success. Aggies have a long tradition of teamwork, and it is a tradition that is alive and well in our college.

Every college student will have a need for experienced assistance, encouragement, and advice during his/her college career. Our Biomedical Sciences advising office is in Room 007 in the Medical Science Library. Do not feel that you have to wait until you have a concern or problem before visiting with us. We are always happy to see you, and we measure our success by your success. Our advisors have been recognized as leaders at the university level, and have years of experience within the BIMS program. Consider your advisor as more than just someone who helps with your academic progress. We are there to listen and even “just talk.” Each of the advisors is equipped with a list of agency referrals in the event that you have a problem that requires professional assistance, and discussions are always confidential. The Director is Dr. Elizabeth Crouch. The Senior Academic Advisor II is Dr. Henry Huebner and Mr. Dave Kincaid is the Senior Advisor I. The Academic Advisors II's are Mrs. Anna Budvitis, Mrs. Meredith Permenter and Ms. Ashlyn Williams. Our Administrative Assistant is Ms. Brandi Nixon. Please stop by to say hello. We may be reached at (979) 845-4941. We look forward to meeting you and hope that you will benefit from your experiences with your advisor.

We are aware that coming to one of the largest universities in the nation, as well as participating in one of the largest undergraduate programs in the state of Texas, can be overwhelming, especially with the volume of information you receive when you first arrive. We suggest that as time permits, you look carefully at the ***Texas A&M University Undergraduate Catalog*** and the ***Texas A&M University Student Rules***. These materials are important sources of information about university requirements and regulations. Read the materials carefully, and please let us know if you have questions.

Once again, welcome to Texas A&M University, the College of Veterinary Medicine & Biomedical Sciences, and the BIMS program. It is an honor to have you as part of our family. We sincerely hope that you will find personal, intellectual, and professional satisfaction from your studies here, and that you will develop life-long relationships with fellow students, faculty, and staff that will benefit you in the future.

## Biomedical Sciences Degree Plan – Freshman Year

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Course Title	Credit Hrs.		Course Title	Credit Hrs.
BIMS 101 Introduction to Biomedical Sciences	1		BIOL 112 # Introductory Biology II	4
BIOL 111 # Introductory Biology I	4		CHEM 102 # Fundamentals of Chemistry II	3
CHEM 101 # Fundamentals of Chemistry I	3		CHEM 112 # Fundamentals of Chemistry II Lab	1
CHEM 111 # Fundamentals of Chemistry I Lab	1		MATH 131/142 Calculus	3
MATH 141 # Business Mathematics I	3		ENGL 104 Composition and Rhetoric	3
Social Science Elective	3		Communication Elective	

# Common Body of Knowledge (CBK) Course-see pg. 3

## University Policies and Procedures

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### *Core Curriculum (Needed for Graduation)*

Texas A&M University requires students complete the Core Curriculum - a series of course requirements in addition to the citizenship requirements mandated by the state of Texas:

1. The ability to communicate through the use of the spoken or written word requires the development of speech and writing skills.

#### **Communication (6 hours)**

2. Without knowledge of mathematics and logic, it is not possible to understand or participate in the development of knowledge.

#### **Mathematics (6 hours, at least 3 of which must be in mathematics)**

3. Knowledge and appreciation of science as a significant human activity, rather than merely a listing of results or collection of data, is acquired only by engaging in the activities of science.

#### **Natural Sciences (8 hours)**

4. Knowledge of our culture and its ideals makes possible both social integration and self-realization.

#### **a. Humanities (3 hours)**

#### **b. Visual and Performing Arts (3 hours)**

5. As the human social environment becomes more complex, it is increasingly important for individuals to understand the nature and function of their social, political and economic institution.

#### **a. Social and Behavioral Sciences (3 hours)**

#### **b. U.S. History and Political Science (12 hours, 6 hours of history and 6 hours of political science)**

6. As individual and national destinies become progressively more interconnected, the ability to survive and succeed is increasingly linked to the development of a more pluralistic, diverse and globally-aware populace. Two courses from the following list are to be taken by the student. If a course listed below also satisfies another University Core Curriculum requirement, it can be used to satisfy both requirements if the student wishes to do so. For example, a course that satisfies the Social and Behavioral Sciences requirement may be used to satisfy the International and Cultural Diversity requirement if that course also appears on the list.

#### **International and Cultural Diversity (6 hours)**

All degree programs at Texas A&M University have core curriculum requirements integrated within the degree plan; however, specific courses are usually listed rather than optional choices from the approved Core Curriculum list published in the Undergraduate Catalog. **Students must be aware that courses satisfying general Core Curriculum requirements do not necessarily meet specific degree program requirements.** For this reason, ALL courses and electives on a student's degree plan must have the advance approval of his/her academic advisor.

All students must receive credit for, as a minimum, the following courses to meet university Core Curriculum requirements:

**ENGL 104** and one 3 credit hour Communications elective course

**POLS 206** and **POLS 207** – National and State Government

**HIST 105** and **HIST 106** - History of the U.S. I & II

One 3 credit hour Social Science elective course

One 3 credit hour Humanities elective course

One 3 credit hour Visual and Performing Arts elective course

Two Mathematical/Logical Reasoning courses (6 credit hours total)

Two Science courses (8 credit hours total)

International and Cultural Diversity electives (6 credit hours total). *See academic advisor for options.*

Students on military contract who complete four years of military science courses may be required to take only one **HIST** and one **POLS** for *some* majors. Corps of Cadets members will register for the military science course according to branch of service. Students in the Fightin' Texas Aggie Band will also register for **KINE 199** (section to be determined by Corps advisor).

#### ***Common Body of Knowledge Coursework (CBK)***

Biomedical Sciences is a competitive program comprised of science-based courses. Many upper-level courses require lower-level prerequisite courses. A Biomedical Sciences student will be expected to complete courses in sequence as outlined in the course catalog:

Completion of a set of Common Body of Knowledge (CBK) courses (35 credit hours total, including BIOL 111 and 112, CHEM 101, 111, 102, 112, 227, 237, 228, 238, PHYS 201 and 202, and MATH 131, 142, or 151) with a grade of "C" or better in each course taken at Texas A&M University. If a student chooses to complete a CBK course at an institution other than Texas A&M University, a minimum grade of "B" in the course is required. **CBK courses are the prerequisites for BIMS students to progress to upper level sciences.**

Courses are numbered respective to the classification of the intended student. Freshman courses are 100-level, Sophomore courses are 200-level, Junior courses are 300-level, and Senior courses are 400-level. A minimum of 55 completed total credit hours, with a Texas A&M University cumulative GPR of 2.50 or better will be required to remain in the Biomedical Sciences program and to take upper level (300/400) courses.

Each student, upon completion of 45 total semester credit hours will be given a degree evaluation to verify progress towards the degree. The student must complete 55 total credit hours and all CBK courses with a grade of "C" or better and a cumulative GPR of 2.50 or better at Texas A&M University, or the student will be removed from the Biomedical Sciences major.

***Transfer Credit***

In order to receive credit for courses completed at other institutions, the student should have an official transcript sent to Transfer Admissions Processing, P. O. Box 4003, Texas A&M University, College Station, Texas 77843-4003 or sent electronically to TAMU. Transfer credit will be determined by the Office of Transfer Admissions. Application of course credit to specific degree plans will be determined by individual departments.

***Credit by Examination***

Credit by examination is available for some university classes. **Students may not receive credit by examination for courses in which they are enrolled or which they have previously failed.**

Students wishing to take departmental exams for course credit should contact Data and Research Services, located in the General Services Complex, at (979) 845-0532.

***Scholastic Probation and Suspension***

Scholastic probation will occur if you drop below a cumulative GPR of 2.00 at Texas A&M University in the first 54 hours of the BIMS degree plan. Once you have completed 55 total credit hours, you must maintain a cumulative GPR of 2.50 or better at Texas A&M University. Dropping below will result in scholastic probation. Decisions on scholastic probation and suspension are made by the Assistant Dean of Biomedical Sciences.

Many student situations are not typical; therefore the Assistant Dean of Biomedical Sciences considers the varied aspects of each individual case before choosing a course of action. The decisions of the Assistant Dean of Biomedical Sciences may be appealed in writing by following the procedures described in the *Texas A&M University Student Rules*.

The *Texas A&M University Student Rules* contain definitions and procedural outlines for such matters as scholastic deficiency, scholastic probation, and matters in which these guidelines are based. In any conflict between the individual college guidelines and the *Texas A&M University Student Rules*, the *Rules* have priority.

Scholastic probation is determined at the end of each spring semester. Students placed on scholastic probation **MUST** take courses at Texas A&M University that summer in order to attempt to raise their overall GPR at Texas A&M University. Students who do not attend Texas A&M University that summer, will be blocked from BIMS and their fall classes will be dropped.

**College of Veterinary Medicine & Biomedical Sciences**  
**Biomedical Sciences Program Undergraduate Academic Advising**


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Room 007, Medical Science Library  
(979) 845-4941

Dr. Elizabeth Crouch, Director  
Dr. Henry Huebner, Senior Academic Advisor II  
Mr. David Kincaid, Senior Academic Advisor I  
Mrs. Meredith Permenter, Academic Advisor II  
Mrs. Anna Budvitis, Academic Advisor II  
Ms. Ashlyn Williams, Academic Advisor II  
Ms. Brandi Nixon, Administrative Assistant

**Advising hours are 8:00am - 12:00pm and 1:00pm - 5:00pm, Monday through Friday.** Please call early in the semester to work with an academic advisor. The earlier you start, the better you can plan, and the more time the advisor will have available for you. During registration times, advisors are assigned according to classification and special duties such as honors, seniors, and athletes.

**Please do not wait until the last minute at preregistration time to seek advising.** As soon as dates for registration of each classification are announced for the next semester, contact the BIMS office and schedule an appointment to discuss registration/schedules.

A listserv is available to address specific issues for our first time students at Texas A&M University. It is open to both students and parents, and all students will be automatically enrolled after the Dean's meeting. If parents/guardians would like to join the listserv to see what information is shared with students, they should feel free to do so. In order to join the listserv, send an email to [listserv@listserv.tamu.edu](mailto:listserv@listserv.tamu.edu) and in the body of the email put the following information: Subscribe bims-didyouknow First Name Last Name.

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### **Maintaining Good Academic Standing**

1. Go to class and talk to your professors.
2. Turn in your assignments on time, every time, and in good condition.
3. Devote time for extra studying beyond the assignment.
4. Work hard and study smart.
5. Get help when you need it.
6. Attend review and Supplemental Instruction (SI) sessions (see pg. 5).

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### **Succeeding in College**

**FIRST:** Set goals for yourself. Set short-term and long-term goals. Set academic goals, as well as life goals from your own sense of values.

**SECOND:** Organize your efforts to meet those goals. Make a plan. Manage your time. Work in a series of steps. Set up a schedule by which you can meet specific achievements and objectives toward your goal.

**THIRD:** Discipline yourself. Self-discipline is one of the most significant elements of success in any endeavor. No one else should have to tell you to study; no one else should have to push you to get your work done. The drive must come from you. See to it that you complete the tasks and fulfill the responsibilities necessary to carry out your plans. This is the best way to achieve your goals.

**FOURTH:** Keep records of your academic progress. Get information in writing, and keep everything in an orderly filing system. This includes email correspondence with your professors.

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### **Supplemental Instruction**

Students may participate in free programs designed to help them with difficult coursework. They may receive such assistance in student-led Supplemental Instruction (SI) review sessions, walk-in tutoring, and other help sessions. SI sessions have proven to improve students' grades in a given course. Contact the Academic Success Center at (979) 458-4900, 200 YMCA Building, or go

to <http://successcenter.tamu.edu/programs/supplemental-instruction>, for more information. For walk-in tutoring, visit <http://successcenter.tamu.edu/programs/tutoring>, or the Department of Multicultural Sciences at [dms.tamu.edu/node/820](http://dms.tamu.edu/node/820) for one-on-one. The Biomedical Sciences Association also provides a test bank at the student's convenience.

## Important Dates/Deadlines

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A semester calendar is provided in your registration packet from the New Student Conference office and is also available online at <http://admissions.tamu.edu/Registrar/General/Calendar.aspx>. Keep the calendar all semester. It includes information vital to your college success.

### *Full-time Status*

Twelve or more total credit hours each semester is considered full-time status. A student who drops below 12 total credit hours in a given semester **may**:

- (a) Become ineligible for certain campus activities (Corps of Cadets, athletics, fraternity or sorority, campus or college organizations).
- (b) Become ineligible for certain scholarships, financial aid, loans, campus housing, **be dropped from your family insurance**, and/or Social Security or Veteran's benefits.
- (c) Fall behind the pace required to graduate in four years.

BIMS students who are on scholastic probation may not drop courses. These students should meet with an academic advisor before considering a Q-drop to discuss the outcome of such actions.

### *Q-drop Policy*

Following the add/drop period each semester, a student may Q-drop a course through the 60<sup>th</sup> class day of a fall or spring semester, the 15<sup>th</sup> class day of a summer term, or the 35<sup>th</sup> class day of a 10-week summer term with approval of the department. The course will appear on the student's record with the designation "Q" and does not affect the student's GPR. Students will be permitted four **(4) Q-drops during their undergraduate studies**. Monetary refunds will not be made during the Q-drop period. **After the Q-drop period, individual courses may not be dropped** – the class must be completed or you must withdraw from the university and from all classes with the Assistant Dean's approval. **If a student fails to drop a course(s) in the appropriate manner, the student will earn a grade of "F" in the course(s).** Kinesiology (KINE) courses may **ONLY** be dropped if the student has previously taken a KINE class that meets the Core Curriculum requirement. BIMS students are **NOT** allowed to Q-drop courses in which they are making a C or better.

### *Withdrawal*

If it becomes necessary for you to withdraw from Texas A&M University, "the Registrar will assign a grade of "W" to all courses enrolled during that semester, any courses previously given a letter grade for that semester will be changed to "W", and the "W" grades will be displayed on the permanent record." **Note the last date to withdraw from the Texas A&M University is the same date as the Q-drop deadline.** No student will be allowed to withdraw from Texas A&M University after final exams begin.

To withdraw from Texas A&M University, you must obtain the appropriate form and signature from the BIMS office. No other office, department, or professor can withdraw you. **Students are**

**responsible for withdrawing from Texas A&M University, in person, at the BIMS office.**

Should mitigating circumstances arise and the student is unable to withdraw in person, the BIMS program should be contacted for the correct steps.

-See *Texas A&M University Student Rules* 10.10.1 for more information

### ***Closet Major Status***

If a student enrolls in courses outside of the approved BIMS degree plan they will be considered a “closet major.” BIMS students are required to take a minimum of two sciences courses, a science and a math course, or a science and an approved BIMS Directed Elective each semester. Students should consult their academic advisor **each semester** to select courses which apply towards the BIMS degree, to avoid closet major status.

University Rules and Regulations state:

#### **1.5 Curriculum Violation: Degree-Seeking Graduate and Undergraduate Students**

1.5.1 A student is expected to register for a schedule of courses that follows the program of study for a degree in his or her college. A student who elects not to follow the program of study must obtain approval from his or her academic advisor, department head or college Dean or designee, and the Dean or designee of the college offering the courses. A student who fails to obtain approval may be, by his or her Dean or designee, blocked from registration, removed from the inappropriate course(s) and/or required to register for a prescribed schedule of courses.

### ***Minors***

A minor is a concentration of courses that focus on a single area of study or an interdisciplinary perspective as developed by the department or program that offers the minor. The department or program offering the minor is responsible for setting enrollment limits and deciding which courses are used to meet the minor. A student interested in adding a minor must talk with that specific department to add the minor to their degree plan. Minors must be declared before the student has completed 75 total credit hours.

## **Distinguished Students**

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An undergraduate student who completes a semester schedule of at least 15 hours or a summer session schedule of at least 12 hours with no grade lower than C and with a grade point ratio of not less than 3.5 for the semester or for a summer session shall be designated “distinguished student.” A student who, under the same circumstances, achieves a grade point ratio of at least 3.75 also shall be designated as a member of the “dean’s honor roll.” First semester freshmen must complete a semester schedule of at least 15 hours with no grade lower than a “C,” no Q-drops and with a grade point ratio of not less than 3.5 for “distinguished student” designation and a 3.75 for “dean’s honor roll.” Official notification of these designations shall be issued to the students by the Assistant Dean of Biomedical Sciences.

## **Spanish Certification**

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The interdisciplinary Spanish Certification program offers Biomedical Sciences students an exciting opportunity to prepare for global careers in health and life sciences. The program provides students a solid foundation in Spanish, an important language for BIMS professionals. Students acquire



linguistic skills for communicating in Spanish and participate in an innovative capstone Spanish experience designed specifically for BIMS. The program also includes cultural studies that focus on international matters and deals with topics of contemporary relevance. Most importantly, the program offers students opportunities for international internships in Spanish-speaking countries and study abroad experience. Students interested in this program, and who do not already have college Spanish credit, should take the Spanish placement test to determine their language level in order to begin coursework. The exam is taken through the Hispanic Studies Department. Students should also see Anna Budvitis for information on specific requirements. The student must enroll in the program before completion of 75 total credit hours.

If you would like to receive updated information on Study Abroad opportunities and Spanish Certification information, please join our listserv. To subscribe, send an email to [listserv@listserv.tamu.edu](mailto:listserv@listserv.tamu.edu) and in the body of the message provide the following information: Subscribe bims-worldhorizons First Name Last Name.

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### **University Statement on Harassment and Discrimination**

“Texas A&M is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, Texas A&M encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. All decisions and actions involving students and employees should be based on applicable law and individual merit.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.” <http://student-rules.tamu.edu/statement>

Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. Students should contact the Office of the Dean of Student Life at (979)845-3111.

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### **Aggie Honor Code**

The Aggie Code of Honor is an effort to unify the aims of all Texas A&M University men and women toward a high code of ethics and personal dignity. For most, living under this code will be no problem, as it asks nothing of a person that is beyond reason. It only calls for honesty and integrity, characteristics that Aggies have always exemplified. The Aggie Code of Honor functions as a symbol to all Aggies, promoting understanding and loyalty to truth and confidence in each other. For more information, go to [aggiehonor.tamu.edu](http://aggiehonor.tamu.edu).

*“An Aggie does not lie, cheat, or steal or tolerate those who do”*

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### **Student Organizations**

***Biomedical Sciences Association (BSA)***

The objectives of BSA are (1) to promote and advance public awareness of the capabilities of the life science graduate, (2) to develop a close association of interested students through group activities, and (3) to enhance the image of life science students at Texas A&M University.

The objective of this organization shall be to:

1. Promote and advance awareness of the capabilities of the Biomedical Sciences graduate.
2. Develop a close association of interested students through group meetings and socials.
3. Enhance the image of Biomedical Sciences students on the Texas A&M University campus and in the surrounding communities.
4. Increase member awareness of career oriented subjects and enhance their marketability to professional schools.

All students enrolled in a life science curriculum at Texas A&M are eligible for membership.

Dues are \$40.00 per year and include a t-shirt. They pay for food and drinks at the meetings, gifts for speakers, participation fees for events like paintball, broomball, and ice skating and BSA scholarships for returning students.

\*For more information, see the BSA website: [www.vetmed.tamu.edu/bsa](http://www.vetmed.tamu.edu/bsa) and the handout in your New Student Conference folder.

## Sources of Assistance

TOPIC	SOURCE	LOCATION	PHONE
Academic Counseling	BIMS Academic Advisor	007, Med. Sciences Library	(979) 845-4941
Appeal a Grade	Instructor		
Career Counseling	Marilyn Smith Yeager Career Center	209 Koldus Marilyny@careercenter.tamu.edu	(979) 845-5139
Change Major	Academic Advisor for Intended Major		
Course selection, schedule, changes,	BIMS Academic Advisor Howdy Portal	007, Med. Sciences Library <a href="http://howdy.tamu.edu">http://howdy.tamu.edu</a>	(979) 845-4941
Drop a course	BIMS Academic Advisor	007, Med. Sciences Library	(979) 845-4941
Grades	Instructor Howdy Portal	<a href="http://howdy.tamu.edu">http://howdy.tamu.edu</a>	
Graduation Requirements	BIMS Academic Advisor Undergraduate Catalog	007, Med. Sciences Library <a href="http://catalog.tamu.edu">http://catalog.tamu.edu</a>	(979) 845-4941
Honors	Questions/ Sign-up	114 Henderson Hall <a href="http://honors.tamu.edu/">http://honors.tamu.edu/</a>	(979)845-1957
Report Absence	1 <sup>st</sup> – Instructor 2 <sup>nd</sup> - BIMS Office	007, Med. Sciences Library	(979) 845-4941
Tutoring	Academic Success Center	YMCA successcenter@tamu.edu	(979) 458-4900
Withdrawals	BIMS Academic Advisor	007, Med. Sciences Library	(979) 845-4941

# FALL 2014 Academic Calendar

August 20	Wednesday. Graduation Application opens for all students planning to graduate in December 2014.
August 29	Friday. 5 p.m. Last day to register for fall semester classes. Refer to <a href="http://finance.tamu.edu/sbs">http://finance.tamu.edu/sbs</a> for tuition and fee due dates.
September 1	Monday. First day of fall semester classes.
September 5	Friday. 5 p.m. Last day for adding/dropping courses for the fall semester.
October 3	Friday. Last day to apply for all degrees to be awarded in December without a late fee.
October 20	Monday. noon. Mid-semester grades due.
November 13-December 2	Thursday-Tuesday. Preregistration for 2015 spring semester.
November 18	Tuesday. Bonfire 1999 Remembrance Day
November 21	Friday. 5 p.m. <ul style="list-style-type: none"> <li>· Last day for all students to drop courses with no penalty (Q-drop).</li> <li>· Last day to change Kinesiology 198/199 grade type.</li> <li>· Last day to officially withdraw from the University.</li> </ul>
November 27-28	Thursday-Friday. Thanksgiving holiday.
December 8	Monday. <ul style="list-style-type: none"> <li>· Redefined day, students attend their Friday classes.</li> <li>· Prep day, classes meet. No regular course exams (except for laboratory and one-hour classes) shall be given on these days.</li> </ul>
December 9	Tuesday. <ul style="list-style-type: none"> <li>· Last day of fall semester classes.</li> <li>· Last day to apply for all degrees to be awarded in December.</li> <li>· Redefined day, students attend their Thursday classes.</li> <li>· Prep day, classes meet. No regular course exams (except for laboratory and one-hour classes) shall be given on these days.</li> </ul>
December 10-11	Wednesday-Thursday. Reading days, no classes.
December 12, 15-17	Friday, Monday-Wednesday. Fall semester <b>final examinations</b> for all students.
December 18	Thursday. 6 p.m. Final grades for degree candidates due.
December 19	Friday. 5 p.m. Last day for December undergraduate degree candidates to apply for <b>Tuition Rebate</b> .
December 19-20	Friday-Saturday. Commencement and Commissioning.
December 22	Monday. noon. Final grades for all students due.
December 24-January 2	Wednesday-Friday. Faculty and Staff holiday.