

**GRADUATE SCHOOL  
OF BIOMEDICAL SCIENCES  
STRATFORD DIVISION**  
**at the**  
**SCHOOL OF OSTEOPATHIC MEDICINE**

**STUDENT HANDBOOK**

**2007-2008**



**GRADUATE SCHOOL OF  
BIOMEDICAL SCIENCES**

University of Medicine & Dentistry of New Jersey

## FORWARD

The Graduate School of Biomedical Sciences (GSBS)-Stratford division has assembled this Student Handbook to assist you in understanding the operations, procedures, and rules of the UMDNJ-Graduate School of Biomedical Sciences, Stratford Campus. Contained in this document is useful information on the facilities available on the campus of the UMDNJ-School of Osteopathic Medicine; specific student services available to you; and a summary of University and GSBS policies pertinent to graduate students.

This document contains a summary description of the course work that must be completed before beginning the thesis research component of the Ph.D. degree, the D.O./Ph.D. degree, or the Master of Science degree within the Cell and Molecular Biology Program.

Moreover, this document contains a summary description of the course work that must be completed to earn a Master of Biomedical Science degree (M.B.S.; non-thesis), a Master of Science in Biomedical Science degree (M.S.; thesis), or a D.O./M.S. degree (thesis only) within the Master of Biomedical Science Program.

Last, this document contains a summary description of the course work that must be completed to earn a Certificate in the Biomedical Sciences.

The GSBS reserves the right to change or modify the procedures and policies contained within this document. Please check the GSBS-Stratford website: <http://www3.umdnj.edu/gsbstrat/index.htm> on a regular basis for the most current information on programs, services, news and events.

"This 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 UMDNJ-Graduate School of Biomedical Sciences. 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."

December 6, 2007

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## ADMINISTRATION

### GRADUATE SCHOOL ADMINISTRATION AND STAFF:

Interim Dean, GSBS	<b>Kathleen Scotto, Ph.D.</b>	(973) 972-5333 <a href="mailto:scottoka@umdnj.edu">scottoka@umdnj.edu</a>
Associate Dean, GSBS	<b>Carl Hock, Ph.D.</b>	(856) 566-6282 <a href="mailto:hock@umdnj.edu">hock@umdnj.edu</a>
Chair & Program Director, Cell Biology	<b>William McAllister, Ph.D.</b>	(856) 566-6402 <a href="mailto:mcalliwt@umdnj.edu">mcalliwt@umdnj.edu</a>
Chair & Program Director, Molecular Biology	<b>Salvatore Caradonna, Ph.D.</b>	(856) 566-6056 <a href="mailto:caradonn@umdnj.edu">caradonn@umdnj.edu</a>
Program Coordinator	<b>Diane Worradd, Ph.D.</b>	(856) 566-6282 <a href="mailto:worraddi@umdnj.edu">worraddi@umdnj.edu</a>
Program Assistant	<b>Krystal Murtha, MBA</b>	(856) 566-6282 <a href="mailto:mcerlakl@umdnj.edu">mcerlakl@umdnj.edu</a>
Administrative Assistant	<b>Amanda Ellis</b>	(856) 566-6282 <a href="mailto:ellisam@umdnj.edu">ellisam@umdnj.edu</a>

The Graduate School of Biomedical Sciences Administrative Offices are located at 42 East Laurel Road, University Doctors' Pavilion, Suite 2200.

### GSBS DEPARTMENTS

The Departments of Cell Biology and Molecular Biology are located at 42 East Laurel Road, University Doctors' Pavilion, Suite 2200.

#### Cell Biology Department

Chair	William McAllister, Ph.D.	6-6078
Administrative Analyst	Nancy Killpatrick	6-6067
Secretary	Linda Guerina	6-6231
Secretary	Claire Holloway	6-6757
Budget Analyst	Lynn Robbins	6-6417

#### Molecular Biology Department

Chair	Salvatore Caradonna, Ph.D.	6-6056
Secretary	Anita Lee	6-6049
Budget Analyst	Karen Baines	6-7003
Secretary	Selina Wilcox	6-7176
Administrative Assistant	Theresa Luscko	6-6077

## OTHER RELEVANT DEPARTMENTS

DEPARTMENT/CONTACT	EXT	LOCATION
<b>Public Safety</b> Emergency numbers (Police, Fire, Medical)	6-6061 6-6060 OR (856) 757-7777	UEC, Suite 1132 UEC, Suite 1132
<b>Cashier's Office</b> Veronica Wynn	6-6791	UEC, Suite 1085
<b>Financial Aid Office</b> Sandra Rollins, Associate Director	6-6008	UEC, Suite 1030
<b>Human Resources Office</b> Monica Caione, Senior H.R. Generalist	6-6164	UEC, Suite 1126
<b>Library</b> Janice Skica, Library Director Reference Desk Circulation Desk	6-6800 6-6810 6-6800	Academic Center, First Floor
<b>Office of Ethics and Compliance (OEC)</b> Ray Braeunig, Compliance Officer	6-6136	UEC, Suite 1031
<b>Office of Research and Sponsored Programs</b> Dr. Carl Hock, Associate Dean for Research	6-6066/6073	UEC, Suite 1040
<b>Radiation Safety Officer</b> Dr. Edward Christman Todd Regn, M.A. (Associate)	6-6066 6-6066/6247	UEC, Suite 1040 UEC, Suite 1040
<b>Registrar's Office</b> Barbara Coleman-Lee, Manager of Enrollment and Academic Services/Registrar, Newark Campus	(973) 972-8385	ADMC 110
<b>Student Health Services</b> Family Medicine	6-7020	UDP, Suite 2100
<b>University Health Plans, Inc.</b> Tien Lam, Account Executive	(800) 437-6448, Ext 15	
<b>Vivarium</b> Dr. Bertram Lipitz, Director and Attending Veterinarian	6-6119	Science Center
<b>Office of Work Place Diversity</b>	6-7119	UEC, Suite 1060
<b>Environmental &amp; Occupational Health &amp; Safety Services (EOHSS)</b> Maureen Modica	6-6189/2871	UEC, Suite 1031
<b>Office of International Services</b> Yocasta Brens-Watson, Cheryl Green	(973) 972-6138	SSB-GA72, Newark Campus

## REGISTRAR'S OFFICE

The Graduate School of Biomedical Sciences (GSBS) Registrar's Office is responsible for the registration of all GSBS students. The GSBS Registrar's Office is responsible for preparation, maintenance and issuance of all official grades and records pertaining to GSBS students in the Stratford Division.

## **PROGRAMS OF STUDY**

GSBS Stratford Division offers three degrees within the Cell and Molecular Biology Program: the Doctor of Philosophy (Ph.D.) degree, a research based Master of Science (M.S.) degree, and a D.O./Ph.D. dual degree in association with the School of Osteopathic Medicine. On occasion, the Master of Science degree may be granted to a student who has fulfilled the requirements for the M.S. but cannot continue for the Ph.D. Non-research degrees are not offered within the Cell and Molecular Biology Program. The course of study is continuous, includes summers and requires a substantial research contribution culminating in a dissertation.

GSBS Stratford Division offers three degrees within the Master of Biomedical Sciences Program: the non-thesis based Master of Biomedical Science (M.B.S.) degree, a thesis based Master of Science in Biomedical Science (M.S.) degree, and a D.O./M.S. dual degree in association with the School of Osteopathic Medicine. The single degree programs are designed as a full or part-time evening program for the student seeking an advanced degree in Biomedical Sciences in preparation for professional school (dental, medical, and veterinary) or related allied health careers, working professional or science educator. A D.O./M.S. dual degree program is designed to allow future physicians to obtain research experience in a basic science laboratory and write a masters thesis based on their findings.

The Certificate in the Biomedical Sciences Program is designed as a part-time graduate level didactic program in the biomedical sciences leading to a certificate attesting to the students' preparedness to enter various career possibilities in these fields or to continue their education for a more advanced degree in the biomedical sciences.

GSBS students in all programs of study are required to maintain at least an overall 3.0 Grade Point Average (GPA). Passing the course "Ethics in Science, Research and Scholarship" (MBIO 5001) is an additional requirement for all students performing a research thesis.

Full-time matriculated students in the Ph.D. program are expected to carry a minimum course load of 10 credits per semester or be engaged full time in dissertation research. Part-time Ph.D. students must carry a minimum of 6 credits per semester.

Full-time matriculated students in the Masters program are expected to carry a minimum course load of 8 credits per semester while part-time Masters students must carry a minimum of 5 credits per semester.

### **THE DOCTORAL DEGREE -- CELL AND MOLECULAR BIOLOGY PROGRAM**

The 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 of background knowledge and the ability for independent thinking; intensive research experience during which the candidate demonstrates ability to initiate, perform, and analyze original experimental work; a written dissertation; and a public defense of the dissertation through a final oral examination.

### **REQUIREMENTS FOR THE Ph.D. DEGREE**

The requirements for the Ph.D. Degree must be completed within seven years regardless of full-time or part-time status. The student must be in full time residence (20 credit hours per academic year) for at least one academic year during the dissertation research.

The minimum requirements for the Ph.D. are:

1. At least 40 course credits of relevant graduate level course work beyond the baccalaureate with an overall academic average of 3.0 or better. In addition, a "B" average **MUST** be achieved in the 2 Core Courses (Graduate Biochemistry and Molecular Biology of the Cell).
2. Three laboratory rotations within different labs.
3. A Qualifying Examination as specified by the Program.
4. A research proposal acceptable to the candidate's Thesis Advisory Committee and the Executive Council of the Graduate School of Biomedical Sciences.

5. A dissertation based upon independent research, prepared by the candidate and evaluated by a Final (Thesis) Examination Committee.
6. A public defense of the dissertation before an Examination Committee.

In addition, students must satisfy specific course and/or examination requirements specified by the Program. Students are strongly encouraged to consult with faculty members regarding the specific elective courses they should be taking.

### **CURRICULUM FOR THE Ph.D. DEGREE**

The following are designated as Core Courses. Students must take each of these courses earning an academic average of a “B” or better\*. Therefore, a student can get 2 “B” grades, an A and a C, or a C+ and a B+ in the Core Courses to achieve an academic average of a “B” or better.

MBIO 5020	Graduate Biochemistry (4 credits)
MBIO 5021	Molecular Biology of the Cell (4 credits)

\* If a student does not achieve an academic average of a B or better in the Core Courses, the student may petition the GSBS Executive Council to take an Eligibility Exam.

The following are designated as Required Courses:

MBIO 505	Topics in Cell and Molecular Biology (2 credits) – 4 semesters
MBIO 520 A/B/C	Laboratory Rotation (Three rotations are required) (1 credit)
MBIO 5001	Ethics in Science, Research and Scholarship (2 credits)
MBIO 5050	Department Seminar Series (1 credit) – every semester
MBIO 551 A/B	Research in Molecular Biology (5 credits)
MBIO 561 A/B	Research in Cell Biology (5 credits)
MBIO 5500	Work in Progress – Molecular Biology (1 credit)
MBIO 5600	Work in Progress – Cell Biology (1 credit)
MBIO 5000	Thesis Research/Ph.D. (10 credits)

The Chart of the Ph.D. Curriculum can be found on page 66. Please see the current course listings and course descriptions on the GSBS website for information on all courses, including elective courses.

### **MASTER OF SCIENCE DEGREE -- CELL AND MOLECULAR BIOLOGY PROGRAM**

The Master of Science program (thesis-based only) offers required and elective course work with a concentration in the disciplines of cell and molecular biology. The academic program is designed to provide a rigorous base of knowledge in basic biomedical sciences with emphasis on fundamental principles of cell and molecular biology and practical problem solving skills. Students are required to engage in fundamental research in cell and molecular biology and to prepare a research-based dissertation to complete the degree requirements. The Master of Science (M.S.) program offers flexibility in the requirements for course work and laboratory research. Thus, individual academic programs will be designed to accommodate each student’s professional needs and specific areas of interest. The program can be completed on a part-time basis, provided it is completed within a four-year time limit.

### **REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE -- CELL AND MOLECULAR BIOLOGY PROGRAM**

The requirements for the Master of Science Degree are usually completed within two years but must be completed within four years.

The minimum requirements for the Master of Science degree in the Cell and Molecular Biology Program are as follows:

1. At least 25 course credits of required course work beyond the baccalaureate and 5 credits of thesis research. Laboratory rotations do not count towards the 25 credit minimum.
2. A thesis proposal acceptable to the candidate's Thesis Advisory Committee and the Executive Council of the Graduate School. The thesis must be based upon either original research or another acceptable scholarly topic.
3. A dissertation based upon independent research or another scholarly topic prepared by the candidate and evaluated by the Thesis Advisory Committee.
4. A public defense of the dissertation.

### **CURRICULUM FOR THE M.S. DEGREE-- CELL AND MOLECULAR BIOLOGY PROGRAM**

The following are designated as Core Courses. Students must take each of these courses earning an academic average of "B" or better.

MBIO 5020	Graduate Biochemistry (4 credits)
MBIO 5021	Molecular Biology of the Cell (4 credits)
MBIO 505	Topics in Cell and Molecular Biology (2 credits) – 4 semesters
MBIO 5001	Ethics in Science, Research and Scholarship (2 credits)
MBIO 5050	Department Seminar Series (1 credit) – every semester

The following are designated as Required Courses:

MBIO 551 A/B	Research in Molecular Biology (5 credits)
MBIO 561 A/B	Research in Cell Biology (5 credits)
MBIO 5008	Thesis Research/M.S. (5 credits)

Please see the current course listings and course descriptions on the GSBS website for information on all courses, including elective courses.

### **D.O./Ph.D. DUAL DEGREE -- CELL AND MOLECULAR BIOLOGY PROGRAM**

The dual degree program leading to the D.O. and Ph.D. degrees represents a merging of the separate and distinct academic programs of the School of Osteopathic Medicine (SOM) and the Graduate School of Biomedical Sciences at the Stratford Division. It is recognized that the core coursework of both programs will need to be mastered to the satisfaction of each academic unit. A student interested in a dual degree must apply and be accepted to each of the schools independently. Students must be enrolled in the D.O. program at the School of Osteopathic Medicine at the time of application and it is expected that they will have obtained an average of High Pass or better in medical school courses. Applicants also must have participated in the SOM Summer Medical Student Research Program with a GSBS-Stratford faculty member during the Summer of the 1<sup>st</sup> year of the D.O. program. Final entry into the D.O./Ph.D. dual degree program is contingent upon the student passing COMLEX, Part I.

The Interdisciplinary D.O./Ph.D. Program is designed as a seven year integrated experience. However, the program may be longer depending on the Ph.D. thesis project. The first two years consist primarily of pre-clinical medical school courses. One mandatory laboratory rotation (8 weeks in length) must be performed in the summer following the first year as part of the SOM Summer Medical Student Research Program. Students would then apply to the D.O./Ph.D. dual degree program in the Fall of Year 2 in the D.O. Program. A letter of recommendation from the GSBS-Stratford faculty mentor is among the application requirements. Students will complete the first two years of the medical school curriculum and successfully pass COMLEX part I, BEFORE beginning the graduate program. Therefore, a student MUST take the COMLEX, Part I no later than the end of June so that the GSBS is aware that they have passed prior to starting the Ph.D. phase. Afterwards in that summer, the student should perform their 2nd lab rotation of 7 weeks so that when they start in the fall, they will only need to perform one more lab rotation. Afterwards, they will choose a thesis mentor (GSBS-Stratford faculty member) and start their thesis research. Years 3-5 generally involve full time research towards the Ph.D. degree in a laboratory of mutual agreement. During Year 3, the student will successfully complete the graduate core course work, which includes formal training in the basic disciplines of biochemistry and cell and molecular biology as well as elective courses based on the student's own

research interests. Students are also expected to select an advisor for intensive thesis work. In the summer of Year 3 or the fall semester of Year 4, the student will take the Qualifying Exam, including a written and oral presentation of their Thesis Proposal. Years 4 and 5 involve the student completing their thesis work, writing their dissertation, AND defending their thesis in public. The student will NOT be permitted to return to the D.O. program until he/she has publicly defended their doctoral thesis. The final two years of the program focus on clinical experience. Coordination between the clinical and research years is designed to facilitate a smooth transition between aspects of the Program.

The Chart of the D.O./Ph.D. Curriculum can be found on page 67.

D.O./Ph.D. Scholarships may be available to accepted applicants to the Program. Scholarships include tuition deferrals/waivers and a stipend during some years in the Program. These stipends currently are:

- Years 1-2 Undecided at this time (D.O. years)
- Years 3-5 \$24,000 (Ph.D. years – may be longer)
- Years 6-7 Undecided at this time (D.O. years)

## MASTER OF BIOMEDICAL SCIENCES PROGRAM

This program is designed as an evening program targeting those students who seek an advanced interdisciplinary Masters degree in the Biomedical Sciences. The Master of Biomedical Sciences program is a multi-disciplinary program that offers the possibility of completing the requirements for a Master of Science in Biomedical Sciences (thesis) or a Master of Biomedical Science (non-thesis) degree. The student can complete this 30 credit program in one year but have up to four years to complete the program. The Master of Biomedical Science program is designed as a three semester program.

Students electing the Master of Science in Biomedical Science (thesis) will be required to satisfactorily complete 25 credit hours of course work and a thesis (5 credits) acceptable to the Thesis Advisory Committee of the student. Students choosing the Master of Biomedical Sciences (non-thesis) track will be required to satisfactorily complete 30 hours of course work. Degree requirements include a minimum 3.0 Grade Point Average (GPA).

Students choosing the Master of Science in Biomedical Sciences (thesis) must complete 13 hours of Required Courses while the Master of Biomedical Sciences (non-thesis) degree, must complete 11 hours of Required Courses:

GSSDN 5001	Fundamentals of Biochemistry and Molecular Biology (I) (3 credits)
GSSDN 5002	Fundamentals of Cell Biology (II) (3 credits)
MBIO 5113	Fundamentals of Systems Biology (III) (3 credits)
MSBS 691 A	Seminar in Biomedical Sciences (2 credits)
MBIO 5001	Ethics in Science, Research and Scholarship (2 credits; daytime course) – Required ONLY if the student is doing a research based Masters thesis.

In addition, students in the thesis track are required to complete 12 hours of electives and 5 hours of thesis research credits, while non-thesis track students must complete 19 hours of elective credits.

Please see the current course listings and course descriptions on the GSBS website for information on all courses, including elective courses. Students may take a maximum of 2 lab rotations as well as take a maximum of 2 selected medical school courses within the 30 credit program. Please note that the School of Osteopathic courses are only offered during the day.

### Additional electives:

MBIO 5200	Laboratory Rotation A - Masters (2 credits; normal letter graded) *
MBIO 5201	Laboratory Rotation B - Masters (2 credits; satisfactory/unsatisfactory graded) *
MBIO 5610	Independent Study in the Biomedical Sciences (3 credits) **
MSBS 5000	Thesis research/M.S.B.S. (5 credits)

\* Letter of Agreement required. See page 64 of this Student Handbook.

\*\* Letter of Agreement required. See page 65 of this Student Handbook.

The Masters program has a requirement of 30 credits. Students who would benefit from additional coursework may apply for up to 6 additional credits. Tuition for the additional coursework will be charged per credit and the grades will be counted in the cumulative GPA. The tuition charge is applicable to all coursework over the required 30 credits -- regardless of whether the course(s) was taken to improve the student's GPA.

**Students in the Masters Program who matriculate to Medical School:** A student in the Masters program who matriculates into medical school prior to completing the degree requirements may request, in writing, to take a Leave of Absence for a maximum of one year to complete the requirement of the program. To get graduate school credit for a medical school course (while the student is enrolled in medical school), the student must complete the course, complete an application for transfer credit, submit the application and official transcript and course description(s) to the GSBS Associate Dean for approval. Students may apply credits for no more than two basic science medical school courses toward the Masters degree. Students not completing the GSBS Masters degree requirements within one year may be required to re-apply to the Graduate School and undergo a new admissions process.

### **D.O./M.S. DUAL DEGREE -- MASTER OF BIOMEDICAL SCIENCES PROGRAM**

The dual degree program leading to the D.O. and M.S. degrees represents a merging of the separate and distinct academic programs of the School of Osteopathic Medicine (SOM) and the Graduate School of Biomedical Sciences at the Stratford Division. It is recognized that the core coursework of both programs will need to be mastered to the satisfaction of each academic unit. A student interested in a dual degree must apply and be accepted to each of the schools independently. Students must be enrolled in the D.O. program at the School of Osteopathic Medicine at the time of application and have obtained an average of High Pass or better in medical school courses. Applicants also must have participated in the SOM Summer Medical Student Research Program with a GSBS-Stratford faculty member during the Summer of the 1<sup>st</sup> year of the D.O. program. Final entry into the D.O./M.S. dual degree program is contingent upon the student obtaining an average of High Pass or better in the first two years of the D.O. program and passing the first part of the COMLEX.

The Interdisciplinary D.O./M.S. Program is designed as a five year integrated experience. However, the program may be longer depending on the M.S. thesis project. The first two years consist primarily of pre-clinical medical school courses. One mandatory laboratory rotation (8 weeks in length) must be performed in the summer following the first year as part of the SOM Summer Medical Student Research Program. Students would then apply to the D.O./M.S. dual degree program in the Fall of Year 2 in the D.O. Program. A letter of recommendation from the GSBS faculty mentor is among the application requirements. Students will complete the first two years of the medical school curriculum and successfully pass COMLEX part I, BEFORE beginning the graduate program. Therefore, a student MUST take the COMLEX, Part I no later than the end of June so that the GSBS is aware that they have passed prior to starting the M.S. phase. Afterwards, they will choose a thesis mentor (GSBS-Stratford faculty member) and start their thesis research. Year 3 will involve full time research towards the M.S. degree in a laboratory of mutual agreement. During Year 3, the student will successfully complete the graduate course work, prepare a thesis proposal, complete their thesis work and write their thesis. A public defense of the thesis is required. The final two years of the program focus on clinical experience. Coordination between the clinical and research years is designed to facilitate a smooth transition between aspects of the Program.

### **Curriculum for the D.O./M.S. Degree**

Students will be enrolled in the Master of Science in Biomedical Sciences program and adhere to all applicable GSBS requirements for that degree. A Thesis Advisor and Thesis Advisory Committee will be established during the first semester of the graduate phase.

Students must complete a total of 30 credit hours. A maximum of 20 credits will be awarded for completing relevant basic science courses with an average of High Pass during the first two years of the D.O. program and passing the first part of the COMLEX. With approval of the Thesis Advisory Committee, students may be required to take an additional GSBS elective course if needed for their research area. The research phase will be accorded 5 credit hours and shall include a written thesis based on the research project and an oral defense of the thesis. Award of the master's degree is contingent upon satisfactorily completing all requirements.

The curriculum is expected to be completed according to the following time-frame:

2 years D.O. program -- (Year 1 and 2 within SOM)

- 1 year M.S. program -- (Thesis research and courses within the GSBS)
- 2 years D.O. program -- (Year 3 and 4 within SOM)

The following are designated as Core Courses. Students must take each of these courses earning an academic average of "B" or better.

MBIO 5202	Laboratory Rotation –D.O./M.S. (Fall; 1 credit)
MSBS 5000	Thesis Research/M.S.B.S. (Fall; 5 credits)
MBIO 5050	Department Seminar Series (Fall & Spring; 1 credit)
MBIO 5001	Ethics in Science, Research and Scholarship (Spring; 2 credits)
MBIO 5610	Independent Study in the Biomedical Sciences (Spring; 3 credits) **

\*\* Letter of Agreement required. See page 65 of this Student Handbook.

The Chart of the D.O./M.S. Curriculum can be found on page 68.

There are no D.O./M.S. stipends available to accepted applicants to the Program. Students are responsible for paying GSBS tuition and fees as well as health insurance while they are enrolled in the GSBS. Tuition and fees are consistent with UMDNJ- Graduate School of Biomedical Sciences per-credit tuition and fee rate.

### **CERTIFICATE IN THE BIOMEDICAL SCIENCES PROGRAM**

The Certificate in the Biomedical Sciences Program is designed as a part-time evening program that provides a graduate level didactic program in the biomedical sciences leading to a certificate to prepare the student to enter various career possibilities in these fields or to continue their education for a more advanced degree in the biomedical sciences. Students will be introduced to basic biomedical science through three required courses (9 credits) and one or two elective courses (6 credits) in the biomedical sciences for a total of 15 credits. Through this coursework students will be exposed to the basic principles of biochemistry and molecular biology, cell biology, and systems biology as a framework for advanced knowledge in the biomedical sciences. Degree requirements include at least an overall 3.0 Grade Point Average (GPA).

#### Required Courses:

GSSDN 5001	Fundamentals of Biochemistry and Molecular Biology (I) (3 credits)
GSSDN 5002	Fundamentals of Cell Biology (II) (3 credits)
MBIO 5113	Fundamentals of Systems Biology (III) (3 credits)

In addition, students are required to complete 6 hours of electives. Please see the current course listings and course descriptions on the GSBS website for information on all courses, including elective courses. Please note that students in the Certificate Program are ONLY allowed to take GSBS courses. Certificate students may NOT take any other courses at any other school within UMDNJ, including medical school courses. Students also cannot transfer courses from other graduate level programs to complete the required number of credits for the Certificate in the Biomedical Sciences.

#### Additional Elective:

MBIO 5204	Laboratory Rotation-Certificate (2 credits) *
MBIO 5610	Independent Study in the Biomedical Sciences (3 credits) **

\* Letter of Agreement required. See page 64 of this Student Handbook.

\*\* Letter of Agreement required. See page 65 of this Student Handbook.

## **QUALIFYING REQUIREMENTS**

### **SELECTION OF A MENTOR (Ph.D. STUDENT)**

Students are strongly 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 going to the GSBS website, attending seminars, perusing the individual faculty members' web sites, and discussions with the faculty. In addition, at the beginning of the Fall semester the GSBS hosts a "Chalkboard Discussion of Research Interests" where members of the Cell Biology and Molecular Biology faculty present their research interests in a 15 minute time slot. This year's "Chalkboard Discussion of Research Interests" will be held on Wednesday, September 5, 2007 from 9 am – 2:00 pm. Each Ph.D. candidate is required to participate in three lab rotations in their first year. The Ph.D. candidate should spend the first week of the semester seeking out and talking to prospective mentors. At the end of that week (September 14, 2007), they should send an email to the Program Coordinator with the names of the faculty members who they will rotate with in the Fall. Each lab rotation is 7 weeks in length. With this type of scheduling, a candidate will accomplish 2 rotations in the Fall semester and 1 rotation in the Spring semester. The 7 weeks length of time affords a student a fourth lab rotation, if necessary.

In the normal course of events, students in the Ph.D. program will most likely select their thesis advisor from among those faculty members who served as a mentor during the laboratory rotation. The student should recognize that it can take five to seven years to complete a Ph.D. program. The resources, activity of the laboratory, and the likelihood of continued stipend support are additional factors to consider when selecting a mentor. Students should also be aware that the GSBS Bylaws permit only full titled members of the GSBS Graduate Faculty to serve as thesis advisors.

The mentor should be selected preferably by the end of the second semester, but no later than the end of the summer of the first year. The graduate student must notify the Associate Dean and the Program Coordinator in writing of his/her selection of a faculty mentor; the selection must be by mutual agreement.

### **GUIDELINES FOR STUDENTS PERFORMING RESEARCH FOR THE M.S. OR Ph.D. DEGREES AT AN OFF-CAMPUS LOCATION**

Most research for either the M.S. or Ph.D. degrees is done on campus with one of the faculty of the GSBS-Stratford. In cases where students choose to perform research in a laboratory that is not on our campus the following guidelines must be followed:

- The off-campus advisor must have an appointment in the graduate school.
- The student must have a Mentor-of-Record who is a full member of the graduate school faculty:  
[http://www3.umdj.edu/gsbstrat/documents/Stratford\\_Faculty\\_Research\\_Interests.pdf](http://www3.umdj.edu/gsbstrat/documents/Stratford_Faculty_Research_Interests.pdf)
- At least two members of the Thesis Advisory Committee must be from the full-time graduate faculty. The arrangement must be approved by the department of the Mentor-of-Record (Chair and Program Director) and the Executive Council.
- Selection of a mentor who is not a full member of the GSBS-Stratford Graduate Faculty may affect stipend availability beyond Year 1. Please consult the GSBS office for more information.
- At least two advisory group meetings per year must be scheduled to monitor progress of doctoral thesis research.
- The work to be performed must conform to the same standards as those applied to other students in GSBS (high standards of excellence, scholarly in nature, non-proprietary and hypothesis driven).

### **QUALIFYING EXAMINATION AND ADMISSION TO Ph.D. CANDIDACY**

In order to be eligible to take the Qualifying Examination, the student must have completed a minimum of 40 course credits with a grade point average (GPA) of 3.0 or better and have satisfied the core curriculum requirements as specified by the Cell and Molecular Biology Program. All students in the doctoral program must pass the Qualifying Examination. The examination is designed to assess the student's general knowledge and ability to reason and communicate. As such, the Qualifying Examination is interdisciplinary and contains both a written and an oral component. The student is admitted to candidacy for the Ph.D. degree upon passing both parts of the Qualifying Examination. The nature of the Qualifying Examination is determined by the faculty of the Cell and Molecular Biology Program.

The Qualifying Examination is taken in the summer of graduate student's second year unless the student is a D.O./Ph.D. student. The dual degree D.O./Ph.D. student should take the Qualifying Examination sometime during the summer of the first year or the fall semester of the second year. Students must pass the Qualifying Examination by the middle of their third year.

### **NOMINATION OF THE THESIS ADVISORY COMMITTEE**

The Thesis Advisory Committee (four members) should be established shortly after the student completes his/her coursework, selects a mentor, and prepares to write the Thesis Proposal. The student and his/her mentor nominate the committee members on the *Thesis Advisory Committee Nomination Form* (page 2 of the GSBS forms), which is available on the GSBS website at: <http://www3.umdj.edu/gsbstrat/documents/GSBS-forms.pdf>. The signed form is then given to the Department Chair for approval. Afterwards the signed *Thesis Advisory Committee Nomination Form* is given to the Program Coordinator, who submits it to Executive Council for their approval.

The thesis committee shall be composed of the student's advisor and three other members of the GSBS faculty within the program. The student's thesis advisor will serve as the chairperson of this committee and must be a full titled member of the Graduate Faculty. Each nomination should be supported by a brief explanation for the individual's selection to the Committee. However, if the Department Chair/Program Director or Associate Dean believes that the student would benefit from additional expertise from another faculty member then an additional faculty member may be added to the Thesis Advisory Committee. One of the Thesis Advisory Committee members may be from outside of the UMDNJ if his/her expertise is appropriate and approved by the GSBS Executive Council. The Thesis Advisory Committee will have oversight responsibility for the development of the student's program of research and graduate study. This committee will continually monitor the research competency and progress of the student. Students will be required to present seminars describing their thesis research on a regular basis and will be encouraged to present their data at national scientific meetings.

### **QUALIFYING EXAMINATION: THESIS PROPOSAL**

The qualifying examination is a written and orally defended proposal of the proposed thesis work of the student. The curriculum committee has adopted the following format to be used for writing your proposal.

ABSTRACT	500 words
SPECIFIC AIMS	1 page
BACKGROUND AND SIGNIFICANCE	2-3 pages
PRELIMINARY RESULTS	3-5 pages (including figures)
EXPERIMENTAL DESIGN	4-6 pages
REFERENCES	No limit

All pages should be double-spaced with margins of no more than 1 inch and a font of at least 12 pt.

References need to be included. There are no page limits. The references may be numbered or alphabetized and must include authors, title, journal, volume, page numbers and year.

Once you have completed writing your proposal and your mentor is satisfied, you will distribute it to your Thesis Advisory Committee. Once the thesis committee is satisfied with the written portion of the proposal, the student will schedule an oral presentation to his/her Thesis Advisory Committee. Following the presentation of the thesis proposal, a written copy of the approved Thesis Proposal and the signed *Thesis Proposal Form* (page 3 of the GSBS forms) should be provided to the GSBS office for your file.

### **GUIDELINES FOR THE SEMI-ANNUAL THESIS PROGRESS REPORT**

Doctoral student thesis progress reports are due every semester after the Qualifying Exam (Thesis Proposal). This progress report and the "*Semi-Annual Thesis Advisory Committee Meeting*" form (page 4 of the GSBS forms) are required to obtain a grade for the "Work in Progress" course (i.e. Satisfactory/Unsatisfactory).

Each progress report involves a written report in which the student briefly presents the accomplishments of the preceding semester. The student prepares the progress report and first presents it to the advisor for approval. Once the advisor approves, a hard copy of the report is mailed to each Thesis Advisory Committee member along with the "Semi-Annual Thesis Advisory Committee Meeting" form (<http://www3.umdnj.edu/gsbstrat/documents/GSBS-forms.pdf>). These two documents must be brought to the GSBS Office by end of each semester in order to receive a grade for the "Work in Progress" course.

In addition, in the fall or the spring semester (it depends on your entry year), each student is required to give a research seminar as part of the "Work in Progress" course. A meeting of the Thesis Advisory Committee and the student will occur immediately following the student's presentation. If there are problems with the progress report, they will be discussed then.

The guidelines for the written progress report are as follows:

1. Title page: "Progress Report", title of project, student's name, advisor's name and date of Thesis Advisory Committee meeting.
2. Length: optimally, one page, but no more than two pages.
3. Margins: 1". Font: Times or Times New Roman, 12 pt. Single spaced.
4. No figures or tables.

The report must have these three sections:

### **Specific Aims**

List briefly the specific aims indicated in the thesis proposal. If changes have been made to these aims, describe and explain those changes.

### **Progress**

Describe the work carried out in the previous semester. Indicate data obtained, as well as any significant technical achievements. List any publications or other presentations of the work by the student. Discuss how closely the work has followed the plans and timeframe of the previous progress report. If there were changes to those plans, explain them.

### **Plans**

Outline the plans for the next semester. Briefly describe specific goals, planned experiments and data expected to be collected. Indicate a timeframe required to accomplish each goal. The progress report must be understandable by all members of the Thesis Advisory Committee. It should not contain unnecessary background or explanation. However, names of reagents or procedures not familiar to people outside the student's laboratory should be described sufficiently. The oral presentation should include primary data, not just summaries. The student may present the development of a procedure, lessons learned, false starts, etc., even if the experiments were not conclusive.

## **GUIDELINES FOR DISSERTATION PREPARATION FOR DOCTORAL STUDENTS**

After completion of the dissertation research, the student prepares a dissertation in the format specified by the GSBS.

1. Submit one original and 4 copies on 24 lb paper.
2. PAPER: standard size, 8 1/2" x 11" bond; 25% rag content (24 lb) or better for the original. A lesser quality bond may be used for the copies.
3. MARGINS: 1 3/4" from left; 1 1/4" from top; 1" from right and bottom
4. TYPING SPACING: Single side, double space throughout the text.
5. TITLE PAGE should contain:
  - Title in capital letters;
  - Name of the candidate AND degrees already awarded, i.e. B.S., B.A.
  - The statement: "A Dissertation submitted to the Graduate School of Biomedical Sciences, University of Medicine and Dentistry of New Jersey in partial fulfillment of the requirements for the Ph.D. Degree." (IF MASTERS STUDENT, PLEASE ENTER M.S.)

- Two lines down from this statement is followed at the bottom of the Title Page by "Stratford, New Jersey 08084".
- Two lines down from "Stratford, New Jersey 08084", place the "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

Table of Contents

Acknowledgments (include the sources of financial support)

Abstract (Not to exceed 350 words, double-spaced)

Introduction

Rationale

Materials and Methods

Experimental Results

Discussion

Summary and Conclusions

References

Appendix, Abbreviations list.

Attributes

Use a new page for each segment or division. Footnotes are allowed to be included at the bottom of the same page. Use standard abbreviations for chemical symbols, Journals, units of measurements.

8. FIGURES, TABLES AND ILLUSTRATIONS:

- Should be numbered consecutively in Arabic numbers.
- Should include self-explanatory legends and title on the same page. If this is not feasible, use the next numbered page and turn the legend page so that it faces the figure.
- Type legends preferably 1 1/2" space.
- Do not use oversize tables, figures or illustration; if necessary, reduce to 5" x 8" overall.
- Insert figures, tables and illustrations as close as possible to the text describing the results.

9. REFERENCES:

References may be arranged in the text either by mentioning the surname of the first (1-3) authors and year of publication, or by consecutive numbers in the order of citation.

Give the complete title and all co-authors (surnames and initials) of each paper included in the bibliography. Arrange in alphabetical sequence according to senior (co) author's surname, or in the numerical order of citation in the text.

Multiple lines of each reference should be typed single-spaced.

Allow double space between references.

10. ATTRIBUTES OF THE THESIS:

A Figure-by-Figure description as to who specifically performed the experiment presented in each figure is required because multiple authorship papers are becoming more common and proper authorship must be declared.

11. 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.

## **DEFENSE OF THE DOCTORAL DISSERTATION**

All required forms can be found online in the GSBS forms (PDF file) on the GSBS website at:  
<http://www3.umdj.edu/gsbstrat/documents/GSBS-forms.pdf>.

### **Dissertation Examination Committee**

The Final (Dissertation) Examination Committee consists of the members of the approved Thesis Advisory Committee and any additional readers that the mentor, Thesis Advisory Committee or the Department Chair/Program Director requires to participate in evaluating the student. The student must submit the completed and signed “*Dissertation Examination Committee*” form (page 5 of the GSBS forms) to the GSBS office once the Dissertation Examination Committee has been established.

### **Defense of Dissertation**

A dissertation abstract is submitted to the GSBS office for duplication and distribution at least three weeks before the date of the final examination. The time and place of the examination are set by the mentor or the student after consulting the schedules of the all of the examiners involved. The GSBS office should be notified shortly thereafter so that the defense can be properly advertised. A copy of the dissertation should be available for perusal in the room in which the defense will take place and available in the GSBS office at least two weeks before the examination.

After the public oral defense, each member of the final examination committee signs a “*Report of Final Examination/Dissertation Defense*” form (page 6 of the GSBS forms) attesting to the outcome. This form must be approved by the department chair prior to submitting it to the GSBS. The candidate shall be given, in writing, required changes or revisions of the dissertation.

### **Final Written Dissertation**

When all appropriate revisions have been made and the dissertation is in final form, a letter so stating should be sent to the GSBS by the Thesis Advisor, with the Department Chairperson's or Associate Dean's written approval. Minor revisions must be completed within six months of the defense or the student may be required to re-define the dissertation before a new examination committee.

The original and four (4) copies of the revised and accepted dissertation on 24 lb paper must be presented to the GSBS at least two weeks before the Board of Trustees meeting in April for May Commencement. The student is responsible for having all final copies bound.

The distribution of the thesis is as follows:

Original:	GSBS (used for microfilming and copyright; then bound and retained in GSBS office in Newark)
First copy:	GSBS-Stratford
Second copy:	Advisor
Third copy:	Graduate
Fourth copy:	Library

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

### **GUIDELINES FOR THESIS PREPARATION FOR MASTER OF SCIENCE IN BIOMEDICAL SCIENCE STUDENTS**

**General:** A Masters thesis is 5 credits, must be laboratory (not library) based and must be hypothesis driven. The thesis is usually done over two or more semesters. The conclusion of the research is based on testing the hypothesis but not necessarily on proving the hypothesis (unlike a doctoral thesis). The mentor's lab is given \$1,000 to help defray the costs of the research for each student completing a Masters thesis after the Masters thesis is approved by the Thesis Advisory Committee, the Executive Council, and the UMDNJ Board of Trustees. All required forms can be found on the GSBS website at: <http://www3.umdj.edu/gsbstrat/documents/GSBS-forms.pdf>.

### **Procedures:**

1. Identify a mentor and agree on a project.
2. Register for the 5 credit Masters thesis research, course number MSBS 5000.
3. Form a Thesis Advisory Committee (TAC) consisting of the student's advisor and two other members of the GSBS faculty within the program. The student's thesis advisor will serve as the chairperson of this

committee and must be a full titled member of the Graduate Faculty. Each nomination should be supported by a brief explanation for the individual's selection to the Committee. However, if the Program Director or Associate Dean believes that the student would benefit from additional expertise from another faculty member then an additional faculty member may be added to the TAC. One of the TAC members may be from outside of the UMDNJ if his/her expertise is appropriate and approved by the GSBS Executive Council. The TAC will have oversight responsibility for the development of the student's program of research and graduate study.

4. Submit the signed and dated *Thesis Advisory Committee Nomination Form* (page 2 of the GSBS forms) to the GSBS Administrative Office. The TAC must be approved by the GSBS Executive Council.
5. Write a short (less than 10 pages) Thesis Proposal of the work to be performed, clearly stating the hypothesis to be tested (same general format as the Ph.D. thesis proposal, but much narrower in scope; see page 16). It should include the following sections:

ABSTRACT  
SPECIFIC AIMS  
BACKGROUND AND SIGNIFICANCE  
PRELIMINARY RESULTS  
EXPERIMENTAL DESIGN  
REFERENCES

6. Submit the Thesis Proposal to the members of the approved TAC and have them sign the *Thesis Proposal Form* (page 3 of the GSBS forms). No presentation of your M.S. proposal is required.
7. Submit the signed and dated *Thesis Proposal Form* and a hard copy of the Thesis Proposal to the GSBS Administrative Office.
8. Upon completion of the experiments, write a M.S. dissertation (same general format as the Ph.D. dissertation, but much narrower in scope; see 17). It should include the following sections:

TABLE OF CONTENTS  
ACKNOWLEDGMENTS (include the sources of financial support)  
ABSTRACT (not to exceed 350 words, double-spaced)  
INTRODUCTION  
RATIONALE  
MATERIALS AND METHODS  
EXPERIMENTAL RESULTS  
DISCUSSION  
SUMMARY AND CONCLUSIONS  
REFERENCES  
APPENDIX, ABBREVIATIONS LIST.  
ATTRIBUTES

9. Submit the dissertation to the Thesis Advisory Committee for approval. No defense of your M.S. dissertation is required unless you are a D.O./M.S. student.
10. Once the TAC has approved the final dissertation, have the TAC members sign the 1) *Dissertation Examination Committee*, 2) *Report of Final Examination/Dissertation Defense* and 3) *Report of Completion of Requirements* forms. These are pages 5, 6 and 7 of the GSBS forms.
11. Submit the 3 signed forms, along with one original and 4 high quality copies (on 24 lb paper) of the dissertation to the GSBS administrative office for binding.

## GRADUATION

After successful completion of course work, and if doing a thesis, approval of the dissertation/thesis, the Dean will recommend to the UMDNJ Board of Trustees the award of the appropriate degree at the UMDNJ Commencement exercise. Please note that **NO** GSBS program student will receive his/her diploma at Commencement. The students will receive their diplomas 10-12 weeks after Commencement.

A University graduation fee of \$80 will be assessed following the completion of all requirements. Students receiving more than one degree but in different years (e.g., D.O./Ph.D.) will be charged \$40 for each discipline. Graduates receiving a joint degree in the same year will be charged only once.

## **STUDENT AFFAIRS**

### **ADD OR DROP COURSES**

Students may add or withdraw from a course with approval of the instructor and the department graduate advisor as indicated below. Add/Drop forms are available in the GSBS office or online in the GSBS forms (PDF file) on the website at: <http://www3.umdnj.edu/gsbstrat/documents/GSBS-forms.pdf>.

Students submitting a completed withdrawal form within 10 calendar 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 calendar 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 calendar days after the course begins will be noted as “W” 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 usually not be permitted beyond the first week of the course. Credit will not be given for courses in which the student was not registered.

Matriculated Ph.D. students must maintain a minimum of 6 credits (part-time) or 10 credits (full-time) per semester. Matriculated Master students must maintain a minimum of 5 credits (part-time) or 8 credits (full-time) per semester.

### **CHANGE OF NAME/ADDRESS**

It is the responsibility of the student to inform the Graduate School office of any changes in their address. Students should complete a change of name/address form and submit it to the Graduate School Office when appropriate. A Student Personal Change form is available on the GSBS website at: <http://www3.umdnj.edu/gsbstrat/documents/GSBS-forms.pdf>.

### **EMAIL ADDRESS**

The Information Services and Technology (IST)/Academic Computing Services will assign every student a university email address. This email address is vital to provide pertinent university information to the student regarding all university business including, but not limited to, financial aid, seminar announcements, and campus events. IST facilitates informational technologies through the networking of people, information and resources.

### **FELLOWSHIPS - GSBS**

A limited number of graduate fellowships and tuition waivers 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 (20 credits/yr) doctoral students in accordance with the following guidelines.

1. Fellowships for the academic year are \$24,000 for all students in good academic standing.
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 department) are subject to discontinuance of fellowship and tuition remission.
4. Students who switch from a doctoral program to a masters program are no longer eligible to receive a Graduate Fellowship.
5. Doctoral students are not required to pay tuition after the 4<sup>th</sup> year; a \$35 per semester “thesis phase” (maintaining matriculation) fee is required.

### **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. Award of these fellowships, however, is beneficial to everyone involved.

Students awarded a competitive fellowship will receive a supplement to bring their stipend to \$2,000 above the GSBS fellowship award. All award letters must be forwarded to the GSBS office for the student's file and for verification of fellowship award amount and fellowship duration. It is the responsibility of the student and the Program Director to ensure that the GSBS receives this information. Please find the "*Predoctoral Fellowship Approval*" form on the GSBS website at: <http://www3.umdj.edu/gsbstrat/documents/GSBS-forms.pdf>.

## **FINANCIAL AID**

The Office of Student Financial Aid provides counseling and financial aid funding for students enrolled in the Graduate School of Biomedical Sciences (GSBS). **A student who is fully matriculated and enrolled at least half time (five credits a semester) is eligible to apply for financial aid.**

Financial aid is any grant, scholarship or loan offered for the express purpose of helping a student meet educationally related expenses. Such aid can be based on academic merit, financial need, or both and is usually provided by or through federal and state agencies, foundations, corporations or UMDNJ. Grants and scholarships are regarded as gift assistance and need not be repaid, although they may carry certain provisions to which one must adhere. Loans must be repaid over an extended period after the student leaves the institution.

The primary source of funding for GSBS students is through the Federal Stafford Loan Program. There is very limited funding available from the University in the form of other subsidized loan and grant programs. Requests for information on graduate fellowships and tuition waivers should be directed to the graduate school.

Financial aid is awarded on the basis of need and enrollment certification. Need is the difference between the student's ability to contribute and the cost of attendance. An individual's financial need is determined by subtracting the Expected Family Contribution (EFC) from the Student Expense Budget. The EFC represents an estimate of one's ability to contribute to his/her educational costs and is determined through an analysis of the Free Application for Federal Student Aid (FAFSA), or renewal FAFSA. This federal standard need analysis is called Federal Methodology (FM) written into law by congress. UMDNJ expects that students will contribute to the fullest from income and assets to meet educational expenses.

### **Applying For Financial Aid**

Applying for student financial aid begins when you complete an application. Application packets and required forms are available on the Student Financial Aid website located at [www.umdj.edu/studentfinancialaid](http://www.umdj.edu/studentfinancialaid). Click on the Application Process.

A completed application for financial aid consists of:

- An official electronic copy of your Free Application for Federal Student Aid (FAFSA) or renewal FAFSA.
- A signed copy of your 1040 Federal Income Tax Return, including all pages, forms and schedules and your signed business tax return, if applicable. Tele-file worksheets are acceptable with signature and confirmation number. You must submit your spouse's 1040 even if he/she has filed separately.
- If you were not required to file, complete and submit to your Financial Aid Office the Student Non-Tax filing statement.
- UMDNJ Application for Financial Aid.
- Signed Authorization form

All required information must be received by the Financial Aid Office, for the appropriate academic year you are requesting aid, prior to awards being finalized and loan applications certified.

Students seeking additional assistance due to special circumstances must provide a written explanation along with supporting documentation to their financial aid counselor for review.

Accepted applicants for admission should anticipate their needs and plan to apply for financial aid by May for fall admission. Continuing students should have their application completed and returned to the Financial Aid Office by May 1<sup>st</sup>, unless otherwise instructed by the Financial Aid Office. In order to meet the above deadlines applicants must submit the FAFSA or renewal FAFSA to the designated Central Processor as soon as possible.

Students are required to comply with the terms and conditions of their loans. Any student delinquent on or in default of any prior educational loan may not receive financial aid at UMDNJ until the delinquency or default status has been rectified. The Financial Aid Office will be able to counsel you in the resolution of such problems.

### **Communicating with our Students**

The Office of Student Financial Aid uses many forms of communication. The primary source is internet e-mail. The assigned University e-mail address is used for mailing. Students are encouraged to check their University e-mail account frequently.

Missing information and award notification is viewed through the University's Banner Web Self Services product. Students are notified via e-mail when award transactions have been made and/or requirements have been added to their financial aid file.

It is important to understand the above process does not preclude the office from using the US mail, University student mailboxes, or the telephone for communication purposes. Any changes to your financial aid mailing address and/or telephone number should be communicated to the Student Financial Aid Office.

Incoming students will receive information via US mail until matriculation has been completed at the University e-mail address has been provided.

Applicants for financial aid are encouraged to read and reference the following publications and documents located on the Student Financial Aid website at [www.umdnj.edu/studentfinancialaid](http://www.umdnj.edu/studentfinancialaid) to assist in the financial aid process:

- Student Financial Aid Handbook (Financial Aid Publications Section).
- Summary of Major Financial Aid Programs (Application Process Section).
- Cost of Attendance (Homepage Section).

Questions regarding financial aid can be directed to your campus Student Financial Aid Office.

Student Financial Aid Office  
Stratford Campus  
40 East Laurel Road  
University Education Center, Suite 1030  
Stratford, New Jersey 08084

Phone: 856-566-6008  
Fax: 856-566-6015

## GRADES

Grades are reported on a 0-4 point scale as follows:

<u>Grade</u>	<u>Points</u>
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D	1.0
F	0.0
I	(Incomplete)
W	(Withdrawal)
S	(Satisfactory)
U	(Unsatisfactory)

To be considered in good academic standing and be eligible for a Graduate Fellowship, doctoral students must maintain at least an annual 3.0 grade point average; and satisfy specific requirements of the Program in Cell and Molecular Biology. Students not in good academic standing are subject to termination of fellowship and/or dismissal from the program.

### How To Calculate GPA:

In order to calculate the cumulative Grade Point Average, the Points are divided by the number of credits. Each grade is assigned a number of points. See above. For the total number of points for a particular course, the point value of the grade is multiplied by the number of credits.

Quality Points Example: A student who takes a 3 credit course and earns a grade of A receives a total of 12 Points for that course, i.e. 3 credits x 4 points = 12 points. If the student earned a grade of B in the same 3 credit course the total points would be 3 credits x 3 points or a total of 9 points.

GPA Calculation Example: A student who has completed a total of 30 credits and who has a total of 116.50 points has a GPA of 3.88 which is calculated by dividing 116.50 by 30.

Transfer credits and credits for courses graded Satisfactory or Pass, while included in earned credits, are not included in the GPA hours or the GPA calculation as they do not have any point value.

Incomplete Grades: An Incomplete grade (I) can be assigned to grant a student extra time to complete the required course work. The Incomplete grade presumes that the course has been completed except for some aspect of the requirement still outstanding, e.g., a written paper or presentation. It is not to be used when the student's performance has not been satisfactory and will repeat the course, or in place of a withdrawal. If an Incomplete is assigned, the instructor should indicate what requirements have not been met and when they are expected. Incomplete grades must be converted to a letter grade no later than the end of the semester following that in which the course was taken by the student, unless otherwise approved in advance by the Associate Dean. If an Incomplete grade is not satisfied during the specified timeframe it will be converted to a final grade of "Failure".

Withdrawals: Students may withdraw from a course without penalty within 10 days after the start of the course. Beyond that time, a "W" will appear on the transcript and there will be a tuition assessment based on the when they withdrew. *Withdrawal during the final third of a course is not permitted.*

Repeated courses: Students repeating a course that they failed or from which they withdrew must re-register for the course and are subject to paying tuition for the course. If a course is repeated, both grades will remain on the transcript but only the second grade earned will be used for calculation of the GPA. A student can repeat up to two (2) courses in any program.

Thesis Research Grades: The grades "Satisfactory" (S) and "Unsatisfactory" (U) are reserved for Thesis Research (MBIO 5000, MBIO 5008, MSBS 5000) and certain other select courses. Students cannot elect to receive an "S" or "U" grade in a normally graded course.



- Student must apply to The Office of International Student Services (OISS) 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 OISS. 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 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. Maintaining F-1 Student Status

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

**HELPFUL RESOURCES FOR INTERNATIONAL STUDENTS**

<http://www.umdnj.edu/uroweb> - UMDNJ Office of International Services

<http://www.immigration.gov/graphics/index.htm> - BCIS

<http://www.dhs.gov/dhspublic/> - DHS

<http://state.gov> - DOS (travel, passport renewals, embassies & consulates)

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

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

**LEAVE OF ABSENCE / REINSTATEMENT**

Students who must interrupt their studies temporarily should apply for a leave of absence in writing to the Associate Dean. The letter should include: 1) the date, 2) the student's name and address, 3) the reasons for your absence, 4) the specific dates of the requested leave and 5) the student's signature. A GSBS student may be granted a leave of absence for a period not to exceed one year. Please note that different rules may apply for International students in accordance with INS regulations.

Written notification of the student's intent to return must be received by the GSBS 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. Except for Parental Leave, no fellowships will be paid to a student during the leave of absence and registration is not required.

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 office must be informed in writing of the student's intent to take parental leave and the applicable dates.

Foreign students holding a student visa who wish to temporarily leave the United States must obtain permission from the department chairman and the GSBS Dean's Office 30 days prior to their travel. Students granted permission then apply for a new I-20 or IAP-66 in order to return to the U.S. Any foreign student who leaves the United States without the consent of the GSBS Dean's Office is subject to disciplinary action.

Students not returning from leave of absence within the approved date may be required to re-apply to the Graduate School and undergo a new admissions process.

## VACATION

A two-week vacation period is granted to GSBS students by permission of the department.

## 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. Tuition and fees for each semester are payable in advance. **There is a late fee of \$50/month for payment not received within 30 days of the due date.**

## TAXATION OF FELLOWSHIPS

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.

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 filled 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 can be picked up at Human Resources.

In addition, certain countries have specific treaties with the United States that may affect their tax liability, and that issue is not covered in this document. Information on taxes related to the fellowships you receive can be found on the IRS and NIH web sites listed below

[http://www.irs.gov/prod/tax\\_edu/teletax/tc421.html](http://www.irs.gov/prod/tax_edu/teletax/tc421.html)

[http://www.irs.gov/prod/forms\\_pubs/pubs/p52001.htm](http://www.irs.gov/prod/forms_pubs/pubs/p52001.htm)

<http://www.nih.gov/niams/grants/pa/pa00-104.html>

Checks will be issued to students on a bi-weekly basis. Students do not pay social security, unemployment or disability taxes. GSBS fellowships are not-for-service awards and are not subject to New Jersey State 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). A W-2 or 1090 form will be sent

directly to your mailing address. Foreign students are required to file income tax returns, regardless of a tax treaty (Form 1040-NR). Students receiving GSBS Fellowships not subject to New Jersey State tax should include a statement with their NJ tax return indicating the following:

“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.”

GSBS will provide verification of this statement, if needed.

## **TRANSCRIPTS**

Requests for official transcripts must be submitted to the Registrar's Office by written application. The Transcript Request form can be found on the GSBS website at: <http://www3.umdnj.edu/gsbstrat/documents/GSBS-forms.pdf>. Unofficial transcripts are available on the Web for Student Information System at [www.umdnj.edu/homeweb/education/edu/htm](http://www.umdnj.edu/homeweb/education/edu/htm). Only currently enrolled matriculated students will be allowed to enter the secure area.

## **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. Transfer of credit must have the approval of the Associate Dean. In the case of credit transfer involving a required (core) course of the GSBS program, the Director of the course must also approve acceptance of transfer. Only courses in which the student earned at least a B grade are transferable and are not calculated into the grade point average. To get graduate school credit for a medical school course (while the student is enrolled in medical school), the student must complete the course and then transfer the credits. A grade of Higher Pass or better or a B or better (depending on the grade scale) is required to transfer the credits. Students may apply credits for no more than two basic science medical school courses toward the Masters degree. The number of credits shall not exceed the number of credits given for an equivalent course at GSBS. An “Application for Transfer Credit” form can be found on the GSBS website at: <http://www3.umdnj.edu/gsbstrat/documents/GSBS-forms.pdf>. The Application for Transfer Credit must be completed by the student and submitted to the Associate Dean with the supporting official transcript from the institution where the credits were taken.

Credits for courses taken at foreign universities are not usually considered for transfer. Students seeking to have credits transferred for courses taken at foreign universities, must consult first with relevant GSBS departments and the Associate Dean of GSBS.

A maximum of 12 credits may be transferred toward the Ph.D. degree and 6 credits toward the Masters degree.

## **TRAVEL AWARDS**

Depending upon the availability of funds, the GSBS may offer up to \$600 for travel expenses to students who have an approved thesis proposal and who are presenting papers at national meetings. The guidelines for these awards are:

1. A formal abstract acknowledging UMDNJ-Graduate School of Biomedical Sciences as a research site. This acknowledgment should be located in the title lines of the abstract.
2. The student is first author on the abstract to be presented.
3. The research is part of the approved dissertation proposal.
4. Only one award will be made to a doctoral candidate each 12 months.
5. The request for award must be accompanied by a copy of the abstract and a “*Student Travel Approval*” form, approved by the department chairman. This form can be found online at: <http://www3.umdnj.edu/gsbstrat/documents/GSBS-forms.pdf>.

## **TUITION AND FEES POLICY/STUDENT RESIDENCE & IN-STATE TUITION**

Eligibility for in-state tuition rates is predicated upon the student having a New Jersey domicile. Residence established solely for the purpose of attending UMDNJ **does not** constitute domicile for tuition purposes. Students residing in New Jersey for a period of twelve (12) months before first enrolling at UMDNJ are presumed to be domiciled in this State for tuition purposes. Students residing in New Jersey for a period less than twelve (12) months before first enrolling at UMDNJ are presumed **not** to be domiciled in New Jersey unless evidence of establishment of domicile in New Jersey is provided. For those students residing in New Jersey less than twelve months before first enrolling, please refer to the UMDNJ policy on Student Residence and In-State Tuition to determine what documents and information must be submitted with the application for Reclassification as a New Jersey Resident. The application and pertinent supporting documentation must be submitted to the GSBS Registrar's Office for review and approval.

The entire policy entitled "Student Residence and In-State Tuition" (Policy number [00-01-25-15:05](#)) can be reviewed on the UMDNJ website at <http://www.umdj.edu/opmweb/Policies/contents.html> .

Tuition and fees for each semester are billed at the beginning of the semester. The University Business Office will assess a **late fee of \$50/month** for payment not received within 30 days of the due date. Tuition and fees are subject to change without prior notice.

Matriculated students may arrange with the Cashier's Office to follow an installment 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 installment plan is \$20.00. Any student who elects to use the installment 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.

## **UNIVERSITY ID NUMBERS**

UMDNJ will assign every student a University ID number. This University ID number will serve as a unique identifier for the student in lieu of a student's Social Security Number. This University ID number begins with 1 letter followed by 8 numbers. **Please memorize and use this number on all university forms.**

## STUDENT SERVICES

### **STUDENT/ HOUSESTAFF OMBUDSPERSONS**

What is a student/housestaff ombudsperson at UMDNJ?

Under the University's policy (Student/Housestaff Ombudspersons Policy), each Dean has appointed an ombudsperson as a designated, confidential resource for students and housestaff ("visitors") 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 administrative structures. Thus, the ombudsperson is not a student/house officer advocate and does not represent the student's or house officer's interests. The ombudsperson is also not an agent of the institution, is not responsible for academic or disciplinary decisions concerning students or housestaff, and is independent of all administrators who are, such as deans or program directors. Instead, the ombudsperson aims for fairness, and impartially considers the interests of all parties. The ombudsperson does not make decisions, render judgments or administer sanctions. Instead, she or he identifies options, provides information, refers visitors to other resources if appropriate, facilitates communication between people, may mediate disputes or negotiate resolutions between parties, and recommends changes in policy or procedure to School/University administrators.

The assistance of an ombudsperson is informal and non-adversarial, separate from existing formal grievance and complaint procedures. Bringing complaints or problems to the ombudsperson does not constitute placing the University on formal notice. Visitors can always invoke the formal procedures. Sometimes the ombudsperson herself or himself may recommend this course of action and refer the visitor to the appropriate office. In any case, the ombudsperson will not participate in a formal process.

Each UMDNJ School has also identified another individual as a research ombudsperson whose focus is on research disputes and problems. This person is available to assist faculty and staff as well as students and housestaff on issues related to research.

#### **Confidentiality:**

The ombudsperson strives to maintain confidentiality and respect privacy to the maximum extent permitted by law. The ombudsperson will not keep records with any personally identifiable information, and usually will not share any information received from visitors without the visitors' permission. However there are legal and ethical standards which may require the ombudsperson to disclose certain kinds of information, such as statutory violations, imminent threats of serious harm to an individual (the visitor or others), or to the University and its property, or about serious misconduct, harassment or the commission of a crime. The ombudsperson must also comply with court orders and valid subpoenas.

Relationship with the Dean, School/University administrators, faculty, other students/housestaff:

The ombudsperson maintains a great degree of independence within the School and University hierarchy. The ombudsperson is answerable only to the Dean, annually summarizing for the Dean the office's activities without revealing any personal or confidential information about cases. The ombudsperson also makes recommendations to the Dean for specific and systemic changes and improvements in School policy, procedure, environment, etc., based upon the pattern of problems and complaints brought forward by visitors. The ombudsperson has the full support of the University's Office of Academic Affairs, Office of AA/EEO and Office of Legal Management. The ombudsperson, in addition, is authorized to approach any individual - administrator, faculty member, other student or house officer - in pursuit of information, resolutions to problems or complaints, or to make recommendations.

### **LIBRARY**

The UMDNJ Health Sciences Library at Stratford is located on the ground floor of the Academic Center. The Library's Web address is <http://www3.umdj.edu/stlibweb/>. The Library houses over 30,000 volumes, including more than 11,000 books, and subscriptions to approximately 435 print journals and over 2500 electronic journals in the health sciences. It has a seating capacity of 120, which includes twenty-three (23) study carrels. The Microcomputer Lab consists of 30 PCs providing access to numerous software programs ranging from patient simulations to general applications software. A wireless network is available in the Library and may be accessed with Library laptop computers or with a personal laptop which has been configured to communicate with the UMDNJ network. Information on the registration process for wireless access may be found at: [istreg.umdj.edu/wireless](http://istreg.umdj.edu/wireless).

The Library's collections support the curricular, research and patient care needs of the students, faculty and staff on the Stratford Campus. Items in the collection may be identified and located using the Library's on-line catalog, which includes books, media and journals in both print and electronic formats, held at any of the four UMDNJ campus libraries.

A comprehensive collection of bibliographic and full-text databases are available via the Library's website ([www3.umdnj.edu/stlibweb](http://www3.umdnj.edu/stlibweb)). Medline, via both the Ovid and PubMed interface, ISI Web of Science, Lexis-Nexis Academic, Academic Search Premier, and many other databases may be accessed both onsite and from remote locations. A growing collection of online books, journals, and other Web-based resources is also available via the Library's homepage. Image banks, tutorials, and instructional programs may be used in support of educational programs, publications or presentations.

Offsite access to the Library's Web-based resources is available to registered Library patrons only. All students, faculty and staff at UMDNJ are eligible to register with the Library.

Reference services are available from 9:00 am until 9:00 pm on weekdays. Librarians can provide literature searches, training support, or help in finding and identifying information that may be difficult to locate. The Library's educational programs provide training in effective literature searching, the use of bibliographic reference managers such as EndNote, and other information management skills.

Four small group study rooms are equipped with VCRs, DVD players, overhead and slide projectors for use by individuals or groups. Rooms may be reserved at the Circulation Desk for two-hour periods on a first-come, first-served basis.

Three self-service photocopy machines are available for use in the Library's copy room. Copiers are operated by reusable plastic copy cards. The cost of a card is \$1.00, which is pre-valued with 10 copies. Additional copies may be added to the card. A pay-for-print system enables users to print from any of the computers in the Library. The system uses the same pre-valued card as the photocopy machines, also at a cost of 10 cents per page.

Document delivery services are available to all Library patrons. Those materials which are not available at the Stratford Library may be requested from other UMDNJ libraries or from libraries throughout the United States. The Library makes every effort to obtain items at no cost to the patron, however some items may require prepayment of loan fees, generally \$11. per item.

#### Library Hours

Monday – Thursday	8:00 am to 11:00 pm
Friday	8:00 am to 6:00 pm
Saturday	9:00 am to 5:00 pm
Sunday	1:00 pm to 8:00 pm

#### Library Phone Numbers

Circulation/General	566-6800/6809
Reference	566-6810/6992
Document Delivery	566-6807/6775
Director	566-6802

### **STUDENT HEALTH SERVICES (Family Medicine)**

Student Health Services are provided in Suite 2100 of the University Doctors' Pavilion, Department of Family Medicine. The Center is open on the following schedule:

Monday	8:45 am to 7:45 pm
Tuesday	8:45 am to 7:45 pm

Wednesday	1:00 pm to 7:45 pm
Thursday	8:45 am to 7:45 pm
Friday	8:45 am to 12:00 pm
Saturday	8:45 am to 12:00 pm (3 times a month)

Students are able to reach a physician at other times by calling (856) 566-7020.

Students are provided with advisory and screening services and a degree of outpatient care and preventive medicine. In the event of more serious illness, the service offers assistance in obtaining referral, consultation, hospitalization, or emergency treatment. The service is limited to students. It is not available to their spouses or other dependents. There is a mandatory annual fee for this service.

### **UNIVERSITY BEHAVIORAL HEALTH CARE SERVICES (Mental Health)**

The Student Wellness Program (SWP) is a confidential counseling service which helps students deal effectively with stressors and pressures related to school, as well as personal problems that may affect their well-being, their home lives and/or their academic performance. Services are provided by the University Behavioral HealthCare staff. Hence, they are independent of your school. Student Wellness services are available to all students enrolled in programs at participating schools on the Piscataway, Stratford/Camden and Newark campuses. There is no fee for using the SWP. Your school pays for the sessions with your SWP counselor. If you are referred for assistance to another professional or program in the community, fees for that service will be your responsibility.

Day and evening appointments are available Monday through Friday; crisis services are available 24 hours a day 7 days a week. For more information or to schedule an appointment, please call between the hours of 9:00 a.m. and 5:00 p.m. For an appointment in Piscataway, call (732) 235-9331 for Stratford/Camden, call (856) 770-5750; for Newark, call (973) 972-5429. Please identify yourself as a student when requesting an appointment. For crises after normal business hours, call 1-800-327-3678.

### **UNIVERSITY WELLNESS CENTER (Physical Health)**

The University Wellness Center is located on the second floor of the Academic Center. It offers Individual Exercise Programming, Fitness Evaluations, Cardiovascular and Weight Training Equipment, and Indoor Track and Group Exercise Classes. Personal training sessions from our degreed Exercise Physiologists are available upon request.

Fees for membership are as follows:

- 3 months - \$30
- 5 months - \$45
- 1 year - \$105, (during 1st month of new school year, specials rate of \$85/year is offered).

Hours of operation are:

Monday	6:00 am - 9:00 pm
Tuesday	6:00 am - 8:00 pm
Wednesday	6:00 am - 9:00 pm
Thursday	6:00 am - 8:00 pm
Friday	6:00 am - 8:00 pm
Saturday	7:00 am - 2:00 pm
Sunday	7:00 am - 2:00 pm

Call 566-6746 for additional information.

### **UNIVERSITY WEB SITE**

The UMDNJ Web Site (<http://www.umdnj.edu>) is the University's electronic Campus Wide Information System and is available to all students, faculty and staff. All students should have an account on the Academic Computing Services network and should check their e-mail regularly. Both the UMDNJ and GSBS-Stratford web site (<http://www3.umdnj.edu/gsbstrat/index.htm>) contain information about policies, procedures, curriculum, courses, seminars, housing, fellowships, announcements, and updates to the Student Handbook.

## COMPUTER SERVICES

Academic Computing at SOM provides investigators and students with off-the-shelf applications as well as powerful development tools for biomedical research applications and publication graphics, statistics, general mathematics and text formatting. The Center has Apple and Windows/DOS based workstations with campus host access. It offers instruction and a variety of software applications.

The Center is linked to similar centers at other units of UMDNJ 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.

## WORLD WIDE WEB

The following are selected sites on the World Wide Web that should prove useful to you.

### UMDNJ

University Homepage	<a href="http://www.umdnj.edu">http://www.umdnj.edu</a>
Molecular Biology	<a href="http://www3.umdnj.edu/mobioweb/">http://www3.umdnj.edu/mobioweb/</a>
Cell Biology	<a href="http://som.umdnj.edu/research/cell_biology/index.html">http://som.umdnj.edu/research/cell_biology/index.html</a>
GSBS	<a href="http://www.gsbs.umdnj.edu">http://www.gsbs.umdnj.edu</a>

### Molecular Biology

National CBI	<a href="http://www.ncbi.nlm.nih.gov/">http://www.ncbi.nlm.nih.gov/</a>
Human Genome	<a href="http://www.hgmp.mrc.ac.uk/">http://www.hgmp.mrc.ac.uk/</a>
Online Journals	<a href="http://golgi.harvard.edu/journals.html">http://golgi.harvard.edu/journals.html</a>
Science	<a href="http://www.sciencemag.org/">http://www.sciencemag.org/</a>

### Government

NIH	<a href="http://www.nih.gov/">http://www.nih.gov/</a>
NEI	<a href="http://www.nei.nih.gov/">http://www.nei.nih.gov/</a>
NASA	<a href="http://www.nasa.gov">http://www.nasa.gov</a>
Department of Agriculture	<a href="http://usda.gov">http://usda.gov</a>

### Societies

AMA	<a href="http://www.ama-assn.org/">http://www.ama-assn.org/</a>
FASEB	<a href="http://www.faseb.org">http://www.faseb.org</a>
Physiology	<a href="http://www.the-aps.org">http://www.the-aps.org</a>

### Funding

<http://medoc.gbd.org/best/fed-fund.html>

## GRADUATE STUDENT ASSOCIATION

All students enrolled in degree programs, i.e. matriculated, at GSBS are considered members in the Graduate Student Association and are subsequently charged membership dues per semester. 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 Graduate Student Association (GSA) is made up of masters and doctoral students and provides them with a forum to discuss issues relating to student affairs and graduate student education. The GSA organizes trips to local scientific meetings, invites guest lecturers, and provides new students with mentors to help them adjust to life as a graduate student. In addition, the GSA sponsors social events including student-faculty softball games, bowling nights, and trips to local sporting events.

GSA Officers for 2007:

President – Jonathan Sedeyn	sedeynjc@umdnj.edu
Vice Pres. – Christian Heine	heinech@umdnj.edu
Secretary – Xun Li	lix9@umdnj.edu
Treasurer - Sara Andux	anduxsa@umdnj.edu

### **PROSPECTIVE PHYSICIAN ASSOCIATION – AN AFFILIATION OF THE GSA-STRATFORD**

Purpose: To create an effective communication link between the students of the Graduate School of Biomedical Sciences and the multiple schools within the University Medicine and Dentistry New Jersey community. This would allow those students of GSBS, who want to pursue a higher medical education, a chance to engage in a forum that focuses on medical careers. This organization would concentrate on inviting guest lecturers, collaborating local events with surrounding medical schools, organize physician shadowing programs and providing new students with a mentorship program to help them transition from a graduate student to a potential medical student. Along with the promotion of higher integration within the GSBS, this organization also functions to increase socialization within the UMDNJ family.

#### **E-board for 2007:**

President:	Grace Lacorte	lacortgb@umdnj.edu
Vice President:	Tonja Hill	hillts@umdnj.edu
Secretary:	vacant	
Treasurer:	Erica Pitts	pittser@umdnj.edu

### **HOUSING**

Although the school does not have dormitory facilities for its students, housing is available in surrounding areas. Off campus housing costs average \$600.00 to \$1000.00 per month depending upon location and apartment size. Students seeking assistance in locating suitable housing should go to the GSBS website <http://www3.umdnj.edu/gsbstrat/housing.htm>. Campus parking facilities are available at nominal cost.

### **MAILBOXES**

All GSBS students have mailboxes and they are located on the 1<sup>st</sup> floor of the Science Center in the hallway across from the courtyard entrance.

## GSBS-STRATFORD CAMPUS FACILITIES

### **SCHOOL CLOSING**

The following Radio stations and television stations will announce the suspension of UMDNJ classes in the event of adverse weather conditions: **School closing number is 615.**

WKXW	101.5 FM (Trenton)
KYW	1060 AM (Philadelphia)
Channel 3	Philadelphia

In addition, students can call the School of Osteopathic Medicine at 566-6187 and listen for a recorded message announcing the suspension of classes. There will be no message (i.e., the phone will ring and no message will be heard) in the event that School is open and classes are scheduled.

### **AUTOMATED TELLER MACHINE (ATM)**

An Automated Bank Teller is available on the upper level of the University Education Center, as well as in the University Doctors' Pavilion, outside of the Kennedy Pharmacy.

### **BOOKSTORE**

The Kennedy Pharmacy located on the first floor of the University Doctors' Pavilion serves as the campus bookstore. Students can purchase required textbooks there as well as order other books of interest. Some stationary supplies are also available for purchase there. Their telephone number is 856-346-3535.

Hours of operation are:

<u>During the Academic Year</u>		<u>Summer</u>	
Monday- Friday	9 am – 7 pm	Monday-Friday	9 am – 6 pm
Saturday	9 am – 1 pm	Saturday	9 am – 1 pm
Sunday	CLOSED	Sunday	CLOSED

### **CAFETERIA**

The "Top Doc's Café" is located on the first floor of the Academic Center. Their hours of operation are Monday – Friday from 7:30 am to 2:30 pm.

### **COMPUTER STORE**

UMD-WARE sells a variety of computers and software for both the IBM-PC and Apple environment. The phone extension is 2-3216. Purchases can be made on line through the University's Home Page ([www.umdnj.edu](http://www.umdnj.edu)).

### **DUPLICATING SERVICES**

Each department will arrange for duplicating needs of its own students. Photocopy machines for student use are located in the library.

### **PARKING**

The University provides parking facilities for faculty, students, and staff. Parking is by permit only. Parking permits for students are available in the UMDNJ-Public Safety Department, University Education Center, Suite 1132. The cost is \$150 for the academic year. The parking fee may be deducted in equal divided payments from the biweekly stipend check if you are a doctoral student. If you are a masters student then payment is due in full when signing up for a hang tag. Please see the Cashier (UEC, Suite 1085) first to make payment before going to Public Safety to pick up your student hang tag.

**TELEPHONES**

Pay telephones are located throughout the University buildings. In the Science Center, a pay telephone is located on the first floor opposite the elevators. Students may be granted permission to use departmental phones or GSBS phones only for interoffice calls or other official matters.

## SCHOOL AND UNIVERSITY POLICIES

Students of the UMDNJ-Graduate School of Biomedical Sciences are expected to adhere to the policies set forth in the UMDNJ policy 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. A complete listing of policies is available on the UMDNJ website, at [www.umdnj.edu/opmweb/policies/contents.html](http://www.umdnj.edu/opmweb/policies/contents.html). 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. Program Coordinator
- b. Thesis advisor
- c. Departmental Chairperson or 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 each semester and certified to be satisfactory for all doctoral students.

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 no later than the end of the semester following that in which the course was taken by the student or the “Incomplete” will automatically be converted to 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.

Students entering a Masters program will have a maximum of four (4) years to complete their studies.

### **ACADEMIC REVIEW/PROBATION**

In the pre-thesis phase of graduate study, a Graduate Program 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:

1. Critical illness of the student, or immediate family member for which the student bears direct responsibility.
2. Death in the family
3. Financial Hardship

### **ACADEMIC APPEALS PROCESS**

Determination of academic performance and fulfillment of academic requirements is the responsibility of the student's

department, in accordance with the guidelines set by the department and the graduate school. Either the departmental graduate 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 proposal, thesis research, written dissertation, and defense. These committees report to the department chair.

Appeals of committee decisions should be made to the department chair. Any decision to end a student's continuation in the program is made through the department chair to the Associate Dean. The Associate Dean may bring the matter back to the department for clarification or reconsideration. Students have the right to appeal a departmental decision to the Associate Dean, who will evaluate the issues. Based on the evaluation and review, the Associate Dean may concur with the department, bring the issue back to the department for further discussion, or bring it to the Dean.

## **ACADEMIC AND DEPARTMENTAL 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.

All students are expected to participate in the teaching programs of their department. The responsibilities are determined by each department and are likely to differ among departments.

## **ACADEMIC INTEGRITY IN THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**

**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 general 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.

Specific examples of appropriate behavior in examinations, research papers, oral presentations and qualifying exams are given below:

**Examinations:** The purpose of an examination is to assess a student's knowledge of a topic defined within a course or courses. **Unless given explicit written instructions to the contrary, a student must work without assistance on an examination.**

- Classroom examination: Each student will provide answers to questions as directed. Unless otherwise stated, no material (books, calculators, computers, communication devices) of any kind can be used during an examination.
- Take-home examination: Each student will provide answers as directed. Unless otherwise stated, research and writing must be done individually without assistance or exchange of information with others. The ability to use source material in the research of answers will be defined for each examination. But, unless stated otherwise, all source material should be cited appropriately as outlined below.

**Research Papers:** The purpose of preparing a research paper is to help a student think deeply about a topic after reading about and/or discussing a subject. These reports are also used by the faculty to see how well a student understands various problems and concepts. Papers must be written in your own words and are expected to reflect

your own ideas and your synthesis of the material presented.

- Because you are expected to read about the subject, research papers can include background material from journals, textbooks and, sometimes, websites. All material used to develop an idea or concept in a research paper must be properly cited.
- Proper citation should be given immediately after every idea or fact that derives from another source. A complete bibliographic reference is then written at the end of the paper. Both immediate citation and bibliographic references must be used to appropriately cite work by others. Appropriate citation styles are available in citation handbooks located in UMDNJ's Smith Library or from a library web page titled "Citing Sources of Information" at: [http://www.umdnj.edu/librweb/newarklib/infed/citing\\_sources.htm](http://www.umdnj.edu/librweb/newarklib/infed/citing_sources.htm)
- Paraphrasing is the use of sentences or ideas that are very close to what someone else has written or said. Paraphrasing written or oral work by others is not permissible. Express yourself using your own words.
- Some facts are considered common scientific knowledge and do not need to be cited (e.g., "all eukaryotic cells are enclosed by membranes"). If you are unsure or have any questions about using material, you should ask the faculty.
- Using the exact wording of another author is very rarely done in scientific papers. However, when you do that, the words must be in quotes followed by a citation (e.g., "Cats are very friendly animals" [Smith et al., 2003] ).
- Ignorance of appropriate citation guidelines is not an excuse so it is always safer to cite sources rather than omit citations.
- Keep all notes regarding research papers at least until your grade is finalized.

**Oral and Poster Presentations:** Presentations of data and ideas, both orally or in poster format, are important forums to disseminate scientific information. As a student, you may be called upon to make oral presentations for class assignments or to present your research work. These presentations will also occur at crucial times during your doctoral training, such as your doctoral defense, and in your professional career, so it is important that you present your ideas and work clearly and distinguish your work from that of others. During presentations, you should follow these guidelines:

- All text should be in your own words. Ideas taken from other sources should be cited on a slide or orally and, in the case of poster presentations, referenced in a bibliography, similar to a written paper.
- Quotations are rarely used and must be offset by quotation marks and attributed to their source(s) on the same page or slide.
- Figures given without attribution should be your own. Any figures not produced by the presenter must be attributed. Exceptions to this rule are when a mentor gives you explicit permission to use one of his/her figures or slides without providing written attribution. However, even in this case, you should orally attribute the person(s) who produced the figure or slide.

**Qualifying Examinations:** All students must take a qualifying examination before entering candidacy for the PhD degree. The nature of the examination varies among programs but contains both written and oral components. Whatever the nature of the written exam (in class, take-home), students are expected to write answers in their own words, using their own ideas and not in consultation with others. Source material should be referenced as is expected in any written scientific paper unless instructed (in writing) otherwise by the examination committee chairperson.

## **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 department or Associate Dean. The Hearing Body shall be composed of two students, two members of the faculty and one member of the administration. The student representatives shall be elected by the Graduate Student Association. Faculty representatives are selected by the Dean from nominations from

each department. The composition of the Hearing Body must be approved by Executive Council.

## STUDENT GRIEVANCES AND APPEALS

Graduate students are encouraged to seek resolution of complaints and grievances at the departmental level by bringing the issue to their department chairman or graduate 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.

Each school of UMDNJ has a Hearing Body 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. The GSBS Hearing Body consists of two students, two members of the faculty and one member of the administration.

## STUDENT AFFAIRS COMMITTEE (SAC)

The mission of the SAC is to serve the Associate Dean and Executive Council of GSBS-Stratford in addressing issues regarding GSBS students. Its goals are to enhance the experience of the students, to ensure an excellent educational environment, and to further the teaching and research efforts of the faculty. It may gather information and recommend actions, act as liaison between students and administration, and serve as an advocate for students with concerns regarding administrative procedures, courses, research issues, and quality of life. It may also serve to address issues of ethics and fairness involving GSBS students.

In serving as an advocate for students, any of the committee members may be approached by a student with concerns, or by a faculty member with concerns about a student. The Associate Dean, the committee chair, the committee and/or the Executive Council may then be involved in addressing the issue. The Associate Dean may charge the committee with obtaining additional information and making recommendations. In this way, the SAC members serve to facilitate communication between students and the administration, especially regarding sensitive issues.

The SAC may occasionally gather information on quality of life and experiences of GSBS students using questionnaires. Issues arising out of such information may spur recommendations to the Associate Dean and/or the Executive Council. The SAC may work with the other committees on issues regarding GSBS students.

GSBS-Stratford SAC Members are:

Eric Moss, Ph.D.	<a href="mailto:mosseg@umdnj.edu">mosseg@umdnj.edu</a>	Molecular Biology Department
Katrina Cooper, Ph.D.	<a href="mailto:cooperka@umdnj.edu">cooperka@umdnj.edu</a>	Molecular Biology Department
Rocco Carsia, Ph.D.	<a href="mailto:carsiaro@umdnj.edu">carsiaro@umdnj.edu</a>	Cell Biology Department

## 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 and the student's advisor 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:

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

The University maintains the following records on individual students:

1. General Academic File - Graduate School Office and Registrar's Office
2. Student Health Records - Student and Employee Health Center.
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 on the UMDNJ Office of Policy and Project Management website.

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. However, if you are a non-matriculated student within the GSBS, you may also be a non-matriculated student within another school.

## **POLICY ON POSTDOCTORAL FELLOWS ATTENDING GSBS COURSES**

With concurrence of the GSBS Associate Deans, the following policy has been developed for postdoctoral fellows wishing to attend graduate courses at GSBS:

"Postdoctoral Appointees are eligible to attend graduate courses at the Graduate School of Biomedical Sciences (GSBS) at the discretion of the instructor and pending available space and resources. The instructor may write a letter attesting to participation in the course, but no formal record will be kept by GSBS and postdoctoral fellows will not be considered students within GSBS. Postdoctoral fellows are not required to pay tuition, but fees may be assessed to cover actual costs of supplies."

While this benefit has always been available, it was thought appropriate to formalize it. The policy has been posted on the Office of Postdoctoral Affairs web site under "Availability of GSBS Graduate Courses."

## **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 department and the GSBS to work up to 20 hours per week.

**Note:** Contact the GSBS office for procedures regarding salary. Your department 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 prepared by UMDNJ-Public Safety Department, University Education Center, Suite 1132. Letters 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 stay at the Graduate School. Replacement cards are \$10.

## **SOCIAL SECURITY CARDS**

Students must provide the Graduate School office with their social security numbers for purposes of identification and for stipend taxation. Foreign students not holding a Social Security card are required to apply for one when they arrive at the Graduate School.

## **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 activities.

## **HEALTH AND ACCIDENT INSURANCE**

The University requires that each person enrolled in its programs on either a full-time or part-time matriculated basis have health and accident insurance protection. The University provides a student medical benefit plan administered by Aetna. Students not wishing to join must provide evidence at registration of comparable coverage through an alternative plan as well as provide a copy of the front and back of his/her insurance card. Students **MUST** also go to the University Health Plan, Inc. website: <http://www.universityhealthplans.com> to waive this insurance or they will be automatically billed for it. Students shall make such other insurance policies available to the University for review when requested. University Health Plan, Inc. applications and claim forms are available on the website <http://www.universityhealthplans.com>. A voluntary dental and vision health plan is also available through the University Health Plan, Inc. website at an additional cost.

## **IMMUNIZATION AND HEALTH REQUIREMENTS**

The following is a summary of UMDNJ policy. A complete description of the **UMDNJ "Student Immunization & Health Requirements Policy"** is available in the GSBS office and on the UMDNJ web-site ([www.umdj.edu/oppmweb/policies/contents.html](http://www.umdj.edu/oppmweb/policies/contents.html)) under "**Student Services**".

1. Each student shall undergo a complete history and physical examination prior 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 POLICIES**

In an effort to provide a safe and healthy environment for all UMDNJ personnel and visitors, smoking is not permitted in any University facility. The designated smoking area for personnel working in the Science Center is the central courtyard. 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 departmental chairman.
2. The chairman 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 chairman will discuss the matter with the student. This may be done along with the departmental Graduate Committee or with the student's advisor, at the chairman's discretion.
4. If the chairman and/or departmental Graduate 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 chairman 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 dismissal from the program. If this occurs, the student will be advised of the option to take the matter to the Graduate School Hearing Body, as established in the Students Right and Responsibilities 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.



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 a direct 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.

By Direction of the President:

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Vice President for Academic Affairs



I. **Good faith** – as applied to a complainant or witness, shall mean having a belief in the truth of one's allegation or testimony, which a reasonable person in the complainant's or witness's position would have, based on the information known to the complainant or witness at the time. An **allegation is not in good faith or is made in bad faith** if the complainant knew or had reason to know it was false, or if the allegation was made with reckless disregard for or willful ignorance of information that would negate the allegation.

J. **Inquiry** – preliminary information gathering and preliminary fact finding.

K. **Preponderance of the evidence** – proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

L. **Investigation** – formal development of a factual record and examination of that record leading to a recommendation to make or not to make a finding of research misconduct, and which may include recommendations for other appropriate actions, including administrative actions.

## V. POLICY

A. UMDNJ faculty, administration, staff, students and volunteers have an important responsibility to maintain high ethical standards in scientific research, research training programs, and activities related to such research or training. These standards include validity, accuracy and honesty in proposing and performing research, in collecting, analyzing and reporting research results, and in reviewing the research of others. Failure to observe these principles that results in research misconduct damages the general public trust, the entire scientific community, and the University's image. In addition, University personnel who commit research misconduct breach their obligations to the University.

UMDNJ faculty, administration, staff, students and volunteers also have the responsibility to report known or suspected instances of research misconduct to the appropriate Campus Committee on Research Integrity (see Section V.F. below).

B. The evidentiary standards for a finding of research misconduct shall be as follows:

1. **standard of proof:** the University finding of research misconduct must be proved by a preponderance of the evidence.

2. **burden of proof:** the University has the burden of proof for making a finding of research misconduct. The destruction, absence of, or respondent's failure to provide research records adequately documenting the questioned research is evidence of research misconduct where the University establishes by a preponderance of the evidence that the respondent intentionally, knowingly, or recklessly had research records and destroyed them; had the opportunity to maintain the records but did not do so, or maintained the records and failed to produce them in a timely manner; and that the respondent's conduct constitutes a significant departure from accepted practices of the relevant research community.

C. The University shall make reasonable and practical efforts to assure that:

1. the positions and reputations of those reporting alleged misconduct in good faith, witnesses in misconduct proceedings, and members of the Campus Committees and Investigative Panels are protected or restored, and that these individuals are protected from retaliation;

2. appropriate action will be taken against individuals who attempt to retaliate against those reporting misconduct in good faith, witnesses in misconduct proceedings, and members of the Campus Committees and Investigative Panels;

3. appropriate action will be taken against individuals found to have made unsubstantiated allegations in bad faith;

4. the reputations of respondents against whom no finding of research misconduct is made are protected or are restored if requested and as appropriate.

D. Confidentiality

Disclosure of the identity of respondents and complainants in research misconduct proceedings is limited, to the extent possible, to those who need to know, consistent with a thorough, competent, objective and fair research misconduct proceeding, and as allowed by law. However, confidentiality may not be maintained if the allegation is determined to be false and is found to be made in bad faith. Protection of confidentiality does not preclude disclosures that are necessary in the process of handling allegations of misconduct; are in the public interest or in the University's interest; are required by federal or state statute or regulations, University policy or rules of the research sponsor; or are a component of sanctions and/or corrective actions in the resolution of allegations of misconduct.

Except as may otherwise be prescribed by applicable law, confidentiality shall be maintained for any records or evidence from which research subjects might be identified. Disclosure is limited to those who have a need to know to carry out a research misconduct proceeding.

E. Immediate Notification

At any time during the course of the preliminary assessment, inquiry, investigation or other research misconduct proceeding, the following notifications shall immediately be made:

1. If the Campus Committee or Investigative Panel becomes aware of a risk to human subjects or deviations in an Institutional Review Board (IRB)-approved protocol, or other breach of University policy regarding human subjects research, the chair of the Committee or Panel shall notify the Executive Director of Human Subjects Protection and the Campus IRB Chair.
2. If the Campus Committee or Investigative Panel becomes aware of the commission of a criminal act, the Chair shall notify Public Safety.
3. If the Campus Committee or Investigative Panel becomes aware of incidents or complaints of retaliation, harassment or discrimination against a complainant, respondent, witness, Campus Committee or Investigative Panel member, the Chair shall notify the VPAA and the Office of Compliance Auditing. The Office of Compliance Auditing shall perform investigations as appropriate.
4. If the Campus Committee or Investigative Panel becomes aware of non-compliance with federal or state law or regulation or with University policy, the Chair shall notify the Office of Business Conduct and the Office of Legal Management.
5. If the Campus Committee or Investigative Panel becomes aware of any facts that may affect current or potential federal or other funding for the respondent, or facts that the funding agency or sponsor needs to know to ensure appropriate use of federal or other funds and otherwise protect the public interest, the Chair shall notify the VPAA who shall apprise ORI or the pertinent funding agency or sponsor.
6. At any time during a research misconduct proceeding, the VPAA shall be informed and shall notify immediately ORI (in the case of research conducted under a PHS grant or if the research results were used in a PHS grant, fellowship or contract application), or another funding agency or sponsor if there is reason to believe that any of the following conditions exist:
  - a. Health or safety of the public is at risk, including an immediate need to protect human or animal subjects.
  - b. DHHS resources or interests are threatened.
  - c. Research activities should be suspended.
  - d. There is reasonable indication of possible violations of civil or criminal law.
  - e. Federal action is required to protect the interests of those involved in the research misconduct proceeding.
  - f. The University believes the research misconduct proceeding may be made public prematurely so that DHHS may take appropriate steps to safeguard evidence and protect the rights of those involved.
  - g. The research community or public should be informed.

F. Campus Committees on Research Integrity

Three Campus Committees on Research Integrity shall be established, one each for Newark, Piscataway/New Brunswick and Camden/Stratford. These Committees shall be called together by the Chairperson or his/her designee on an as-needed basis to review allegations and reports of research misconduct and apparent instances of misconduct.

1. Membership

Membership of the Campus Committees shall consist of tenured faculty members representing the Schools on that campus. Members shall represent a mixture of the basic and clinical sciences, and shall have strong research experience and other appropriate qualifications to judge the issues raised by allegations of research misconduct.

- a. The Newark Committee shall have seven members, two faculty members from New Jersey Medical School (one of which shall be from the basic sciences and the other from the clinical

sciences), and one faculty member each from the Graduate School of Biomedical Sciences-Newark Division, New Jersey Dental School, School of Health Related Professions, School of Nursing, and School of Public Health.

b. The Piscataway/New Brunswick Committee shall have six members, three faculty members from Robert Wood Johnson Medical School (representing both the basic and clinical sciences) and one faculty member each from the Graduate School of Biomedical Sciences-Piscataway Division, School of Health Related Professions, and School of Public Health.

c. The Camden/Stratford Committee shall have six members, one faculty member each from Robert Wood Johnson Medical School-Camden, School of Osteopathic Medicine, Graduate School of Biomedical Sciences-Stratford Division, School of Nursing, School of Health Related Professions and School of Public Health.

2. Appointment

Members shall be appointed by the SVPAA upon the recommendations of the Deans.

3. Term of Appointment

Members of the Campus Committees shall serve for terms of three years which may be renewed. In the event of an extended absence or resignation of a Campus Committee member, an alternate to serve out the term shall be appointed by the SVPAA in the same manner as original appointments.

4. Chair

Each Campus Committee shall elect a chairperson who should be at the rank of full professor, and who shall serve for a term of two years. The Chairperson or designee shall call all meetings in response to the receipt by any member of the Campus Committee of a report or allegation of research misconduct.

5. Functions

The functions of the Campus Committees shall be to:

a. receive reports or allegations of research misconduct, which can be written or oral statements or other communications, from any source within or external to the University about University individuals working and/or studying on that campus or whose primary academic appointment is at a School on that campus; however, when appropriate, any given allegation may be assigned by the Campus Committee for action to another Campus Committee;

b. conduct inquiries of allegations of research misconduct, and send resulting reports to the SVPAA; and

c. supply the VPAA with the information needed to make the University's annual submission to ORI pursuant to 42 CFR Parts 50 and 93.

6. Expenses of the Campus Committees

Expenses related to the general functioning and training of the Campus Committees shall be borne by the Schools on that campus.

G. Inquiry

The inquiry shall involve information gathering and preliminary fact finding to determine whether an allegation of research misconduct or apparent instance of misconduct has substance and warrants further investigation.

1. Preliminary Assessment

On behalf of the Campus Committee, the chairperson shall perform a preliminary assessment of an allegation or report to determine if an inquiry is warranted. Criteria warranting an inquiry are: whether the allegation falls within the definition of research misconduct as set forth in Section IV.A; and whether the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. This determination shall take place within ten (10) working days of the Committee's receipt of the allegation or report, and shall be final. When an inquiry is not felt to be warranted, the Committee's reasons shall be documented and the complainant shall be informed. The identification of the respondent shall be kept confidential from everyone without a need to know.

In the case of research disputes when an inquiry is not felt to be warranted, the Committee may recommend other resources at the School or University, including the services of the School's research ombudsperson.

2. Initiation of Inquiry

The Campus Committee (hereinafter the Inquiry Committee) shall meet to begin the inquiry within ten (10) working days of the chair's determination that the allegation warrants an inquiry.

3. Notification of Inquiry

At the time of or before the initiation of the inquiry, the respondent, the complainant, the Dean of the appropriate School, the President/CEO of the pertinent patient care unit or the Vice President of the pertinent administrative unit (in the case of a non-faculty respondent who is an employee of such unit), and the VPAA shall be notified in writing of the inquiry by the Chairperson of the Inquiry Committee. If the Inquiry Committee subsequently identifies additional respondents, the Chairperson shall notify them in writing. Under certain circumstances set forth in Section V.E., ORI in the case of research conducted under a PHS grant, or another pertinent funding agency must be immediately notified.

4. Rights and Obligations of the Respondent

The respondent shall be informed of the charges, of the opportunity to be heard, as well as the obligation to cooperate fully, and that unreasonable refusal to supply relevant material or other uncooperative behavior shall constitute violation of this policy.

5. Sequestering of the Research Record and Evidence

No later than the time the respondent is notified of the allegation and/or the inquiry begins, whichever is earlier, the Inquiry Committee shall, with the assistance of the Dean's or Vice President's office and/or of campus security and/or Information Services & Technology personnel if necessary, take all reasonable and practical steps to obtain custody of any original data, research records and evidence, and other material and documents necessary to the conduct of the inquiry and potential future investigation, and sequester them in a secure manner. Where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments. An inventory shall be made of each item removed. This inventory shall be signed by the Inquiry Committee Chairperson or designee, and a copy given to the respondent. Efforts should be made to permit the research to continue while the inquiry and other procedures go forward. Where appropriate, the Committee Chairperson or designee shall give the respondent copies of or reasonable supervised access to the sequestered research records and evidence during the proceedings. Materials sequestered shall be stored in a manner to ensure their preservation.

In the event, during the course of the inquiry, future investigation or other research misconduct proceeding, there is a need for additional research records or evidence necessary for the conduct of the proceedings, all reasonable and practical efforts will be made to take custody of, inventory and sequester such records or evidence, except that where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments.

6. Conflict of Interest/Bias

It is the responsibility of each member of the Inquiry Committee to divulge potential conflicts of interest. In the event that any member of the Inquiry Committee has any real or apparent, unresolved personal, professional or financial conflicts of interest or bias with respect to the respondent, complainant, witnesses or case, that member shall be recused. Such conflicts include, but are not limited to, involvement with the research in question, competition with the respondent, and a previous or ongoing close personal, professional or academic relationship with respondent, complainant or witnesses.

7. Staff to Inquiry Committee

The SVPAA and the Vice President for Legal Management shall assign non-voting staff to assist the Inquiry Committee. Staff shall consider themselves and their activities for the Inquiry Committee as strictly confidential.

8. Consultants and *Ad Hoc* Members for Inquiry Committee

For purposes of the inquiry, the Inquiry Committee in its discretion, may seek expert scientific advice and/or decide to add *ad hoc* members such as experts in a particular field.

9. Duration of Inquiry

The Inquiry Committee shall complete the inquiry and prepare a written report for the SVPAA summarizing the conduct of the inquiry and the reasons for its recommendations within sixty (60) calendar days from the date the inquiry began. If circumstances warrant a longer period, the record shall include documentation of the reasons for exceeding the 60-day period, and the respondent shall be so notified in writing.

10. Recommendations of Inquiry Committee

The Inquiry Committee shall decide by majority opinion whether to recommend that the allegation warrants an investigation to formally examine and evaluate all relevant facts to determine if misconduct has occurred. A recommendation for investigation is warranted if:

- a. there is a reasonable basis for concluding that the allegation falls within the definition of research misconduct, and
- b. the preliminary information gathering and preliminary fact finding from the inquiry indicate that the allegation has substance.

If the Inquiry Committee does not recommend an investigation, the reasons for this decision shall be documented in sufficient detail to permit future assessments of this decision by ORI or another sponsor or agency. The Inquiry Committee may make recommendations to the SVPAA regarding reasonable and practical actions to protect or restore the reputation of the respondent, and should consult with the respondent in this regard. The Inquiry Committee may also make recommendations to the SVPAA concerning actions against a complainant found to have made unsubstantiated allegations in bad faith. The Inquiry Committee may also make recommendations to the SVPAA about the conduct of the research in question or related matters in order to mitigate problems and/or ameliorate circumstances brought to the attention of the committee during the inquiry but which did not warrant an investigation.

If the Inquiry Committee recommends an investigation and finds there is a high probability that false or misleading information has been or may be disseminated to the scientific community and that such dissemination could cause significant harm, the Committee may recommend that the SVPAA, if he or she initiates an investigation, inform the following individuals of the existence and status of the investigation: (1) editors of scientific journals in which articles or other publications concerning the research under investigation have been published or are pending publication; and (2) program directors of scientific meetings at which the research under investigation is scheduled to be presented.

11. Report of Inquiry Committee

A written report summarizing the conduct of the inquiry and the reasons for the Inquiry Committee's recommendation shall be prepared for the SVPAA. The respondent shall be given a copy of the report and the opportunity to provide written comments on the report. The respondent's comments, if any, shall be made part of the record. Comments of the respondent about the Committee's recommendation must be filed with the Committee within five (5) working days of receipt of the report. The complainant shall be notified in writing of the Committee's recommendation. Relevant portions of the report may be provided to the complainant for comment at the discretion of the Inquiry Committee.

12. Decision and Actions of the SVPAA

The SVPAA has the sole discretion to accept, reject, modify or seek additional information about the recommendation of the Inquiry Committee. The SVPAA shall make a final decision concerning the recommendation of the Inquiry Committee within ten (10) working days of receipt of the Committee's report.

- a. If the SVPAA decides that further investigation is not warranted, the case shall be closed. The reasons for the SVPAA's decision shall be documented in sufficient detail to permit future assessments of this decision by ORI or another sponsor or agency.

The SVPAA shall notify in writing the respondent, the complainant, all individuals interviewed or otherwise informed of the allegation, and the appropriate Dean or Vice President of the disposition of the allegation. In the event that ORI or another pertinent funding agency or sponsor was notified during the inquiry, under the circumstances enumerated in Section V.E., the same shall be informed by the SVPAA of the finding of no cause following the inquiry, and that the University considers the case closed. If requested and appropriate, and in consultation with the respondent, all reasonable and practical efforts shall be undertaken to protect or restore the reputation of the respondent.

If the SVPAA finds that the allegation was made in bad faith, he/she shall determine whether and what administrative actions should be taken against the complainant pursuant to applicable University policies, procedures or contracts.

At the appropriate time following notifications of the SVPAA's decisions, all research records, original data and other evidence and materials sequestered by the Inquiry Committee from the respondent or complainant or furnished by others shall be returned, and the return documented by signed receipts.

The Chairperson of the Inquiry Committee shall gather the original records of the proceedings of the inquiry and copies of all pertinent documents and other materials furnished to the Committee. This file shall be sent to the SVPAA who shall seal it and retain it in a locked confidential cabinet for at least seven (7) years, and preferably indefinitely, after termination of the inquiry. The records shall, upon request, be provided to authorized personnel representing the funding agency or sponsor. Otherwise, access to materials in the file shall be available only upon authorization of the SVPAA for exceptional cause.

b. If the SVPAA decides that further investigation is warranted, the SVPAA shall initiate an investigation. All files accumulated by the Inquiry Committee in this matter shall be transferred to the Office of the SVPAA.

The SVPAA shall provide notice in writing to the respondent, the complainant, the appropriate Dean or Vice President, and the Vice President of Legal Management of the decision to perform an investigation before the investigation begins. If the research in question was funded by the PHS or if the research results were used in a PHS grant, fellowship or contract application, the SVPAA, on or before the date the investigation begins, will write to the Director of ORI reporting the decision to initiate an investigation and attaching a copy of the inquiry report, which shall include the following information:

- 1) the name and position of the respondent;
- 2) a description of the allegation of research misconduct;
- 3) the PHS support, including grant numbers, grant applications, contracts, and publications listing PHS support;
- 4) the basis for deciding that the alleged actions warrant an investigation; and
- 5) any comments on the report by the respondent or the complainant.

If the research in question was funded by an agency or sponsor other than the PHS which has similar reporting requirements, the SVPAA, within 30 days of deciding that an investigation is warranted, will communicate the same information as above to the director of that agency or sponsor. The SVPAA may also decide to notify certain editors of journals or program directors of scientific meetings.

### 13. Expenses of the Inquiry

Expenses of inquiries shall be borne by the Dean or Vice President in whose School or Unit the respondent's research in question has been or is being conducted.

## H. Investigation

The investigation shall be a formal, thorough and documented examination and evaluation of all relevant facts, research records and other evidence to determine if a recommendation should be made that research misconduct has occurred. It shall include interviewing the complainant and the respondent as well as others who might have relevant information; reviewing original data, research records and other evidence and documents; talking with experts; considering materials and/or comments submitted by the respondent and complainant; reviewing relevant literature, publications, correspondence, memos, etc. An investigation shall begin within thirty (30) days after the SVPAA's decision that an investigation is warranted.

### 1. Notice to and Rights and Obligations of Respondent

Before the investigation begins, the respondent shall be notified in writing of the allegations to be considered in the investigation, the opportunity to be heard and to present witnesses, and the obligation to cooperate fully with the investigation. Such notice shall inform the respondent that the investigation may recommend: (a) whether or not research misconduct has occurred; and/or (b) if the actions or conduct investigated are/is otherwise unacceptable within the University for proposing, performing or reviewing research or reporting research results. The respondent shall also be informed that unreasonable refusal to supply relevant material or other uncooperative behavior constitutes violation of this policy.

The respondent shall be given written notice of all new or additional allegations to be considered in the investigation which were not stated in the original notice of the investigation.

2. Formation of Investigative Panel

An investigative panel shall be appointed by the SVPAA, consisting of three scientists with strong research experience and other appropriate qualifications to judge the issues raised in the investigation. These individuals may be internal to the University or external. University faculty serving on investigative panels must be tenured. Members of the Inquiry Committee shall not be appointed to the Investigative Panel.

3. Conflict of Interest/Bias

Individuals appointed to the Investigative Panel shall not have any real or apparent, unresolved personal, professional or financial conflicts of interest or bias with respect to the respondent, complainant, witnesses, or case. For example, Panel members should not be involved with the research in question, should not be professional competitors with the respondent, and should not have a previous or ongoing close professional or academic relationship with the respondent, complainant or witnesses.

4. Objections to Proposed Investigative Panel Members

The respondent and the complainant shall be informed of the proposed membership of the Investigative Panel. If the respondent or the complainant objects to the participation of any member of the Investigative Panel based upon personal, professional or financial conflict of interest or bias with respect to the respondent, complainant, witnesses, or case, this objection must be made in writing within five (5) working days to the SVPAA who shall decide whether to replace the challenged member. The decision of the SVPAA shall be final. Such challenges to the membership of the Investigative Panel must be resolved prior to the official appointment of the members by the SVPAA.

5. Charge to Investigative Panel

The SVPAA shall administer the charge to the Panel. The official date of the initiation of the investigation shall be the date of the first meeting of the Investigative Panel. This shall be within thirty (30) calendar days of the decision of the SVPAA that an investigation is warranted.

6. Chairperson of Investigative Panel

The Investigative Panel shall choose its chairperson at its first meeting.

7. Staff to Investigative Panel

The SVPAA and the Vice President for Legal Management shall assign non-voting staff to assist the Investigative Panel. Staff shall consider themselves and their activities for the Investigative Panel as strictly confidential.

8. Conduct of Investigation

a. Procedural Protections

Every effort shall be made to ensure a comprehensive, impartial, unbiased and expeditious investigation. The respondent shall have the opportunity to examine all evidence forwarded to the Panel, to present evidence to the Panel, including witnesses on the respondent's behalf, and to ask questions of the witnesses, including the complainant. Anonymous third-party statements will not be considered as evidence.

b. Security

Files shall be kept in a central location in a locked cabinet, accessible only to the appropriate individuals taking part in the investigation.

c. Testimony before the Investigative Panel

Tape recordings shall be made of all testimony given. Documentation (including original data) substantiating the Investigative Panel's findings will be carefully secured, prepared and maintained. Transcriptions of each taped interview shall be provided to the person interviewed for comment and correction, and included as part of the record of the investigation.

d. Sequestering of Additional Research Records and Evidence

To the extent not already carried out earlier, the University or the Investigative Panel shall secure, inventory and sequester in a secure manner additional pertinent original research data, research records and evidence, and other material and documents from the respondent or others, per the procedures in Section V.G.5 of this policy, before or at the time the respondent is notified of the investigation, and whenever additional items become known or relevant to the investigation.

e. Consultants for Investigative Panel

The Investigative Panel may seek additional expert scientific advice.

f. Broadening/Change in Subject Matter of Investigation

If, during the investigation, information becomes available which the Panel considers substantially related to the original charge from the SVPAA, the Panel may broaden the scope of its charge and must give written notice to the respondent of the new scope. If the Panel does not consider the new information substantially related to the original charge, the Panel may refer the new information to the Campus Committee as the basis of a new allegation.

9. Duration of Investigation

The investigation shall be completed within eighty (80) calendar days of its initiation date to allow sufficient time for review of the Investigative Panel's report by the respondent and the SVPAA, and submission of the University's report, including the decision of the SVPAA, to the funding agency, within a total of one hundred and twenty (120) calendar days of the initiation of the investigation. If the investigation cannot be completed within these time limits, the University may request an extension of time from ORI (in the case of research conducted under a PHS grant or if the research results were used in a PHS grant, fellowship or contract application) or from another pertinent funding agency or sponsor if required. If such an extension is granted, the respondent shall be so notified.

10. Recommendation of Investigative Panel

The requirements for reaching a recommendation of research misconduct are:

- a. there was fabrication, falsification or plagiarism in proposing, performing or reviewing research, or in reporting research results;
- b. the fabrication, falsification or plagiarism was committed intentionally, knowingly or recklessly; and
- c. the allegation was proved by a preponderance of the evidence.

The Investigative Panel's recommendation shall be the majority opinion. There may be a minority report. The results of any vote taken shall be made known to the SVPAA in the written report of the Investigative Panel.

11. Report of the Investigative Panel

Upon conclusion of its investigation, the Investigative Panel shall prepare a draft written report. A copy of the draft report shall be given to the respondent with the opportunity to provide written comments on the report, which must be considered and addressed by the Panel before issuing the final report. Concurrently, the respondent must be given a copy of or supervised access to the evidence on which the report was based. At the discretion of the Investigative Panel, the complainant may be provided with those portions of the draft report that address his/her role and opinions in the investigation. Comments, if any, from the respondent and complainant must be filed with the Panel within thirty (30) calendar days of receipt of the Panel's draft report. These comments shall be made part of the final report and considered by the SVPAA. A copy of the final report shall also be given to the appropriate Dean or Vice President.

The contents of the final investigation report must include:

- a. Allegations – description of the nature of the allegations of research misconduct;
- b. If applicable, the PHS support – description and documentation of the PHS support, including any grant numbers, grant applications, contracts, and publications listing PHS support;

- c. Institutional charge – description of the specific allegations of research misconduct considered in the investigation;
- d. Policies and procedures – inclusion of this policy (if not already provided to ORI or another sponsor with the inquiry report);
- e. Research records and evidence – identification and summary of the research records and evidence reviewed, and identification of any evidence taken into custody but not reviewed;
- f. Statement of recommendations – for each separate allegation of research misconduct identified during the investigation, the recommendation as to whether research misconduct did or did not occur; if the recommendation was that research misconduct did occur:
  - 1) whether the research misconduct was falsification, fabrication or plagiarism committed intentionally, knowingly or recklessly;
  - 2) a summary of the facts and the analysis which support the conclusion and consideration of the merits of any reasonable explanation by the respondent;
  - 3) identification of the specific PHS support, if any;
  - 4) whether any publications need correction or retraction;
  - 5) the person(s) responsible for the misconduct; and
  - 6) any current support or known applications or proposals for support that the respondent has pending with non-PHS federal or other agencies or sponsors.
- g. Comments of respondent and complainant - inclusion and consideration of any comments made by the respondent and complainant on the draft investigation report.

The report may make recommendations about corrective measures, if any, to be taken.

The report may also include recommendations that a finding be made that the respondent has engaged in practices that are unacceptable within the University for proposing, performing or reviewing research, or reporting research results, whether or not research misconduct was found. The report may make recommendations about corrective actions, if any, to be taken under these circumstances.

The report may also include the Panel's concerns that violations of other University policies or of federal or state regulations may have occurred, with recommendations to refer these concerns for administrative action.

In addition, the Panel may make recommendations concerning notification of law enforcement agencies, professional societies, licensing boards, journal editors, collaborators of the respondent or other concerned parties of the outcome of the investigation.

In the event of a recommendation that there be no finding of misconduct, the Investigative Panel, after consultation with the respondent, may make recommendations to the SVPAA regarding actions to protect or restore the reputation of the respondent. The Investigative Panel may also make recommendations to the SVPAA concerning actions against a complainant found to have made unsubstantiated allegations in bad faith.

The Investigative Panel may also make recommendations to the SVPAA about the conduct of the research in question or related matters in order to mitigate problems and/or ameliorate circumstances brought to the attention of the Panel during the investigation but which did not warrant a finding of misconduct.

12. Expenses of the Investigation

The expenses of the investigation, including external consultants' fees if any, shall be borne by the pertinent Dean or Vice President.

13. Decision and Actions of the SVPAA

The SVPAA shall review the final report of the Investigative Panel and shall make a final decision in writing on behalf of the University.

The SVPAA may make one of the following decisions:

a. finding of no misconduct: If requested and appropriate, all reasonable and practical efforts shall be made, in consultation with the respondent, to protect or restore the reputation of the respondent, and appropriate action shall be taken against complainants found to have made unsubstantiated allegations in bad faith.

b. finding of misconduct: The decision shall include the SVPAA's determination about the appropriate corrective actions. The SVPAA shall either accept the Investigative Panel's recommendation about corrective actions or impose alternatives. Discipline imposed for research misconduct shall be exempt from grievance and arbitration proceedings. The SVPAA may direct the authors to withdraw from publication all pending abstracts and papers that are considered to be of questionable scientific validity as a result of the finding, and may notify the editors of journals, books and other publications in which the respondent's previous papers and abstracts have appeared during the preceding five years.

c. finding that actions or conduct investigated are/is unacceptable within the University for proposing, performing or reviewing research or for reporting research results, but do/does not constitute research misconduct. The decision shall include the SVPAA's determination about appropriate corrective actions.

14. Notification of Decision of SVPAA

The SVPAA shall provide a copy of his/her final decision to the respondent, the complainant, the Investigative Panel, the pertinent Dean or Vice President, and the Vice President for Legal Management.

The SVPAA shall forward to ORI (in the case of research conducted under a PHS grant or if the research results were used in a PHS grant, fellowship or contract application) or to another external funding agency or sponsor a copy of his/her final decision, together with the Investigative Panel's final report with all attachments, and any pending or completed institutional administrative actions against the respondent.

The SVPAA shall inform editors of scientific journals and program directors of scientific meetings who had been notified of the existence of an investigation, and all individuals interviewed or otherwise informed of the allegation of the outcome of the investigation.

I. Termination of the Case

1. Creation, Sealing, Storage of and Access to the File

The SVPAA shall ensure that the complete file, including the original records of all proceedings conducted by the Inquiry Committee and by the Investigative Panel, copies of all documents and other materials furnished to the Committee and the Panel, and transcripts of recordings of all interviews, is sealed and retained in a locked confidential cabinet for at least seven (7) years, and preferably indefinitely, after termination of the investigation. Access to materials in the file shall be available only to ORI in the case of research funded by PHS or if the research results were used in a PHS grant, fellowship or contract application, or to another sponsor with similar requirements, or upon authorization of the SVPAA for exceptional cause.

2. Return of Sequestered Data and Other Materials

The SVPAA shall decide on a case-by-case basis when the research records, original data, evidence and other original materials sequestered during the inquiry or investigation may be returned. Among the determining factors in this decision are the requirements of pertinent government agencies or other sponsor.

J. Investigation by Federal Agencies

Under 42 CFR Parts 50 and 93, federal agencies have reserved the right to perform their own investigation in cases involving federally funded research at any time prior to, during, or following the University's investigation, and to impose corrective actions of their own in addition to those imposed by the University.

K. Withdrawal of Allegation by Complainant

If the complainant withdraws his or her allegation prior to the completion of the inquiry or investigation, the proceedings shall continue if sufficient information is available to warrant such continuance.

L. If Respondent leaves the University

If the respondent leaves the University prior to the completion of the inquiry or investigation, the inquiry and investigation, if any, shall nevertheless continue according to the procedures described above, and the respondent shall be afforded full opportunity to participate. The SVPAA may inform the respondent's new employer, if any and if known, of the existence and status of the investigation and of the final findings of the investigation.

M. Admission of Research Misconduct by Respondent

If the respondent admits to research misconduct prior to the completion of the inquiry or investigation, the admission must be in writing and must detail the full scope of the misconduct. An inquiry and investigation should ordinarily be conducted and continued to conclusion if doing so will uncover the scope of the misconduct or other problems and result in recommendations to the SVPAA. Under these circumstances, the inquiry and investigation shall be conducted according to the procedures described above. If the Inquiry Committee believes that no purpose will be served by an investigation, it may make that recommendation to the SVPAA, and the inquiry may serve as the investigation. In this event, the SVPAA shall notify in advance ORI (if the research in question was funded by PHS, or if the research results in question were used in a PHS grant, fellowship or contract application), or another sponsor with similar requirements if the University plans to close the case prior to conclusion of a full investigation based on the respondent's admission of guilt or for any other reason.

By Direction of the President:

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Vice President for Academic Affairs

**Letter of Agreement – 15 week Lab Rotation**  
**Lab Rotation-Masters OR Lab Rotation-Certificate**

Student's name (printed) \_\_\_\_\_

Semester \_\_\_\_\_

Faculty member's name (printed) \_\_\_\_\_

Please list the expectations and requirements of the student.

Project title:

Goals and objectives of the project:

Techniques to be learned:

Amount of time to be spent within the lab:

Who will do the mentoring:

Additional comments:

A printed report (2-5 pages) of the project should be submitted by the end of the semester detailing the achievements of the goals and objectives, as described above. If the goals and objectives were not achieved, an explanation needs to be provided.

Please return this document to the Graduate Office (UDP, Suite 2200) within 10 calendar days of the beginning of the semester. This is the Add/Drop period. Please sign below.

Student \_\_\_\_\_

Date \_\_\_\_\_

Faculty member \_\_\_\_\_

Date \_\_\_\_\_

Associate Dean \_\_\_\_\_

Date \_\_\_\_\_

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**Independent Study in the Biomedical Sciences**  
**Letter of Agreement – 15 week Semester**

Course Description: The student and faculty member will select a topic to study. The faculty member will present the student with a selected set of papers. The student and faculty member will meet weekly to discuss the papers and monitor the progress of writing the required 20 page paper. The student will also be responsible for presenting the findings in an oral seminar. The 20 page paper must be turned in to the GSBS office in order for the student to receive their grade.

Student's name (printed) \_\_\_\_\_

Semester \_\_\_\_\_

Faculty member's name (printed) \_\_\_\_\_

Please provide the general topic and brief description.

Additional comments:

Please return this document to the Graduate Office (UDP, Suite 2200) within 10 calendar days of the beginning of the semester. This is the Add/Drop period. Please sign below.

Student \_\_\_\_\_

Date \_\_\_\_\_

Faculty member \_\_\_\_\_

Date \_\_\_\_\_

Associate Dean \_\_\_\_\_

Date \_\_\_\_\_