



STUDENT HANDBOOK

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES

at

**ROSALIND FRANKLIN UNIVERSITY
OF MEDICINE AND SCIENCE**

North Chicago, Illinois
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Introduction

The School of Graduate and Postdoctoral Studies is a vital component of the academic and intellectual core of Rosalind Franklin University of Medicine and Science (RFUMS). Its vitality emanates from the outstanding biomedical researchers, teachers, and staff who create and foster an active, interactive, and integrative research and learning environment throughout the University. Reflecting its interdisciplinary and integrative nature, the School of Graduate and Postdoctoral Studies offers numerous and varied advanced degrees within the biomedical sciences. The Interdisciplinary Graduate Program in Biomedical Sciences (IGPBS) was developed in 2006 to provide graduate students a comprehensive, interdisciplinary approach to graduate education and basic science research. Doctor of Philosophy (Ph.D.) and Master of Science (M.S.) degrees are offered in biochemistry and molecular biology, cell biology and anatomy, microbiology and immunology, neuroscience, cellular and molecular pharmacology, and physiology and biophysics. The School of Graduate and Postdoctoral Studies has also established combined, dual degree programs leading to MD/PhD and DPM/PhD degrees in conjunction with the Chicago Medical School and Scholl College of Podiatric Medicine, respectively, at RFUMS. In addition, graduate study leading to a doctoral degree through the Faculty Doctoral Program is offered.

RFUMS is a highly interdisciplinary educational and research institution committed to education and training of outstanding biomedical professionals, creation of new knowledge through research leading to the improvement of health care of a diverse population.

Mission Statement

The mission of the School of Graduate and Postdoctoral Studies is to provide graduate-level education and postdoctoral training to meet the need for highly qualified biomedical research workers and teachers in the rapidly expanding health care field.

Graduate School programs are designed to prepare a student for a lifetime of scholarly pursuits in life sciences research, teaching, administration and care by:

- Comprehensive and specialized training of graduate students and postdoctoral fellows for careers that successfully contribute to biomedical research, teaching, clinical practice, and/or administration.
- Advancing knowledge through biomedical research
- Provision of graduate education for specialized clinical and administrative services in health care.

Vision Statement

Throughout each of these programs, the School of Graduate and Postdoctoral Studies strives to provide all aspects of outstanding education, training, and research for each graduate student and postdoctoral fellow. As a consequence of the research-based educational programs in the School of Graduate and Postdoctoral Studies, Rosalind Franklin University of Medicine and Science will be recognized as an outstanding health sciences center, graduating scientists whose future research will contribute to advanced biomedical science, thereby enhancing the human condition.

1. Admission to the School of Graduate and Postdoctoral Studies

1.1. General Standards and Policies

The purpose of the Graduate School is to educate and train students for successful careers in biomedical sciences. To meet this goal, the Graduate School will accept for enrollment students who have demonstrated excellent abilities in critical and analytical thinking, abstract thought, and potential for success in graduate education and research. Applicants must have sufficient scientific and general education to meet the requirements for enrollment in the Graduate School curriculum.

General criteria for consideration of applicants for enrollment in the Graduate School include, but are not necessarily limited to: previous academic work and performance, the potential of the applicant to successfully meet the requirements for the advanced degree, performance on nationally standardized exams, and letters of recommendation.

The University reserves the right to change requirements for entrance to the Graduate School, specifications for completing a course, and requirements for granting a degree. Such changes may be necessary before a new school catalog is issued.

EQUAL OPPORTUNITY STATEMENT

It is the policy of Rosalind Franklin University of Medicine and Science not to discriminate based on race, sex, sexual orientation, color, creed, religion, national origin, disability, or age in admissions or employment or in any programs or activities. It is the University's intent to comply with applicable statutes and regulations, including Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. All prohibit discrimination against individuals with disabilities by mandating a provision of reasonable accommodations to make programs and activities accessible to qualified disabled individuals. There are natural and legal limitations to what services can be provided. It is the University's goal to assist students in developing their potential in light of what is feasible and reasonable under the law. Inquiries may be directed to the Associate Vice President of Student Affairs and Enrollment Management at 3333 Green Bay Road, North Chicago, IL 60064-3095; 847-578-8351.

1.2. Technical Standards

1.2.1. Types of Standards

Please refer to the RFUMS Student Policies Handbook for information on special accommodations under the Americans with Disabilities Act (ADA). A candidate for the MS or PhD degree must possess abilities and skills which include: observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in laboratory situations; it implies that a candidate's judgment must be mediated by someone else's skill.

1.2.1.1. Observation. The candidate must be able to acquire information as presented through demonstration and experiences in the basic sciences. This includes information conveyed through physiological and pharmacological demonstrations in animals, microbiological cultures, and microscopic images of microorganisms and tissues in normal and pathological states. Furthermore, a candidate must be able to:

- Observe experimental results or subjects accurately, acquire information from written documents, and visualize information as presented in images from paper, films, slides, video, or other forms of modern electronic media.
- Interpret graphic images and other forms of data readout (such as oscilloscopes, computer screens, gels, etc) with or without the use of assistive devices.
- In any case, where a candidate's ability to observe or acquire information is compromised, the candidate must utilize alternate means to collect and convey the essential information. Obtaining and using such alternate means shall be the responsibility of the student. Costs should be reasonable and will be properly borne by the University if not otherwise funded.

1.2.1.2. Communication. The candidate must be able to communicate effectively, efficiently, and sensitively with research subjects, faculty, staff, and colleagues.

1.2.1.3. Motor. The candidate must possess the motor skills necessary to design and perform laboratory experiments and statistical analysis of collected data.

1.2.1.4. Intellectual-Conceptual (Integrative and Quantitative) Abilities. The candidate must be able to measure, calculate, reason, analyze, integrate, and synthesize data, knowledge, and concepts. The candidate must be able to perform these problem-solving skills in a timely fashion.

1.2.1.5. Behavioral and Social Attributes. The candidate must work to his or her fullest potential while exercising good judgment. He/she must be able to function effectively in stressful situations and adapt to changing environments. Compassion, integrity, concern for others, interpersonal skills, interest, motivation and work ethic are all personal qualities required for a successful scientific career, and are assessed during the admissions and educational process.

1.2.2. Use of Technical Standards in Admissions

The Graduate School will consider any applicant who can acquire the knowledge and skills necessary for the satisfactory completion of the graduate degree. Students will be judged not only on their scholastic accomplishments, but also on their capacities to meet the requirements of the school's curriculum.

The applicant will be judged by the existing record of scholarship, motivation, character, personality, and achievement as submitted in the application and through the interview. The School of Graduate and Postdoctoral Studies disseminates its Technical Standards through the catalog, brochures and other publications. It is assumed that applicants will

be aware of the technical standards required for promotion and graduation. It will be the responsibility of the applicant to determine whether or not he/she will be able to meet these standards and, therefore, whether to apply. It is the responsibility of the University to decide whether technical and academic standards have been met by each student.

Applicants for admission who desire further information on the Technical Standards of the School of Graduate and Postdoctoral Studies may inquire to the Graduate Admissions Officer, or with the Americans with Disabilities Act (ADA) Coordinator at the University. Accepted applicants are encouraged to discuss disabilities, and the accommodations that may be made for them, with the ADA Coordinator well in advance of matriculation in order to allow themselves the most probable chance of success.

1.2.3. Use of Technical Standards in Promotion and Graduation

The School of Graduate and Postdoctoral Studies recognizes the responsibility to provide educational training for the student's development as a responsible scientist. The faculty holds the responsibility for approving graduates who have achieved such development. In each case, the students will be judged on their achievements and behaviors, regardless of a disability (please refer to the school's policy on disabilities for more information). The faculty of the student's department will determine whether he/she has met the specified criteria.

1.2.4. Documentation and Consideration of Disabilities

Students seeking special accommodations for psychiatric, physical or learning disabilities, see RFUMS Student Policies Handbook.

1.3. Specific Standards for Admission

1.3.1. Degree Requirements

Candidates for admission must have a bachelor's degree or its equivalent from an accredited college or university.

1.3.2. Grade Point Average

Candidates should have a cumulative grade point average of at least 3.0 (on a 4.0 scale) in courses pertinent to the student's proposed field of study and an overall undergraduate grade point average of at least 3.0. Exceptions, although rare, will be considered in the case of unusual training or accomplishments of the applicant.

1.3.3. Graduate Record Examination (GRE)

Satisfactory performance on the Graduate Record Examination (GRE) is required. All applicants, including foreign medical graduates, are required to submit official GRE scores directly from the Educational Testing Service (www.ets.org). Verbal, quantitative, and analytical portions of the GRE are required; advanced test scores in the appropriate academic field are recommended. All test scores must be from examinations taken within the past five (5) years. It is emphasized that GRE scores are only one criterion in evaluation of an applicant to the Graduate School.

1.3.4. Letters of Recommendation

Three letters of recommendation are required. These letters must address and evaluate the applicant's previous academic performance, experience and accomplishments in research, and potential to excel in graduate research and education. Letters from previous research mentors are highly encouraged.

1.3.5. Test of English as a Foreign Language (TOEFL)

Applicants who do not hold US citizenship or permanent residency must demonstrate proficiency in English. This must be done by achieving a satisfactory score on the Test of English as a Foreign Language (TOEFL) exam and through an interview assessment of communication skills. A Test of Written English (TWE) is required for students who have taken the Paper-based TOEFL. This requirement is waived for applicants who have been full time students in a United States college or university for at least two consecutive years. This requirement may also be waived (upon review) for applicants from countries in which English is the primary language. All scores must be reported directly from the Educational Testing Service (www.toefl.org), and all scores must be from examinations taken within the past two (2) years.

1.3.6. Interviews

Applicants are assessed through a personal interview, whenever possible. If a personal interview is not possible (e.g. students currently in foreign countries), students will be interviewed via telephone or video conference.

1.4. Specific Policies and Procedures for the Admissions Process

1.4.1. Application Submission

Applications may be submitted on-line via the website for the School of Graduate and Postdoctoral Studies or via a printed application to the Graduate Admissions Office.

1.4.2. Record of Correspondence

All materials related to the application will be kept in the applicant's file and stored in the Graduate Admissions Office. A record of any correspondence between an RFUMS faculty member or other RFUMS representative and the applicant that is reasonably considered to be important to the application process will be included in the applicant's file.

1.4.3. Composition of a Completed Application

The Graduate Admissions Committee will be notified of receipt of completed applications. Completed applications consist of:

- The completed application form, submitted on-line or via regular post.
- Official academic transcripts. Official transcripts must be submitted directly from all colleges and universities attended. Evidence of a bachelor's degree or equivalent degree from an accredited college or university is required. Applicants who have completed coursework outside of the US should submit an official

evaluation of this work through World Education Services (www.wes.org) or Education Credential Evaluators (www.ece.org). RFUMS reserves the right to initiate an evaluation of any international credentials submitted on behalf of an applicant to the School of Graduate and Postdoctoral Studies.

- Results of the Graduate Record Exam (GRE). Verbal, quantitative, and analytical portions of the GRE are required; advanced test scores in the appropriate academic field are recommended. All scores must be received directly from the Educational Testing Service (www.ets.org).
- Results of the Test of English as a Foreign Language (TOEFL) exam for applicants who do not hold US citizenship or permanent residency. In addition, a Test of Written English (TWE) is required for students who have taken the Paper-based TOEFL. All scores must be reported directly from the Educational Testing Service (www.toefl.org).
- Letters of Recommendation. Three letters of recommendation are required. These letters must be submitted directly from the evaluators of the applicant.

1.4.4. Applicant Responsibility

It is the responsibility of the applicant to ensure that the application is complete.

1.4.5. Confidentiality of Applicant Files

File materials for each applicant are considered confidential and are handled as such. Files are stored and maintained in secure areas. Current graduate students may not serve on admissions committees. Please refer to the Policy on Confidentiality of Graduate Student Files.

1.4.6. Recommendation of Acceptance

If the Graduate Admissions Committee determines that the applicant's credentials are acceptable, the applicant will be offered the opportunity to interview on campus or via telephone or teleconference. Based upon the interview evaluations in combination with the applicant's credentials, the Graduate Admissions Committee makes recommendations regarding applicants to the Dean of the School of Graduate and Postdoctoral Studies. The Dean informs the applicant in writing of acceptance as a student in the Graduate School. Formal admission notice is issued only from the Office of the Dean of the School of Graduate and Postdoctoral Studies. Copies of this letter are sent to the Graduate Admissions Office, Business Office, and Financial Aid.

1.4.7. Recommendation of Denial of Acceptance

If the Graduate Admissions Committee recommends to the Dean denial of the applicant's admission, the applicant will be notified by letter from the Graduate Admissions Office. This notification may be sent with or without statements regarding aspects of the application that the applicant may strengthen for future consideration. Such statements must be reviewed by the Graduate Admissions Committee and Dean before release to the applicant.

1.4.8. Matriculation and Deferral

Due to the organization of graduate programs, admission of students to graduate programs is offered only at the start of each fall term of each year. An offer of admission may not be deferred from one term to another.

1.5. Admissions Standards, Policies, and Procedures Specific to Applications for the Combined MD/PhD Degrees

1.5.1. Entry Level Applications

Applicants to the combined MD/PhD Program initiate the process by application to the Chicago Medical School through AMCAS by designating the application as “Combined Medical/PhD”. Review of completed applications occurs for both the general MD and combined MD/PhD programs by the respective admissions committees of the Chicago Medical School and School of Graduate and Postdoctoral Studies.

Applicants with minimum scores of 30 on the MCAT and grade point averages of 3.5 or higher (on a 4.0 scale) are considered competitive. It is emphasized that MCAT scores and grade point average are not the only criteria considered in evaluation of applicants.

Select applicants are invited for personal interviews. Based upon the interview evaluations in combination with the applicant’s credentials, the Graduate Admissions Committee makes recommendations regarding applicants to the Dean of the School of Graduate and Postdoctoral Studies. The Dean informs the applicant in writing of acceptance as a student in the MD/PhD Program in the Graduate School. Formal admission notice is issued only from the Office of the Dean of the School of Graduate and Postdoctoral Studies.

1.5.2 Internal “Track II” Applications

Current students beginning their M2 year at the Chicago Medical School are eligible to apply for the Combined MD/PhD program via a Track II application.

Combined degree (DPM/PhD and Track II MD/PhD) applicants should have significant research experience at RFUMS and the recommendation of a faculty member for the program. These students must have maintained a minimum of a 3.5 GPA in their studies at RFUMS.

A completed “Track II” application consists of:

- Completed Track II Application Form and RFUMS Student File and Transcript Release
- Two letters of recommendation from professors who can evaluate the applicants research activities and research potential. These letters may be from RFUMS faculty or undergraduate research advisors.

- Physician Scientist and Research Background Essays

Evaluations of application materials and applicants are conducted by the Graduate Admissions Committee which recommends acceptance or denial of the application to the Dean of the School of Graduate and Postdoctoral Studies. The Dean's office will notify the applicant of the application decision in writing.

1.6. Admissions Policies and Procedures Specific to Applications for the Combined DPM/PhD Degrees

Current students beginning their P2 year at the Scholl College of Podiatric Medicine are eligible to apply for the Combined DPM/PhD program via a Track II application.

A completed "Track II" application consists of:

- Completed Track II Application Form and RFUMS Student File and Transcript Release
- Two letters of recommendation from professors who can evaluate the applicants research activities and research potential. These letters may be from RFUMS faculty or undergraduate research advisors.
- Physician Scientist and Research Background Essays

Evaluations of application materials and applicants are conducted by the Graduate Admissions Committee which recommends acceptance or denial of the application to the Dean of the School of Graduate and Postdoctoral Studies. The Dean's office will notify the applicant of the application decision in writing.

1.7. Faculty Doctoral Program

Admission requirements for the Faculty Doctoral Program include:

- An earned Master Degree or entry level professional degree from an accredited college or university with a grade point average ≥ 3.0 (on a 4.0 scale)
- Evidence of an academic and/or scholarly background in current basic science or clinical research
- Current faculty appointment in RFUMS
- Three letters of recommendation from the applicant's own school/department faculty at the rank of assistant professor or higher
- A developed, feasible research plan, congruent with RFUMS resources

- An identified mentor who will intellectually and financially support the applicant's doctoral work
- Completion of a preliminary laboratory rotation with the selected mentor
- Written endorsement and support by the chair of the department in which the degree is sought
- Written endorsement and support by the chair of the faculty member

The request for admission to the Faculty Doctoral Program will be evaluated by the Graduate Admissions Committee which will recommend to the Dean acceptance or denial of the application.

The Dean of the Graduate School will inform the applicant of the admission decision in writing.

1.8. Transfer of Schools within the University

It is the University's policy that students may not internally transfer from one school to another until the student completes their current program of study.

1.9. Transfer of Course Credit from Another School

The Dean in consultation with the appropriate Department Chair will consider transferring course credits from another institution. Normally, such determination will be made individually, based on available information concerning the course work outside the institution.

1.10. Student Status

Applicants are admitted to the School of Graduate and Postdoctoral Studies in one of five (5) categories: regular graduate student, combined degree student (MD/PhD or DPM/PhD), faculty doctoral student, student-at-large, and conditional acceptance.

1.10.1. Regular Student

This student intends to seek an MS or PhD degree, and pursues no other academic goal until degree requirements are completed. A Regular Student is one who has been judged by the Graduate School to meet the admissions requirements and is qualified to pursue the graduate degree. The graduate student is expected to maintain or exceed the performance requirements of the School of Graduate and Postdoctoral Studies, as well as the special requirements of the department for the duration of his/her graduate education.

Regular Students admitted to the Graduate School in pursuit of a doctoral degree enter the Interdisciplinary Graduate Program in Biomedical Sciences (IGPBS). This program takes the students through one year of core studies relevant to the various degree offering

programs at RFUMS. The first year also includes rotations into different laboratories, allowing the student to experience the type of research that is done in each laboratory before making a laboratory selection. By the end of that year, the IGPBS student selects a mentor/advisor in whose laboratory their doctoral thesis will be researched.

Regular students are considered full-time, unless otherwise designated by the Dean or Program Director. Students must be enrolled for a minimum of 1 credit each quarter to maintain full time status. Student and mentor work together to determine the appropriate quarterly demands to ensure steady progress toward the degree.

1.10.2. Combined Degree Student

For admission as a combined degree student (MD/PhD or DPM/PhD), the applicant must be accepted into both the Chicago Medical School or Dr. William M. Scholl College of Podiatric Medicine, **and** the School of Graduate and Postdoctoral Studies. Application to the Combined Degree Program may be made simultaneously to both schools.

Students currently enrolled at RFUMS in the MD or DPM programs may apply to the School of Graduate and Postdoctoral Studies Combined Degree Program as a “Track II” student during the fall of their M2 or P2 year.

Preference for admission to the Combined Degree Program will be given to students who have demonstrated an interest and aptitude for research and/or matriculated in a clinical medicine program for a long enough period to assure depth and consistency of their interest, commitment and need for both degrees.

Withdrawal from these programs, for any reason, may require a reimbursement of funds by the student to the University. Refer to the University Policy concerning Withdrawals and Leave of Absence.

1.10.3. Faculty Doctoral Student

The Faculty Doctoral Program provides an opportunity for current faculty members of RFUMS in good standing to obtain a PhD degree in biomedical sciences while maintaining an appointment within their home department. These internal applicants are unique from traditional graduate students in several ways:

- They possess and maintain an RFUMS academic appointment while pursuing a terminal degree.
- They have an established track record of maturity, diplomacy and successful time management skills within their department.
- They display significant drive, independence and responsibility for their own learning process.
- They enter the program with an identified mentor and will identify their research project within the first quarter of study.
- They will follow the established matriculation process established by the IGPBS but each plan of study, including course work and research, will be individually

established in concert with the student, mentor, and thesis committee. The plan will be submitted to the Dean for review.

1.10.4. Student-at-Large

The Student-at-Large intends to satisfy an intermediate academic or career goal by completing specific graduate school courses. This limited goal must be achievable in no more than three academic quarters and by itself does not result in a degree. This explicit goal is stated and mutually agreed upon as a condition for admission as a Student-at-Large. Academic and other performance requirements related to the goal of the study program are also agreed upon as a condition for admission as a Student-at-Large. Students in good standing in another school may become a Student-at-Large.

Every Student-at-Large assigned to a department must have their status reviewed at the end of each academic quarter by the Department Chair who makes appropriate recommendations to the Dean. Recommendations may include 1) continuation of Student-at-Large status, or 2) termination of the student's enrollment.

1.10.5. Conditional Acceptance

Candidates may, on rare occasion, be accepted conditionally for formal programs of study within the School of Graduate and Postdoctoral Studies. Conditions for acceptance will be provided in writing and agreed upon before matriculation. Academic performance and other on-going measures of the student's ability to succeed in the Graduate School are required.

To change student status from Conditionally Accepted to Regular Student, the following conditions must be met:

- Students in good standing, who have fulfilled the conditions of their acceptance, may petition the Dean in writing for a change of status from Conditionally Accepted to Regular Student. This may be done only upon satisfactory completion of the equivalent of at least one quarter of work in didactic courses or after removal of all deficiencies identified at the time of initial admission.
- The petition for change of status must be accompanied by a recommendation from the Department Chair. After submission to the Dean, the Graduate Admissions Committee will review the student's application for transfer to Regular Student status.
- If the Graduate Admissions Committee finds the student acceptable for transfer to Regular Student status, the Dean will inform the student of this transfer of status in writing, with copies of the letter to the Registrar and Department Chair.

1.11. Change of Student Status

Change of student status is required for the following transitions within the School of Graduate and Postdoctoral Studies:

- A Regular Student transitioning from the IGPBS Program into a department with an identified PhD advisor. The Student Mentor Agreement will be completed as part of the change of status process. The IGPBS Coordinator will facilitate this process.
- A Combined Degree Student transitioning from the Chicago Medical School or Scholl College of Podiatric Medicine to a department with an identified PhD advisor.
- A Combined Degree Student transitioning from the School of Graduate and Postdoctoral Studies to the Chicago Medical School or Scholl College of Podiatric Medicine.
- A Conditionally Accepted Student transitioning to Regular Student status

A student who wishes to transfer from one department to another within the Graduate School must obtain written approval from the Chairs of the departments involved and the Dean of the Graduate School.

1.12. Full Time Students

Students registered in the PhD programs within the School of Graduate and Postdoctoral Studies are considered full time students with the following exceptions: Faculty Doctoral Students, Master degree students in concurrent programs, and Students-at-Large.

2. Registration

2.1. Who Must Register

All students engaged in continuing activities for which credit is sought must register for the academic quarter. This includes any quarter in which the student is engaged only in research, fieldwork, internship, or writing of thesis after completion of laboratory work.

2.2. Registration Process

1. Students are required to register at the beginning of each academic quarter, before attending classes.
2. Each student is to obtain a registration from the Graduate School website and complete it in consultation with his/her advisor. Students in the IGPBS Program will work with the IGPBS Coordinator in completion of the registration form. In this latter case, any changes made to the student's registration form must be brought by the student to the IGPBS Program Director for approval.
3. The completed form must be approved by the department and Dean of the Graduate School.
4. The Dean's Office will present the approved form to the Registrar and copies will be provided to the student, advisor, and Department Chair. One copy is maintained in the Registrar's Office.

5. The student will be billed by the Business Office for fees/tuition as required. Each student must pay tuition unless a deferral or tuition waiver is in place with the Business Office. Tuition waivers and financial aid disbursements may be applied in a separate transaction and will be noted on subsequent billing statements. Students will not be registered if there is unpaid tuition or any other University charges from previous quarters.
6. Without completion of all the above steps by the student, on or before the end of the registration period, course credit may not be granted.
7. Quarterly registrations are due 30 days prior to the start of the new quarter. These due dates are noted on the academic calendar. Late registration is subject to a \$150 late fee.

2.3. Continuous Registration

Students must maintain continuous registration for all four quarters, each academic year. This applies to all students, including those who have completed all course and research requirements but are continuing with thesis/dissertation work. Failure to maintain continuous registration, without having been granted an official leave of absence, will be regarded as abandonment of graduate studies and will be considered the equivalent of dropping out of the program.

2.4. Auditing Courses

Students may register to audit courses in the School of Graduate and Postdoctoral Studies only with the consent of all of the following: the course director, the advisor/mentor, the Department Chair, and the Dean.

An audited course will NOT receive credit toward a degree, either at the time taken, or at a later date.

Courses registered for audit will NOT be changed to a course for credit after the first week of class, nor can a course taken for credit be changed to an audited course after the first week of class.

Audits must be classified as passive or active. A passive audit is characterized by participation in a course only by listening, viewing, and reading. An active audit is characterized by participation in a course through discussion, conduct of laboratory work, practice teaching, as well as reading, viewing, and listening.

Students are responsible for tuition of audited courses as appropriate.

2.5. Drop/Add Coursework

Any change to a graduate student program of study or coursework requires the student to prepare a written, detailed request for change (Form is available in the Registrar's Office) and submit the request to the student's advisor/mentor for review. In the case of IGPBS students, the form must be submitted to the IGPBS Program Director.

Additions or withdrawals will NOT be considered or approved following the second week of classes.

Approval must be obtained by the advisor/mentor (or IGPBS Program Director for a student within IGPBS), course director, and the Dean.

The Dean's Office will distribute finalized copies to the student, advisor/mentor, Department Chair, and the Registrar's Office.

2.6. International Students

The International Student Advisor, located in Enrollment Services Office, will maintain each student's SEVIS record as well as process necessary immigration paperwork. All international students at RFUMS are responsible for maintaining their own immigration status as well as all personal immigration documentation. Students are required by U.S. law to report any changes to their course load, program, or immigration status to the RFUMS International Student Advisor immediately. Students are also required by U.S. law to report a change of address within 10 days to the International Student Advisor. Questions should be directed to the International Student Advisor in Enrollment Services.

3. Tuition and Fees

3.1. Tuition for Full Time Students

The number of hours credited for any course in the Graduate School is determined by the individual department. Such determination is based on the time and effort a student is expected to spend preparing for and participating in a particular course. Full time status is not dependent on number of quarterly registered credit hours, but on enrollment status within the Graduate School.

3.2. Tuition for Part Time Students

Tuition for students who, for whatever reason, are taking a part time academic load is assessed per credit hour. Part time students are enrolled as a Student-at-Large, a Faculty Doctoral Student, or as a student in concurrent Master's program.

The University reserves the right to assess Students-at-Large at a higher tuition rate per credit hour than regular graduate students.

3.3. Tuition and Auditing a Course

In general, students auditing a course are charged the same tuition as those students taking the course for credit.

The University, however, does distinguish between a passive and active audit. A passive audit is characterized by participation in a course only by listening, viewing, and reading. An active audit is characterized by participation in a course through discussion, conduct of laboratory work, practice teaching, as well as reading, viewing, and listening. The University reserves the right to assess a passive audit at a different rate from tuition for an active audit of the same course. Tuition assessments are due and payable each quarter at registration.

3.4. Fees

Students should expect an annual Student Services Fee from the University. Fees support student activities, wellness support, and the implementation of a University sponsored recreation and intramural activities program. These student services are available to all students at RFUMS, including those enrolled in the Graduate School. Therefore, the fees are applicable to students enrolled in the Graduate School, regardless of stipend/tuition waiver status.

3.5. University Tuition and Fees Payment Policy

Tuition and fees are due on the designated registration day (Monday) for each quarter. A five (5)-day grace period for payment will be allowed including and ending on the Friday of the week in which registration day occurs.

Beginning on the following Monday, the sixth day, after the five day grace period has expired, a late charge will be assessed for each day until paid in full, based upon a rate of 18% per annum computed on a day-to-day basis using a 365 day year.

Students with outstanding balances still remaining at the end of the quarter will receive an incomplete grade in all courses in which the student is enrolled. The incomplete grade will be registered on their transcript and the reason for the incomplete grade will be noted (i.e. for non-payment of tuition and fees). In addition, students who have not paid in full by the end of the quarter will not be allowed to register for the following quarter.

3.6. Refund of Tuition

Upon withdrawal from a course, tuition for the course (if paid by the student) will be refunded as follows:

- Full refund up to the end of the first week of class
- 75% refund up to the end of the second week of class
- 50% refund up to the end of the third week of class

- 25% refund up to the end of the fourth week of class
- No refund will be allowed after the end of the fourth week of class.

4. Financial Aid

Students are invited to discuss any financial concerns they may have. Students are urged to contact the Office of Financial Aid to discuss sources of financial aid or if a financial problem becomes apparent.

4.1. Stipends and the Regular Student

The University offers a number of stipends to full time graduate students in good standing. The number and amount of these stipends vary with the program and the availability of funds. The stipends are awarded at the discretion of the Dean. Funding of stipends may include departmental resources. Stipends may be awarded with or without waivers of tuition. Research assistantships from grant funds are also available and are initiated by the Department Chair.

4.2. Stipends and the Combined Degree Student

4.2.1. MD/PhD Students

Mentors will continue to provide stipend funding for a Combined Degree Student through the completion of their final doctoral defense, regardless of the student's M3 re-entry date. The requirement for entering the M3 year is the successful completion of the doctoral defense. However, to facilitate smooth transition to the M3 year, entrance into that year does not require submission of a finalized thesis, based on the critiques and suggestions by the student's Research Committee. Nevertheless, submission of the finalized thesis is expected within two (2) months of the defense. If the finalized thesis is not completed in that time, the student is in jeopardy of losing their stipend support due to the failure to meet program requirements. Upon entry into the M3 year, student stipend support is provided by the School of Graduate and Postdoctoral Studies.

4.2.2. DPM/PhD Students

DPM/PhD students receive stipend support for doctoral research from Scholl College of Podiatric Medicine, regardless of the student's P3 re-entry date. The requirement for entering the P3 year is the successful completion of the doctoral defense. However, to facilitate smooth transition to the P3 year, entrance into that year does not require submission of a finalized thesis, based on the critiques and suggestions by the student's Research Committee. Nevertheless, submission of the finalized thesis is expected within two (2) months of the defense. If the finalized thesis is not completed in that time, the student is in jeopardy of losing their stipend support due to the failure to meet program requirements. Upon entry into the P3 year, student stipend support is provided by the School of Graduate and Postdoctoral Studies.

4.3. Stipends and the Faculty Doctoral Student

Faculty Doctoral students retain their University faculty status. As such, students within the Faculty Doctoral program are not provided Graduate School stipends. Tuition waivers are granted at the discretion of the Dean.

4.4. Graduate Students and Employment

Students enrolled in the Graduate School may seek employment within RFUMS. However, the following conditions **MUST** be met to maintain student status within the Graduate School while employed within RFUMS:

1. Students must have a permanent primary advisor.
2. Students in the doctoral (PhD) program must be in their second year or later. Combined degree students (MD/PhD or DPM/PhD) must be in the first year of their PhD work or later.
3. Written permission must be obtained from the advisor and Department Chair of the advisor.
4. The student must be good standing.
5. The maximum number of allowable employment hours must be specified before approval.
6. International students must have documented approval from the International Student Coordinator in Enrollment services to ensure their visa status is not in jeopardy. This approval is in addition to the approval from the advisor and Department Chair.
7. Employment must not constitute a conflict of interest (i.e. student can not work in other position in the advisor's lab).

4.5. Required Academic Standing

Student academic performance is reviewed at the end of each quarter. To remain in academic good standing, students must maintain a 3.0 grade point average. Maintenance of good standing is required for eligibility for continuation of stipends and/or tuition waivers.

4.6. Disbursement

Stipends are issued in conjunction with University Payroll, every two weeks (26 pay periods per year).

5. Confidentiality of Files for Graduate Students and Postdoctoral Fellows

5.1. Purpose

The School of Graduate and Postdoctoral Studies recognizes that it handles, distributes, and transmits personal and confidential information about student applicants, enrolled students and other trainees to administrative offices in departments at RFUMS. This information is covered under the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. The School of Graduate and Postdoctoral Studies recognizes that maintenance of confidentiality is important to applicants and current trainees.

5.2. Policy

All faculty and staff affiliated with the School of Graduate and Postdoctoral Studies who handle, transport, and/or evaluate student applicant and current trainee files are required to maintain the confidentiality and security of all files.

Current students within programs of the Graduate School may not possess applicant files or be responsible for the security of applicant files.

The Graduate School strongly discourages the practice of duplication of application material.

Information regarding individual applicants or current trainees will not be shared with other individuals without expressly written permission by the applicant or trainee.

No information of any kind about an applicant or current trainee will be given over the phone, regardless of permission.

Aggregate information regarding applications and current trainees may be collected and provided to state, federal, and accrediting agencies. In any case, all information is de-identified of any personal, private information.

6. Degree Progress and Requirements

6.1. The Degree of Doctor of Philosophy

The Doctor of Philosophy (Ph.D.) is the highest degree awarded by the School of Graduate and Postdoctoral Studies. Requirements for this degree are rigorous and challenging. The Graduate School is committed to preparing exceptional biomedical researchers for careers in biomedical sciences. Successful training and assurance that each student fulfills degree requirements necessitates commitment by the Graduate School, Department, mentor, and student.

6.1.1. Laboratory Rotations

6.1.1.1. IGPBS Students

Students within the IGPBS Program are required to progress through four laboratory rotations. The last rotation may occur in the same laboratory of a previous rotation. In this case, the principal investigator of the laboratory will be the student's mentor. Rather than repeating a rotation in a previous laboratory, a student may elect a fourth rotation in a different laboratory.

Documents Related to Rotations

1. Before a rotation begins, the student and mentor must complete the "Mentor/Student Checklist for Lab Rotation" form. The purpose of this form is to ensure both the advisor and student agree in advance on the objectives and obligations for the proposed laboratory rotation. Before the rotation begins, the student and advisor should meet to discuss the project, using this form as a guide. The completed form should be submitted to the IGPBS Office before the rotation begins.
2. At the end of each rotation, both faculty and student are to complete and submit to the IGPBS Office the "Lab Rotation Assessment" forms.

	August	September	October	November	December	January	February	March	April	May	June	July	
	Fall Quarter			Winter Quarter			Spring Quarter			Summer Quarter			
G1 IGPBS CORE YEAR	MCB I (Core) Art of Scientific Presentation (Spec) Computers in Biomedical Sci (Spec)			MCB II (Core) Ethics & Regulations in Research (Spec) Systems Lectures (Core)			Biostatistics (Spec) Neuroscience (Elective) Systems Physiology (Elective) Developmental Biology (Elective)						
	Dept Interactions		Lab Rotation #1			Lab Rotation #2		Lab Rotation #3		Lab Rotation #4			
G2 PRELIM PHD YR IN DEPT	Advanced Coursework			Advanced Coursework			Advanced Coursework			Advanced Coursework			
	Mentor Selected Department Assigned Work on research problem begins. Candidate Research Committee Selected by Nov 1			Define and refine research problem with mentor. Begin preparing NIH-R01 grant-style paper due by Fall Quarter of G3 year.						Define and refine research problem with mentor. Begin preparing NIH-R01 grant-style paper due by Fall Quarter of G3 year.			
G3 PHD CANDIDACY & RESEARCH	By Fall Quarter			Research towards thesis						6-Month Eval		Research towards thesis	
	Part A. Turn in grant Part B. Oral Exam Pass: Recommended for Candidacy Fail: August through November Study to retake failed exams (Failed exams may lead to terminal MS or dismissal) Following the Recommendation to Candidacy, B-Annual Reviews of the Student's Progress will be Conducted												
G4-Gx PHD YRS IN DEPT	Research towards thesis			6-Month Eval	Research towards thesis						6-Month Eval	Research towards thesis	
DEGREE	Final Defense (Examination by Committee) Following Successful defense. Student has 30 days to complete edits & submit for publication. Publication of Thesis required for degree to be issued. Degree CAN be issued at time earned, but formal commencement in June.												

6.1.1.2. Combined Degree Students and Faculty Doctoral Students.

Combined Degree Students and Faculty Doctoral Students typically do not participate in scheduled laboratory rotations. Combined Degree Students may rotate through a laboratory in the M1/P1 and/or M2/P2 years.

6.1.2. Commitment to a Laboratory

6.1.2.1. IGPBS Students

IGPBS students are allowed a maximum of four (4) laboratory rotations after which the student must select a primary advisor (mentor).

Regardless of when a student has chosen a laboratory for doctoral research and regardless of whether a student performs a fourth rotation in the future mentor's laboratory, all IGPBS students remain in the IGPBS Program until the end of the Summer Quarter. For the Fall Quarter of the second year, the student will be re-classified from IGPBS to their selected departments. This re-classification is performed by the IGPBS Coordinator.

Once a student and mentor have agreed to work together for the student's doctoral research, an "IGPBS Mentor Proposal Notification" form and "Doctoral Student Placement Agreement" form must be completed and submitted to the Dean's Office.

A Personnel Action Form for funding of the student stipend must be completed by the department committing to the student. For doctoral students, this must occur effective on January 1st of the year following commitment to a laboratory.

6.1.2.2. Combined Degree Students

Since Combined Degree Students perform laboratory rotations during the M1 and M2 years, a mentor is selected prior to joining the laboratory for doctoral research. For Track II students, lab rotations are not necessary, but may occur during the Summer Quarter of the M2 or P2 year. Track II students may directly enter a laboratory without rotations. In any case, the mentor must be a member of the Graduate Faculty. Entry into a laboratory occurs by the end of the Summer Quarter of the student's M2 or P2 years. Early identification of a mentor and agreement between the student and mentor on doctoral research facilitates entry into the laboratory and success in research efforts. A "Doctoral Student Placement Agreement" form must be completed and submitted to the Dean's Office.

A Personnel Action Form for funding of the student stipend must be completed by the department committing to the student. For Combined Degree Students, this must occur effective on July 1st of the year of commitment to a laboratory.

6.1.2.3. Faculty Doctoral Students

Upon selection of a mentor for a Faculty Doctoral Student, a "Faculty Doctoral Placement Agreement" must be completed and submitted to the Dean's Office.

6.1.3. Research Committees

6.1.3.1. Composition and Function

A Research Committee for each student must be formed by the end of the Fall Quarter of the 2nd year.

A “Request for Research Committee” form must be completed and submitted to the Dean’s Office within six months of entering a mentor’s laboratory.

The Research Committee is comprised of five (5) faculty members who best compliment the research project and include the mentor and four other faculty members. At least one member of the committee must be from outside the student and mentor’s department. Members of the Research Committee may be faculty from outside the University. The chair of this committee cannot be the student’s mentor.

Combined Degree Students must form the Research Committee immediately upon entering the mentor’s laboratory. These Research Committees will consist of two additional members (seven members total) to ensure that the final thesis defense can be scheduled and completed before the student’s M3 or P3 year. At least one member of the committee must be from outside the student and mentor’s department. Members of the Research Committee may be faculty from outside the University. The chair of this committee cannot be the student’s mentor.

Research Committee memberships are approved by the relevant Department Graduate Oversight Committee and by the Dean.

6.1.3.2. Conflict of Interest

The Code of Conduct for RFUMS states “Any covered person shall not participate as a member of a committee or board in a matter in which that covered person has an interest that is or appears to be in conflict with their judgment or good faith execution of committee or board duties.”

As it applies to faculty members on Research Committees, the Graduate School does not permit spouses to serve as members of a Research Committee in which their spouse is the Mentor for that student. The operational phrase in all conflict of interest rules is the “appearance of conflict” and while no a priori actions on the part of spouses may warrant application of this policy, the “appearance of conflict” by third parties necessitates this policy. It should be added that in these cases, the Graduate School does encourage research advice to students by spouses in these situations, if their expertise will help the student in their research project.

6.1.4. Course Requirements

Course requirements are established, maintained, and monitored by individual departments and the School of Graduate and Postdoctoral Studies. As such, students must fulfill both department and Graduate School course requirements. The student,

mentor, Department Chair, Department Graduate Oversight Committee, and Research Committee are responsible for ensuring that course requirements for each student are satisfactorily completed. Each department may have graduate course requirements in addition to the Graduate School required courses listed below.

6.1.4.1. IGPBS Students

- GIGP-500 First Year Research Rotations
- GIGP-501 Molecular Cell Biology I
- GIGP-502 Molecular Cell Biology II
- GIGP-503 Systems
- GIGP-507 Art of Scientific Presentation
- GIGP-508 Ethics and Regulatory Issues
- GIGP-509 Biostatistics
- GIGP-510 Computer Applications in Biomedical Sciences

6.1.4.2. Combined Degree and Faculty Doctoral Students

Due to the extensive coursework of Combined Degree Students and experience of Faculty Doctoral Students, the Research Committee will determine the complete course requirements for the Ph.D. phase of their training. The requirements may or may not include the required courses of the department. Nevertheless, Combined Degree and Faculty Doctoral Students are required to take the following courses:

- GIGP-507 Art of Scientific Presentation
- GIGP-508 Ethics and Regulatory Issues
- GIGP-509 Biostatistics

6.1.4.3. Petition to Waive a Required Course

To waive a course requirement of the Graduate School, a completed “Student Petition” form to waive the required course must be completed and submitted to the Dean of the Graduate School. The petition must be supported by official transcripts from an accredited college or university indicating successful completion of an equivalent course. The petition must also be approved by the mentor, program director, and Department Chair. Meeting these requirements for petition of a waiver of a course requirement does not guarantee that the waiver will be granted by the Dean.

6.1.5. Doctoral Candidacy Examination

6.1.5.1. Purpose and Intent

The assessment purpose of the Doctoral Candidacy Exam, otherwise known as the Preliminary or Comprehensive Exam, is two-fold. First, the intent of the exam is to assess the current status of the student with regard to the student’s knowledge base in biomedical sciences and the student’s current abilities to conduct research, including the abilities to formulate hypotheses, design careful experiments, interpret data, generate accurate conclusions, and effectively communicate, orally and in writing, the

research project. Secondly, the purpose of the exam is to assess to student's potential to successfully complete the requirements for the doctoral degree. Considerations in this assessment include, but are not limited to, the student's potential to complete a significant body of research, the student's potential to effectively defend the doctoral thesis, and the potential for the student to have a successful career in the biomedical sciences.

It must be emphasized that the Doctoral Candidacy Exam has several additional and important purposes. The Doctoral Candidacy Exam provides a unique opportunity for professional development. The exam provides an opportunity for the student to generate a cohesive, thoughtful, and significant research plan. The ability to do so is critical to the professional development of the student during doctoral training as well as in the student's future career. The student's obligation is to take this opportunity to develop, to the best of the student's ability, the research plan and its presentation in a professional manner, meeting the Research Committee's expectations of standards of knowledge, research abilities, and career potential. It is the responsibility of the Research Committee to ensure that all aspects of the Research Candidacy Exam are conducted professionally and in the immediate and future interests of the student. It is the responsibility of the Research Committee to provide an outstanding example of professionalism in its interaction with the student, in its assessments of the student's academic abilities and potential for success in a biomedical career. The Research Committee has the obligation to use the Doctoral Candidacy Exam as an opportunity not only for student assessment, but for education, council, and professional development of the student. The Chair of the Research Committee is responsible for communicating to the Dean of the School of Graduate and Postdoctoral Studies matters of perceived breach of professionalism from anyone involved or participating in the Doctoral Candidacy Exam.

6.1.5.2. Timing of the Doctoral Candidacy Exam

6.1.5.2.1. Regular Students

Regular doctoral students will take the exam in the fall of the year following their entry into the mentor's laboratory.

6.1.5.2.2. Combined Degree Students

Combined Degree students will take the exam as quickly as possible upon entering the mentor's laboratory, taking into consideration any advanced courses they may take and generation of preliminary data for development of their research proposal for the exam.

6.1.5.2.3. Faculty Doctoral Students

Students will take the exam in the fall of the year following their entry into the mentor's laboratory.

6.1.5.3. Description of the Exam

6.1.5.3.1 Written Research Proposal

The student will formulate a research project and write a grant proposal. The proposal will be formatted by the current standards of an NIH R01 application. Please consult www.nih.gov for current format requirements of the R01 application. The topic of the research proposal may be directed in one of two manners.

- A. The research project of the proposal can be based directly on the student's research. The student may use preliminary data generated for the doctoral thesis. It is important to note that the student's research plan should be independently generated by the student, with consultation, advice, and guidance from the mentor. The written research proposal must be the product of the student. The intent of this plan is to facilitate generation and submission of an NRSA proposal for student research support.

- B. In consultation with the mentor and approval by the Research Committee, a student may propose a research project that is closely aligned with the student's own doctoral research plan, but is not identical. The intent of this approach is to provide a student with the experience and ability to formulate new, independent hypotheses and generate new lines of research investigation with supporting background, significance, rationale, and justification. Emphasis is placed on the mentor and Research Committee to ensure that the proposed research topic is appropriate to the immediate and long-term training and goals of the student.

Regardless of the approach taken, the student will prepare an overall research aim with specific aims. This is analogous to the Specific Aims section of the R01 application. The document will be presented to the Research Committee for approval and suggestions for improvement.

The mentor and Research Committee should be actively involved in the development of the student's research proposal by providing appropriate mentorship for professional development.

6.1.5.3.2. Oral Examination

The second part of the Doctoral Candidacy Exam is the oral examination. This portion of the exam is based on the written research proposal and core and advanced courses taken by the student in their graduate education.

The Dean of the Graduate School will be notified of the scheduling of the oral exam.

6.1.5.3.3. Completion of the Exam

Upon completion of the exam, the “Report of Doctoral Candidacy Examination” form must be completed and submitted by the Research Committee to the Dean.

6.1.5.3.3.1. Advancement to Candidacy

Upon the recommendation of the Research Committee to the Dean of the School of Graduate and Postdoctoral Studies, and with approval of the Dean, the student will advance to the status of “Candidate for Doctoral Degree”.

6.1.5.3.3.2. Deferral of Advancement to Candidacy

The Research Committee may recommend deferral of advancement to candidacy. If this is the recommendation, the Research Committee must provide in writing the reasons for deferral and the explicit means to remediate the deficiencies. Copies of this letter must be forwarded to the student, the student’s mentor, the Department Chair, the Department Graduate Oversight Committee, and the Dean of the Graduate School.

If the initial oral examination was not satisfactorily completed, the second oral exam must be completed within 4 months of the first oral exam. The date of the second exam must be communicated to the Dean.

Upon completion of the second oral exam (if necessary), the Research Committee must complete and submit the “Report of Doctoral Candidacy Examination” form to the Dean. Upon the recommendation of the Research Committee to the Dean of the School of Graduate and Postdoctoral Studies, and with approval of the Dean, the student will advance to the status of “Candidate for Doctoral Degree”.

6.1.5.3.3.3. Failure of the Doctoral Candidacy Exam

If the student fails the second oral exam, the student is given the option to earn a Master Degree. This terminal degree must be research-based.

To fulfill the research requirements for a Master’s Degree by a student who has not advanced to doctoral candidacy, the student must submit a manuscript to a peer-reviewed journal. The student’s research may comprise the entire manuscript or be a significant contribution to a broader study submitted for publication. Evidence of submission of the manuscript with the student’s authorship or co-authorship must be provided to the Dean.

6.1.6. Progress Reports

After advancement to doctoral candidacy, semi-annual progress reports must be submitted by the mentor to the Department Graduate Oversight Committee (DGOC).

The DGOC chair will compile a report to the Dean of the Graduate School summarizing the progress and status of each graduate student within the department. Copies of the

individual semi-annual reports are to be included in the report from the DGOC to the Dean. Reports from the DGOC are due in June and December of each year.

The progress report in the fall also includes a report by the student to the Research Committee. At this time, the Research Committee can provide feedback and advice regarding progress toward the degree. The Research Committee may recommend that more frequent meetings occur to monitor student progress. If so, a statement concerning the frequency of meetings should be included in the progress report to the DGOC.

It is vital to the success of the student that the Research Committee remain a continuing and frequent resource for the student and mentor. The student and mentor are encouraged to seek advice and council from the Research Committee frequently and throughout all phases of graduate training.

6.1.7. Defense of the Dissertation

The student and mentor, with concurrence of the Research Committee, will determine the date for defense of the dissertation. The defense is presented to the Research Committee both in a public presentation and in an exclusive meeting of the student with the Research Committee.

The format of the thesis must conform to the acceptable thesis format described in the Thesis Manual, obtainable via the Graduate School website or from the Dean's Office.

Although it is strongly encouraged and expected, publication of the student's research in peer-reviewed journals is not a prerequisite for successful defense of the dissertation. Individual departments and mentors have the discretion to set minimum requirements for publication. Such requirements must be clearly expressed to the student before entry into a laboratory for doctoral research.

Copies of the dissertation will be provided to members of the Research Committee no less than three weeks prior to the date of the defense.

The department is responsible for organization of the events associated with defense of the dissertation. Any costs associated with notification or publicizing of the defense, conductance of the defense, and post-defense activities are borne solely by the department.

The Research Committee will complete and submit the "Final Defense" form to the Dean of the Graduate School.

The student must submit the thesis in electronic format, including any corrections of the thesis required by the Research Committee and approved by the Research Committee, within 30 days of the dissertation defense to the Dean's Office. Bound copies of the final dissertation are not required by the Graduate School.

6.1.8. Conferring of Degree

Before the degree can be conferred, the following documentation or conditions must be met or available to the School of Graduate and Postdoctoral Studies:

- All paperwork detailing the completion of the fully executed final defense
- Student Clearance Release form
- Proof of electronic submission of the thesis to the Dean's Office
- Completion of the Survey of Earned Doctorates
- Completion of Alumni Affairs survey for the Graduate School

It is recognized that placement of students into postdoctoral positions or the M3/P3 years of clinical training may preclude the student's participation in commencement. Attendance at commencement is highly encouraged, but not required, for conferral of the doctoral degree.

Details for commencement are provided by the Division of Student Affairs to students who have or are expected to have completed their defense prior to the date of commencement.

Combined Degree Students are invited to walk following the completion of their PhD requirements in addition to their recognition upon completion of their MD or DPM degrees. Alternatively, students will be specially recognized for both degrees at commencement following completion of the MD or DPM degrees.

6.2. The Degree of Master of Science

6.2.1. Lab Placement and Formation of the Research Committee

A mentor for MS degree students is determined at the time of acceptance. It is anticipated that the research project is developed and acceptable to both the student and mentor at the time of enrollment.

A "Student Placement Agreement" form must be completed, approved by the Department Chair and by the Dean.

The Research Committee is also organized for the student before enrollment. The Research Committee is comprised of the mentor and at least two additional members who can provide advice to the student in research and career progression. The "Request for Research Committee" form must be completed and approved by the mentor, DGOC Chair, and Dean of the Graduate School. The mentor can not serve as chair of this committee.

Within one month of acceptance, the student will present the research proposal to the Research Committee.

6.2.2. Coursework

All students in the Master Degree Program are required to take the following courses:

- GIGP507 Art of Scientific Presentation
- GIGP508 Ethics and Regulatory Issues in Biomedical Research
- GIGP509 Biostatistics
- GIGP510 Computer Applications in Biomedical Sciences

To waive a course requirement of the Graduate School, a completed “Student Petition” form to waive the required course must be completed and submitted to the Dean of the Graduate School. The petition must be supported by official transcripts from an accredited college or university indicating successful completion of an equivalent course. The petition must also be approved by the mentor, program director, and Department Chair. Meeting these requirements for petition of a waiver of a course requirement does not guarantee that the waiver will be granted by the Dean.

The Research Committee will determine which, if any, additional course work is required. The “Master’s Student Coursework List” form must be completed and approved by the Dean of the Graduate School.

6.2.3. Progress Reports

Semi-annual progress reports must be submitted by the mentor to the Department Graduate Oversight Committee (DGOC).

The DGOC chair will compile a report to the Dean of the Graduate School summarizing the progress and status of each graduate student within the department. Copies of the individual semi-annual reports are to be included in the report from the DGOC to the Dean. Reports from the DGOC are due in June and December of each year.

The progress report in the fall also includes a report by the student to the Research Committee. At this time, the Research Committee can provide feedback and advice regarding progress toward the degree. The Research Committee may recommend that more frequent meetings occur to monitor student progress. If so, a statement concerning the frequency of meetings should be included in the progress report to the DGOC.

It is vital to the success of the student that the Research Committee remain a continuing and frequent resource for the student and mentor. The student and mentor are encouraged to seek advice and council from the Research Committee frequently and throughout all phases of graduate training.

6.2.4. Oral Examination

With the approval of the student, mentor, and Research Committee, the date for the Master’s Degree oral exam is determined near the end of the research study. In consultation with the mentor, the student will write and present a manuscript to the Research Committee in public for submission to a peer-reviewed journal. The

manuscript must be delivered to the Research Committee no less than 2 weeks prior to the exam.

At the conclusion of the public, oral presentation, the Research Committee may elect to continue the exam.

The Research Committee may ask for editorial changes to the manuscript. In consultation with the mentor and Research Committee, the student must address the suggestions for revision.

The results of the exam are reported by completion and submission of the “Report of Final Examination” form to the Dean’s Office.

The department is responsible for organization of the events associated with exam. Any costs associated with notification or publicizing of the exam, conductance of the exam, and post-exam activities are borne solely by the department.

6.2.5. Conferring the Degree

The completed, revised manuscript must be submitted electronically as a thesis to the Dean’s Office.

Before the degree can be conferred, the following documentation or conditions must be met or available to the School of Graduate and Postdoctoral Studies:

- All paperwork detailing the completion of the fully executed final defense
- Student Clearance Release form
- Proof of electronic submission of the thesis to the Dean’s Office
- Completion of the Survey of Earned Doctorates
- Completion of Alumni Affairs survey for the Graduate School

It is recognized that student enrollment at other institutions or career advancement may preclude the student’s participation in commencement. Attendance at commencement is highly encouraged, but not required, for conferral of the Master Degree. Details for commencement are provided by the Division of Student Affairs to students who have or are expected to have completed their requirements prior to the date of commencement.

6.3. Standards and Expectations Regarding All Students and Degree Granting Programs

6.3.1. Student Responsibilities

It must be clearly understood that the responsibility of the student is to fulfill each requirement of their degree.

6.3.2. Student in Good Standing

Any student enrolled in the School of Graduate and Postdoctoral Studies is expected to remain in Good Standing by maintenance of a cumulative 3.0 grade point average (4.0

scale). No grades below a B are considered acceptable. If a student receives a grade below a B, an automatic progress assessment is initiated by the IGPBS Director or Department Graduate Oversight Committee. This evaluation of status and performance may produce recommendations which can include, among others, remediation of deficiencies, discontinuation of stipend support and/or tuition waiver, expulsion from the program, and implementation of the funding payback policy.

In addition, individual departments may require the student to maintain a specific quality point level in the major subject area to maintain Good Standing. If a student fails to maintain Good Standing based on department standards, the Department Chair will notify the student of this status and provide a recommendation to the DGOC, mentor or IGPBS Director, and Dean.

6.3.3. Student Progress toward Degree

Student progress toward fulfillment of degree requirements is evaluated at the end of each academic quarter by either the Department Graduate Oversight Committee or the IGPBS Director for first year regular doctoral students. Any student who fails to satisfactorily meet any of the required standards in any given quarter will be notified by the DGOC or IGPBS Director that an assessment of progress toward the degree will be made with recommendations for course of action. Required standards for satisfactory degree progress include, but may not be limited to:

- Maintenance of Good Standing in graduate course work
- Satisfactory performance in laboratory rotations and thesis research

Recommendations from the DGOC or IGPBS Director regarding lack of satisfactory performance are forwarded to the Dean for approval.

If a student's degree progress falls below either Graduate School or departmental standards for two consecutive or three non-consecutive quarters, the following steps will be taken:

1. The Department Chair or IGPBS Program Director will notify the Dean of the student's status and of the recommendation.
2. The Dean may refer the question of the student's future status to the Department Graduate Oversight Committee, requesting its recommendation.
3. The student will have the right and opportunity to present evidence and to discuss his/her situation with the Department Chair, IGPBS Program Director, DGOC, and Dean before recommendations and decisions are made.
4. The Dean will determine, based on these recommendations and discussions, whether the student will be dismissed or continue as a student on academic probation. The decision will be provided to the student in writing.

Six month evaluations are also conducted for students who have advanced to doctoral candidacy. Required standards for satisfactory degree progress include, but may not be limited to:

- Maintenance of Good Standing in graduate course work
- Satisfactory performance in laboratory rotations and thesis research

If a student's degree progress falls below either Graduate School or departmental standards the following steps will be taken:

1. The Research Committee will notify the student's mentor and Department Graduate Oversight Committee of the student's status and of the its recommendation.
2. The DGOC, Department Chair, and mentor will evaluate the student's degree progress and provide recommendations to the Dean.
3. The student will have the right and opportunity to present evidence and to discuss his/her situation with the Department Chair, DGOC, mentor, and Dean before recommendations and decisions are made.
4. The Dean will determine, based on these recommendations and discussions, whether the student will be dismissed or continue as a student on academic probation. The decision will be provided to the student in writing.

6.3.4. Grading of Academic Performance

Coursework within the School of Graduate and Postdoctoral Studies is graded as follows:

A – High Achievement	PP – Pass Proficiency Exam
B – Above Average Achievement	# - Graded at Sequence End
C – Average Achievement	IP – In Progress
F – Fail	NR – Needs Remediation
P – Pass	NC – No Credit Given
W – Withdrawal	AU – Audit
I – Incomplete	

A Grade on Incomplete indicates that all evidence required for a qualitative grade has not yet been submitted.

A Pass/Fail grading system is customarily used for seminar and research courses.

Students are responsible for periodic review of their academic status. Discrepancies or concerns must be addressed to the Registrar within two weeks of the end of the quarter in which a grade is posted.

6.3.5. Course Credit

Academic work at RFUMS is measured by “units of credit”. The number of credit hours assigned to a course is proportional to student workload that includes lecture, laboratory work, clinical/internship work, and other out-of-class work associated with the course. On-going, precise measurement of these quantities is neither practical nor desirable. Therefore, RFUMS policy provides a set of general guidelines for the assignment of credit hours to courses.

All classes offered for credit at RFUMS are equated a standard credit hour. One credit hour is equivalent to one hour of lecture per week or two hours per week for laboratory, clinical experience, or small group discussion. Classes may last for one or more quarters. Details of the curriculum for each program and the specifics of each course, including course credit, are described in the Academic Catalogue of the School of Graduate and Postdoctoral Studies.

The Registrar's Office is responsible for the final determination of credit hours for a course.

RFUMS uses the quarter system to measure the length of a term. The quarter system is generally 12 weeks of classes including final examinations.

7. Time Off, Vacations, Leaves of Absence, and Withdrawal

7.1. Time Off and Vacations

7.1.1. Time off

All students follow the same holiday time off as University employees. This schedule is provided by Human Resources. No other time off for holidays is allowed without express permission from the student's advisor/mentor or IGPBS Program Director for IGPBS students.

Any time off that might affect a student's stipend must be approved by the Dean of the Graduate School. Removal of stipend support due to time off will be decided by the Dean.

7.1.2. Vacations

IGPBS Students – Because enrollment from Fall through Summer quarters is required for completion of the IGPBS Program Core Phase, new students in IGPBS are allowed only the holidays as determined by the University for the first four terms. This schedule is NOT the same as the Student Academic Calendar. There is no vacation time scheduled through the end of Summer Quarter without the IGPBS Program Director's approval.

All non-IGPBS Students – A two week vacation period may be arranged only with the approval of the student's mentor and Department Chair. Student vacations are limited to dates during academic interims. Vacation beyond two weeks requires approval of the Dean and may affect stipend support.

Although students follow the University academic calendar for coursework, graduate students do not have intersession breaks between quarters due to research requirements.

All graduate students are required to adhere to rules set forth by their departments for reporting sick time, vacation usage, etc.

7.2. Leave of Absence and Withdrawal

Procedure for leaves of absence and withdrawal are outlined for the University through the Registrar's Office (See the Registrar's website).

Students are encouraged to consult with their advisor/mentor or IGPBS Program Coordinator.

Request for withdrawal from the School of Graduate and Postdoctoral Studies may be submitted at any time, pending the final disposition of currently enrolled courses.

Withdrawal from any Graduate School program, for any reason, may require a reimbursement of funds by the student to the University. Refer to the University Policy concerning Withdrawals and Leave of Absence.

8. AWARDS

8.1. Graduate Travel Awards

Funding of Graduate Travel Awards is presently being managed through the Division of Student Affairs.

8.2. All School Research Consortium (ASRC)

This event is held annually on the 3rd Wednesday of March. It is coordinated by the ASRC Organizing Committee and includes participants from all schools of the University. Student research posters and talks are presented and judged. A keynote address is delivered by a prestigious speaker. Judges select winners from all 4 schools for outstanding poster and talk presentations.

8.3 Annual Awards

The Graduate School also offers several awards annually. These awards are made following a committee evaluation of the candidates. Mentors should nominate the student for these awards, and include a letter to the Graduate Awards Committee, and a copy of the student's CV.

- **The Dean's Award for Outstanding Achievement in Research**

This award is presented to a student who has provided exceptional service contributions to the School of Graduate and Postdoctoral Studies, or to a student who has excelled in research. This award requires first authorship in a peer-reviewed publication.

- **The Ben B. Blivaiss Graduate Research Travel Award**

This award was established in honor of Dr. Ben B. Blivaiss, who served the University as a faculty member for over 50 years. Dr. Blivaiss was involved in biomedical education

and research. The Award provides partial travel support to a student in the M.D./Ph.D. program to present their research at a national meeting.

- **The Cancer Federation Award**

The Cancer Federation (California) issues a scholarship check to this University, providing funds (annual amount varies) for a graduate student who is involved in research for cancer (oncology), nursing, or in biomedical research. The Dean's Office can advise if funds for this award have been made available.

9. Student Organizations

9.1. RFUMS Student Representation

The School of Graduate and Postdoctoral Studies is represented by its graduate students through various student committees and organizations, found on the RFUMS website at <http://www.rosalindfranklin.edu/dnn/orgs/>

9.2. Graduate Student Association (GSA)

All RFUMS graduate students are automatically members. There are no dues charged for membership.

Mission Statement/Organization Goals. The GSA is the representative body for all graduate students in the RFUMS community. The purpose of this association is to promote the interests and future careers of the graduate students, advance graduate education and promote fellowship among students.

Membership Benefits/Opportunities

- Eligibility for travel awards to scientific meetings, if the student is the presenting author.
- Helps students with any problems they encounter throughout their graduate study and provides information for career possibilities following graduation.
- Participation in all social events sponsored by the GSA.

Typical Activities/Programs

- Orientation for incoming IGPBS (new graduate) students
- Advocate graduate student concerns to the Administration
- Travel Awards for attendance at Scientific Meetings
- All School Research Consortium Annual Sushi Party

9.3. Scientific Research Association (SRA)

Mission Statement /Organizational Goals

The purpose of the SRA is to increase student awareness of career options following graduation, expand graduate education outside of their field of research and improve graduate research by promoting discussion and collaboration among students.

Membership Benefits/Opportunities

- Increases student awareness of research happening throughout RFUMS as well as available facilities in other laboratories and departments within and outside our University.
- Helps students stay on top of “hot topics” within the research community.
- Encourages the participation of all social events of the GSA.

Membership Dues

No dues are charged for membership. All RFUMS graduate students are automatically members.

Typical Activities/Programs

- New student welcoming party.
- Meeting of the Minds (seminars related to career choices after graduation).
- Open discussions on current “hot topic” issues in basic science research.
- Fundraising.

10. Ethical Standards for the School of Graduate and Postdoctoral Studies

RFUMS graduate students are expected to maintain high ethical standards in their roles as students in the University and as scientists conducting research in the laboratory. All students of the Graduate School must subscribe to the [Honor Code and the RFUMS Student Honor Constitution](#).

10.1. Ethical Standards

Students must be familiar with the following ethical standards. Breach of these standards may result in an investigation by the Dean of the Graduate School and corrective action.

10.1.1. Professional Standards

Students should be honest and trustworthy in their work. Any behavior that gives a student an unfair advantage is considered unethical. Some examples of unethical behavior are: looking at the answers of another examinee, using unauthorized or illicit materials to pass an examination to gain an advantage, using unauthorized sources of information for take-home examinations, hindering the study and learning of another student, withholding or removing university-owned materials needed by other students, and intentionally enabling another student to cheat or allowing another individual to take an examination in one’s place.

10.1.2. Conduct of Research

As scientists, graduate students should maintain integrity in the conduct of research. The following are some examples of major types of misconduct in science:

- 1. Fraud** - Alteration or fabrication of research data is a grave violation of ethical standards. Such fraud impedes the advancement of knowledge and threatens scientific integrity.
- 2. Inappropriate allocation of credit** - Research accomplishments by others or from collaborative work should be properly credited in teamwork with the sponsoring faculty and colleagues. The student should not consider the research data as his/her property and publish the data without the sponsoring faculty’s knowledge and agreement.
- 3. Plagiarism** - The dishonest use of another’s published or unpublished data, manuscripts, grant applications, and other privileged material is a misconduct in science. In serious cases, plagiarism is illegal, and the victim may sue.

For more information on plagiarism, consult the following (available in the Office of Student Development).

- ◆ “Integrity and Misconduct in Research.” Report of the Commission on Research Integrity. U.S. Department of Health and Human Resources. 1995.
- ◆ "Honor in Science." Sigma Xi, The Scientific Research Society. New Haven, Connecticut. 1984.
- ◆ "On Being a Scientist." Committee on Conduct of Science. National Academy of Sciences. National Academy Press. Washington, D.C. 1989.

10.1.3. Additional Standards

Students should respect the property of another individual and of the University.

Students should follow all federal, state and local laws and University regulations.

Students should not use illicit drugs.

Students should not use alcohol in the classroom or laboratory.

10.2. Procedures for Consideration of Violations of Ethical and Professional Standards

A student under suspicion of ethical or professional misconduct shall be afforded appropriate notice and an expedient process in the investigation, deliberation and decision about such allegations and potential penalties. The student shall also be afforded the right to appeal any negative outcomes to the Dean of the School in which the student is enrolled. The procedures described below are designed to ensure such rights for the student and the University.

10.2.1. Investigation and Recommendation

Allegations of ethical or professional misconduct by a student shall be referred to, and investigated by, a faculty committee with student representation. In the School of Graduate and Postdoctoral Studies, the matter shall be referred to the Chair of the Department in which the student is enrolled. The Chair shall appoint an ad-hoc Investigating Committee of faculty to investigate the charges. Student representation shall be provided on the Investigating Committee. The Chair is encouraged to recruit faculty from other departments in situations where availability of disinterested faculty within the department is limited. The Director of the Division of Student Affairs (DoSA), or designee, shall be an ex-officio member of the Investigating Committee, and shall serve as the student’s advocate in committee deliberations.

The Committee is charged with receiving evidence, hearing the accused student, and making recommendation(s) based upon such information. A student charged with violations of ethical or professional standards shall be presumed innocent. Such violations shall be established by clear and convincing evidence.

The student shall be given written notice of the accusations and the time and place of the Investigating Committee deliberations. Both the student and the Director DoSA (or designee) shall have the right to present evidence before the committee on behalf of the student. Subsequent deliberations of the Investigating Committee shall be attended by committee members only.

Recommendations of the Investigating Committees of the School of Graduate and Postdoctoral Studies shall be made from the Investigating Committee Chair to the Department Chair. Upon consideration of the committee recommendation, the Department Chair shall make recommendation(s) to the Dean of the Graduate School. Upon receipt of such recommendation, the Dean shall decide upon appropriate action, and so notify the student in writing.

10.2.2. Right of Student Appeal

The decision of the Dean shall be final, except that the student shall retain the right to appeal such decision, in writing, to the Dean. At the discretion of the Dean, the issue may be referred to an Appeals Committee. In the Medical School, the Appeals Committee shall be an ad hoc committee appointed by the Dean, as described in the Student Handbook. In the School of Graduate and Postdoctoral Studies, the matter shall be referred to the standing Graduate Advisory Committee. The Director of DoSA (or designee) shall be ex-officio member of the Appeals Committee. Both the student and the DoSA representative shall be notified of the referral to the Appeals Committee, as well as the time and date of such deliberations. Such committee shall hear the student appeal and all new evidence or argument presented by the student or DoSA representative. The Appeals Committee shall make its recommendation directly to the Dean. The Dean's decision shall be final and shall be transmitted in writing to the Student and the Director of DoSA.

10.3. Reporting Allegations of Research Misconduct

Faculty and students should report alleged misconduct to the Dean of the Graduate School and the Department Chair with proper documentation. Faculty and students should be cognizant of the University's need to maintain confidentiality. For additional details, please refer to the Policy on Research Misconduct and the RFUMS Manual on Responding to Allegations found on the Research tab of the RFUMS website under Policies <http://www.rosalindfranklin.edu/tabid/756/Default.aspx>

10.4. University Policy on Professionalism

All students at RFUMS are expected to exhibit professional, responsible, and ethical behavior. Students should display this behavior as students in the University, as health care providers in the clinical setting, and as researchers in the laboratory or clinic. All students should, therefore, possess the highest degree of personal integrity and be able to reason about ethical issues in their professional life. Students are expected to treat patients and research subjects with respect, compassion and sincerity, irrespective of race, color, creed, ethnic origin, religion, disability, gender, sexual orientation, or socio-economic class, and to maintain strict confidentiality. Students are expected to be honest and trustworthy, to

respect the property of others, and to follow the code of professional ethics appropriate to their discipline. Any departure from these standards may result in disciplinary action.

10.5. Student Policies Handbook

Additional information regarding RFUMS student policies can be found at:

<http://www.rosalindfranklin.edu/DNN/LinkClick.aspx?fileticket=Q4qIe1A5AcA%3d&tabid=2142>

10.6. Student Misconduct and Student Treatment

Students have a right to work and study in an environment free from harassment. As such, the University will not tolerate student mistreatment. A primary goal of RFUMS is the education of students who will meet the health care needs of society in a caring, competent, and professional manner. Insensitivity during training/education runs counter to the fundamental tenants of health care and impairs the ability of many students to maintain their idealism, caring, and compassion past training into their careers. Examples of mistreatment include sexual harassment*; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical disability or age; humiliation, psychological or physical punishment, and the use of grading and other forms of assessment in a punitive manner. The occurrence, either intentional or unintentional, of such incidents results in a disruption of integrity, trust, and the spirit of learning. Students who experience mistreatment should report the specific incident(s) to the offender's supervisor and to the University's DoSA Director. All incidents will be handled in an equitable manner, with the guarantee of each student's rights, with appropriate protection for complainant and accused. Appropriate counseling can be arranged by contacting the RFUMS Counseling Center (847-578-3305).

*For the entire RFUMS Policy, access the following link:

<http://www.rosalindfranklin.edu/administration/FacultyStaff/OOC/EO/tabid/1895/Default.aspx>.

10.7. Honor Council

Information regarding the RFUMS Honor Council can be found at:

<http://www.rosalindfranklin.edu/dnn/administration/home/DOSA/HonorCouncil/tabid/573/Default.aspx>

10.8. Honor Code

The RFUMS student Honor Code statement can be found at:

<http://www.rosalindfranklin.edu/dnn/portals/18/documents/studentSites/honorcouncil/index.html>

10.9. University General and Sexual Harassment Policy

Statement on Harassment

If a student believes that he/she is being subjected to harassment, which is motivated, by sex, race or other improper motive, he/she is encouraged to contact Ms. Rebecca Durkin, Executive Director, Office for Student Development (x8350) or Dr. Gordon Pullen, Office of Educational Affairs, either directly or through the student's class officers. Every complaint will be investigated promptly and thoroughly, and treated with confidentiality and discretion.

Sexual Harassment

The University Professionalism Committee (UPC) recommends that all RFUMS students become familiar with the University's Sexual Harassment Prevention and Resolution Policy. This policy, which was endorsed by the University Senate on December 4, 1998 and passed by the Board of Trustees on May 13, 1999, clearly defines the University's position concerning sexual harassment.

If you experience any type of harassment, including sexual harassment, you should state clearly and firmly that you want a particular behavior to cease. This is not a time to be polite or vague. There is a chance that the harasser does not realize that a particular behavior is offensive.

If you feel uncomfortable talking to the harasser or if the unwelcome behavior continues, report the harassment to a supervisor, the course director, the department chair or a first responder. The individuals listed below have been identified by the University and trained to be members of the First Response Intermediary (FRI) Group. Each individual will respond to a complaint of sexual harassment, and offer informal resolution or referral to a more formal investigative process.

First Response Intermediary Group (FRI)

Allegra Bohlen	Div. Student Affairs	8482
	allegra.bohlen@rosalindfranklin.edu	
Cheryll Johnson	Environmental Health & Safety	3422
	cheryll.johnson@rosalindfranklin.edu	
Christie Tipton	Accounting/Business Office	3276
	christie.tipton@rosalindfranklin.edu	
Dr. Karona Mason	Scholl College	8413
	karona.mason@rosalindfranklin.edu	
Dr. Mayra Quintana	CHP – Physician Assistant Program	8692
	mayra.quintana@rosalindfranklin.edu	
Jean Marques	CMS Student Affairs	3417
	jean.marques@rosalindfranklin.edu	
Jennifer D. Smith	FRI Coordinator-DoSA-St Housing	8350
	jennifer.smith2@rosalindfranklin.edu	
Jim Sturino	Department of Medicine	3417
	james.sturino@rosalindfranklin.edu	

Laura Nelson	Nutrition/Interprof. Healthcare	3310
	laura.nelson@Rosalindfranklin.edu	
Renee Besler	Facilities Management	3249
	renee.besler@Rosalindfranklin.edu	
Vilmary Frederichs	Cell Biology & Anatomy	3211
	vilmary.friederichs@rosalindfranklin.edu	
Vince Butera	Operations – Purchasing	8374
	vincent.butera@Rosalindfranklin.edu	

Members of the FRI volunteered to serve in this capacity, without compensation. They were chosen to represent all portions of the University based on employment category, school, and interaction with students and trainees. The FRI group was appointed by the Chief Academic Officer of the University with the concurrence of the Vice President for Finance and Administration. Their appointments are reviewed annually.

11. STUDENT SERVICES

11.1. Division of Student Affairs

The Division of Student Affairs supports the academic success of all RFUMS students by fostering their professional, mental, physical, and social development and by enhancing the quality of campus life. There are several different areas within the Division of Student Affairs to assist students.

11.1.1. Student Housing

The University has three student housing buildings located on campus, housing approximately 240 students each year. Students who choose to live in the halls have the opportunity to live on campus and participate in programming and events provided by the Community Managers in each building. For more information about living on campus, visit the student housing website at:

<http://www.rosalindfranklin.edu/dnn/administration/home/DOSA/StudentHousing/tabid/565/Default.aspx>

11.1.2. Student Development

The Division of Student Affairs encourages participation in student activities as an excellent way to experience personal growth, meet new friends, share common interests with other students, faculty and staff, as well as have some fun outside the classroom. Assistance is provided to registered student organizations in creating and implementing quality programs and activities that will enhance their leadership and organizational skills as well as help the organizations fulfill their goals. Through our programs and services, we are committed to assisting students in becoming a force for positive change in the community and greater society. There are over 80 student organizations at RFUMS currently, which are all members of the Student Council. For a complete listing of student organizations and officers please visit our website at: <http://www.rosalindfranklin.edu/dnn/administration/home/DOSA/StudentDevelopment/OrgWebsites/tabid/583/Default.aspx>

11.1.3. Academic Support Services

The Division of Student Affairs provides academic skill development for both individuals and groups of students through Academic Support Services. This can include time management, study skills, learning styles inventories, and referrals to other University offices or community resources. For academic assistance in these areas, please stop by or make an appointment.

In addition, students interested in receiving academic accommodations and/or support services must register with Academic Support Services. To receive academic accommodations, students must first provide Academic Support Services with appropriate documentation of their disability. Specific guidelines can be obtained through the Academic Support Services office and the Policies Handbook.

11.1.4. Student Wellness

The Division of Student Affairs provides students, faculty and staff with a 24-hour fitness center on campus. The fitness center features a variety of cardio machines, free weights, and lifting equipment, as well as punching bags and aerobic equipment.

The fitness center is free to all students and staff with a valid Rosalind Franklin University ID. A list of the fitness center's policies and equipment is located on the website link below.

The Division of Student Affairs also offers weekly classes in Yoga and Kickboxing. Classes are free to all students and staff. In addition, there is a recreation center located in the Student Union providing ping-pong and pool tables to anyone with a valid Rosalind Franklin University ID 24 hours a day that is managed by the Division of Student Affairs.

<http://www.rosalindfranklin.edu/dnn/administration/Home/DOSA/tabid/478/Default.aspx>

11.1.5. Student Health

Student Health is available on campus for students who are seeking counseling services, occupational health services, and urgent medical care. The Student Counseling Service is staffed by two licensed therapists and is a free service to all students. The Student Counseling Service works with students one on one to help them maintain healthy balance while attending to their education at Rosalind Franklin University.

Student Health Services helps students with immunizations and other necessary procedures to be sure they are ready to provide care in a clinical environment. To see the immunization requirements for your program, please visit:

<http://www.rosalindfranklin.edu/DNN/Portals/18/documents/dosa/immunizationBasicSci0809.doc>.

11.1.6. Multicultural Affairs

Multicultural Affairs seeks to provide support to and meet the diverse needs of all Rosalind Franklin University students and the University community. The office operates as a support service, designed to assist students, staff and faculty with their

overall professional development and serves as advocates for issues affecting our under-represented population and multicultural University community. Likewise, Multicultural Affairs provides continued focus on the importance of multicultural educational, cultural awareness and the inclusion of diverse populations throughout the University.

11.2. Learning Resource Center (LRC)

11.2.1. Boxer University Library

The RFUMS Boxer University Library Collection consists of 119,000 volumes and subscriptions to approximately 2000 biomedical journals in both electronic and print format as well as a leisure reading collection of popular magazines and area newspapers. Some titles that may help acquaint you with the Chicagoland area are:

Newspapers

Chicago Tribune (daily)

Chicago Sun Times (daily)

Crain's Chicago Business (weekly)

The Reader (weekly featuring entertainment & housing for Chicago)

Lake Forester (weekly listing of housing for the northern suburbs)

Magazines

Chicago (monthly of events, entertainment, and places to eat in Chicago vicinity)

North Shore (monthly events in Chicago's northern suburbs)

Chicago Medicine (semi-monthly journal of the Chicago Medical Society and the Cook County Medical Society)

The most current issues of these titles are available for your use in the Library. With the use of barcodes, assigned when you apply for your RFUMS picture I.D., your I.D. also functions as your library card.

11.2.2. Academic Computing Area

There are 175 computers available for student use, 159 are located at the Learning Resource Center lower level. There is also a 24-hour computer lab adjacent to the Library, lower level, with direct key card access from the north parking area.

11.2.3. Creative Media Center

Located in the lower level of the LRC, services include Graphic Design, Photography and Duplications.

11.3. Information Technology Services

The Rosalind Franklin University of Medicine and Science (RFUMS) Information Technology Department provides access to the University's computing, networking, and centralized administrative systems, along with technical support resources for faculty, students, staff, and administration of the University. The department is also responsible for creating and maintaining a technology infrastructure to support computer networks and telecommunication.

11.3.1. Help Desk

The Help Desk provides the University community with a single point of contact for Information Technology's support services. Members of the University community who are experiencing a problem with a computer, telephone, network connection, or any other related issues must contact the Help Desk to have the issue logged and a technician dispatched. The Help Desk is located in the Main Building's lower level Room L.181 (south of the Gross Anatomy Lab). Hours of operation are 8:30 a.m. – 4:30 p.m. Monday through Friday. The Helpdesk personnel can also be contacted at (847) 578-8800 or via email helpdesk@rosalindfranklin.edu.

11.3.2. Network/Internet

Access to the network / Internet is provided primarily for academic purposes, but can also be used for legal personal use. As such, connection to the Internet is limited to the standard ports that are used for viewing web pages and downloading information.

There are two main computer labs located in the lower level of the Boxer University Library in rooms L.506/L.507 and L.509 that provide access to the campus network and the Internet. You will need to login to your University account to access the computers. Information regarding the hours of operation of the computer labs is updated and posted in the Learning Resource Center section of the University web site.

Network jacks are provided on the main floor of the Boxer University Library for students to bring their own laptops and plug into the wired network. *It is recommended that students bring their laptops to the Helpdesk area to have them verified for the latest service packs, security updates and antivirus software before plugging into the campus network.*

Wireless networking is currently provided in the following areas:

- Boxer University Library main floor and lower level
- Health Sciences Building classrooms on the first and second floor
- Health Sciences Building Student Union
- Main Auditorium and East / West Pods
- Main Building cafeteria

You will need to configure your laptop and login to your University account to access the University wireless network. Instructions to configure your laptop for wireless connectivity can be found at:

<http://www.rosalindfranklin.edu/dnn/administration/FacultyStaff/FacultyStaff/InformationTechnology/WirelessNetworking/tabid/2098/Default.aspx>

Each of the student apartments is wired for Network/Internet connectivity. Students wishing to access the campus network will find a blue network jack in the living room and the bedroom of each apartment. Unacceptable access to the Internet, from any University location, including student apartments, will be disabled. Contract action may be imposed as an outcome of further investigation or the port may be re-enabled. Additional information regarding network access from the Student Housing Apartments is covered in the Student Resident Handbook.

As mentioned above, network connectivity on campus is intended primarily for academic purposes. Therefore, using network resources for personal purposes that use excessive network bandwidth are prohibited. Any computer that is found to be using excessive bandwidth or using the network in an unacceptable manner will be removed from the network without prior notice. Following are additional examples of unacceptable use of the campus network:

- Downloading copyrighted content without the permission of the author
- Establishing peer-to-peer (P2P) connections for the purpose of sharing copyrighted material
- Establishing a Virtual Private Network (VPN) to another Internet site
- Hosting a web site from the campus network or student apartments
- Playing interactive Internet games

To minimize the exposure to any possible security risks or virus attacks, the Information Technology Department monitors all network ports on campus for suspicious activity. Any computer accessing the network that exhibits destructive activity can be removed from the network at any time without prior notice.

Should you have any questions or wish to schedule an appointment for your computer to be certified, please call the IT Help Desk at (847) 578-8800. You may stop by with your computer during office hours. Walk-in requests may be completed within the same day depending on current workloads and/or prior commitments to the University.

11.3.3. Student E-Mail

As an increasing amount of school-related correspondence is sent to you exclusively by email, it is important that you check your email on a regular basis (at least daily). Once registered as a student at RFUMS, a University email account will be created by the IT Department for your use.

Your user name will be in the following format: ([firstname.lastname](#))

Your email address will be in the following format:
([firstname.lastname@forwardtomy.rfums.org](#))

You can access your email by visiting:

<http://www.rosalindfranklin.edu/Homepage/Email/tabid/371/Default.aspx>. Here you will find general instructions on how to access your email as well as FAQ's and tips about how to use the system.

Restrictions on your RFUMS Email Account:

- Mailbox quota: 6 GB
- Attachment maximum size: 20 MB

Mail distribution lists that allow users to send messages to a large group of recipients (all M1's, all RFUMS students, etc.) have usage rules associated with them. These lists are reserved for use by RFUMS faculty and staff. Students who wish to use any student

distribution lists must contact the office of student development for guidance. If you experience any difficulties accessing your RFUMS email account or have any questions, please contact the IT Help Desk.

11.3.4. Computer Labs

There are four computer labs for student use located in the Learning Resource Center. All are Windows-based systems with MS Office 2003 installed and connectivity to the Internet. There are also some course specific programs loaded on specific computers in Room L.509.

The main computer lab is located in rooms L.506 & L.507 and can accommodate up to 140 students. A smaller lab is located in L.509 that can seat 16 students. Both of these labs are sometimes scheduled for classes, so please check the schedule posted on the door before entering. These labs are available during normal library hours.

A 24-hour computing lab is located in room L.512 that can seat about 20 students. This lab can be accessed via an outside door near the main building's north security entrance after the library is closed. A new Information Commons is now available for 24-hour use at the main entrance to the library. The Information Commons has 8 workstations configured in a manner to facilitate use by small groups.

If you require assistance while using the LRC computer labs, please contact the computer laboratory assistant that is on duty during regular business hours in L.507 or contact the IT Help Desk.

11.4. University ID Cards (RFUCard)

The Rosalind Franklin University ID card system uses smart card technology. The RFUCard acts as your University ID Card, granting access into the University Buildings. It also acts as a copy card, print card, and has the capability to pay for food/beverages in the cafeteria and student union and campus vending machines. Revaluator machines are located throughout the university to add money to the RFUCard for the payment services you require. For more information regarding the RFUCard, visit the website for this feature at: <http://www.rosalindfranklin.edu/dnn/administration/home/CampusSecurity/policies/tabid/550/Default.aspx>.

11.5. Campus Security

The mission of Campus Security is to promote and maintain a safe and secure work and learning environment in which the University's educational goals can be successful. Campus Security, employees, staff and students must personally share responsibility for reducing opportunities for criminal activities. Responsibilities of Campus Security include:

- Monitor all entries and exits to all campus buildings via door alarms and cameras for personnel and property entering and leaving the building. In addition, ensure only authorized individuals enter the campus, in order to ensure a safe environment for all university members.
- Monitor all parking areas and enforce proper parking as well as ensure vehicles are registered.

- Monitor building perimeters and interiors for any safety concerns or violations.
- Escort (upon request) staff and students to their vehicles, after hours.
- First response to any incidents occurring on RFUMS property.
- Coordinate with local law enforcement and /or fire department on emergency issues occurring on campus.
- Maintain a database of all I.D. cards. Issue access permissions to authorized personnel to various areas.
- Maintain all access control systems including: card readers, door alarms, and CCTV equipment.
- Responsible for all keys and locks throughout the university, including rooms, mailboxes, lockers, filing cabinets, and desks and keep a secured copy of all keys for duplication and issuance to authorized personnel.
- Investigate and make reports on all incidents (including: auto accidents, fires, thefts, robberies, domestic violence, assaults, and rapes), and report all crime statistics yearly to the federal government.

The Campus security webpage is:

<http://www.rosalindfranklin.edu/dnn/administration/home/CampusSecurity/tabid/471/Default.aspx>

11.6. Business Office

The Business Office located in Room L.301, on the lower level next to security near the North entrance, is open from 8:30 a.m. to 4:30 p.m. The cashier is open between 9:00 a.m. and 4:00 p.m. for the following services:

- Purchase discount tickets
- Obtain notary public services at no charge

Applications are available in the Business Office for the following banks;

BANK ONE – Lake Forest branch

GREAT LAKES CREDIT UNION – North Chicago

11.7. University Mail Center

The Mail Center and Central Receiving Service Departments have been created to service the University and all associated programs with timely, cost effective, and efficient processing of inter-departmental mail, incoming and outgoing United States Postal Service (USPS) mail, incoming and outgoing freight, and express service packages.

11.8. RFUMS Bookstore

Text books may be purchased at the RFUMS Bookstore located on the Lobby Level of the Health Sciences Building.