



GRADUATE SCHOOL OF
BIOMEDICAL SCIENCES

at Robert Wood Johnson Medical School

Graduate Student Handbook

Updated May 09

FOREWORD

Welcome to the UMDNJ-Graduate School of Biomedical Sciences (GSBS) at Robert Wood Johnson Medical School (RWJMS)! This student handbook is informational only and does not constitute a contract between UMDNJ and any student. It may be changed by UMDNJ without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by UMDNJ to promote fairness and academic excellence, based on the circumstances of each individual situation.

This handbook represents a program of the current curricula, educational plans, offerings and requirements of the GSBS at RWJMS. The School reserves the right to change any provisions, offerings, tuition, fees, or requirements at any time within the student's period of study at UMDNJ. In addition, UMDNJ may at any time eliminate, modify or change the location of any School, Institute, Center, Program, Department, course or academic activity.

Please notify the GSBS at RWJMS office of any omissions or errors in this publication so that they can be corrected: phone (732) 235-5016 or email to gsbspisc@umdnj.edu.

In addition to GSBS at RWJMS policies and requirements, each graduate program has its own specific requirements for completion of its program. Students should become familiar with those policies and consult the guidelines given by the program.

Information in this Handbook is posted on the GSBS at RWJMS website:

<http://rwjms.umdnj.edu/education/gsbs/>. The web site also contains information on seminars, fellowships, job opportunities, policy changes, housing, and other subjects of interest to the GSBS at RWJMS community, and is linked to the Library and the Internet. Specific information regarding fellowships and other issues will be sent to all students via e-mail. All students are eligible for and should procure an account on the Academic Computing Service (ACS) campus host.

The mission of the GSBS is to educate scientists who will contribute new knowledge to our understanding of biomedical processes through creative research and scholarship. The Graduate School offers programs leading to the Doctor of Philosophy (Ph.D.) and Master of Science (M.S.) degrees. It has divisions on three campuses, with faculty drawn primarily from the medical schools at those locations: New Jersey Medical School and New Jersey Dental School in Newark; Robert Wood Johnson Medical School in Piscataway/Camden; and the School of Osteopathic Medicine in Stratford. Joint M.D./Ph.D., D.M.D./Ph.D. and D.O./Ph.D. programs also are available. The programs at the three divisions differ according to the research interests of the faculty and their academic structures and environments, but their common goal is to graduate biomedical scientists of the highest caliber.

On the Piscataway/New Brunswick Campus of GSBS at RWJMS, all Ph.D. degrees are awarded jointly with the Graduate School-New Brunswick, Rutgers, The State University of New Jersey. GSBS at RWJMS provides programs in the disciplines of Biochemistry and Molecular Biology; Biomedical Engineering; Environmental Sciences/Exposure Assessment; Cell and Developmental Biology; Cellular and Molecular Pharmacology; Molecular Genetics, Microbiology and Immunology; Physiology and Integrative Biology; Neuroscience; and Toxicology. Programs at Rutgers University offered jointly with GSBS at RWJMS include: Biochemistry; Biomedical Engineering; Environmental Sciences/Exposure Assessment; Cell and Developmental Biology; Cellular and Molecular Pharmacology; Microbiology and Molecular Genetics; Physiology and Integrative Biology; Neuroscience; and Toxicology. These programs offer courses of study leading to the M.S. and Ph.D. degrees. A combined M.D./Ph.D. program is also available on this campus offered jointly with Rutgers and Princeton Universities.

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<http://rwjms.umdj.edu/education/gsbs/current/forms.html>

I. ADMINISTRATION

A. GRADUATE SCHOOL ADMINISTRATION AND STAFF:

Interim Dean	Kathleen W. Scotto, Ph.D.	973-972-5332	scottoka@umdnj.edu
Executive Asst. to the Dean	Susan Lomanto	973-972-5332	lomanto@umdnj.edu
Sr. Associate Dean	Terri Goss Kinzy, Ph.D.	732-235-5016	kinzytg@umdnj.edu
Director, Graduate			
Academic Diversity	Michael J. Leibowitz, M.D., Ph.D.	732-235-4795	leibowit@umdnj.edu
GSBS Registrar	Barbara Coleman-Lee	973-972-8385	leebea@umdnj.edu
Program Support Coordinator	Praxedes Dominguez	732-235-2839	domingpr@umdnj.edu
Program Coordinator	Rosalie Reina	732-235-4154	reinaro@umdnj.edu
Staff Assistant	Francine Mittleman	732-235-5099	mittlefr@umdnj.edu
Secretary	Tina Cicolella	732-235-2106	cicoletm@umdnj.edu
Secretary	Johanna Sierra	732-235-5016	sierrajo@umdnj.edu

The GSBS at RWJMS administrative offices are located at 675 Hoes Lane, Room R-102, Piscataway. Office hours are 8:30 a.m. to 4:30 p.m. Monday - Friday. Telephone: 732- 235-5016 Fax: 732-235-4720

B. REGISTRAR'S OFFICE

The Graduate School of Biomedical Sciences is responsible for the registration of all GSBS students. The Graduate School Registrar's Office is responsible for preparation, maintenance and issuance of all official grades and records pertaining to GSBS students. Records of students enrolled in the Rutgers-based joint programs at Rutgers, The State University of New Jersey, are maintained by the Registrar of that university.

C. GSBS-BASED JOINT GRADUATE PROGRAMS

Graduate Program	Program Director	Telephone	Email
Biochemistry and Molecular Biology	Dr. Kiran Madura	732-235-4595	maduraki@umdnj.edu
Biomedical Engineering	Dr. Prabhas Moghe	732-445-4500 ext: 6315	moghe@rci.rutgers.edu
Cell & Development Biology	Dr. Richard Padgett (Acting)	732-445-0251	padgett@waksman.rutgers.edu
Cellular & Molecular Pharmacology	Dr. Marc Gartenberg	732-235-5800	gartenbe@umdnj.edu
Environmental Science /Exposure Assessment	Dr. Clifford Weisel	732-445-0154	weisel@eohsi.rutgers.edu
Molecular Genetics, Micro-Biology Immunology	Dr. Joseph Dougherty	732-235-4588	doughejp@umdnj.edu
Neuroscience	Dr. John Pintar	732-235-4250	pintar@umdnj.edu
Physiology & Integrative Biology	Dr. Jianjie Ma	732-235-4494	maj2@umdnj.edu
Toxicology	Dr. Kenneth Reuhl	732-445-6009	reuhl@eohsi.rutgers.edu
MS in Clinical and Translational Science	Dr. Ramsey Foty	732-418-8464	fotyra@umdnj.edu

RUTGERS-BASED JOINT GRADUATE PROGRAMS

Graduate Program	Program Director	Telephone	Email
Biochemistry	Dr. Abram Gabriel (Acting)	732-235-5097	gabriel@cabm.rutgers.edu
Biomedical Engineering	Dr. Prabhas Moghe	732-445-4951 ext: 6315	moghe@rci.rutgers.edu
Cell and Developmental Biology	Dr. Richard Padgett (Acting)	732-445-0251	padgett@waksman.rutgers.edu
Cellular & Molecular Pharmacology	Dr. Marc Gartenberg	732-235-5800	gartenbe@umdnj.edu
Environmental Science /Exposure Assessment	Dr. Clifford Weisel	732-445-0154	weisel@eohsi.rutgers.edu
Microbiology & Molecular Genetics	Dr. Andrew Vershon	732-445-2905	vershon@waksman.rutgers.edu
Neuroscience	Dr. John Pintar	732-235-4250	pintar@umdnj.edu
Physiology & Integrative Biology	Dr. Jianjie Ma	732-235-4494	maj2@umdnj.edu
Toxicology	Dr. Kenneth Reuhl	732-445-6009	reuhl@eohsi.rutgers.edu

D. OTHER RELEVANT DEPARTMENTS

<u>Department</u>	<u>Contact</u>	<u>Telephone*</u>	<u>Location</u>
Police Emergencies		235-4000	
University-wide Emergency Information		888-MY-UMDNJ (888-698-6365)	
Police Non-emergencies	Front desk	235-9365	Liberty Plaza-Rm 100-N.B.
Cashier's Office	Ms. Deborah Munford	235-4754	RWJMS - Rm V-02
Cognitive Skills	Robert Lebeau, Ed.D.	235-4129	UBHC - Rm D-338
Academic Computing Support Desk		235-4436	RWJMS - Rm L-202
Duplicating Services	Mr. Danny Tabao	235-4091	RWJMS - Rm CB-32
EOHSI Clinical Services	Mary Mills, R.N.	445-0123 ext 600	EOHSI - Rm 115
Student Health Services	Ms. Maddy Napolitano	235-5160	317 George St, Suite 100, NB
Financial Aid Office	Mr. Marshall Anthony	235-4689	RWJMS - Rm C103A
Human Resources	Ms. Ashley Lofton	235-9406	Liberty Plaza - Rm 1300 - N.B.
Library of Science & Medicine	Reference Desk	445-3854	165 Bevier Road
Media Library at RWJMS	Reference Desk	235-4460	RWJMS - Rm N-209
GSBS-Registrar's Office	Barbara Coleman-Lee	973-972-8385	SSB Bldg, Rm 517 - Newark
Sonny Werblin Recreation Center		445-0460	Frelinghuysen/Bartholomew Rds
Student/Employee Assistance	Ms. Lee Rosati	235-5930	UBHC - B-111
<i>(For emergencies- evening, weekends or holidays)</i>		1-800-327-3678	
Office of International Services	Ms. Yocasta Brenns-Watson	973-972-6138	65 Bergen St., Rm GA-72, Nwk. 335 George St., Suite 1200, NB
University Health Plans	Mr. Tien Lam	1-800-437-6448, <i>ext:</i> 12	
	Enrollment/Waiver	1-800-437-6448	
Chickering Claim Administrators Benefits/Claims/ID card		1-800-466-3185	
Woody's Café		235-4205	

** Always use area code 732 unless otherwise noted*

II. STUDENT SERVICES

UNIVERSITY WEB SITE <http://www.umdnj.edu>

GSBS at RWJMS WEBSITE <http://rwjms.umdnj.edu/education/gsbs/>

The University's web site is available to all students, faculty and staff. All students should have an account with the Academic Computing Services (ACS) network and should check their e-mail daily. The UMDNJ and GSBS web sites contain information about policies, procedures, curriculum, courses, seminars, housing, fellowships, announcements, as well as, the Student Handbook

COMPUTER SERVICES

The Academic Computing Lab located in the Robert Wood Johnson Medical School Building, Kessler Teaching Laboratories, Room N-217, provides investigators and students with off-the-shelf desk-top applications as well as powerful development tools for genetic engineering, molecular modeling, research and publication graphics, and statistics.

The Lab is linked to similar centers at other units of UMDNJ as well as to many departmental computing systems through a sophisticated high-speed network, providing a variety of resource-sharing services. This network is in turn connected to the Internet, allowing investigators at UMDNJ to exchange information with users on computers throughout the world.

The Academic Computing Lab is usually open from 8:30 a.m. to 4:30 p.m. during the week. These hours are extended during the academic year when the Lab is staffed by work study students. There are additional "open access" computers and printers available for student use 24 hours a day. These computers are located in the TN 246 rooms and are accessible remotely at all times.

FITNESS CENTER

UMDNJ students can become Rutgers University gym members at a discounted rate of \$195 per year. Membership includes all of the facilities in the New Brunswick area. To gain access to the facilities, you must present a valid UMDNJ ID and Rutgers Recreation membership card at the entrance. Note: A Fit Check Card (a small additional fee) must be obtained in order to use the aerobic machines at the Rutgers Gyms. Fit Check Cards are good for 3 years.

GRADUATE STUDENT ASSOCIATION

All students enrolled in degree programs in the biomedical sciences at GSBS at RWJMS or RU, Piscataway/New Brunswick are considered members in the Joint Biosciences Graduate Student Association (GSA). The group's objectives are to cultivate interest in the biomedical sciences and to encourage mutual assistance, social involvement, and other activities vital to a wholesome environment for graduate studies. The group is lively and committed and hosts picnics and social events, including periodic meet-and-greet the faculty receptions. New members are always welcome!

HOUSING

Although the school does not have dormitory facilities for its students, housing is available in surrounding areas. A list of rooms, apartments and houses for rent near the Piscataway campus is available on the Rutgers Campus website (<http://www.housing.rutgers.edu>). Students matriculated through joint programs with Rutgers may be eligible for Rutgers Graduate Housing. These facilities may be limited due to high demand and space limitation.

LIBRARY

The Library of Science and Medicine (LSM) is conveniently located next to the RWJMS and is a good place to study. There is a reading room, as well as tables and carrels throughout the building. The collections of the library are broad in scope, numbering more than 210,000 volumes. Periodical holdings are particularly strong in older volumes as well as in currently published journals. An excellent reference collection includes most of the indexing and abstracting titles important to the sciences. Interlibrary loans, MEDLINE searches, and other access to materials and services beyond those provided in the library can be arranged through the reference department.

Telephone: (732) 445-3853

Hours:

Mon.- Thrs.: 8:00 a.m. to 12:00 midnight Saturday: 10:00 a.m. to 6:00 p.m.

Friday: 8:00 a.m. to 9:00 p.m. Sunday: Noon to 12:00 midnight

The UMDNJ Media Library is located on the 2nd floor of the Kessler Teaching Laboratories wing, along the East Corridor in Room N-209. The library has several computer workstations where students can access numerous electronic health sciences databases such as MEDLINE, link to full text journal articles, search online library catalogs and other Web resources, and use interactive CD programs. Library staff will provide training and assistance for any of these programs.

Telephone: (732) 235-4460

Hours:

Mon.- Thrs.: 9:00 a.m. to 11:00 p.m.

Saturday: Noon to 4:00 p.m.

Friday: 9:00 a.m. to 9:00 p.m.

Sunday: 1:00 p.m. to 9:00 p.m.

Summer Hours:

Monday – Friday 9:00 a.m. to 9:00 p.m.

Hours at the libraries may vary at times when classes are not in session.

The UMDNJ Robert Wood Johnson Library of the Health Sciences is located on the first floor of the Medical Education Building, on the Robert Wood Johnson campus in New Brunswick. It serves the faculty, house staff and students of the Robert Wood Johnson Medical School and its joint programs, the administrators and staff of the Robert Wood Johnson University Hospital, as well as attending physicians of the hospital.

The Library houses over 30,000 volumes, including more than 7,500 books and subscriptions to over 500 journals in the health sciences. There is also an extensive collection of electronic resources, including numerous medical textbooks and subscriptions to over 1300 journals.

The Library has a seating capacity of 97, which includes 17 study carrels. There are thirty computers available for patrons. Two of these computers are located outside the Library for 24 hour access.

Telephone (732) 235-7610

Hours

Monday – Thursday 8:00 AM - 10:00 PM

Saturday 9:00 AM - 5:00 PM

Friday 8:00 AM - 5:00 PM

Sunday 10:00 AM - 5:00 PM

STUDENT HEALTH SERVICES AND MENTAL HEALTH PROGRAM

The Employee/Student Assistance Program provided by University Behavioral Healthcare offers free assessment and short term confidential counseling in personal or academic problems that may arise during a student's stay in school. When it is necessary to have further therapy on a long-term basis, the student will be referred to private care. Students desiring to avail themselves of this service may call (732) 235-5930 to make appointments between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. Evening appointments are available. For emergencies during the evening, weekends or holidays call: 1 (800) 327-3678. <http://ubhc.umdnj.edu/eap/services/index.htm>

COGNITIVE SKILLS PROGRAM

The Cognitive Skills Program provides counseling regarding study skills, test-taking, and time management. The office is located in UBHC, Room D-338. Services are available to students in all years of graduate school, but particularly useful to first-year students. For further information about services and to make individual appointments, you may call the Cognitive Skills office at (732) 235-4129.

http://rwjms2.umdj.edu/education/medical_education_resources/cognitive_skills.htm

STUDENT ASSISTANCE CAMPUS COMMITTEE (SACC)

The purpose of the Student Assistance Campus Committee (SACC) is to help students who may be suffering from mental health and/or substance abuse problems to obtain appropriate and effective treatment as early as possible. Self-referrals as well as referrals from all members of the University community are encouraged. In addition, the SACC recognizes the importance of CONFIDENTIAL and early intervention in helping with full recovery. The SACC is available to answer questions, to provide information, or to suggest referral.

<http://www2.umdj.edu/saccweb/index.htm>

STUDENT ASSISTANCE/WELLNESS PROGRAM

The Student Assistance/Wellness Program is a CONFIDENTIAL counseling service available to students and their immediate families, and is provided by University Behavior Health Care (UBHC) mental health professionals, who are independent of the Graduate School of Biomedical Sciences. There are NO FORMS and NO FEES required to use these services. Students having problems with stress, family relationships, substance abuse, or any other personal social or psychological problem, are encouraged to use this service. (732) 235-5930

<http://ubhc.umdj.edu/employer/employer.htm>

STUDENT OMBUDSPERSON

UMDNJ has appointed ombudspersons as designated confidential resources for students seeking information or solutions to problems. The unique nature of the ombudsperson is one of neutrality, impartiality and independence from the school's and university's established administration structures. The research ombudsperson deals with issues relating to research and research activities. All other issues not specifically relating to research integrity should be addressed to the student issues ombudsperson.

<http://www.umdj.edu/acadweb/ombudsstudent.htm>

RESEARCH OMBUSPERSON

Research ombudspersons at UMDNJ are senior faculty members with extensive research experience and stature within the research community who are designated by their deans to hear problems, concerns, complaints, disputes and questions from any individual concerning research activities, and to act in a neutral and confidential role to help achieve equitable and acceptable solutions. The research ombudsperson has the support of his/her dean and of the University's Office of Academic Affairs, and can approach any individual within the University in search of solutions. He/she does not represent either the individual or the school or University, but impartially considers the interests of all parties. Solutions are achieved by recommendations to the party or parties, not decisions or actions by the ombudsperson. Methods used to achieve solutions include sympathetic listening, influence, persuasion, advice, conciliation, referral, negotiation and/or mediation. The research ombuds role is a resource additional or alternative to that provided by department chairs, research mentors, research deans and deans.

<http://www.umdj.edu/research/index.htm>

STUDENT HEALTH SERVICE

Family Medicine at Monument Square
317 George Street New Brunswick, NJ 08901
Cathryn Heath, MD, Director
Maddy Napolitano, Assistant
Phone: (732) 235-5160

All students have access to the Student Health Service at the Family Practice Center (FPC) at Monument Square. The director of the Student Health Service is Cathryn Heath, MD. Support for this Service is included in student general service fee, so basic primary healthcare is provided to students at no additional charge.

The Student Health Service is also responsible for maintaining immunization and health records for all students.

Covered Services:

- Unlimited visits and consultation with Physicians at Family Medicine at Monument Square (FM@MS), including:
 - Preventive care, e.g.: Hypertension and tuberculosis screening and monitoring.
 - Immunization review and administration of selected vaccines. Covered vaccines include PPD for TB testing and Flu vaccine. Other coverage provided by health plan. A fee will be charged for all other immunizations.
 - Health Education.
 - Women's health services.
 - Minor surgery.
- Coverage for the Family Medicine Physician component of hospital charges.
- Storage of allergy desensitization medication.
- Selected laboratory work: Saline and KOH hanging drops, rapid pregnancy, strep testing, and urine dipstick. All other laboratory work will be billed to the student by the contract laboratory. Coverage varies by health plan.
- Transmittal of health records to other physicians and graduate or professional schools, with the student's written permission (HIPAA authorization).
- Follow-up management of exposures to blood borne pathogens as specified below: All Physician services by Physicians of the Department of Family Medicine.
- \$75 deductible is waived
- Co-pay is waived

Billing Errors:

If billed in error, for anything, IMMEDIATELY notify the student health service office: Maria Petro at (732) 235-5160. DO NOT let billing problems linger, they can affect your credit!

Needle Sticks:

For emergent care/initial exposures, please follow the needle stick policy issued by Department of Student Affairs. The following exposure protocols are COVERED thru the Employee Health Service:

- Pharmaceutical and or immunization materials as required by exposure to blood borne pathogen protocols.
- Laboratory fees for initial testing of exposure status, or following testing and/or titers.

Non-Covered Services:

- Allergy desensitization: Administration of, and cost of desensitization materials (Allergy serum).
- Laboratory testing of students requiring or requesting such services. A charge will be made for all laboratory work performed through a contract laboratory (including all titers). Note: Most Health Plans require that you receive your lab testing from a designated laboratory. The FM@MS will send your lab work to the laboratory affiliated with your insurance company. The invoice for these services will come directly from the contract laboratory.
- Diagnostic x-rays.
- Dental care.
- Ophthalmologic services and appliances.
- Audiological services and appliances.
- Physical exams for employment.
- Health care rendered by those not affiliated with the FM@MS.
- Health care for spouses and dependents.
- Supplies and durable medical equipment. e.g.: Crutches, splints, Ace wraps, etc.
- Costs associated with hospitalization. e.g.: Room and board, specialty care, supplies and diagnostic testing fees.
- Any other services not listed in covered services above.

NOTE: You may have additional coverage through private insurance or plan purchased through UMD. See Plan specifications for covered services. To access the UMD arranged plan underwritten by AETNA please go to

<http://www.universityhealthplans.com/temp/UMDNJ/intro.html>

Access:

Access to the Student Health Service is through Family Medicine at Monument Square, located on the first floor of 317 George Street in downtown New Brunswick.

Access is by appointment, during regular hours of operation (8:30 AM to 5:00 PM and selected evenings). For appointments please call (732) 235-5160. Walk-in sick hours are available 7:45am to 8:15am Monday through Friday for acute illness only.

Nursing triage is a regular part of our medical practice.

EMERGENCY/URGENT presentations will be dealt with on a case-by-case basis.

We provide Physician coverage, for EMERGENCIES, 24 hours a day, 7 days a week. Care is provided on-site or in a hospital Emergency Room. To access emergency care, call (732) 235-5160 for instructions. All LIFE/LIMB THREATENING EMERGENCIES should be handled by calling 911.

We reserve the right to reschedule any Non-Emergent presentation to a later time and/or date.

PROTOCOL FOR SEEKING CARE FROM STUDENT HEALTH SERVICE

To Schedule:

- Call the FPC at (732) 235-5160
- IDENTIFY YOURSELF AS A GRADUATE STUDENT AT UMDNJ (this will ensure that you obtain the direct nurse line instead of voice mail)

- You should be transferred to a triage nurse. If for some reason this doesn't happen, ask to speak to a triage nurse
- Obtain an appointment
- Urgent and sick visits: if you are sick, you will generally be seen on the same day or within 24 hours. You may be transferred to the triage nurse to be scheduled. In the unlikely event that it is not possible to see you within the time frame identified, you will be directed by the triage nurse or a physician for appropriate treatment.

If for some reason the above does not happen ask to speak to the triage nurse or Maddy Napolitano at (732) 235-5160. Routine appointments (e.g. health maintenance, management of chronic problems, well women's exams) can be scheduled in advance for a later date.

Keeping Your Appointment:

- In the course of scheduling your appointment you may be asked about your class schedule in order to schedule an appointment at a convenient time for you. Bring your insurance card and your Student ID to the office.
- Be prepared to arrive a few minutes early for your first appointment to complete the obligatory paperwork

III. STUDENT AFFAIRS

REGISTRATION

Unless granted a formal leave of absence, students enrolled in degree programs are required to register every semester until the degree is granted. Registration for any semester is not complete until tuition and all required fees have been paid and all required immunizations and health insurance have been obtained. Registration will not be permitted beyond the first week of courses. Credit will not be given for courses in which the student was not registered. The GSBS assesses a \$50 late registration fee. Tuition and fees for each semester are billed at the beginning of the semester.

TUITION AND FEES POLICY

Persons residing in New Jersey when enrolling at UMDNJ are presumed to be State residents for tuition purposes. University Billing will assess a **late fee of \$50/month** for payment not received within 30 days of the due date.

Matriculated students may arrange with the Graduate School Office to follow a deferred payment plan:

1. Payment of all fees plus one-half of the tuition before or on the due date.
2. Payment of one-quarter of the tuition 30 days after the due date and one-quarter 60 days after the due date.

The fee for the deferred payment plan is \$20.00. Any student who elects to use the deferred payment plan and finds it impossible to meet this obligation must contact the Financial Aid Office immediately to make alternative arrangements. No degree will be awarded to any student until all financial obligations to the University have been satisfied. Students adding a course that begins mid-semester must pay the full tuition prior to the start of the course.

Students who withdraw voluntarily from the school within three (3) weeks of registration may be granted an 80 percent tuition refund. No tuition refunds will be made after this time and fees will not be refunded at any time.

Any student who has been awarded financial aid may defer payment of tuition and fees until receipt of such aid. A deferment form must be completed in the Financial Aid Office. Tuition and fees become due and payable immediately when financial aid (including loans from any source, scholarships, or other subvention) is received.

ADD OR DROP COURSES

Students may add or withdraw from a course with approval of the instructor and the program graduate/student advisor as indicated below.

Students submitting a completed withdrawal form within 10 days of the start of the course will receive a full tuition refund and the course will not appear on their official transcript. Students withdrawing from a course between 11 and 21 days after the course begins will receive an 80% tuition refund. No tuition will be refunded beyond 3 weeks after the course has begun. Withdrawals beyond 10 days after the course begins will be noted as "WD" on the official transcript. Withdrawals generally will NOT be granted during the final third of a course.

A student wishing to add a course after general registration should complete the Add/Drop form and have appropriate approval of the course instructor and advisor prior to the start of the course. Registration will not be permitted beyond the first week of a course. **Credit will not be given for courses in which the student was not registered.**

Matriculated full-time students must maintain a minimum of 18 credits per academic year.

CROSS REGISTRATION

GSBS participates in a cross-registration program with Rutgers University (Piscataway/New Brunswick). Grades for courses taken through cross-registration are included on the GSBS transcript and are calculated in the grade point average. Each semester during the on-line registration period students who wish to take a RU-offered course not listed on the GSBS course schedule must email the following information to the designated GSBS staff member:

- The appropriate 8-digit RU course number and the corresponding 5-digit index number.
- The full title of the course and number of course credits.
- A special permission number when applicable. Please note that special permission numbers are distributed by the course directors or the administrator for the program offering the course.

TRANSFER CREDITS

Credits for graduate courses taken at colleges or universities in the United States may be transferred after the first semester for students in good academic standing and upon approval of the student's graduate program director and the Associate Dean. Only courses in which the student earned at least a B grade are transferable. The number of credits shall not exceed the number of credits given for an equivalent course at GSBS. If a course is of lesser scope or depth than a similar course at GSBS, programs may request transfer of less than the total number of credits originally awarded. A form for requesting transfer credits is available at the end of the handbook.

Credits for graduate courses taken at foreign universities may be considered with consultation of the relevant GSBS graduate program directors and the Associate Dean of GSBS at RWJMS.

A maximum of 24 credits may be transferred toward the Ph.D. degree and 12 credits toward the M.S. degree.

GRADES

Grades are assigned according to the following scale:

<u>Grade</u>	<u>Points</u>	<u>Description</u>	<u>* UMDNJ-RWJMS equivalency</u>
A	4.0	Excellent	4 - Honors
B+	3.5	Very good	3 - High Pass
B	3.0	Good	2 - Pass
C+	2.5	Satisfactory	N/A
C	2.0	Unsatisfactory	1 - Low Pass
D	1.0	Poor	N/A
F	0.0	Failing	0 - Fail
I		Incomplete	
W		Withdraw	

**Effective August 2007, UMDNJ-Robert Wood Johnson Medical School implemented a Pass/Fail grading. These grades will be assigned as P or F*

To be considered in good academic standing, students must maintain at least a 3.0 grade point average after one year of enrollment and satisfy the specific core curriculum requirements of their program. Students not in good academic standing are subject to termination of fellowship and/or dismissal from the program. A 3.0 GPA is required for graduation.

An Incomplete grade (I) is assigned when instructors grant extra time to complete required course work. The earned grade will be recorded upon completion of required work. A final grade must be recorded no later than the end of the semester following that in which the course was taken. If not removed within that time, the temporary grade of "Incomplete" will be converted to a final grade of "Failure".

If a failed course is repeated, both grades will remain on the transcript, but only the repeated grade will be used for calculation of the GPA.

TRANSCRIPTS

All students of the University are entitled to transcripts of their academic record. Requests for official transcripts must be submitted in writing to the Registrar's Office by submitting a signed transcript request form downloadable at the following site: http://www2.umdny.edu/gsbspweb/academic_forms.htm. There is a processing fee, set by the Registrar's Office, for each transcript. Unofficial transcripts are available via the my.umdny portal through the Banner Self-Service channel at <https://my.umdny.edu> or in the GSBS office. **Only current enrolled students will be allowed to enter this secure area.** Students are advised to check transcripts each semester and to notify the GSBS at RWJMS office if any problems are noted.

GSBS GRADUATE PROGRAM TRANSFERS

Students wishing to transfer from one graduate program to another within GSBS must apply through the GSBS at RWJMS Office. Such a transfer does not extend the period of GSBS stipend or the maximum time permitted to obtain the Ph.D. Transfers are subject to approval by the graduate program to which the student wishes to transfer.

Students voluntarily withdrawing from the doctoral program are not eligible to receive a non-thesis M.S. degree. They may be eligible to complete a research thesis with permission of their graduate program director.

Transferring from a doctoral to a Master's program: Students may not transfer from a doctoral program to a Master's program without permission of the doctoral Graduate Program Director and the Graduate School. This policy applies to all graduate programs.

LEAVE OF ABSENCE

Students in good academic standing, who must interrupt their studies temporarily, should apply for a leave of absence in writing to the Associate Dean through their graduate program directors. A GSBS student may be granted a leave of absence for a period not to exceed one year.

Parental Leave – Graduate students will receive full stipend support for up to 6 weeks of parental leave for the birth or adoption of a child. Either parent is eligible. The Program Director, Mentor (where applicable) and GSBS at RWJMS office must be informed in writing of the student's intent to take parental leave and the applicable dates.

Written notification of the student's intent to return must be received by the GSBS at RWJMS Associate Dean's Office one month prior to the expiration of the leave. If the leave was for medical reasons, the student must document medical clearance to return. No fellowships will be paid to a student during the leave of absence and registration is not required.

Foreign students holding a student visa who wish to temporarily leave the United States must obtain permission of their advisor, graduate program director and the GSBS at RWJMS Associate Dean's Office 30 days prior to their travel, and should contact the Office of International Services (OIS) to receive last minute advice and most current information. Students granted permission then apply for a new I-20 or DS-2019 in order to return to the U.S. Any foreign student who leaves the United States without the consent of the GSBS at RWJMS Associate Dean's Office is subject to disciplinary action.

Students NOT returning from leave of absence within the approved date may be required to reapply to the Graduate School and undergo a new admissions process.

FELLOWSHIPS - GSBS

A limited number of graduate fellowships and tuition waivers from GSBS are available to full-time matriculated doctoral students. These fellowships are based on merit and students must remain in good academic standing to be eligible for continued support. The Graduate School currently awards Graduate Fellowships to full-time (24 credits/yr) doctoral students in accordance with the following guidelines:

1. Fellowships levels are set each year by GSBS, and periodically have increased to reflect the cost of living.
2. GSBS Graduate Fellowships are subject to availability of funds
3. Students not in good academic standing (grade-point average below 3.0 or failure to satisfy core curriculum requirements of their program) are subject to discontinuance of fellowship and tuition payment.
4. GSBS Fellowships are awarded during the first year of doctoral study. Students who are beyond the first year are expected to obtain support from their advisors, department or other sources.
5. Failure to pick up stipend checks/direct deposit statements from your assigned designated office, may result in suspension of payment. Students are required to inform the GSBS administrative office if they are unable to pick up their check or statement. Students receiving direct deposit are also required to pick up statements each pay period.
6. Students who switch from a doctoral program to a Master's program are no longer eligible to receive a GSBS Fellowship.
7. Students are not required to pay tuition after the 4th year; a \$100 per semester "thesis phase" (maintaining matriculation) fee is required.
8. Students who leave this campus without completing all degree requirements and who intend to complete those requirements must maintain continuous enrollment including payment of tuition, in order to remain eligible to receive the M.S. or Ph.D. degree.

FELLOWSHIPS - EXTRAMURAL SUPPORT

Application for a competitive extramural predoctoral fellowship generally involves a considerable amount of work on the part of the student and faculty. The award of these fellowships, however, is beneficial to everyone involved.

Students awarded a competitive individual fellowship that covers at least 80% of the student's stipend will receive a supplement of \$2,000 per year from the GSBS at RWJMS office for the duration of the award. If the competitive award is less than the stipend level in effect at the GSBS at RWJMS, the difference should be supplemented from funding sources available to the student advisor.

FINANCIAL AID

Students enrolled in the GSBS at RWJMS who are United States citizens or Permanent Residents are eligible to apply for financial assistance. All awards are based on need. Need is defined as the difference between the total cost of attending UMDNJ (tuition, fees, books, supplies, instruments, rent, utilities, food, transportation and certain personal expenses) and the ability of the family to contribute toward those educational costs as determined by a federally-approved system of need analysis (GAPSFAS).

Financial aid is usually provided by or through federal and state agencies, foundations, corporations, and the University itself. Grants are regarded as "gift" assistance and need not be repaid, although they may carry certain provisions to which one must adhere. Loans can be repaid over an extended period after the student graduates from the school. Where aid is offered in the form of a job, the student is paid an hourly rate for work actually performed

TRAVEL AWARDS

The GSBS at RWJMS currently offers up to \$600 for travel expenses to doctoral students who have an approved thesis proposal and who are presenting papers at scientific meetings. The guidelines for these awards are:

1. A formal abstract acknowledging UMDNJ-GSBS at RWJMS as a research site.
2. The student must be first author on the abstract to be presented.
3. The research must be part of the approved dissertation proposal.
4. Doctoral candidates who have a completed and approved thesis proposal or all qualifying examinations are eligible for a total of two awards, but only one award will be made within any 12-month period.
5. The request for the travel award must be accompanied by a copy of the formal abstract, a copy of the approved Propositional/Oral Examination form, and a Request To Travel form approved by the Graduate Program Director.

INTERNATIONAL STUDENT INFORMATION

1. All international students must hold valid passports issued by their country of origin.
2. International students must provide the office of GSBS at RWJMS with the following documents upon registration:
 - a. Photocopy of their Passport showing passport number, expiration date, photograph and the page with the stamped visa.
 - b. Photocopy (front and back) of I-94 card (arrival/departure card that is stapled into the passport).
3. International students who are not in good academic standing and/or who lose their stipend support must provide the office of the GSBS at RWJMS with a notarized Affidavit of Support form and with financial supporting documents indicating that support will be provided by other means.
4. A written request must be made to the Program Director and Graduate School and approved by the student's advisor 30 days in advance (unless it is an absolute emergency) for a new I-20 or DS-2019 form in the event a student wishes to temporarily leave the United States. **Under no circumstances should the student leave the country without notifying the GSBS at RWJMS office.**

5. International students transferring from another institution must provide the following documents to the office of the GSBS at RWJMS prior to enrollment:
 - a. Photocopy of their passport showing passport number, expiration date, photograph and the page with the stamped visa.
 - b. Original I-94 card number and expiration date (arrival/departure card that is stapled into the passport).
 - c. Original DS-2019 or I-20 form issued from the previous school with U.S. Immigration approval.
6. Students must inform the office of the GSBS at RWJMS of any change in status, e.g., receiving permanent residency status
7. Students must notify the Graduate School's Program Supervisor 30 days in advance of their I-20 or DS-2019 expiration so that an extension may be considered if they will not complete their program on time.
 - Extensions are possible only if delays are caused by compelling academic or medical reasons which are in compliance with F-1 and J-1 regulations
 - Delays due to academic probation or suspension are not acceptable
 - Program extensions cannot be filed once end date on current I-20 is met
8. Any student who does not have proper documentation or does not comply with U.S. Bureau of Citizenship and Immigration Services (BCIS) regulations is subject to dismissal from the University.
9. Optional Practical Training (OPT)
 - Students must be in full-time F-1 status for one academic year before requested start date of OPT
 - Student is eligible for one year of full-time OPT per degree level
 - Student must apply to The Office of International Services (OIS) prior to program completion date
 - The OPT period must not exceed 14 months beyond the student's program completion date
10. Reportable events must be timely submitted to OIS. These include the student's:
 - Enrollment status – within 30 days after deadline for registering for classes
 - Current U.S. address – within 30 days after deadline for registering for classes
 - Start date of next term – within 30 days after deadline for registering for classes
 - Changes in student's or dependent's legal name – within 21 days
 - Changes in student's or dependent's U.S. address – within 21 days
 - Authorization by Designated School Official (DSO) to drop below full-time study – within 21 days

- Failure to maintain Status or complete program – within 21 days
- Academic or disciplinary action taken due to criminal conviction – within 21 days
- Dependent’s early U.S. departure – within 21 days
- Dependent’s status age-out – upon event
- Termination date and reason for termination
- Graduation – within 21 days
- Certification of authorized employment – upon event
- Other data generated by standard procedures such as: program extensions; school transfers; changes in level of study; change in program funding; employment authorizations; and, reinstatement

11. To maintain legal F-1 student status, students:

- Must be making normal progress towards completion of degree
- Must not drop below full-time course of study without prior DSO authorization
- May only reduce course load one time during entire degree program due to compelling academic or medical reasons
- Must enroll for at least half-time of the school’s official full-time standard when reduction of course load is pre-approved because of academic difficulty. **Note:** Documentation from Academic Advisor is required.
- Must have documentation for reduced course load because of medical conditions:
 - Students must be certified by a licensed medical professional
 - Maximum limit of 12 months per program level

Travel Abroad Advisory

As immigration requirements increase, so too does the need for international students to be compliant with immigration regulations. As a result, listed below you will find some guidelines to assist international students in planning for travel abroad whether for business or holiday.

1. Students who intend to travel outside the United States should contact the Office of International Services (OIS) as soon as possible to receive last minute advice and most current information.
2. Plan your trip well in advance to accommodate the current lengthened visa application processing period, which could take 20 or more working days. This is due to the extensive background checks the DoS is conducting on all non-immigrant visa applicants while abroad. In addition, beginning August 1, 2003, all visa applicants must have a face-to-face interview with a consular officer.
3. Your Form I-20 must be endorsed for travel by an official of the Office of International Services whether or not you will be applying for a visa.
4. Bring additional documents with you, such as current financial support documents, a copy of the acceptance

letter from your school, a letter from the school outlining your dates of travel and expected date of return and a copy of your most current transcript. If you will be traveling between semesters, you will need documents showing that you are registered for the next term.

Upon your return, it is important that you provide the GSBS at RWJMS office, as well as, the Office of International Services, with copies of your latest arrival documents (and visa, if applicable). This will enable us to verify that you were processed back into the country properly and that all your immigration related paperwork is in order.

For further information, please contact the Office of International Services at 973-972-6138.

HELPFUL RESOURCES FOR INTERNATIONAL STUDENTS

<http://www.uscis.gov> - US Citizenship and Immigration Services (USCIS)

<http://www.dhs.gov/dhspublic> - Department of Homeland Security (DHS)

<http://state.gov> - Department of State (DoS) - (travel, passport renewals, embassies & consulates)

<http://www.ssa.gov> - Social Security Administration

<http://www.irs.gov> - Internal Revenue Service (IRS)

TAXATION OF FELLOWSHIPS

The following information is intended to clarify the federal tax regulations for fellowship and scholarship stipends. Although UMDNJ cannot offer personal tax advice, this is the opinion and interpretation of the GSBS and the University. Definitive determinations regarding tax obligations must be made by the Internal Revenue Service (IRS). Information on taxes related to the fellowships you receive can be found on the IRS web site listed below.

According to the IRS, fellowships and scholarships are tax-free for degree-seeking students **ONLY** if used for tuition, fees and other required educational expenses. Since tuition for doctoral students generally is paid separately from the stipend, it is likely that most or all of your stipend will be subject to federal income tax. This is true whether the stipend comes from a grant or from the GSBS. All fellowship awards are subject to Federal income tax. Checks will be issued to students on a biweekly basis. Students do not pay social security, unemployment or disability taxes. GSBS fellowships **are not** intended as payment for services and **are not** subject to New Jersey State tax. It is the student's responsibility to ensure that these taxes are not being deducted.

Some foreign countries hold tax treaties with the United States, and Federal income taxes on stipends will not be deducted from students from these countries; New Jersey State taxes will be deducted. Countries having these treaties also have certain criteria regarding taxation. (Please see your Consulate General's Office for more information on the treaty laws or contact the Graduate School Office.) An 8233 form must be filed along with the student's W-4 form if you are exempt from Federal tax.

All students must file income tax returns with the Federal and State Governments at the end of each calendar year. It is the responsibility of each student to file prior to the deadline date (April 15)

Graduate fellowships awarded by this institution are to further the recipient's education. They are not intended as payment for services and do not directly benefit the institution.

The difference between being paid on a research grant or from other sources involves withholding tax.

Students being paid from a research grant are considered to be working on the grant project and, therefore, receiving wages. Thus, money is withheld for taxes based on the number of dependents indicated on the W-4 form filed by the student with the University. The amount of the fellowship, in the form of wages, is reported to the IRS on Form W-2. These students can adjust the number of dependents so that the money withheld approximates the tax they will owe at the end of the year, leaving them with little or no additional tax obligation (or resulting in a refund).

Students paid from the GSBS directly are not considered to be working and the University is not required to withhold taxes unless requested. This has certain advantages and disadvantages. Although the paycheck may be somewhat larger than that received by a student paid from a research grant, the amount of the stipend is reported to the IRS on Form 1099 and it is likely that the student will be subject to federal income tax on the stipend payments. Thus, students not having taxes withheld may find that they owe money they no longer have. This is especially true for students with a working spouse. Based on this potential problem, it may be advisable to file a W-4 form and have a minimal amount of money withheld each pay period, giving the same safety feature as for those receiving stipends from a research grant. **W-4 forms are available at the Department of Human Resources.** For students requiring additional information, please refer to the Internal Revenue Service (IRS) web site:

<http://www.irs.gov>

New Jersey State Tax on Scholarships and Fellowships

GSBS fellowships are not New Jersey State taxable or reportable because they satisfy three necessary criteria:

1. Their primary purpose is to further the recipient's education or training;
2. They are not payments for services rendered;
3. They are not for the benefit of the grantor.

Details can be found on the New Jersey Department of Treasury website at:
http://www.state.nj.us/treasury/taxation/pdf/other_forms/tgi-ee/2000/1040nrin.pdf

CHANGE OF NAME/ADDRESS

It is the responsibility of the student to complete a change of name/address form and submit it to the GSBS at RWJMS Office when appropriate. The student is responsible for insuring that this office always has the correct contact information.

IV. SCHOOL AND UNIVERSITY POLICIES

The following summarizes selected policies pertinent to graduate students.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

A student's satisfactory academic progress is evaluated by the following committees and /or individuals:

- a. Thesis advisor
- b. Program Academic Standing Committee
- c. Graduate Program Director
- d. Associate Dean

Minimum academic requirements for good academic standing, established by The Graduate School of Biomedical Sciences (GSBS), are as follows:

Students must maintain an academic average of at least a grade of "B" (3.0/4.0) overall and in the core courses of their program to be in good academic standing and to graduate. Progress must be evaluated by the Thesis Advisory Committee annually and certified to be satisfactory.

For courses graded on a Satisfactory/Unsatisfactory scale, an "S" grade (Satisfactory) will be awarded only in those instances where the student's letter grade is equivalent to at least a "B" (3.0/4.0).

For students receiving an "Incomplete" grade, the required work must be completed within one additional semester or the "Incomplete" becomes an "F" in the student transcript.

Individual divisions or programs may establish additional academic standards.

Students entering the Ph.D. Program will have a maximum of seven (7) years to complete their doctoral studies.

The time limits refer to all components of the doctoral program, including the oral defense of the dissertation and final correction of the thesis. Students in an MS program will have a maximum of four (4) years to complete their studies.

ACADEMIC REVIEW/PROBATION

In the pre-thesis phase of graduate study, the Program Academic Standing Committee in each program reviews each student's progress yearly through an "Annual Graduate Student Progress Report." Students who are found to be **NOT** in good academic standing, may be placed on probation.

Students may appeal this decision by demonstrating mitigating circumstances. All exceptions due to mitigating circumstances will be reviewed by the Associate Dean. Mitigating circumstances include, but are not limited to:

- a. Critical illness of the student, or immediate family member for which the student bears direct responsibility.
- b. Death in the family
- c. Financial Hardship

ACADEMIC APPEALS PROCESS

Determination of academic performance and fulfillment of academic requirements is the responsibility of the student's graduate program director, in accordance with the guidelines set by the program and the graduate school. Either the program academic standing committee or defined special committees evaluate the student's progress and performance during each phase of the graduate program; i.e., course work, qualifying examination, thesis research, written dissertation, and defense. These committees report to the program director. Appeals of committee decisions should be made to the program director. Any decision to end a student's continuation in the program is made by the program director and communicated to the Associate Dean. The Associate Dean may bring the matter back to the graduate program for clarification or reconsideration. Students have the right to appeal a program decision to the Associate Dean, who will evaluate the issues. Based on the evaluation and review, the Associate Dean may concur with the graduate program, bring the issue back to the program for further discussion, or bring it to the Dean.

ACADEMIC AND PROGRAM STUDENT RESPONSIBILITIES

Students are active participants in the academic process and are required to support the integrity of that process. Cheating, plagiarism, forgery or the use of external resources to circumvent the student's academic responsibilities shall be considered a violation of the regulations of the University. A formal charge against a student substantiated by a duly scheduled University hearing is punishable by dismissal or suspension. Deliberate falsification of admissions information or other official records will result in immediate dismissal from the school. All students are expected to participate in the teaching programs of their graduate program. The responsibilities are determined by each graduate program and are likely to differ among programs.

CODE OF PROFESSIONAL CONDUCT AND RESPONSIBILITIES

Purpose: Students of the UMDNJ-Graduate School of Biomedical Sciences are expected to adhere to the policies set forth in the UMDNJ policies entitled "Student Rights, Responsibilities and Disciplinary Procedures"

(Policy Code 00-01-25-50-00) and "Scientific Misconduct" (Policy Code 00-01-20-60:00). The GSBS Code of Professional Conduct and Responsibilities was developed to comply with Section V-A-2 of the UMDNJ policy "Student Rights, Responsibilities and Disciplinary Procedures," which requires each school within the University to have an Honor Code or other Code of Professional Conduct. The complete UMDNJ policy handbook, which is frequently updated can be found at:

<http://www.umdnj.edu/oppmweb/Policies/contents.html>

Code of Professional Conduct: All students have a fundamental responsibility for maintaining academic integrity and intellectual honesty in their academic and professional endeavors. They are expected to observe generally accepted principles of scholarly work, to submit their own rather than another's work, to refrain from falsifying data, to acknowledge the published work of others in an appropriate manner, and to refrain from receiving or giving aid during examinations or other work requiring independent effort. When submitting written material, students take full responsibility for the originality of all work not otherwise identified by appropriate acknowledgments and imply that both the ideas and words used are their own. All students are expected to respect the property of faculty and other students, and not use research equipment or laboratory supplies of others without permission.

The following examples are designed to clarify what is not permissible. The list is not all-inclusive, but intends to establish that no form of academic dishonesty will be tolerated by the school, its faculty, or its students.

- * Providing false information in any academic document or academic exercise
- * Forging, plagiarizing, or altering any academic document
- * Intentionally impeding or interfering with the ability of fellow students to use academic materials or to complete academic work
- * Taking another student's personal belongings or taking University equipment for personal use.
- * Knowingly assisting a fellow student in any of the above activities.

DISCIPLINARY PROCEDURES

Acts of plagiarism, cheating and other forms of academic dishonesty are subject to appropriate disciplinary action. Students, faculty and administration have the right to place charges of ethical misconduct against a student directly with the Dean or his designee. Frivolous accusations of misconduct, however, may themselves be considered violations of the code of professional conduct. The adjudication of such charges shall occur as described in the UMDNJ Policy on Students Rights and Disciplinary Procedures, Section E before a Hearing Body constituted as described below.

HEARING BODY

Each GSBS Division shall have a Hearing Body that makes recommendations to the Dean on disciplinary matters that cannot be resolved at the level of the graduate program or Associate Dean. The Hearing Body shall be composed of at least three members, one of whom must be a student, and others who may be faculty, administrators or students, or any combination thereof, who are not directly involved in the matter to be considered.

STUDENT GRIEVANCES AND APPEALS

Graduate students are encouraged to seek resolution of complaints and grievances at the graduate program level by bringing the issue to their program director. If the issue cannot be resolved at that level, it can be brought to the Associate Dean. The Associate Dean may offer advice, attempt to resolve the issue, or where appropriate, suggest the matter be brought to the GSBS Student Hearing Body or the University's Office of Affirmative Action. Complaints related to racial, ethnic or sexual harassment or discrimination may, if the student wishes, be brought directly to the Office of Affirmative Action. Complaints relating to ethical conduct of research can be brought to the appropriate campus committee or to the campus ombudsperson.

Each school of UMDNJ has a Hearing Body (described above) that can be convened by the Associate Dean to make determinations of fact and recommend disciplinary action regarding all infractions of rules, regulations and standards of the University.

STUDENT RECORDS

1. The records of students at UMDNJ shall be considered confidential material and shall include the admissions application material, academic records, faculty evaluations and all health records.
2. The President of the University, the Dean of the school where the student is enrolled, the Associate Dean, the student's advisor and Program Director shall have access to the student's record.
3. The Associate Dean may determine which parts of the student's records may be shared with members of the faculty for specific purposes and may, at his discretion, require student consent before information is released to the faculty.
4. Students are hereby informed that all materials submitted by faculty members as confidential prior to January 1, 1975 are not available to be reviewed by the student without the permission of the faculty member. Subjective evaluations submitted after that date are available. Students who wish to inspect and review their educational records may do so by making an appointment with the Associate Dean. **In addition, UMDNJ has implemented the BANNER Web for Student Information System. This product provides a website which allows all current students to view their academic and financial records, as well as Schools' course schedules.** Students in certain programs will be able to register on-line.

The website is available through links on the UMDNJ home page. It may be accessed using either Internet Explorer or Netscape Navigator browser software; however, some pages of the site cannot be printed using Netscape Navigator. The links to Web for Student are available on the following pages:

From the "Education" page:

<http://www.umdnj.edu/homeweb/education/edu.htm>

From the "Our University" page:

<https://my.umdnj.edu>

The University maintains the following records on individual students:

1. General Academic File - Graduate School Office and Registrar's Office
2. Student Health Records - Graduate School Office.
3. Financial Aid Records - Office of the Director of Financial Aid.

Access to these records will be given to university personnel with a legitimate educational interest in the records as determined by the University. Information will be released to other agencies and individuals only in compliance with the Family Educational Rights and Privacy Act, a copy of which is available in the Library.

You may request copies of information contained in your educational records. Request for copies should be directed to the Registrar.

The following information may be released for legitimate purposes at the discretion of the University: student's name, address, telephone listing. If you do not wish such information to be released, inform the Associate Dean in writing.

If you believe your educational records contain a factual inaccuracy, you may apply to the Associate Dean to have the inaccuracy removed from your records. Non-academic disputes or grievances will be resolved according to procedures described under "Students' Rights, Responsibilities and Disciplinary Procedures."

ENROLLMENT AT UMDNJ

University policy states that, except for authorized combined programs (e.g., M.D./Ph.D.), no student registered in the graduate program shall at the same time be enrolled as a medical or dental student or serve as an intern, resident or member of the clinical staff of UMDNJ or any hospital affiliated with it.

EMPLOYMENT

Full-time graduate students are expected to devote their energy to completing the program as expeditiously as possible and should not be engaged in outside employment. Students accepting a fellowship do so with the understanding that they are not permitted to work on a regular basis outside the normal functions of their educational programs. In the event of unusual circumstances, students may request approval from their program and the Associate Dean of the GSBS at RWJMS to work up to 20 hours per week. Foreign students must check with the Office of International Services for additional regulations and limitations on employment, based on their visa status.

Note: Contact the GSBS at RWJMS office for procedures regarding salary. Your graduate program should NOT complete a "Staff Position Request" form; it may jeopardize issuance of your stipend check.

IDENTIFICATION CARDS

The University I.D. card is to be worn in all University buildings, and presented upon request by a security officer. The card is issued by the Public Safety Department located at Liberty Plaza, 335 George Street, Suite 100, New Brunswick. Application forms for the issuance of an I.D. card are prepared by the GSBS office at the beginning of the semester for new students. Students are expected to retain their cards throughout their matriculation at the Graduate School. Replacement cards are \$5.00.

SOCIAL SECURITY CARDS

Students must provide the Graduate School office with their social security numbers for purposes of identification and for stipend taxation.

PATENT POLICIES

University policy requires all personnel, including students, to assign to the University the right to any patentable material developed while the inventor was engaged in activities supported with University funds. Student research and study pursued as a result of enrollment are included in these activities.

HEALTH AND ACCIDENT INSURANCE

Under University policy, all full-time UMDNJ students as well as those part-time who participate in clinical experience as part of their educational programs, are required to be covered by health and accident insurance. The University, in conjunction with Aetna Life Insurance Company offers a plan which fulfills the UMDNJ insurance requirements. All students will be automatically enrolled in the Student Health Insurance Plan unless an online Waiver Form is completed and submitted by the student who wishes to waive coverage. The Waiver Form must be complete online by the August 15th deadline by the student each year and written evidence of coverage through an alternative plan must be provided.

IMMUNIZATION AND HEALTH REQUIREMENTS

The following is a summary of UMDNJ policy. A complete description of the official policies of UMDNJ are available on line by The Office of Policy and Project Management. See Student Affairs, Students Immunization & Health Requirements.

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-40_00.html

1. Each student shall undergo a complete history and physical examination prior to matriculation or enrollment and at annual or other appropriate intervals thereafter if indicated by the initial findings.

2. Each student shall receive tuberculin testing (intradermal PPD) with appropriate follow-up of positive reactions prior to matriculation or enrollment. Annually thereafter, students with negative reactions shall be re-tested. Those with positive reactions shall be followed and treated as appropriate.
3. Each student born on or after January 1, 1957, must submit documented proof of immunity to measles, mumps and rubella prior to matriculation or enrollment. (People born before 1957 are considered to be immune from childhood exposure to the naturally occurring diseases.)
4. Before being permitted to work with materials or procedures that pose potential risk of exposure to HIV or HBV (hepatitis B), appropriate training in practices and operation of facilities shall be provided, proficiency in biosafety must be demonstrated, and students must be immunized against HBV.

SMOKING POLICY

In an effort to provide a safe and healthy environment for all UMDNJ personnel and visitors, smoking is not permitted in any University facility. Tobacco products are not available for purchase within the University.

SUBSTANCE ABUSE POLICY

It is the policy of the University to assist students whose performance has been impaired by drugs and/or alcohol dependency, mental disorder, or other medical disorders while maintaining a balance between the individual's rights and the University's duty to safeguard the public health and effectively discharge its mission.

The University is committed to the rehabilitation of all impaired students whenever possible, but when attempts at rehabilitation fail or are inappropriate, impairment is sufficient grounds for disciplinary action, including dismissal. Where an incident involves a violation of state law, the Office of Legal Management will be consulted to determine whether there is an affirmative duty to report that violation. Every effort will be made to preserve the confidentiality of all referred and identified students and of individuals making referrals when indicated.

Brochures for Drug and Alcohol Abuse are available. The following procedures have been established to deal with students suspected of drug or alcohol abuse:

1. Students suspected of being impaired, based on their performance or on other more direct evidence, will be reported to the graduate program director.
2. The program director will evaluate the evidence and seek consultation with other faculty and/or students if it is deemed necessary.
3. If the evidence warrants further action, the program director will discuss the matter with the student. This may be done along with the program Student Affairs Committee or with the student's advisor, at the director's discretion.

4. If the program director and/or program Student Affairs Committee concur that the student is in need of help for drug or alcohol abuse, the student will be referred to the Student Mental Health Service, or other appropriate professional help.
5. As a result of this referral, two outcomes are possible:
 - a. The student agrees, in which case the program director will monitor his or her progress and appropriate adjustments will be instituted in the student's program.
 - b. The student resists, in which case disciplinary action, based on the student's performance, will be instituted. This may result in immediate suspension from the program. If this occurs, the Graduate School Hearing Body shall convene to render recommendations to the Dean regarding the student's future status in the program, as established in the Students Rights, Responsibilities and Disciplinary Procedures Document.

IMPAIRED STUDENTS PROGRAM

The University of Medicine and Dentistry of New Jersey has established an "Impaired Students Program". Further information on the policy and program can be obtained at the Graduate School Office.

SCHOOL CLOSING

The following Radio stations will announce the suspension of UMDNJ classes in the event of adverse weather conditions:

Northern New Jersey	Central New Jersey	Southern New Jersey
WCBS - 880 AM WOR - 710 AM	WCTC - 1450 AM WGMQ - 98.3 FM	WKYW - 1060 AM

VACATIONS

A three-week annual vacation period is granted to GSBS students with permission of the graduate program director. Full-time effort by all full-time students is expected at all other time periods.

V. UNIVERSITY FACILITIES

BOOKSTORE

Rutgers University Bookstore stocks textbooks, supplies and a wide variety of other items. It is located at One Penn Plaza, New Brunswick.

Telephone: (732) 246-8448.

Hours

Mon. - Thur.: 9:00 a.m. - 7:00 p.m.

Saturday: 10:00 a.m. - 5:00 p.m.

Friday: 9:00 a.m. - 6:00 p.m.

Sunday: 12:00 noon - 5:00 p.m.

CAFETERIA

Woody's Café is located on the main floor of the Medical School. Woody's features a soup & salad bar, deli, pizza, and grill. Operating hours are Monday-Friday, 8:00 a.m. - 2:00 p.m., for full menu. Breakfast is served between 8:00 a.m.-11:00 a.m. Pizza, the grill, salad bar, and the deli are open between 11:00 a.m.-2:00 p.m. Woody's opens Monday-Thursday (2:00 p.m. - 7:00 p.m.) for a limited menu: "Grab & Go" sandwiches, salads, soup, snacks and beverages. Additional eateries at the Rutgers Busch Campus Student Center and the University Behavioral Health Center are located within a short walk.

COMPUTER STORE

UMD-WARE sells a variety of computers and software for both the IBM-PC and MacIntosh environment. It is located in Newark in the Administrative Complex, Building 4, Room 492. Their telephone number is (973) 972-3216. http://umdnjwebprod.umdj.edu/ca/ist/umdware_technology_store/

DUPLICATING SERVICES

Each program will make arrangements to meet the duplicating needs of its own students with appropriate limitations. Students could also purchase a copy card from the Library of Science and Medicine that will enable them to use their photocopying machines.

PARKING/PARKING HANG-TAGS

The University provides parking facilities for faculty, students, and staff. Parking is by permit only. Parking hang tags are available in the Public Safety Department which is located at Liberty Plaza, 335 George Street, New Brunswick. Identification cards and parking hangtags will be issued at this location Monday through Friday between 9:00 a.m. and 3:00 p.m. The fee for a student to obtain a parking hangtag is \$150/year.

STUDENT LOUNGE

The Robert Wood Johnson Medical School Student Lounge is available for use by http://umdnjwebprod.umnj.edu/ca/ist/umdware_technology_store/ and other UMDNJ students. It is located in front of the East and West Lecture Halls. The smaller student lounge located directly across from Woody's Café is also available to graduate students. This room is open during the day but it is locked in the evening and weekends.

Access requires coding your I.D. card. Contact the http://umdnjwebprod.umnj.edu/ca/ist/umdware_technology_store/ office if you are interested in using the lounge when it is locked.

TELEPHONE USAGE

Campus telephones for interoffice calls are available throughout the University. Students may use departmental phones **with permission**, only for interoffice calls or other official matters.

VI. CURRICULUM

GSBS offers the Doctor of Philosophy (Ph.D.) and Master of Science (M.S.) degrees, as well as combined M.D./Ph.D. program

Programs leading to the Ph.D. are available in the disciplines of Biochemistry and Molecular Biology; Biomedical Engineering; Environmental Sciences/Exposure Assessment; Molecular Genetics, Microbiology and Immunology; Cellular and Molecular Pharmacology; Physiology and Integrative Biology; and Neuroscience. The M.S. degree may be granted to a student who cannot continue for the Ph.D. in these disciplines, but the major focus of the programs is on the training of Ph.D. candidates.

Degree requirements include at least a *B* (3.0) average and substantial research experience culminating in a thesis or dissertation. The course of study is continuous and includes summers.

Full-time students are expected to carry a course load of 9 credits per semester or to be engaged full-time in dissertation research.

All doctoral graduate students are required to pass the course, "Ethical Scientific Conduct" and the core courses required by their specific graduate program.

A. PROGRAMS

1. Doctoral Program

The Doctor of Philosophy (Ph.D.) degree is awarded on the basis of achievement in a wide range of course work; experience in classroom teaching and laboratory instruction; a comprehensive qualifying examination evaluating the breadth and depth of background knowledge; a proposal examination to demonstrate preparation for the research project; intensive research experience during which the candidate demonstrates ability to initiate, perform, and analyze original experimental work; a written dissertation; and public defense of the dissertation through a final oral examination. The details of the curriculum and examinations may vary between programs, so the student must follow the rules of the program in which enrolled.

Students are encouraged to complete the requirements for the Ph.D. degree in five years or less, but these must be completed within seven years. While students may enroll in the Ph.D. program part-time, **all Ph.D. students must be registered full-time for at least one academic year during the dissertation research.**

Minimum requirements are:

- a. Completion of the required and elective courses specified by each graduate program, with at least a 3.0 (*B*) average.
- b. A Qualifying Examination, with format determined by each graduate program.

- c. A research proposal acceptable to the candidate's Advisory Committee and the Director of the graduate program.
- d. A dissertation based upon independent research, prepared by the candidate and evaluated by a Thesis Advisory Committee.
- e. A public defense of the dissertation before a Thesis Advisory Committee.

2. Masters Program

The GSBS may admit applicants for the M.S. degree under special circumstances, with the approval of the Associate Dean.

The requirements for the M.S. degree are usually completed in two years, but must be completed within four years. Minimum requirements include:

Completion of the required number of course credits specified by the program with at least a 3.0 (*B*) GPA, which includes required and elective courses set by the program. A minimum of 30 credits are required, which must include at least 6 credits of Research. M.S. candidates must establish a thesis advisory committee and follow the procedures prescribed by their graduate program.

A student in the M.S. program who matriculates into medical school before completing the degree requirements is expected to make a good faith effort to complete the M.S. degree within one year. Students may apply no more than 8 credits of medical courses toward the M.S. degree. Students who do not complete the program within a year of entering medical school will be dropped from the roles of the Graduate School. Charges for the program will be prorated to reflect the portion of the program completed.

3. M.D./Ph.D. Combined Program

Robert Wood Johnson Medical School offers a joint M.D./Ph.D. combined degree program with the Graduate School of Biomedical Sciences, Rutgers, The State University of New Jersey and Princeton University. The GSBS requirements for the Ph.D. portion of the combined degree program are as described above, as well as specific courses as required by the M.D./Ph.D. Program. For students in this program, Part I of the U.S. Medical License Examination can replace the written qualifying examination. M.D./Ph.D. students must complete the proposal examination within the first year of full-time graduate study. Please see the MD/PhD Program book for more information.

B. SELECTION OF A MENTOR

Doctoral students are encouraged to become aware of the research programs of individual faculty members during their first year in the Graduate School. This can be done by attending seminars, rotating through

laboratories, and discussions with the faculty. Specific rotation schedules are established by each graduate program. The student should recognize that the GSBS stipend currently is for one year, but it can take five to seven years to complete a Ph.D. program. The resources, activity of the laboratory, and funding are additional factors to consider when selecting a mentor. Student-mentor pairing only can occur by mutual consent. Graduate students and the GSBS should be advised by the program director, first year advisor and prospective mentor of the likelihood of continued stipend support after their GSBS fellowship ends. The mentor should be selected preferably by the end of the second semester, to ensure continuity of stipend support.

C. QUALIFYING EXAMINATION

All students in the doctoral degree program take a Qualifying Examination, which should be completed within four months of completion of all formal course work for the Ph.D. The individual graduate program determines the format and time of administration of this examination. This examination can be written and/or oral, and should cover the full range of disciplines within the curriculum of the specific graduate program. In some programs, this examination may be given upon completion of a core curriculum of required courses, often as early as at the end of the first year of study. Students should follow the procedure required by the specific graduate program.

1. Summary of Procedures for the Qualifying Examination
 - a. Students must have completed the core curriculum courses in their program with an academic average of 3.0 or better.
 - b. Each graduate program determines the format of the examination and the membership of the examination committee. All examiners should be GSBS and/or Rutgers University faculty.
 - c. The program director should notify the student, in writing, of the nature of the Qualifying Examination at least one month before the examination.
 - d. The student should be notified of the results within one week following grading of the examination.

2. Propositional/Oral Examination

Each graduate program requires a Propositional/Oral Examination, in addition to the Qualifying Examination, for admission of the student to candidacy for the Ph.D. degree. The Qualifying Examination assesses the student's knowledge of the discipline, while the Propositional/Oral Examination assesses the student's ability to prepare and defend a written research proposal. The Propositional/Oral examination must be taken within one year of completion of the Qualifying Examination, and should be passed by the middle of the third year of graduate studies.

The exact format of this examination can vary from program to program. The proposal might be on the topic of the student's thesis research, on a different topic, or more than one proposal might be required. In some programs, the Qualifying Examination and Proposal Examination can be administered on the same day, while this might not be the policy of other programs. Students should consult the program rules for the exact regulations and format. This must be completed within one year of the qualifying examination.

a. Summary of Procedures for the Propositional/Oral Examination

- i. Students must have completed the core curriculum courses in their program with an academic average of 3.0 or better. The total of course and research credits required for the Ph.D. is 72 credits, with the specific requirements set by each graduate program.
- ii. The program director approves the Propositional/Oral Examination Committee, established under the rules of the program. There must be at least three examiners, and all should be faculty of GSBS or Rutgers University. In many programs, the thesis advisor is NOT a member of this committee.
- iii. A Propositional/Oral Examination Report Form, signed by each member of the Propositional/Oral Examination Committee must be submitted to the Associate Dean within one week of the examination.
- iv. Upon notification of successful completion of the Propositional/Oral Examination, the Associate Dean shall inform the student that he or she is admitted to candidacy for the Ph.D. degree.

D. RESEARCH ADVISORY COMMITTEE

Students are required to form a Research Advisory Committee during the second year. This Committee is intended to provide advice and guidance to the student throughout the course of his/her thesis research. The Committee will consist of the thesis advisor and at least two or three additional members to be chosen by the student in consultation with the thesis advisor. A Chair of the committee should be appointed by the Committee and can be the thesis advisor or any other member, unless specify by the student's Graduate Program. The Research Advisory Committee can be, but is not necessarily, the same as the Propositional/Oral Examination Committee or Dissertation Defense Committee, in accord with the requirements specified by the student's Graduate Program.

The intended format of the Research Advisory Committee meeting is for the student to present (i) an overview of his/her thesis project; (ii) progress since the last Research Advisory Committee meeting; and (iii) proposed work for the next one-year period. A written evaluation of the student's progress and prospects is to be written by the Chair of the Committee on the Annual Research Advisory Committee form immediately following each meeting and distributed to the student, committee members, the director of the student's Graduate Program and the GSBS office with all required signatures.

Students are required to meet annually with their Research Advisory Committee, beginning in the fall semester of the second year. The annual Research Advisory Committee meeting is mandatory and the responsibility of the student. Should a member of the Committee be unavailable, the Chair of the committee should appoint either a temporary or permanent replacement. No student will be allowed to register without documentation of having taken the Qualifying Examination or held their annual Advisory Research Committee meeting within the past 12 month period.

E. DISSERTATION

1. Examination/Dissertation Defense Committee

The Examination/Dissertation Defense Committee must be formed to guide the student during the final phase of the Ph.D. thesis preparation and approval. Depending on Graduate Program rules, the thesis advisor or another faculty member serves as chair of this committee. The program director approves the committee members on the Examination/Dissertation Defense Committee Approval Form. The Examination/Dissertation Defense Committee may be the same as the Research Advisory Committee, or may be modified based on the rules indicated below.

The Examination/Dissertation Defense Committee normally consists of the thesis advisor and at least two other members, one of whom is from outside the student's graduate program. Individual programs can require additional members, as established by their rules. The thesis advisor and chair must be full members of the GSBS faculty. The member from outside the program need not be a member of the GSBS faculty or the University.

2. Preparation of Dissertation and Manuscript

After completion of the dissertation research, the student prepares a dissertation in the format specified by the GSBS. For students enrolled in joint programs with Rutgers University, this affiliation should be appropriately acknowledged on the title page.

3. Defense of Dissertation

A single page dissertation abstract is submitted to the GSBS at RWJMS Office via disk or email attachment for duplication and distribution at least three weeks before the date of the public presentation of the thesis and the final examination. The time and place of the examination are set by the thesis advisor and the GSBS at RWJMS Office is notified.

After the public oral defense, each member of the Examination/Dissertation Defense Committee signs a Examination/Dissertation Defense Form attesting to the outcome. This form must be approved by the program director prior to submitting it to the GSBS at RWJMS. The candidate shall be given, in writing, necessary changes or improvements of the dissertation required for its approval.

4. Final Written Dissertation

When all appropriate revisions have been made and the dissertation is in final form, the Report of Final Examination/Dissertation Defense Form so stating and signed by the Examination/Dissertation Defense Committee and Program Director should be sent to the GSBS at RWJMS office. Minor

revisions must be completed within six months of the defense or the student may be required to re-defend the dissertation before a new examination committee.

The revised and accepted dissertation (1 original and 3 copies) must be presented to the GSBS at least two weeks before the Board of Trustees meeting in April for May commencement.

Distribution:

Original: GSBS (for library)
First copy: Graduate Program
Second copy: Advisor
Third copy: Graduate Student

A separate Abstract of no more than 350 words should be submitted for University Microfilms International.

Students who wish to have more copies of their written dissertation bound may do so and will be charged per each additional volume at the rate in effect.

F. GUIDELINES FOR THESIS PREPARATION

1. Submit one original and 3 copies.
2. PAPER: standard size, 8 ½" x 11" bond; 25% rag content or better for the original. A lesser quality bond may be used for the copies.
3. MARGINS: 1 ¾" from left; 1 ¼" from top; 1" from right and bottom
4. TYPING SPACING: Single side, double space throughout the text.
5. TITLE PAGE: Should contain:
 - a. title in capital letters;
 - b. name of the candidate with degrees already awarded;
 - c. the following statement for Ph.D. candidates:

"A Dissertation submitted to the Graduate School of Biomedical Sciences, University of Medicine and Dentistry of New Jersey and the Graduate School-New Brunswick, Rutgers, the State University of New Jersey, in partial fulfillment of the requirements for the Ph.D. Degree"

Note: M.S. candidates should substitute the word "thesis" for "dissertation" and M.S. for Ph.D. Those few students in programs not joint with Rutgers should omit reference to that university.

- d. this statement is followed at the bottom of the Title Page by:
"Piscataway, New Jersey 08854" and "Month" and "Year" during which the thesis is being presented.

6. PAGE NUMBERING: All pages should be numbered consecutively except the title page.

7. FORMAT

- a. Table of Contents
- b. Acknowledgments
- c. Abstract
- d. Introduction
- e. Rationale
- f. Materials and Methods
- g. Experimental Results

Section I

Section II (Divide if appropriate)

Section III

- h. Discussion
- i. Summary and Conclusions
- j. Bibliography
- k. Appendix, Abbreviations

8. FOOTNOTES: Are allowed to be included at the bottom of the same page.

9. ACKNOWLEDGMENT: Include the sources of financial support.

10. ABSTRACT: Not to exceed 350 words, double-spaced.

11. FIGURES, TABLES AND ILLUSTRATIONS:

- a. Should be numbered consecutively in Arabic numbers.
- b. Should include self-explanatory legends and title on the same page. If this is not feasible, use the next numbered page and turn the figure so that it faces the legend.
- c. Type legends preferably 1 ½" space.

- d. Do not use oversized tables, figures or illustrations; if necessary, reduce to 5" x 8" overall.
- e. Insert figures, tables and illustrations as close as possible to the text describing the results.

12. ABBREVIATIONS: Use standard chemical symbols, Journals, units of measure, etc.

13. REFERENCES:

- a. References may be arranged in the text either by mentioning the surname of the first (1-2) authors and year of publication, or by consecutive numbers in the order of citation or alphabetical order.
- b. Give the complete title and **ALL** co-authors (surnames and initials) of each paper included in the bibliography. Each cited journal reference should include **ALL** authors, year, title, journal, volume and inclusive page numbers. Each cited book reference should also include book editors, and publisher (name and city). Arrange in alphabetical sequence according to senior (co) author's surname, or in the numerical order of citation in the text or alphabetical order.
- c. Multiple lines of each reference should be typed single spaced.
- d. Allow double space between references.

14. Students should complete microfilm and copyright forms if desired and return to Graduate School Office with the final dissertation. See Graduate School office for current fees.

15. Use a new page for each segment or division.

G. GRADUATION /GRADUATION FEE

After successful completion of course work with at least a *B* (3.0) average and approval of the dissertation/thesis, the Executive Council will recommend to the UMDNJ Board of Trustees the award of the appropriate degree at the UMDNJ Commencement exercise.

A University graduation fee of \$80 will be assessed following the thesis defense. Students receiving more than one degree but in different years (e.g., M.D./Ph.D.) will be charged for each degree. Graduates receiving a joint degree in the same year will be charged only once.

VII. ADDENDUM

UNIVERSITY POLICY ON STUDENTS' RIGHTS, RESPONSIBILITIES AND DISCIPLINARY PROCEDURES

A. Student Responsibilities

1. UMDNJ students have the following responsibilities:
 - a. as U.S. citizens, residents or visitors: the responsibility to be aware of and to abide by all applicable Federal, state and local civil and criminal laws and regulations;
 - b. as students at UMDNJ the responsibility to be aware of and to abide by all applicable University and School policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty; as a student you must also agree to notify the School of any convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense and of any arrests, detentions, charges or investigations by any law enforcement authorities, which occur subsequent to the applicant's/student's submission of the Accepted Applicant/Enrolled Student Disclosure Form
 - c. as future health care professionals and/or biomedical scientists holding a public trust: the responsibility to adhere to all generally recognized standards of professional and ethical conduct; and the responsibility to help ensure that high standards of professional and ethical conduct are upheld by fellow students, colleagues and peers by reporting incidents of academic and professional dishonesty observed in others.
2. Each UMDNJ School shall have an Honor Code and/or Code of Professional Conduct which sets forth general principles of integrity and honesty as well as ethical and professional expectations for behavior. These may be patterned after codes of behavior promulgated by national professional associations. These codes shall be distributed to students upon enrollment, incorporated into catalogs, student handbooks and/or other appropriate student materials, and discussed with students during their course of study. Students shall be informed at the same time that violations of the Code will be considered with the gravest concern and may be punishable with sanctions as severe as suspension or dismissal.

B. Student Rights

1. Students on UMDNJ campuses have the following rights: the academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately in a reasonable, non-disruptive manner without fear of reprisal; the right to be informed of and to participate, when invited, in the formulation and implementation of appropriate policies and procedures affecting student affairs, and to express views about policies and issues of student interest; the right to form associations to promote common interests; the right to be apprised of criteria for academic evaluation, advancement and graduation; all rights and protections mandated by applicable Federal and state laws and regulations; and the right to seek redress of grievances and have complaints heard.
2. Each UMDNJ School shall have and shall publicize policies, procedures and standards ensuring that its students can exercise the above rights.

C. Academic Performance

1. In accordance with University Bylaws, the faculty of each School have the duty and authority to establish academic standards and rules, including standards for examinations, grading, academic standing, attendance, promotion, dismissal, and requirements for degrees and certificates. These academic standards and rules shall be set forth in the School's catalog or student handbook.

2. All actions relating to student academic performance shall be governed by appropriate School bylaws and procedures, whether or not disciplinary action is taken pursuant to Section V.E. below.

D. Student Ombudsperson

Each Dean shall designate an individual at his/her School to serve as an Ombudsperson to serve as a resource for students and to guide and assist students and the School in the evaluation of options for resolving problems. The Ombudsperson will have a functional relationship with the University Office of Academic Affairs, and the ability to approach any individual within the School or University administration. The Ombudsperson will be independent of the offices and individuals who have notice, compliance, regulatory, enforcement, adjudicatory and disciplinary functions with respect to students. The Ombudsperson will have a set term, which may be renewed by the Dean at the end of each term, and may be removed during any term only for good cause. Ombudspersons shall maintain confidentiality to the extent permitted by law and will not maintain any records relating to consultations or activities other than statistical reporting. The University policy, Student and Housestaff Ombudspersons, 00-01-25-60:00 will serve as a model for each Ombuds office.

E. Disciplinary Infractions

The following are actionable under this policy's student disciplinary procedures, and may also subject the student to action by the School concerning academic performance or research misconduct (see University policy, Research Misconduct, 00-01-20-60-00):

1. infractions of Federal, state or local civil or criminal laws and regulations that have an impact on the individual's status as a student and as a future health professional or biomedical scientist, or that violate principles of professional conduct or personal integrity;
2. infractions of University or School policies, procedures, rules and standards;
3. infractions of professional and academic codes of honor or standards of behavior.
4. examples of disciplinary infractions include:
 - a. stealing or other unethical means of acquiring materials and documents

- b. forging of any material or document
- c. falsification or fabrication of any document or data
- d. plagiarism
- e. preventing or interfering with other students in the fulfillment of their academic assignments
- f. cheating

F. Disciplinary Procedural Requirements

1. A request for disciplinary action against a student may be made in writing to the Dean by any student, faculty member or administrative officer within thirty (30) working days of an alleged infraction or the discovery of an infraction under Section V.E. of this policy.

2. The Dean or his/her designee may attempt to resolve the matter with the accused student. If the Dean or his/her designee concludes that the matter cannot or should not be resolved in this manner, he/she shall refer it to the Hearing Body of the School within ten (10) working days of the decision that the matter cannot or should not be resolved informally. At the Dean's discretion, the awarding of a degree or certificate may be delayed pending the outcome of the disciplinary procedure.

3. The Hearing Body shall forward to the accused and to the complainant written notice of the complaint and of the time, date and place of the hearing, which shall be held within fifteen (15) working days of receipt of a request from the Dean or his/her designee.

4. The Hearing Body shall convene to hear the complaint and make recommendations for action to the Dean.

a. The Hearing Body shall be an established committee at each School and shall be constituted according to rules established by each School, but in all events shall consist of at least three members, one of whom must be a student, and others who may be faculty, administrators or students, or any combination thereof, who are not directly involved in the matter to be considered.

b. Witnesses may be called by any participant. The accused student's education records may be examined and considered by the Hearing Body. Relevant materials may be presented by any participant. The Chair of the Hearing Body may at any time request submission of documents or an appearance by anyone involved in the matter, and may conduct as many hearing sessions as necessary to complete its consideration of the complaint, within the time period designated in this procedure. The Chair of the Hearing Body may request submission of information concerning other disciplinary actions taken by the School against any student, without

identification of the student(s) involved, to inform the Hearing Body's consideration of recommendations for discipline.

c. Students may consult private legal counsel at any time for advice. Students or legal counsel may submit to the Hearing Body any documents or other evidence relevant to the matter at any time prior to the conclusion of the hearing. Legal counsel shall not be permitted to appear at the proceedings of the Hearing Body, but may be present outside the hearing room to consult with the student, at the student's request.

d. The burden of proof shall rest with the complainant.

e. The Chair of the Hearing Body shall rule on all procedural matters in accordance with this policy, with the procedural rules of the School, and with generally accepted terms of academic fairness. Whenever necessary, the Chair may seek the advice of the Office of Legal Management in procedural matters. Hearing Body procedures shall, at a minimum, ensure:

i. that witnesses be heard in the presence of the accused, but outside the presence of other witnesses; the Hearing Body may request the presence of the complainant during the testimony of other witnesses, in whole or in part. In addition, administrative staff may be present during the Hearing Body proceedings to provide assistance to the Hearing Body.

ii. that testimony during the hearing shall be tape recorded or recorded and transcribed by a court stenographer, excluding all deliberations by the Hearing Body; an accused student may request in advance that the School employ a court stenographer during the hearing, at the student's own expense, and obtain a copy of the recording or a transcript at his/her own expense.

iii. that the Hearing Body complete its hearing procedures within 40 working days of the commencement of the hearing, and submit to the Dean, with copies to the complainant and to the accused, within seven (7) working days thereafter, a written recommendation, including any findings of fact made by the Hearing Body, and a reporting of the total vote tally of the Hearing Body's decision, without reference to individual votes.

iv. that the recommendations of the Hearing Body may consist of any or no disciplinary action, based on the factual findings, the severity of the violation, the accused student's education records at the School, and any procedures, policies or codes of the School or of the University. Examples of possible disciplinary actions include, but are not limited to:

- (a) Dismissal of charges: dismissal of the complaint and removal of the complaint from University records.
- (b) Reprimand: an oral or written statement by the Dean to the student involved.

- (c) Probation: a stated period during which an additional finding of rule infraction by the Hearing Body will result in the expulsion of the student by the Dean.
- (d) Suspension: a stated period during which the student's affiliation with the University is severed; readmission is automatic. The faculty determines the level at which the student will re-enter.
- (e) Expulsion: severing of the affiliation between the student and the University.
- (f) Withholding of degree or certificate: temporary or permanent withholding of degree or certificate
- (g) Degree or certificate revocation

v. that the Hearing Body recommendations are supported by no less than a majority vote of the members hearing the matter.

f. All notices and correspondence to an accused student shall be sent certified mail, return receipt requested, or by another method providing confirmation of delivery, and such receipts or confirmations shall be retained by the School.

g. The student may seek the advice of faculty or students who are not involved in the matter in question and who do not hold an administrative position in the School constituting a potential conflict of interest. Following the Dean's submission of the matter to the Hearing Body, administrative officers may advise an accused student in procedural matters only. Administrative officers whose positions may constitute a conflict of interest may not advise an accused student in any matter pertaining to the alleged infraction. The Dean may designate an administrative officer to participate in the hearing in order to present testimony or materials on behalf of the School.

5. Within five (5) working days of receipt of the Hearing Body's recommendation, any party may submit written exceptions to the Dean.

6. The Dean or his/her designee shall render, within a reasonable period of time, a final decision on disciplinary action to be taken and shall provide written copies of the decision to the student, the complainant and hearing body members.

7. Within five (5) working days of receipt of the Dean's decision, the student may submit a written appeal to the Executive Vice President for Academic and Clinical Affairs. The Executive Vice President for Academic and Clinical Affairs may, at his or her discretion, seek information and consult with any other party, including the student, complainant, members of the Hearing Body and the Dean, and shall render, within a reasonable period of time, a non-appealable written decision and shall provide written copies of the decision to the student, the complainant, hearing body members and the Dean.

8. The School shall retain all records, notices, correspondence, tapes and transcripts pertaining to any action taken pursuant to this policy for a period of seven (7) years following conclusion of the action.

9. The Office of Legal Management may advise the Hearing Body and any administrative officer on interpretation of this policy and any other legal or procedural question at any time, except that no legal counsel shall be present during the taking of testimony by the Hearing Body.

10. There shall be no action taken to suspend or expel a student from school prior to completion of these hearing procedures, unless, in the judgment of the Dean or his/her designee, the continued presence of the student poses a substantial and immediate danger to the welfare or safety of any person or property. The Dean may in such cases take action to prevent harm prior to and during the conduct of a hearing; the Hearing Body shall convene as rapidly as possible to render recommendations. A student suspended in this manner shall be given an opportunity to appear personally before the Dean or his/her designee to discuss the alleged misconduct and whether the student's continued presence poses a substantial and immediate danger to himself/herself, to others and/or to property.

11. Delays in any time period requirements in disciplinary procedures may be made by written agreement by the accused, the complainant and, in the case of a matter before a Hearing Body, by the Chair of the Hearing Body.

G. Specific School Rules for Disciplinary Procedures

1. Each School shall adopt procedural rules to govern the conduct of disciplinary hearings in conformity with Section V.F of this policy and with the specific needs of the School.

a. Such rules shall establish the number, term and manner of appointment of Hearing Body members, alternates and the Chair; the responsibilities of faculty, staff and student members to make themselves available to participate when needed in the hearing process shall be established upon their appointment.

b. Such rules shall, in the case of joint programs between Schools of the University and outside institutions, establish procedures to govern hearings affecting students in those programs. So long as principles of academic fairness are included, the procedure of either institution may be employed at the discretion of the Dean, considering such factors as which School has administrative responsibility for the student and which School awards the degree from the program.

c. Such rules may contain a code of student rights and responsibilities, establishing rules of conduct and standards of personal and professional behavior.

2. Such rules will be available to students when adopted or amended through convenient means such as the Student Handbook.

H. Jurisdiction

1. Action initiated under either academic or disciplinary procedures does not preclude subsequent or simultaneous action under the other or under the University's research misconduct procedures.

2. If a complaint alleging a disciplinary infraction is submitted to the Dean, the Dean may determine that the allegation warrants academic action instead of or in addition to the disciplinary procedure, and may forward the matter to the appropriate body for recommendations.

3. If a complaint alleging a disciplinary infraction during a student's enrollment or other participation in University activities is submitted after the student has graduated or otherwise terminated the relationship with the University, the complaint may, at the Dean's discretion, be submitted to the Hearing Body in accordance with this policy and procedure. Revocation of a degree or certificate may be recommended by the Hearing Body to the Dean.

I. Confidentiality

Except for communications made pursuant to this policy, and to the extent permitted by law, all proceedings and deliberations conducted pursuant to this policy and procedure will be considered confidential and may not be released or disclosed by any participant without permission from all of the involved parties or without valid subpoena or court order.

The official policies of UMDNJ are available on line at:
http://www.umdj.edu/oppmweb/University_policies

Compact Between Biomedical Graduate Students and Their Research Advisors

Pre-doctoral training entails both formal education in a specific discipline and an apprenticeship in which the graduate student trains under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. A positive mentoring relationship between the pre-doctoral student and the research advisor is a vital component of the student's preparation to become not only an independent and successful research scientist but also an effective mentor to future graduate students.

Individuals who pursue a biomedical graduate degree are expected to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the Responsible Conduct of Research and research ethics, and financial support. The faculty advisor also performs a critical function as a scientific role model for the graduate student.

Core Tenets of Pre-doctoral Training

Institutional Commitment

Institutions that train biomedical graduate students must be committed to establishing and maintaining high-quality training programs with the highest scientific and ethical standards. Institutions should work to ensure that students who complete their programs are well-trained and possess the foundational skills and values that will allow them to mature into independent scientific professionals of integrity. Institutions should provide oversight for length of study, program integrity, stipend levels, benefits, grievance procedures, and other matters relevant to the education of graduate students. Additionally, they should recognize and reward their graduate training faculty.

Program Commitment

Graduate programs should endeavor to establish graduate training programs that provide students with the skills necessary to function independently in a scientific setting by the time they graduate. Programs should strive to maintain scientifically relevant course offerings and research opportunities. Programs should establish clear parameters for outcomes assessment and closely monitor the progress of graduate students during their course of study.

Quality Mentoring

Effective mentoring is crucial for graduate school trainees as they begin their scientific careers. Faculty mentors must commit to dedicating substantial time to the graduate students to ensure their scientific, professional and personal development. A relationship of mutual trust and respect should be established between mentors and graduate students to foster healthy interactions and encourage individual growth. Effective mentoring should include teaching the scientific method, providing regular feedback in the form of praise and constructive criticism to foster individual growth, teaching the "ways" of the scientific enterprise, and promoting students' careers by providing appropriate opportunities. Additionally, good graduate school mentors should be careful listeners, actively promote and appreciate diversity, possess and consistently exemplify high ethical standards, recognize the contributions of students in publications and intellectual property, and have a strong record of research accomplishments and financial support.

Provide Skills Sets and Counseling that Support a Broad Range of Career Choices

The institution, training programs, and mentor should provide training relevant to academic, industrial, and research careers that will allow their graduate students to appreciate, navigate, discuss, and develop their career choices. Effective and regular career guidance activities should be provided, including exposure to academic and non-academic career options.

Commitments of Graduate Students

- **I acknowledge that I have the primary responsibility for the successful completion of my degree.** I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- **I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.**
- **I will work with my research advisor to develop a thesis/dissertation project.** This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- **I will work with my research advisor to select a thesis/dissertation committee.** I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution.** I will commit to meeting these requirements, including teaching responsibilities.
- **I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.**
- **I will comply with all institutional policies, including academic program milestones.** I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.
- **I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.**
- **I will be a good lab citizen.** I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.
- **I will maintain a detailed, organized, and accurate laboratory notebook.** I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.
- **I will discuss policies on work hours, sick leave and vacation with my research advisor.** I will consult with my advisor and notify fellow lab members in advance of any planned absences.
- **I will discuss policies on authorship and attendance at professional meetings with my research advisor.** I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.
- **I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree.** I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

Commitments of Research Advisors

- **I will be committed to the life-long mentoring of the graduate student.** I will be committed to the education and training of the graduate student as a future member of the scientific community.
- **I will be committed to the research project of the graduate student.** I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student's pursuit of his/her thesis/dissertation research.
- **I will be committed to meeting one-on-one with the student on a regular basis.**
- **I will be committed to providing financial resources for the graduate student as appropriate or according to my institution's guidelines, in order for him/her to conduct thesis/dissertation research.**
- **I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.**
- **I will help the graduate student select a thesis/dissertation committee.** I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.
- **I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, and the ethical conduct of research.** I will encourage the student to seek opportunities in teaching, if not required by the student's program.
- **I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.**
- **I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.**
- **I will discuss authorship policies regarding papers with the graduate student.** I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student's graduation.
- **I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.**
- **I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.**

- **I will provide career advice and assist in finding a position for the graduate student following his/her graduation.** I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- **I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.**
- **Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful.** I will foster in the graduate students professional confidence and encourage critical thinking, skepticism and creativity.

WHAT TO DO IF YOU NEED HELP

For questions regarding:

Your Student ID.....
Technical issues in accessing the website.....
Lost/forgotten PINs.....
Registration, Grades, Web Transcripts.....
Account Charges and Balances.....
Student Financial Aid.....
IRS Form 1098-T.....
*Incorrect Social Security Number or
Date of Birth.....*
Changes in address

Contact the following office:

School Registrar/Student Records Office
Service Center (732) 743-3200
Service Center (732) 743-3200
School Registrar/Student Records Office
Cashier's Office
Student Financial Aid Office
Student Billing/Collection Office (732) 235-9174
School Registrar/Student Records Office
School Registrar/Student Records Office