



Virtua Health College
of Medicine & Life Sciences
of Rowan University

**SCHOOL OF
TRANSLATIONAL BIOMEDICAL
ENGINEERING & SCIENCES**

**General Information
STUDENT HANDBOOK
for
Translational Biomedical Graduate Studies**

2025-2026

FORWARD

Welcome to the Rowan-Virtua School of Translational Biomedical Engineering and Sciences (TBES). Within TBES are the Translational Biomedical Graduate Studies (TBGS) programs. While our primary location is on the Stratford campus of Rowan University, our students enjoy research and scholarship throughout the Rowan University campuses. The TBES Student Handbook will assist you in understanding the operations, procedures, and rules of TBES that are consistent across all of our graduate programs. This document provides useful information regarding specific student services available to you and a summary of Rowan University and TBES policies pertinent to our graduate students.

The Rowan-Virtua TBGS program supports the development of basic scientists, biomedical engineers, clinicians, and health professionals who will contribute new transformative knowledge to diverse biomedical disciplines through creative research and scholarship. Rigorous engaging curriculum and exemplary research training in state-of-the-art technologies, prepare our students to critically evaluate existing knowledge and to advance the frontiers of new knowledge in the biomedical sciences. In line with Rowan University's four pillars: Access, Affordability, Quality, and Economic Engine, TBES strives to prepare students for success and to overcome any challenges ahead.

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. We wish you all the best during your journey.

TBES adheres to all University policies and guidelines and reserves the right to modify the procedures and policies contained within this document according to updates from the University. Moreover, in the case of unintentional discrepancy, Rowan University policy supersedes any and all policies herein. Please check the TBES [website](#) regularly for the 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. Information 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.

TBES Rowan-Virtua School of Translational Biomedical Engineering & Sciences
TBGS Translational Biomedical Graduate Studies

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TBES ADMINISTRATION

TBES, Dean	Dianne Langford, PhD	langford@rowan.edu
TBES, Associate Dean	Vince Beachley, PhD	beachley@rowan.edu
Director of Research Integration	Carl Hock, PhD	hock@rowan.edu
Director, TBGS	Diane Worrada, PhD	worrada@rowan.edu
Program Support Coordinator	Krystal Murtha, MBA	mcerlakl@rowan.edu
Program Coordinator	Amanda Powell	ellisa@rowan.edu
Program Assistant	Victoria Rebollo	rebollo@rowan.edu

TBES PROGRAM DIRECTORS

Master of Biomedical Sciences Certificate in the Biomedical Sciences	Catherine Neary, PhD Megan Olsen, PhD	nearycl@rowan.edu olsenm@rowan.edu
MS in Histopathology	Renee Demarest, PhD Catherine Neary, PhD	demarest@rowan.edu nearycl@rowan.edu
Master of Translational Orthopedic Device Engineering	Hamid Seyyedhosseinzadeh, MD	hamid@rowan.edu
MS in Molecular Cell Biology and Neuroscience (Thesis)	Daniel Chandler, PhD Brian Weiser, PhD	chandlerd@rowan.edu weiser@rowan.edu
PhD in Cell and Molecular Biology	Brian Weiser, PhD	weiser@rowan.edu
PhD in Neuroscience	Daniel Chandler, PhD	chandlerd@rowan.edu

REGISTRAR'S OFFICE

The Rowan University Registrar's Office is responsible for the registration of all TBES students as well as preparation, maintenance and issuance of all official grades and records pertaining to TBES students. The Registrar's office is located on the bottom floor of Savitz Hall in Glassboro. Contact them by email at registrar@rowan.edu, by telephone (856) 256-4350, or on the web: <https://sites.rowan.edu/registrar>.

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

OTHER RELEVANT DEPARTMENTS (all phone numbers begin with area code 856)

DEPARTMENT/CONTACT	EXT	LOCATION
Public Safety Emergency numbers (Police, Fire, Medical)	566-6061 566-6060 OR 757-7777	UEC*, Suite 1132 UEC*, Suite 1132
Center for Student Success (Stratford) Dyron Corley, EdD, Director	566-6852 566-6196	Academic Center, Suite 210 corley20@rowan.edu
Accessibility Services (Accommodations; Stratford) Jacqueline Giacobbe, MSEd, MA, Assistant Dean	566-6980	Academic Center, Suite 210 giacobja@rowan.edu
Office of Interprofessional Education (Stratford) Margarita David, DNP, BA, RN, CHSE, PCCN, NCSN, Director Founding Director	856-566-6172	DavidM7@Rowan.edu
Environmental & Occupational Health & Safety Services (EOHSS) & Radiation Safety Officer (Stratford) Thomas Boyle, MS, RBP	566-6189	UEC*, Suite 1097 boyletp@rowan.edu
Financial Aid Office (Stratford) Christine Willse, MBA, Director	566-6008	113 Laurel Road, Suite 1030 willsecl@rowan.edu
Hope Brings Strength Health Sciences Library (Stratford) Kevin Block, Director	566-6800 566-6804	Academic Center, First Floor kblock@rowan.edu
Human Resources Office (Stratford) Jennifer Deal, Director	566-6159 566-6130	UEC*, Suite 1126 dealj@rowan.edu
Information Resources & Technology (Stratford) Nichelle Peaks, MBA, Director of Academic Technology Services	566-6484	support@rowan.edu
International Center (Glassboro, Robinson Hall) Adrienne Gigantino, Director	256-4292 256-4999	rowanic@rowan.edu gigantino@rowan.edu
Office of Career Advancement (Glassboro, Savitz Hall) Shirley Farrar, MA, CCC, MS, Career Counselor		256-4456 farrars@rowan.edu
Office of Audit, Compliance and Corporate Integrity Ray Braeunig, CHC, CHPC, CHRC, Chief Audit, Compliance & Privacy Officer	566-6136	RMB**, Suite 1300 braeunrc@rowan.edu
Office of Research and Sponsored Programs Carl Hock, PhD, Director of Research Integration	566-6066/6073	UEC*, Suite 1040 hock@rowan.edu
Student Health Services (Wellness Center)	256-4333	Winans Hall (Glassboro)

Student Health Services (Family Medicine) 566-6825
Charise Emery, CMA, Student Health Coordinator

RMB**, Suite 3200 (Stratford)
ehsh@rowan.edu

Student Health Insurance: Aetna Student Health Rowan has partnered with University Health Plans to administer the Aetna Student Health plan and help with waiver, enrollment, or benefit-related questions. *University Health Plans can be reached at 833-251-1143 or info@univhealthplans.com.*
<https://www.universityhealthplans.com/rowan>

Student Mental Health & Wellness: Uwill <https://sites.rowan.edu/wellness/counseling/uwill.html>
Uwill offers students free immediate access to teletherapy and wellness programming through its easy to use online platform.

Vivarium (Stratford)

566-6119

Science Center

* UEC = University Education Center, 40 E. Laurel Road, Stratford, NJ

** RMB = Rowan Medicine Building, 42 E. Laurel Road, Stratford, NJ

STUDENT AFFAIRS

ADD, DROP, OR WITHDRAW FROM COURSES

Please see the add/drop/withdrawal policy and deadline dates here.

<https://sites.rowan.edu/registrar/registration-information/registration-adjustments.html>

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 Banner while official name changes must be made through the Registrar's office.

COURSE EVALUATIONS

A Course Evaluation will be administered by the TBGS 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 THROUGH WHICH OFFICIAL UNIVERSITY BUSINESS CAN BE CONDUCTED. THEREFORE, IT IS PERTINENT THAT YOU USE YOUR ASSIGNED ROWAN EMAIL ADDRESS FOR ALL COMMUNICATIONS.

If you were a Rowan Undergraduate student and now have two email addresses (one with @students.rowan.edu and one with @rowan.edu), it is important that you set the @rowan.edu address as your "primary" account **once you complete TBGS New Student Orientation**. This can be done by visiting <https://id.rowan.edu>. Once logged in, on the left side of the menu, choose Preferred Email and then choose the email account you would like set as your primary account. This address is what will show up in the global address book and be used for all official communication from the University. It is important that you select the @rowan.edu account as your primary now that you are a TBGS student because there is a heightened level of security with this email address and it will be used by our TBGS office, Stratford Financial Aid, Center for Teaching and Learning, and your Program Director(s) in all group email communications including registration of classes, announcements, student clubs, career counseling, and graduation.

If you have multiple email accounts and do not have the option to choose your preferred address on the <https://id.rowan.edu> page, please contact the Support Desk at 856-256-4400 or email support@rowan.edu.

EMPLOYMENT (PhD students)

Full-time PhD graduate students are expected to devote their time to completing the program as expeditiously as possible and should not be engaged in outside employment. PhD students accepting fellowships 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 primary research advisor and their department head to work up to 20 hours per week.

ENROLLMENT

University policy states that, except for authorized dual degree programs, 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 TBGS, you may also be a non-matriculated, quick admit student within another school.

FELLOWSHIPS – TBGS (PhD students only)

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 for all students in good academic standing.
2. TBGS Graduate Fellowships are subject to availability of funds.
3. Students not in good academic standing may be 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. Doctoral students in their 6th year and beyond may be subject to discontinuance of their fellowship.

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. Please visit the [TBES website](#) for information.

International Student Funding

There are a number of private funding sources available to international students. Please visit the [International Center website](#) for more information.

GRADES

Please see Rowan University's [grading system and GPA calculation](#).

Please see Rowan University's [course repeat policy](#).

IDENTIFICATION CARDS

The Rowan University Identification (ID) card is to be worn in all University buildings and presented upon request by a security officer. Information on obtaining your Rowan ID card can be [found here](#). Once generated, the ID card can be picked up at the Office of Public Safety on the Stratford campus, University Education Center, Suite 1132. TBGS Students are expected to keep their Rowan ID cards throughout their time at TBGS. A fee is associated with a lost or stolen ID card. If your card is lost or stolen please alert the Stratford Office of Public Safety immediately.

INTERNATIONAL STUDENT INFORMATION

For information, please visit the International Center website: <https://sites.rowan.edu/international/>.

PROGRAM TRANSFER

Students may be able to transfer between TBES academic programs. For more information refer to the appropriate Program Handbooks and reach out to Program Directors.

REGISTRATION

Registration will not be permitted beyond the second week of courses. Credit will not be given for courses in which the student was not registered. Tuition and fees for each semester are payable in advance. Additional late fees will be charged to student accounts that have not been paid by the due date. Additional information and deadlines for registration, late add/drop periods and withdrawal can be found here. <https://sites.rowan.edu/registrar/registration-information/registration-adjustments.html>

SOCIAL SECURITY CARDS

Students must provide the Rowan University Human Resources department with their social security numbers for purposes of identification and for stipend taxation. International students not holding a Social Security card are required to apply for a Social Security Number (SSN) when they arrive at TBGS.

STUDENT RECORDS

1. The records of students at TBES-TBGS are considered confidential material and 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 Dean and the student's advisor shall have access to the student's record.
3. The Dean may determine which parts of the student's records may be shared with members of the faculty for specific purposes and may, at their 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 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 online.

The University maintains the following records on individual students:

1. General Academic File – TBGS 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: <https://sites.rowan.edu/registrar/services-resources/ferpa.html>.

You may request copies of information contained in your educational records. Requests 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 Dean in writing.

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

TRANSCRIPTS

Instructions for ordering a transcript online are found at this web page in the section "How to Request an Official Electronic or Printed Transcript to be Mailed." <https://sites.rowan.edu/registrar/transcripts/request-rowan-transcript.html>. Unofficial transcripts are available on the Student tab of Self Service Banner.

TRANSFER CREDITS

Some TBES graduate programs allow relevant graduate coursework to be transferred and counted toward a student's degree. Please refer to your Program Handbook and/or discuss with your Program Director. All transfer credits must be processed with the [following form](#) that is approved by the Program Director, Department Chair and the Dean.

TRAVEL AWARDS (PhD students only)

Depending upon the availability of funds, the TBGS 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-Virtua School of Translational Biomedical Engineering & Sciences as a research site
This acknowledgment should be located in the title lines of the abstract.
- The student is the 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.

TUITION AND FEES POLICY

Tuition and fee rates can be found at the [Bursar webpage](#). Payment and deferred tuition payment plan information can be [found here](#).

UNIVERSITY ID NUMBERS

Rowan University will assign every student a Banner ID number. This Banner 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.**

STUDENT SERVICES

ACCESSIBILITY SERVICES

Academic Center, Suite 210

Your academic success is important. If you have a documented disability that may have an impact on your work in this class, please reach out to:

1. [Rowan University SOM Accessibility Services Office](#), AND
2. Assistant Dean of Accessibility Services (Jacqueline Giacobbe, giacobja@rowan.edu)

DIVISION INCLUSIVE EXCELLENCE, COMMUNITY AND BELONGING

Rowan Medicine Building

<https://sites.rowan.edu/inclusive-excellence-community-belonging/leadership.html>

Rowan University's Statement on Inclusion, Excellence, Community and Belonging

Rowan University promotes a community that begins with students, faculty, staff, and administration who respect each other and value each other's dignity. By identifying and removing barriers and fostering individual potential, Rowan will cultivate a community where all members can learn and grow. The Rowan University community is committed to a safe environment that encourages intellectual, academic, and social interaction and engagement across multiple intersections of identities. At Rowan University, creating and maintaining a caring community that embraces diversity in its broadest sense is among the highest priorities.

GRADUATE BIOMEDICAL STUDENT ASSOCIATION

All students enrolled in degree programs, i.e. matriculated, at TBES 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 parks, sporting events, or the like to unite the doctoral student community.

The GBSA has two affiliate groups. The American Physician Scientist Association (APSA) and the Minority Association of Pre-Medical Students (MAPS). The APSA's goals for their DO/PhD students are to support current and potential physician scientists in training at Rowan-Virtua. The MAPS organization is composed of masters and certificate students who typically have different career goals than the research-minded doctoral students.

Information on the individual groups, and their officers, the Graduate Biomedical Student Association's Constitution and Bylaws can be found at <https://sites.rowan.edu/tbes/student-resources/student-organizations.html>

HOPE BRINGS STRENGTH HEALTH SCIENCES LIBRARY

<http://www.lib.rowan.edu/som>

Located on the ground floor of the Academic Center on the Stratford campus, the Hope Brings Strength (HBS) Health Sciences Library serves all students, faculty, and staff based at Stratford.

For the Fall 2025 semester, the HBS Library is piloting a 24/7 access model. During this pilot, the library will be staffed during the following hours:

- Monday – Thursday: 8:00 AM – 10:00 PM
- Friday: 8:00 AM – 5:00 PM

Outside of these staffed hours, the library remains accessible to students enrolled in Stratford-based programs. Access is available via Rowan ID card swipe at the entrance. Changes to staffed hours will be posted on the HBS Library website and at the entrance to the library.

Library Resources and Collections

The HBS Library offers an extensive collection of electronic books, journals, and specialized online resources to support the curricular, clinical, and research needs of Rowan University students and faculty. In addition, it houses print collections in the clinical and basic sciences.

The library provides seating for approximately 230 individuals, including study carrels, tables, and study rooms.

Borrowing Privileges

All Rowan University students, including TBES students, have borrowing privileges at all Rowan University Libraries. A valid Rowan ID badge is required to borrow materials.

Loan Periods at the Hope Brings Strength Library:

- Books: 1 month, with one renewal
- Board Review Materials: 1 month, no renewals
- Reserve Materials (Course Textbooks): 7 days, no renewals

Borrowers who fail to return items on time, ignore overdue notices, or damage materials may have their borrowing privileges suspended or permanently revoked at the discretion of library staff. Such cases may be reported to the appropriate school dean or supervisor for disciplinary action.

Books from any Rowan University Library may be [requested online](#) and held for pick-up at the Stratford location.

Reserve Collection

The HBS Library works to ensure that books required or recommended by faculty for courses are available online and/or in print, provided faculty notify the library of updates. These materials form the Reserve Collection.

The print Reserve Collection is located on a table in front of the library's service desk. Students may use these books within the library or borrow up to two items for seven days for use outside the library.

Courtesy Items

Available for use within the Hope Brings Strength Library are:

- Phone and laptop chargers
- Laptop stands and standing desks
- Bluetooth noise-canceling headphones
- Dry erase markers, small whiteboards, rolling whiteboards
- Book stands, colored pens and pencils, ear plugs
- Sports equipment
- Anatomical models
- Desktop computers
- Projectors.

Board Review Collection

The HBS Library maintains a robust collection of print and online resources to support exam preparation. Print materials may be borrowed for four weeks, with no renewals.

Visit the [Board Review LibGuide](#) to explore available resources.

Online Resources

The [HBS Library's website](#) is the gateway to a wide array of online resources provided by Rowan University Libraries, selected to support academic and clinical work.

Health Sciences Librarians have curated a [comprehensive collection](#) of online medical books, journals, and web-based tools accessible on- and off-campus. E-book collections include textbooks in basic sciences, medicine, surgery, and subspecialties. Online journals are available individually and through publisher collections.

Access to [databases](#) and full-text resources is available to all matriculated Rowan University students, faculty, and staff. Users must authenticate with their Rowan NetID. Training is available via online tutorials or by scheduling individual or group appointments with a librarian.

Reference Services & Research Support

Librarians are available to assist with:

- Selecting and searching biomedical research databases
- Finding sources of information and data
- Navigating the publication process
- Journal selection and citation management

Through [Read and Publish agreements](#) with major publishers Rowan University Libraries may also assist with funding for publication in reputable Open Access journals.

Library Etiquette

Students are expected to maintain a quiet environment conducive to study. Library spaces, including study rooms, are not soundproof, so please keep noise to a minimum. Phone calls must be taken outside the library.

- Seating is first-come, first-served.
- During staffed hours, study rooms require a reservation via the library website.
- Students may not leave personal items to “reserve” seats or study rooms, nor ask others to move.
- If you leave for more than a few minutes, all belongings must be taken. Items left unattended for more than 30 minutes may be removed by staff and held at the Service Desk.
- Keep study carrels, tables, and study rooms clean; dispose of trash appropriately.

During Unstaffed Hours, Students Must:

- Maintain a quiet, respectful environment conducive to study for all students.
- Refrain from entering staff-only areas.
- Comply with all posted signage.
- Respond promptly to requests from others to reduce noise.
- Do not remove materials from the library unless properly checked out by staff.
- Return courtesy items (e.g., whiteboards, laptop stands) to the designated Courtesy Cart.
- Use books from the shelves within the library only. When finished, place them on the Reshelving Cart so staff can record usage and return them properly.

Failure to follow these expectations may result in a Professionalism Concern Report and referral to the appropriate Dean for disciplinary action. Library materials are New Jersey state property—removing items without proper checkout is considered theft.

Food and Beverage Policy

Only beverages in containers with lids and dry snack items are permitted. Food requiring utensils or with strong odors is not allowed. Refer to the [Food and Beverage policy](#) on the library website.

For More Information

Visit <https://www.lib.rowan.edu/som/about> for details on:

- Library hours
- Study rooms
- Quiet study spaces
- Food and beverage policy

OFFICE OF CAREER ADVANCEMENT
Shirley Farrar, Career Counselor

Savitz Hall on the Glassboro Campus, Room 242
farrars@rowan.edu

The Office of Career Advancement (OCA) provides a variety services for current students and alumni which can be accessed on their website: <https://sites.rowan.edu/oca>. In addition, Shirley Farrar offers online workshops several times during each semester so that she can meet with current TBES students and alumni to provide guidance on career exploration and help with resume building, mock interviews, and searches for jobs on different career platforms.

OFFICE OF RESEARCH COMPLIANCE

<https://research.rowan.edu/officeofresearch/compliance/index.html>

PARKING

Students and employees who park at any Rowan University campus, including Stratford and Sewell, are required to apply for a parking permit. Parking permits are required to park on campus 24 hours a day, seven days a week. All parking information, including ordering instructions, are posted at go.rowan.edu/parking.

The Parking office is currently not accepting walk-ins, but you may contact the Parking office at 856-256-4575 or email Parking@rowan.edu for assistance. If we cannot assist you over the phone or through email, appointments can be scheduled.

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 campuses of Rowan University. In addition, students can access information directly by accessing these websites:

<https://sites.rowan.edu/publicsafety/emergencyservices/officeofemergency/index.html>

STUDENT HEALTH SERVICES (Rowan-Virtua SOM Family Medicine in Stratford)

Rowan-Virtua SOM Student Health Services are provided in Suite 3200 of the Rowan Medicine Building, Department of Family Medicine. Students are able to reach the office by calling (856) 566-6825. For more information please visit <https://som.rowan.edu/education/studentlife/health-wellness.html>.

STUDENT WELLNESS PROGRAM (Physical and Mental Health) – Glassboro

The Wellness Center in Glassboro has in person physical and mental health services. TBES students are eligible to utilize services at the Wellness Center for a flat \$50/semester fee. The Wellness Center website <https://sites.rowan.edu/wellness/> has a list of services both in-person at Winans Hall. Please call 856-256-4333 for more information.

All TBES students can access mental health and wellness teletherapy free of charge through Uwill. <https://app.uwill.com/>. For questions about their services, visit the website or email them at wellnesscenter@rowan.edu.

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 TBES website (<https://sites.rowan.edu/tbes/>) contain information about policies, procedures, curriculum, courses, seminars, housing, fellowships, announcements, and updates to the Student Handbook.

ACADEMIC POLICIES

ACADEMIC INTEGRITY IN TBES

Any violations of academic integrity will not be tolerated. These include, but are not limited to, plagiarism or cheating on exams or quizzes. Violations of the policies may result in dismissal from the program. Please visit rowan.edu/academic-affairs/academic_integrity/ for more information.

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.
- Communicating respectfully with faculty, staff and fellow students at all times and in all modes of communication is expected.
- Complying with course directors' guidelines for AI use in academic settings

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. A paper must be written in your own words and are expected to reflect your own ideas and your synthesis of the material presented.

- You are expected to read about the subject so 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: <https://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 your **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.
- self 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 may be very friendly animals" [Smith et al., 2003]).
- Ignorance of appropriate citation guidelines is not an excuse, so it is always safer to cite sources rather than omit citations.
- Keep all notes regarding research papers at least until your grade is finalized.

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 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 an appropriate administrative body.

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 graduate program director. Students may also seek advice from the TBES Student Ombudsperson. If the issue cannot be resolved at that level, it can be brought to the Dean.

The Dean may offer advice, attempt to resolve the issue, or where appropriate, suggest the matter be brought to the TBES Executive Council. Complaints related to racial, ethnic or sexual harassment or discrimination may, if the student wishes, be brought directly to the Office of Student Equity & Compliance (OSEC). <https://sites.rowan.edu/osec/titles/vi/vi-reporting.html>

GOOD ACADEMIC STANDING

TBES students in all programs of study are required to maintain Good Academic Standing. Please see details in your program-specific handbook.

ACADEMIC APPEALS PROCESS

Please see the current [TBES Academic Appeals Policy](#) for full details.

SCHOOL AND UNIVERSITY POLICIES

ALCOHOL AND OTHER DRUGS POLICY

<https://confluence.rowan.edu/display/POLICY/Alcohol+and+Other+Drugs+Policy>

AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

<https://confluence.rowan.edu/display/POLICY/Accommodation+Policy>

TBES or SOM 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 Disability Services at 856-566-6852.

CLASSROOM BEHAVIOR POLICY

<https://confluence.rowan.edu/display/POLICY/Classroom+Behavior>

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.

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.

HEALTH INSURANCE

Rowan University requires that each student enrolled in its programs on a full-time matriculated basis have health insurance coverage. The university offers a student medical benefit plan administered by Aetna Student Health. Full time students will be automatically signed up and charged for this [Student Health Insurance Plan](#). Students who have existing health insurance coverage wish to purchase a different health insurance plan, must complete a [Student Health Insurance Waiver](#). Students with an approved Student Health Insurance Waiver will NOT be automatically signed up and charged for the Aetna Student Health Insurance Plan. The Aetna Student Health Insurance Plan is charged upfront for one year (August 1 - July 31) or seven months (January 1 - July 31). [Rates are posted](#) at the bursar website. A voluntary dental and vision health plan may be available through the Aetna website at an additional cost.

IMMUNIZATION AND HEALTH REQUIREMENTS

Enrollment and continued enrollment of accepted students to the TBES is conditional, based on immunization and other health requirements. Students who do not comply with Student Health requirements may have their acceptance withdrawn or be subject to disciplinary action or dismissal.

Required forms and records and submission information [can be found here](#).

MISCONDUCT IN SCIENCE

<https://confluence.rowan.edu/display/POLICY/Research+Misconduct>

TBES 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.

PATENTS

The [Office of Technology Commercialization](#) manages intellectual property (IP) generated from Rowan University research projects and facilities. All intellectual property generated with Rowan resources should go through the [invention disclosure process](#). The Office of Technology Commercialization will evaluate IP and manage patent prosecution. Inventors, including student inventors are entitled to a percentage of royalties earned through their IP.

<https://confluence.rowan.edu/display/POLICY/Intellectual+Property>

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 TBES/TBGS COURSES

With concurrence of the TBES Dean, the following policy has been developed for postdoctoral fellows wishing to attend graduate courses at TBES: "Postdoctoral Appointees are eligible to attend graduate courses at the TBES 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 TBES and postdoctoral fellows will not be considered students within TBES. Postdoctoral fellows are not required to pay tuition, but fees may be assessed to cover actual costs of supplies."

STUDENT CODE OF CONDUCT

Please visit the following link for information related to Rowan University's Student Code of Conduct that provides students, faculty, staff, and other interested parties with valuable resources. TBES will follow all guidelines and procedures described in the Rowan University Student Code of Conduct Policy.

<https://confluence.rowan.edu/display/POLICY/Student+Code+of+Conduct>

STUDENT RIGHTS, RESPONSIBILITIES AND DISCIPLINARY PROCEDURES

A. Student Responsibilities

1. TBES 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 TBES: 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 TBES community: the responsibility to comply with the Code of Professional Conduct (see "Academic Integrity in the TBES" section)
2. TBES students are expected to maintain professional behavior at all times and in all forms of communication. When communicating (verbally, or electronically) with faculty, staff and other students respectful language and demeanor are required. TBES adheres to the University's Student Code of Conduct. Violations of this policy may be considered a failure to adhere to the academic standards of the School.
3. The TBES Executive Council 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 TBES Executive Council shall convene to hear the complaint and make recommendations for action to the Dean.
 - a. The TBES Executive Council is an established committee that adheres to bylaws approved by the School.
 - b. Witnesses may be called by any participant and the TBES Executive Council may request additional documentation, including the accused student's education records, as defined by the Family Educational Rights and Privacy Act. .
 - c. 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. Students may consult private legal counsel at any time for advice, but legal counsel is not permitted to attend the meeting. Students or legal counsel may submit to the TBES Executive Council any documents or other evidence relevant to the matter at any time prior to the start of the proceedings..
 - 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 TBES Executive Council 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 procedural matters. TBES Executive Council procedures shall, at a minimum, ensure:
 - i. that all allegations be fully heard and considered by the TBES Executive Council, whether or not the accused student admits committing the offense;
 - ii. that witnesses designated by the complainant, the accused, the School administration or the TBES Executive Council be heard and that the accused be permitted to be present during testimony; the TBES Executive Council 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 TBES Executive Council proceedings to provide assistance to the TBES Executive Council;

- 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 TBES Executive Council;
- iv. that testimony during the hearing may be recorded. ;
- v. that the TBES Executive Council complete its hearing procedures within forty (40) business days of the commencement of the hearing, and submit to the Dean, with copies to the complainant and to the accused, within seven (7) business days thereafter, a written recommendation, including any findings of fact made by the TBES Executive Council, and a reporting of the total vote tally of the TBES Executive Council's decision, without reference to individual votes;
- vi. that the recommendations of the TBES Executive Council 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 TBES Executive Council 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 TBES Executive Council 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 by Rowan email.

5. Within 5 business days of receipt of the TBES Executive Council'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 TBES Executive Council. 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) business 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 TBES Executive Council members. The Dean's decision shall be rendered earlier if the accused student is expected to graduate before the expiration of this 30 business day period.

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

8. The Office of General Counsel may advise the TBES Executive Council 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 TBES Executive Council.

9. 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 TBES Executive Council, by the Chair of the TBES Executive Council.

ROWAN UNIVERSITY DISCRIMINATION AND HARASSMENT REPORTING, INCLUDING TITLE VI & TITLE IX

Rowan University prohibits discrimination, whether verbal, written, physical or psychological, under the University's Policy [Prohibiting Discrimination in the Workplace and Educational Environment](#). Please report any incidents of discrimination and harassment by clicking [HERE](#). In addition, your professors and staff are required to report any incidents of discrimination. Please see below for more available resources:

To learn more about Title IX, please visit: [click HERE](#)

To learn more about Title VI, please visit: [click HERE](#)