



GRADUATE SCHOOL OF
BIOMEDICAL SCIENCES

at Robert Wood Johnson Medical School

Graduate Student Masters and Certificate Handbook

Updated February 22, 2012

FOREWORD

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

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

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

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

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

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

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

On the Piscataway/New Brunswick Campus site of the GSBS at RWJMS, all PhD degrees are awarded jointly with the Graduate School-New Brunswick, Rutgers, The State University of New Jersey. A combined MD/PhD program is also available on this campus offered jointly with Rutgers and Princeton Universities and a PharmD/PhD program, with Rutgers University. GSBS at RWJMS 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.

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I. ADMINISTRATION

A. GRADUATE SCHOOL ADMINISTRATION AND STAFF:

Dean	Kathleen W. Scotto, PhD	973-972-5332	scottoka@umdnj.edu
Executive Asst. to the Dean	Susan Lomanto	973-972-5332	lomanto@umdnj.edu
Sr. Associate Dean	Terri Goss Kinzy, PhD	732-235-5016	kinzytg@umdnj.edu
Director of Graduate Academic and Student Affairs	Janet Alder, PhD	732-235-5392	alderja@umdnj.edu
Director of Graduate Academic and Student Affairs	Smita Thakker-Varia, PhD	732-235-5393	varia@umdnj.edu
GSBS Registrar	Barbara Coleman-Lee	973-972-8385	leeba@umdnj.edu
Program Support Coordinator	Praxedes Dominguez	732-235-2839	domingpr@umdnj.edu
Program Assistant	Tina Cicolella	732-235-2106	cicoletm@umdnj.edu
Secretary	Annette Velazquez-Hendricks	732-235-5099	hendrian@umdnj.edu
Secretary	Johanna Sierra	732-235-5016	sierrajo@umdnj.edu

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

B. REGISTRAR'S OFFICE

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

C. GSBS at RWJMS DIRECT ENTRY MASTERS PROGRAMS

MS in Clinical and Translational Science (MS CTS)	Dr. Ramsey Foty	732-418-8464	fotyra@umdnj.edu
	Dr. Diane Ambrose	732-235-5016	ambrosedm@umdnj.edu
Master of Biomedical Sciences (MBS) and Master of Science in Biomedical Science (MSBS)	Dr. Debabrata Banerjee	732-235-6458	banerjed@umdnj.edu
	Dr. Diane Ambrose	732-235-5016	ambrosedm@umdnj.edu
MS in Physiology and Integrative Biology	Dr. Huizhou Fan	732-235-4607	fanhu@umdnj.edu

D. OTHER RELEVANT DEPARTMENTS

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

** Always use area code 732 unless otherwise noted*

STUDENT SERVICES

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

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

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

COMPUTER SERVICES

The Academic Computing Lab located in the Robert Wood Johnson Medical School Building, Kessler Teaching Laboratories, Room 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 UMDNJ as well as to many departmental computing systems through a sophisticated high-speed network, providing a variety of resource-sharing services. This network is in turn connected to the Internet, allowing investigators at UMDNJ to exchange information with users on computers throughout the world.

The Academic Computing Lab is usually open from 8:30 a.m. to 4:30 p.m. during the week. These hours are extended during the academic year when the Lab is staffed by work study students. There are additional "open access" computers and printers available for student use 24 hours a day. These computers are located in the TN 246 rooms and are accessible remotely at all times. There are also computers available in the computer lounge (cyber café) located next to the Academic Resource Center in N247.

http://www.rwjms.umdnj.edu/education/current_students/education_resources/technology.html

FITNESS CENTER

UMDNJ students can become Rutgers University gym members at a discounted rate of \$95.00 per semester. Membership includes all of the facilities in the New Brunswick area. To gain access to the facilities, you must present a valid UMDNJ ID and Rutgers Recreation membership card at the entrance. Note: 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 ASSOCIATION

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

http://rwjms.umdnj.edu/education/gsbs/student_affairs/association.html

HOUSING

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

LIBRARY

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

http://www.libraries.rutgers.edu/rul/libs/lsm_lib/lsm_lib.shtml

Telephone: (732) 445-3853

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 UMDNJ - 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.umdj.edu/education/current_students/education_resources/arc.html

Telephone: (732) 235-4460

Hours:

Students can access using their UMDNJ 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 UMDNJ 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 RWJMS and its joint programs, the administrators and staff of the Robert Wood Johnson University Hospital, as well as attending physicians of the hospital.

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

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

<http://libraries.umdj.edu/rwjlweb/index1.htm>

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

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 V-01. 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.umdj.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 Graduate School of Biomedical Sciences. There are NO FORMS and NO FEES required to use these services. Students having problems with stress, family relationships, substance abuse, or any other personal social or psychological problem, are encouraged to use this service. Students desiring to avail themselves of this service may call (732) 235-5930 to make appointments between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. . Evening appointments are available. For emergencies during the evening, weekends or holidays call: 1 (800) 327-3678. When it is necessary to have further therapy on a long-term basis, the student will be referred to private care.

http://rwjms.umdnj.edu/education/current_students/student_support/wellness.html

<http://ubhc.umdnj.edu/eap/services/index.htm>

STUDENT ASSISTANCE FACILITATOR (SAF)

The purpose of the Student Assistance Campus Committee (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.umdnj.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 UMDNJ 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.umdnj.edu/education/gsbs/student_affairs/health_services.html#SexualAssault

STUDENT OMBUDSPERSON

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

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

RESEARCH OMBUSPERSON

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

<http://rwjms.umdnj.edu/research/orsp/integrity.html>

STUDENT HEALTH SERVICE

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

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

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

http://rwjms.umdnj.edu/education/gsbs/student_affairs/health_services.html

Covered Services:

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

Billing Errors:

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

Needle Sticks:

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

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

Non-Covered Services:

- Allergy desensitization: Administration of, and cost of desensitization materials (Allergy serum).
- Laboratory testing of students requiring or requesting such services. A charge will be made for all

laboratory work performed through a contract laboratory (including all titers). Note: Most Health Plans require that you receive your lab testing from a designated laboratory. The FM@MS will send your lab work to the laboratory affiliated with your insurance company. The invoice for these services will come directly from the contract laboratory.

- Diagnostic x-rays.
- Dental care.
- Ophthalmologic services and appliances.
- Audiological services and appliances.
- Physical exams for employment.
- Health care rendered by those not affiliated with the FM@MS.
- Health care for spouses and dependents.
- Supplies and durable medical equipment. e.g.: Crutches, splints, Ace wraps, etc.
- Costs associated with hospitalization. e.g.: Room and board, specialty care, supplies and diagnostic testing fees.
- Any other services not listed in covered services above.

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

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

Access:

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

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

Nursing triage is a regular part of our medical practice.

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

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

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

PROTOCOL FOR SEEKING CARE FROM STUDENT HEALTH SERVICE

To Schedule:

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

You should be transferred to a triage nurse. If for some reason this doesn't happen, ask to speak to a triage nurse

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

If for some reason the above does not happen ask to speak to the triage nurse or Maddy Napolitano at (732)

235-5160. Routine appointments (e.g. health maintenance, management of chronic problems, well women's exams) can be scheduled in advance for a later date.

Keeping Your Appointment:

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

III. STUDENT AFFAIRS

REGISTRATION

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

TUITION AND FEES POLICY

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

Matriculated students may arrange with the Cashier's Office to follow a deferred payment plan:

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

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

The policy for tuition refund is described below in the Add or Drop Courses section. Fees will not be refunded at any time.

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

FOR CURRENT FEES: see http://rwjms.umdnj.edu/education/gsbs/current/tuition_fees.html

COURSES ADD OR DROP POLICY

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 GSBS 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 the UMDNJ campus at which the student is enrolled is open for business.**

Matriculated full-time Masters students must maintain a minimum of 8 credits per semester.

COURSE WITHDRAWAL POLICY

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 UMDNJ campus at which the student is enrolled 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 GSBS Campus 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 GSBS. If a course is of lesser scope or depth than a similar course at GSBS, 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.umdnj.edu/education/gsbs/current/forms.html>

Credits for graduate courses taken at foreign universities may be considered with consultation of the relevant GSBS departments and the GSBS Campus Senior Associate Dean.

A maximum of 6 credits may be transferred toward the Masters degree. 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 GSBS.

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 GSBS 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 GSBS Campus 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>UMDNJ-RWJMS equivalency</u>
A	4.0	Excellent	4 - Honors
B+	3.5	Very good	3 - High Pass
B	3.0	Good	2 - Pass
C+	2.5	Marginal	N/A
C	2.0	Poor	1 - Low Pass
F	0.0	Failure	0 - Fail
<hr/>			
P		Passing (Pass/Fail Course Only)	
I		Incomplete	
S		Satisfactory	
U		Unsatisfactory	
W		Official Withdraw	

* Effective August 2011, GSBS eliminated the "D" grade.

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 Campus GSBS 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 GSBS 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 in writing to the Registrar's Office by submitting a signed transcript request form downloadable at the following site: <http://rwjms.umdj.edu/education/gpbs/current/forms.html>. There is a processing fee, set by the Registrar's Office, for each transcript. Unofficial transcripts are available via the my.umdj portal through the Banner Self-Service channel at <https://my.umdj.edu> or in the GSBS office. **Only current enrolled students will be allowed to enter this secure area.** Students are advised to check transcripts each semester and to notify the GSBS at RWJMS office if any problems are noted.

GSBS GRADUATE PROGRAM TRANSFERS

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 Campus GSBS Senior Associate Dean for approval. Students may apply no more than six credits of graduate level courses to the Master's degree. Students not completing the GSBS Master's degree requirements within the one year educational leave of absence period may be required to re-apply to the GSBS and undergo a new admissions process.

Approval of transfer of credits from GSBS Master's program to a GSBS Ph.D. program will be done on an individual basis at the discretion of the program director and the GSBS Campus Senior Associate Dean. All students must maintain satisfactory academic progress status as described in the GSBS 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 Graduate School of Biomedical Sciences. There is no minimum grade requirement when applying courses from the Certificate to Master's programs. The application of credits from a GSBS Certificate program to a GSBS Master's program must be approved by the program director and GSBS Campus 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 GSBS student may be granted a leave of absence for a period not to exceed one year.

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

Written notification of the student's intent to return must be received by the GSBS at RWJMS 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 during the leave of absence and registration is not required.

Foreign students holding a student visa who wish to temporarily leave the United States must obtain permission of their advisor, graduate program director and the GSBS at RWJMS 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 GSBS at RWJMS 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.

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@umdnj.edu

http://www.umdnj.edu/studentfinancialaid/index_new_brow.htm

INTERNATIONAL STUDENT INFORMATION

1. All international students must hold valid passports issued by their country of origin.
2. International students must provide the office of GSBS at RWJMS with the following documents upon registration:
 - a. Photocopy of their Passport showing passport number, expiration date, photograph and the page with the stamped visa.
 - b. Photocopy (front and back) of I-94 card (arrival/departure card that is stapled into the passport).
3. International students who are not in good academic standing and/or who lose their stipend support must provide the office of the GSBS at RWJMS with a notarized Affidavit of Support form and with financial supporting documents indicating that support will be provided by other means.
4. A written request must be made to the Program Director and Graduate School and approved by the student's advisor 30 days in advance (unless it is an absolute emergency) for a new I-20 or DS-2019 form in the event a student wishes to temporarily leave the United States. **Under no circumstances should the student leave the country without notifying the GSBS at RWJMS office.**
5. International students transferring from another institution must provide the following documents to the office of the GSBS at RWJMS prior to enrollment:
 - a. Photocopy of their passport showing passport number, expiration date, photograph and the page with the stamped visa.
 - b. Original I-94 card number and expiration date (arrival/departure card that is stapled into the passport).
 - c. Original DS-2019 or I-20 form issued from the previous school with U.S. Immigration approval.
6. Students must inform the office of the GSBS at RWJMS of any change in status, e.g., receiving permanent residency status
7. Students must notify the Graduate School's Program Supervisor 30 days in advance of their I-20 or DS-2019 expiration so that an extension may be considered if they will not complete their program on time.
 - Extensions are possible only if delays are caused by compelling academic or medical reasons

which are in compliance with F-1 and J-1 regulations

- Delays due to academic probation or suspension are not acceptable
 - Program extensions cannot be filed once end date on current I-20 is met
8. Any student who does not have proper documentation or does not comply with U.S. Bureau of Citizenship and Immigration Services (BCIS) regulations is subject to dismissal from the University.
9. Optional Practical Training (OPT)
- Students must be in full-time F-1 status for one academic year before requested start date of OPT
 - Student is eligible for one year of full-time OPT per degree level
 - Student must apply to The Office of International Services (OIS) prior to program completion date
 - The OPT period must not exceed 14 months beyond the student's program completion date
10. Reportable events must be timely submitted to OIS. These include the student's:
- Enrollment status – within 30 days after deadline for registering for classes
 - Current U.S. address – within 30 days after deadline for registering for classes
 - Start date of next term – within 30 days after deadline for registering for classes
 - Changes in student's or dependent's legal name – within 21 days
 - Changes in student's or dependent's U.S. address – within 21 days
 - Authorization by Designated School Official (DSO) to drop below full-time study – within 21 days
 - Failure to maintain Status or complete program – within 21 days
 - Academic or disciplinary action taken due to criminal conviction – within 21 days
 - Dependent's early U.S. departure – within 21 days
 - Dependent's status age-out – upon event
 - Termination date and reason for termination
 - Graduation – within 21 days
 - Certification of authorized employment – upon event
 - Other data generated by standard procedures such as: program extensions; school transfers; changes in level of study; change in program funding; employment authorizations; and, reinstatement
11. To maintain legal F-1 student status, students:
- Must be making normal progress towards completion of degree
 - Must not drop below full-time course of study without prior DSO authorization

- May only reduce course load one time during entire degree program due to compelling academic or medical reasons
- Must enroll for at least half-time of the school's official full-time standard when reduction of course load is pre-approved because of academic difficulty. **Note:** Documentation from Academic Advisor is required.
- Must have documentation for reduced course load because of medical conditions:
 - Students must be certified by a licensed medical professional
 - Maximum limit of 12 months per program level

Travel Abroad Advisory

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

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

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

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

HELPFUL RESOURCES FOR INTERNATIONAL STUDENTS

- <http://www.uscis.gov> - US Citizenship and Immigration Services (USCIS)
- <http://www.dhs.gov/dhspublic> - Department of Homeland Security (DHS)
- <http://state.gov> - Department of State (DoS) - (travel, passport renewals, embassies & consulates)
- <http://www.ssa.gov> - Social Security Administration
- <http://www.irs.gov> - Internal Revenue Service (IRS)

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. <http://www.internationalsos.com/en/>. Please contact the GSBS at RWJMS office (732-235-5016) to obtain the password.

On this UMDNJ-specific site, travelers will find the “Personal Travel Locator” (PTL) on which they can enter their trip and contact information, and are provided with pre-trip advisories which contain important security and medical information. All UMDNJ students traveling abroad on a University-authorized educational experience are required to register their trip through the PTL; registration through the PTL helps students fulfill the requirements of the University policy “Students Participating in Education Activities Outside UMDNJ of Any of its Affiliates.” Click [here](#) for an overview of the PTL.

Additionally, the site includes links to country advisories that contain very useful business and cultural information about the travelers destination. International SOS provides special knowledge and assistance regarding security, medical or personal issues - such as lost passport or prescriptions. Whether travelers have questions about advisory information, become seriously ill abroad, or need assistance due to a lost or stolen wallet, they call any 24 hour alarm center around the world to speak with a doctor, security specialist or coordinator.

CHANGE OF NAME/ADDRESS

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

IV. SCHOOL AND UNIVERSITY POLICIES

For a complete list of University Policies including Student Rights, Responsibilities and Disciplinary Procedures, please see <http://www.umdnj.edu/acadweb/>. The following summarizes selected policies pertinent to graduate students.

SATISFACTORY ACADEMIC PROGRESS

For a complete list of University Policies including Student Rights, Responsibilities and Disciplinary Procedures, please see <http://www.umdnj.edu/acadweb/>. Sound academic principles require that students be required to maintain standards of Satisfactory Academic Progress. In addition, federal regulations require the School to establish

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 GSBS 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 –70 credits (GSBS at NJMS and GSBS at SOM)	7 years
Doctoral Degrees –72 credits (GSBS at RWJMS)	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
CERTIFICATE	Semesters 1, 2, 3	50%
	Semesters 4, 5	75%
MBS/MS	Years 1, 2	50%
	Years 3, 4	75%
PHD	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:

ATTEMPTED & EARNED	ATTEMPTED BUT NOT EARNED	NOT ATTEMPTED OR EARNED
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”)

GSBS 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 GSBS courses as students in Joint 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 GSBS. 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 GSBS Campus Senior Associate Dean shall transmit written notification to all students who have not met the standards for Satisfactory Academic Progress, with copies to the UMDNJ Office of Financial Aid, Program Director and GSBS 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 GSBS 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 bench marks 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 GSBS student academic file on record in the GSBS Registrar's Office in accordance with UMDNJ record retention requirements.

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

ACADEMIC APPEALS PROCESS

Determination of academic performance and fulfillment of academic requirements is the responsibility of the student's graduate program director, in accordance with the guidelines set by the program and the graduate school. Either the program academic standing committee or defined special committees evaluate the student's progress and performance during each phase of the graduate program; i.e., course work, qualifying examination, thesis research, written dissertation, and defense. These committees report to the program director and are responsible for making decisions on academic actions. Any decision to end a student's continuation in the program is made by the program director and communicated to the Senior Associate Dean. Students have the right to appeal academic actions to the Student Affairs sub-committee of the GSBS Executive Council. The Student Affairs sub-committee will convey their decision to the student in writing with written copies to the members of the GSBS Executive Council and the GSBS Dean. Within five (5) working days of receipt of the Student Affairs sub-committee's decision, the student may submit a written appeal to the GSBS Dean. The GSBS Dean may, at his or her discretion, seek information and consult with any other party, including the student, members of the program's academic standing committee, members of the Student Affairs sub-committee and the Senior Associate Dean, and shall render, within a reasonable period of time, a non-appealable written decision and shall provide written copies of the decision to the student, the Executive Council 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 UMDNJ-Graduate School of Biomedical Sciences are expected to adhere to the policies set forth in the UMDNJ policies entitled "Student Rights, Responsibilities and Disciplinary Procedures"

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

<http://www.umdnj.edu/resrhweb/documents/GuidelinesforConductOfResearch&Publications.pdf>

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

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

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

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

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

* Classroom examination: Each student will provide answers to questions as directed. Unless otherwise stated, no material (books, calculators, computers, communication devices) of any kind can be used during an examination.

* Take-home examination: Each student will provide answers as directed. Unless otherwise stated, research and writing must be done individually without assistance or exchange of information with others. The

ability to use source material in the research of answers will be defined for each examination. But, unless stated otherwise, all source material should be cited appropriately as outlined below.

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

* Because you are expected to read about the subject, research papers can include background material from journals, textbooks and, sometimes, websites. All material used to develop an idea or concept in a research paper must be properly cited.

* Proper citation should be given immediately after every idea or fact that derives from another source. A complete bibliographic reference is then written at the end of the paper. Both immediate citation and bibliographic references must be used to appropriately cite work by others. Appropriate citation styles are available in citation handbooks located in UMDNJ's Smith Library or from a library web page titled "Citing Sources of Information" at: <http://www.umdnj.edu/librweb/newarklib/ref/citing.html>

* 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 shall occur as described in the UMDNJ Policy on Students Rights and Disciplinary Procedures, Section E before a Hearing Body constituted as described below.

HEARING BODY

Each GSBS Division shall have a Hearing Body that makes recommendations to the Dean on disciplinary matters that cannot be resolved at the level of the graduate program or Senior Associate Dean. The Hearing Body shall be composed of at least three members, one of whom must be a student, and others who may be

faculty, administrators or students, or any combination thereof, who are not directly involved in the matter to be considered.

STUDENT GRIEVANCES AND APPEALS

Graduate students are encouraged to seek resolution of complaints and grievances at the graduate program level by bringing the issue to the Senior Associate Dean. The Senior Associate Dean may offer advice, attempt to resolve the issue, or where appropriate, suggest the matter be brought to the GSBS Student Hearing Body or the University's Office of Affirmative Action. Complaints related to racial, ethnic or sexual harassment or discrimination may, if the student wishes, be brought directly to the Office of Affirmative Action. Complaints relating to ethical conduct of research can be brought to the appropriate campus committee or to the campus ombudsperson.

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

STUDENT RECORDS

1. The records of students at UMDNJ shall be considered confidential material and shall include the admissions application material, academic records, faculty evaluations and all health records.
2. The President of the University, the Dean of the school where the student is enrolled, the 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, UMDNJ has implemented the BANNER Web for Student Information System. This product provides a website which allows all current students to view their academic and financial records, as well as Schools' course schedules.** Students in certain programs will be able to register on-line.

The website is available through links on the UMDNJ home page. The links to Web for Student are available on the following pages:

From the "Education" page:

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

From the "Our University" page:

<https://my.umdnj.edu>

The University maintains the following records on individual students:

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

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

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

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

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 UMDNJ

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

IDENTIFICATION CARDS

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

SOCIAL SECURITY CARDS

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

PATENT POLICIES

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

HEALTH AND ACCIDENT INSURANCE

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

IMMUNIZATION AND HEALTH REQUIREMENTS

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

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

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

SMOKING POLICY

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

SUBSTANCE ABUSE POLICY

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

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

Brochures for Drug and Alcohol Abuse are available. The following procedures have been established to deal with students suspected of drug or alcohol abuse: Here is the link to the brochure http://www.umdnj.edu/acadweb/Alcohol_&_Other_Drugs_Booklet.pdf

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

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

IMPAIRED STUDENTS PROGRAM

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

SCHOOL CLOSING

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

Northern New Jersey	Central New Jersey	Southern New Jersey
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 GSBS students with permission of the graduate program director. Full-time effort by all full-time students is expected at all other time periods.

V. UNIVERSITY FACILITIES

BOOKSTORE

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

Telephone: (732) 246-8448.

Hours

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

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

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

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

CAFETERIA

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

COMPUTER STORE

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

DUPLICATING SERVICES

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

PARKING/PARKING HANG-TAGS

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

STUDENT LOUNGE

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

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

TELEPHONE USAGE

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

VI. CURRICULUM

GSBS offers the Doctor of Philosophy (PhD), and Masters degrees, as well as combined MD/PhD and PharmD./PhD program.

GSBS at RWJMS 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. 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 8 credits per semester or to be engaged full-time in thesis research. 4-7.99 credits per semester will be considered half time status. Less than 4 credits will be considered less than half time.

All graduate students are required to pass the core courses required by their specific graduate program as well as an Ethics component if required by their program.

A. PROGRAMS

1. Masters Program

The GSBS at RWJMS may admit applicants for the joint MS degree under special circumstances, with the approval of the Senior Associate Dean. Admission to the GSBS at RWJMS 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 MS BS 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. THESIS

1. Examination/Thesis Defense Committee

The Examination/Thesis Defense Committee must be formed to guide the student during the final phase of the MS 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/Thesis Defense Committee Approval Form. The Examination/Thesis Defense Committee may be the same as the Research Advisory Committee, or may be modified based on the rules indicated below.

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

2. Preparation of Thesis and Manuscript

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

3. Defense of Thesis

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

After the public oral defense, each member of the Examination/Thesis Defense Committee signs a Examination/Thesis Defense Form attesting to the outcome. This form must be approved by the program director prior to submitting it to the GSBS at RWJMS. The

candidate shall be given, in writing, necessary changes or improvements of the thesis required for its approval.

4. Final Written Thesis

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

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

Distribution:

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

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

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

F. GUIDELINES FOR THESIS PREPARATION

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

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

Note: Those students in programs not joint with Rutgers should omit reference to that university.

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

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

7. FORMAT

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

Section I

Section II (Divide if appropriate)

Section III

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

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

9. ACKNOWLEDGMENT: Include the sources of financial support.

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

11. FIGURES, TABLES AND ILLUSTRATIONS:

- a. Should be numbered consecutively in Arabic numbers.
- b. Should include self-explanatory legends and title on the same page. If this is not feasible, use the next numbered page and turn the figure so that it faces the legend.
- c. Type legends preferably 1 ½" space.
- d. Do not use oversize tables, figures or illustrations; if necessary, reduce to 5" x 8" overall.
- e. Insert figures, tables and illustrations as close as possible to the text describing the results.

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

13. REFERENCES:

- a. References may be arranged in the text either by mentioning the surname of the first (1-2) authors and year of publication, or by consecutive numbers in the order of citation or alphabetical order.
- b. Give the complete title and **ALL** co-authors (surnames and initials) of each paper included in the bibliography. Each cited journal reference should include **ALL** authors, year, title, journal, volume and inclusive page numbers. Each cited book reference should also include book editors, and publisher (name and city). Arrange in alphabetical sequence according to senior (co) author's surname, or in the numerical order of citation in the text or alphabetical order.
- c. Multiple lines of each reference should be typed single spaced.
- d. Allow double space between references.
- e. Students are reminded that the Endnote reference management program for automatic preparation of citation is provided free of charge on line by the UMDNJ library (<http://libraries.umdnj.edu/rwjlbweb/howtoendnote.html>).

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

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

G. GRADUATION /GRADUATION FEE

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

A University graduation fee of \$80 will be assessed. Students receiving more than one degree but in different years will be charged for each degree. Graduates receiving a joint degree in the same year will be charged only once.

VII. ADDENDUM

UNIVERSITY POLICY ON STUDENTS' RIGHTS, RESPONSIBILITIES AND DISCIPLINARY PROCEDURES

A. Student Responsibilities

1. UMDNJ students have the following responsibilities:

- a. as U.S. citizens, residents or visitors: the responsibility to be aware of and to abide by all applicable Federal, state and local civil and criminal laws and regulations;
- b. as students at UMDNJ the responsibility to be aware of and to abide by all applicable University and School policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty; as a students you must also agree to notify the School of any convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense and of any arrests, detentions, charges or investigations by any law enforcement authorities, which occur subsequent to the applicant's/student's submission of the Accepted Applicant/Enrolled Student Disclosure Form
- c. as future health care professionals and/or biomedical scientists holding a public trust: the responsibility to adhere to all generally recognized standards of professional and ethical conduct; and the responsibility to help ensure that high standards of professional and ethical conduct are upheld by fellow students, colleagues and peers by reporting incidents of academic and professional dishonesty observed in others.

2. Each UMDNJ School shall have an Honor Code and/or Code of Professional Conduct which sets forth general principles of integrity and honesty as well as ethical and professional expectations for behavior. These may be patterned after codes of behavior promulgated by national professional associations. These codes shall be distributed to students upon enrollment, incorporated into catalogs, student handbooks and/or other appropriate student materials, and discussed with students during their course of study. Students shall be informed at the same time that violations of the Code will be considered with the gravest concern and may be punishable with sanctions as severe as suspension or dismissal.

B. Student Rights

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

2. Each UMDNJ School shall have and shall publicize policies, procedures and standards ensuring that its students can exercise the above rights.

C. Academic Performance

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

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

D. Student Ombudsperson

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

E. Disciplinary Infractions

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

1. infractions of Federal, state or local civil or criminal laws and regulations that have an impact on the individual's status as a student and as a future health professional or biomedical scientist, or that violate principles of professional conduct or personal integrity;

2. infractions of University or School policies, procedures, rules and standards;

3. infractions of professional and academic codes of honor or standards of behavior.

4. examples of disciplinary infractions include:

a. stealing or other unethical means of acquiring materials and documents

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

F. Disciplinary Procedural Requirements

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

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

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

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

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

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

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

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

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

Legal Management in procedural matters. Hearing Body procedures shall, at a minimum, ensure:

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

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

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

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

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

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

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

g. The student may seek the advice of faculty or students who are not involved in the matter in question and who do not hold an administrative position in the School constituting a potential conflict of interest. Following the Dean's submission of the matter to the Hearing

Body, administrative officers may advise an accused student in procedural matters only. Administrative officers whose positions may constitute a conflict of interest may not advise an accused student in any matter pertaining to the alleged infraction. The Dean may designate an administrative officer to participate in the hearing in order to present testimony or materials on behalf of the School.

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

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

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

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

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

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

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

G. Specific School Rules for Disciplinary Procedures

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

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

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

which School has administrative responsibility for the student and which School awards the degree from the program.

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

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

H. Jurisdiction

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

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

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

I. Confidentiality

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

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

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.umdj.edu/education/gsbs/current/forms.html>