



ROWAN-VIRTUA  
Graduate School  
of Biomedical Sciences

**GRADUATE SCHOOL  
OF BIOMEDICAL SCIENCES**

**STUDENT HANDBOOK  
for General Information**

**2023-2024**

## FORWARD

Rowan University is a R2 Carnegie-classified national doctoral research university (high research activity) with approximately 22,000 students. Its main campus is located in Glassboro, N.J., 20 miles southeast of Philadelphia, with additional campuses in Camden, Sewell and Stratford. The University comprises eight academic colleges and nine schools—the William G. Rohrer College of Business; the Henry M. Rowan College of Engineering; the Ric Edelman College of Communication & Creative Arts; the Virtua Health College of Medicine and Life Sciences; the College of Education; the College of Humanities and Social Sciences; the College of Performing Arts; and the College of Science and Mathematics; the Cooper Medical School of Rowan University; the Rowan-Virtua School of Nursing & Health Professions; the Rowan-Virtua School of Osteopathic Medicine; the School of Earth and Environment; the Graduate School of Biomedical Sciences; the School of Innovation & Entrepreneurship; the School of Professional Studies; the Rowan-Virtua School of Translational Biomedical Engineering & Sciences; the School of Veterinary Medicine (2025); and with an Honors College that spans across disciplines. Rowan is one of four universities in the nation to offer M.D. and D.O. medical degree programs. The institution is also home to the South Jersey Technology Park, which fosters the translation of applied research into commercial products and processes. Rowan has been recognized as one of the top 100 public national universities and the 3<sup>rd</sup> fastest growing research institution in the nation.

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

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

We sincerely hope that your time here will be filled with a comprehensive educational experience, great science, and an extended network of academic contacts that will lead to a successful career of discovery and innovation in the biomedical sciences. We wish you the best of luck in your journey.

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

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

"This handbook is informational only and does not constitute a contract between Rowan University and any student. It may be changed by Rowan University without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by Rowan University to promote fairness and academic excellence, based on the circumstances of each individual situation."

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## ADMINISTRATION

### GSBS ADMINISTRATION AND STAFF:

Senior Associate Dean, GSBS	Carl Hock, Ph.D.	<a href="mailto:hock@rowan.edu">hock@rowan.edu</a>
Director	Diane Worrad, Ph.D.	<a href="mailto:worrad@rowan.edu">worrad@rowan.edu</a>
Program Support Coordinator	Krystal Murtha, M.B.A.	<a href="mailto:mcerlkl@rowan.edu">mcerlkl@rowan.edu</a>
Program Coordinator	Amanda Powell	<a href="mailto:ellisa@rowan.edu">ellisa@rowan.edu</a>
Program Assistant	Coleen Tenuto	<a href="mailto:tenuto@rowan.edu">tenuto@rowan.edu</a>
Administrative Assistant		

Office Address: 42 East Laurel Road  
Rowan Medicine Building, Suite 2200  
Stratford, NJ, 08084

Phone: 856-566-6282  
Email: [gsbs-stratford@rowan.edu](mailto:gsbs-stratford@rowan.edu)

### GSBS PROGRAM DIRECTORS

Anatomical Sciences	Rocco Carsia, Ph.D.	<a href="mailto:carsiaro@rowan.edu">carsiaro@rowan.edu</a>
	Renee Demarest, Ph.D.	<a href="mailto:demarest@rowan.edu">demarest@rowan.edu</a>
Biomedical Sciences	Katharine Milani, Ph.D.	<a href="mailto:milani@rowan.edu">milani@rowan.edu</a>
Histopathology	Renee Demarest, Ph.D.	<a href="mailto:demarest@rowan.edu">demarest@rowan.edu</a>
	Catherine Neary, Ph.D.	<a href="mailto:nearycl@rowan.edu">nearycl@rowan.edu</a>
Molecular Cell Biology and Neuroscience	Daniel Chandler, Ph.D.	<a href="mailto:chandlerd@rowan.edu">chandlerd@rowan.edu</a>
Molecular Pathology & Immunology	Salvatore Caradonna, Ph.D.	<a href="mailto:caradonn@rowan.edu">caradonn@rowan.edu</a>

### GSBS DEPARTMENTS

The administration for the departments of Cell Biology and Neuroscience and Molecular Biology are located at 42 East Laurel Road, Rowan Medicine Building, Suite 2200 on the Stratford campus.

#### Cell Biology and Neuroscience Department

Chair	Barry Waterhouse, Ph.D.	566-6407
Business Administrator	Lynn Robbins	566-6417
Program Support Specialist	Lisa Stressman	566-6078
Budget Analyst	Alisa Corbitt	566-6067
Administrative Assistant	Marquishia Stringfield	566-6231

#### Molecular Biology Department

Chair	Salvatore Caradonna, Ph.D.	566-6056
Business Administrator	Karen Baines	566-7003
Program Assistant	Renee Fidler	566-6049
Administrative Assistant	Theresa Luscko	566-6077

### REGISTRAR'S OFFICE

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

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

DEPARTMENT/CONTACT	EXT	LOCATION
<b>Public Safety</b>	566-6061	UEC*, Suite 1132
Emergency numbers (Police, Fire, Medical)	566-6060 OR 757-7777	UEC*, Suite 1132
<b>Center for Student Success (CSS)</b>	566-6852	Academic Center, Suite 210
Dyron Corley, Director	566-6196	
Mary Sylvester-Pegues, Program Coordinator	566-1998	~Study skills, time management

<b>Disability Services</b> Jacqueline Giacobbe, Assistant Dean	566-6980	Academic Center, Suite 210 ~Accommodations
<b>Division of Diversity, Equity and Inclusion</b>	566-6414	Academic Center, Suite 308
<b>Environmental &amp; Occupational Health &amp; Safety Services (EOHSS) &amp; Radiation Safety Officer</b> Thomas Boyle, M.S., RBP	566-6189	UEC*, Suite 1097
<b>Financial Aid Office (Stratford)</b> Christine Willse, M.B.A., Director	566-6008	113 Laurel Road, Suite 1030
<b>Health Sciences Library (Stratford)</b> Charlie Greenberg, Director	566-6801	Academic Center, First Floor
<b>Human Resources Office (Stratford)</b> Keith Burkhardt, Manager	566-6159 566-6130	UEC*, Suite 1126
<b>Information Resources &amp; Technology</b> Nichelle Peaks, M.B.A., Associate Director of Academic Technology Services		support@rowan.edu Stratford
<b>International Center</b>	256-4292	Robinson Hall (Glassboro)
<b>Office of Career Advancement</b> Shirley Farrar, Career Counselor	256-4456	Savitz Hall (Glassboro)
<b>Office of Audit, Compliance and Corporate Integrity</b> Ray Braeunig, Chief Audit, Compliance & Privacy Officer	566-6136	RMB**, Suite 1300
<b>Office of Research and Sponsored Programs</b> Dr. Carl Hock, Senior Associate Dean for Research Dr. Sreekant Murthy, Chief Research Compliance Officer	566-6066/6073 256-5853	UEC*, Suite 1040
<b>Rutgers UBHC - Student Wellness Program (Mental Health)</b> Denise C. Golonka, MA, LPC, LCADC, Clinician	770-5750	Voorhees, One Echelon Plaza
<b>Student Health Services (Family Medicine)</b> Charise Emery, Student Health Coordinator	566-6825	RMB**, Suite 3200
<b>Student Health Insurance: Aetna Student Health</b>		Rowan has partnered with University Health Plans to administer the Aetna Student Health plan and help with waiver, enrollment, or benefit-related questions. <i>University Health Plans can be reached at 800-437-6448 or <a href="mailto:info@univhealthplans.com">info@univhealthplans.com</a>.</i>
<b>Vivarium</b> Natalie H. Ragland, DVM, DACLAM, MBA, Director, Laboratory Animal Medicine, University Attending Veterinarian and Associate Professor	566-6119	Science Center
<b>WellConnect</b> School code: RUSOMGRAD-FAC	866-640-4777 FREE, CONFIDENTIAL & AVAILABLE 24/7	wellconnectforyou.com

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

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

## STUDENT AFFAIRS

### **ADD, DROP, OR WITHDRAW FROM COURSES**

Please see the current [GSBS Registration Adjustments Policy](#) (Add/Drop/Withdrawal) for details.

### **CHANGE OF NAME OR ADDRESS**

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

### **COURSE EVALUATIONS**

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

### **EMAIL ADDRESS**

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

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

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

### **EMPLOYMENT (Ph.D. students)**

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

### **ENROLLMENT**

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

### **EXAMINATION: REVIEW, MAKE-UP AND MISSED REQUIRED ASSIGNMENTS**

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

Please see the current [GSBS Examination: Review, Makeup and Missed Required Assignments Policy](#) for details.

### **FELLOWSHIPS – GSBS (Ph.D. students only)**

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

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

### **FELLOWSHIPS – EXTRAMURAL SUPPORT (Ph.D. students only)**

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

Students awarded a competitive fellowship will receive a supplement to bring their stipend to \$2,000 above the GSBS fellowship award. All award letters must be forwarded to the GSBS office for the student's file and for verification of fellowship award amount and fellowship duration. It is the responsibility of the student and the Program Director to ensure that the GSBS receives this information.

### **FINANCIAL AID**

The Rowan University Stratford Campus Office of Financial Aid assists students in applying for aid to meet their financial need while enrolled in the University. Please go to their [website](#) for information.

### **International Student Funding**

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

### **GRADES**

Please see the current [GSBS Grading Policy](#) for details.

Please see the current [GSBS Grade Point Average Calculation Policy](#) for details.

Please see the current [GSBS Course Repeat Policy](#) for details.

### **IDENTIFICATION CARDS**

The Rowan University Identification (ID) card is to be worn in all University buildings and presented upon request by a security officer. An ID Card Application is prepared by the GSBS office and included in the new student orientation packet. The ID card is generated by the Rowan University Public Safety Department, University

Education Center, Suite 1132. Students are expected to retain their cards throughout their stay at the GSBS and will pay a replacement fee if it becomes lost.

## **INTERNATIONAL STUDENT INFORMATION**

For information, go to the International Center website: <https://sites.rowan.edu/international/index.html>.

## **PROGRAM TRANSFER**

Please see the current [GSBS Program Transfer Policy](#) for details.

## **REGISTRATION**

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

Registration will not be permitted beyond the second week of courses. Credit will not be given for courses in which the student was not registered. Tuition and fees for each semester are payable in advance. Additional late fees will be charged to student accounts that have not been paid by the due date.

## **SOCIAL SECURITY CARDS**

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

## **STUDENT RECORDS**

1. The records of students at GSBS shall be considered confidential material and shall include the admissions application material and academic records.
2. The President of the University, the Dean of the school where the student is enrolled, the Senior Associate Dean and the student's advisor shall have access to the student's record.
3. The Senior Associate Dean may determine which parts of the student's records may be shared with members of the faculty for specific purposes and may, at his discretion, require student consent before information is released to the faculty.
4. Students who wish to inspect and review their educational records may do so by making an appointment with the Senior Associate Dean.

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

The University maintains the following records on individual students:

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

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

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

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

If you believe your educational records contain a factual inaccuracy, you may apply to the Senior Associate Dean to have the inaccuracy removed from your records. Non-academic disputes or grievances will be resolved according to procedures described under "Student Rights, Responsibilities and Disciplinary Procedures".

### **TAXATION OF FELLOWSHIPS (Ph.D. students only)**

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

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

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

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

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

<https://www.irs.gov>  
<https://www.nih.gov>

Checks will be issued to students on a bi-weekly basis. Students do not pay social security, unemployment or disability taxes. GSBS fellowships are not-for-service awards and are not subject to New Jersey State tax.

All students must file income tax returns with the Federal and State Governments at the end of each calendar year. It is the responsibility of each student to file prior to the deadline date (April 15). A W-2 or 1090 form will be sent directly to your mailing address. Foreign students are required to file income tax returns, regardless of a tax treaty (Form 1040-NR). Students receiving GSBS Fellowships not subject to New Jersey State tax should include a statement with their NJ tax return indicating the following:

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

GSBS will provide verification of this statement, if needed.

## TRANSCRIPTS

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

## TRANSFER CREDITS

Please see the current [GSBS Transfer Credit Policy](#) for details.

## TRAVEL AWARDS (Ph.D. students only)

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

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

## TUITION AND FEES POLICY

Please see the current [GSBS Tuition and Fees Policy](#) for details.

## UNIVERSITY ID NUMBERS

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

## VACATION

A three week vacation period is granted to GSBS Ph.D. students by permission of the department.

## STUDENT SERVICES

### **CENTER FOR STUDENT SUCCESS**

Mary Sylvester-Pegues, Program Coordinator for GSBS Students

Academic Center, Suite 210

[sylvesterpegues@rowan.edu](mailto:sylvesterpegues@rowan.edu)

The Center for Student Success (CSS) was established to maximize the educational experiences of GSBS and SOM students. CSS staff provide a variety of supportive academic services, including: 1) individual consultation on study strategies and learning styles, 2) group workshops on topics related to academic success, 3) individual meetings to review curriculum requirements and create an individualized academic plan and 4) workshops and individual consultations on test-taking strategies.

### **DISABILITY SERVICES**

Jacqueline Giacobbe, Assistant Dean

Academic Center, Suite 210

[giacobja@rowan.edu](mailto:giacobja@rowan.edu)

Rowan-Virtua School of Osteopathic Medicine or GSBS does not discriminate in admission or access to its programs and activities on the basis of race/color, ethnicity, national origin, religion/creed, disability, age, marital status, sexual orientation or veteran's status. The University will provide, if requested, reasonable accommodations to otherwise-qualified enrolled students and candidates with disabilities. Further information about accommodations can be obtained from SOM/GSBS Disability Services at 856-566-6980.

### **DIVISION OF DIVERSITY, EQUITY AND INCLUSION**

<https://sites.rowan.edu/diversity-equity-inclusion/>

Academic Center, Suite 308

856-566-6414

### **Rowan University's Statement on Diversity**

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

### **Diversity**

We commit to promoting and increasing diversity which is expressed in various forms, including race and ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, culture, marital status, national origin, religion, age, (dis)ability status and political perspective. As the Association of American Colleges and Universities (AAC&U) so often points out, diversity should be talked about as "inclusive excellence," for only when a campus is truly inclusive can it make a claim to excellence.

### **Equity**

Equity is the guarantee of fair treatment, access, opportunity, and advancement for all students, faculty and staff, while identifying and eliminating barriers that prevent full participation of some groups. Equity-minded practices are created through:

1. Willingness to look at student outcomes and disparities at all educational levels disaggregated by race and ethnicity as well as socioeconomic status.
2. Recognition that individual students are not responsible for the unequal outcomes of groups that have historically experienced discrimination and marginalization in the United States.
3. Respect for the aspirations and struggles of students who are not well served by the current educational system.
4. Belief in the fairness of allocating additional college and community resources to students who have greater needs due to the systemic shortcomings of our educational system in providing for them.

5. Recognition that the elimination of entrenched biases, stereotypes, and discrimination in institutions of higher education requires intentional critical deconstruction of structures, policies, practices, norms, and values assumed to be race neutral. (AACU)

We commit to working actively to challenge and respond to bias, harassment, and discrimination. We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, ethnicity, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status.

### **Inclusion**

Inclusion is the active, intentional, and ongoing engagement with diversity—in people, in the curriculum, in the co-curriculum, and in communities (intellectual, social, cultural, geographical) with which individuals might connect—in ways that increase one's awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions. (AAC&U)

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*We commit to working actively to challenge and respond to bias, harassment, and discrimination. We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, ethnicity, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, veteran status and other protected categories.*

### **GRADUATE BIOMEDICAL STUDENT ASSOCIATION**

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

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

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

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

### **HEALTH SCIENCES LIBRARY**

The [Health Sciences Library](#) on the Stratford Campus is located on the ground floor of the Academic Center.

**OFFICE OF CAREER ADVANCEMENT**  
Shirley Farrar, Career Counselor

Savitz Hall on the Glassboro Campus, Room 242  
[farrars@rowan.edu](mailto:farrars@rowan.edu)

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

career exploration and help with resume building, mock interviews, and searches for jobs on different career platforms.

#### **OFFICE OF RESEARCH COMPLIANCE**

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

#### **PARKING**

The University provides parking facilities for faculty, students, and staff. Parking is by permit only. Parking permits for students are available in the Rowan University Public Safety Department, University Education Center, Suite 1132 on the Stratford Campus. The cost is \$160.50 for the academic year. The parking fee is charged to your student account when signing up for a hang tag. Please go to Public Safety to pick up your student hang tag.

#### **SCHOOL CLOSING**

All students are highly encouraged to subscribe to [Rowan Alert \(Emergency Notification System\)](https://sites.rowan.edu/publicsafety/emergencyservices/officeofemergency/index.html) to receive timely information about the suspension of classes in the event of adverse weather conditions and emergencies in and around the campuses of Rowan University. In addition, students can access information directly by accessing these websites: <https://sites.rowan.edu/publicsafety/emergencyservices/officeofemergency/index.html>

#### **STUDENT HEALTH SERVICES (Family Medicine)**

Student Health Services are provided in Suite 3200 of the Rowan Medicine Building, Department of Family Medicine. Students are able to reach the Student Health office by calling (856) 566-6825. If a student needs to make a well visit or a sick visit, you may contact the Family Medicine office directly at (856) 566-7020 to make an appointment with a physician. Insurance card and co-pay is needed at the time of the visit.

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

#### **STUDENT WELLNESS PROGRAM (Mental Health) - Rutgers University Behavior Health Care**

The Student Wellness Program (SWP) run by Rutgers University Behavior Health Care is a free, confidential counseling service which helps students effectively handle stressors and other pressures related to the academic setting. Whether it is a personal issue or an academic problem that is impacting your performance, the SWP is here to help you manage your difficulties. Student Wellness Program services are available to all students enrolled in programs at participating schools on the Piscataway, Stratford/Camden and Newark campuses. There is no fee for using the SWP. Your school pays for the sessions with your SWP counselor.

#### **Confidential**

Confidentiality is paramount to providing effective student services. Information regarding a student will not be released to anyone without written consent from the student. The SWP is independent from the academic system and does not share any university-wide databases and/or central filing systems.

#### **Counseling**

Any issue that is impacting your ability to manage personal or academic concerns is sufficient reason to seek counseling from the Student Wellness Program. Examples of common counseling topics include: test taking anxiety, school-related stress/anxiety, personal problems, relationships, family issues, eating disorders, alcohol/drug use, and depression.

Assessment and short –term, confidential counseling services are available to all students and their families. If you are referred for assistance to another professional or program in the community, fees for that service will be your responsibility. Therefore, when needed, referrals are requested through your health care coverage.

We're here to help

Make an appointment

For an appointment in Stratford/Camden 856-770-5750

For an appointment in Piscataway, call (732) 235-9331

For an appointment in Newark, call (973) 972-5429

When requesting an appointment, please identify yourself as a student. For mental health crises after normal business hours, please call 1-800-327-3678 or go to your local emergency room.

### **Office Hours**

Monday and Wednesday: 12 p.m. - 8 p.m.

Tuesday, Thursday, Friday: 9 p.m. - 5 p.m.

If you are experiencing a crisis outside of office hours and need immediate assistance, please call 1-800-327-3678

### **Location**

One Echelon Plaza, Suite 101

227 Laurel Road

Voorhees, NJ 08043

### **STUDENT WELLNESS PROGRAM (Mental Health) - WellConnect**

**Take care of YOU!** With WellConnect you have access to:

As a student of **Rowan University – Graduate Students**, you and your household members now have access to the **WellConnect** well-being support program!

This **FREE** benefit can help you with almost anything to make life easier:

- 24-hour telephonic support from licensed mental health professionals
- 5 free sessions of short-term counseling (in-person, phone & video)
- Life coaching
- Professional help to address emotional stressors, test anxiety, relationship issues and more
- Legal and financial consultations
- Referrals for things like housing, utilities, childcare and other local resources
- Health and wellness consultations
- A website featuring articles, assessments, webinars, financial calculators, skill builders and other self-help tools

Visit **WellConnectForYou.com** (code: RUSOMGRAD or call **866-640-4777** to learn more about how WellConnect can help you stress less, balance school, work and life, improve relationships, reduce debt, live healthier (+ so much more!) today.

### **UNIVERSITY WEBSITE**

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

## ACADEMIC POLICIES

### ACADEMIC INTEGRITY IN THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

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

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

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

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

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

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

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

- Because you are expected to read about the subject, research papers can include background material from journals, textbooks and, sometimes, websites. All material used to develop an idea or concept in a research paper must be properly cited.
- Proper citation should be given immediately after every idea or fact that derives from another source. A complete bibliographic reference is then written at the end of the paper. Both immediate citation and bibliographic references must be used to appropriately cite work by others. Appropriate citation styles are available in citation handbooks located in the Health Sciences Library at Stratford or from a library web page titled "Citing Sources of Information" at: <http://www.lib.rowan.edu/som>.
- Paraphrasing is the use of sentences or ideas that are very close to what someone else has written or said. Paraphrasing written or oral work by others is not permissible. Express yourself using your own words.
- Some facts are considered common scientific knowledge and do not need to be cited (e.g., "all eukaryotic cells are enclosed by membranes"). If you are unsure or have any questions about using material, you should ask the faculty.
- Using the exact wording of another author is very rarely done in scientific papers. However, when you do that, the words must be in quotes followed by a citation (e.g., "Cats are very friendly animals" [Smith et al., 2003]).
- Ignorance of appropriate citation guidelines is not an excuse so it is always safer to cite sources rather than omit citations.

- Keep all notes regarding research papers at least until your grade is finalized.

**Oral and Poster Presentations:** Presentations of data and ideas, both orally and in poster format, are important forums to disseminate scientific information. As a student, you may be called upon to make oral presentations for class assignments or to present your research work. These presentations will also occur at crucial times during your doctoral training, such as your advisory meeting, thesis proposal, and doctoral defense, and in your professional career. Therefore, it is important that you present your ideas and work clearly and distinguish your work from that of others. During presentations, you should follow these guidelines:

- All text should be in your own words. Ideas taken from other sources should be cited on a slide or orally and, in the case of poster presentations, referenced in a bibliography, similar to a written paper.
- Quotations are rarely used and must be offset by quotation marks and attributed to their source(s) on the same page or slide.
- Figures given without attribution should be your own. Any figures not produced by the presenter must be attributed. Exceptions to this rule are when a mentor gives you explicit permission to use one of his/her figures or slides without providing written attribution. However, even in this case, you should orally attribute the person(s) who produced the figure or slide.

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

## **ACADEMIC AND DEPARTMENTAL STUDENT RESPONSIBILITIES**

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

## **DISCIPLINARY PROCEDURES**

Acts of plagiarism, cheating and other forms of academic dishonesty are subject to appropriate disciplinary action. Students, faculty and administration have the right to place charges of ethical misconduct against a student directly with the Dean or his designee. Frivolous accusations of misconduct, however, may themselves be considered violations of the code of professional conduct. The adjudication of such charges shall occur as described in the Student Rights, Responsibilities and Disciplinary Procedures before a Hearing Body constituted as described below.

## **HEARING BODY**

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

## **STUDENT GRIEVANCES AND APPEALS**

Graduate students are encouraged to seek resolution of complaints and grievances at the departmental level by bringing the issue to their department chairman or graduate program director. If the issue cannot be resolved at that level, it can be brought to the Senior Associate Dean. The Senior Associate Dean may offer advice, attempt to resolve the issue, or where appropriate, suggest the matter be brought to the GSBS Student Hearing Body or the University's Division of Diversity, Equity and Inclusion. Complaints related to racial, ethnic or sexual harassment or discrimination may, if the student wishes, be brought directly to the Division of Diversity, Equity and Inclusion: <https://sites.rowan.edu/diversity-equity-inclusion/>.

A Hearing Body can be convened by the Senior Associate Dean to make determinations of fact and recommend disciplinary action regarding all infractions of rules, regulations and standards of the University. The GSBS Hearing Body consists of two students, two members of the faculty and one member of the administration.

### **GOOD ACADEMIC STANDING**

GSBS students in all programs of study are required to maintain Good Academic Standing. Please see details in your program-specific [GSBS Policies webpage](#):

- Academic Standing-Anatomical Sciences program
- Academic Standing-Biomedical Sciences program
- Academic Standing-Histopathology program
- Academic Standing-Molecular Cell Biology and Neuroscience program
- Academic Standing-Molecular Pathology and Immunology program

### **ACADEMIC APPEALS PROCESS**

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

## **SCHOOL AND UNIVERSITY POLICIES**

### **ALCOHOL AND OTHER DRUGS POLICY**

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

### **AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS**

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

GSBS or RowanSOM does not discriminate in admission or access to its programs and activities on the basis of race/color, ethnicity, national origin, religion/creed, disability, age, marital status, sexual orientation or veteran's status. The University will provide, if requested, reasonable accommodations to otherwise-qualified enrolled students and candidates with disabilities. Further information about accommodations for Stratford campus based-students can be obtained from the Center for Teaching and Learning at 856-566-6852.

### **CLEAN AIR / SMOKE-FREE ENVIRONMENT**

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

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

### **GRADUATE SCHOOL OF BIOMEDICAL SCIENCE-SPECIFIC POLICIES**

Please go here to access policies specific for the [GSBS Policies](#).

### **HEALTH AND ACCIDENT INSURANCE**

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

### **IMMUNIZATION AND HEALTH REQUIREMENTS**

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

The following is a summary of immunization and other health requirements:

1. Each student shall undergo a complete history and physical examination prior to matriculation or enrollment and at annual or other appropriate intervals thereafter if indicated by the initial findings.
2. Each student shall receive tuberculin testing (intradermal PPD) with appropriate follow-up of positive reactions prior to matriculation or enrollment. Annually thereafter, students with negative reactions shall be re-tested. Those with positive reactions shall be followed and treated as appropriate.
3. Each student born on or after January 1, 1957 must submit documented proof of immunity to measles, mumps and rubella prior to matriculation or enrollment; People born before 1957 are considered to be immune from childhood exposure to the naturally occurring diseases.

4. Before being permitted to work with materials or procedures that pose potential risk of exposure to HIV or HBV (hepatitis B), appropriate training in practices and operation of facilities shall be provided, proficiency in biosafety must be demonstrated, and students must be immunized against HBV.

## **MISCONDUCT IN SCIENCE**

<https://confluence.rowan.edu/display/POLICY/Administrative+Policies>

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

## **PATENTS**

<https://confluence.rowan.edu/display/POLICY/Administrative+Policies>

## **PERSONALLY-OWNED MOBILE COMMUNICATION DEVICES/RECORDING DEVICES ON CAMPUS**

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

## **POLICY ON POSTDOCTORAL FELLOWS ATTENDING GSBS COURSES**

With concurrence of the GSBS Senior Associate Deans, the following policy has been developed for postdoctoral fellows wishing to attend graduate courses at GSBS: "Postdoctoral Appointees are eligible to attend graduate courses at the Graduate School of Biomedical Sciences (GSBS) at the discretion of the instructor and pending available space and resources. The instructor may write a letter attesting to participation in the course, but no formal record will be kept by GSBS and postdoctoral fellows will not be considered students within GSBS. Postdoctoral fellows are not required to pay tuition, but fees may be assessed to cover actual costs of supplies."

## **STUDENT RIGHTS, RESPONSIBILITIES AND DISCIPLINARY PROCEDURES**

### **A. Student Responsibilities**

#### **1. GSBS students have the following responsibilities:**

- a. as U.S. citizens, residents or visitors: the responsibility to be aware of and to abide by all applicable Federal, state and local civil and criminal laws and regulations;
- b. as students at GSBS: the responsibility to be aware of and to abide by all applicable University and School policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty;
- c. as biomedical scientists or future health care professionals holding a public trust: the responsibility to adhere to all generally recognized standards of professional and ethical conduct; and the responsibility to help ensure that high standards of professional and ethical conduct are upheld by fellow students, colleagues and peers by reporting incidents of academic and professional dishonesty observed in others;
- d. as members of the GSBS community: the responsibility to comply with the Code of Professional Conduct (see "Academic Integrity in the GSBS" section)

2. Each School shall have an Honor Code and/or Code of Professional Conduct which sets forth general principles of integrity and honesty as well as ethical and professional expectations for behavior. These may be patterned after codes of behavior promulgated by national professional associations. These codes shall

be distributed to students upon enrollment, incorporated into catalogs, student handbooks and/or other appropriate student materials, and discussed with students during their course of study. Students shall be informed at the same time that violations of the Code will be considered with the gravest concern and may be punishable with sanctions as severe as suspension or dismissal. Violations of the Code may be considered a failure to adhere to the academic standards of the School.

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

#### B. Student Rights

1. Students at GSBS have the following rights: the academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately; the right to be informed of and to participate, when invited, in the formulation and implementation of appropriate policies and procedures affecting student affairs, and to express views about policies and issues of student interest; the right to form associations to promote common interests; the right to be apprised of criteria for academic evaluation, advancement and graduation; all rights and protections mandated by applicable Federal and state constitutions, laws and regulations; and the right to seek redress of grievances and have complaints heard.
2. Each School shall have and shall publicize policies, procedures and standards ensuring that its students can exercise the above rights.

#### C. Academic Performance

1. In accordance with University Bylaws, the faculty of each School have the duty and authority to establish academic standards and rules, including standards for examinations, grading, academic standing, attendance, promotion, dismissal, and requirements for degrees and certificates. These academic standards and rules shall be set forth in the School's catalog or student handbook.
2. All actions relating to student academic performance shall be governed by appropriate School bylaws and procedures, whether or not disciplinary action is taken.
3. Action may be taken to address a student's ability to fulfill the Essential Functions required for participation in the course of study in which the student is enrolled pursuant to the University policy, Student Essential Functions.

#### D. Disciplinary Infractions

The following are actionable under this policy's student disciplinary procedures, and may also subject the student to action by the School concerning academic performance or research misconduct whether occurring on campus or off campus:

1. infractions of Federal, state or local civil or criminal laws and regulations;
2. infractions of University or School policies, procedures, rules and standards;
3. infractions of professional and academic codes of honor or standards of behavior;
4. acts of harassment, intimidation or bullying, including any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic or any act that disrupts or interferes with the orderly operation of the school or the rights of other students and that:
  - a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
  - b. has the effect of insulting or demeaning any student or group of students; or
  - c. creates a hostile environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student; or
  - d. infringes on the rights of the student at the University. (Reprinted in part from: New Jersey Anti-Bullying Bill of Rights 2010 (N.J.S.A. 18A:37-14).
5. acts of sexual harassment, including sexual violence or sexual coercion, whether or not the acts are the subject of civil or criminal action;
6. physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent;

7. stealing or other unethical means of acquiring materials and documents;
8. forging of any material or document;
9. falsification or fabrication of any document or data;
10. plagiarism;
11. preventing or interfering with other students in the fulfillment of their academic assignments;
12. cheating;
13. conduct that causes a material and substantial disruption to the educational mission of the school or an individual's work or study

#### E. Disciplinary Procedural Requirements

1. A request for disciplinary action against a student may be made in writing to the Dean by any student, faculty member or administrative officer within thirty (30) working days of an alleged infraction or the discovery of an infraction.
2. The Dean or his/her designee may attempt to resolve the matter with the accused student, except in cases involving allegations of sexual violence or sexual coercion, which are not permitted to be resolved informally but must be forwarded by the Dean to the Hearing Body. A complainant alleging sexual harassment will not be required to meet in person with the accused at any time. In addition, if the Dean or his/her designee concludes that the matter cannot or should not be resolved informally, he/she shall refer it to the Hearing Body of the School within ten (10) working days of the decision that the matter cannot or should not be resolved informally. At the Dean's discretion, the awarding of a degree or certificate may be delayed pending the outcome of the disciplinary procedure.
3. The Hearing Body shall forward to the accused and to the complainant written notice of the complaint and of the time, date and place of the hearing, which shall be held within fifteen (15) working days of receipt of a request from the Dean or his/her designee.
4. The Hearing Body shall convene to hear the complaint and make recommendations for action to the Dean.
  - a. The Hearing Body shall be an established committee at each School and shall be constituted according to rules established by each School, but in all events shall consist of at least four members, two of whom must be students, and others who may be faculty, administrators or students, or any combination thereof, who are not directly involved in the matter to be considered.
  - b. Witnesses may be called by any participant. The accused student's education records, as defined by the Family Educational Rights and Privacy Act, may be examined and considered by the Hearing Body. Relevant materials may be presented by any participant. The Chair of the Hearing Body may at any time request submission of documents or an appearance by anyone involved in the matter, and may conduct as many hearing sessions as necessary to complete its consideration of the complaint, within the time period designated in this procedure. The Chair of the Hearing Body may request submission of information concerning other disciplinary actions taken by the School against any student, without identification of the student(s) involved, to inform the Hearing Body's consideration of recommendations for discipline.
  - c. Students may consult private legal counsel at any time for advice. Students or legal counsel may submit to the Hearing Body any documents or other evidence relevant to the matter at any time prior to the conclusion of the hearing. Legal counsel shall not be permitted to appear at the proceedings of the Hearing Body, but may be present outside the hearing room to consult with the student, at the student's request. Students may be accompanied by a non-attorney advocate during the hearing to consult privately with the student and, at the student's request, to present a final statement on the student's behalf. No other participation by the advocate is permitted.
  - d. The burden of proof shall rest with the complainant. The standard of proof shall be the preponderance of the evidence standard (i.e. it is more likely than not that the offense occurred).
  - e. The Chair of the Hearing Body shall rule on all procedural matters in accordance with this policy, with the procedural rules of the School, and with generally accepted terms of academic fairness. Whenever necessary, the Chair may seek the advice of the Office of General Counsel procedural matters. Hearing Body procedures shall, at a minimum, ensure:
    - i. that all allegations be fully heard and considered by the Hearing Body, whether or not the accused student admits committing the offense;
    - ii. that witnesses designated by the complainant, the accused, the School administration or the Hearing Body be heard and that the accused be permitted to be present during testimony; the Hearing Body may request the presence of the complainant during the



decision shall be rendered earlier if the accused student is expected to graduate before the expiration of this thirty working day period.

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

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

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

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

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

#### F. Specific School Rules for Disciplinary Procedures

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

- a. Such rules shall establish the number, term and manner of appointment of Hearing Body members, alternates and the Chair. The responsibilities of faculty, staff and student members to make themselves available to participate when needed in the hearing process shall be established upon their appointment.
- b. Such rules shall, in the case of joint programs between Schools of the University and outside institutions, establish procedures to govern hearings affecting students in those programs. So long as principles of academic fairness are included, the procedure of either institution may be employed at the discretion of the Dean, considering such factors as which School has administrative responsibility for the student and which School awards the degree from the program.
- c. Such rules may contain a code of student rights and responsibilities, establishing rules of conduct and standards of personal and professional behavior.

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

#### G. Jurisdiction

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

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

3. If a complaint alleging a disciplinary infraction during a student's enrollment or other participation in University activities is submitted after the student has graduated or otherwise terminated the relationship with the University, the complaint may, at the Dean's discretion, be submitted to the Hearing Body in

accordance with this policy and procedure. Revocation of a degree or certificate may be recommended by the Hearing Body to the Dean.

#### H. Permitted Communications and Confidentiality

To promote the safety and/or welfare of a student and/or of others, and to the extent permitted by FERPA and other applicable laws, the School or University officials may, when appropriate, report incidents of disruptive behavior, or other conduct of serious concern, to the student's next of kin and/or to other appropriate School or University officials or health care or counseling providers, or to law enforcement agencies.

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

### **TITLE IX/STUDENT SEXUAL MISCONDUCT & HARASSMENT POLICY**

Rowan is committed to providing a welcoming and safe environment for all. Students and Employees have the right to access and benefit from the University's Education Programs or Activities, free from any form of sexual harassment, sexual assault or sexual misconduct. The following policies below have been developed to reaffirm these principles and to provide recourse for those affected.

[Title IX Sexual Harassment/Sexual Assault](#) – **this policy applies to both students and employees.** It addresses allegations of sexual misconduct that fall within the U.S. Department of Education's Title IX regulations. The policy's jurisdiction is limited in scope to Title IX Sexual Harassment/Sexual Assault that meets the following requirements: (i) occurs within the United States, (ii) occurs within the University's education program or activity; and (iii) at the time of the filing of a formal complaint, the Complainant was participating in, or attempting to participate in, the education program or activity.

[Student Sexual Misconduct and Harassment Policy](#) – this policy applies only to students. It addresses allegations of sexual misconduct that do not fall within the definitional or jurisdictional requirements of the Title IX regulations. For example, it will apply to allegations of sexual exploitation; or sexual harassment/sexual assault that does not occur on campus or in an education program or activity.

Complaints of sexual misconduct against employees that are not covered by the Title IX Sexual Harassment/Sexual Assault Policy, will be addressed under the [Policy Prohibiting Discrimination in the Workplace and Educational Environment](#).

The Office of Student Equity and Compliance (OSEC) provides additional information regarding policies and procedures related to sexual misconduct on the OSEC [website](#). Please consult with the [University AVP/Title IX Coordinator](#) to report any concerns.

***For student reports involving sexual harassment, assault and misconduct, go to: [go.rowan.edu/titleix](http://go.rowan.edu/titleix)***

***For Employee Title IX matters, go to: [go.rowan.edu/titleix](http://go.rowan.edu/titleix)***

**To access counseling and [confidential resources](#), contact the Wellness Center, Winans Hall at 856-256-4333.**

**In the event of an emergency, contact our office or Rowan Public Safety at 856-256-4922.**

For questions or comments please write to: [titleixcoordinator@rowan.edu](mailto:titleixcoordinator@rowan.edu).

## Contact Information:

General Number: 856-256-5830

Monise Princilus, Ed.S.  
DEI AVP/Title IX Coordinator  
Division of Diversity, Equity and Inclusion  
Office of Student Equity and Compliance  
[titleixcoordinator@rowan.edu](mailto:titleixcoordinator@rowan.edu)  
856-256-5440

Margaret Viggiano, M.B.A.  
Supervisory Program Coordinator  
Division for Diversity, Equity and Inclusion  
[viggianom@rowan.edu](mailto:viggianom@rowan.edu)  
856-256-4294

## REPORTING PROCEDURES FOR DISCRIMINATION AND HARASSMENT

As we strive to achieve equality for all and to foster an inclusive campus culture, the Office of Student Equity and Compliance (OSEC) and the Office of Employee Equity (OEE) seek to provide the necessary support and reporting mechanisms for both our students and employees. As such, please review the following guideline for reporting concerns of discrimination.

Please see Rowan's policy [HERE](#). See also [Procedure for Resolving Student v. Student Discrimination Complaints](#) for reference.

### Q: How can I submit a complaint of discrimination?

A: For student complaints involving discrimination on the basis of **disability, gender identity and expression, race, national origin/ethnicity, religion, sex, sexual orientation, age, color, veteran status, genetic information and other characteristics prohibited by law** go to: [go.rowan.edu/titlevi](http://go.rowan.edu/titlevi)

A: For employee complaints of discrimination, please see the [University's Policy Prohibiting Discrimination in the Workplace and Educational Environment](#). Employees may complete and submit a complaint form by clicking [HERE](#).

*Please include the best phone number or e-mail address to reach you in the body of your text.*

### Q: What if I need to speak to a counselor?

A: For students, please contact the Wellness Center, Winans Hall at 856-256-4333.

A: For employees, you may utilize the services of Employee Advisory Services. The link with contact details is as follows: <https://sites.rowan.edu/hr/benefits/eas.html>

### Q: What to do in the event of an emergency?

A: In an emergency, please contact **Rowan Public Safety Dispatch at 856-256-4922**.

For students, you may also contact the Office of Student Equity and Compliance, Associate VP, Monise Princilus, at [princilus@rowan.edu](mailto:princilus@rowan.edu).

For employees, you may also contact Assistant VP of Human Resources, Henry Oh, at [oh@rowan.edu](mailto:oh@rowan.edu).

Please know that Rowan reviews all matters with the utmost concern, in accordance with our policies and protocols.

**Contact Information:**

Monise Princilus  
Office of Student Equity and Compliance  
AVP/Title IX Coordinator  
princilus@rowan.edu  
856-256-5440

Henry Oh  
Office of Employee Equity  
Associate Vice President of Human Resources  
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