GRADUATE SCHOOL
OF BIOMEDICAL SCIENCES

DOCTORAL STUDENT HANDBOOK

2015-2016
Welcome to the Rowan University Graduate School of Biomedical Sciences. We are located on the Stratford campus of Rowan University. We have all the benefits of a large University but with a small campus feel. The Graduate School of Biomedical Sciences (RowanGSBS) has assembled this Student Handbook to assist you in understanding the operations, procedures, and rules of the Rowan University Graduate School of Biomedical Sciences. Contained in this document is useful information on the facilities available on the Stratford campus of Rowan University; specific student services available to you; and a summary of University and GSBS policies pertinent to graduate students.

The mission of the Rowan University Graduate School of Biomedical Sciences is to develop scientists who will contribute new knowledge in the biomedical disciplines through creative research and scholarship. This is accomplished through a curriculum of course work and research training that prepares our students to critically evaluate existing knowledge and to advance the frontiers of new knowledge in the biomedical sciences.

We seek to attract talented students to all our programs, particularly the Ph.D. and D.O./Ph.D. programs. You should be very proud of yourself as you have been selected as a successful doctoral applicant who will work in modern, well-equipped laboratories with highly committed, enthusiastic faculty exploring current research topics in the biomedical sciences. Our multidisciplinary, interdepartmental doctoral program provides a core curriculum in Cell and Molecular Biology offered through the combined efforts of the faculty in the Department of Cell Biology and the Department of Molecular Biology. You can expect to receive a stipend of at least $28,455 per year, tuition remission, paid health insurance, and paid student health fees, as long as you stay in good academic standing.

We sincerely hope that your time here will be filled with a comprehensive educational experience, great science, and an extended network of academic contacts that will lead to a successful career of discovery and innovation in the biomedical sciences. Our Ph.D. graduates have gone on to research careers in academia, the pharmaceutical industry, government agencies, scientific writing and administration. We wish you the best of luck in your journey.

Cell and Molecular Biology Program: This document contains a summary description of the course work that must be completed before beginning the thesis research component of the Ph.D. degree and D.O./Ph.D. degree, guidelines for the written portions of the research thesis and information on the defense of the Ph.D. dissertation.

The MASTER AND CERTIFICATE STUDENT HANDBOOK contains a summary description of the course work that must be completed to earn any of the Master degrees in the various Master’s programs or a Certificate in the Biomedical Sciences.

University-wide emergency information: http://www.rowan.edu/emergency or 856-256-4922

The GSBS reserves the right to change or modify the procedures and policies contained within this document. Please check the GSBS website: http://www.rowan.edu/gsbs on a regular basis for the most current information on programs, services, news and events.

"This handbook is informational only and does not constitute a contract between Rowan University and any student. It may be changed by Rowan University without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by Rowan University 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 Rowan University Graduate School of Biomedical Sciences. The School reserves the right to change any provisions, offerings, tuition, fees, or requirements at any time within the student's period of study at Rowan University. In addition, Rowan University may at any time eliminate, modify or change the location of any School, Institute, Center, Program, Department, course or academic activity."
# TABLE OF CONTENTS

## ADMINISTRATION
- Graduate School Administration and Staff 6
- GSBS Departments 6
- Registrar’s Office 6
- Other Relevant Departments 7

## PROGRAMS OF STUDY
- Cell and Molecular Biology Program 8
  - The Doctoral Degree 8
    - Requirements for the Ph.D. Degree 8
    - Curriculum for the Ph.D. Degree 9
  - The D.O./Ph.D. Dual Degree 10
    - Curriculum for the Ph.D. Degree 10

## QUALIFYING REQUIREMENTS
- The Qualifying Exam and Admission to Ph.D. Candidacy 11
- Steps to Official Ph.D. Candidacy 11
- Earn a “B” or better grade in each of the Core Courses 11
- Perform at least three Lab Rotations 11
- Select a Thesis Mentor of Mutual Agreement 11
- Guidelines for students performing research for the Ph.D. degree at an off-campus location 12
- Earn an Overall Grade Point Average of 3.00 or better 12
-Nominate a Thesis Advisory Committee 12
-Petition the GSBS Executive Council 13
-The Advisory Meeting 13
-Prepare the Thesis Proposal 14
-Pass the Qualifying Exam 15
-Guidelines for Progress Reports 16
-Annual Thesis Committee Meeting 16
-Approval to Write and Set Defense Date 17
-Guidelines for Dissertation Preparation 17
-Defense of the Doctoral Dissertation 18
-Graduation, Diplomas and Commencement 19

## STUDENT AFFAIRS
- Add, drop or withdraw from courses 20
- Change of name or address 20
- Course Evaluations 20
- Email address 20
- Employment 20
- Enrollment 21
- Examination: Review, Make-Up and Missed Required Assignments 21
- Fellowships – GSBS 21
- Fellowships – Extramural Support 21
- Financial Aid 22
- Grades 23
- Identification Cards 25
- International Student Information 25
- Leave of Absence/Reinstatement 27
- Program Transfer 27
- Registration 28
- Social Security Cards 28
- Student Affairs Committee 28
- Student Records 28
Taxation of Fellowships
Transcripts
Transfer Credits
Travel Awards
Tuition and Fees Policy
University ID Numbers
Vacation

STUDENT SERVICES
Automated Teller Machine (ATM)
Bookstore
Cafeteria
Center for Teaching and Learning
Computer Services
Duplicating Services
Graduate Biomedical Student Association
Housing
Library
Office of Equity and Diversity
Parking
School Closing
Student and Housestaff Ombuds
Student Health Services (Family Medicine)
Student Wellness Program (Mental Health)
Telephones
University Wellness Center (Physical Health)
University Website

ACADEMIC POLICIES
Academic Integrity in the GSBS
Academic and Departmental Student Responsibilities
Disciplinary Procedures
Hearing Body
Student Grievances and Appeals
Standards of Satisfactory Academic Progress
Academic Warning
Academic Appeals Process

SCHOOL AND UNIVERSITY POLICIES
Alcohol and Other Drugs Policy
Americans with Disabilities Act Accommodations
Clean Air / Smoke-Free Environment
GSBS-Specific Policies
GSBS Academic Appeals Policy
GSBS Academic Warning Policy
GSBS Course Add/Drop Policy
GSBS Course Withdrawals Policy
GSBS Grade Point Average Calculation Policy
GSBS Grading Policy
GSBS Program Transfer Policy
GSBS Repetition of Course Policy
GSBS Satisfactory Academic Progress Policy
GSBS Transfer Credit Policy
Health and Accident Insurance
Immunization and Health Requirements
Misconduct in Science
Non-Discrimination Policy
Patents 42
Personally-Owned Mobile Communication Devices/Recording Devices on Campus 42
Policy of Postdoctoral Fellows attending GSBS Courses 42
Student Rights, Responsibilities and Disciplinary Procedures 43
Student Sexual Misconduct and Harassment Policy 47

ADDENDUM
Chart of the Ph.D Curriculum 59
Chart of the D.O./Ph.D. Curriculum 60
Graduate Biomedical Student Association: Constitution and Bylaws 61
ADMINISTRATION

RowanGSBS ADMINISTRATION AND STAFF:

Senior Associate Dean, GSBS  
Carl Hock, Ph.D.  
(856) 566-6282  
hock@rowan.edu

Chair & Program Director, Cell Biology  
Carl Hock, Ph.D. (acting chair)  
(856) 566-6073  
hock@rowan.edu

Chair & Program Director, Molecular Biology  
Salvatore Caradonna, Ph.D.  
(856) 566-6056  
caradonna@rowan.edu

Director  
Diane Worrad, Ph.D.  
(856) 566-6282  
worrad@rowan.edu

Program Coordinator  
Krystal Murtha, MBA  
(856) 566-6282  
mcrerlak1@rowan.edu

Program Assistant  
Amanda Powell  
(856) 566-6282  
ellisa@rowan.edu

Administrative Assistant  
Kira Aguilar  
(856) 566-6282  
aguilar@rowan.edu

The Graduate School of Biomedical Sciences Administrative Office is located at 42 East Laurel Road, University Doctors’ Pavilion, Suite 2200 on the Stratford campus.

GSBS DEPARTMENTS

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

Cell Biology Department
Chair  
Carl Hock, Ph.D. (acting chair)  
566-6402

Program Development Specialist  
Lynn Robbins  
566-6417

Program Support Specialist  
Linda Guerina  
566-6231

Program Support Specialist  
Lisa Stressman  
566-6078

Budget Analyst  
Alisa Corbitt  
566-6067

Molecular Biology Department
Chair  
Salvatore Caradonna, Ph.D.  
566-6056

Administrative Analyst  
Karen Baines  
566-7003

Staff Assistant  
Renee Wilson  
566-6049

Administrative Assistant  
Theresa Luscko  
566-6077

Secretary  
Selina Wilcox  
566-7176

REGISTRAR’S OFFICE

The Rowan University Registrar’s Office is responsible for the registration of all GSBS students as well as preparation, maintenance and issuance of all official grades and records pertaining to GSBS students. The Registrar’s office is located on the bottom floor of Savitz Hall in Glassboro. Contact them by email at registrar@rowan.edu or by telephone (856) 256-4350.
**OTHER RELEVANT DEPARTMENTS**

<table>
<thead>
<tr>
<th>DEPARTMENT/CONTACT</th>
<th>EXT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Safety</strong></td>
<td>566-6061</td>
<td>UEC, Suite 1132</td>
</tr>
<tr>
<td>Emergency numbers (Police, Fire, Medical)</td>
<td>566-6060 OR 757-7777</td>
<td>UEC, Suite 1132</td>
</tr>
<tr>
<td><strong>Cashier's Office</strong></td>
<td>566-6791</td>
<td>UEC, Suite 1129</td>
</tr>
<tr>
<td><strong>Center for Teaching and Learning</strong></td>
<td>566-6792</td>
<td>Academic Center, Suite 210</td>
</tr>
<tr>
<td>Jacqueline Giacobbe, Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Environmental &amp; Occupational Health &amp; Safety Services (EOHSS) &amp; Radiation Safety Officer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thomas Boyle, MS, RBP</td>
<td>566-6189</td>
<td>UEC, Suite 1097</td>
</tr>
<tr>
<td><strong>Financial Aid Office (Stratford)</strong></td>
<td>566-6008</td>
<td>UEC, Suite 1030</td>
</tr>
<tr>
<td>Christine Willse, Associate Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Human Resources Office</strong></td>
<td>566-6159</td>
<td>UEC, Suite 1126</td>
</tr>
<tr>
<td>Caren Sheppard, Senior H.R. Generalist</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Information Resources &amp; Technology</strong></td>
<td>256-4400</td>
<td>Academic Center, Room 292</td>
</tr>
<tr>
<td>Academic Technology, Patrick Chadd, Director</td>
<td></td>
<td>or <a href="mailto:somhelp@rowan.edu">somhelp@rowan.edu</a></td>
</tr>
<tr>
<td>End User and Desktop Support, Nichelle Peaks, Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>International Center</strong></td>
<td>256-4292</td>
<td>Robinson Hall (Glassboro)</td>
</tr>
<tr>
<td>Jacqueline McCafferty, Director</td>
<td>256-4105</td>
<td></td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>566-6800</td>
<td>Academic Center, First Floor</td>
</tr>
<tr>
<td>Janice Skica, Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office of Equity and Diversity</strong></td>
<td>256-5830</td>
<td>Linden Hall (Glassboro)</td>
</tr>
<tr>
<td>Dr. Johanna Velez-Yelin,</td>
<td>256-5440</td>
<td>UEC, Suite 1107 (THURSDAYS)</td>
</tr>
<tr>
<td>Assistant Vice President of Equity &amp; Diversity/Chief Equity Compliance Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office of Ethics and Compliance (OEC)</strong></td>
<td>566-6136</td>
<td>UEC, Suite 1031</td>
</tr>
<tr>
<td>Ray Braeunig, Compliance Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office of Research and Sponsored Programs</strong></td>
<td>566-6066/6073</td>
<td>UEC, Suite 1040</td>
</tr>
<tr>
<td>Dr. Carl Hock, Senior Associate Dean for Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Health Services (Family Medicine)</strong></td>
<td>256-6825/7020</td>
<td>UDP, Suite 2100</td>
</tr>
<tr>
<td>Charise Emery, Student Health Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rutgers UBHC - Student Wellness Program (Mental Health)</strong></td>
<td>770-5750</td>
<td>Voorhees, One Echelon Plaza</td>
</tr>
<tr>
<td>Amy Moore, PhD, LMFT, Clinician</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UnitedHealthcare Insurance Company (First Student)</strong></td>
<td>(267) 880-2300, extension 116</td>
<td></td>
</tr>
<tr>
<td>Heidi Ashton, Director of Account Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vivarium</strong></td>
<td>566-6119</td>
<td>Science Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROGRAMS OF STUDY

The RowanGSBS offers three degrees within the Cell and Molecular Biology Program: 1) the Doctor of Philosophy (Ph.D.) degree, 2) the D.O./Ph.D. dual degree in association with the School of Osteopathic Medicine, and 3) the Master of Science. On occasion, a research-based Master of Science (M.S.) degree may also be granted to a student who has fulfilled the requirements for the M.S. but are not qualified or cannot continue for the Ph.D. Non-research degrees are not offered within the Cell and Molecular Biology Program. The course of study is continuous, includes summers and requires a substantial research contribution culminating in a dissertation.

Full-time matriculated students in the Ph.D. program are expected to carry a minimum course load of 9 credits per semester or be engaged full time in dissertation research in order to maintain his/her stipend. Part-time Ph.D. students must carry a minimum of 5 credits per semester.

GSBS students in all programs of study are required to maintain Satisfactory Academic Progress. Please see the GSBS Satisfactory Academic Progress Policy for details. Briefly, the minimum academic requirements are:

1. Pass all designated core and required courses,
2. Earn a 3.00 or higher grade in each of the designated doctoral program core courses, and
3. Maintain an overall 3.00 or higher grade point average (GPA) to stay in good academic standing and graduate.

THE DOCTORAL DEGREE -- CELL AND MOLECULAR BIOLOGY PROGRAM

The Ph.D. degree is awarded on the basis of achievement in a wide range of course work; experience in classroom teaching and laboratory instruction; an advisory meeting to determine the preparedness of a student entering his/her second year of study; a comprehensive qualifying examination evaluating the breadth of background knowledge and the ability for independent thinking; intensive research experience during which the candidate demonstrates ability to initiate, perform, and analyze original experimental work; a written dissertation; and a public defense of the dissertation through a final oral examination.

REQUIREMENTS FOR THE Ph.D. DEGREE

Students will be introduced to basic biomedical science through at least 40 course credits of relevant graduate level course work beyond the baccalaureate including two core courses, and several skill and focus courses, as well as at least 3 semesters of thesis research (30 credits) in the biomedical sciences. The requirements for the 70 credit Ph.D. Degree must be completed within seven years regardless of full-time or part-time status. The student must be in full time residence (20 credit hours per academic year) for at least one academic year during the dissertation research.

The minimum requirements for the Ph.D. are:

1. At least 40 course credits of relevant graduate level course work beyond the baccalaureate with an overall academic average of 3.0 or higher.
2. A “B” (3.00) or better grade must be achieved in each of the 2 Core Courses (Graduate Biochemistry and Molecular Biology of the Cell).
3. Three laboratory rotations within different labs.
4. An Advisory Meeting to determine the preparedness of a student entering his/her second year of study.
5. A Qualifying Examination as specified by the Program, which includes a research proposal acceptable to the candidate’s Thesis Advisory Committee.

7. A dissertation based upon independent research, prepared by the candidate and acceptable to the candidate’s Thesis Advisory Committee.

8. A public defense of the dissertation before the candidate’s Thesis Advisory Committee.

CURRICULUM FOR THE Ph.D. DEGREE

<table>
<thead>
<tr>
<th>Core Courses (4 credits)</th>
<th>Skill Courses (2 credits)</th>
<th>Focus Courses (2 or 3 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Biochemistry</td>
<td>Critical Readings</td>
<td>Graduate Genetics (fall, odd yr.)</td>
</tr>
<tr>
<td>Molecular Biology of the Cell</td>
<td>Experimental Design (odd yr.)</td>
<td>Molecular Oncology (spring, even yr.)</td>
</tr>
<tr>
<td></td>
<td>Scientific Writing (even yr.)</td>
<td>Cell Culture &amp; Stem Cells (fall, even yr.)</td>
</tr>
<tr>
<td></td>
<td>Bioethics in Science &amp; Medicine</td>
<td>Biomolecular Interactions (spring, odd yr.)</td>
</tr>
</tbody>
</table>

All first-year students will take Graduate Biochemistry, Critical Readings, and a focus course in the fall. They will take Molecular Biology of the Cell, Experimental Design or Scientific Writing, and a focus course in the spring. All second-year students will take Critical Readings and a focus course in the fall. They will take Experimental Design or Scientific Writing, Bioethics in Science and Medicine, and a focus course in the spring.

The Experimental Design and Scientific Writing skill courses as well as each focus course will be taught every-other year and have both first- and second-year students enrolled.

Core Courses (4 credits each). Students must take each of these courses earning a “B” (3.00) or better grade in each core course*:

- Graduate Biochemistry
- Molecular Biology of the Cell (MBoC)

* If a student does not achieve a “B” (3.00) or better grade in each of core courses, the student will have to petition the GSBS Executive Council at the end of the first year of study to review his/her academic standing in the PhD program. See the “Petition the GSBS Executive Council” section of this student handbook for details.

Skill Courses (all 2 credits). Students must pass:

- Critical Readings in Cell and Molecular Biology – 2 semesters
- Experimental Design
- Scientific Writing and Hypothesis-Driven Research
- Bioethics in Science and Medicine

Focus Courses (2 or 3 credits; or an approved equivalent). Students must pass:

- Graduate Genetics
- Molecular Oncology
- Cell Culture & Stem Cells
- Biomolecular Interactions

Required Courses. Students must pass:

- Laboratory Rotation (Three rotations are required) (1 credit)
- Research in Cell and Molecular Biology (5 credits)
- Thesis Research/Ph.D. (10 credits)

The Chart of the Ph.D. Curriculum can be found in the Addendum. Please see the current course listings and course descriptions on the GSBS website for information on all courses.
D.O./Ph.D. DUAL DEGREE -- CELL AND MOLECULAR BIOLOGY PROGRAM

The dual degree program leading to the DO and PhD degrees represents a merging of the separate and distinct academic programs of the Rowan University School of Osteopathic Medicine (RowanSOM) and the Rowan University Graduate School of Biomedical Sciences. It is recognized that the core coursework of both programs will need to be mastered to the satisfaction of each academic unit. A student interested in a dual degree must apply and be accepted to each of the schools independently. Students must be enrolled in the DO program at RowanSOM at the time of application and it is expected that they will have obtained an average of ‘High Pass’ or better in medical school courses. Applicants also must have taken the Graduate Record Examination (GRE; MCAT scores will not be accepted) and participated in the RowanSOM Summer Medical Research Fellowship (SMuRF) program with a RowanGSBS basic science faculty mentor during the summer of the first year of the DO program. A list of eligible faculty can be found on the RowanGSBS homepage by selecting “Stratford Faculty Research Interests”.

Final entry into the DO/PhD dual degree program is contingent upon the student passing COMLEX, Part I.

The Interdisciplinary DO/PhD Program is designed as a seven year integrated experience. However, the program may be longer depending upon the PhD thesis project. The first two years consist primarily of pre-clinical medical school courses. One mandatory laboratory rotation (8 weeks in length) must be performed in the summer following the first year as part of the RowanSOM Summer Medical Research Fellowship (SMuRF) program. Students would then apply to the DO/PhD dual degree program in the Fall of Year 2 in the DO program. A letter of recommendation from the RowanGSBS basic science faculty mentor is among the application requirements for the doctoral degree in Cell and Molecular Biology program. Students will complete the first two years of the medical school curriculum and successfully pass COMLEX part I, BEFORE beginning the graduate program. Therefore, a student MUST take the COMLEX, Part I no later than the end of June so that the GSBS is aware that they have passed prior to starting the PhD phase.

In the summer following the second year of medical school, students perform their second lab rotation of 7 weeks so that when they start in the fall, they will only need to perform one more lab rotation. Afterwards, they will choose a thesis mentor (RowanGSBS faculty member) and start their thesis research. Years 3-5 generally involve full time research towards the PhD degree in a laboratory of mutual agreement.

During Year 3, students will successfully complete the graduate core course work, which includes formal training in the basic disciplines of biochemistry and cell and molecular biology as well as skill and focus courses. Students are also expected to select an advisor for intensive thesis work and complete the Advisory Meeting. In the summer of Year 3 or the fall semester of Year 4, students will take the Qualifying Exam, including a written and oral presentation of their Thesis Proposal. Years 4 and 5 involve the students completing their course work and thesis work, writing their dissertation, AND defending their thesis in public. Students will NOT be permitted to return to the DO program until they have publicly defended their doctoral thesis. The final two years of the program focus on clinical experience. Coordination between the clinical and research years is designed to facilitate a smooth transition between aspects of the Program.

DO/PhD scholarships may be available to accepted applicants to the Program. Scholarships include tuition waivers and a stipend during some years in the Program. They currently are:

- **Years 1-2** DO years: No tuition waiver, stipend or health insurance from the RowanSOM.
- **Years 3-5** PhD years: Tuition waiver, $28,455 stipend, paid health insurance and some student fees from RowanGSBS.

**Please note that time in PhD program may be longer than 3 years.**

- **Years 6-7** DO years: Tuition waiver but no stipend or health insurance from RowanSOM.

CURRICULUM FOR THE D.O./Ph.D. DEGREE

The D.O./Ph.D. Curriculum has the same requirements as the Ph.D. Curriculum. The Chart of the D.O./Ph.D. Curriculum can be found in the Addendum. Please see the current course listings and course descriptions on the GSBS website for information on all courses.
QUALIFYING REQUIREMENTS

THE QUALIFYING EXAMINATION AND ADMISSION TO Ph.D. CANDIDACY

The Qualifying Examination is designed to assess the student's competency to conduct Ph.D.-level research. In order to be eligible to take the Qualifying Examination, the student must have completed a minimum of 40 course credits with a grade point average (GPA) of 3.00 or better, in each of the core courses and overall, and have satisfied the additional curriculum requirements as specified by the Cell and Molecular Biology Program. The student is admitted to candidacy for the Ph.D. degree upon passing the Qualifying Examination. All eligible Ph.D. students must sit for the Qualifying Examination before July 1st of the 2nd year. If the July 1st deadline is not met, the student’s stipend will be forfeited. If eligible, D.O./Ph.D. dual degree students must take the Qualifying Examination by November 1st of the 2nd year. If the November 1st deadline is not met, the student’s stipend will be forfeited. If ineligible at the November 1st deadline, D.O./Ph.D. dual degree students must meet the Ph.D. deadline. If the student does not pass the Qualifying Examination, the Thesis Advisory Committee has the option to allow a reexamination within six months. Failure to pass will result in dismissal from the Ph.D. program.

STEPS TO OFFICIAL Ph.D. CANDIDACY

1. Earn a “B” (3.00) or better grade in each of the Core Courses.
2. Perform at least three Lab Rotations.
3. Select a Thesis Mentor of Mutual Agreement.
4. Earn an Overall Grade Point Average of 3.00 or higher.
5. Nominate a Thesis Advisory Committee, if the student is in good academic standing.
6. Participate in the Advisory Meeting.
8. Present and Pass the Qualifying Exam.

EARN A “B” (3.00) OR BETTER GRADE IN EACH OF THE CORE COURSES

All doctoral students must take the core courses: Graduate Biochemistry and Molecular Biology of the Cell and earn a “B” (3.00) or better grade in each of the core courses. If a student does not achieve a “B” (3.00) or better grade in each of the core courses, the student is not in good academic standing. At the end of the first year of study, the student will have to petition the GSBS Executive Council to review his/her academic standing in the PhD program. See the “Petition the GSBS Executive Council” section of this student handbook for details.

PERFORM AT LEAST THREE LAB ROTATIONS

It is the student’s responsibility to find a faculty mentor. Students are strongly encouraged to become aware of the research programs of individual faculty members during their first year in the graduate school. This can be done by going to the GSBS website, attending seminars, perusing the individual faculty members’ web sites, and discussions with the faculty. In addition, at the beginning of the fall semester the GSBS hosts a “Chalkboard Discussion of Research Interests” where members of the Cell Biology and Molecular Biology faculty present their research interests in a 15 minute time slot. Each Ph.D. student is required to participate in three lab rotations in their first year. The Ph.D. student should spend the first two weeks of the semester seeking out and talking to prospective mentors. At the end of week two, they should send an email to the Director of the GSBS with the names of the faculty members who they will rotate with in the fall. Each lab rotation is 7 weeks in length. With this type of scheduling, a student will accomplish 2 rotations in the fall semester and 1 rotation in the spring semester. The 7 weeks length of time for each lab rotation affords a student a fourth lab rotation, if necessary.

SELECT A THESIS MENTOR OF MUTUAL AGREEMENT

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

The mentor should be selected preferably by the end of the second semester, but no later than the end of the summer of the first year. The graduate student must notify the Director of the GSBS in writing of his/her selection of a faculty mentor. Faculty will be contacted by the Director to ensure that this is a mutual agreement between the student and the prospective mentor.

GUIDELINES FOR STUDENTS PERFORMING RESEARCH FOR THE Ph.D. DEGREE AT AN OFF-CAMPUS LOCATION

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

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

EARN AN OVERALL GRADE POINT AVERAGE OF 3.00 OR HIGHER

A doctoral student must complete at least 20 course credits of relevant graduate level course work per year beyond the baccalaureate with an annual overall academic average of 3.00 or higher. If the student does not earn a 3.00 or higher overall GPA, the student is not in good academic standing. At the end of the first year of study, the student will have to petition the GSBS Executive Council to review his/her academic standing in the PhD program. See the “Petition the GSBS Executive Council” section of this student handbook for details.

NOMINATE A THESIS ADVISORY COMMITTEE

A student must be in good academic standing in both the core courses and overall to nominate a Thesis Advisory Committee. The Thesis Advisory Committee should be established shortly after the student completes his/her last lab rotation, selects a mentor, and prepares to write a proposal for the Advisory Meeting. The student’s mentor must be a full-titled member of the Graduate Faculty. The committee must be composed of the mentor and four others, three of whom must be members of the GSBS faculty within the program. One of the Thesis Advisory Committee members may be from outside Rowan University if his/her expertise is appropriate. The student and mentor nominate the committee members using the Thesis Advisory Committee Nomination Form (see “GSBS Student Forms” on the web). Each nomination should be supported by a brief explanation for the individual's selection to the Committee. The signed form is given to the Department Chair/Program Director for approval. The Department Chair/Program Director or Senior Associate Dean may recommend committee members other than those nominated. The signed nomination form is given to the Director for submission to the Executive Council. The final membership of the committee is approved by the Executive Council.

The Thesis Advisory Committee will have oversight responsibility for the development of the student and his/her thesis project. This committee will continually monitor the research competency and progress. The committee should work for the mutual benefit of the student and his/her faculty mentor. While the committee should uphold suitably high standards for the student and assist the mentor in achieving his/her research goals, they should also ensure fairness and act in the best interest of the student’s education and career.
PETITION THE GSBS EXECUTIVE COUNCIL

If a first year student has not achieved a B (3.00) or better grade in each of the doctoral core courses and/or his/her overall GPA is less than 3.00, the student is not in good academic standing and will have to petition the GSBS Executive Council at the end of the first year of study to have his/her academic progress reviewed.

Procedure: The student will be required to submit a written petition on his/her behalf stating the reasons why he/she should be permitted to stay in Ph.D. program and repeat one or both of the core courses. In addition, the student will request letters of support from his/her lab rotation mentors. All of these documents must be submitted to the GSBS Office. The GSBS Office will provide the GSBS Executive Council with the student’s transcript and all documentation. The Executive Council will then meet to review the student’s credentials and make a decision on his/her petition. There are several potential outcomes from this meeting:

1. allow student to continue into second year, while repeating one or both core courses
2. dismissal from the doctoral program
3. student may be offered the opportunity to stay for a M.S. degree. The GSBS does not offer financial support for M.S. degree students.

The GSBS Office will inform the student of the GSBS Executive Council’s decision in a timely manner.

THE ADVISORY MEETING

An Advisory Meeting between the student and his/her committee is to be held about one year before the Qualifying Examination. For students in the Ph.D. program, it should be held before July 1st of the first year. For students in the combined degree D.O./Ph.D. program, it should be held before April 15th of the first year, no less than six months prior to the expected date of the Qualifying Exam. The student must:

1. Nominate and establish an approved Thesis Advisory Committee (TAC) of five (5) or more members, including the mentor.
2. Begin to prepare the “Advisory Proposal” (see below).
3. Schedule a date for the Advisory Meeting with the approved TAC members. A minimum of four (4) TAC members must be present. Please leave enough time for potential cancellation.
4. Submit the Advisory Meeting date to the GSBS Office by email (gsbs-stratford@rowan.edu).
5. Two weeks prior to the meeting, the student must submit a written “Advisory Proposal” (no more than 5 pages, 1.5 spaced, 11 pt Arial, 0.5” margins) to the GSBS Office (via email).
6. Once the criteria are met, the GSBS Office will forward the proposal to the TAC one week prior to the scheduled meeting.
7. If the criteria are not met five (5) working days prior to the meeting, the student will have to reschedule the Advisory Meeting.

The Advisory Proposal should include plans for the next academic year and may be the initial steps of a likely thesis project. It should be brief and focused on short term goals. It must include a brief background, major question(s) to be addressed, specific experiments or analyses to be performed, interpretations, and contingency plans. The Advisory Proposal should follow the thesis proposal format and the writing should be of high quality. This will serve as a basis for discussion at the meeting. With the help of his/her mentor, the student should use the committee’s guidance and the intervening year to craft a solid Thesis Proposal, to acquire the relevant knowledge, and to obtain preliminary data.

The Advisory Meeting is not pass/fail. However, the committee may make specific requests, such as a re-written Advisory Proposal, that must be fulfilled within a time period specified by the committee. If the Advisory Meeting is not completed by the deadline indicated above, it will be at the discretion of the Thesis Advisory Committee whether to hold the meeting. It is in the student’s best interest to have an Advisory Meeting or the student will be at a significant disadvantage to pass the Qualifying Exam and may jeopardize his/her 2nd year stipend award.

At the start, the committee should meet briefly with the mentor while the student is out of the room. The committee chair may be nominated by the student’s faculty mentor at this time. The committee members decide who serves as chair. The chair must be a member of the GSBS faculty within the program, and may not be the student’s mentor. The chair moderates committee meetings and is responsible for a written summary of each meeting. He/she is expected to
serve as chair through the student’s thesis defense, although a new chair may be selected by the committee at a future meeting, if necessary. The student’s laboratory performance, his/her exceptional abilities or deficiencies, or issues pertaining to the science may be raised. The chair and the committee members should agree on how the Advisory Meeting will be conducted, including the degree of involvement by the mentor in answering questions. The student is called back into the room and the chair conducts the meeting. The student may be asked about relevant technical and scientific issues, as well as basic knowledge. The chair may call on the student’s mentor to resolve an issue, if necessary. The chair, or a designate, should take notes to prepare a written report to the student. An important goal of the Advisory Meeting is to provide the student with useful feedback. The Advisory Meeting Report should indicate the strengths and weaknesses of the student, constructive criticisms, as well as a firm idea of what is expected at the Qualifying Examination. A draft report is circulated among the committee members and revised. A sample Advisory Meeting Report Letter is available on the web (see GSBS Student Forms: www.rowan.edu/som/gsbstrat/students.htm). The chair is responsible for submitting the final Advisory Meeting Report and Advisory Meeting Cover Letter (see “GSBS Student Forms” on the web) to the student, mentor and the GSBS office.

PREPARE THE THESIS PROPOSAL

The thesis proposal is written in the format of a grant application:

Title page should contain:
- Title in capital letters
- Name of the student
- Name of the mentor
- Date of Qualifying Exam

Abstract (500 words)
A summary of the entire proposal.

Specific Aims (1 page)
Concise descriptions of the hypothesis to be tested and each experimental aim. Two to three aims is usually appropriate.

Background and Significance (2-3 pages)
A brief overview of the issues that lead to the present proposal containing sufficient information to understand the experimental aims and relate them to overall scientific objectives. Not a review of all the related science. Section headings suggested.

Preliminary Results (2-4 pages, including figures)
Brief description of findings by the student and/or the laboratory that are directly relevant to the experimental aims of the proposal. Should indicate who is responsible for the data if not the student. Figures should be concisely captioned. Details of methods are not necessary.

Experimental Design and Methods (4-8 pages)
The rationale, approach, procedures, expected outcomes and their interpretations, possible difficulties, and alternative approaches for each aim. Should include a tentative sequence or timeline.

Human Subjects and/or Non-Human Vertebrates
Rationale for use of protected subjects and the procedures relevant to protecting their welfare.

References
The references may be numbered or alphabetized and must include authors, title, journal, volume, page numbers and year.

All pages should have margins of no more than 1 inch, lines of no more than 1.5 spacing, and a font no smaller than 12 pt Times New Roman.

The student should prepare a draft of the proposal and submit it to his/her mentor. The mentor should not write or re-write the proposal. The mentor is expected to guide the selection of the issues to be addressed and experimental
approaches. Ideas and preliminary data may come from others. It is recommended that at least one person other than the mentor read a draft of the proposal, such as a member of the student’s committee. However, it is expected that the student is the sole author of the proposal.

The written thesis proposal must be submitted to each member of the committee two weeks prior to the date of the Qualifying Exam. Because writing and revising the final draft of the proposal may take many days to weeks, it is strongly recommended that the student prepare a complete draft of the proposal at least one month in advance of the expected exam date. If the committee is not given sufficient time to review the written proposal or if the proposal is obviously substandard, the committee may elect to postpone the scheduled examination.

The student should prepare a short PowerPoint presentation outlining the proposal to give at the Qualifying Examination. It is best for the student to have a well-prepared presentation.

PASS THE QUALIFYING EXAMINATION

The Qualifying Examination is conducted by the same committee present at the Advisory Meeting. The student’s faculty mentor may be present at the Qualifying Examination. The determination of pass, conditional pass, or fail is made by a vote of four members of the committee not including the faculty mentor. All committee members, including outside members, must participate in the qualifying examination (tele- or video-conferencing are permitted).

Prior to the Qualifying Examination, the approved Thesis Advisory Committee will review the Advisory Meeting report from last year and use this as a starting point for the Qualifying Examination. During the examination, the committee assesses the specific proposal by the student and the ability of the student to carry out the proposal toward earning a Ph.D. degree. Coursework, rotations, general knowledge, as well as understanding of the proposed project, may be considered in making the evaluation. A summary of the student’s academic performance, including grades, will be prepared by the GSBS office and distributed to the committee prior to the exam date, if requested.

Each committee conducts a fair and thorough examination of the student as they see fit, but in a collegial manner with the best interest of the student in mind. Here are some suggestions based on past experiences and practices at other institutions. At least two hours should be allotted for the examination. At the start, the committee should meet briefly with the mentor while the student is out of the room. At this time, the committee may ask for information to help them conduct an informed and constructive examination of the student. The student’s laboratory performance, his/her exceptional abilities or deficiencies, or issues pertaining to the science may be raised. In addition, the committee should agree on how the exam is to be conducted, including whether the student will be interrupted during his/her presentation, how the questioning should proceed, and the degree of involvement by the mentor. The chair moderates the meeting to ensure that each committee member has adequate opportunity to ask questions and that the student is given time and consideration in answering. The chair may call on the student’s mentor to resolve an issue, if necessary. The chair, or a designate, should take notes to prepare the final report of the committee. When the examination of the student is completed, the chair asks the student to leave the room while the committee confers. The chair may also ask the mentor to leave the room at this time during deliberations and voting.

Pass
The student has met the requirements to continue in the doctoral program.

Conditional pass
The student must fulfill specific requests made by the committee. These may include a re-written proposal and a re-exam. The committee lists specific conditions to be met for the student to earn a Pass for the exam including a timeframe.

Fail
The student has not met the requirements to continue in the doctoral program. The committee has the right to recommend that a failing student be given the option to re-take the Qualifying Examination. A student may not re-take the exam without a recommendation from the committee to do so. The Executive Council makes the final decision whether a student may re-take the exam.

The committee’s decision takes two forms: a vote on pass/conditional pass/fail, and a written report. To ensure a well-considered decision, the committee need not finalize their vote the day of the exam. Once the committee has voted, the
chair is responsible for submitting the signed Thesis Proposal Form (see “GSBS Student Forms” on the web) to the GSBS office. Regardless of the vote outcome, a written report must be drafted by the chair, or his/her designate, and circulated among the committee members. This report should state the committee’s view of the strengths and weaknesses of the student and recommendations regarding the proposal. It should reflect the expressed opinions of all committee members. If the vote was “conditional pass”, the report must state the specific expectations to be met before the committee votes again. An addendum to the report is made following completion of the requirements following a “conditional pass.” The Thesis Proposal Form, the final report and the final version of the Thesis Proposal must be submitted to the GSBS Office to become part of the student’s file and serve as documentation of the Qualifying Examination. When the student passes the Qualifying Exam, he/she is considered an official Ph.D. Candidate.

GUIDELINES FOR PROGRESS REPORTS

Official Ph.D. Candidates must present a progress report every semester after the Qualifying Examination. One progress report occurs in conjunction with the annual oral student seminar and a thesis committee meeting. In the alternating semester, a written progress report by the student is submitted to the student’s Thesis Advisory Committee. Each semester, Thesis Research Evaluation Forms are completed by the Thesis Advisory Committee members and submitted to the chair of the Thesis Advisory Committee. The chair prepares the Thesis Research Evaluation Summary of the student’s progress that semester and shares its results with the student and the GSBS office.

The student’s written progress report summarizes his/her accomplishments since the last report (or since the Qualifying Examination). The student writes the report, presents it to his/her advisor for approval, who then submits it to each Thesis Advisory Committee members. Because the committee’s own report can take several days to prepare, students should allow ample time to complete the process when scheduling committee meetings near the end of the semester.

The progress report must be understandable by all members of the Thesis Advisory Committee. Previous accomplishments may be mentioned, but recent work should be emphasized. It should not contain extensive background. However, names of reagents or procedures not familiar to people outside the student’s laboratory should be described sufficiently. The report of 3-5 pages in length must have these three sections:

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

Progress
Describe the work carried out since the previous semester. Indicate results obtained, as well as any significant technical achievements. The student may present the development of a procedure, lessons learned, false starts, etc., even if the experiments were not conclusive. Discuss how closely the work has followed the plans and timeframe of the previous progress report. If there were changes to those plans, explain them. Include figures, tables, and attributes. List presentations of the work by the student: talks, posters, abstracts, or papers.

Plans
Outline the plans for the next semester. Briefly describe specific goals, planned experiments and data expected to be collected. Indicate a timeframe required to accomplish each goal.

Include a title page, indicating “Progress Report”, the title of project, the student’s name, the advisor’s name and date. All pages should have margins of no more than 1 inch, 1.5 spacing, and a font no smaller than Times New Roman 12 pt.

ANNUAL THESIS COMMITTEE MEETING

The student must meet with his/her Thesis Advisory Committee at least once a year. This meeting typically follows the student’s required public seminar. However, a student or mentor can request a meeting at any time and should, especially if the student’s thesis project changes. At the meeting, it is advisable that the committee meet briefly with the mentor and the student separately. What is discussed at this time should be kept confidential. Similar to the Qualifying Examination, the committee decides how the meetings are conducted, the role of the chair in moderating the discussion, and the degree of involvement by the mentor. Based on the discussion, the committee may make specific requests of the student that have to be completed by a certain time or by the next progress report. Thesis
Research Evaluation Forms are completed by the Thesis Advisory Committee members and submitted to the chair of the Thesis Advisory Committee. The chair prepares the Thesis Research Evaluation Summary of the student’s progress that semester and shares its results with the student and the GSBS office.

APPROVAL TO WRITE AND SET DEFENSE DATE

At an annual thesis committee meeting, or at an ad hoc meeting convened for this purpose, it may be discussed and decided that the student is ready to begin writing the dissertation. The committee, the student’s mentor and the student should be in general agreement on the scope of the dissertation: what work will constitute major chapters, what will be placed in appendixes, and the general contents of the introduction and discussion sections. In this way, the student receives what is traditionally known as “permission to write” and avoids misunderstandings of the expectations regarding timing, completion, and contents of the dissertation. If any experiments or analyses not yet completed at the time of the meeting are to be described in the dissertation, they should be stipulated at this meeting. Issues regarding the writing, submission or acceptance of manuscripts should also be spelled out. Also at this meeting, an approximate defense date should be agreed upon. The exact date is contingent upon receipt of the written dissertation by the committee, being no sooner than three weeks after submission of the dissertation (see below). Prior to submitting the dissertation in advance of the defense, the student may ask a member of the committee to read a draft for advice, but this is not required.

GUIDELINES FOR DISSERTATION PREPARATION

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

1. Submit all final copies on 24 lb paper. Please see next section for details.

2. PAPER: standard size, 8 1/2” x 11” bond; 25% rag content (24 lb).

3. MARGINS: 1 3/4” from left; 1 1/4” from top; 1” from right and bottom

4. TYPING SPACING: Single side, double space throughout the text.

5. TITLE PAGE should contain:
   - Title in capital letters;
   - Name of the candidate AND degrees already awarded, i.e. B.S., B.A., M.S.
   - The statement: “A Dissertation submitted to the Graduate School of Biomedical Sciences, Rowan University in partial fulfillment of the requirements for the Ph.D. Degree.”
   - Two lines down from this statement is followed at the bottom of the Title Page by “Stratford, New Jersey 08084”.
   - Two lines down from “Stratford, New Jersey 08084”, place the "Month and Year" during which the thesis is being presented.

6. PAGE NUMBERING: All pages should be numbered consecutively except the Title Page. The Table of Contents page should be numbered as page 2.

7. FORMAT

   Table of Contents
   Acknowledgments (include the sources of financial support)
   Abstract (Not to exceed 350 words, double-spaced)
   Introduction
   Rationale
   Materials and Methods
   Experimental Results
   Discussion
   Summary and Conclusions
   References
Appendix, Abbreviations list.
Attributes

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

8. FIGURES, TABLES AND ILLUSTRATIONS:

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

9. REFERENCES:

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

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

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

Allow double space between references.

10. ATTRIBUTES OF THE THESIS:

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

DEFENSE OF THE DOCTORAL DISSERTATION

Defense of Dissertation

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

After the public oral defense, each member of the final examination committee signs a Final Dissertation Defense Report-Doctoral Student form (see “GSBS Student Forms” on the web) attesting to the outcome. This form must be approved by the department chair prior to submitting it to the GSBS. The candidate shall be given, in writing, required changes or revisions of the dissertation.

GSBS stipend support is not guaranteed beyond one (1) month following a student’s defense.

Final Written Dissertation

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

The original and 3 or 4 copies (see below) of the revised and approved dissertation on 24 lb paper must be presented to the GSBS Office. The GSBS Office will bind all of the required approved dissertations.

The distribution of the thesis is as follows:

| Original: | GSBS Office |
| First copy: | Mentor (thesis advisor) |
| Second copy: | Graduate |
| Third copy: | Library, Rowan University |
| Fourth copy: | Mentor-of-Record, if needed |

GRADUATION, DIPLOMAS AND COMMENCEMENT

Doctoral students MUST successfully defend before Graduate Commencement, if they intend to attend Graduate Commencement ceremonies in May.

The Rowan University Registrar’s Office provides a robust site to answer many of your questions regarding graduation, diplomas and commencement: http://www.rowan.edu/provost/registrar/graduation.html. In order to graduate, each student must complete the Student Self Service Online Graduation Application Process, which can be found on the Student tab in Rowan Self Service. The university graduation fee varies depending on the timing of your application to graduate.

After successful completion of all degree course work and approval of the dissertation/thesis, the GSBS Executive Council will recommend to the Rowan University Board of Trustees the award of the doctoral degree. Rowan University confers degrees at the end of the Fall (December), Spring (May), and Summer (August) sessions. The commencement ceremony held in May includes these students who completed degree requirements in Summer, Fall, or Spring. Please note that NO student will receive his/her diploma at Graduate Commencement. The student will receive his/her diploma approximately 8-12 weeks after any of the 3 degree conferral months.
STUDENT AFFAIRS

ADD, DROP, OR WITHDRAW FROM COURSES

Please see the current GSBS Course Add/Drop Policy and GSBS Course Withdrawals Policy for details. Briefly, students may add, drop or withdraw from a course with approval of the instructor (when needed) and the program director as indicated below. Add/Drop/Withdrawal forms are available in the GSBS office or online (see “GSBS Student Forms”).

Students submitting a completed drop form 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. 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 beyond 10 academic days after the course begins will be noted “W” on the official transcript. Withdrawals will not be granted during the final third of a course. An academic day is defined as a day that the Rowan University Stratford campus is open for business.

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

Matriculated Ph.D. students must maintain a minimum of 5 credits (part-time) or 9 credits (full-time) per semester.

CHANGE OF NAME OR ADDRESS

It is the student’s responsibility to update Rowan University about any changes to their name or address. Students should update address changes on Self Service while official name changes must be done through the Registrar’s office.

COURSE EVALUATIONS

A Course Evaluation will be administered by the GSBS Office at the end of the semester.

EMAIL ADDRESS

The Information Resources and Technology (IRT) will assign every student a university email address. This email address is vital to provide pertinent university information to the student regarding all university business including, but not limited to, financial aid, seminar announcements, and campus events. IRT facilitates informational technologies through the networking of people, information and resources. THIS IS THE ONLY EMAIL ADDRESS THAT OFFICIAL UNIVERSITY BUSINESS CAN BE CONDUCTED ON. THEREFORE, IT IS PERTINENT THAT YOU USE YOUR ASSIGNED EMAIL ADDRESS FOR ALL COMMUNICATIONS.

EMPLOYMENT

Full-time graduate students are expected to devote their energy to completing the program as expeditiously as possible and should not be engaged in outside employment. Students accepting a fellowship do so with the understanding that they are not permitted to work on a regular basis outside the normal functions of their educational programs. In the event of unusual circumstances, students may request approval from their department and the GSBS to work up to 20 hours per week.

Note: Contact the GSBS office for procedures regarding salary. Your department should NOT complete a “Staff Position Request” form; it may jeopardize issuance of your stipend check.
ENROLLMENT

University policy states that, except for authorized dual degree programs (e.g., D.O./Ph.D.; D.O./M.S.; M.S./M.P.H.; M.B.S./M.P.H.), no student registered in the graduate program shall at the same time be enrolled as a medical student or serve as an intern, resident or member of the clinical staff of Rowan University or any hospital affiliated with it. However, if you are a non-matriculated, quick admit student within the GSBS, you may also be a non-matriculated, quick admit student within another school.

EXAMINATION: REVIEW, MAKE-UP AND MISSED REQUIRED ASSIGNMENTS

A student has 10 academic days after receipt of an exam grade to initiate an inquiry regarding a specific question. The university e-mail system must be used for this correspondence.

It is the student’s responsibility to contact the course director within 48 hours of a scheduled examination in order to schedule a make-up examination or missed required assignment. If the student fails to contact the course director within 48 hours, the student may, at the discretion of the program, receive a grade of a “zero” for that examination or that missed required assignment. If the student does contact the course director within 48 hours, the student will need to provide a valid reason. Valid reasons include but are not limited to:

- Personal or family emergency
- Emergency travel related to a family emergency
- Personal illness (doctor’s note required)
- Special events (childbirth or complication of pregnancy)

It is up to the course director to determine if the student’s excuse and documentation are sufficient enough to allow a make-up examination or grant an extension for a missed required assignment. If a make-up examination is granted, the student must schedule it within two (2) weeks of receipt of approval unless granted an extension by the course director.

Appeals of the course director’s decision should be made first to the department chair and then to the Senior Associate Dean.

FELLOWSHIPS - GSBS

A limited number of graduate fellowships and tuition waivers are available to full-time matriculated doctoral students. These fellowships are based on merit and students must remain in good academic standing to be eligible for continued support. The Graduate School currently awards Graduate Fellowships to full-time (minimum of 9 credits/semester) doctoral students in accordance with the following guidelines.

1. Fellowships for the academic year are $28,455 for all students in good academic standing.
2. GSBS Graduate Fellowships are subject to availability of funds.
3. Students not in good academic standing are subject to discontinuance of fellowship and tuition remission.
4. Students who switch from a doctoral program to a master’s program are no longer eligible to receive a Graduate Fellowship.
5. All doctoral students in year 1-4 have their tuition waived. However, all doctoral students in their 5th year and beyond may be required to pay a $200 per semester “thesis phase” (maintaining matriculation) fee.

FELLOWSHIPS – EXTRAMURAL SUPPORT

Application for a competitive extramural predoctoral fellowship generally involves a considerable amount of work on the part of the student and faculty. Award of these fellowships, however, is beneficial to everyone involved.
Students awarded a competitive fellowship will receive a supplement to bring their stipend to $2,000 above the GSBS fellowship award. All award letters must be forwarded to the GSBS office for the student’s file and for verification of fellowship award amount and fellowship duration. It is the responsibility of the student and the Program Director to ensure that the GSBS receives this information. Please find the “Predoctoral Fellowship Approval” form (see “GSBS Student Forms” on the web).

FINANCIAL AID

The Rowan University Stratford Campus Office of Financial Aid assists students in applying for aid to meet their financial need while enrolled in the University. Financial aid advisors assist students with the application process, money management guidance and sensible borrowing. Individuals who are U.S. citizens or permanent residents, are matriculated, and enrolled at least half time (defined as five (5) credits a semester while enrolled in the Graduate School of Biomedical Sciences) are eligible to receive financial aid.

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

Applying For Financial Aid

New and continuing students should plan to apply for financial aid three months prior to the start of the academic year. The application process is located on the Financial Aid website at www.rowan.edu/som/financialaid.

Step 1 Click on Application Process then Application Packet and Useful Forms and complete the following:

- FAFSA Online (Available January 1 of each year for the upcoming academic year)
- Financial Aid Internal Application

Step 2 Sign into www.studentloans.gov and complete the following:

- Entrance Counseling
- Master Promissory Note for Direct Subsidized/Unsubsidized Loans

All required information must be received by the Office of Financial Aid for the appropriate academic year for which you are requesting aid prior to awards being finalized and loans certified for disbursement.

Financial Aid applicants are encouraged to read and reference the following publications and documents located on the Financial Aid website at www.rowan.edu/som/financialaid to assist in the financial aid process:

- Cost of Attendance
- Student Financial Aid Handbook
- Summary of Major Financial Aid Programs

Financial Aid Award

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

An award may consist of a “package” of loans, scholarships, grants, and Federal Work-Study. Most financial need is met primarily through a combination of loan programs. The primary source of funding for GSBS students is through
the William D. Ford Federal Direct Loan Program. This program includes the Direct Unsubsidized and the Direct Graduate PLUS Loan programs. There is extremely limited funding available through the University in the form of other loan and grant programs. Requests for information on graduate fellowships and tuition waivers should be directed to your school.

Annual and aggregate loan limits apply to the William D. Ford Direct Lending Program. The maximum annual Direct Unsubsidized Loan limit for an academic year is $20,500. The maximum total additional funding can be provided through the Direct Graduate PLUS Loan, or through private funding. Contact the Stratford Campus Office of Financial Aid for information.

Potential borrowers are encouraged to review their previous borrowing history through the National Student Loan Data System for students located at www.nslds.ed.gov.

Students are required to comply with the terms and conditions of their educational loans. Any student in default of a prior educational loan(s) may not receive financial aid at Rowan University until the default status has been rectified. A financial aid advisor will be able to counsel you in the resolution of such problems.

**Accessing your Financial Aid Data**

Tracking your financial aid application and accessing your financial aid award package is done by clicking on the Financial Aid Tab in the Rowan Self-Service Portal at www.rowan.edu/selfservice. Information provided within the portal is “live” data. In some instances, the items requested are needed to complete your file and in other instances the message could be for informational purposes only. Once all required materials have been received and GSBS registration has occurred, award packages are completed. A summary of your billing account by term is also available in the Self-Service Portal for review.

**International Student Funding**

There are a number of private funding sources available to international students. Visit http://www.rowan.edu/provost/internationalstudents/ for more information. International students do not have to complete the above financial aid application process.

**Communicating with our Students**

The primary source of information is the Student Self-Service Portal, where students can view financial aid tracking requirements and information specific to your application file. In addition, we communicate with our students through University assigned e-mail accounts, US mail, University mailboxes, or the telephone. Any changes to your financial aid mailing address and/or telephone number should be communicated to the Office of Financial Aid.

Stratford Campus Office of Financial Aid  
40 East Laurel Road  
UEC Suite 1030, PO Box 1011  
Stratford, New Jersey 08084  
Phone: 856-566-6008  
Fax: 856-566-6015

**GRADES**

The following grades are used to report the quality of academic and/or research performance and are reported on a 0-4 point scale as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>
To be considered in good academic standing and be eligible for a graduate fellowship, doctoral students must maintain at least a 3.00 grade in each core course and an overall grade point average of at least a 3.00, in addition to satisfying the specific requirements of the Program in Cell and Molecular Biology. Students not in good academic standing are subject to termination of his/her fellowship, removal of financial aid eligibility, and/or dismissal from the program.

**How To Calculate GPA:**

Please see the current GSBS Grade Point Average Calculation Policy for details. Briefly, in order to calculate the cumulative Grade Point Average, the Points are divided by the number of credits. Each grade is assigned a number of points. See above. For the total number of points for a particular course, the point value of the grade is multiplied by the number of credits.

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

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

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

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

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

Repeated courses: Please see the current GSBS Repetition of Course Policy for details. Briefly, a student may repeat a course only once. They must re-register for the course and are subject to paying tuition for that course. If a course is repeated, both the old and new grades will remain on the transcript but only the new grade will be used for calculation of the GPA. A student can repeat up to two (2) courses during their tenure in the GSBS.

**Thesis Research Grades:** The grades “Satisfactory” (S) and “Unsatisfactory” (U) are reserved for Thesis Research and certain other select courses. Students cannot elect to receive an “S” or “U” grade in a normally graded course.
IDENTIFICATION CARDS

The Rowan University I.D. card is to be worn in all University buildings, and presented upon request by a security officer. The card is prepared by Rowan University Public Safety Department, University Education Center, Suite 1132. Letters for the issuance of an I.D. card are prepared by the GSBS office at the beginning of the semester for new students. Students are expected to retain their cards throughout their stay at the GSBS. Replacement cards are $25.

INTERNATIONAL STUDENT INFORMATION

Information for the International Student who requires F-1 Visa

At GSBS, non-U.S. citizens requiring the F-1 visa must complete two separate processes to be admitted to the graduate school and to be considered for the Rowan-sponsored I-20 needed in order to obtain the proper visa.

Process #1: Be admitted to a full-time academic program at GSBS:

1. The first process is the academic admissions process. All applicants must submit complete application packets including all required materials for their particular program of interest by the appropriate deadline to GSBS Admissions and be evaluated for admission and matriculation into a full-time academic program.

• Non-U.S. citizens requiring the F-1 visa must maintain full-time matriculated status in an academic program for each academic year they are enrolled.

For information about admission please visit: http://www.rowan.edu/som/gsbstrat/admissionsaid.htm

Note: If you have an admission letter and/or email in your possession, you have completed process #1.

Process #2: Be issued an I-20 in order to obtain your visa:

The second process is the financial review, which is coordinated independently by the International Center (IC) at Rowan University. You must complete all of the steps outlined by the IC office in order to demonstrate that you have the financial resources to cover the cost of living and studying in the U.S. Without complete information and appropriate certification, Rowan’s International Center cannot issue the I-20 necessary to obtain your F-1 visa.

To download the full I-20 application, please visit

http://www.rowan.edu/provost/internationalstudents/Documents/I-20ApplicationRevised04.02.2014.pdf or email Rowanic@rowan.edu.

The I-20 will only be issued to an applicant who:

• Has been officially accepted in a full-time program of study at GSBS.
• Has demonstrated adequate resources to support the cost of living and studying in the U.S.
• Has submitted all required IC documents by any deadlines indicated.

Contact: Rowan University, International Center (IC), 201 Mullica Hill Road, Glassboro, NJ, 08028-1701
Phone: +1 856-256-4292; Email: Rowanic@rowan.edu; Web: www.rowan.edu/internationalcenter

Tips for the International Student: While the admissions and financial review for the I-20 are two completely separate processes, both processes must be completed in a timely manner in order for you to begin your program at GSBS. We strongly suggest that you begin working with the International Center directly after you have submitted your application to the proper admissions office. Do not wait to be admitted in order to begin working with the International Center, or you may not be able to have your documents reviewed and processed in time to obtain an I-20.
Tips on obtaining an F1 visa can be found on:
http://www.rowan.edu/provost/internationalstudents/immigration/obtaining.html

International Student Orientation: All non-U.S. citizens requiring the F-1 visa will be required to participate in a mandatory International Student Orientation Program at the start of their first semester.

Upon Arrival to the US:

International students must provide the Graduate School office with the following documents upon registration, and to the International Center (IC)

- Photocopy of their Passport showing passport number, expiration date, photograph and the page with the stamped visa.

Tips for International Students:

- Changes in funding must be reported to the International Center so that necessary updates can be made to the form I-20.

- A written request, utilizing the GSBS internal F-1 Travel Request Form must be made to the department chairman and Graduate School 30 days in advance (unless it is an absolute emergency). Requests for travel should also be made to the International Center by filling our Travel Form Request.

Before you travel, please read our important information about International Travel.

- Applications for extension of the form I-20 must be submitted to the International Center no more than 30-days prior to the expiration of the current form. Please click here for more information http://www.rowan.edu/provost/internationalstudents/immigration/extending.html

- Prior to graduation, a student can apply for Optional Practical Training (OPT) to stay in the USA to broaden his/her research experience: http://www.rowan.edu/provost/internationalstudents/working/opt.html

- Students must inform the Graduate School and the International Center of any change in status, i.e., receiving permanent residency status, immediately.

- International students transferring from another institution and who wish to remain in F-1 status must contact the International Center for a transfer of their SEVIS record.

- Students should follow rules to maintain their F-1 status. Please carefully read these rules on http://www.rowan.edu/provost/internationalstudents/status/.

HELPFUL RESOURCES FOR INTERNATIONAL STUDENTS

http://www.rowan.edu/colleges/chss/departments/internationalcenter/ - Rowan University International Center

http://www.rowan.edu/provost/internationalstudents/forms/ - Rowan University International Center Forms (Address update, Driver's license, OPT, Reduced Course Load Form and other very important forms)

http://studyinthestates.dhs.gov/students - Useful information from DHS about studying in the United States
http://www.uscis.gov - USCIS
http://www.dhs.gov - DHS
http://travel.state.gov - DOS (travel, passport renewals, embassies & consulates)
http://www.ssa.gov/ - Social Security Administration
http://www.irs.gov/ - Internal Revenue Service
LEAVE OF ABSENCE / REINSTATEMENT

Students who must interrupt their studies temporarily should apply for a leave of absence in writing to the Senior Associate Dean. The letter should include:

1. the date of the letter,
2. the student’s name and address,
3. the student’s Rowan University ID number
4. the reasons for your absence,
5. the specific dates of the requested leave, and
6. the student’s signature.

A GSBS student may be granted a leave of absence for a period not to exceed one year. If upon return to school, the student needs to apply for another leave of absence, then they may request another but it cannot run consecutively for longer than one year. A typical academic year is September 1st to August 31st. Please note that different rules may apply for International students in accordance with INS regulations.

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

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

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

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

PROGRAM TRANSFER

Please see the current GSBS Program Transfer Policy for details. Briefly, Ph.D. students requesting a transfer from one program to another within GSBS must apply through the GSBS Senior Associate Dean. Such a transfer does not extend the period of GSBS stipend support or the maximum time permitted to obtain the Ph.D.

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

Students who transfer from a doctoral program to a Master’s program are no longer eligible to receive a Graduate Fellowship. This policy applies to all graduate programs within and between the partner institutions participating in the Graduate School of Biomedical Sciences doctoral programs, e.g., Rutgers-Camden or Genesis Biotechnology Group (Medical Diagnostics Laboratory/Humigen, The Institute for Genetic Immunology).
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 all required immunizations and health insurance have been obtained and all tuition and all required fees have been paid.

Registration will not be permitted beyond the first week of courses. A late registration fee will be charged to a matriculated student who does not register during the online registration period. Credit will not be given for courses in which the student was not registered. Tuition and fees for each semester are payable in advance. Additional late fees will be charged to student accounts that have not been paid by the due date.

SOCIAL SECURITY CARDS

Students must provide the Graduate School office with their social security numbers for purposes of identification and for stipend taxation. Foreign students not holding a Social Security card are required to apply for an Individual Taxpayer Identification Number (ITIN) when they arrive at the Graduate School; applying for a Social Security Number is optional.

STUDENT AFFAIRS COMMITTEE

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

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

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

GSBS SAC Members are:

- Eric Moss, Ph.D. mosseg@rowan.edu Molecular Biology Department
- Katrina Cooper, Ph.D. cooperka@rowan.edu Molecular Biology Department
- Rocco Carsia, Ph.D. carsiaro@rowan.edu Cell Biology Department

STUDENT RECORDS

1. The records of students at RowanGSBS shall be considered confidential material and shall include the admissions application material and academic records.
2. The President of the University, the Dean of the school where the student is enrolled, the Senior Associate Dean and the student's advisor 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 who wish to inspect and review their educational records may do so by making an appointment with the Senior Associate Dean.

In addition, Rowan University has implemented the Self-Service Banner for student information. This product provides a website which allows all current students to view their academic and financial records. All students register
The University maintains the following records on individual students:

1. General Academic File - Graduate School Office and Registrar's Office
2. Student Health Records - Student and Employee Health Center, i.e. Family Medicine.
3. Financial Aid Records - Stratford Campus Office of Financial Aid

Access to these records will be given to university personnel with a legitimate educational interest in the records as determined by the University. Information will be released to other agencies and individuals only in compliance with the Family Educational Rights and Privacy Act, a copy of which is available on the University Registrar’s webpage: http://www.rowan.edu/provost/registrar/ferpa.html.

You may request copies of information contained in your educational records. Request for copies should be directed to the University 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 "Student Rights, Responsibilities and Disciplinary Procedures".

TAXATION OF FELLOWSHIPS

According to the IRS, fellowships and scholarships are tax-free for degree-seeking students ONLY if used for tuition, fees and other required educational expenses. Since tuition for doctoral students generally is paid separately from the stipend, it is likely that most or all of your stipend will be subject to federal income tax. This is true whether the stipend comes from a grant or from the GSBS.

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

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

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

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

http://www.nih.gov/niams/grants/pa/pa00-104.html
Checks will be issued to students on a bi-weekly basis. Students do not pay social security, unemployment or disability taxes. GSBS fellowships are not-for-service awards and are not subject to New Jersey State tax.

All students must file income tax returns with the Federal and State Governments at the end of each calendar year. It is the responsibility of each student to file prior to the deadline date (April 15). A W-2 or 1099 form will be sent directly to your mailing address. Foreign students are required to file income tax returns, regardless of a tax treaty (Form 1040-NR). Students receiving GSBS Fellowships not subject to New Jersey State tax should include a statement with their NJ tax return indicating the following:

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

GSBS will provide verification of this statement, if needed.

TRANSCRIPTS

Requests for official transcripts must be submitted to the Registrar’s Office by written application. The Transcript Request Form can be found on the GSBS homepage or under “GSBS Student Forms” on the web. Unofficial transcripts are available on the Student tab of Self Service.

TRANSFER CREDITS

Please see the current GSBS Transfer Credit Policy for details. Briefly, credits for graduate courses taken at colleges or universities in the United States may be transferred after the first semester for students in good academic standing. Transfer of credit must have the approval of the Senior Associate Dean. Transfer credit will not be accepted for any core course within the doctoral program. Therefore, all students must be the 2 core courses: Graduate Biochemistry and Molecular Biology of the Cell. Only courses in which the student earned at least a B (3.00) grade are transferable and are not calculated into the grade point average. An “Application for Transfer Credit” form can be found under “GSBS Student Forms” on the web. The Application for Transfer Credit must be completed by the student and submitted to the Senior Associate Dean with the supporting official transcript from the institution where the credits were taken.

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

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

TRAVEL AWARDS

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

- A formal abstract acknowledging Rowan University Graduate School of Biomedical Sciences as a research site. This acknowledgment should be located in the title lines of the abstract.
- The student is first author on the abstract to be presented.
- The research is part of the approved dissertation proposal.
- Only one award will be made to a doctoral candidate each 12 months.
- The request for award must be accompanied by a copy of the abstract and a “Student Travel Approval” form, approved by the department chair. This form can be found online at “GSBS Student Forms”.

30
TUITION AND FEES POLICY

Tuition and fees for each semester are payable in advance. There is a late fee of $50.00 per month for unpaid balances. A student receiving financial aid is subject to loan conditions. A student may arrange with the Business Office for a deferred payment plan at http://www.rowan.edu/adminfinance/bursar/payment.html#3.

Any student who elects to use the deferred payment plan and finds it impossible to meet this obligation must contact the Bursar’s Office immediately to make alternate arrangements.

Students may not continue enrollment, be awarded a degree or certificate, or receive documents including, but not limited to, transcripts and grades, until all financial accounts are fulfilled to the satisfaction of the Bursar’s Office (see University Policy on Student Tuition and Fee Obligations).

http://www.rowan.edu/adminfinance/bursar/index.html
http://www.rowan.edu/adminfinance/bursar/payment.html
http://www.rowan.edu/som/financialaid/publications/pub_14/14_chap_06.html

Upon notification by the Bursar’s Office, the school’s registrar will be responsible for encumbering records of a student whose account is past due.

UNIVERSITY ID NUMBERS

Rowan University will assign every student a University ID number. This University ID number will serve as a unique identifier for the student in lieu of a student’s Social Security Number. Please memorize and use this number on all university forms.

VACATION

A three week vacation period is granted to GSBS students by permission of the department.
AUTOMATED TELLER MACHINE (ATM)

An Automated Teller Machine (ATM) is available on the ground floor of the Academic Center as well as in the University Doctors’ Pavilion, outside of the Kennedy Pharmacy.

BOOKSTORE

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

Hours of operation are:
- Monday- Friday: 9 am – 6 pm
- Saturday: 9 am – 1 pm
- Sunday: CLOSED

CAFETERIA

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

CENTER FOR TEACHING AND LEARNING

Rowan University School of Osteopathic Medicine or RowanGSBS does not discriminate in admission or access to its programs and activities on the basis of race/color, ethnicity, national origin, religion/creed, disability, age, marital status, sexual orientation or veteran’s status. The University will provide, if requested, reasonable accommodations to otherwise-qualified enrolled students and candidates with disabilities. Further information about accommodations can be obtained from the Center for Teaching and Learning at 856-566-6792.

COMPUTER SERVICES

Information Resources and Technology (IRT) Technology Services (https://irt.rowan.edu/display/IRT/Home) at Rowan University’s Stratford Campus provides investigators and students with off-the-shelf applications as well as powerful development tools for biomedical research applications and publication graphics, statistics, general mathematics and text formatting.

The unit is made up of Academic Technology, Multimedia Services and Support Services and together they offer instructional design, graphic design, photographic services, multimedia production at little to no-cost and can help train individuals on a variety of software applications.

SOM and GSBS are linked through a sophisticated high-speed, secure network at Rowan University providing a variety of resource-sharing services. This secure network is in turn connected to the Internet, allowing investigators at Rowan University to exchange information with users on computers throughout the world.

DUPLICATING SERVICES

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

GRADUATE BIOMEDICAL STUDENT ASSOCIATION

All students enrolled in degree programs, i.e. matriculated, at RowanGSBS are considered members in the Graduate Biomedical Student Association. The group’s objectives are to cultivate interest in the biomedical sciences and to
encourage mutual assistance, social involvement, and other activities vital to a wholesome environment for graduate studies.

The Graduate Biomedical Student Association (GBSA) includes all matriculated students and provides them with a forum to discuss issues relating to student affairs and graduate student education. The GBSA proper (mostly doctoral students) organizes trips to local scientific meetings, invites guest lecturers, and provides new doctoral students with mentors to help them adjust to life as a graduate student. In addition, the GBSA sponsors social events including bowling nights and trips to local amusement park and sporting events to unite the doctoral student community.

The GBSA also has 4 affiliate groups, which are comprised of masters and certificate students who typically have different career goals than the research-minded doctoral students. These groups are the Prospective Physicians Association (PPA), the Minority Association of Pre-Medical Students (MAPS), the Colleges Against Cancer (CAC) and the Foundation for International Medical Relief of Children (FIMRC). Most students are members of multiple groups.

Information on the individual groups and their officers can be found at http://www.rowan.edu/som/gsbrat/GSA.htm. The Graduate Biomedical Student Association Constitution and Bylaws can be found in the Addendum.

HOUSING

Although the school does not have dormitory facilities for its students, housing is available in surrounding areas. Off campus housing costs average $700.00 to $1,600.00 per month depending upon location and apartment size. Students seeking assistance in locating suitable housing should go here to start http://www.rowan.edu/som/gsbrat/housing.htm. Campus parking facilities are available at nominal cost.

LIBRARY

The Health Sciences Library at Stratford is located on the ground floor of the Academic Center. It has a seating capacity of 220, which includes study carrels, study tables, four small group study rooms, and four quiet study rooms. Computer resources include desktop and laptop computers as well as scanners and a printer. Various software programs, both locally loaded and on the Rowan Cloud, are available. The Campus wireless network may be accessed with Library laptop computers or with a personal laptop which has been configured to communicate with the Rowan network.

The Library’s collections support the curricular, research and patient care needs of the students, faculty and staff on the Stratford Campus. The Library has developed a significant collection of online books, journals, and other Web-based resources in addition to a print collection designed to meet the needs of faculty and students at the graduate school. Print and online resources may be located using the Library’s on-line catalog and other discovery tools. Resources at any Rowan University Library are available to all students and faculty. A comprehensive collection of bibliographic and full-text databases can be accessed via the Library’s website. Medline, in both the Ovid and PubMed interfaces, Web of Science, EMBASE, and a variety of genetics and other research databases may be utilized both onsite and from remote locations. The EndNote bibliographic reference management program is available to be downloaded at no charge to students and faculty.

Reference services are available from 9:00 am until 9:00 pm from Monday through Thursday. Librarians can conduct literature searches, provide training in the use of Library resources, or help in finding information that may be difficult to locate. The Library’s educational programs provide instruction in effective literature searching, the use of bibliographic reference managers such as EndNote, and other information management skills. In addition, a suite of research and publication support services is available through the Library. Four small group study rooms are equipped with DVD players and white boards for use by individuals or groups. Rooms may be reserved online, at the Circulation Desk or by phone, for two hour periods on a first-come, first-served basis. Document delivery services are available to all Library patrons. Those materials which are not available at the Stratford Library may be requested from other Rowan libraries or from libraries throughout the United States. The Library makes every effort to obtain items at no cost to the requestor, however, some items may require prepayment of loan fees, generally $11.00 per item.

Library Hours:
Monday – Thursday  8:00 am to Midnight  
Friday  8:00 am to 6:00 pm
Saturday 9:00 am to 5:00 pm  
Sunday 12:30 pm to 8:00 pm  
Any changes in hours are posted in the Library and on the Library’s website.

Library Phone Numbers (Area code 856):
Circulation/General  566-6800/6809  
Document Delivery  566-6808/6800
Reference  566-6810/6992  
Director  566-6802

OFFICE OF EQUITY AND DIVERSITY

Glassboro Campus, Linden Hall; Main telephone number: 856-256-5830  
www.rowan.edu/equity

Rowan University remains committed to a policy of nondiscrimination for all its students and employees and for applicants for admission and employment. Our goal is to eliminate any patterns of prohibited unequal treatment from a community that prizes diversity. It is the University’s policy not to discriminate on the basis of race, gender, age, affecional or sexual orientation, sexual identity, any disability, color, religion, national origin, or any other protected class. University policies and procedures have been established to promote diversity, avoid discrimination and ensure equity in all programs including social and recreational programs. Services are administered without regard to an individual’s protected-class status. The New Jersey State Policy Prohibiting Discrimination in the Workplace and the Rowan University Workplace Violence Policy can be found on the Equity and Diversity website at rowan.edu/equity. Students are covered by these policies if there is an employment relationship involved in any way. Students wishing to file a complaint against another student should contact the Dean of Students Office or Public Safety.

PARKING

The University provides parking facilities for faculty, students, and staff. Parking is by permit only. Parking permits for students are available in the Rowan University Public Safety Department, University Education Center, Suite 1132. The cost is $160.50 for the academic year. The parking fee is due in full when signing up for a hang tag. Please see the Cashier (next office) first to make full payment before going to Public Safety to pick up your student hang tag.

SCHOOL CLOSING

All students are highly encouraged to subscribe to Rowan Alert (Emergency Notification System) to receive timely information about the suspension of classes in the event of adverse weather conditions and emergencies in and around the 3 campuses of Rowan University. In addition, students can access information directly by accessing these websites:

http://www.rowan.edu/emergency/index.cfm
http://www.rowan.edu/emergency/weather.cfm

The school closing number for RowanSOM and RowanGSBS is 615 if you tune into the following radio stations:

WKXW  101.5 FM (Trenton)  http://nj1015.com
KYW  1060 AM (Philadelphia)  http://philadelphia.cbslocal.com/station/kyw-newsradio

STUDENT AND HOUSESTAFF OMBUDS

What is a student and housestaff ombuds at Stratford campus of Rowan University?

The Stratford campus of Rowan University has appointed Mr. Neil Schorr, ESQ. as the University Ombuds, who is the designated, confidential resource for students and housestaff (“visitors”) seeking information or solutions to problems. The unique nature of the ombudsperson is one of neutrality, impartiality and independence from the School's and University's established administrative structures. Thus, the ombudsperson is not a student/house officer advocate and does not represent the student's or house officer's interests. The ombudsperson is also not an agent of the institution, is not responsible for academic or disciplinary decisions concerning students or housestaff, and is independent of all administrators who are, such as deans or program directors. Instead, the ombudsperson aims for fairness, and impartially considers the interests of all parties. The ombudsperson does not make decisions, render judgments or administer sanctions. Instead, she or he identifies options, provides information, refers visitors to other resources if
appropriate, facilitates communication between people, may mediate disputes or negotiate resolutions between parties, and recommends changes in policy or procedure to School/University administrators.

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

The Stratford campus of Rowan University has also identified another individual as a Research Ombudsperson, Dr. Eric Moss, whose focus is on research disputes and problems. On the Stratford Campus, this person is available to assist faculty and staff as well as students and housestaff on issues related to research.

Confidentiality:

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

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

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

STUDENT HEALTH SERVICES (Family Medicine)

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

- Monday 9 am – 4 pm
- Tuesday 9 am – 4 pm
- Wednesday 9 am – 4 pm
- Thursday 12 pm – 7 pm
- Friday 9 am – 4 pm
- Closed on Saturday and Sunday.

Students are able to reach the Student Health office by calling (856) 566-6825. If a student needs to make a well visit or a sick visit, you may contact the Family Medicine office directly at (856) 566-7020 to make an appointment with a physician. Insurance card and co-pay is needed at the time of the visit.

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

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

Day and evening appointments are available Monday through Friday. For more information, or to schedule an appointment, please call between the hours of 9:00 a.m. and 5:00 p.m. For an appointment in Piscataway, call (732) 235-9331 for Stratford/Camden, call (856) 770-5750; for Newark, call (973) 972-5429. Crises appointments may be scheduled 24 hours a day, 7 days per week, at 1-800-327-3678. When requesting an appointment, please identify yourself as a student. For mental health crises after normal business hours, please call 1-800-327-3678 or go to your local emergency room.

TELEPHONES

Students may be granted permission to use departmental phones or GSBS phones only for interoffice calls or other official matters.

UNIVERSITY WELLNESS CENTER (Physical Health)

The University Wellness Center is located on the second floor of the Academic Center. It offers Individual Exercise Programming, Fitness Evaluations, Cardiovascular and Weight Training Equipment, and Indoor Track and Group Exercise Classes. Personal training sessions from our degreed Exercise Physiologists are available upon request. Call 566-6746 for additional information.

Fees for membership are as follows:
- 3 months - $30
- 5 months - $45
- 1 year - $105

Hours of operation are:
Monday - Thursday 6:00 am - 9:00 pm
Friday 6:00 am - 8:00 pm
Saturday - Sunday 7:00 am - 2:00 pm

UNIVERSITY WEBSITE

The Rowan University website (www.rowan.edu) is the University's electronic campus wide information system and is available to all students, faculty and staff. All students will have an email account and should check it regularly. Both the Rowan and GSBS website (www.rowan.edu/gsbs) contain information about policies, procedures, curriculum, courses, seminars, housing, fellowships, announcements, and updates to the Student Handbook.
ACADEMIC INTEGRITY IN THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

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

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

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

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

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

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

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

• Because you are expected to read about the subject, research papers can include background material from journals, textbooks and, sometimes, websites. All material used to develop an idea or concept in a research paper must be properly cited.
• Proper citation should be given immediately after every idea or fact that derives from another source. A complete bibliographic reference is then written at the end of the paper. Both immediate citation and bibliographic references must be used to appropriately cite work by others. Appropriate citation styles are available in citation handbooks located in the Health Sciences Library at Stratford or from a library web page titled "Citing Sources of Information" at: [http://www.lib.rowan.edu/som](http://www.lib.rowan.edu/som).
• 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
• Keep all notes regarding research papers at least until your grade is finalized.

**Oral and Poster Presentations:** Presentations of data and ideas, both orally and 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 advisory meeting, thesis proposal, and doctoral defense, and in your professional career. Therefore, it is important that you present your ideas and work clearly and distinguish your work from that of others. During presentations, you should follow these guidelines:

• All text should be in your own words. Ideas taken from other sources should be cited on a slide or orally and, in the case of poster presentations, referenced in a bibliography, similar to a written paper.

• Quotations are rarely used and must be offset by quotation marks and attributed to their source(s) on the same page or slide.

• Figures given without attribution should be your own. Any figures not produced by the presenter must be attributed. Exceptions to this rule are when a mentor gives you explicit permission to use one of his/her figures or slides without providing written attribution. However, even in this case, you should orally attribute the person(s) who produced the figure or slide.

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

**ACADEMIC AND DEPARTMENTAL STUDENT RESPONSIBILITIES**

Students are active participants in the academic process and are required to support the integrity of that process. Cheating, plagiarism, forgery or the use of external resources to circumvent the student's academic responsibilities shall be considered a violation of the regulations of the University. A formal charge against a student substantiated by a duly scheduled University hearing is punishable by dismissal or suspension.

**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 Student Rights, Responsibilities and Disciplinary Procedures before a Hearing Body constituted as described below.

**HEARING BODY**

The RowanGSBS shall have a Hearing Body that makes recommendations to the Senior Associate Dean on disciplinary matters that cannot be resolved at the level of the department. The Hearing Body shall be composed of two students, two members of the faculty and one member of the administration. The student representatives shall be elected by the Graduate Biomedical Student Association. Faculty representatives are selected by the Senior Associate Dean from nominations from each department. The composition of the Hearing Body must be approved by GSBS Executive Council.

**STUDENT GRIEVANCES AND APPEALS**

Graduate students are encouraged to seek resolution of complaints and grievances at the departmental level by bringing the issue to their department chairman or graduate program director. If the issue cannot be resolved at that level, it can be brought to the 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 Equity and Diversity. Complaints related to racial, ethnic or sexual harassment or discrimination may, if the
A Hearing Body 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. The GSBS Hearing Body consists of two students, two members of the faculty and one member of the administration.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

GSBS students in all programs of study are required to maintain Satisfactory Academic Progress. Please see the GSBS Satisfactory Academic Progress Policy for details.

Briefly, a student’s academic progress is evaluated by the following individuals and/or committees:

a. Director,
b. Thesis advisor (if appropriate),
c. Program Director (if appropriate),
d. Senior Associate Dean, and
e. GSBS Executive Council (if appropriate)

Minimum academic requirements for good academic standing, established by the GSBS are as follows:

- Students must pass all designated core and required courses.
- Students must maintain at least of “B” (3.00) or better grade in each of the designated doctoral program core courses and overall in their program to be in good academic standing and to graduate.
- Progress must be evaluated by the Thesis Advisory Committee each semester and certified to be satisfactory for all doctoral students.
- For courses graded on a Satisfactory/Unsatisfactory scale, an "S" grade (Satisfactory) will be awarded only in those instances where the student's letter grade is equivalent to at least a "B" (3.0/4.0).
- 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 Senior Associate Dean. If a grade is not received during this time frame, the "I" is converted to an "F."
- Students entering the Ph.D. Program will have a maximum of seven (7) years to complete their doctoral studies. The time limits refer to all components of the doctoral program, including the oral defense of the dissertation.

ACADEMIC WARNING

Please see the current GSBS Academic Warning Policy for details. 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 Director, the Senior Associate Dean and any other committee deemed appropriate for the student. Doctoral students who receive less than a grade of “B” (3.00) in each of the designated core courses or have an overall GPA less than 3.00 will receive a written academic warning notice. 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 Director and/or the Senior Associate Dean. The
GSBS Office shall forward copies of warning letters to the Program Director, the University Registrar and the Stratford Campus Office of Financial Aid.

ACADEMIC APPEALS PROCESS

Please see the current GSBS Academic Appeals Policy for details. Briefly, determination of satisfactory academic performance and the successful fulfillment of academic requirements for all Graduate School of Biomedical Sciences (“GSBS”) students are the responsibilities of the GSBS Program Directors, and will proceed in accordance with the academic policies and guidelines of the GSBS and the specific graduate program.

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

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

ALCOHOL AND OTHER DRUGS POLICY


AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

http://www.rowan.edu/hr/affirm/documents/ADAACCOMMODATIONPOLICYANDPROCESSPacket_000.pdf
RowanGSBS or RowanSOM does not discriminate in admission or access to its programs and activities on the basis of race/color, ethnicity, national origin, religion/creed, disability, age, marital status, sexual orientation or veteran’s status. The University will provide, if requested, reasonable accommodations to otherwise-qualified enrolled students and candidates with disabilities. Further information about accommodations for Stratford campus based-students can be obtained from the Center for Teaching and Learning at 856-566-6972.

CLEAN AIR / SMOKE-FREE ENVIRONMENT

In an effort to provide a safe, healthy and comfortable environment for all patients, faculty, staff members, students, volunteers, visitors and the general public, smoking is prohibited in all University owned or leased facilities and vehicles. The Stratford campus became smoke free on July 1, 2012.

This policy regarding a clean air / smoke-free environment in all University owned or leased facilities and vehicles is set to protect the health of non-smoking patients, faculty, staff members, students, volunteers, visitors and the general public; to help those who wish to quit smoking do so; and to serve as an example to the community.

GRADUATE SCHOOL OF BIOMEDICAL SCIENCE-SPECIFIC POLICIES

Please go here http://www.rowan.edu/som/gsbstrat/GSBSPolicies.htm to access the following GSBS-specific policies:

- GSBS Academic Appeals Policy
- GSBS Academic Warning Policy
- GSBS Course Add/Drop Policy
- GSBS Course Withdrawals Policy
- GSBS Grade Point Average Calculation Policy
- GSBS Grading Policy
- GSBS Program Transfer Policy
- GSBS Repetition of Course Policy
- GSBS Satisfactory Academic Progress Policy
- GSBS Transfer Credit Policy

HEALTH AND ACCIDENT INSURANCE

The RowanGSBS requires that each student enrolled in its programs on either a full-time or part-time matriculated basis have health and accident insurance protection. The university provides a student medical benefit plan. Students will be automatically charged for the Student Health Insurance Plan. RowanGSBS students not wishing to join must go to the Bursar’s website: http://www.rowan.edu/adminfinance/bursar/index.html click on www.rowan.edu/selfservice then “Access Banner Services”. Log in using your Banner ID and PIN. From the main menu, click on “Student Health Insurance Waiver” and follow the instructions to submit your waiver. A voluntary dental and vision health plan is also available through the First Student website at an additional cost.

IMMUNIZATION AND HEALTH REQUIREMENTS

Enrollment and continued enrollment of accepted students to the RowanGSBS is conditional, based on the results of certain laboratory tests and fulfillment of immunization and other health requirements. Students who do not comply
The following is a summary of immunization and other health requirements:

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.

Please refer to Exhibit A in the Addendum for details on specific requirements.

MISCONDUCT IN SCIENCE

RowanSOM and RowanGSBS faculty, administration, staff, students and volunteers have an important responsibility to maintain high ethical standards in scientific research that is conducted on University premises by University personnel. These standards, based upon well-established principles of scientific research, include validity, accuracy and honesty in proposing and performing research, in collecting, analyzing and reporting research results, and in reviewing the research of others. Failure to observe these principles results in misconduct in science damages the University’s image, the general public trust and the entire scientific community. In addition, University personnel who commit research misconduct breach their obligations to the University.

NON-DISCRIMINATION POLICY

http://www.rowan.edu/som/gsbstrat/GSBSPolicies.htm

PATENTS


PERSONALLY-OWNED MOBILE COMMUNICATION DEVICES/RECORDING DEVICES ON CAMPUS

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.

POLICY ON POSTDOCTORAL FELLOWS ATTENDING GSBS COURSES

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

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

A. Student Responsibilities
1. RowanGSBS 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 RowanGSBS: 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;
   c. as biomedical scientists or future health care professionals 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;
   d. as members of the RowanGSBS community: the responsibility to comply with the Code of Professional Conduct (see “Academic Integrity in the GSBS” section)

2. Each 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. Violations of the Code may be considered a failure to adhere to the academic standards of the School.

For the RowanGSBS Code of Professional Conduct, see the “Academic Integrity in the GSBS” section.

B. Student Rights
1. Students at RowanGSBS have the following rights: the academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately; 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 constitutions, laws and regulations; and the right to seek redress of grievances and have complaints heard.

2. Each 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.

3. Action may be taken to address a student’s ability to fulfill the Essential Functions required for participation in the course of study in which the student is enrolled pursuant to the University policy, Student Essential Functions.

D. Student Ombudsperson
The Dean shall designate an individual at the 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 consultative relationship with the Provost’s Office, 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. See the “Student and Housestaff Ombuds” section for designees.

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 whether occurring on campus or off campus:
1. infractions of Federal, state or local civil or criminal laws and regulations;
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. acts of harassment, intimidation or bullying, including any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic or any act that disrupts or interferes with the orderly operation of the school or the rights of other students and that:
   a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
   b. has the effect of insulting or demeaning any student or group of students; or
   c. creates a hostile environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student; or
   d. infringes on the rights of the student at the University. (Reprinted in part from: New Jersey Anti-Bullying Bill of Rights 2010 (N.J.S.A. 18A:37-14)).
5. acts of sexual harassment, including sexual violence or sexual coercion, whether or not the acts are the subject of civil or criminal action;
6. physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent;
7. stealing or other unethical means of acquiring materials and documents;
8. forging of any material or document;
9. falsification or fabrication of any document or data;
10. plagiarism;
11. preventing or interfering with other students in the fulfillment of their academic assignments;
12. cheating;
13. conduct that causes a material and substantial disruption to the educational mission of the school or an individual’s work or study

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.
2. The Dean or his/her designee may attempt to resolve the matter with the accused student, except in cases involving allegations of sexual violence or sexual coercion, which are not permitted to be resolved informally but must be forwarded by the Dean to the Hearing Body. A complainant alleging sexual harassment will not be required to meet in person with the accused at any time. In addition, if the Dean or his/her designee concludes that the matter cannot or should not be resolved informally, 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 four members, two of whom must be students, 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, as defined by the Family Educational Rights and Privacy Act, 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. Students may be accompanied by a non-attorney advocate during the hearing to consult privately with the student and, at the student’s request, to present a final statement on the student’s behalf. No other participation by the advocate is permitted.

d. The burden of proof shall rest with the complainant. The standard of proof shall be the preponderance of the evidence standard (i.e. it is more likely than not that the offense occurred).

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 General Counsel in procedural matters. Hearing Body procedures shall, at a minimum, ensure:

   i. that all allegations be fully heard and considered by the Hearing Body, whether or not the accused student admits committing the offense;

   ii. that witnesses designated by the complainant, the accused, the School administration or the Hearing Body be heard and that the accused be permitted to be present during testimony; 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;

   iii. that, subject to protections provided by FERPA, both the complainant and the accused be afforded similar and timely access to any information that is considered by the Hearing Body;

   iv. 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;

   v. that the Hearing Body complete its hearing procedures within forty (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;

   vi. that the recommendations of the Hearing Body may consist of any or no disciplinary action, based on the factual findings, the severity of the infraction, 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 specific period of time during which conditions may be placed on the student’s enrollment, and the student’s academic achievement and/or conduct monitored by the School; findings by the Hearing Body of additional disciplinary infractions during this period will result in the dismissal of the student.

      d) Suspension: a specific period during which the student is barred from enrollment.

      e) Dismissal: severing of the affiliation between the student and the School.

      f) Withholding of degree or certificate: temporary or permanent withholding of degree or certificate.

      g) Degree or certificate revocation.

   vii. 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, neither School nor other Rowan University administrative officers, faculty, staff or representative may advise an accused student or his/her representative in any matter relating to the disciplinary action, except for explanation of the procedures to be followed. 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 may review any education records of involved students, seek information and consult with any other party, including the student, complainant and members of the Hearing Body. Except in extraordinary circumstances, (notice of which shall be provided by the Dean to the accused student and the complainant) the Dean or his/her designee shall, within thirty (30) working days of the last submission by any party of written exceptions by any party, render 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. The Dean’s decision shall be rendered earlier if the accused student is expected to graduate before the expiration of this thirty working day period.

7. Within five (5) working days of receipt of the Dean's decision, the accused student and, solely in matters alleging sexual harassment, violence or coercion, the complainant 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, review any education records of involved students and seek information and consult with any other party, including the student, complainant, members of the Hearing Body and the Dean. Except in extraordinary circumstances, (notice of which shall be provided by the Dean to the accused student and the complainant) the Executive Vice President for Academic and Clinical Affairs shall, within thirty (30) working days, render a non-appealable written decision and shall provide written copies of the decision to the student, the complainant, Hearing Body members and the Dean. Such decision shall be rendered earlier if the accused student is expected to graduate before the expiration of this thirty working day period.

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 General Counsel 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 disciplinary 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. Alternatively, action may be taken pursuant to the University policy, Student Involuntary Leave of Absence and Involuntary Withdrawal.

11. Delays in any time period requirements in disciplinary procedures may be made by written agreement by the accused and the Dean or his/her designee, 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 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. Permitted Communications and Confidentiality
To promote the safety and/or welfare of a student and/or of others, and to the extent permitted by FERPA and other applicable laws, the School or University officials may, when appropriate, report incidents of disruptive behavior, or other conduct of serious concern, to the student’s next of kin and/or to other appropriate School or University officials or health care or counseling providers, or to law enforcement agencies.

Except for such reports and communications made pursuant to this policy, and to the extent permitted by FERPA and other applicable laws, 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.

STUDENT SEXUAL MISCONDUCT AND HARASSMENT POLICY

http://www.rowan.edu/som/gsbstrat/GSBSPolicies.htm

Student members of the University community have the right to access and benefit from the educational and other programs and services of the University free from any form of sexual violence, harassment or exploitation. Rowan University does not tolerate sexual misconduct or harassment of any kind. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

When an allegation of a violation of this policy is brought to the attention of the University, the University will investigate the violation to the best of its ability. The University will also take steps to bring the behavior that is in violation to an end, prevent further violations by the perpetrator(s), and, to the best of its ability, remedy any adverse impact of the violation.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct or harassment in order to protect students’ rights and the personal safety of members of the community. Such measures include, but are not limited to, modification of living arrangements or suspension of housing privileges, interim suspension from campus pending a hearing, and reporting to police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from official warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the person accused of sexual misconduct or harassment.

I. Prohibited Conduct

Sexual Misconduct Offenses
Any of the following forms of behavior will be considered a violation of this policy:

1. Non-Consensual Sexual Contact—any intentional sexual touching, however slight, with any body part or any object, without consent.
2. Non-Consensual Sexual Intercourse or Penetration—any sexual intercourse or penetration (vaginal, anal or oral), however slight, with any body part or any object, without consent.
3. Sexual Exploitation—behavior that takes non-consensual sexual advantage of any person to benefit any other person when the behavior does not otherwise constitute a sexual misconduct violation. Examples of sexual exploitation include, but are not limited to:
   • prostituting another person;
   • non-consensual video or audio-recording of sexual activity, or transmitting or distributing video or audio-recordings without permission;
   • voyeurism or spying on persons where they have a reasonable expectation of privacy; knowingly transmitting a sexually transmitted infection or HIV to another person;
   • stalking with a sexual component. Stalking may take many forms, including persistent calling, texting, or posting on a social networking site as well as physical stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature sexual misconduct has occurred.
4. Domestic/Relationship violence—any violence by a person with whom the victim shares a history of a romantic or intimate relationship.
5. Other Sexual Misconduct—inappropriate sexual behaviors not covered previously in this section. Examples include but are not limited to sexual activity in public places.

Sexual Harassment Offenses
Any gender based verbal or physical conduct that unreasonably interferes with or deprives others of their right to access and benefit from the educational and other programs and services of the University is a violation of this policy. Sexual harassment offenses fall into two general categories.

*Hostile Environment*—harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive that it substantially interferes with the conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

The determination of whether an environment is “hostile” will be based on all of the circumstances. These circumstances could include but are not limited to:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- whether the conduct was directed at a specific individual or more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the alleged victim’s educational or work performance; or
- whether the statement is an utterance of an epithet which offends an employee or student, or offends by discourtesy or rudeness;
- whether the speech or conduct is excluded from the protections of free speech or academic freedom.

*Quid-pro-Quo*—A violation of this type exists when there are:

- unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- submission to or rejection of such conduct results in adverse educational access or employment action.

II. Consent
In order for individuals to engage in sexual contact of any kind, there must be clear consent between the individuals involved.

- The person giving consent must be capable of doing so freely, with the ability to understand what they are doing and the who, what, when, where and how of the sexual contact they are consenting to.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
• It is the obligation of the person initiating sexual contact to obtain clear consent for the specific type of sexual contact sought.
• Silence or passivity without words or actions that communicate mutually understandable permission cannot be assumed to convey consent.
• Consent for one form of sexual contact does not imply consent to other forms.
• Past consent does not constitute consent for future sexual activity. Use of violence, threats, coercion, or intimidation invalidates any consent given.
• Persons who are incapacitated due to the use of drugs or alcohol cannot give consent.
• Consent cannot be given by a person who is unconscious or sleeping. If consent has been given while a person is conscious or awake, and then that person becomes unconscious or falls asleep, consent terminates at that point.
• Persons, who are unable to give valid consent under the law, will be considered unable to give consent under this policy.
• The University will apply a reasonable person standard in determining whether or not consent was given and whether a person was incapacitated, unless otherwise required by law.

III. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Other Relevant Laws
Sex discrimination includes sexual harassment and sexual assault and may violate the New Jersey Law Against Discrimination, N.J.S.A 10:5-1 et seq.

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Rowan University. While compliance with the law is everyone’s responsibility at Rowan, listed below are the staff members who have primary responsibility for Title IX compliance. Rowan University has designated the Assistant Vice President of Equity and Diversity as the Title IX Coordinator for all matters related to sexual discrimination at the University and to coordinate the efforts of the University to comply with the Title IX law.

Title IX Coordinator
For Faculty, Staff and Visitors
Dr. Johanna Velez-Yelin
Assistant Vice President of Equity and Diversity/
Chief Equity Compliance Officer
Diversity and Equity Office, 124 Linden Hall
856-256-5440
velez-yelin@rowan.edu
Responsibilities: Monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community. The Assistant Vice President should be contacted for all complaints against faculty, staff and visitors, including those complaints filed by students. Develop and participate in activities to raise awareness regarding sex/gender issues and related institutional policies.

Title IX Deputy Coordinators
For Students:
Dr. Penny McPherson-Barnes
Associate Dean for Academic Enrichment/Director of EOF/MAP
EOF/MAP Office, 345 Savitz Hall
856-256-4086
barnesp@rowan.edu

Mr. Joseph Mulligan
Associate Dean for Civic Involvement
Student Center 2nd floor
856-256-4242
mulligan@rowan.edu

Mr. Travis Douglas
Director Residential Learning and University Housing
Savitz Ground Floor
856-256-4266
douglast@rowan.edu
Responsibilities: Compliance for matters involving students, including training, education, communication, and administration of grievance procedure for all complaints against students.

For Athletics:
Ms. Penny Kempf
Associate Director Athletics
Athletics Office, Esby Gym
856-256-4679
kempf@rowan.edu
Responsibilities: Compliance for matters involving complaints about gender equity and sexual misconduct in Rowan athletic programs.

For Cooper Medical School of Rowan University:
Ms. Marion Lombardi
Chief Student Affairs Officer
Room 366
CMSRU Medical Education Building
Camden, NJ
856-361-2850
lombardim@rowan.edu
Responsibilities: Compliance for matters involving students of Cooper Medical School of Rowan University, including training, education, communication, and administration of grievance procedure for all complaints against students.

For Rowan University School of Osteopathic Medicine:
Ms. Paula Watkins
Assistant Dean for Admissions
Admissions Office, Suite 210 Academic Center
One Medical Center Drive
Stratford, NJ
856-566-7050
Email: fennerpa@rowan.edu
Responsibilities: Compliance for matters involving students of Rowan University School of Osteopathic Medicine, including training, education, communication, and administration of grievance procedure for all complaints against students.

For Graduate School of Biomedical Sciences:
Dr. Diane Worrad
Director
42 East Laurel Road
UDP, Suite 2200
Stratford, NJ
856-566-6282
Email: worrad@rowan.edu
Responsibilities: Compliance for matters involving students of Graduate School of Biomedical Sciences, including training, education, communication, and administration of grievance procedure for all complaints against students.

IV. Reporting Options
Students and those who have knowledge of sexual misconduct or harassment are strongly encouraged to report this information as soon as possible. Prompt reporting of incidents greatly improves the ability of the University and law enforcement to provide support resources to victims and to address the violations effectively. Although there is no time limit for reporting sexual harassment or misconduct offences, delays in reporting may reduce the ability of the University and law enforcement to investigate and respond to incidents. Students can use the Title IX Complaint Form to report an incident.

Where criminal behavior is involved, the University encourages reporting to law enforcement. However, reporting to law enforcement is not required for students to report an incident to the University. A student may choose to report to the University even before they have made a decision about whether or not to report to law enforcement. A student’s choice not to pursue a criminal complaint with law enforcement will not limit their rights or options under this policy. Complaints of sexual misconduct or harassment and Title IX Complaint Forms can be sent to any of the following University administrators:

- Dr. Johanna Velez-Yelin - Assistant Vice President of Equity and Diversity and Title IX Coordinator (856-256-5440)
- Dr. Penny McPherson-Barnes - Associate Dean for Academic Enrichment/Director of EOF/MAP-Title IX Deputy Coordinator (856-256-4086)
- Mr. Joseph Mulligan - Associate Dean for Civic Involvement and Title IX Deputy Coordinator (856-256-4242)
- Mr. Travis Douglas - Director of Residential Learning and University Housing and Title IX Deputy Coordinator (856-256-4266)
- Ms. Penny Kempf, Associate Director Athletics and Title IX Deputy Coordinator (856-256-4679)
- Ms. Marion Lombardi - Chief Student Affairs Officer of Cooper Medical School of Rowan University and Title IX Deputy Coordinator (856-361-2850)
- Ms. Paula Watkins, Assistant Dean for Admissions for Rowan University School of Osteopathic Medicine and Title IX Deputy Coordinator (856-566-7050)
- Dr. Diane Worrad – Director of Graduate School of Biomedical Sciences and Title IX Deputy Coordinator (856-566-6282)

The complaint should contain a concise statement of the alleged violations of the Student Sexual Misconduct and Harassment Policy and a detailed statement of the facts supporting the alleged violations. When a designated administrator receives a complaint of a violation, the administrator will provide information about options and resources available to the student(s) involved. The administrator will collect basic information from the reporting party and will refer the complaint to a designated University administrator for further investigation.

Where criminal behavior is involved, complaints may be filed with the law enforcement agency that has jurisdiction in the place where the crime took place. For offenses that occur on the University campus, that agency is Rowan Public Safety, 856-256-4911. Rowan Public Safety can assist students in contacting and filing a complaint with any other agency when the incident did not occur on campus.

For complaints in which an employee is involved, students have the right to file a complaint with the New Jersey Division of Civil Rights or the U.S. Equal Employment Opportunity Commission. Students can also file an internal complaint at the Office of Equity and Diversity. A copy of the New Jersey Policy Prohibiting Discrimination in the Workplace and the corresponding Model Procedures is available in the Office of Equity and Diversity or at the website: www.rowan.edu/equity.

**Retaliation**

Any harassment or adverse employment or educational action taken against a person because of that person’s participation in a complaint or investigation of discrimination or sexual misconduct is a violation of this policy, and will result in immediate action by the University to stop the retaliatory behavior, prevent further violations by the perpetrator(s), and remedy any adverse impact of the violation.

**V. Confidentiality**

When the University is made aware of a report or allegation of sexual misconduct or harassment, the University will endeavor to maintain the confidentiality of the matter and of all individuals involved to the extent permitted by law. The University will balance the needs of the individuals involved (victim and accused) with its obligation to fully investigate allegations and to protect the safety and wellbeing of the community at large. In all cases, the University and its employees will respect the dignity and rights of all individuals involved.
When consulting campus resources, victims should be aware that certain campus authorities are mandated to report and take action after receiving information regarding sexual misconduct and harassment. These include but are not limited to, Public Safety Police and Security Officers, managers and supervisors, coaches, club and organization advisors, faculty, Deans, and Residential Learning staff (RAs, RDs, and RLCs).

If you wish to speak to employees of the University confidentially, ask them about their ability to maintain confidentiality. Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the University.

Confidential Resources
Students who desire that details of an incident be kept confidential can receive confidential services through the Counseling & Psychological Services Center (856-256-4222). There are counselors available with specialized training to support victims of sexual violence. Counselors are available to help you free of charge, and can be seen on an emergency basis. The Student Health Center (856-256-4333) can also provide confidential consultation with victims and may offer treatment to prevent sexually transmitted infections or pregnancy. In circumstances where the Health Center is unable to offer these services, they will provide a referral to an appropriate medical resource. In addition, you may speak on and off campus with members of the clergy, who will also keep reports made to them confidential.

When speaking with these resources, your right to confidentiality is legally protected. However, there are limits to this protection in specific situations. If you disclose that the incident involved the use of a weapon or other contraband as defined by New Jersey law, or there is an ongoing threat or danger to the safety of another person (particularly children or the elderly), these resources may be required to report the incident to police.

Federal Statistical Reporting Obligations
Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, etc.-with addresses withheld), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety.

Mandated federal reporters include: Student Life managers or supervisors, campus law enforcement, local police, coaches, athletic directors, Resident Assistants and Resident Directors, student activities staff, human resources staff, advisors to student organizations and any other staff members with significant responsibility for student and campus activities.

Federal Timely Warning Obligations
Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the community. The University will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make decisions related to their safety in light of the danger. The individuals required to report for timely warning purposes are exactly the same as detailed at the end of the previous paragraph.

VI. Rights of Complainants and Accused Students
- The right to request a Campus No Contact Directive against another student who has engaged in or threatens to engage in an act of sexual misconduct or harassment which presents a danger to the welfare of the complainant or others.
- The right to request a No Contact directive against another student involved in a complaint.
- The right to a reasonable investigation and appropriate resolution of all credible formal complaints.
- The right to have a hearing.
- The right to have a support person (Advisor) of their choosing accompany and assist them throughout the Student Disciplinary Process. The Advisor may not speak or take part directly in the hearing itself, though the student may request a recess to confer with their respective Advisor.
- The right to consult with an attorney at their own expense outside the Student Disciplinary Process. An attorney may not speak or take part directly in the hearing itself but is permitted to serve as an Advisor.
• The right to have the University compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
• The right to petition that any Administrative Hearing Officer/Sexual Misconduct & Harassment Hearing Board member be removed on the basis of bias.
• The right to be present for all information given and evidence presented at a hearing.
• The right to present relevant witnesses at a hearing, including expert witnesses.
• The right to submit a written Impact Statement at the conclusion of the hearing and to have that statement considered by the Administrative Hearing Officer/Sexual Misconduct & Harassment Hearing Board in determining its sanction if it has been determined that the accused violated the Student Sexual Misconduct and Harassment Policy.
• The right to receive written notice of the outcome and sanction(s) of the hearing.
• The right to appeal the finding and sanction of the Administrative Hearing Officer/Sexual Misconduct & Harassment Hearing Board in accordance with the provisions of the Student Sexual Misconduct and Harassment Policy.
• The right to be informed in advance of any public release of information regarding the formal complaint to the extent possible and as allowed by law.
• The right to be free from retaliation.

VII. Procedures

Voluntary Resolution Procedures
1. Some complaints of sexual misconduct can be resolved through voluntary problem resolution processes between parties. The Title IX Coordinator or appropriate administrator may arrange for/or facilitate mediation between the involved parties or coordinate other voluntary problem resolution.
2. The University reserves the right to extend time periods identified in this policy. The resolution of a complaint will be completed within 60 days, unless extraordinary circumstances exist.
3. Once a report of sexual misconduct has been made, voluntary resolution procedures will be initiated within seven calendar days. Details of the complaint will be given to the accused during the first investigatory interview.
4. Voluntary Resolution Procedures are optional and may be used when the University determines that it is appropriate. Voluntary procedures are never applied in cases involving violence or nonconsensual sexual intercourse or penetration.
5. An investigation into the report will be conducted by the Title IX Coordinator or appropriate administrator. For reports involving allegations against University employees, the Title IX Coordinator and Director of Human Resources may jointly conduct the investigation and resolve the issue according to employee policy.
6. Once the Voluntary Resolution Procedure is complete, written notification to both parties will be given by the Title IX Coordinator or appropriate administrator. If either party is unsatisfied with the outcome of the voluntary resolution procedure, the formal resolution procedure may be pursued.

Formal Resolution Procedures
1. The formal resolution procedure will be followed when the University determines it is necessary.
2. The University reserves the right to extend time periods identified in this policy. The resolution of a complaint will be completed within 60 days, unless extraordinary circumstances exist.
3. Once a report of sexual misconduct has been made, an investigation into the report will be initiated by the Title IX Coordinator or appropriate administrator within seven calendar days. For reports involving allegations against University employees, the Title IX Coordinator and Director of Human Resources may jointly conduct the investigation and resolve the issue according to employee policy.
4. The investigation may include any of the following: interviews of the parties involved, including witnesses, review of written statements, and the gathering of other relevant information.
5. For reports in which the accused is a student, the complainant may initiate charges through the Student Disciplinary Process which is found in Section F of the Rowan Student Code of Conduct.
6. Once the accused has been notified of the formal written complaint, the complainant and the accused will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint. Details of the complaint will be given to the accused during the first investigatory interview.
7. Findings will be based on a “Preponderance of the Evidence” standard which means whether “It is more likely than not” that a violation of the Sexual Misconduct and Harassment Policy occurred.
8. When investigative findings do not substantiate a violation, a hearing may be requested by either party within 5 business days (exceptions may be made in extenuating circumstances).
9. The Student Disciplinary Process will be confidential to the extent possible and as allowed by law.
10. For complaints that will be adjudicated by the Student Disciplinary Process, the appropriate adjudicator will be determined as follows:
   • **Administrative Hearing Officer** - If the alleged violation is one for which the accused student could not be suspended or expelled from the University, the complaint will be heard by an Administrative Hearing Officer.
   • **Sexual Misconduct & Harassment Hearing Board** - If the alleged violation is one for which the accused student could likely be suspended or expelled from the University, the complaint will be heard by the Sexual Misconduct & Harassment Hearing Board.
11. The accused and complainant will be informed in writing of the date and time of the hearing before the Sexual Misconduct & Harassment Hearing Board or appropriate Administrative Hearing Officer.
12. The accused and complainant will have the opportunity to make a request to the Associate Dean for Civic Involvement for witnesses to participate in the hearing on their behalf. Witnesses will be approved based on the relevance of the information that they are expected to provide.
13. The accused and complainant must notify the Associate Dean of any advisors and witnesses attending the hearing 5 business days prior to the hearing.
14. Any additional scheduling requests must be directed to the Associate Dean to be determined.
15. If a sexual misconduct or harassment case based on the same alleged incident(s) is also being heard by a civil or criminal court, the University retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action (such as No Contact Directives, removal from campus residence facilities, removing a student from a class or classes or Interim Suspension) to maintain the safety of the parties involved and the campus.
16. The University will attempt to schedule a hearing within 20 business days after the accused has received the formal complaint.
17. Modifications to Sexual Misconduct & Harassment Hearing Board procedures for sexual misconduct and harassment complaints
   • The Associate Dean for Civic Involvement (or designee) will assemble a Sexual Misconduct & Harassment Hearing Board of at least three trained staff members to hear sexual misconduct and harassment cases and will serve as the Chair. Each Sexual Misconduct & Harassment Hearing Board will be composed of representatives of both genders.
   • All hearings will be closed to the public.
   • Each Board member must indicate to the Associate Dean within 3 days prior to the hearing whether they have knowledge of the participants in the case that may impair—or may be perceived to impair—their ability to hear and determine a case impartially, and to excuse themselves if their participation might compromise the integrity of the hearing process.
   • All hearings will be audio recorded. A digital file will be made available to the complainant and/or accused student in the event a request for an appeal is filed.
   • Board members will be provided with access to written information and evidence at least 24 hours prior to the hearing.
   • The accused student and complainant may each be accompanied by an Advisor. The Advisors are present to support the accused student and complainant, and to provide advice on procedural matters. The Advisors do not have speaking privileges during the hearing. A hearing will not be cancelled or postponed in the event an Advisor does not attend. If the Advisor is not able to attend, the accused student or complainant should arrange for a substitute.
   • If the accused student or complainant fails to appear at the hearing, the matter will be resolved in their absence.
   • Witnesses may be present at the hearing only at the time they are called to participate. A hearing will not be cancelled or postponed if a scheduled witness does not attend.
   • Written statements of witnesses not in attendance due to extraordinary circumstances may be considered by the Sexual Misconduct & Harassment Hearing Board, if approved by the Chair.
   • In making its determination the Sexual Misconduct & Harassment Hearing Board will consider only the evidence admitted at the hearing and the admission of evidence will be within the discretion of the Chair.
• At the start of the hearing, the Chair will ask the accused student if they have received the formal complaint, and if they understand the nature of the formal complaint.
• The designated administrator will present the formal complaint along with the information obtained through the investigative process to the Sexual Misconduct & Harassment Hearing Board. Only the information and evidence related to the alleged violations set forth in the formal complaint will be considered.
• The remainder of the hearing will customarily proceed in the following order:
  1) Opening statement from complainant.
  2) Opening statement from accused student.
  3) Complainant and accused student questioning of witnesses (each witness will be questioned separately).
  4) Board questioning of witnesses (each witness will be questioned separately then excused).
  5) Board questioning of complainant and accused student.
  6) Accused student’s responding statement.
  7) Complainant’s responding statement.
  8) Final questions from Board
  9) Accused student’s closing statement.
 10) Complainant’s closing statement.
• The Sexual Misconduct & Harassment Hearing Board will deliberate in private and make an appropriate determination based on the information presented during the hearing.
• The Sexual Misconduct & Harassment Hearing Board by a majority decision will determine whether or not the accused student violated the Sexual Misconduct and Harassment Policy as alleged in the formal complaint by finding either: “In violation” or “Not in violation” of the Sexual Misconduct and Harassment Policy. The Sexual Misconduct & Harassment Hearing Board’s determination will be based on a “Preponderance of the Evidence” standard which means whether “It is more likely than not” that a violation of the Sexual Misconduct and Harassment Policy occurred.
• If a determination of “In violation”, is rendered the Sexual Misconduct & Harassment Hearing Board will determine an appropriate sanction(s) consistent with those specified in the Rowan University Student Code of Conduct, Section G5. “Standard Sanctions for Sexual Misconduct and Harassment Violations”
• The Sexual Misconduct & Harassment Hearing Board will have up to ten days to render a decision.
• The Associate Dean will notify both the complainant and accused student in writing of the decision.
• Both the complainant and the accused student may file a written appeal of the decision in accordance with established procedures (See Section VIII of the Student Sexual Misconduct and Harassment Policy)

VIII. Appeals

1. Upon receiving notification of the outcome of a case, the accused student, complainant, or the victim may file an appeal under the following circumstances:
   a. The specified procedural error(s) or error(s) in the interpretation of University regulations is so substantial as to effectively deny the participant a fair hearing.
   b. New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing.
   c. A belief that the sanction is inappropriate in light of the violation
   d. The facts of the case were insufficient to establish that a violation occurred. If information is brought to the Vice President/Dean of Students that merits an appeal under any of the reasons stated above, the Vice President or his designee can also file an appeal request.
2. All appeals must be made within five (5) business days of the date on the letter informing the parties of the decision. Appeals must be submitted in writing to the Associate Dean for Civic Involvement and should explain in detail the basis of the request, including any supporting documentation.
3. Upon receipt of the written appeal, the Associate Dean for Civic Involvement will defer the imposition of the sanction(s) pending the decision on the appeal. Note: Interim Suspension as well as any other prior restrictions will remain in effect during the appeal process.
4. Cases adjudicated by the Sexual Misconduct & Harassment Hearing Board will be forwarded to the Sexual Misconduct & Harassment Appeals Board. All other cases will be forwarded to the Vice President for Student Life/Dean of Students or designee.
5. An appeal will be responded to within 15 days and a final decision will be issued in writing either accepting or denying the appeal and giving the reasons for this decision.
6. The Sexual Misconduct & Harassment Appeals Board:
   a. The Associate Dean for Civic Involvement convenes the Sexual Misconduct & Harassment Appeals Board. The Board is comprised of three members of the University’s Administration (appointed by the Office of the President). Designees may be used in any of the positions. Each member must be in attendance for a quorum.
   b. The Sexual Misconduct & Harassment Appeals Board will review the written appeal and all documentation contained in the case file in a closed meeting. The decision to deny or uphold the appeal will be made by a simple majority vote. If an appeal is upheld based on procedural error or new information (reasons a or b above), the case will be remanded to the Sexual Misconduct & Harassment Hearing Board for re-opening of the hearing. If an appeal is upheld based on disproportionate sanction or lack of sufficient information (reasons c or d above), the Sexual Misconduct & Harassment Appeals Board will render the appropriate determination and/or sanction.
   c. Normally, all Sexual Misconduct & Harassment Appeals Board decisions are final and will be forwarded to the Office of Community Standards and Commuter Services for immediate implementation. For cases involving an expulsion of a student, the accused student, complainant, victim or the Vice President for Student Life/Dean of Students or designee (in Sexual Misconduct & Harassment Hearing Board cases) may request that the President of the University review the decision of the Sexual Misconduct & Harassment Appeals Board.
   d. A request for review by the President must be made within two (2) business days of the date on the letter informing the parties of the Sexual Misconduct & Harassment Appeals Board decision. The request must be submitted in writing to the Office of Community Standards and Commuter Services and must include clear and convincing reasons to change the decision of the Sexual Misconduct & Harassment Appeals Board. The President may or may not elect to review a decision. The request for review will be responded to within 15 days by the Office of the President.
7. When it is not possible for the Sexual Misconduct & Harassment Appeals Board to meet within the established a time, an appeal from Sexual Misconduct & Harassment Hearing Board cases may be reviewed by the Vice President for Student Life/Dean of Students for final disposition.
8. The appeals process described will be the final step in the discipline process and constitutes final agency action.

IX. Consequences
1. An Administrative Hearing Officer/ Sexual Misconduct & Harassment Hearing Board will determine the most appropriate sanction in each specific case, taking into consideration the severity of the conduct represented in the complaint as well as any mitigating circumstances. Neither the Administrative Hearing Officer, Sexual Misconduct & Harassment Hearing Board nor any appeals body or officer will deviate from the range of standard sanctions unless compelling justification exists to do so.

Standard Sanctions for Sexual Misconduct and Harassment Violations
A. Any violation involving the use, attempted use; or threat of use of a weapon or other dangerous, illegal, or hazardous, object; or, the use or attempted use of a drug or intoxicant to incapacitate a person.
   •University Expulsion, Notification of Parent/Guardian
B. Any form of non-consensual sexual intercourse or penetration
   •University Expulsion, University Suspension, Notification of Parent/Guardian
C. Non-consensual Sexual Contact without use of a weapon, drug or intoxicant; Sexual Exploitation or Sexual Harassment
   •Disciplinary probation, University Suspension, or Expulsion; Suspension of Campus Housing Privileges (if the student is not Suspended from the University and lives in Campus Housing), educational sanctions, Notification of Parent/Guardian
2. The University will take reasonable steps to remedy the discriminatory effects on the victim(s) and others. Examples of such remedies may include: No Contact Directives, change of on-campus student housing
assignment, exam (paper or assignment) rescheduling, taking an incomplete grade in a class, transferring of class sections, alternative course completion options, etc.

3. The University will take reasonable steps to prevent the recurrence of sexual misconduct in any form. If recurrence takes place, those responsible for such behavior may be subject to additional disciplinary action.

4. The University prohibits retaliation against any individual who in good faith reports sexual misconduct or harassment or participates in any investigation of such complaints. Retaliation is a serious violation of this policy and, like the harassment itself, will be subject to disciplinary action.

IX. Special Provisions
Alternative Testimony Options
For complainants, alternative testimony options will be provided. Options include, placing a privacy screen in the hearing room, providing testimony from another room via video or other options that provide a safe space for participation while not depriving the accused student of their rights in the process. While alternative testimony options are intended to help make the complainant more comfortable, they are not intended to work to the disadvantage of the accused student.

Attempted Violations In most circumstances, the University will treat attempts to commit any of the violations described in this policy as if those attempts had been completed, and students will be subject to disciplinary action accordingly.

False Reports The University does not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Immunity from Disciplinary Action The welfare of students in our community is of paramount importance. It is in the best interests of this community that as many victims as possible choose to report incidents involving sexual misconduct or harassment. The University encourages the reporting of sexual misconduct and harassment violations. The University also encourages students to offer help and assistance to others in need. This is true even when the student who has a complaint or a witness may have a concern that his or her own actions, including drug or alcohol use, may have violated university policies. Under the Good Samaritan Practice, the University will not pursue disciplinary action for drug or alcohol violations, or most other violations of the Code of Student Conduct, against a victim or witness who comes forward in good faith to report sexual misconduct or harassment. While violations cannot always be completely overlooked, the university will provide educational options rather than punishment, in such cases. This limited immunity does not extend to the perpetrator(s) of the sexual misconduct or harassment, crimes of violence, or other serious criminal behavior.

Notification of Outcomes The outcome of a campus disciplinary hearing is part of the education record of the accused student and is protected from release under FERPA. However the University observes the exceptions as follows:

- Victims of incidents charged under the Sexual Misconduct and Harassment Policy have a right to be informed of the outcome and sanctions of the hearing, in writing. Victims are also permitted to submit an appeal.
- Students who bring a complaint against faculty or staff under the Sexual Misconduct and Harassment Policy may be informed of the outcome and sanction.
- The University may release publicly the name, nature of the offense and sanction for any student who is found in violation of a University policy that is a sex offense or crime of violence (refer to Student Code of Conduct, Sections A & K)
- Parents or guardians of the accused student may be notified for cases involving sex offenses or crimes of violence (refer to Student Code of Conduct, Sections A & K)

Past Sexual History/Character The past sexual history or sexual character of a student will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Chair. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the Associate Dean. If, in the past, the accused student was found to have violated the Student Sexual Misconduct and Harassment Policy, the information related to that past violation may be considered in the hearing if: (a) The...
previous violation was substantially similar to the present complaint; and (b) The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

**University as Complainant** As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate campus disciplinary proceedings without a formal complaint by the victim of sexual misconduct or harassment.

**X. New Jersey Sexual Assault Victim’s Bill of Rights**

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends. The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

**Bill of Rights** The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey, and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

**Human Dignity Rights:** to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy; to have any allegations of sexual assault treated seriously; the right to be treated with dignity; to be free from any suggestion that victims are responsible for the commission of crimes against them; to be free from any pressure from campus personnel to: report crimes if the victim does not wish to do so, report crimes as lesser offenses than the victim perceives the crime to be, refrain from reporting crimes, refrain from reporting crimes to avoid unwanted personal publicity.

**Rights to Resources On and Off Campus:** to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities; to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling; to be informed of and assisted in exercising: any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy, any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

**Campus Judicial Rights:** to be afforded the same access to legal assistance as the accused; to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused; to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

**Legal Rights:** to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported; to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities; to receive full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

**Campus Intervention Rights:** to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants; to be notified of the options for and provide assistance in changing academic and living situations if such changes are reasonably available.
<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Graduate Biochemistry</td>
<td>Molecular Biology of the Cell</td>
<td>Establish Thesis Advisory Committee before 6/1</td>
</tr>
<tr>
<td></td>
<td>Graduate Genetics ('13, '15)</td>
<td>Molecular Oncology ('14, '16)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell Culture &amp; Stem Cells ('14, '16)</td>
<td>Biomolecular Interactions ('15, '17)</td>
<td>Student Advisory Meeting before 7/1</td>
</tr>
<tr>
<td></td>
<td>Critical Readings</td>
<td>Scientific Writing ('14, '16)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experimental Design ('15, '17)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lab rotation A (09-14-15 to 10-30-15)</td>
<td>Lab rotation C (01-11-16 to 02-26-16)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lab rotation B (11-02-15 to 12-18-15)</td>
<td>Lab rotation D (03-01-16 to 04-16-16) (optional)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>9/10/11</strong></td>
</tr>
<tr>
<td>2</td>
<td>Cell Culture &amp; Stem Cells ('14, '16)</td>
<td>Biomolecular Interactions ('15, '17)</td>
<td>Qualifying Exam</td>
</tr>
<tr>
<td></td>
<td>Graduate Genetics ('13, '15)</td>
<td>Molecular Oncology ('14, '16)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Critical Readings</td>
<td>Experimental Design ('15, '17)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scientific Writing ('14, '16)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bioethics in Science &amp; Medicine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research in Cell &amp; Molecular Biology</td>
<td>Research in Cell &amp; Molecular Biology</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>11/12</strong></td>
</tr>
<tr>
<td>3+</td>
<td>Thesis Research/PhD</td>
<td>Thesis Research/PhD</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>
# GSBS DO/PhD Program Curriculum Schedule

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOM 1</td>
<td>Lab rotation A</td>
<td>Lab rotation B</td>
<td>COMLEX I must be completed</td>
</tr>
<tr>
<td>SOM 2</td>
<td>Lab rotation B</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GSBS 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Biochemistry 4</td>
<td>Molecular Biology of the Cell 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Genetics (’13, ’15)</td>
<td>Molecular Oncology (’14, ’16)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell Culture &amp; Stem Cells (’14, ’16)</td>
<td>Biomolecular Interactions (’15, ’17)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Critical Readings 2</td>
<td>Scientific Writing (’14, ’16)</td>
<td>Establish Thesis Advisory Committee before 2/15</td>
</tr>
<tr>
<td></td>
<td>Lab rotation C (09-14-15 to 10-30-15)</td>
<td>Research in Cell and Molecular Biology 5</td>
<td>Student Advisory Meeting before 4/15.</td>
</tr>
<tr>
<td></td>
<td>Lab rotation D (11-02-15 to 12-18-15)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong> 9/10</td>
<td><strong>TOTAL CREDITS</strong> 13/14</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GSBS 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Genetics (’13, ’15)</td>
<td>Molecular Oncology (’14, ’16)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Critical Readings 2</td>
<td>Experimental Design (’15, ’17)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scientific Writing (’14, ’16)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bioethics in Science &amp; Medicine 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thesis Research/DO-PhD 5</td>
<td>Thesis Research/DO-PhD 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong> 9</td>
<td><strong>TOTAL CREDITS</strong> 11/12</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GSBS 3+</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thesis Research/PhD 10</td>
<td>Thesis Research/PhD 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong> 10</td>
<td><strong>TOTAL CREDITS</strong> 10</td>
<td></td>
</tr>
</tbody>
</table>
Article I Name

Section I The name of the organization shall be “The Graduate Biomedical Student Association, Rowan University Graduate School of Biomedical Sciences”.

Article II Purpose

Section I The purpose of this association will be to cultivate and promote an enriching environment for conducting basic and biomedical sciences on our campus; to promote the self-improvement of graduate students, through both social involvement with the organization and via fraternalism; and to generally do all things advisable, desirable or necessary in the interest of graduate studies and the Graduate School of Biomedical Sciences.

Article III Membership

Section I The members of this association shall consist of those individuals in the active pursuit of a Doctor of Philosophy in Cell and Molecular Biology with a full-time status.

Article IV Government

Section I Legislative Body: The legislative body and governing body of this association shall be its active membership assembled at any Business Session, as provided in Article I of the Bylaws. All the privileges, powers, duties and functions granted this association are its accepted authority.

Section II Administrative Body: This association shall be administered by its active membership provided for in Article IV of the Bylaws.

Article V Officers and Representatives

Section I The elected representatives to the Association Executive Committee shall constitute the offices of President, Vice-President, Secretary, and Treasurer.

Section II The officers of the Association Executive Committee shall be elected annually by the members of the GBSA during the third week of August.

Section III Each representative to the Association Executive Committee shall be appointed by majority vote of the graduate students.

Section IV Each representative to the Executive Committee shall be appointed for one year.

Article VI Sessions

Section I The business sessions of the Association shall be conducted by the membership as provided in Article II of the Bylaws.

Article VII Quorum

Section I More than half of the active membership shall constitute a quorum at any meeting of the association. At any meeting in which attendance does not constitute a quorum, those present shall discuss the business at hand, but no votes shall be taken.

Article VIII Amendments
This Constitution and Bylaws may be amended by a 3/4 majority vote of all active members, provided the proposed amendment(s) has been presented at a previous meeting.

GRADUATE BIOMEDICAL STUDENT ASSOCIATION (GBSA)
BYLAWS

Article I  Membership

Section I  Classification
A. Active
B. Associate
C. Non-quorum

Section II  Qualifications
A. Active membership in this Association shall be limited to students registered as full-time PhD students in the RowanGSBS
B. Associate Membership is conferred by the Association to those students that hold non-matriculated status, or part time status (including non-biomedical sciences Masters Candidates) who do not pay dues
C. Non-quorum membership is conferred by the Association to those individuals not in the above two categories who attend a meeting, or meetings, of the Association.

Article II  Meetings

Section I  At least two meetings of the Association shall be held each year. The exact time and place shall be specified as required.

Section II  Special meetings of the Association may be called by the President or by the request of 5 members made to the President.

Article III  Money/Funds

Section I  All monies/funds required for the Association functions shall be approved by a 2/3 majority vote of the Executive Committee.

Section II  All money issues voted upon favorably are expected to be equally financed by all active members. Students with special membership may contribute to funds if so desired without obligation.

Article IV  Officers

Section I  Election of officers of the Association will take place during the third week of August will be determined by majority vote of the GBSA.

Section II  Permanent or temporary vacancies occurring in office shall be filled by appointment by the President for the unexpired term of office.

Section III  Term of office of all elected officers shall begin in August and end the following year when the new officers are elected.

Article V  Committees
Section I  Association committees shall be formulated by the Executive Committee. Association members requested for attendance at extra-association meetings, or to function as an extra-association member, shall be appointed by the President.

Section II  The duties and functions of committees shall be outlined at the time of their constitution.

Article VI  Responsibility of Officers

Section I  It shall be the duty of the President to preside at all Association meetings, to approve all bills for payment, sign all documents, appoint members to committees, and perform such other duties as are customary to his/her office. The President shall attend meetings of the Executive Council of the RowanGSBS at Stratford.

Section II  It shall be the duty of the Vice-President to assist the President in all duties as requested. He/she shall assume the duties of the President in his/her absence.

Section III  It shall be the duty of the Treasurer to keep a record of the financial transactions of the Association; to collect all monies; to pay out the same, provided assets are on hand and upon the presentation of a proper voucher, signed by the President. He/she shall make an accurate report of the Association's treasury at each meeting. It shall also be the duty of the Secretary to keep minutes of all Executive Committee meetings and to distribute notices for all GBSA events.

Section IV  At the expiration of all officers' terms, they shall turn over to their successors all records, books, and other properties relating to their offices.

Section V  It is the duty of all incumbent officers to orient officers-elect as to the duties of their offices.

Article VII  Rules of Order

Section I  The Association shall be governed in all matters not governed by the Constitution and Bylaws, by Roberts' Rules of Order, Revised.

Article V  Voting

Section I  When a constituted quorum is present at a meeting of the Association, a simple majority will decide whatever issue is before the body, not involving the Constitution and Bylaws.

Section II  When a constituted quorum is present at a meeting of the Executive Committee voting shall be by 2/3 majority.