

**RUTGERS**

School of Graduate Studies

# **Student Handbook**

**School of Graduate Studies**

**Biomedical Sciences Programs –**

**New Brunswick/Piscataway**

*Updated August 21, 2017*

## FOREWORD

Welcome to The School of Graduate Studies (SGS) – Biomedical Sciences Programs in New Brunswick/Piscataway at Rutgers University! This student handbook is informational only and does not constitute a contract between Rutgers and any student. It may be changed by Rutgers without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by Rutgers 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 SGS 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 Rutgers. In addition, Rutgers may at any time eliminate, modify or change the location of any School, Institute, Center, Program, Department, course or academic activity.

Please notify the SGS office of any omissions or errors in this publication so that they can be corrected: phone (732) 235-2106 or email to [cicoletm@rutgers.edu](mailto:cicoletm@rutgers.edu).

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

Information in this Handbook is posted on the SGS Biomedical Sciences website:

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

The mission of the SGS Biomedical Sciences is to educate scientists who will contribute new knowledge to our understanding of biomedical processes through creative research and scholarship. SGS Biomedical Sciences offers programs leading to the Doctor of Philosophy (PhD), Master of Science (MS) and Master of Biomedical Sciences (MBS) degrees.

SGS Biomedical Sciences provides PhD programs in the disciplines of Biochemistry; Biomedical Engineering; Environmental Sciences/Exposure Assessment; Cell and Developmental Biology; Cellular and Molecular Pharmacology; Microbiology and Molecular Genetics; Physiology and Integrative Biology; Neuroscience; and Toxicology. A combined MD/PhD program is also available offered jointly with Princeton Universities and a PharmD/PhD program with the Ernest Mario School of Pharmacy. SGS Biomedical Sciences also offers terminal Master of Science degrees which include the MS in Clinical and Translational Research (MS CTS), the Master of Biomedical Science (MBS) and the Master of Science in Biomedical Science (MSBS). A direct application MS degree is also offered by the Physiology and Integrative Biology Program and by special arrangement in all of the other programs offering the PhD.

## TABLE OF CONTENTS

	<b>Page(s)</b>
<b>I. ADMINISTRATION</b>	
A. Graduate School Administration and Staff	5
B. Biomedical Graduate Programs	5
C. Other Relevant Departments	6
<b>II. STUDENT SERVICES</b>	
Rutgers SGS Biomedical Sciences Web Sites	7
Information Services and Technology	7
Computer Services	7
Fitness Center	7
Graduate Student Associations	7
Housing	8
Library	8
Academic Resource Center	8
Rutgers Robert Wood Johnson Library of Health Sciences	8
Career Services	8
Cognitive Skills Program	9
Student Assistance/Wellness Program	9
Counseling, Alcohol/Drug Assistance and Psychiatric Services (CAPS)	9
Student Assistance Facilitator	9
Assistance in the Event of Sexual Assault	9
Legal Services	10
Student Ombudspersons	10
Research Ombudspersons	10
Student Health Services	10
Students with Disabilities	11
<b>III. STUDENT AFFAIRS</b>	
Registration	11
Tuition and Fees Policy	11
Course Add or Drop Policy	12
Course Withdrawal Policy	12
Repetition of Course Policy	13
Transfer Credits Policy	13
Grading Policy	13
GPA Calculation	14
Transcripts	15
Graduate Program Transfers	15
Leave of Absence	16
Fellowships	16
Fellowships - Extramural Support	17
Financial Aid	17
Travel Awards	17
Resources for International Students	18
International Student Information	18
Travel Abroad Advisory	20
Student International Travel	20
Taxation of Fellowships	21
Alumni Association	21
<b>IV. SCHOOL POLICIES</b>	
Communication	22
Change of Name/Address	22

Non Discrimination Statement	22
Essential Functions	22
Satisfactory Academic Progress	23
Academic Warning Policy	26
Academic Appeals Process	26
Academic and Program Student Responsibilities	28
Code of Professional Conduct and Responsibilities	28
Student Records	30
Use of Social Media	31
Recording of Lectures	31
Enrollment at SGS	31
Employment	31
Identification Cards	31
Social Security Cards	32
Patent Policies	32
Health and Accident Insurance	32
Immunization and Health Requirements	32
Smoking Policy	32
Substance Abuse Policy	32
Impaired Student Program	33
School Closing	33
Vacations	33
<b>V. UNIVERSITY FACILITIES</b>	
Bookstore	34
Cafeteria	34
Computer Store	34
Duplicating Services	34
Parking/Parking Hang-Tags/Campus Bus	34
Student Lounge	35
Telephone Usage	35
<b>VI. CURRICULUM</b>	
A. Programs	35
1. Doctoral Program	35
2. MD/PhD Combined Program	36
3. Masters Program	36
B. Selection of a Mentor	36
C. Qualifying Examination	37
1. Summary of Procedures for the Qualifying Examination A	37
2. Summary of Procedures for the Propositional/Oral Examination	37
D. Research/Thesis Advisory Committee	38
E. Dissertation	38
1. Ph. D. Examination/Dissertation Defense Committee	38
2. MS Examination/Dissertation Defense Committee	39
3. Preparation of Dissertation and Manuscript	39
4. Defense of Dissertation.	39
5. Final Written Dissertaion	39
F. Guidelines for Thesis Preparation	39
G. Graduation /Graduation Fee	43
<b>APPENDIX Compact of biomedical students and their advisors</b>	43
What to do if you need help	46
<b>ACADEMIC FORMS</b>	
<a href="http://rwjms.rutgers.edu/education/gsbs/current/forms.html">http://rwjms.rutgers.edu/education/gsbs/current/forms.html</a>	46

## I. ADMINISTRATION

### A. SGS BIOMEDICAL SCIENCES ADMINISTRATION AND STAFF:

Dean	Jerome J. Kukor	848-932-7275	<a href="mailto:jkukor@grad.rutgers.edu">jkukor@grad.rutgers.edu</a>
Vice Dean	Kathleen W. Scotto, PhD	973-972-5332	<a href="mailto:kathleen.scotto@rutgers.edu">kathleen.scotto@rutgers.edu</a>
Administrative Director	Susan Lomanto	973-972-5332	<a href="mailto:lomanto@rutgers.edu">lomanto@rutgers.edu</a>
Sr. Associate Dean	Jim Millonig, PhD	732-235-4099	<a href="mailto:millonig@cabm.rutgers.edu">millonig@cabm.rutgers.edu</a>
Assistant Dean of Graduate Academic and Student Affairs	Janet Alder, PhD	732-235-5392	<a href="mailto:janet.alder@rutgers.edu">janet.alder@rutgers.edu</a>
Assistant Dean of Graduate Academic and Student Affairs	Smita Thakker-Varia, PhD	732-235-5393	<a href="mailto:varia@rutgers.edu">varia@rutgers.edu</a>
Registrar	Barbara Coleman-Lee	973-972-8385	<a href="mailto:leeba@rutgers.edu">leeba@rutgers.edu</a>
Program Support Coordinator	Praxedes (Perry) Dominguez	732-235-2839	<a href="mailto:domingpr@rutgers.edu">domingpr@rutgers.edu</a>
Management Assistant	Tina Cicolella	732-235-2106	<a href="mailto:cicoletm@rutgers.edu">cicoletm@rutgers.edu</a>
Admissions Coordinator	Johanna Sierra	732-235-5016	<a href="mailto:sierraajo@rutgers.edu">sierraajo@rutgers.edu</a>

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

### B. BIOMEDICAL GRADUATE PROGRAMS – PISCATAWAY/NEW BRUNSWICK

<b>Graduate Program</b>	<b>Program Director</b>	<b>Telephone</b>	<b>Email</b>
Biochemistry	Dr. Abram Gabriel Dr. Kiran Madura	848-445-9865 732-235-4595	<a href="mailto:gabriel@cabm.rutgers.edu">gabriel@cabm.rutgers.edu</a> <a href="mailto:kiran.madura@rutgers.edu">kiran.madura@rutgers.edu</a>
Biomedical Engineering	Dr. Joseph Freeman	848-445-6595	<a href="mailto:jfreemn@soe.rutgers.edu">jfreemn@soe.rutgers.edu</a>
Cell & Devopmental Biology	Dr. Richard Padgett	848-445-0251	<a href="mailto:padgett@waksman.rutgers.edu">padgett@waksman.rutgers.edu</a>
Cellular & Molecular Pharmacology	Dr. Marc Gartenberg	732-235-5800	<a href="mailto:marc.gartenberg@rutgers.edu">marc.gartenberg@rutgers.edu</a>
Environmental Science /Exposure Assessment	Dr. Clifford Weisel Dr. Gedi Mainelis	848-445-0154 848-932-5714	<a href="mailto:weisel@eohsi.rutgers.edu">weisel@eohsi.rutgers.edu</a> <a href="mailto:mainelis@envsci.rutgers.edu">mainelis@envsci.rutgers.edu</a>
Microbiology and Molecular Genetics	Dr. Drew Vershon	848-445-2905	<a href="mailto:vershon@waksman.rutgers.edu">vershon@waksman.rutgers.edu</a>
Neuroscience	Dr. John Pintar	732-235-4250	<a href="mailto:john.pintar@rutgers.edu">john.pintar@rutgers.edu</a>
Physiology & Integrative Biology	Dr. Huizhou Fan	732-235-4494	<a href="mailto:fanhu@rwjms.rutgers.edu">fanhu@rwjms.rutgers.edu</a>
Toxicology	Dr. Lauren Aleksunes	848-445-5518	<a href="mailto:aleksunes@eohsi.rutgers.edu">aleksunes@eohsi.rutgers.edu</a>
MD/PhD	Dr. Jim Millonig	732-235-4099	<a href="mailto:millonig@cabm.rutgers.edu">millonig@cabm.rutgers.edu</a>

Molecular Biosciences	Dr. Nancy Walworth Dr. Rick Padgett	732-235-5661 848- 445-0251	<a href="mailto:walworth@rwjms.rutgers.edu">walworth@rwjms.rutgers.edu</a> <a href="mailto:padgett@waksman.rutgers.edu">padgett@waksman.rutgers.edu</a>
MS in Clinical and Translational Science (MS CTS)	Dr. Debu Banerjee	732-235-4154	<a href="mailto:banerjed@rwjms.rutgers.edu">banerjed@rwjms.rutgers.edu</a>
Master of Biomedical Sciences (MBS) and Master of Science in Biomedical Science (MSBS)	Dr. Debu Banerjee Dr. Smita Thakker-Varia	732-235-4154 732-235-5393	<a href="mailto:banerjed@rwjms.rutgers.edu">banerjed@rwjms.rutgers.edu</a> <a href="mailto:varia@rutgers.edu">varia@rutgers.edu</a>
MS in Physiology and Integrative Biology	Dr. Huizhou Fan	732-235-4607	<a href="mailto:fanhu@rwjms.rutgers.edu">fanhu@rwjms.rutgers.edu</a>
Certificate in Medical Physics	Dr. Lee Ann Schein Dr. Irina Vergalasova	732-235-3446 732-828-3000 x 6684	<a href="mailto:yuenj@cinj.rutgers.edu">yuenj@cinj.rutgers.edu</a> <a href="mailto:irina@cinj.rutgers.edu">irina@cinj.rutgers.edu</a>

### C. OTHER RELEVANT DEPARTMENTS

<u>Department</u>	<u>Contact</u>	<u>Telephone*</u>	<u>Location</u>
<b>Police Emergencies</b>		<b>732-932-7111</b>	
<b>University-wide Emergency Information</b>		<b>848-445-INFO</b>	
Police Non-emergencies	Front desk	732-932-7211	55 Commercial Ave, NB
Cashier's Office		732-235-4754	RWJMS - Rm V-02
Cognitive Skills	Robert Lebeau, Ed.D.	732-235-4129	RWJMS - Rm 109
Academic Computing Support Desk		732-235-4436	RWJMS - Rm L-202
EOHSI Clinical Services	Cynthia Williams	848-445-0123	EOHSI - Rm 115
Health Services (Hurtado)		848-932-7402	11 Bishop Pl, NB
Health Services (Monument Square)		732-235-5160	317 George St, Suite 100, NB
Financial Aid Office	Mr. Robert Macauley	732-235-4689	RWJMS - Rm C103A
Human Resources	Ms. Caitlin Bencivenga	973-972-9387	AdminComplex (ADMC) 114.
Library of Science & Medicine	Reference Desk	848-445-3854	165 Bevier Road
Academic Resource Center at RWJMS	Reference Desk	732-235-4460	RWJMS - Rm N-207
SGS Biomedical -Registrar's Office	Barbara Coleman-Lee	973-972-8385	SSB Bldg, Rm 517 - Newark
Sonny Werblin Recreation Center		848-445-0460	Frelinghuysen/Bartholomew Rds
Counseling ADAP and Psychiatric Services (CAPS)		848- 932-7884	17 Senior St. NB
Student/Employee Wellness	Ms. Barbara Randall	732-235-5933	242 Old New Brunswick Rd
<i>(For emergencies- evening, weekends or holidays)</i>		<b>1-800-327-3678</b>	
Office of International Services	Mohini Mukherjee	848-932-7015	180 College Ave, NB
University Health Plans	Mr. Tien Lam	1-800-437-6448, <i>ext:</i> 12	
	Enrollment/Waiver	1-800-437-6448	
Aetna Claim Administrators Benefits/Claims/ID card		1-800-466-3185	
Woody's Café		732-235-4255	
Housing		848-445-0750	
Parking Permits		848-932-4850	55 Commercial Avenue
Public Safety		732-235-9363	

## II. STUDENT SERVICES

**UNIVERSITY WEBSITE** <http://www.rutgers.edu>

**SGS WEBSITE** <http://gsnb.rutgers.edu>

**SGS BIOMEDICAL NEW BRUNSWICK/PISCATAWAY WEBSITE**  
<http://rwjms.rutgers.edu/education/gsbs/>

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

### INFORMATION SERVICES AND TECHNOLOGY

Information Services & Technology (IST) offers an extensive range of resources that support education, research and healthcare. In addition, the IST Service Center, computer labs, and training programs, help facilitate the effective use of these products and services.

To access the Information Services and Technology department, go to <https://oit.rutgers.edu/>  
Service Center 732-743-3200

### COMPUTER SERVICES

The Academic Computing Lab located in the Robert Wood Johnson Medical School Building, Kessler Teaching Laboratories, Room L201 and L202, provides investigators and students with off-the-shelf desktop applications as well as powerful development tools for genetic engineering, molecular modeling, research and publication graphics, and statistics.

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

The Academic Computing Lab is usually open from 8:30 a.m. to 4:30 p.m. during the week. These hours are extended during the academic year when the Lab is staffed by work study students. There are additional "open access" computers and printers available for student use 24 hours a day. There are also computers available in the computer lounge (cyber café) located next to the Academic Resource Center in N247.

[http://www.rwjms.rutgers.edu/education/current\\_students/education\\_resources/technology.html](http://www.rwjms.rutgers.edu/education/current_students/education_resources/technology.html)

### FITNESS CENTER

Membership includes all of the facilities in Piscataway and New Brunswick. To gain access to the facilities, you must present a valid Rutgers ID and Rutgers Recreation membership card at the entrance. Note: Call the Rutgers Recreation Center during regular office hours at 732-445-0462 to get pro-rated membership rates and parking information. Students will be issued a Fit Check Sticker on their membership card in order to use the aerobic machines at the Rutgers Gyms.

### GRADUATE STUDENT ASSOCIATIONS

There are a number of graduate student organizations all of which welcome members from any of the graduate program. These groups include the Molecular Biosciences Graduate Student Organization (MBGSO), NeuroConnections, Rutgers Association of Toxicology Students, and NJ Seeding Labs. The objectives of the groups 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 groups are lively and committed and hosts picnics and social events as well as social action events.

[http://rwjms.rutgers.edu/education/gsbs/student\\_affairs/association.html](http://rwjms.rutgers.edu/education/gsbs/student_affairs/association.html)

## HOUSING

Housing for SGS students is available in Rutgers dorms as well as off campus. A list of rooms, apartments and houses for rent near the Piscataway and New Brunswick campuses is available on the Rutgers Campus website (<http://www.housing.rutgers.edu>).  
848-445-0750.

## LIBRARY

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

<http://www.libraries.rutgers.edu/lsm>

Telephone: (848) 445-3854

### Hours:

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

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

**The Rutgers RWJMS Academic Resource Center** is located on the 2nd floor of the Kessler Teaching Laboratories wing, along the East Corridor in Room N-207. The library has several computer workstations where students can access numerous electronic health sciences databases such as MEDLINE, link to full text journal articles, search online library catalogs and other Web resources, and use interactive CD programs. Library staff will provide training and assistance for any of these programs.

[http://www.rwjms.rutgers.edu/education/current\\_students/education\\_resources/arc.html](http://www.rwjms.rutgers.edu/education/current_students/education_resources/arc.html)

Telephone: (732) 235-4460

### Hours:

Students can access using their Rutgers ID

A staff member is generally available Mon.- Thur.: 2-7pm

### Summer Hours:

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

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

**The Rutgers Robert Wood Johnson Library of the Health Sciences** is located on the first floor of the Medical Education Building, on the RWJMS campus in New Brunswick. It serves the faculty, house staff and students of the biomedical sciences, the administrators and staff of the Robert Wood Johnson University Hospital, as well as attending physicians of the hospital.

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

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

<http://www.libraries.rutgers.edu/rwj>

Telephone (732) 235-7610

### Hours

Monday – Thursday 8:00 AM - 10:00 PM

Saturday 9:00 AM - 5:00 PM

Friday 8:00 AM - 5:00 PM

Sunday 10:00 AM - 5:00 PM

## CAREER SERVICES

Career Counseling—Graduate students can set up individual appointments with career counselors.

Drop-in Hours—Graduate students can visit Career Services during drop-in hours for answers to quick questions or critiques of resumes, CVs, or cover letters.

Workshops—Each semester, Career Services offers up to 10 programs specifically geared to graduate students' interests and needs, including programs on resumes/CVs, the academic job search, higher ed careers in administration, networking, and interviewing. Career Days—Career Services offer 10 on-campus career fairs each year plus the Big East Career Fair at Madison Square Garden in early March.



Location: Gateway Transit Village (106 Somerset Street, 4th Floor), New Brunswick, NJ 08901  
Phone: 848-932-7997

Location: [Busch Student Center \(604 Bartholomew Road, Piscataway, NJ 08854\)](#)  
Phone: 848-445-6127

Office Hours: 8:30am - 5:00pm  
[careerservices@echo.rutgers.edu](mailto:careerservices@echo.rutgers.edu)  
<http://careers.rutgers.edu/>

### **COGNITIVE SKILLS PROGRAM**

The Cognitive Skills Program provides counseling regarding study skills, test-taking, and time management. The office is located in the Research Tower Room Room 109. Services are available to students in all years of graduate school, but particularly useful to first-year students. For further information about services and to make individual appointments, you may call the Cognitive Skills office at (732) 235-4129. [http://rwjms.rutgers.edu/education/current\\_students/student\\_support/csp/index.html](http://rwjms.rutgers.edu/education/current_students/student_support/csp/index.html)

### **STUDENT ASSISTANCE/WELLNESS PROGRAM**

The Student Assistance/Wellness Program is a CONFIDENTIAL counseling service available to students and their immediate families, and is provided by University Behavior Health Care (UBHC) mental health professionals, who are independent of the SGS. There are NO FORMS and NO FEES required to use these services. Students having problems with stress, family relationships, substance abuse, or any other personal social or psychological problem, are encouraged to use this service. Students desiring to avail themselves of this service may call (732) 235-5930 during daytime hours or (800) 327-3678 in the evenings and weekends for emergencies. Appointment hours are Monday and Friday 9:00am-5:00pm and Tuesday-Thursday 9am-8pm. When it is necessary to have further therapy on a long-term basis, the student will be referred to private care.  
[http://rwjms.rutgers.edu/education/gsbs/student\\_affairs/WellnessServices.html](http://rwjms.rutgers.edu/education/gsbs/student_affairs/WellnessServices.html)

### **COUNSELING, ALCOHOL/DRUG ASSISTANCE AND PSYCHIATRIC SERVICES (CAPS)**

CAPS is dedicated to serving the students and faculty at Rutgers - New Brunswick by providing comprehensive mental health services to the campus community. CAPS strives to provide services that are designed to help students reach and maintain a positive, productive university experience, ranging from various counseling services, educational and preventive initiatives, training programs, outreach and consultation activities, and to provide guidance on how to contribute to a caring healthy community. As specialists in working with undergraduate and graduate students, we can help students address whatever it is that may be of concern to them. We will do our best to ensure that students get their needs met, through a CAPS group, individual counseling, or a referral to another community resource. For more information on CAPS services for graduate students, go to <http://rhscaps.rutgers.edu/> or call 848-932-7884. If you are concerned that someone is undergoing a mental health crisis and may need IMMEDIATE assistance, please call 911 or Acute Psychiatric Services at 855-515-5700.

### **STUDENT ASSISTANCE FACILITATOR (SAF)**

The purpose of the Student Assistance Facilitator (SAF) is to help students who may be suffering from mental health and/or substance abuse problems to obtain appropriate and effective treatment as early as possible. Self-referrals as well as referrals from all members of the University community are encouraged. In addition, the SAF recognizes the importance of CONFIDENTIAL and early intervention in helping with full recovery of impaired students. The SAF is available to answer questions, to provide information, or to suggest referral.  
[http://rwjms.rutgers.edu/education/current\\_students/student\\_support/SACC/index.html](http://rwjms.rutgers.edu/education/current_students/student_support/SACC/index.html)

### **ASSISTANCE IN THE EVENT OF A SEXUAL ASSAULT**

Nationwide, acts of sexual violence are under-reported; victims of sexual assault are more like to suffer academically, and from depression, post-traumatic stress disorder, alcohol and drug abuse, and to contemplate suicide. It is important that the Rutgers community have information and resources readily available to address these issues. The University Office of Academic Affairs, in consultation with UBHC,

the Office of Public Safety and U.H. Emergency Department has developed a document titled, "If You're the Victim of Sexual Assault," is available at this website.

[http://rwjms.rutgers.edu/education/gsbs/student\\_affairs/WellnessServices.html](http://rwjms.rutgers.edu/education/gsbs/student_affairs/WellnessServices.html)

## **LEGAL SERVICES**

Legal advice, assistance, research and referrals are provided by the Rutgers University Office of Student Legal Services located in Bishop House 115 College Ave, New Brunswick, NJ. All consultations and services directly provided by SLS are kept strictly confidential and are free. In addition, students who come through the SLS have direct access to the Approved Referral Program administered in conjunction with the Middlesex County Bar Association, giving Rutgers students direct access to hundreds of qualified and experienced attorneys who are interested in assisting Rutgers students and the Rutgers community at significantly reduced rates. Rutgers students who attend classes at the University's Camden, Newark, Scotch Plains and Stratford campuses can now arrange for SKYPE consultations if they are unable to make it to the New Brunswick office. The services also include educational outreach for student groups and organizations, pre-law advice, and notary public services. For more information visit the website at:

<http://rusls.rutgers.edu/our-services/>. Or call at 848-932-4529.

## **STUDENT OMBUDSPERSON**

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

Peter Lobel, PhD

Department of Pharmacology

Center for Advanced Biotechnology & Medicine

679 Hoes Ln., Rm. 204, Piscataway

848-445-9831

[lobel@cabm.rutgers.edu](mailto:lobel@cabm.rutgers.edu)

## **RESEARCH OMBUDSPERSON**

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

Dr. Paul Manowitz

Professor of Psychiatry

675 Hoes Lane, UBHC D-447

Piscataway, New Jersey 08854

Phone: (732) 235-4347

E-mail: [manowitz@rutgers.edu](mailto:manowitz@rutgers.edu)

## **STUDENT HEALTH SERVICE**

Support for this Service is included in student general service fee, so basic primary healthcare is provided to students at no additional charge

**Student Health Clinic at Hurtado Health Center.**

Hurtado Health Center is the largest of three Health Centers within Rutgers Health Services.

Rutgers' Pharmacy is located within the Health Center.

Hours/Schedule:

Mon -Thur: 8:30 am – 5:00 pm

Fri: 10:00 am – 8:00 pm. After hours: Call the [RHS Advice Nurse Line](tel:1-800-890-5882):1-800-890-5882

For urgent medical attention or for an actual emergency call the Rutgers Police or 911.

Address:

11 Bishop Place

New Brunswick, NJ 08901

Contact Information:

848-932-7402

Email: [health@rci.rutgers.edu](mailto:health@rci.rutgers.edu)

### **Family Medicine at Monument Square**

317 George Street New Brunswick, NJ 08901

Phone: (732) 235-5160

### **STUDENTS WITH DISABILITIES**

Reasonable accommodations will be provided to qualified SGS students with documented disabilities through the Office of Disability Services. Students who are requesting accommodations must complete the application for services (steps below) and be approved for the accommodations requested.

To apply for reasonable accommodations and services at SGS

1) Complete and submit the [Registration Form](#). The form will be routed to the Director of Disability Services. Once your form is received, you will be contacted to schedule a meeting.

2) Schedule an intake interview meeting

You will need to make an appointment for an intake meeting with the Director for Disability Services

3) Submit appropriate documentation

You must provide The Office of Disability Services (ODS) with the appropriate documentation that meets with guidelines for your disability, by email, fax, or by bringing the documentation to your appointment.

4) Once you have completed the intake, and your documentation has been reviewed, ODS will make an appropriate determination of reasonable accommodations based on the nature and impact of your disability.

5) In response to your accommodation request, you will receive written correspondence regarding the approval/disapproval or request for additional information as well as information regarding your with the next steps. Additional information is available at <https://ods.rutgers.edu/>

## **III. STUDENT AFFAIRS**

### **REGISTRATION**

Unless granted a formal leave of absence, students enrolled in degree programs are required to register every semester until the degree is granted. Registration for any semester is not complete until tuition and all required fees have been paid and all required immunizations and health insurance have been obtained.

Registration will not be permitted beyond the first week of courses. Credit will not be given for courses in which the student was not registered. The SGS assesses a \$50 late registration fee for students not registering during the scheduled registration period.

Tuition and fees for each semester are billed at the beginning of the semester.

<http://rwjms.rutgers.edu/education/gsbs/current/registration.html>

### **TUITION AND FEES POLICY**

The policy for tuition refund is described below in the Add or Drop Courses section.

Fees will not be refunded at any time.

Eligibility for in-state tuition rates is predicted upon the student having a New Jersey domicile. Residence

established solely for the purpose of attending Rutgers **does not** constitute domicile for tuition purposes. Students residing in New Jersey for a period of twelve (12) months before first enrolling at Rutgers 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 enrolling at Rutgers 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 enrolling, please refer to the Rutgers 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 Registrar's Office for review and approval.

The entire policy entitled "Student Residency for Tuition Purposes" can be reviewed on the Rutgers website at <http://policies.rutgers.edu/view-policies/academic-%E2%80%93-section-10>.

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. Tuition and fees become due and payable immediately when financial aid (including loans from any source, scholarships, or other subvention) is received.

Tuition and Fees Installment Payment Plan (available to matriculated students only)

Students may arrange a payment plan by creating an account and signing up with ScholarChip via their website <https://tuition.scholarchip.com/>. Students wishing to sign up for the installment plan do not have to do so prior to registration, but must do so prior to the billing due date. Any student who elects to use the payment plan and finds it impossible to meet this obligation must contact the Financial Aid Office immediately to make alternative arrangements. Students adding a course that begins mid-semester must pay the full tuition prior to the start of the course or must adjust the installment plan amount to include the additional tuition and/or fees.

**FOR CURRENT FEES:** [http://rwjms.rutgers.edu/education/gsbs/current/tuition\\_fees.html](http://rwjms.rutgers.edu/education/gsbs/current/tuition_fees.html)

## **COURSES ADD OR DROP POLICY**

**Matriculated full-time students must maintain a minimum of 9 credits per semester.**

### Add Policy:

Students may add courses with the approval of the instructor (when required) and the program director. A student wishing to add a course after the general registration period has closed, must complete the "Add/Drop/Withdraw" form and have appropriate approval of the course instructor (when required) and program director prior to the start of the course. Registration will not be permitted beyond the first week of a course. Credit will not be given for courses in which the student was not registered.

### Drop Policy:

Students may drop courses with approval of the instructor (when required) and the program director. Students submitting a completed "Add/Drop/withdraw" form to the SGS Registrar's office within 10 academic days of the start of the course will receive a full tuition refund and the course will not appear on their official transcript. The drop period of 1-10 \*academic days, is distinguishable from the withdrawal period in that the drop period is without penalty. A completed and approved "Add/Drop/Withdraw" form(s) must be received by the Registrar's office within the time periods set forth above in order for a course(s) to be "dropped".

\*An academic day is defined as a day that SGS is open for business.

## **COURSE WITHDRAWAL POLICY**

**Matriculated full-time students must maintain a minimum of 9 credits per semester.**

The withdrawal period begins immediately following the drop period and continues through the first 2/3 of the course. (The drop period is defined as 1-10 \*academic days from the beginning of a course.) Students withdrawing from a course between 11 and 15 academic days after the course begins will receive an 80% tuition refund. No tuition will be refunded beyond 15 academic days after the course has begun. Withdrawals will be noted as “W” on the transcript. Withdrawals will NOT be granted during the final third of a course.

A student wishing to withdraw from a course beyond 10 academic days of the beginning of the course must submit an “Add/Drop/Withdraw” form and have appropriate approval of the course instructor (when required) and program director. Completed and approved “Add/Drop/Withdraw” forms must be received by the Registrar’s office within the time periods set forth above in order for a course withdrawal to be processed.

\*An academic day is defined as a day that the SGS is open for business.

### **REPETITION OF COURSE POLICY**

Matriculated and non-matriculated students are only allowed to repeat two courses during their enrollment. Courses repeated while in a non-matriculated status will count towards the two course repetition regulation for those students who progress to matriculated student status. Repetition of any course results in both the original grade and the new grade appearing on the transcript; however, the quality points from the original grade are not calculated into the student’s cumulative grade point average. Students repeating a course, including courses from which they withdrew, must re-register for the course and are subject to paying tuition for that course.

### **TRANSFER CREDITS POLICY**

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

The application for transfer credit is available on-line at <http://rwjms.rutgers.edu/education/gsbs/current/forms.html>

Credits for graduate courses taken at foreign universities may be considered with consultation of the relevant SGS departments and the SGS Senior Associate Dean. **A maximum of 24 credits may be transferred toward the PhD degree at the discretion of the graduate program director. A maximum of 40% of the credits required for a Masters degree may be transferred. Transfer credits are not accepted in the Certificate Programs.**

Dual degree students must adhere to the maximum number of transfer credits as defined by their program. This may exceed the maximum number of transfer credits allowed by a program primary to SGS.

### **GRADING POLICY**

Students must demonstrate satisfactory knowledge and skill in academic work and research performance in order to complete a program of study. A letter grade is used to report the final evaluation of a student's performance in a course. In determining a grade, each faculty member utilizes criteria established and discussed with students at the beginning of each course. Only the instructor of a class has the authority to submit grades for students in that class to the SGS Registrar’s Office.

Grades may be assigned through administrative action, if the faculty member of record is unable or unwilling to assign grades in a timely manner.

A grade for a student is subject to change only in the event of clerical or calculation error or to change an incomplete or "in progress" to a performance letter grade. In all other instances, an instructor wishing to

change a grade must submit a recommendation of change to the SGS Senior Associate Dean. A change of grade occurs only under extraordinary circumstances; and the reason must be stated on the change of grade form.

The following grades are used to report the quality of academic and/or research performance:

<u>*Grade</u>	<u>Points</u>	<u>Description</u>	<u>RWJMS equivalency</u>
A	4.0	Excellent	4 - Honors
B+	3.5	Very good	3 - High Pass
B	3.0	Good	2 - Pass
C+	2.5	Marginal	N/A
C	2.0	Poor	1 - Low Pass
F	0.0	Failure	0 – Fail

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P		Passing (Pass/Fail Course Only)	
I		Incomplete	
S		Satisfactory	
U		Unsatisfactory	
W		Official Withdraw	

Students must achieve a 3.0 academic average and an average grade of “B” or better in the core courses, as designated by their program, as a requirement for graduation.

If a student receives less than a “B”, the student has one year from receipt of the grade to repeat the course to achieve a “B” or better. Program directors shall define which courses are considered core courses within their programs and prospectively share this information with their students prior to enrollment.

**Programs may set more stringent requirements. Consult program policies regarding specific requirements of the program.**

For courses on Satisfactory/Unsatisfactory scale, an “S” grade (Satisfactory) will be awarded in those instances where the student has performed class work necessary to pass the course. S/U grades do not contribute to the GPA.

A grade of Pass/Fail ("P" or "F") is given for courses at the discretion of the program faculty. Each program determines the maximum number of allowable pass/fail courses. Pass/fail grades are not used when calculating grade point averages.

A grade of "I" is normally given only when circumstances beyond the control of the student prevent completion of course requirements. Students receiving a grade of "I" are responsible for finding out from the instructor the exact work required to remove the “Incomplete” grade. Incomplete grades must be converted to a letter grade no later than the end of the next semester in which the course is offered, unless otherwise approved in advance by the SGS Senior Associate Dean. If a grade is not received during this time frame, the "I" is converted to an "F."

Repetition of any course results in the original grade and the new grade both appearing on the transcript; however, the quality points from the earlier grade are not calculated into the student’s cumulative grade point average.

The Drop-add policy outlines the time frame for dropping and adding courses. Any course that is dropped within the drop-add period will not appear on the student’s transcript.

**GPA CALCULATION**

The method of determining grade point average for SGS is as follows: Each course’s semester credit hours with an “A” grade is multiplied by 4.0 quality points; “B+” grade by 3.5 quality points; “B” grade by 3.0 quality points; “C+” grade by 2.5 quality points; “C” grade by 2.0 quality points; “D” grade by 1 quality



point (for “D” grades earned prior to the Fall 2011 semester) and “F” grade by 0.0 The total number of quality points divided by total of semester hour credits completed constitutes the grade point average.

#### Quality Points Example:

A student who takes a 3 credit course and earns a grade of “A” receives a total of 12 quality points for that course (grade of “A” is valued at 4 quality points; 4 quality points x 3 credits = total of 12 quality points.) If the student had earned a grade of “B” in the same 3 credit course the total quality points would have been 9 (grade of “B” valued at 3 quality points x 3 credits).

#### GPA Calculation Example:

A student who has completed a total of 30 credits and who has a total of 116.50 quality 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.

Repetition of any course results in both the original grade and the new grade appearing on the transcript; however, the quality points from the earlier grade are not calculated into the student’s cumulative grade point average.

### TRANSCRIPTS

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

### SGS GRADUATE PROGRAM TRANSFERS

Ph.D. students requesting a transfer from one program to another within SGS must apply through the SGS Senior Associate Dean. Such a transfer does not extend the period of SGS stipend support or the maximum time permitted to obtain the Ph.D.

Students withdrawing from the doctoral program are eligible to receive a thesis-based M.S. degree with approval of the doctoral Program Director, the SGS Senior Associate Dean and the SGS Executive Council. In certain circumstances, students may petition the Senior Associate Dean to be eligible to receive a M.B.S degree. Students transferring from a doctoral to a Master of Science degree program, who at the time of the transfer have completed 30 or more credits and have fulfilled the course requirements for the M.S. degree that they are pursuing, will be coded as in thesis phase status and will be subject to the fees associated with their degree and time status. If at the time of transfer the student has completed less than 30 credits, they must fulfill the academic and tuition/fee obligations of the program to which they transfer.

Students who transfer from a doctoral program to a Master’s program are no longer eligible to receive a Graduate Fellowship. This policy applies to all graduate programs within and between the partner institutions participating in the SGS doctoral programs e.g., New Jersey Institute of Technology.

#### Master’s Students

Students in the Master’s programs who matriculate to a medical/dental school prior to completing the degree requirements may request an educational leave of absence for a maximum of one year to complete the requirements of the program if they wish to obtain the Master’s degree. To earn graduate school course credit for a medical or dental school course the student must complete an application for transfer credit and submit the application, an official transcript and course description(s) to the Senior Associate Dean for approval. Master’s students may transfer up to 40% of the credits required for the completion of their degrees. Students not completing the Master’s degree requirements within the one year educational leave of absence period may be required to re-apply to SGS and undergo a new admissions process.

Approval of transfer of credits from an SGS Master's program to an SGS Ph.D. program will be done on an individual basis at the discretion of the program director and the Senior Associate Dean. All students must maintain satisfactory academic progress status as described in the Transfer Credit policy.

### Certificate Students

Students are eligible to apply all credit from a Certificate to a Master's degree program as long as all of the transfer courses were taken within the School of Graduate Studies. There is no minimum grade requirement when applying courses from the Certificate to Master's programs. The application of credits from an GSS Certificate program to an SGS Master's program must be approved by the program director and Senior Associate Dean. To be eligible to transfer from a Certificate program to the Master's program the Certificate must have been completed within the previous two years.

### **LEAVE OF ABSENCE**

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

Parental Leave – Graduate students will receive full stipend support for up to 8 weeks of parental leave for the birth or adoption of a child. Either parent is eligible. The Program Director, Mentor (where applicable) and SGS office must be informed in writing of the student's intent to take parental leave and the applicable dates.

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

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

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

### **FELLOWSHIPS**

A limited number of graduate fellowships and tuition waivers from SGS 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 (18 credits/yr) doctoral students in accordance with the following guidelines:

1. Fellowships levels are set each year by SGS, and periodically have increased to reflect the cost of living.
2. SGS Graduate Fellowships are subject to availability of funds
3. Students not in good academic standing (grade-point average below 3.0 or failure to satisfy core curriculum requirements of their program) are subject to discontinuance of fellowship and tuition payment.
4. SGS Fellowships are awarded during the first year of doctoral study. Students who are beyond the first year are expected to obtain support from their advisors, department or other sources.
5. Failure to pick up stipend checks/direct deposit statements from your assigned designated office, may result in suspension of payment. Students are required to inform the SGS administrative office if they are unable to pick up their check or statement. Students receiving direct deposit are also



- required to pick up statements each pay period.
6. Students who switch from a doctoral program to a Master's program are no longer eligible to receive a SGS Fellowship.
  7. Students are not required to pay tuition after the 4th year; a \$200 per semester "thesis phase" (maintaining matriculation) fee is required.
  8. Students who leave this campus without completing all degree requirements and who intend to complete those requirements must maintain continuous enrollment including payment of tuition, in order to remain eligible to receive the PhD degree.

### **FELLOWSHIPS - EXTRAMURAL SUPPORT**

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

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

### **FINANCIAL AID**

The Office of Financial Aid is located in Room C103 at 675 Hoes Lane, Piscataway, New Jersey 08854. The contact information is:

**Voice:** (732) 235-4689 ; **Fax:** (732) 235-3264; **E-mail:** [PiscFinAid@rutgers.edu](mailto:PiscFinAid@rutgers.edu)

### **TRAVEL AWARDS**

The SGS Biomedical Sciences Programs in New Brunswick/Piscataway currently offers a travel award for expenses to SGS biomedical graduate students who are traveling to present papers at 1) scientific meetings, 2) for research related activities, or 3) for career training related activities. The Program Director and the Sr. Associate Dean of SGS must approve this form as well as required information listed below ***PRIOR*** to the travel. The guidelines for these awards are:

1. For scientific meetings: a formal abstract acknowledging School of Graduate Studies as a research site must be submitted with this form. The student must be first author on the abstract to be presented. The research must be part of the approved dissertation proposal or capstone project. In addition to the abstract, the name of the meeting, start and end dates and location must be submitted.
2. For research related activities such as spending a brief period in another lab to learn a new technique or a research internship, a description of the proposed activities including how the experience is critical to your education, start and end dates, location, and proof of acceptance by the host lab must be submitted.
3. For career related activities such as an internship to learn career skills, a description of the proposed activities including how the experience is critical to your career, start and end dates, location, and proof of acceptance by the host lab must be submitted.

**Doctoral candidates** who have successfully completed the propositional qualifying examinations are eligible for a total of two awards of \$600 each for domestic travel or one award of \$1,200 for international travel. For domestic awards only one award will be approved within any 12-month period.

**Masters of Science students** who are in good academic standing are eligible for one award of \$600.

**If a student is requesting an advance:** The completed "Employee Travel Approval/Advance Report" (TA form) must be submitted to SGS prior to submission. The expenses will be directly charged to the SGS index on the TA and appropriate approvals obtained. SGS will return the TA to the department to submit for processing and any costs over the maximum will be charged to the index provided by the department.

**If the student is requesting payment after the travel:** Within 30 days after the travel the completed travel expense form (TE) with original receipts attached must be submitted to the SGS office. The expenses will be directly charged to the SGS index on the TE and appropriate approvals obtained. SGS will return the TE to the department to provide the index number and approvals for the remainder of the expenses and to submit for processing.

### **HELPFUL RESOURCES FOR INTERNATIONAL STUDENTS**

Rutgers students based in New Brunswick/Piscataway will visit 180 College Avenue, the home of the Center for Global Services, for all advising matters related to their immigration and student visa issues. Services at 180 College Avenue are available 8:30am-5:00pm, five days a week, except on Wednesdays, when the office is not open to student walk-in visits. Services include communication of relevant information to both students and staff by means of informational workshops, orientation programs for new students and comprehensive advising services.

Ms. Mohini Mukherjee is the international student adviser. She may be contacted at [mohinim@global.rutgers.edu](mailto:mohinim@global.rutgers.edu) or at 848-932-7015. Students should feel free to reach out to Ms. Mukherjee for appointments.

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

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

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

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

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

### **INTERNATIONAL STUDENT INFORMATION**

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

approval.

6. Students must inform the office of the SGS of any change in status, e.g., receiving permanent residency status
7. Students must notify the Graduate School's Program Supervisor 30 days in advance of their I-20 or DS-2019 expiration so that an extension may be considered if they will not complete their program on time.
  - Extensions are possible only if delays are caused by compelling academic or medical reasons which are in compliance with F-1 and J-1 regulations
  - Delays due to academic probation or suspension are not acceptable
  - Program extensions cannot be filed once end date on current I-20 is met
8. Any student who does not have proper documentation or does not comply with U.S. Bureau of Citizenship and Immigration Services (BCIS) regulations is subject to dismissal from the University.
9. Optional Practical Training (OPT)
  - Students must be in full-time F-1 status for one academic year before requested start date of OPT
  - Student is eligible for one year of full-time OPT per degree level
  - Student must apply to The Office of International Services (OIS) prior to program completion date
  - The OPT period must not exceed 14 months beyond the student's program completion date
10. Reportable events must be timely submitted to OIS. These include the student's:
  - Enrollment status – within 30 days after deadline for registering for classes
  - Current U.S. address – within 30 days after deadline for registering for classes
  - Start date of next term – within 30 days after deadline for registering for classes
  - Changes in student's or dependent's legal name – within 21 days
  - Changes in student's or dependent's U.S. address – within 21 days
  - Authorization by Designated School Official (DSO) to drop below full-time study – within 21 days
  - Failure to maintain Status or complete program – within 21 days
  - Academic or disciplinary action taken due to criminal conviction – within 21 days
  - Dependent's early U.S. departure – within 21 days
  - Dependent's status age-out – upon event
  - Termination date and reason for termination
  - Graduation – within 21 days

- Certification of authorized employment – upon event
- Other data generated by standard procedures such as: program extensions; school transfers; changes in level of study; change in program funding; employment authorizations; and, reinstatement

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

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

### **Travel Abroad Advisory**

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

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

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

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

### **STUDENT INTERNATIONAL TRAVEL**

The University offers students and employees traveling abroad on University-authorized educational or work experiences a program of insurance through International SOS (ISOS). ISOS helps students and employees traveling abroad on University-authorized educational or work experiences with a 24/7 resource - on call, online and even on the ground - to help with any medical, security and logistical questions,

concerns and situations that may arise. International SOS is NOT health insurance. Rutgers Department of Risk Management & Insurance provides ISOS services free of charge to its students, faculty and staff. No registration is necessary for ISOS. Certain services are subject to the authorization and approval of Rutgers Risk Management. For the ISOS website go to [www.internationalsos.com](http://www.internationalsos.com). Please contact SGS office (732-235-5016) to obtain the password.

HTH is international health insurance. HTH assists in providing health networks and medical care outside of the US. Rutgers requires all international STUDENT travelers to purchase the HTH international health insurance. It is optional for faculty and staff. HTH health coverage currently costs \$38/month (no prorate) to Rutgers students/faculty and staff. Registration for HTH is done through Rutgers Dept. of Risk Management & Insurance. Contact Steven Martini ([steven.martini@rutgers.edu](mailto:steven.martini@rutgers.edu)) or 848-932-3008 for assistance.

To access Rutgers Risk Management website go to <http://riskmanagement.rutgers.edu> for additional information on the ISOS program and International Health Insurance.

### **TAXATION OF FELLOWSHIPS**

Students of SGS who are supported by the university or their PI are considered Graduate Fellows. Under this title taxes will no longer be withheld from the students' stipend checks as their stipend will be considered an "Award" offered to the students to pursue their PhD degree (not employees of the university).

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

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

For students requiring additional information, please contact Human Resources or refer to the Internal Revenue Service (IRS) web site: <http://www.irs.gov>

### **ALUMNI ASSOCIATIONS**

The purposes of the Alumni Association of SGS Biomedical Sciences Programs are to serve the interests of Graduate School alumni and students, to promote better understanding among alumni and students, to assist each other in the professional arena, to enhance and maintain the influence of the organization and its parent institution in the scientific community, and to reflect the sentiments and philosophies of its members to other institutions, the surrounding community, and the State of New Jersey. To learn more about the SGS Biomedical Sciences Alumni Association go to, <http://gsbs.rutgers.edu/alumni/>

All alumni from the legacy UMDNJ schools will also automatically become members of the Rutgers University Alumni Association, Rutgers' dues free, university-wide alumni association. You will have access to hundreds of alumni events, network opportunities, benefits and much more. To learn more about the Rutgers University Alumni Association go to, [www.alumni.rutgers.edu](http://www.alumni.rutgers.edu)

## **IV. SCHOOL POLICIES**

### **Rutgers Academic Integrity Policy**

**The RU Policy Library as a whole can be found at:**  
<http://policies.rutgers.edu/>

### **Rutgers Academic Integrity Policy**

<http://academicintegrity.rutgers.edu/academic-integrity-policy/>

### **Student Code of Conduct**

<http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/>

**All other Rutgers University policies unless there is a provision in the body of the policy which exempts certain schools and can be found at:**

<http://policies.rutgers.edu/view-policies/academic---section-10>

The following summarizes selected policies pertinent to graduate students.

### **COMMUNICATION**

All university students are required to obtain a Net-ID and official email address.

It is expected that students will check their Rutgers email at least twice a week

Students are required to review university communications at least weekly.

Communication to students should be done using email whenever possible. Other forms of conveyance should be used only when necessary.

Communication to students should employ a single means of conveyance unless there is a compelling reason to employ multiple means of conveyance.

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

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

### **NON DISCRIMINATION STATEMENT**

Rutgers, The State University of New Jersey, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, age, or any other category covered by law in its admission, programs, activities, or employment matters. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Judy Ryan, Universitywide Title IX Coordinator, Office of Enterprise Risk Management, Ethics, and Compliance (732-235-5304, [judy.ryan@rutgers.edu](mailto:judy.ryan@rutgers.edu)); and Lisa Grosskreutz, Director, Office of Employment Equity, University Human Resources (848-932-3980, [lisa.grosskreutz@rutgers.edu](mailto:lisa.grosskreutz@rutgers.edu)). For further information on the notice of nondiscrimination, you may contact the U.S. Department of Education, Office for Civil Rights, at 646-428-3900 or [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

### **ESSENTIAL FUNCTIONS**

#### Technical Standards

Technical Standards refer to non-academic requirements that are essential for meeting the academic requirements of the program. Within any area of specialization, students must demonstrate competence in those intellectual and physical tasks that together represent the fundamentals of biomedical research in their chosen discipline. Enrollment is contingent on the result of certain medical laboratory test (e.g., TB) and fulfillment of immunization requirements.

The PhD and MS degree programs at the School of Graduate Studies Biomedical Sciences Programs require a laboratory-based research dissertation. Granting of these degrees implies that the recipient has demonstrated a base of knowledge in the field and the ability to independently apply that knowledge to solve a particular problem by forming hypotheses, designing and conducting experiments, interpreting the experimental results, and communicating the results and their interpretation to the scientific community. Thus, a candidate for the MS or PhD degree in the biomedical sciences must possess abilities and skills that allow for observation, intellectual and conceptual reasoning, motor coordination, and communication. The use of a trained intermediary is not acceptable in many situations in that a candidate's judgment will be based on someone else's power of selection and observation.

A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be required to obtain evaluation and/or testing by a health care provider designated by the School, and to provide the results to the Campus Student Health Service for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including further testing, counseling, monitoring, leave of absence, etc.

### Observation

The candidate must be able to acquire knowledge by direct observation of demonstrations, experiments, and experiences within the laboratory and instructional setting. Examples are physiological or pharmacological responses in animals, studies of microbiological cultures and organisms, identification of normal and abnormal cells or tissues through a microscope, and interpretation of results obtained on various instrumentation.

### Intellectual/Conceptual Abilities

The candidate must be able to measure, calculate, analyze, reason, integrate and synthesize information to solve problems.

### Motor Skills

The candidate must possess motor skills necessary to perform procedures required for experimentation within the chosen discipline. These skills may include, but are not limited to, surgery in animals, handling of animals, transferring of microorganisms to various mediums, preparing anatomical specimens for microscopic examination and/or chemical and often toxic materials and solutions, manipulating electronic and other complex equipment. Such actions require coordination of muscular movements and functional use of the senses of touch and vision.

### Communication

The candidate must be able to communicate and discuss his or her experimental hypotheses and results to the scientific community, both in scientific journals or directly at scientific meetings, seminars, or in the laboratory to the research team.

### Behavioral and Social Attributes

The candidate must possess the emotional and mental health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities inherent in managing a scientific laboratory, the ability to function under the stress inherent in biomedical research, and the ability to understand and comply with ethical standards for the conduct of research.

## **DEFINITION OF THESIS PHASE**

- Successful completion of required coursework of the program.
- Successful outcome of qualifying examination(s).

## **SATISFACTORY ACADEMIC PROGRESS**

Sound academic principles require that students be expected to maintain standards of Satisfactory Academic Progress. In addition, federal regulations require the School to establish Satisfactory Academic Progress standards for students who are awarded federal financial aid funds. The following standards apply to all matriculated students, whether they are financial aid recipients or not. Students who fail to maintain Satisfactory Academic Progress during any semester may be placed on Financial Aid warning, Financial Aid probation and/or academic plan, suspension or may be dismissed, in accordance with the policies of the School. The standards of Satisfactory Academic Progress measure a student's performance in three areas: completion rate, cumulative grade point average (GPA) and maximum time frame. The student's academic progress shall be evaluated each semester. Academic Progress for both part-time and full-time students will be evaluated under the criteria given below.

### **A. Maximum Time Allowance**

"Maximum time frame" is defined by the School as the maximum number of years a student may attempt SGS courses in the pursuit of a degree or certificate. Each semester maximum time allowance will be evaluated to determine whether each student can complete the program without exceeding the maximum years in which courses were attempted. Each student will be evaluated to determine if he/she has made adequate progress toward his/her degree or certificate according to the following schedule.

	Maximum Time From Matriculation to Graduation*
Certificate --18 credits	2.5 years

Master (non-thesis) – 30 credits	4 years
Master of Science -- 30 credits	4 years
Doctoral Degrees –72 credits	7 years

\*For students not in full-time status the maximum time from matriculation to graduation may be prorated at a level up to 1.5 times the full-time maximum. Leaves of absence and time devoted to study at other institutions for a dual degree or at external scholarly programs are not included in these time allowances.

### B. Completion Rate

As part of the Satisfactory Academic Progress assessment each student’s Completion Rate will be evaluated by comparing the number of attempted credit hours with the credit hours earned. In order to achieve satisfactory academic progress, a student must earn a minimum percentage of credits attempted in accordance with the chart below:

Degree Program	Measurement Interval	Percentage of Credit Hours That Must Be Passed
<b>CERTIFICATE</b>	Semesters 1, 2, 3	50%
	Semesters 4, 5	75%
<b>MBS/MS</b>	Years 1, 2	50%
	Years 3, 4	75%
<b>PHD</b>	Years 1, 2	50%
	Year 3 and beyond	75%

When assessing SAP for students who were on an approved Leave of Absence during the evaluation period, the completion rate will be prorated.

Coursework and grades taken prior to a student’s current level must be approved for application to the current level and will be counted for SAP based on that determination.

Credit hours for courses in which a student has remained enrolled after the Drop/Add period will be considered as attempted or earned as follows:

<b>ATTEMPTED &amp; EARNED</b>	<b>ATTEMPTED BUT NOT EARNED</b>	<b>NOT ATTEMPTED OR EARNED</b>
Letter grades A thru C	Letter Grade F	Transfer Credits ***
Successfully repeated courses (credit hours may be counted as earned once per course)*	Withdrawal (W)	
“P” **	Incomplete (INC)	
“S” **	“U”	
	“X” (Grade not submitted to Registrar.)	

\* Quality points from an earlier course grade in a repeated course do not count in the calculation of the GPA.

\*\* “P” grades received for pass/fail and “S” grades received for satisfactory/unsatisfactory graded courses are considered attempted and earned credits.

\*\*\* Transfer credits are not included in the calculation of the GPA and are not evaluated to determine satisfactory academic progress.



### **C. Grade Point Average (“GPA”)**

SGS students will be evaluated to determine if they have achieved satisfactory levels of academic progress. Satisfactory Academic Progress will require that students who have attempted 12 or less credits have earned a GPA of at least 2.5; those who have attempted 13 or more credits must have earned a GPA of at least 3.0. In addition, students must earn an average grade of “B” (3.00/4.0) in the Core course(s) of their program to be in good academic standing.

In the thesis phase, a student’s progress and performance on the qualifying examination, thesis research, written dissertation and defense will be evaluated at the end of each semester by either the departmental graduate committee or defined special committees. During thesis phase students must earn a grade of “S” in the Thesis Research course. A grade of “U” in the Thesis Research course will result in the student not making satisfactory academic progress. A grade of “S” in the next semester will place the student in Satisfactory Academic Progress status.

### **D. Other Institutions**

Students enrolled in SGS courses or Dual Degree Programs with other institutions are subject to the standards of academic progress of this policy, counting only semesters when the student’s enrollment is administered by SGS. If the terms of the Joint Program include stricter requirements for Satisfactory Academic Progress, the stricter requirements will be enforced.

### **E. Notification of Lack of Satisfactory Academic Progress**

The Office of the SGS Senior Associate Dean shall transmit written notification to all students who have not met the standards for Satisfactory Academic Progress, with copies to the Office of Financial Aid, Program Director and SGS Registrar’s Office. The notification shall indicate the nature of the deficiency, any methods that may be available for correcting the deficiency and any consequences that have resulted or may result, such as Financial Aid warning, Financial Aid probation and/or academic plan, suspension or dismissal. A student may re-establish Satisfactory Academic Progress by demonstrating achievement of the completion rate and GPA required pursuant to Sections A - C of this policy within the maximum time frame required in Section C of this policy.

### **F. Financial Aid Warning**

Upon determining that a student is not making satisfactory academic progress, his/her financial aid status will be “financial aid warning status” for a period of one semester during which the student will continue to be financial aid eligible. This status is assigned to a student automatically once determined that the student is not progressing satisfactorily and is effective for the next semester. No appeal is necessary and the student will be reviewed again at the end of the next semester. If the student is still not progressing satisfactorily see section on Appeal and Financial aid Probation.

### **G. Appeal for Reinstatement of Financial Aid Eligibility**

Students who wish to appeal for reinstatement of financial aid eligibility should submit a written appeal in accordance with the SGS academic appeal process. A final determination will be provided in writing. Exceptional circumstances warranting an appeal and possible exception include death of a relative and injury or illness of the student.

### **H. Financial Aid Probation**

Financial aid probation is awarded to a student if the Appeal has been approved. (See section G for details.) While on Financial aid probation for one semester, the student is eligible to receive financial aid funding.

### **I. Academic Plan**

An Academic Plan is created for a student who will not be able to complete the necessary benchmarks to regain SAP status within the period of time on financial aid probation of one semester. The Academic Plan includes benchmarks that must be completed successfully for each successive semester in order to continue on the plan and continue to be eligible for financial aid.

### **J. Dismissal or Withdrawal**

Students who are dismissed or have withdrawn from the School are not making Satisfactory Academic Progress and are not eligible to receive financial aid.

## **K. Documentation**

Documentation of decisions concerning Financial Aid warning, Financial Aid probation and/or academic plan, dismissal, appeal, or re-establishment of Satisfactory Academic Progress shall be transmitted to the affected student and maintained in the SGS student academic file on record in the SGS Registrar's.

## **L. Dissemination**

This policy shall be published in the same manner as other academic policies of the School, including online publication and inclusion in all new editions of the Student Handbook following adoption of the most recent policy amendment.

## **M. Standards for Satisfactory Academic Progress Established upon Matriculation**

Standards for Satisfactory Academic Progress that are distributed to a student upon matriculation are applicable for the duration of the student's continuous matriculation in the same program, unless any changes in standards are made.

## **ACADEMIC WARNING POLICY**

All students are expected to achieve satisfactory levels of academic and research proficiency as stipulated by the individual SGS programs for theory and laboratory practice.

Each program shall clearly inform students of the criteria for satisfactory academic performance. Academic standing will be reviewed each semester by the Program's Academic Standing Committee. Students who receive less than an average grade of "B" in the designated Core course(s) or have a GPA less than 3.0 will receive an academic warning notice. Students performing below satisfactory levels of proficiency as outlined by the program may also receive a written warning notice. The written warning states the problem(s), outlines those measures needed for improvement and sets a deadline for compliance. Letters informing students of an academic warning will be sent within 30 calendar days of the end of the semester. A request will be made to students receiving academic warning letters to meet with the Program Director and/or the Academic Standing Committee.

The SGS Senior Associate Dean shall forward copies of warning letters to the Program Director and the SGS Registrar.

## **ACADEMIC APPEALS PROCESS**

Determination of satisfactory academic performance and the successful fulfillment of academic requirements for all School of Graduate Studies ("SGS") students are the responsibilities of the SGS Program Directors, and will proceed in accordance with the academic policies and guidelines of the SGS and the specific graduate program.

The Program Directors will review student performance and progress at each phase of a specific program, and will determine if a student can or should be permitted to continue. If the Program Director initiates an academic action against a student, he/she will communicate this information to the Senior Associate Dean and the affected student. Evaluation of a student's progress by the Program Director shall include, but is not necessarily limited to, the student's grade point average, course work, qualifying examinations, thesis research, and the written dissertation and defense.

If a Program Director initiates any academic action and/or has determined that a student cannot continue in the specific graduate program because of academic insufficiency, the student has the right to appeal the academic action to the SGS Biomedical Student Affairs Committee ("SAC"), an "ad hoc" committee that shall be composed of at least other three (3) faculty at the SGS. The SAC will convene an academic appeals hearing at which both the Program Director and the student shall appear and give testimony, and provide the SAC with documentation in support of their position. At the close of the academic hearing, the SAC shall deliberate privately and decide whether to affirm, reject or modify the Program Director's academic action. The SAC shall convey its recommendation to the SGS Dean or the Dean's designee, the Program Director and the affected student. If the student does not agree with the SAC's decision, the student has a right to appeal this decision to the Dean or the Dean's designee, whose decision is final and non-appealable.

#### IV. PROCEDURE

1. A student who wishes to appeal an academic action must submit a written request to the SGS Senior Associate Dean within three (3) business days of his/her notification of the academic action from the Program Director. Otherwise, the student has waived his/her right to appeal the academic action, and this shall become the final academic decision.
2. When a student requests an academic appeals hearing pursuant to this policy, he/she will ordinarily be permitted to continue in the program pending the outcome of the appeal(s) process.
3. Upon notification of a student's request for an academic appeals hearing, the SGS Senior Associate Dean shall convene the SGS Student Affairs Committee ("SAC") and notify the SGS Dean.
4. Once the members of the SAC are selected, a Chairperson shall be designated. The Chairperson or his/her designee shall request all pertinent documentation from the Senior Associate Dean.
5. The Chairperson of the SAC will schedule an appeals hearing of the SAC within ten (10) business days of his/her receipt of the documentation from the Senior Associate Dean, and shall notify the student, the Program Director and any other individual(s) the Chairperson determines may have information relevant to the appeal. Notification shall include, at a minimum, the date, place and time of the meeting. The SAC will review the testimony and the documentation provided to them in advance, as well as any documentation received at the hearing. The SAC will make a written recommendation to the Dean within five (5) business days of the appeals hearing. The Program Director and the student will be provided with a copy of this recommendation at the same time as the Dean.
5. The student has the right to appeal the SAC's recommendation to the SGS Dean or the Dean's designee within three (3) business days of his/her receipt of the SAC recommendation. Otherwise, the student has waived his/her right to appeal to the Dean or the Dean's designee.
6. The Dean will render a final, non-appealable academic decision within a reasonable period of time, but in no event later than forty-five (45) days after the last date of the appeals hearing. The Dean will notify the student, the Senior Associate Dean, the Chairperson of the SAC and the Program Director of this decision. A copy of the decision will be sent to the student by both regular and certified mail, return receipt requested.

#### Student Preparation for the Appeal Meeting:

1. The student who has requested an appeal of an academic action is encouraged to seek the support and consultation of his/her advisor and/or the SGS Ombudsperson throughout the academic appeals process. The student may also consult with an attorney of his/her choice, but the student may not be represented at the appeals hearing by legal counsel. Legal counsel may be present outside the hearing room to consult with the student during or after the appeals hearing. The student may be accompanied to the appeals hearing by an advocate of his/her choosing who may address the SAC at the close of the testimony, but this advocate may not be an attorney by profession.
2. The student must provide to the Senior Associate Dean a detailed statement of the facts and circumstances supporting the appeal and provide a list of persons with information relevant to the appeal. These documents will be received before the academic appeals hearing is scheduled, although for good cause the student will be permitted to supplement these materials at any time up until a final, non-appealable decision is rendered.
3. The Student Affairs Committee will review the submitted information and may request additional materials from the student, the Program Director, or any other individual(s) to clarify issues pertinent to the matter.

#### The Appeals Hearing:

1. Within ten (10) business days of his/her receipt of a complete set of appeals materials, the Chairperson will schedule an appeals hearing that will include the SAC members, as well as the student, the Program Director and any other individual(s) who the Chairperson determines may have information relevant to the appeal.
2. The SAC Hearing will not be taped or transcribed, although the SAC may, at its discretion, designate an employee of the SGS as a note-taker during the testimonial phase of the hearing.
3. At the appeals hearing, the Program Director and the student will be asked to present background information and supporting documentation to the SAC..
4. The Senior Associate Dean or his/her designee and any other persons invited by the Chairperson to present supporting materials or discuss issues relevant to the appeal may also be present at the appeals hearing.
5. After the SAC has heard from all essential or requested individuals, the appeals hearing will be adjourned and the SAC will deliberate on the appeal in a closed session attended only by its members. The SAC will convey its recommendation to the student in writing with written copies to the SGS Senior Associate Dean and the SGS Dean within five (5) business days.
6. Within three (3) business days of his/her receipt of the SAC's decision, the student may submit a written appeal to the SGS Dean. The SGS Dean may, at his or her discretion, seek information and consult with any other party(ies), including the student, members of the program's academic standing committee, members of the SAC and the Senior Associate Dean, and shall render, within a reasonable period of time but in no event later than forty-five (45) days after the last day of the appeals hearing, a final and non-appealable written decision and shall provide written copies of the decision to the student by regular and certified mail, Return Receipt Requested, and to the SAC Chairperson and the Senior Associate Dean.

#### **ACADEMIC AND PROGRAM STUDENT RESPONSIBILITIES**

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

#### **CODE OF PROFESSIONAL CONDUCT AND RESPONSIBILITIES**

**Purpose:** Students of the School of Graduate Studies are expected to adhere to the policies set forth in the policies entitled "Student Rights, Responsibilities and Disciplinary Procedures" (Policy Code 00-01-25-50-00) and "Scientific Misconduct" (Policy Code 00-01-20-60:00). The SGS Code of Professional Conduct and Responsibilities was developed to comply with Section V-A-2 of the policy "Student Rights, Responsibilities and Disciplinary Procedures," which requires each school within the University to have an Honor Code or other Code of Professional Conduct. The student code of conduct can be found here: <http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/> The Academic Integrity Doe can be found here <http://academicintegrity.rutgers.edu/academic-integrity-policy/>

**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 Smith Library or from a library web page titled "Citing Sources of Information" at: <http://libguides.rutgers.edu/CitingSources>

\* 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.

## **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 including appeals shall occur as described in the Rutgers Policy on student conduct.

<http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/>

## **STUDENT RECORDS**

1. The records of students at Rutgers 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 Senior Associate Dean, the student's advisor and Program Director shall have access to the student's record.
3. The Senior 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 Senior Associate Dean. **In addition, Rutgers 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.

<https://my.rutgers.edu>

The University maintains the following records on individual students:

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

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

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

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

If you believe your educational records contain a factual inaccuracy, you may apply to the Senior 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."

### **USE OF SOCIAL MEDIA**

University staff, faculty, students and other members of the University community must follow the same standards of conduct online as required in other areas of life. The same laws, professional expectations and guidelines for interacting with students, patients, employees and the public apply to use of online media as to any other form of communication. All University and Unit policies and procedures apply to online conduct as to any other conduct. Since postings on social media have the potential for such widespread dissemination, extra caution is necessary to avoid adverse consequences of improvident or hurtful communications. Any disciplinary action taken as a result of such dissemination may result in sanctions that are more severe than might be applied to conduct which does not impact a large number of people. To read the complete university policy go to <http://ur.rutgers.edu/web-ecomunications/guidelines-rutgers-social-media-accounts>

### **RECORDING OF LECTURES**

When personally owned communication/recording devices are used by students to record lectures and/or classroom lessons, such use must be authorized by the faculty member or instructor who must give either oral or written permission prior to the start of the semester and identify restrictions, if any, on the use of mobile communication or recording devices.

### **ENROLLMENT AT RUTGERS**

University policy states that, except for authorized combined programs (e.g., MD/PhD), 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 Rutgers or any hospital affiliated with it.

### **EMPLOYMENT**

SGS discourages but does not prohibit, full-time students from obtaining outside employment. Graduate programs are free to set their own guidelines regarding external employment. Students accepting a fellowship do so with the understanding that they are not permitted to work on a regular basis outside the normal functions of their educational programs. In the event of unusual circumstances, students may request approval from their program and the Senior Associate Dean of the SGS to work up to 20 hours per week. Foreign students must check with the Office of International Services for additional regulations and limitations on employment, based on their visa status.

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

### **IDENTIFICATION CARDS**

The University I.D. card is to be worn in all University buildings, and presented upon request by a security officer. The card is issued by the Public Safety Department located at Public Safety Building 55 Commercial Avenue, 3rd floor, New Brunswick, NJ 08901, Phone: (848) 932-4850  
Hours of Operation: Monday - Friday: 9 a.m. – 12 p.m. and 1 p.m. - 4 p.m. (closed daily from noon to 1 p.m.)

The Public Safety Building is easily accessible by the Rutgers transit system via the EE, F, REXB, and REXL buses. For bus route schedules please visit [rudots.rutgers.edu](http://rudots.rutgers.edu). There is also a university parking deck located behind the building that is available to all faculty/staff members with a valid parking permit.

Individuals may also visit any of the other ID card office locations listed on the website: [pst.rutgers.edu/locations.php](http://pst.rutgers.edu/locations.php) to obtain their Rutgers ID card.



Application forms for the issuance of an I.D. card are prepared by the SGS office at the beginning of the semester for new students. Students are expected to retain their cards throughout their matriculation at the Graduate School. Replacement cards are \$5.00.

### **SOCIAL SECURITY CARDS**

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

### **PATENT POLICIES**

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

### **HEALTH AND ACCIDENT INSURANCE**

Under University policy, all full-time Rutgers students as well as those part-time who participate in clinical experience as part of their educational programs, are required to be covered by health and accident insurance. The University, in conjunction with United Healthcare Insurance Company offers a plan which fulfills the Rutgers insurance requirements. All students will be automatically enrolled in the Student Health Insurance Plan unless an online Waiver Form is completed and submitted by the student who wishes to waive coverage. The Waiver Form must be complete online by the September 30th deadline by the student each year and written evidence of coverage through an alternative plan must be provided.

### **IMMUNIZATION AND HEALTH REQUIREMENTS**

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

<http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>

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

### **SMOKING POLICY**

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

### **SUBSTANCE ABUSE POLICY**

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



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

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

1. Students suspected of being impaired, based on their performance or on other more direct evidence, will be reported to the graduate program director.
2. The program director will evaluate the evidence and seek consultation with other faculty and/or students if it is deemed necessary.
3. If the evidence warrants further action, the program director will discuss the matter with the student. This may be done along with the program Student Affairs Committee or with the student's advisor, at the director's discretion.
4. If the program director and/or program Student Affairs Committee concur that the student is in need of help for drug or alcohol abuse, the student will be referred to the Student Mental Health Service, or other appropriate professional help.
5. As a result of this referral, two outcomes are possible:
  - a. The student agrees, in which case the program director will monitor his or her progress and appropriate adjustments will be instituted in the student's program.
  - b. The student resists, in which case disciplinary action, based on the student's performance, will be instituted. This may result in immediate suspension from the program. If this occurs, the Graduate School Hearing Body shall convene to render recommendations to the Dean regarding the student's future status in the program, as established in the Students Rights, Responsibilities and Disciplinary Procedures Document.

### **IMPAIRED STUDENTS PROGRAM**

Rutgers University has established an "Impaired Students Program". Further information on the policy and program can be obtained at the Graduate School Office.

### **SCHOOL CLOSING**

The following Radio stations will announce the suspension of Rutgers classes in the event of adverse weather conditions. Students are encouraged to also check the Rutgers web site

<b>Northern New Jersey</b>	<b>Central New Jersey</b>	<b>Southern New Jersey</b>
WCBS - 880 AM WOR - 710 AM	WCTC - 1450 AM WMGQ - 98.3 FM	WKYW - 1060 AM

### **VACATIONS**

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

## V. UNIVERSITY FACILITIES

### **BOOKSTORE**

Rutgers University Bookstore stocks textbooks, supplies and a wide variety of other items. It is located at 100 Somerset St, New Brunswick.

Telephone: (732) 246-8448.

#### Hours

Mon. - Fri: 9:00 a.m. - 9:00 p.m.      Saturday: 10:00 a.m. - 9:00 p.m.      Sunday: 11 a.m. - 6:00 p.m.

### **CAFETERIA**

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

### **COMPUTER STORE**

Kite&Key sells electronic and computer equipment. It is located at 55 Rockefeller Rd, Piscataway, NJ 848-445-1127. Mon-Fri 10am-6pm.

To order computing supplies through the university email request for quote to [rbhsware@ca.rutgers.edu](mailto:rbhsware@ca.rutgers.edu)

### **DUPLICATING SERVICES**

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

### **PARKING/PARKING HANG-TAGS/CAMPUS BUS**

The University provides parking facilities for faculty, students, and staff. Parking is by permit only. The fee for a student to obtain a parking hangtag is \$160.50/year. <https://rudots.t2hosted.com/Account/Portal>

Parking hang tags are available in the Public Safety Department which is located Public Safety Building 55 Commercial Avenue, 1st floor, New Brunswick, NJ 08901, Phone: (848) 932-4850

Cashiers Hours of Operation: Monday - Friday: 8:30-5pm. (closed daily from noon to 1 p.m.)

The Public Safety Building is easily accessible by the Rutgers transit system via the EE, F, REXB, and REXL buses. For bus route schedules please visit [rudots.rutgers.edu](http://rudots.rutgers.edu). There is also a university parking deck located behind the building that is available to all faculty/staff members with a valid parking permit.

The Rutgers Department of Transportation Services is committed to providing all members of the university community with the best possible solutions for getting around campus safely and easily. The Rutgers-New Brunswick/Piscataway inter-campus bus and shuttle system is a service provided for all five campuses. Transportation to, from, and on campus includes campus bus, shuttle and public transportation services.

The Rutgers University Department of Transportation Services offers shuttle service connecting the Rutgers Biomedical and Health Sciences campus in Piscataway with Saint Peter's University Hospital and Robert Wood Johnson University Hospital in New Brunswick. This shuttle operates Monday through Friday (except certain holidays/periods), from 5 a.m. until 8 p.m., with departures every 30 minutes. Pick up and drop off in New Brunswick is on Easton Ave. for Saint Peter's and on Somerset St. for Robert Wood Johnson University Hospital. Pick up and drop off in Piscataway is in the loop in front of CABM. Real-time tracking of the shuttle location can be found online at:

<http://www.nextbus.com/#!/rutgers/rbhs/rbhs/univhosp> or mobile app <http://oss.rutgers.edu/mobile/>

For more information regarding parking as well as the Rutgers-New Brunswick/Piscataway inter-campus transportation services and parking go to <http://gobble.rutgers.edu/>

## STUDENT LOUNGE

The Robert Wood Johnson Medical School Student Lounge is available for use by SGS Biomedical students. It is located in front of the East and West Lecture Halls. The smaller student lounge located directly across from Woody's Café is also available to graduate students. This room is open during the day but it is locked in the evening and weekends.

Access requires coding your I.D. card. Contact the SGS office if you are interested in using the lounge when it is locked.

## TELEPHONE USAGE

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

## VI. CURRICULUM

SGS Biomedical offers the Doctor of Philosophy (PhD) and Masters degrees, as well as combined MD/PhD program

Programs leading to the PhD are available in the disciplines of Biochemistry and Molecular Biology; Biomedical Engineering; Environmental Sciences/Exposure Assessment; Molecular Genetics, Microbiology and Immunology; Cellular and Molecular Pharmacology; Physiology and Integrative Biology; and Neuroscience. The MS degree may be granted to a student who cannot continue for the PhD in these disciplines, but the major focus of the programs is on the training of PhD candidates. Degree requirements include at least a *B* (3.0) average and substantial research experience culminating in a thesis or dissertation. The course of study is continuous and includes summers resulting in a total of at least 72 credits.

Master of Science degrees include the MS in Clinical and Translational Research (MS CTS), the Master of Biomedical Science (MBS) and the Master of Science in Biomedical Science (MSBS). A direct application MS degree is also offered by the Physiology and Integrative Biology Program. The MS degree may be granted to a student who cannot continue for the PhD in the other PhD programs or by special agreement under certain circumstances at the discretion of the program.

Degree requirements for a Master's Degree include at least a *B* (3.0) average and the completion of either a Capstone project or thesis as required by the program.

**Full-time students are expected to carry a course load of 9 credits per semester** or to be engaged full-time in thesis research. 4.5-8.99 credits per semester will be considered half time status. 0-4.49 credits will be considered less than half time.

**All graduate students are required to pass the core courses required by their specific graduate program. In addition PhD and MS students are required to pass the courses, "Ethical Scientific Conduct". In addition, the PhD students must take the "Ethical Scientific Conduct Refresher" (<http://rwjms.rutgers.edu/education/gsbs/current/ethics.html>) as well as a course that satisfies the Rigor and Reproducibility training requirements (<http://rwjms.rutgers.edu/education/gsbs/current/RigorandReproducibilityTraining.html>) and complete an annual Individual Development Plan ([http://rwjms.rutgers.edu/education/gsbs/student\\_affairs/IDP.html](http://rwjms.rutgers.edu/education/gsbs/student_affairs/IDP.html))**

### A. PROGRAMS

#### 1. Doctoral Program

The Doctor of Philosophy (PhD) degree is awarded on the basis of achievement in a wide range of course work; experience in classroom teaching and laboratory instruction; a comprehensive qualifying examination evaluating the breadth and depth of background knowledge; a proposal examination to demonstrate preparation for the research project; intensive research experience during which the candidate demonstrates ability to initiate, perform, and analyze original experimental work; a written dissertation; and public defense of the dissertation through a final oral

examination. The details of the curriculum and examinations may vary between programs, so the student must follow the rules of the program in which enrolled.

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

Minimum requirements are:

- a. Completion of the required and elective courses specified by each graduate program, with at least a 3.0 (*B*) average.
- b. A Qualifying Examination A, with format determined by each graduate program.
- c. A Qualifying Examination B thesis proposal acceptable to the candidate's Advisory Committee and the Director of the graduate program.
- d. A dissertation based upon independent research, prepared by the candidate and evaluated by a Thesis Advisory Committee.
- e. A public defense of the dissertation before a Thesis Advisory Committee.

## 2. MD/PhD Combined Program

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

## 3. Masters Program

Admission to the MS CTS, MBS and MSBS programs are by recommendation to the Senior Associate Dean by the admissions committees of each program.

The requirements for the MS degree are usually completed in two years, but must be completed within four years. Minimum requirements include completion of the required number of course credits specified by the program with at least a 3.0 (*B*) GPA, which includes required and elective courses set by the program. A minimum of 30 credits are required, which must include at least 6 credits of Research for joint program MS and MSBS candidates, 8 credits of research for MS CTS candidates and 6 credits of Capstone Project for an MBS candidate. All MS candidates must establish a thesis advisory committee and follow the procedures prescribed by their graduate program. All MS students must defend their thesis in front of their thesis advisory committee.

A student in the MS or MBS program who matriculates into another professional school before completing the degree requirements is expected to make a good faith effort to complete the MS or MBS degree within one year. Students who do not complete the program within a year of entering another professional school will be dropped from the rolls of the Graduate School.

## **B. SELECTION OF A MENTOR**

Students are encouraged to become aware of the research programs of individual faculty members during their first year in the Graduate School. This can be done by attending seminars, rotating through laboratories, and discussions with the faculty. Specific rotation schedules are established by each graduate program. The student should recognize that the SGS stipend currently is for one year, but it can take five to

seven years to complete a PhD program. The resources, activity of the laboratory, and funding are additional factors to consider when selecting a mentor. Student-mentor pairing only can occur by mutual consent. Graduate students and the SGS should be advised by the program director, first year advisor and prospective mentor of the likelihood of continued stipend support after their SGS fellowship ends. The mentor should be selected preferably by the end of the second semester, to ensure continuity of stipend support.

### C. QUALIFYING EXAMINATION

#### 1. Summary of Procedures for the Qualifying Examination Part A

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

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

#### 2. Summary of Procedures for the Propositional Qualifying Examination Part B

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

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

**All students must allow sufficient time (2 weeks) for faculty members to review and assess their work (qualifying papers and theses)** and faculty members must be as prompt as circumstances allow in responding to their students with such assessments. Further, it is the responsibility of advisors and students to keep committees informed and engaged throughout the process of the student's research and to ensure that the committee is given adequate time to assess the final product (2 weeks) before it is defended.

- i. Students must have completed the core curriculum courses in their program with an academic average of 3.0 or better. The total of course and research credits required for the PhD is 72 credits, with the specific requirements set by each graduate program.
- ii. The program director approves the Propositional Qualifying Examination Committee, established under the rules of the program. A successful examination requires the signatures of four faculty members. Each examination committee may include one faculty member from outside the department. In some programs, the thesis advisor is NOT a member of this committee.
- iii. A Propositional Qualifying Examination B Report Form, signed by each member of the Propositional Examination Committee must be submitted to the Senior Associate Dean within one week of the examination.
- iv. Upon notification of successful completion of the Propositional Qualifying Examination B, the Senior Associate Dean shall inform the student that he or she is admitted to candidacy for the PhD degree.

#### **D. RESEARCH/THESIS ADVISORY COMMITTEE**

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

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

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

#### **E. DISSERTATION**

##### **1. PhD Examination/Dissertation Defense Committee**

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

The Ph.D. dissertation committee must consist of a minimum of four members, chaired by a Full Member of the Graduate Faculty designated by the graduate program. One of the committee members must be from outside the program and should be chosen in consultation with the graduate program director. If the outside committee member is not a member of the Graduate Faculty, the Director of the student's program must immediately inform the Office of the Dean of the name and address of the person appointed. If the outside member does not hold a Doctoral degree (i.e. the CEO of a company, a professional in the field, etc.), then a copy of their C.V. must be submitted for Dean's approval. Substitutions in committee membership, once it has been formed, are the responsibility of the graduate program director and will be allowed only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation director and/or modification of his committee. In cases other than these, approval for a change in committee membership rests with the Dean of the School of Graduate Studies. If a member of a student's committee leaves the University, he or she may continue to serve on the committee with the approval of the graduate program director.

2. Masters Thesis Defense Committee

A Masters exam committee consists of the thesis advisor and at least 2 other faculty from the program. There must be three program faculty members on the committee. The vote on the examination and the approval of the thesis must be unanimous. Under some circumstances, it is permissible to include an outside member on a thesis committee. Requests for such exceptions should be addressed to the Office of the Dean prior to the examination.

All students must allow sufficient time (2 weeks) for faculty members to review and assess their work (qualifying papers and theses) and faculty members must be as prompt as circumstances allow in responding to their students with such assessments. Further, it is the responsibility of advisors and students to keep committees informed and engaged throughout the process of the student's research and to ensure that the committee is given adequate time to assess the final product (2 weeks) before it is defended.

3. Preparation of Dissertation and Manuscript

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

4. Defense of Dissertation

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

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

5. Final Written Dissertation

When all appropriate revisions have been made and the dissertation is in final form, the Report of Final Examination/Dissertation Defense Form so stating and signed by the Examination/Dissertation Defense Committee and Program Director should be sent to the SGS office. Minor revisions must be completed within six months of the defense or the student may be required to re-defend the dissertation before a new examination committee.

The revised and accepted dissertation must be presented to the SGS at least two weeks prior to deadlines for graduation.

## Electronic Thesis and Dissertation guide

As of January 2018, all students will be using the Electronic Thesis and Dissertation. **It is critical that the student consult with their PI on how long to request an embargo to protect the intellectual property of the thesis. That way the contents of the thesis will not be visible to the public. You can select up to 2 years. You may also use a lay abstract in your thesis which will be visible but not include any results or data.**

- **Preliminary Information**

### *Committee Composition*

#### **Ph.D. Committee:**

- A minimum of four members.
- Chair must be a full member of the graduate faculty.
- One committee member, chosen in consultation with the program director, from outside the program.

#### **Master's Committee:**

- A minimum of three members or associate members from the graduate faculty.

### *Before you begin*

- Attend a dissertation workshop; for details and dates refer to this tab of our [webpage](#).
- Ask your adviser for the preferred style guide (APA, MLA, etc.) for the discipline. If there is no guide, consult the leading journal in the field for models to follow. The precise form of all matters of style should be consistent throughout and conform to generally accepted practice in the discipline.
- Please consult with Barbara Sirman at 848-932-8122 or [sirman@grad.rutgers.edu](mailto:sirman@grad.rutgers.edu), if you need more details about a particular type of formatting or if you have formatting questions not addressed in this guide.

### *When you submit*

- Your thesis or dissertation must be converted to a PDF file and then submitted online at [Rutgers Electronic Theses and Dissertations Submission system](https://etd.libraries.rutgers.edu) (<https://etd.libraries.rutgers.edu>).
- You must submit the signed title page to Tina Cicoella, who can be contacted at 732-235-2106.

- **General Specifications**

#### **Typeface:**

- Choose an easy-to-read type. Use one typeface throughout; script or italic typefaces are not acceptable for the main text (10–12 points).

#### **Page Format:**

##### *Spacing*

- Double-space preliminary pages, appendices, and all text.
- Single-space all footnotes, endnotes, references, and bibliographic material.



- Quotations of four or more lines of prose should be single-spaced and indented five spaces from the left margin. Do not indent the right margin.
- Verse quotations of two or more lines should be single-spaced and centered.
- Footnotes and endnotes should be single-spaced.

### ***Margins***

- Left margins must be 1.5 inches.
- Top, right, and bottom margins must be 1 inch.

### ***Numbering***

- Preliminary pages: lowercase Roman numerals, centered 1/2 inch from the bottom of the page. Begin with the number (ii) on the first page of abstract (no pagination on title page).
- Text: Arabic numerals, upper right-hand corner, exactly 1 inch from the right-hand edge of the page and 1/2 inch from the top. Begin with the number one (1) on the first page of text and number consecutively.

- **Outline & Formatting Rules**

#### **Preliminary Pages**

*Note: Formal headings must be used on the sections marked with asterisks\*.*

Some dissertations will not have: copyright page, preface, acknowledgements and/or dedication, list of tables, list of illustrations, appendices.

#### **I. Copyright page:**

- Include this page to inform readers that you acknowledge your legal rights and that you are the copyright holder. Must be included if you chose to register your copyright. For details, see: [Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities](#), by Kenneth D. Crews, Proquest, 2013.

#### **II. Title page:**

- Please refer to the appropriate [sample page](#) for specific formatting directions.
- Title should be a brief but meaningful and accurate description of the content of your research.
- Avoid oblique references; substitute words for formulae, symbols, superscripts, Greek letters, etc.
- Your full, legal name, as it appears on registrar's records, must be on the title page.
- Provide the appropriate number of lines needed for the approval signatures. **Please note:** The signed copy of this page gets submitted to Tina Cicolella. The version you upload **should not** be signed.
- The title page of the original copy must contain the original signatures of the research director and all committee members in **BLACK INK**.
- Center and double-space all text and lines.
- The month and year entered at the foot of the page must be **October, January, or May**—the date the degree is to be conferred, **not the date of the defense**. The title page is not numbered.

#### **III. Abstract:\***

- Please refer to the Abstract [sample page](#) for specific formatting directions.
- Provides a succinct summary of the dissertation, summarizing clearly the problem or problems examined, the methods employed, and the major findings.

#### **IV. Acknowledgement and/or Dedication\***

#### **V. Table of contents (with page reference):\***

- Includes all preliminary and concluding sections.

#### **VI. List of tables (with titles and page references)\***

#### **VII. List of illustrations (with titles and page references)\***

### **Text**

#### **I. Introduction\***

#### **II. Main body:**

- Divided into chapters or sections, each having a title and each beginning on a new page. As needed, chapters or sections are further divided into one or more series of subsections, each preceded by a subtitle.
- Graphs, figures, tables, charts, maps, and photographs must be suitably sharp and clear for reproduction on microfilm and must be suitable for binding.

### **References, Citations, and Bibliography**

#### **I. Appendices\***

#### **II. References or Footnotes:\***

- Footnotes at the bottom of the page, endnotes at the ends of chapters or at the end of the manuscript. Number notes consecutively. When notes are at the end of chapters, each chapter's notes should begin with the number one (1). Be consistent throughout and conform to generally accepted practice in the discipline.

#### **III. Acknowledgment of Previous Publications**

- It is a universal tenet in publishing that previously published work, or work pending publication elsewhere, be acknowledged. Academic fields vary in the degree to which they countenance reuse of material that has also appeared, or will appear, elsewhere. In those fields in which such practices are accepted, the following guidelines should be adhered to:
  - Without exception, previous and pending publications must be acknowledged in the thesis or dissertation. There are several ways in which this may be done.
  - If a thesis or dissertation is composed in part or in full of whole chapters or independent articles or reports already published, the preface or acknowledgments page must indicate this and give citations to the earlier publications. Even if the portions of previous publications are more partial, such acknowledgment in the front matter is recommended.
  - It is presumed that the previously published material used in the thesis or dissertation represents the original work of the student. In the event that that is not the case, it has no place in the thesis or dissertation. In those fields in which the student typically works alone on the research and writing of the thesis or dissertation, it is expected that the writing will be his or her own. In those fields in

which it is conventionally the case that work is done in close collaboration with others this may not be the case, but material written by others as part of a joint project should be referenced as such. In the case of coauthored material, comparable acknowledgment must be supplemented by a clear indication of the contribution of the author of the thesis or dissertation. In all cases, the major substance of the thesis or dissertation must be the original work of the student submitting it.

- In the case of shorter passages written by others, they may be quoted with proper attribution and any necessary permissions.

#### **IV. Bibliography\***

#### **G. GRADUATION /GRADUATION FEE**

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

A University graduation fee of \$40 will be assessed following the thesis defense. Students receiving more than one degree but in different years (e.g., MD/PhD) will be charged for each degree. Graduates receiving a joint degree in the same year will be charged only once.

Below are the Rutgers degree dates, however you must submit your paperwork to the SGS office 2 weeks prior to these dates.

#### Candidacy Form Deadlines

October 1, 2017

January 13, 2018

April 15, 2018

### **APPENDIX**

#### **Compact Between Biomedical Graduate Students and Their Research Advisors**

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

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

#### **Core Tenets of Pre-doctoral Training**

##### **Institutional Commitment**

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

##### **Program Commitment**

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

### **Quality Mentoring**

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

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

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

### **Commitments of Graduate Students**

- **I acknowledge that I have the primary responsibility for the successful completion of my degree.** I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- **I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.**
- **I will work with my research advisor to develop a thesis/dissertation project.** This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- **I will work with my research advisor to select a thesis/dissertation committee.** I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution.** I will commit to meeting these requirements, including teaching responsibilities.
- **I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.**
- **I will comply with all institutional policies, including academic program milestones.** I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.

- **I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.**
- **I will be a good lab citizen.** I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.
- **I will maintain a detailed, organized, and accurate laboratory notebook.** I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.
- **I will discuss policies on work hours, sick leave and vacation with my research advisor.** I will consult with my advisor and notify fellow lab members in advance of any planned absences.
- **I will discuss policies on authorship and attendance at professional meetings with my research advisor.** I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.
- **I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree.** I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

#### Commitments of Research Advisors

- **I will be committed to the life-long mentoring of the graduate student.** I will be committed to the education and training of the graduate student as a future member of the scientific community.
- **I will be committed to the research project of the graduate student.** I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student's pursuit of his/her thesis/dissertation research.
- **I will be committed to meeting one-on-one with the student on a regular basis.**
- **I will be committed to providing financial resources for the graduate student as appropriate or according to my institution's guidelines, in order for him/her to conduct thesis/dissertation research.**
- **I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.**
- **I will help the graduate student select a thesis/dissertation committee.** I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.
- **I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, and the ethical conduct of research.** I will encourage the student to seek opportunities in teaching, if not required by the student's program.
- **I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.**

- **I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.**
- **I will discuss authorship policies regarding papers with the graduate student.** I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student's graduation.
- **I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.**
- **I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.**
- **I will provide career advice and assist in finding a position for the graduate student following his/her graduation.** I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- **I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.**
- **Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful.** I will foster in the graduate students professional confidence and encourage critical thinking, skepticism and creativity.

## **WHAT TO DO IF YOU NEED HELP**

### **For questions regarding:**

*Your Student ID.....*

*Technical issues in accessing the website.....*

*Lost/forgotten PINs.....*

*Registration, Grades, Web Transcripts.....*

*Account Charges and Balances.....*

*Student Financial Aid.....*

*IRS Form 1098-T.....*

*Incorrect Social Security Number or  
Date of Birth.....*

*Changes in address .....*

### **Contact the following office:**

*School Registrar/Student Records Office*

*Service Center (732) 743-3200*

*Service Center (732) 743-3200*

*School Registrar/Student Records Office*

*Cashier's Office*

*Student Financial Aid Office*

*Student Billing/Collection Office (732) 235-9174*

*School Registrar/Student Records Office*

*School Registrar/Student Records Office*

## **ACADEMIC FORMS**

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