

**A Guide  
for Graduate Students  
at  
The Rockefeller University  
2016–17**

**Academic Staff of the Graduate Program**

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Andrea Morris, Ph.D. – *Director of Career and Professional Development*

**Administrative Staff**

Marta Delgado – *Senior Graduate Program Administrator of Finance and Student Affairs*

Kristen Cullen – *Graduate Admissions Administrator and Registrar*

Cristian Rosario – *Graduate Program Coordinator and Finance Associate*

Stephanie Fernandez – *Dean's Office Assistant and SURF Coordinator*

It is the policy of The Rockefeller University to support equality of educational and employment opportunity. No individual shall be denied admission to the Graduate Program of the University, or otherwise be discriminated against with respect to any program, or in the administration of any policy of the University because of race, color, religion, sex, age, national or ethnic origin, citizenship, sexual orientation, veteran status, or disability. The Rockefeller University is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.

July 2016

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## **I. Introduction**

### **a. Mission**

The mission of The David Rockefeller Graduate Program at The Rockefeller University, a world-renowned center for research and graduate education, is to provide the highest quality education in science for the benefit of humanity. Founded by John D. Rockefeller, Sr. in 1901 as the nation's first institute for medical research, the University has a unique laboratory-based structure that encourages interdisciplinary research, which today plays an increasingly critical role in scientific achievement. The rigorous academic training and research environment enables students to develop creativity and discover their own capabilities.

## **II. Accreditation**

The David Rockefeller Graduate Program at The Rockefeller University is accredited by the New York State Board of Regents and the Commissioner of Education, 89 Washington Avenue, Albany, NY 12234; Telephone: (518) 474-1551.

Program title: Biological Sciences  
Program codes: 22043 (MS), 09328 (PhD)  
HEGIS code: 0401

Program title: Physics  
Program codes: 22044 (MS), 09332 (PhD)  
HEGIS code: 1902

## **III. Administrative Structure**

### **a. Dean's Office Staff**

Sidney Strickland, *Dean*  
Emily Harms, *Senior Associate Dean*  
Andrea Morris, *Director of Career and Professional Development*  
Marta Delgado, *Senior Graduate Program Administrator of Finance and Student Affairs*  
Kristen Cullen, *Graduate Admissions Administrator and Registrar*  
Cristian Rosario, *Graduate Program Coordinator and Finance Associate*  
Stephanie Fernandez, *Dean's Office Assistant and SURF Coordinator*

### **b. Graduate Program Advisory Committee (GPAC)**

Titia de Lange, *Chair*  
Cori Bargmann  
Fred Cross  
Howard Hang  
Tarun Kapoor  
Michel Nussenzweig  
Agata Smogorzewska

## IV. Academic Information

### a. Academic and Advisory Information

Graduate Fellows of The Rockefeller University are expected to engage full time in advanced study and research. The program requires initiative and self-discipline from the student; it offers the student freedom and the opportunity to study and learn to the limit of his or her ability. There is no prescribed course of study that each student must follow. An individual program should be worked out through discussions with the Dean and relevant faculty members, as described in detail below. Many options are available to the student in putting together an acceptable program of advanced study and research.

The goal for the time required for the PhD is 5 years, (4.5 years for the MD-PhD student). Students are allowed a maximum of seven years to complete all degree requirements. Students who find themselves in academic, personal or financial difficulties should feel free to discuss these matters with the Dean.

### b. Office of Graduate Studies

The Office of Graduate Studies is located in Founders Hall, Room 105 and is open from 9 a.m. to 5 p.m., Monday through Friday. The Dean's office staff is available to assist students with their academic needs.

### c. Academic Records

Academic records are housed in the Office of Graduate Studies. These are confidential University records. A student may request a transcript at any time, but it will not be released without the student's written consent. Requests for transcript statements must be **made at least 7 days prior to the deadline for which they are required.**

Notice of Rights of Access to Student Records and Directory Information Definition Under the U.S. Family Educational Rights and Privacy Act of 1974.

Pursuant to the U.S. Family Educational Rights and Privacy Act of 1974, a student is entitled to review those records, files, documents and other materials, maintained by the university, which contain information directly related to the student. Further, the student may request a hearing, in accordance with the regulations issued by the U.S. Secretary of Education, to challenge the content of the education records, in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the student's rights. The student may insert in the records a written explanation respecting the contents of such records if the suggested corrections or deletions are not made by the University.

A student's access and review is subject to the following conditions:

1. The University has 45 days to comply with a written request to review the records.
2. All information declared confidential by the Act or excluded from the definition of "education records" in the Act, is not available for inspection.

Under the Act, the University has designated the following information as directory information which is available to the public: name, address, electronic mail address, telephone listing, date of birth, place of birth, photograph, enrollment status, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. A student has the right to inform the University that any or all of this directory information should not be released without prior consent. A student wishing to restrict the release of this information must submit a written request to the Dean's Office no later than September 30, 2016.

#### **d. Leave of Absence**

Please refer to the "Policies and Procedures" section (Pg. 28).

#### **e. External Fellowships**

##### EXTERNAL COMPETITIVE FELLOWSHIPS FOR GRADUATE STUDIES

**When a student obtains a competitive fellowship, his or her stipend is supplemented by \$5,000 annually, throughout the duration of the fellowship.** Please note that most applications are now available on-line.

The Office of Sponsored Programs Administration (OSPA) lists current fellowship information on their website: <http://www.rockefeller.edu/sr-pd/index.php?page=PredocPrograms>

##### **Ford Foundation** (Predoctoral and Dissertation Fellowships for Minorities)

Website: <http://sites.nationalacademies.org/PGA/FordFellowships/index.htm>

Deadlines: Predoctoral: November 17, 2016

Dissertation & Postdoctoral: November 10, 2016

##### **National Science Foundation** (Graduate Research Fellowship Program)

Deadline: October – November

Website: <http://www.nsfgrfp.org>

##### **NIH Research Training Opportunities**

Deadlines: Vary

Website: [www.grants.nih.gov/grants/oer.htm](http://www.grants.nih.gov/grants/oer.htm)

##### Ruth L. Kirschstein (NRSA) Fellowships (F31)

Website: <http://grants.nih.gov/grants/guide/pa-files/PA-16-309.html>

Deadline: April 8, August 8 and December 8

Deadline for AIDS related applications: May 7, September 7 and January 7

Deadline for Diversity Fellowships: April 13, August 13 and December 13

## **V. Academic Requirements**

There is no prescribed curriculum in the life sciences; each student develops a program of advanced study that is constructed in relation to individual need. Students are required to participate actively in courses, discussions and tutorials, and fulfill designated qualifying requirements. The student's plan of study and the subsequent conference with the Dean, and/or a Faculty Advisory Committee, provide an initial review of the professional goals of each student.

Academic requirements must be completed by the end of a student's second year at the University. Exceptional circumstances may require an extension of this time limit, at the discretion of the Dean on the recommendation of the student's Faculty Advisory Committee. The procedure for assessment of competence is the satisfactory completion of specified courses, seminars, or tutorials in which the student interacts sufficiently with the instructors to permit the necessary evaluation.

Most courses are scheduled on a 2-year cycle, but some are offered annually. Information about courses, participation and qualification requirements appear in the following pages. If a specialized course that is essential for a student's research is not available at Rockefeller, and if he or she wishes to enroll in a course at another institution, then student should contact the Registrar for instructions.

**Note: the Registrar will help guide the process, but it is the student's responsibility to submit the online application, waive health insurance and send the tuition bill to the Dean's Office within 2 weeks of registration.**

All students need written permission from their advisors to enroll in outside courses. To obtain funding from the Dean's Office to cover tuition and fees, the letter must justify how the course is critical to his or her current research. Students may also appeal to the Dean to consider the external course for Rockefeller credit. Such requests are reviewed on a case-by-case basis. The course must include some form of evaluation, (final exam, term paper or class presentation), and the student's performance must be assessed and written comments forwarded to the Dean's Office. Students are encouraged to arrange tutorials with appropriate Rockefeller faculty members, if they feel the need. The Dean will consider granting credit for a tutorial if it includes a form of evaluation (written proposal, oral presentation, etc.)

### **a. Matriculation**

At the time of enrollment in the program, the Dean's Office must have received final official transcripts from the undergraduate institution in which a student was enrolled, confirming that the anticipated course of study was completed and the appropriate degree was received.

In addition, first year graduate students must comply with the New York State immunization law by submitting documented proof of immunity against Measles, Mumps and Rubella. (Please see "Immunization Law", Pg. 50.)

Incoming students are required to attend an orientation day during the first week of September. Students should plan to arrive on campus 3 to 5 days before orientation, but no later than September 5th.

On joining the program, students are required to comply with general requirements of The Rockefeller University. These include, but are not restricted to: security, health and safety regulations, policies for inventions, patents, materials, computer networking and consulting agreements.

### **b. Selecting a Research Laboratory and Advisor**

Students are encouraged to develop their research programs early during their careers at Rockefeller. An important aspect of a student's program is developing a compatible association with a research advisor (or advisors). Rotations through several laboratories, during the first year, are encouraged but not required. A student who wishes to arrange a rotation should contact the faculty member with whom he or she would like to be associated. The relationship is established after thoughtful consideration by the student and by the prospective advisor.



Students who arrive with a particular mentor or project in mind may immediately join that laboratory. The student must obtain the approval of the lab head and inform the Dean's Office of her or his plans. All students must affiliate with a laboratory by September 1<sup>st</sup> of their second year. The student's thesis lab affiliation becomes official once the Dean's Office has been notified. After the first year, students who wish to change labs must consult the Dean before any decision is made.

In the event that a student's mentor leaves Rockefeller before the student has completed and received approval of a thesis proposal, the student may either find a new mentor at Rockefeller or transfer graduate programs (providing the mentor's new institution agrees). After the successful defense of the thesis proposal, permission to move with the mentor, but remain a Rockefeller student, is possible and will be decided by the Dean on a case-by-case basis. Funding for students who leave Rockefeller will also be determined on a case-by-case basis.

### **c. Ph.D. Degree Requirements**

The degree of Doctor of Philosophy is awarded on the basis of satisfactory completion of academic requirements, the submission of an acceptable written thesis comprising a body of novel scientific experimental or theoretical research, the presentation of the thesis in an open lecture, and satisfactory performance in an oral examination given by the student's thesis committee. The final thesis is to be made freely accessible to anyone interested in its contents. It constitutes a scientific publication.

The academic requirements for the life sciences are discussed below. The requirements, consisting of 7 course units and yearly FAC meetings, must be fulfilled before the written thesis can be submitted to the faculty.

The written thesis must be acceptable in form and substance to the thesis committee. The final oral examination, also called a thesis defense, is scheduled prior to submission of the written thesis.

Students may complete all requirements for the PhD degree at any time of the year, but the formal ceremony for conferring of degrees is held each year in June, which will determine the official year of graduation. It is the policy of the University to withhold diplomas and transcripts until all outstanding financial obligations have been met.

#### PROGRAM OUTLINE:

##### FIRST YEAR

There is no prescribed course of study that each student must follow. A student spends the first year in coursework and may rotate in one or more laboratories. **All students must notify the Dean's Office of their rotation plans. An e-mail that lists rotation start and end dates should be sent to the Senior Associate Dean and Registrar.**

##### Meeting with the Deans

In September, immediately following their arrival, 1<sup>st</sup>-year students will meet with the Dean and Senior Associate Dean to review their preparation for graduate studies and to discuss coursework and rotations. Depending on their research interests, students may also meet with a designated faculty member within that discipline for additional advice. There will be a follow-up meeting with the Deans in January, after the first rotation.

## Rotations

Rotations through several laboratories, during the first year, are encouraged but not required. Students who arrive with a particular mentor or project in mind may immediately join a laboratory, for which the student need only obtain the agreement of the lab head and inform the Dean's Office of her or his plans. The student's thesis lab affiliation becomes official once the Dean's Office has been notified. Laboratory rotations should be organized by making direct contact with the lab head. Although rotating students may work closely with other members of a laboratory, the lab head is responsible for a student's progress and for the appropriateness of the assigned project. All students must at all times be associated with a laboratory. Any student who encounters problems arranging a laboratory affiliation should immediately seek advice from either the Senior Associate Dean or the Dean. All students should finalize their choice of laboratory by September 1<sup>st</sup> of their second year.

## Coursework

First year students must attend the mandatory courses Seminars on Modern Biology, Experiment and Theory in Modern Biology and the Responsible Conduct of Research (RCR) seminars.

## Mentor Program

Early in the first year, each student has the option of being assigned a faculty mentor based in their research area. Meetings are voluntary and can be scheduled as the need arises.

## Academic Year End Requirements

In May, first-year students will meet with the Deans to review the student's activities to date: participation in courses and laboratory rotations. Students will be expected to give an account of their laboratory experiences and their plan for the second year, with regard to choosing or confirming a thesis laboratory and assuring that their knowledge and choice of courses is appropriate to the area of the thesis research.

By June 1<sup>st</sup>, each student writes an annual report (see page 16), which identifies the courses taken or planned, status of qualification requirements, lab work, and plans for the future. **The report should be submitted to the current advisor and to the Dean's Office.**

## SECOND YEAR

All academic requirements must be completed this year, unless otherwise approved by the Dean. (Students may subsequently participate in additional courses on a voluntary basis). All 2<sup>nd</sup>-year PhD students are required to be in the laboratory in which they intend to perform their thesis research by September 1<sup>st</sup>.

## Thesis Research Proposal (TRP):

2<sup>nd</sup>-year PhD students are required to submit a Thesis Research Proposal (TRP) by June 1<sup>st</sup> of this academic year and to defend it before a Faculty Advisory Committee by September 1<sup>st</sup>.

The TRP should be presented in a standard format, closely following that of an NIH grant, but shorter. The proposal should start with an abstract, no more than 250 words, followed by a list of the specific

aims (maximum 1 page), a scholarly review of background and significance (2-3 pages), preliminary results (if any), experimental plan, timeline and literature cited. A summary of coursework taken, highlighting academic knowledge that is especially relevant to the proposed research, should be appended. It is expected that the proposal will be written by the student and discussed with the advisor. The length of the proposal is limited to 10 pages of single-spaced type, including figures. References are excluded from the page limit.

The Graduate Program Advisory Committee (GPAC) regards this as the time at which a student's performance and prospects should be carefully evaluated. In consultation with their advisor, a student will choose a Faculty Advisory Committee (FAC). The Faculty Advisory Committee must consist of two Rockefeller heads of lab in addition to the student's advisor. If the student wishes, the committee can be expanded with additional faculty members; in some cases, especially for interdisciplinary projects, this can be important to provide a broad range of expertise. The written TRP must be sent to a student's Faculty Advisory Committee at least one week in advance of the meeting.

The thesis proposal presentation is the point at which it is determined if the student is prepared to proceed to the second phase of graduate research. The FAC is charged with determining that the student is intellectually prepared for the project and that the project appears sound. The committee will evaluate the proposed project for its scientific foundations and feasibility, and will consider the student's presentation to ensure that he or she is enthusiastically committed to the project. The committee will also review the student's course background and can recommend that the student take specific additional courses, if considered necessary.

At this time, in the absence of exceptional circumstances, the FAC can: (1) accept the thesis proposal unconditionally; (2) accept the oral presentation but require a rewrite of the proposal; (3) provisionally accept it, but require another meeting within 3 months to evaluate progress; (4) reject the thesis proposal and require that a new one be written and presented within 3 months; (5) reject the thesis proposal and recommend that the student complete requirements for the Master's degree; (6) recommend that the student leave the program without any degree.

The Chair of the FAC will report in writing to the Dean's Office on the outcome of the meeting, and this report will form a part of the student's permanent record. The written report will be sent to the student as well.

### THIRD AND SUBSEQUENT YEARS

Students should meet with their FAC whenever the student, the advisor or the Dean considers it necessary, **but at least once in any twelve-month period**. The FAC is an important complement and counterbalance to the student's advisor, and its function is to guide and evaluate thesis progress. **The student is responsible for scheduling annual FAC meetings**, which may be attended by the Dean or his nominee, at the Dean's discretion. Students must give their FAC committee a copy of their Annual Report (or other similar research update) at least one week prior to their FAC meeting date. Failure to schedule a FAC meeting within a 12 month period will result in academic probation.

Any consideration of a change of laboratory must be discussed with the Dean **prior** to its occurrence. **A FAC meeting must precede and endorse any change of thesis laboratory.**

The Chair of the FAC, (who may not be the research advisor), is expected to write a brief report to the Dean, which will be kept in the student's file. All FAC meetings should convene in this sequence: (1) a brief discussion will take place between the FAC members and advisor in the absence of the student;

(2) the student will present his or her research to the FAC; (3) the Chair and third member will lead the discussion and direct questions to the student, (the advisor should not participate in the discussion unless the other faculty request it); (4) the meeting will conclude with a discussion between the FAC and student in the absence of the advisor.

Students are also required to write a brief annual report (see page 16), which will address research progress, courses, publications, and any additional information pertinent to the student's progress and prospects, to be submitted by June 1<sup>st</sup>. The student's annual report should also be circulated to the members of the FAC.

#### **d. M.D.-Ph.D. Degree Requirements**

##### DESCRIPTION OF THE TRI-INSTITUTIONAL MD-PHD PROGRAM

In 1991, The Rockefeller University – Cornell University Medical College MD-PhD Program became Tri-Institutional. The Rockefeller University, Cornell Graduate School of Medical Sciences and Memorial Sloan-Kettering merged their programs. All Biomedical Fellows earn the MD degree from Weill Cornell Medical College and choose a laboratory at the start of year three either at Rockefeller, Cornell or Sloan-Kettering.

Students enter the MD-PhD program on July 1<sup>st</sup>. The first two summers and possibly the third are spent doing rotations in at least two of the three graduate institutions. The first two academic years are spent in the pre-clinical curriculum at Weill Cornell Medical College. The next three to four and a half years are spent pursuing a research topic and completing academic and thesis requirements at the chosen institution while maintaining contact with the clinical environment at Cornell.

##### REQUIREMENTS

MD-PhD students are required to choose a thesis laboratory by September 1<sup>st</sup> of the third year. This first PhD year is spent designing a thesis project and completing qualification requirements. (Rockefeller MD-PhD students must satisfactorily complete 4 course units, in order to comply with the uniform requirements of the Tri-Institutional Program). By September 1<sup>st</sup> of the fourth year, a TRP must be written and submitted to the Dean's Office. The TRP must be defended in front of the student's FAC by November 1<sup>st</sup> of the fourth year. The written TRP must be sent to a student's Faculty Advisory Committee at least one week in advance of the meeting. Events then proceed as for the third year PhD students (see page 12). After completion of the PhD degree, the last year of the program is spent in clinical rotations at Cornell to fulfill requirements for the MD degree.

During the research years, central financial support at Rockefeller will be limited to four and a half years. Any additional support must be provided by the advisor.

#### **e. Tri-Institutional Training Program in Chemical Biology (TPCB) Degree Requirements**

The Tri-Institutional Training Program in Chemical Biology was established in 2001 as one of the first graduate programs to focus on research and training at the interface of chemistry and biology. Students have the opportunity to perform their thesis research with outstanding faculty from across three campuses: The Rockefeller University, Memorial Sloan Kettering Cancer Center, or Weill Cornell Medical College.

##### REQUIREMENTS

Students in the TPCB program carry out three laboratory rotations during their first year (in at least two of the three graduate institutions). Rigorous coursework is also provided to ensure that each student has the necessary fundamental knowledge base to pursue their research successfully.

Students in the TPCB program must complete 4 lecture courses: 1) Chemical Biology (Rockefeller), 2) Chemistry in Biology and Medicine (Weill Cornell), 3) Choice of a Core Course: Advanced Organic Chemistry, Statistical Thermodynamics or Pharmacology I (Columbia) and 4) Choice of an Elective Course.

TPCB students must also complete the Responsible Conduct of Research course and participate in regular 'Research in Progress' meetings in which they share and discuss their latest research results.

TPCB students select a thesis laboratory by the end of the first year. By June 30<sup>th</sup> of the second year, a Thesis Research Proposal (TRP) must be defended in front of the student's FAC. The written TRP must be submitted to the Dean's Office two weeks in advance of the defense. Upon successful completion of the oral examination, students devote their full time to thesis research.

## **f. M.S. Degree Requirements**

The Rockefeller University is approved to grant the degree of Master of Science (MS) to students who satisfy specific criteria. The following is a synopsis of the procedures and requirements. The Dean should be consulted if further information is required.

### *Procedural Criteria*

- In cases where the Dean, the advisors, or other members of the faculty determine that a student is not making reasonable progress or is not conforming to the standards of responsible behavior expected of a student of the David Rockefeller Graduate Program, the student and advisor shall be so informed and the established procedures invoked to review the status of the student. If the Faculty Advisory Committee (FAC) or ad hoc committee should recommend that the student be terminated from the Graduate Program, the student will be told whether or not, and under what terms, he or she may be eligible for the MS degree. Students who voluntarily elect to leave the graduate program should consult the Dean to determine their eligibility for the MS degree.

### *Requirements and Curriculum*

- Students must have satisfactorily completed the requirements of the Academic Curriculum of the graduate program.
- The student must write a Master's thesis. An appropriate length would be 30-50 thesis-style pages representing a scholarly review of the primary literature, which may also contain experimental data. The thesis must be presented and examined by an ad hoc committee. The committee shall consist of three Heads of Laboratory, as well as the Dean. Of the three members of the committee, one shall be chosen by the student, one by the Dean, and one shall be agreed upon mutually.
- If a student has begun thesis research, then he or she must have written a thesis research proposal (TRP), which was approved by an advisor and orally defended to a Faculty Advisory

Committee (FAC). Depending upon the quality of the proposal and the work that has been derived from it, this may be allowed to replace the Master's thesis requirement described above.

- Once a student has notified the Dean of his or her decision to leave the Graduate Program, or has been notified that his or her participation will be terminated, the student, on the recommendation of the FAC or ad hoc committee and at the Dean's discretion, may continue to receive funding for a period not exceeding six months, in order to complete the requirements for the MS degree. To receive the MS degree, all of the requirements, including examination of a thesis, must be completed within twelve months of notice of termination in the graduate program. These periods shall be further limited by the established terms of the graduate program. Funding for students who have declared the intention to receive an MS degree will be at the discretion of the Dean. No student shall receive an MS degree later than the seventh anniversary of his or her enrollment date.

### **g. Thesis Preparation**

When the FAC determines that a student is ready to write and defend a thesis, the FAC becomes the thesis committee by the addition of a faculty member from another institution. The external member of the thesis committee may not be a present or recent collaborator of the student or lab, a recent Rockefeller University graduate, nor a person in whose laboratory the student intends to pursue his or her career. Additionally, the external member may not have been present at any FAC meeting prior to the thesis defense. The Dean must approve the external member choice before the defense can be scheduled. The student must meet with the Senior Graduate Program Administrator of Finance and Student Affairs in the Dean's Office to discuss requirements for thesis preparation, defense and graduation. Dates are set for the public lecture and defense (oral exam) and for the submission of the written thesis.

The written thesis may not be submitted to the thesis committee without the research advisor's approval. **A student must submit the written thesis to his or her committee a minimum of two weeks prior to the defense.** The last possible date for the oral examination and the public lecture falls approximately five weeks before the June graduation date, so the deadline is usually April 30<sup>th</sup>.

The written thesis is to be printed for submission to the thesis committee. One copy is made for each member of the committee.

**The final version of the thesis, complete with revisions required by the thesis committee, must be submitted to the Dean's Office for binding by April 30<sup>th</sup>. (Biomedical Fellows are required to submit the final version before returning to medical school.)**

Students should realize that the writing of the thesis is a demanding task that takes considerable time. Failure to plan properly may result in a missed deadline for submission of the thesis, which could jeopardize a student's graduation plans.

Any changes in these plans must be made with the knowledge and approval of the Dean's Office. Following the student's public lecture and thesis defense, the Dean's Office must receive written notification from the thesis committee that the student has passed the oral defense and is qualified for graduation. The written notification takes the form of a signed defense letter that is issued immediately after the oral exam is passed. The signed defense letter should then be hand delivered to the Dean's Office.

## **h. Assessment of Progress**

### FACULTY REPORTS

Rockefeller teaching faculty do not use conventional grades to evaluate the academic progress of a student. Course performance is assessed on a pass/fail basis. Those who have taught courses or tutored students are asked to submit written reports to the Dean's Office. Satisfactory progress is determined by the Dean through the review of these reports. Each report becomes a permanent part of the individual's academic record at the University. The reports are used to prepare a graduate transcript and to respond to other requests for information regarding a student's academic program.

Transcript requests must be made **at least 7 days prior to the deadline** for which they are required.

### STUDENT'S ANNUAL REPORT

On June 1<sup>st</sup> each student is required to submit to the Dean's Office a brief, accurate account of his or her research and study activities during the past academic year. This account should include –

1. Courses taken here and elsewhere (including full title of each course and the name of the instructor).
2. A summary of research progress and progress towards a thesis (including laboratory and name of research advisor).
3. List of manuscripts in press or published (reprints of publications should be included).
4. A certificate documenting your progress on an Individual Development Plan (IDP) from: <http://myidp.sciencecareers.org/>
5. Any other information pertinent to progress as a graduate student.

### THESIS RESEARCH PROPOSAL

Second year PhD students must submit a Thesis Research Proposal to the Dean's Office by June 1<sup>st</sup> and they must defend it in front of a Faculty Advisory Committee (FAC) before September 1<sup>st</sup>. Fourth year MD-PhD students must submit a Thesis Research Proposal to the Dean's Office by September 1<sup>st</sup>, and they must defend it in front of a Faculty Advisory Committee (FAC) before November 1<sup>st</sup>. Second year TPCB students must submit a TRP to the Dean's Office by June 1<sup>st</sup> and defend it by June 30<sup>th</sup>. The written TRP must be sent to a student's Faculty Advisory Committee at least one week in advance of the meeting. Please refer to Pg. 10 for details on the format of the Thesis Research Proposal (TRP).

### FAC MEETING

Students meet with their FAC, whenever the student, the advisor, or the Dean considers it necessary or advisable, but **at least once in any twelve-month period**. This is a program requirement. Failure to comply with the FAC system will jeopardize a student's enrollment in the graduate program. At these meetings, the student's academic and research activities are reviewed and discussed in relation to more general expectations and plans for formulating and completing a thesis. A timely meeting is

especially important for students expecting to complete their thesis research and graduate at the end of the current academic year. **Students should inform the Dean's Office of every scheduled FAC meeting (date, place, time) and notify the Dean immediately if there are changes in FAC membership. Any changes in FAC membership must be approved by the Dean.** Students must give their FAC committee a copy of their Annual Report (or other similar research update) at least one week prior to their FAC meeting date. If a student does not have a FAC meeting during a twelve-month period, they will be placed on academic probation (see Pg. 17). The student will then have a probationary period in which to hold a FAC meeting without penalty.

### ANNUAL REAPPOINTMENT

Satisfactory progress in advanced study and research is a minimum requirement for annual reappointment as a Graduate Fellow. Students must file annual reports by June 1 and hold FAC meetings every 12 months in order to maintain good standing and ensure reappointment. Reappointment occurs on July 1 when the Dean's Office verifies academic progress.

**It is essential for students to realize that the annual FAC meeting requirement is not met until the Dean's Office receives a written report from the committee.** The FAC Chair writes the report, but it is the student's responsibility to ensure that the report is filed in the Dean's Office. Students who fail to schedule FAC meetings or secure missing reports will jeopardize reappointment.

In the case of a student's progress not being found satisfactory, there are two possible outcomes:

1. The Dean will request a 'probationary' reappointment, during which time specified deficiencies are to be addressed. If deficiencies are remedied during this period, the appointment will continue until July 1<sup>st</sup> of the following year. Otherwise, reappointment will not be granted.
2. Reappointment will not be recommended.

In the unusual event that the Dean or the coordinators of the MD-PhD or TPCB program do not support a student's reappointment, a committee will be formed to review the situation. This committee will include the Dean (and, in the case of an MD-PhD or TPCB student, the program coordinators from Rockefeller and Cornell) and the student's Faculty Advisory Committee or research advisor. The student's past performance will be reviewed and problems discussed by the committee. A written report will be issued to the President and the student summarizing the committee's deliberations and recommendations.

In order to be reappointed, it is entirely the student's responsibility to be sure that his or her Annual Report is submitted and that he or she is up-to-date with the FAC system.

For students engaged in experimental research, the goal is that all work towards the degree of Doctor of Philosophy will be completed within five years of the student's enrollment date, and within four and a half years of the MD-PhD student's affiliation date. The Dean's Office will provide stipend, health insurance and a research budget for each student during this period. After this time, the research advisor becomes responsible for providing stipend and health insurance. Students who remain actively engaged in full-time work leading towards degree requirements, will retain their student privileges (e.g. access to housing and other University facilities and medical insurance). PhD students are allowed a maximum of 7 years to complete all degree requirements. MD-PhD students are allowed a maximum of 6.5 years to complete all degree requirements.



## **i. Academic Disciplinary Action**

### ACADEMIC PROBATION AND DISMISSAL FROM PROGRAM

In situations where a student is not progressing in the graduate program, he or she may be placed on academic probation. The length of the probationary period will be determined by the Dean. The student should use this probationary time to rectify the specified deficiencies in his or her record. If the probationary period expires without adequate progress, the student may be asked to leave the program, or be suspended without pay until the deficiencies are rectified. Reasons for dismissal include, but are not limited to:

- Failure to complete and/or pass course requirements
- Failure to write and/or receive approval for a thesis research proposal
- Inadequate progression of thesis research

### DISMISSAL FROM LAB

In the unusual event that an advisor wants a student to leave his or her lab, the following procedures will apply:

If the student has not submitted and defended a TRP, the student should look for another laboratory in which to conduct his or her thesis research.

If the student has already completed a successful TRP defense, and if the student wants to remain in the lab:

1. The student and advisor will first meet with the Faculty Advisory Committee and the Dean to address the issue.
2. In the event that a successful resolution cannot be attained, the student and advisor will meet with the Dean and the Graduate Program Advisory Committee. The final decision resides with the Dean.

## VI. Course Descriptions and Requirements

In addition to attending the mandatory Seminars on Modern Biology (about 20 two-hour sessions), Experiment & Theory in Modern Biology (about 12 two-hour sessions) and the Responsible Conduct of Research (RCR) seminars (on-line course work and four, 2 hour group meetings), students must satisfactorily complete seven units of coursework. One unit typically consists of 12 two to three-hour classes. Some courses consist of 24 classes and most of these count as 2 units. Evaluation of satisfactory course completion typically consists of a written or oral examination, or preparation of a short research review or proposal. Courses are grouped into 6 major areas (Biochemistry, Structural & Chemical Biology & Biophysics; Cell, Molecular & Developmental Biology; Genetics; Microbiology & Immunology; Neurosciences; Mathematics and Programming) but students can complete the curriculum requirements by participation in any combination of courses, provided that courses that are particularly relevant to the intended area of thesis research are adequately represented. **Students must complete their curriculum requirements before the end of the second year**, although additional courses may be taken in later years.

### SEMINARS ON MODERN BIOLOGY

This series is designed to give the incoming class a chance to interact with faculty in an intensive series of twice-weekly two-hour seminars. Participation is mandatory for and limited to first-year PhD students. Participation is not required for MD-PhD or TPCB students, who will have participated in similar Tri-Institutional sessions. Each session runs from 5-7 p.m. on Monday and Wednesday evenings. In each session, 2-3 faculty members survey their area of research, first with a formal half-hour presentation and then by participating in a student-led discussion.

### EXPERIMENT AND THEORY IN MODERN BIOLOGY

This course is designed to introduce first year PhD students to the methods and principles behind current biological research. Students will meet with the faculty organizers once a week to discuss pre-selected papers that illustrate methods of biological deduction. With guidance from the faculty mentors, students will present papers, discuss them, and formulate conclusions regarding the experimental results. By the end of the course, students should be able to critically read a scientific manuscript and to understand principles used in interpreting scientific data. There are no prerequisites for the course.

## Overview of Courses in the Biological Sciences 2016-2018

Most courses are offered on a two-year cycle. Participation in a course requires students to attend all sessions. The most widely used format for courses consists of twelve sessions of two to four hours, comprising a lecture, discussions and review of relevant articles from the literature. Students desiring more information about course content and participation or qualification requirements are encouraged to approach the organizers.

2016-17	Fall	Winter	Spring
	<b>Experiment and Theory in Modern Biology</b> Shaham/Simon	<b>Cell Cycle Control</b> F. Cross/Funabiki	<b>Biochemical and Biophysical Methods</b> Darst/Rout
	<b>Introduction to Programming for the Life Sciences</b> Syberg	<b>Math Review for Biologists</b> Magnasco	<b>Genetics and Evolution</b> F. Cross/Kronauer
	<b>Quantitative Understanding in Biology</b> Banfelder/Skrabanek/LeVine	<b>Nuclear Cell Biology</b> de Lange	<b>Origins and Paradoxes</b> Nottebohm
	<b>Responsible Conduct of Research</b> Tri-Institutional Faculty	<b>Science Diplomacy</b> Ausubel/Holford/Nichols	<b>The Biology of Brain Disorders</b> Fischbach
	<b>Seminars on Modern Biology</b> Rockefeller Faculty	<b>Systems and Cognitive Neuroscience</b> Freiwald/Gilbert	<b>Virology (continued)</b> Rice/Bieniasz
		<b>Virology</b> Rice/Bieniasz	

2017-18	Fall	Winter	Spring and Summer
	<b>Chemical Biology</b> Kapoor	<b>Cell Biology</b> Simon/Shaham	<b>Cell Biology (continued)</b> Simon/Shaham
	<b>Experiment and Theory in Modern Biology</b> Shaham/Simon	<b>CNS Development</b> Hatten	<b>Genetics and Evolution</b> F. Cross/Kronauer
	<b>Introduction to Programming for the Life Sciences</b> Syberg	<b>Fundamentals of Neuroscience</b> Hudspeth	<b>Mammalian Genetics</b> Smogorzewska
	<b>Molecular Basis of Cancer</b> Tavazoie	<b>Immunobiology</b> Hang/Mucida	<b>Membrane Biophysics</b> Maimon/Ruta
	<b>Responsible Conduct of Research</b> Tri-Institutional Faculty	<b>Science Diplomacy</b> Ausubel/Holford/Nichols	<b>Microbial Pathogenesis</b> Marraffini
	<b>Seminars on Modern Biology</b> Rockefeller Faculty		<b>Social Evolution and Behavior</b> Kronauer
	<b>Stem Cells in Tissue Morphogenesis and Cancer</b> Fuchs/Brivanlou		

Fall 2016: September 7 – December 9

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
9			Experiment and Theory in Modern Biology		
10					
11					
12					
1	Seminars on Modern Biology	Responsible Conduct of Research	Introduction to Programming		
2					
3					
4					
5	Seminars on Modern Biology	Quantitative Understanding in Biology	Seminars on Modern Biology	Quantitative Understanding in Biology	
6					

Winter 2016 – 2017: January 2 – March 24

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
9		Virology Lecture 10-12			Math Review for Biologists Lectures
10					
11					
12	Nuclear Cell Biology	Lunch/Discussion 12-2	Systems and Cognitive Neuroscience	Cell Cycle Control	Math Review for Biologists Labs
1					
2					
3				Science Diplomacy	
4					
5					
6					

Spring 2017: March 27 – June 9

Hour	Monday	Tuesday	Wednesday	Thursday	Friday			
9		Virology Lecture 10-12	Origins and Paradoxes					
10								
11								
12								
1						Biochemical and Biophysical Methods	Genetics and Evolution	Biochemical and Biophysical Methods
2								
3								
4								
5		The Biology of Brain Disorders						
6								

Course descriptions are listed alphabetically within subject areas. The course unit value is indicated in parentheses. Participation in seminars, tutorials, journal clubs and minor courses for which no value is indicated cannot be used as part of the curriculum qualification.

## **Biochemistry, Structural & Chemical Biology & Biophysics**

### Biochemical and Biophysical Methods (2)

Seth Darst and Michael Rout

This course presents the fundamental principles of biochemistry and biophysics with an emphasis on methodologies. It addresses issues of protein and nucleic acid structure and the forces that underlie stability and govern the formation of specific three-dimensional structures. In addition, specific case studies are discussed, examining particular processes – such as DNA replication and transcription – and how the application of different methodologies has been used to address specific biological questions. The final exam is a written research proposal and an oral presentation of the proposal to the class.

### Chemical Biology (1)

Tarun Kapoor

The spirit of this course is to explore the complexities of modern biology using the tools of chemistry. The lectures cover amino acid chemistry, nucleic acid chemistry, posttranslational modifications of proteins, discovery and use of chemical probes to examine cellular mechanisms, membrane chemistry, chemical tools for imaging, and natural product biosynthesis. The method of evaluation is class attendance, active participation in the discussions and exams (midterm and final).

## **Cell, Molecular & Developmental Biology**

### Cell Biology (2)

Sanford Simon and Shai Shaham

This is an advanced course covering major topics in modern cell biology, taught by faculty and visitors who are specialists in various disciplines of Cell Biology. A good knowledge of textbook cell biology is a prerequisite for effective participation. The course will be completed with an oral exam. Recommended text for cell biology: *Molecular Biology of the Cell* by Alberts et al., Garland Publishing, Inc. Recommended text for histology: *Basic Histology* by Junquera, Kaniero and Kelly, 2016 edition.

### Cell Cycle Control (1)

Frederick Cross and Hironori Funabiki

This seminar explores the current understanding of eukaryotic cell cycle control. Topics include the construction of a biochemical oscillator and overall structure of cell cycle control; positive and negative control of DNA replication; spindle morphogenesis and function; chromosome cohesion control; surveillance mechanisms (checkpoints) monitoring spindle and DNA integrity; and control of proliferation (start/restriction point control). The seminar relies heavily on studies in model organisms, but the emphasis throughout will be on aspects of cell cycle control conserved among eukaryotes. The

method of evaluation is class attendance, homework exercises and active participation in the discussions.

### Molecular Basis of Cancer (2)

Sohail Tavazoie

This course is designed to teach modern concepts in the regulation of growth control and its significance to cancer. The format consists of a weekly, two hour lecture followed by informal discussion over lunch. Each lecture will be accompanied by a review and a research article to be discussed at lunch. The required textbook is *The Biology of Cancer*, by Robert A. Weinberg, 2<sup>nd</sup> edition, Taylor and Francis, Inc., 2013. A reference list will be distributed at the first session. The method of evaluation is class attendance, active participation in the discussions and a take home final exam.

### Nuclear Cell Biology (2)

Titia de Lange

This course will be taught by Rockefeller faculty whose expertise covers the following subjects: Robert Roeder (transcription); David Allis (chromatin); Sohail Tavazoie (RNA processing and modification); Michael Rout (NE and NPCs); Frederick Cross (cell cycle control); Michael O'Donnell (DNA replication); Agata Smogorzewska (DNA repair); Titia de Lange (DNA damage response and telomeres); and Hironori Funabiki (chromosome segregation). The main prerequisite is a basic understanding of molecular biology and biochemistry. The methods of evaluation will include: course attendance, participation in discussions and a final, take-home exam.

### Stem Cells in Tissue Morphogenesis and Cancer (2)

Elaine Fuchs and Ali Brivanlou

This course aims to present and discuss key concepts in stem cell biology drawing on research from planaria, *Drosophila*, zebrafish, mouse and human. We will cover basic principles of stem cells from self-renewal to tissue development, homeostasis, wound-repair and cancer. In addition to the basic lectures, there will be 6-7 guest speakers who are world renowned leaders in the field. Although these lectures will be open to the public, they will be geared towards students enrolled in the course. Following each of these lectures, speakers will lead a discussion with the class. Course credit will be awarded based upon participation in lectures and class discussions, as well as a written paper. Students are required to attend lectures and class.

## **Genetics**

### Genetics and Evolution (2)

Frederick Cross and Daniel Kronauer

This seminar covers the basic mechanisms of genetics and evolution including the generation of mutations and genetic segregation; linkage and recombination (with emphasis on linkage/segregation in eukaryotes). The course also considers changes in population genotypes when these basic genetic mechanisms are operating in the presence or absence of selective pressure. Changes in population genotypes can have effects ranging from polymorphism at neutral loci to the evolution of distinct

species. Such changes are also used in historical analysis to trace migrations, evolution and coevolution in diverse biological contexts. The method of evaluation will be class attendance, homework exercises, and active participation in the discussions.

### Mammalian Genetics (1)

Agata Smogorzewska

This course covers genetics of bone marrow failure syndromes, cancer susceptibility, infectious diseases, obesity, diabetes, coronary heart disease, and neurodegenerative diseases. We will also discuss human gene mapping, disease modeling using mouse genetics, modern genetic tools including RNAi screening and genetic engineering using CRISPR, as well as ethical issues in modern human genetics. Performance in the course will be evaluated by class participation and a take home final exam.

## **Mathematics and Programming**

### Introduction to Programming for the Life Sciences (1)

Seth Syberg

In this course, students will learn how to write code in a single programming language. The course will focus primarily on learning to write general purpose programs in the Python programming language. Towards the end, students will also learn about shell scripting and the R programming language. The method of evaluation is class attendance, active participation in the discussions, programming exercises during class and a weekly programming challenge outside of class. Students who wish to take the course for credit must complete a final project.

### Math Review for Biologists (0)

Marcelo Magnasco

This is an intensive skill development course, starting with calculus and linear algebra and leading up to differential equations, Fourier transforms, and related computational methods for model simulation. A concurrent journal club explores the major historical papers as well as contemporary biological modeling papers proposed by the students in full line-by-line detail. The method of evaluation is weekly attendance, active participation in the class discussions and journal clubs.

### Quantitative Understanding in Biology (2)

Jason Banfelder, Luce Skrabanek and Michael LeVine

This course will prepare students to apply quantitative techniques to the analysis of experimental data. To emphasize both practical and theoretical skills, the course will involve several hands-on workshops, and the completion of several projects will be required. Students will be well positioned to meet the emerging requirements of funding agencies for formally planned experiments and fully reproducible and documented data analysis methods. Specific topics include: practical aspects of data formatting and management: graphical, mathematical and verbal communication of quantitative concepts; a review of statistics, with emphasis on the selection of appropriate statistical tests, the use of modern

software packages, the interpretation of results, and the design of experiments; the formulation, evaluation and analysis of mathematical models of biological function, with an emphasis on linear and non-linear regression, determination of model parameters, and the critical comparison of alternative models with regard to over-parameterization. Grades will be determined based on several take-home problem sets, and a midterm and final exam.

## **Microbiology & Immunology**

### Immunobiology (2)

Howard Hang and Daniel Mucida

This course is designed to explore current and exciting new areas of immunology. Major topics in cellular, molecular and clinical immunology are covered. Participants must have a basic understanding of immunology. Each session consists of a discussion of the topic and a review of two or more papers. At the end of the course, students will write and present an original research proposal. Their performance will be evaluated based on their participation in discussions, presentation of papers and original research proposals. Prior to the course, students must read the entire Janeway *Immunobiology* text, 8<sup>th</sup> edition. Papers will be assigned throughout the course.

### Microbial Pathogenesis (2)

Luciano Marraffini

Infectious diseases continue to be a leading cause of human morbidity and mortality worldwide as well as an important cause of economic loss and the 'poverty trap' in developing countries. Microbial Pathogenesis focuses on the molecular mechanisms of host-pathogen interactions and pathogenesis of representative bacterial, fungal and protozoan diseases. Topics include malaria, trypanosomiasis, toxoplasmosis, selected gram-negative and gram-positive bacterial infections, pathogenic mycobacteria, opportunistic mycoses, the evolution of pathogenicity and the impact of the host microbiota during microbial pathogenesis, and the development of antimicrobials and vaccines. The course is taught by Rockefeller and Cornell faculty and selected guest speakers. Each class includes a lecture followed by an in-depth discussion of assigned papers with the lecturer. The discussion can be continued at lunch with the speaker.

Each class includes a lecture, followed by one or two (depending on the number of students) 20-minute presentations by students on a paper suggested by the speaker in which they outline follow-up experiments. Lunch with the speaker follows for a set of interested students.

Course requirements include attendance, participation in the discussions, individual presentations and a three page research proposal at the end of the course.

### Virology (2)

Charles Rice and Paul Bieniasz

In this course, Rockefeller faculty and selected visitors give lectures and lead discussions about virology with major emphasis on the cellular and molecular biology of animal viruses. Topics include virus structure, replication, molecular genetics and gene expression, interactions with host cells, immunology, pathogenesis, viral vaccines, antiviral therapy and resistance. A number of model systems



are discussed, including cytotoxic, steady-state and tumorigenic virus-cell interactions. Session-specific papers will provide background material and topics for discussion at the weekly journal clubs. Course requirements include class attendance, active participation in the discussions, presentations during journal club and a written grant proposal.

## **Neurosciences**

### CNS Development (1)

Mary Beth Hatten

This course focuses on the molecular and cellular mechanisms underlying the development of the mammalian nervous system. Topics to be discussed include induction of the nervous system, specification of neural cell fate, cell migration, axon guidance and the development of neuronal circuitry and behavior.

### Fundamentals of Neuroscience (1)

A. James Hudspeth

This course provides an introduction to neuroscience for those without previous experience with the subject and a refresher for those with a modest background. It covers the nature of water and biological membranes; ions and electrical signals; ion channels, ion permeation, and channel gating; action potentials and their propagation; synaptic signaling and plasticity; sensory transduction and neural coding; neuronal cell biology and neuroanatomy; neurogenesis and the formation of neural connections; central processing of sensory information; and higher central-nervous-system processing. There are laboratory demonstrations on several weeks, so the structure of each three-hour meeting is typically lecture – paper presentation and discussion – demonstration. Every participant must provide an oral presentation of one of the discussion papers and participate in the ensuing discussion. Course requirements include class attendance, oral presentations, and active participation in the discussions.

### Membrane Biophysics (2)

Gaby Maimon and Vanessa Ruta

This intensive six-week course consists of 16 two-hour lectures and 5 all day labs. The course starts with an introduction to electrochemical dynamics. It then delves into cellular and molecular biophysics of plasma membranes, with a focus on excitable membranes. Topics covered include gating, conduction and selectivity of ion channels, mechanism of function of membrane pumps, and the origin of action potentials in neuronal and cardiac membranes. The course ends with a discussion of neuronal communication at synapses and biophysical explorations of sensory functions, like vision, hearing and olfaction. The all-day laboratories are meant to expose students to modern and classic preparations regarding cellular and molecular electrophysiology. Labs can accommodate up to 16 students. Course requirements include weekly attendance, active participation in the class discussions and labs.

## Social Evolution and Behavior (2)

Daniel Kronauer

This intensive one week course held at The Rockefeller University Center for Field Research in Millbrook, NY will include lectures, workshops, paper discussions, student presentations and field outings. The course will explore complex questions from a variety of angles including genetics, behavioral ecology, ethology, neuroscience, as well as evolutionary and theoretical biology. It will cover a broad range of biological systems, ranging from single genetic elements, social microbes, insects and vertebrates, to mutualistic interactions between species. Course requirements include active participation in the discussions, student presentations and hands on workshops.

## Systems and Cognitive Neuroscience (2)

Winrich Freiwald and Charles Gilbert

The brain is the organ that generates behavior. Systems and Cognitive Neuroscience aims to answer how the concerted action of neurons, organized at multiple scales, generates complex behaviors. This course will discuss how the brain gives rise to perception, internal representations, cognition, and action, covering the structure and function of various neural systems. Topics will include the mechanisms of information processing (from the single neuron to ensembles of cells to behavior); the connectivity, functional architecture, and dynamic properties of neural circuits; the relationship between synaptic mechanisms and functional specificity; learning and memory; attentional mechanisms; emotional and higher order cognitive functions. With a focus on concepts, students will learn about a range of technical approaches as well as theoretical and computational tools for understanding brain function. The class meets for three hours once a week in sessions that include overview lectures, student presentations of original papers and review articles, and group discussions. Course requirements include class attendance, individual student presentations and active participation in the discussions.

## The Biology of Brain Disorders (1)

Gerald Fischbach

This course emphasizes the biological and behavioral underpinnings of common neurological and psychiatric disorders. Subjects include: Disorders of Excitation and Conduction (epilepsy, multiple sclerosis); Perception, Cognition and Memory (autism, schizophrenia, Alzheimers disease); Consciousness (coma, persistent vegetative state); Mood (depression, anxiety); Motivation (addiction); Sensation (pain); Motor Control (Parkinsons disease, ataxia); Trauma (brain/spinal cord injury; stroke). The course meets once a week for 2 hours and consists of introductory remarks, followed by brief student presentations and open discussion based on assigned readings. Each student will be asked to write a speculative paper relating a disordered trait to a specific brain circuit.

## **General**

### CSHL and MBL (1)

One unit of graduate credit will be granted for courses taken at Cold Spring Harbor Laboratory (CSHL) and the Marine Biological Laboratory at Woods Hole (MBL). In order to qualify for credit, the course must meet for a minimum of 2 weeks (a week being defined as 40+ hours of lecture/lab work)

and the Dean's Office must receive written evaluation of the student's performance from the course instructor. A student may only receive credit for one CSHL or MBL course during his/her tenure as a graduate student. Courses at institutions other than CSHL or MBL will be evaluated for credit on a case by case basis.

#### Responsible Conduct of Research (RCR) (0)

Rockefeller's RCR training course is provided in collaboration with neighboring Memorial Sloan-Kettering Cancer Center and Weill Cornell Medical College. The course heightens the awareness of trainees to ethical considerations relevant to the conduct of research, informs them of federal, state and institutional policies, regulations and procedures, and provides trainees with critical analysis and problem solving skills for ethical decision-making. The course is offered twice per year and is mandatory for all first year Rockefeller students.

#### Science Diplomacy: Thinking Globally about the Biological and Medical Fields (0)

Jesse Ausubel, Mande Holford and Rodney Nichols

The shorthand term 'Science Diplomacy' spans wide-ranging activities connecting science and technology with international affairs. With an emphasis on global health and medicine, this course considers the larger context of dealing with nations in conflict, the role of finance, women and technology in development, innovation in the public and private sectors, and views of Science Diplomacy from outside the United States. This six week course of seminars will sample the current landscape of Science Diplomacy issues, programs, and organizations. The goals of the course are to help early career biomedical scientists: (a) think more systematically about the global potential of their work, including ethical, political, and economic implications and (b) become acquainted with the people, networks, and resources available for scientific cooperation involving nations with whom cooperation may be especially difficult. As a conclusion to the course, clusters of participants will be challenged to develop a concept or proposal for a Science Diplomacy activity that connects importantly to their own current research and interests. Ten of the most engaged students will be invited to join a field trip in March to Washington, DC to meet with prominent Science Diplomacy practitioners and tour relevant institutions.

#### Care and Use of Laboratory Animals

Comparative Bioscience Center (CBC) staff  
Call x8642 for schedule information.

This seminar introduces the student to federal and state regulations and NIH policy governing the use of laboratory animals in research. Instruction is also offered on preparation of a protocol for approval of animal use, resources available at the CBC, aseptic technique, anesthesia, euthanasia, and common zoonotic diseases. Once a student attends this course, key card access to the facility is approved. Announcements for upcoming hands-on animal training events are posted on the bulletin board outside the CBC first floor elevator.

## VII. Policies and Procedures

### a. Standard of Conduct

Students are expected to be knowledgeable of and comply with the rules and regulations in the Graduate Student Guide, as well as the Human Resources Handbook. The University strives to maintain an atmosphere in which freedom of expression, intellectual inquiry and mutual respect are valued. Students, in accepting admission to the graduate program, agree to act responsibly and respectfully of the Rockefeller University community and all of its individual members. Students whose behavior, whether it is on- or off-campus, is considered detrimental to the University community are subject to disciplinary action. The University is required to deal fairly and decently with each individual.

### b. Prevention of and Response to Sex Discrimination, Sexual Harassment, and Sexual Violence Against Students

*To the extent that this Policy overlaps with the University's Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy, this Policy will control in cases involving sex discrimination (to the extent described below), sexual harassment, and/or sexual violence against a student.*

#### POLICY STATEMENT

This Policy is for the benefit of students at The Rockefeller University. The Rockefeller University is committed to maintaining an educational environment for students that is free from sex discrimination, sexual harassment, and sexual violence. The University does not discriminate on the basis of sex in its education programs and activities, and it is required by Title IX of the U.S. Education Amendments of 1972 not to discriminate in such a manner.

The University strongly encourages every member of our community who is a victim of, or has knowledge of, sex discrimination, sexual harassment, and/or sexual violence against a student to report that conduct as set forth below. The University is committed to responding to such reports promptly, with sensitivity for all concerned, and with fair and equitable process.

#### CONTROLLING LAW

Title IX of the U.S. Education Amendments of 1972, 20 U.S.C. §1681 et seq., provides:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The federal government has determined that sex discrimination, sexual harassment, and sexual violence may create a “hostile environment,” thereby denying a victim of such conduct the benefits of an education program or activity.

Article 129-B of the New York Education Law also provides protections for students who are the victims of sexual assault, dating violence, domestic violence, and stalking, including the right to report the incident to the University or law enforcement, to be protected by the University from retaliation for reporting an incident, and to receive assistance and resources from the University.

## DEFINITIONS

**Sex Discrimination** is inequitable treatment of an individual on the basis of the individual's actual or perceived gender.

**Sexual Harassment** is unwelcome conduct of a sexual nature. It may include, but is not limited to: unwelcome sexual advances or requests for sexual favors; sexual jokes or innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering or catcalls; inappropriate touching; insulting or obscene comments or gestures; display or circulation (including through email) in the workplace of sexually suggestive objects or pictures; or other physical, verbal, or visual conduct of a sexual nature that has the effect of creating a hostile environment.

**Sexual Violence** is an actual or attempted physical sexual act performed against a person's will or without a person's affirmative consent, including where the person is incapable of giving consent due to a disability or the use of drugs and/or alcohol.

**Affirmative Consent** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Consent may be given initially but withdrawn at any time, and consent to one sexual act does not necessarily constitute consent to any other sexual act. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity, and consent cannot be given when it is the result of any coercion. When consent is withdrawn or can no longer be given, sexual activity must stop.

A **Hostile Environment** is created when prohibited conduct is sufficiently severe or pervasive as to limit or deny a student's ability to participate in or benefit from the University's educational programs or activities.

The **Alleged Victim** as used in this policy refers to a student who is a victim of sex discrimination, sexual harassment, and/or sexual violence by an **Accused**. A **Complainant** is an alleged victim who reports such conduct to the Title IX Coordinator or other responsible employees. A **Reporting Individual** is an individual who observed or has knowledge of and reports prohibited conduct.

## INDIVIDUALS AND CONDUCT COVERED

This Policy covers any occurrence of sex discrimination, sexual harassment, and/or sexual violence against a student, regardless of whether the accused is a student, employee or third party, or whether the prohibited conduct occurred on or off campus. The University must address reported sex discrimination, sexual harassment, and/or sexual violence against a student whether the report is made by the alleged victim or a reporting individual.

The University also must ensure that a student who is the victim of sexual violence, dating violence, domestic violence, or stalking is afforded the protections outlined in the Students' Bill of Rights Relating to Sexual Violence which appears at the end of this Policy, including the right to make a report to local law enforcement and to be protected from retaliation.

## THE TITLE IX COORDINATOR

The Rockefeller University has designated as its Title IX Coordinator Virginia Huffman, Vice President, Human Resources. Virginia Huffman's contact information is: Founder's Hall, Room 103; tel: 212-327-7261; email: [huffman@rockefeller.edu](mailto:huffman@rockefeller.edu).

The Title IX Coordinator oversees implementation of this University Policy and must be informed of all reports and complaints of sex discrimination, sexual harassment, or sexual violence against a student, even if the report or complaint was initially made to another individual or if the investigation will be conducted by another individual or office.

The Title IX Coordinator is responsible for:

- Activating the University's Title IX fact-finding, hearing, and determination procedures;
- Evaluating confidentiality requests;
- Determining the resources required to conduct an investigation, if warranted;
- Conducting and/or managing an investigation and appeal concerning alleged sexual harassment and/or sexual violence, including designating other University employees or third parties to assist, as needed (for alleged sex discrimination without sexual harassment and/or sexual violence, see "Procedures for Responding to Complaints of Sex Discrimination" below);
- Determining appropriate interim measures for a complainant, including providing support and counseling resources, and taking steps to protect public safety during the course of an investigation;
- Determining appropriate sanctions against an offender and remedies for the complainant;
- Enforcing sanctions with the assistance of University administrative leadership; and
- Recommending necessary changes to University policies or procedures, as needed.

## CONFIDENTIALITY

Confidentiality will be maintained throughout the investigation of a complaint or report of sex discrimination, sexual harassment, and/or sexual violence consistent with reasonable investigation and appropriate corrective action. The University may share a complaint or report, only as needed, with those University personnel who have responsibility for the safety of the University community and, if required, with law enforcement. Counselors and advocates who may have been recommended to the complainant by the University will be advised that they, too, must keep confidential a report of sex discrimination, sexual harassment, and/or sexual violence.

A complainant may request (1) that his or her name not be revealed to the accused, or (2) that the University not investigate or take action. Such a request should be strongly supported in cases of sexual harassment and/or sexual violence, although honoring the request may limit the University's ability to respond fully to the incident. The Title IX Coordinator will determine whether the University can honor a request for confidentiality by a complainant or a reporting individual while still providing a safe and nondiscriminatory environment for all students, including the complainant. A request not to investigate or take action may not be honored if such action might put other individuals at risk.

## TITLE IX PROCEDURAL REQUIREMENTS

A complaint of sex discrimination, sexual harassment, and/or sexual violence by or on behalf of a student should be reported to the Title IX Coordinator. Other responsible employees to whom such complaints may be reported are the University's Director of Security or the Vice President for Human Resources, each of whom will provide the report to the Title IX Coordinator.

A complainant has the right to file a criminal complaint or to pursue his or her rights under Title VII of the Civil Rights of 1964, before, during, or after (i) reporting a Title IX complaint, or (ii) activating the University's internal Title IX investigation or appeal process.

### A. Procedures for Responding to Complaints of Sex Discrimination

Any complaint of sex discrimination alleged by a student – i.e., alleged unfavorable treatment of a student on the basis of the student's gender – shall be subject to the complaint procedures set forth in the University's Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy, including prompt investigation and responsive action, if appropriate. Any such complaints will be handled by the Vice President for Human Resources.

### B. Procedures for Responding to Complaints of Sexual Harassment and/or Sexual Violence

1. An impartial investigation will be undertaken, taking into consideration any request by the complainant or reporting individual for confidentiality, in accordance with the following procedures:
  - The investigation may include fact-finding, a hearing, if appropriate, and any other decision-making processes useful in determining whether the sexual harassment and/or sexual violence occurred and created a hostile environment.
  - During the course of the investigation, the complainant and the accused must be afforded the same opportunities to present witnesses and evidence, to be represented by counsel, and to attend any hearings, although the complainant and the accused will not be required to be in the same room at the same time.
  - The applicable legal standard used in resolving the complaint is a "preponderance of the evidence," which means that the finder(s) of fact concludes that it is more likely than not that sexual harassment and/or sexual violence occurred (or did not occur).
2. Prior to and during an investigation, the University will promptly take interim steps to ensure equal access to its education programs and activities and protect the complainant, as necessary, from the alleged conduct. The complainant also should receive periodic updates on the status of an investigation.
3. The complainant and the accused will be notified in writing of the outcome of the investigation as follows:
  - The complainant must be informed of whether the investigation resulted in a finding that the alleged conduct occurred and, if so, any remedies offered to the complainant, sanctions imposed on the offender as a consequence of the findings, and efforts by the University to eliminate any hostile environment and prevent its recurrence.

- The accused should be notified of the same information as the complainant, but not information regarding any remedies offered to the complainant.
4. The activities described in Sections 1 and 3 above, should be completed, if practicable, within sixty (60) days of a complaint being received by the Title IX Coordinator.
  5. The complainant or the accused may appeal the outcome of an investigation on the basis of alleged procedural error, previously unavailable relevant evidence that could significantly affect the outcome of a case, or sanction(s) being substantially disproportionate to the findings. There are no prescribed requirements regarding the appeal process other than that the same process should be followed whether the complainant or the accused seeks to appeal, and both parties should be notified about the outcome of the appeal. Any appeal should, however, be initiated promptly, and in any event within thirty (30) days of notice of the outcome of an investigation, and must be requested in writing to the Title IX Coordinator.
  6. A separate process may be undertaken to identify actions necessary to address concerns about a hostile environment and to prevent the recurrence of sexual harassment and/or sexual violence.

#### RETALIATION IS PROHIBITED

The Rockefeller University prohibits retaliation against any individual who reports sex discrimination, sexual harassment, and/or sexual violence, or participates in an investigation of such reports. Retaliation against an individual for reporting sex discrimination, sexual harassment, and/or sexual violence or for participating in an investigation of such a report will be subject to disciplinary action.

#### AMNESTY POLICY FOR ALCOHOL AND/OR DRUG USE BY REPORTING INDIVIDUALS

The health and safety of every student at the University is of utmost importance. The University recognizes that students who have been drinking and/or using drugs at the time that sexual violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. A complainant or reporting individual who in good faith discloses any incident of sexual violence to University officials or law enforcement will not be subject to disciplinary action for violation of the University's Substance Abuse Policy occurring at or near the time of the commission of the sexual violence.

#### STUDENTS' BILL OF RIGHTS CONCERNING RESPONSE TO SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of sexual violence, including domestic violence, dating violence, stalking, and sexual assault, treated seriously;
3. Make a decision about whether or not to disclose a crime and/or violation and to participate in the University's investigation, hearing, and decision-making process and/or criminal justice process free from pressure by the University;



4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from the University information concerning health care and counseling services;
6. Be free from any suggestion that the complainant is at fault when these crimes and/or violations are committed, or should have acted in a different manner to avoid such crimes and/or violations;
7. Describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the University, any student and/or the accused;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a complainant, reporting individual or accused throughout the investigation process, including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigation, hearing, and decision-making process of the University.

More information concerning these rights and implementing procedures may be found at [http://formspolicies.rockefeller.edu/getfile.php?type=Guideline&file=graduate\\_Guidelines\\_and\\_Implementing\\_Procedure\\_for\\_Title\\_IX\\_Policy\\_pdf](http://formspolicies.rockefeller.edu/getfile.php?type=Guideline&file=graduate_Guidelines_and_Implementing_Procedure_for_Title_IX_Policy_pdf).

Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office for Civil Rights (OCR) in the U.S. Department of Education.

### **c. Non-Discrimination and Anti-Harassment Policy**

The Rockefeller University is committed to assuring all members of the campus community a bias-free working and learning environment. Consistent with The Rockefeller University's respect for the rights and dignity of each person, sexual harassment will be neither sanctioned nor tolerated.

Any complaint regarding discrimination or harassment may be brought to the attention of the Dean or Ms. Virginia Huffman, Vice President of Human Resources.

A complete copy of the University's non-discrimination and anti-harassment policy is available in the Human Resources Office.

### **d. Computer and Electronic Communications Policy**

The University expects all members of its community to use computing and electronic communications made available at the University in a responsible manner. The University may restrict or deny the use of its computers and network systems for electronic communications for violations of University policies, violation of state or federal laws, or violations of standards of conduct and propriety appropriate at the

University. Specifically, the University reserves the right to limit or deny access to its networks through University-owned or other computers, and to remove or limit access to material posted on University owned computers in any situation where it believes that such a violation has occurred or is likely to occur. Please consult the University computing and electronic policies section at <http://it.rockefeller.edu/pdf/CompElecCommPolicy.pdf> for further information.

### **e. Intellectual Property and Copyright**

A student must not enter into any legal agreements without consulting his or her advisor and the Dean's Office and/or Rockefeller Legal Counsel. Many organizations and investigators supplying research materials insist that a 'Materials Transfer Agreement', or similar document, is signed by the recipient. This is a legal document and the wording of some of them place severe restrictions on the use and outcomes of any use of the supplied materials. Sometimes the 'material' might be in the form of access to proprietary information, such as a private database. Some universities and investigators use the same document regardless of whether the request comes from academia or industry. Do not view such documents lightly and do not sign any such agreement without seeking advice. If a student uses some material to make a patentable invention, he or she might discover it is the supplier of those materials and not the student who owns the invention!

### **f. Internship Policy**

Graduate students may conduct short internships in various disciplines while still enrolled in the graduate program. In order to conduct an internship, the Dean's Office must receive written approval of the proposed internship (including start and end dates) from the student's Faculty Advisory Committee (including advisor). The length of the internship must also be approved by the Dean.

For internships up to one month, students may continue to receive a graduate student stipend and retain housing eligibility. Students will not be paid a graduate student stipend for paid internships. Details for longer internships will be determined on a case-by-case basis.

Annual report and FAC meeting requirements must still be fulfilled while on an internship.

### **g. Laboratory Care and Animal Use**

Students who plan to be working with research animals are urged to contact the Comparative Bioscience Center (CBC) as soon as they recognize their need for animal use. The University has established numerous programs to assist investigators in reducing potential health and environment-related variables in animal research. These and other aspects of laboratory animal use are outlined in the Comparative Bioscience Center Handbook. A copy can be downloaded from the CBC website at <http://www.rockefeller.edu/cbc>.

All persons initiating a new project involving laboratory animals are required to attend an orientation course related to the care and use of laboratory animals. Courses are given regularly or can be scheduled by calling the CBC Training Coordinator at x8642. In addition, students should feel free to call the CBC to arrange for individualized help, an orientation tour or to get information on any aspect of laboratory animal care, pathology and technology.

## **h. Leave of Absence**

In special circumstances, a student may be granted or requested to take a leave of absence.

Requests for a leave of absence must be made in writing to the Dean. A leave of absence with automatic reinstatement as a Graduate Fellow may be granted for up to one year. The request for a leave of absence will be reviewed by the Dean and research advisor. They may wish to consult with a faculty committee convened for that purpose. If a leave of absence is granted for a period longer than one year, the Dean, the research advisor and the ad hoc committee (if convened) will specify the terms for re-entry.

Requests for a medical leave of absence will require the following additional procedures. The student must submit a letter from a physician knowledgeable about the student's situation recommending that a medical leave of absence be granted. Re-entry into the graduate program will be contingent upon receipt of a written recommendation by the student's physician stating that the student is ready to return to the program. The Dean, research advisor and FAC (if convened) may wish to request a separate evaluation of the student by a physician of their choice prior to granting re-entry.

Circumstances may arise in which the Dean and the research advisor recommend that a student take a leave of absence. If the student objects to the recommended leave of absence, a special committee of faculty will be formed by the Dean and will include one faculty member chosen by the student.

## **i. Nepotism and Personal Relationships**

Members of the University community may not participate in or directly influence the hire, promotion, supervision, evaluation, salary and grade determination, or advise or otherwise directly influence the academic progress of another member of the community with whom the individual has personal relationships.

## **j. Radiation Monitoring Policy**

Dosimeters are provided by Laboratory Safety & Environmental Health (LS&EH) to those laboratory workers that may receive exposures in excess of one tenth of the annual occupational limit for radiation workers, as established by the New York City Department of Health in agreement with the Nuclear Regulatory Commission. Students are instructed to consult with LS&EH to determine if they are required to use a dosimeter. The determination is made based on the inventory of the laboratory. Any student may contact LS&EH with any questions about the use of or need for dosimeters.

LS&EH also has a radiation monitoring program for declared pregnant employees. A pregnant woman who works in a laboratory or one whose duties take her regularly into a laboratory where radioactive materials or radiation-producing equipment are used may elect to declare her pregnancy and take advantage of this monitoring process. This procedure is completely **voluntary** and any information obtained from the employee is confidential and will be used only to properly implement the procedure.

The Department of Laboratory Safety and Environmental Health is located in the A level of Founders Hall, and can be reached at x8324.

## k. Research Misconduct Policy and Procedure

The policy and procedure regarding Allegations of Research Misconduct can be found in the Human Resources employee handbook at: [https://inside.rockefeller.edu/FlippingBook/University\\_Policies/](https://inside.rockefeller.edu/FlippingBook/University_Policies/)

## l. Smoking Policy

In compliance with the New York City Smoke-Free Air Act and New York State Clean Indoor Air Act, smoking is not permitted on campus.

## m. Student Employment Policy

University policy does not permit students to accept activities for compensation; exceptional circumstances may be discussed with the Dean in advance.

## n. Substance Abuse Policy

It is the policy of The Rockefeller University to make every effort to ensure a drug-free workplace in order to protect the health, safety, and welfare of its employees, its students, and the public. The following guidelines have been established in order to maintain such an environment. **A student or employee who violates this Policy will be subject to University sanctions and criminal sanctions provided by federal, state, and local law.**

- (1) University policy prohibits the unlawful manufacture, possession, use, distribution, dispensation, sale, or purchase of non-prescribed controlled substances (drugs) and intoxicants (alcohol) on University premises or at off campus University-sponsored events.

The only exceptions are for consumption and/or possession of alcohol by those over the age of 21 at University-sponsored events (on or off campus) or in the Abby Aldrich Dining Room, the Faculty and Students Club, or University Housing.

- (2) All employees are required to report to their jobs in a good mental and physical condition. Any individual whose work performance is impaired by the use of drugs and/or alcohol will be considered a threat to the safety of his/her work environment, and subject to immediate discipline.
- (3) As required by the Drug-Free Workplace Act of 1988, an employee working on projects funded through federal contracts or grants must notify Human Resources or the Deans Office of a conviction of a criminal drug violation that occurred on University property within five (5) days of such conviction. The University is required to notify the relevant federal contracting or granting agency within ten (10) days and to take the appropriate personnel action within thirty (30) days of receipt of the notice.

A conviction includes: a plea or finding of guilty, any plea of “nolo contendere”, or an imposition of a fine or penalty.

- (4) Members of the University community who need drug and/or alcohol counseling, rehabilitation, or support services are urged to use the Employee Assistance Program (EAP). The EAP can

provide both free, short-term counseling and referrals for long-term treatment, the cost of which is partially covered by health insurance. For more information regarding the EAP, contact Human Resources at (212) 327-8300, or contact the EAP at (212) 746-5890.

The Drug-Free Schools and Communities Act of 1990 requires that this Policy include descriptions of the health risks associated with drug and alcohol abuse and the legal sanctions under local, state, or federal law for illicit use, possession, or distribution of alcohol and controlled substances.

### THE HEALTH RISKS OF ALCOHOL USE AND ABUSE

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce these effects.

Repeated use of alcohol can lead to dependence. Alcoholism is defined as a complex, chronic psychological and nutritional disorder associated with compulsive and/or excessive drinking. Alcohol is addictive in nature; it poisons the body, destroys the brain, heart, liver, and pancreas; it damages the digestive tract and immune system. Alcoholics are more vulnerable to heart disease, cancer, organ failure, and mental illnesses. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics.

### THE HEALTH RISKS OF DRUG ABUSE

Drugs are chemicals which cause physical and psychological dependence. Please review Chart A in the Substance Abuse Policy at [https://inside.rockefeller.edu/FlippingBook/University\\_Policies/](https://inside.rockefeller.edu/FlippingBook/University_Policies/), which describes the uses and effects of controlled substances.

### FEDERAL TRAFFICKING PENALTIES

Please review Charts B and C at [https://inside.rockefeller.edu/FlippingBook/University\\_Policies/](https://inside.rockefeller.edu/FlippingBook/University_Policies/) for a description of federal penalties for the trafficking of controlled substances.

### FEDERAL PENALTIES AND SANCTIONS FOR THE ILLEGAL POSSESSION OF CONTROLLED SUBSTANCES

**First Conviction** - Up to one year imprisonment and fine of at least \$1,000, or both.

**After one prior drug conviction** - At least 15 days in prison, not to exceed two years and fine of at least \$2,500, or both.

**After two or more prior drug convictions** – At least 90 days in prison, not to exceed three years and a fine of at least \$5,000, or both.

In addition, the offender may be forced to relinquish personal and real property used to possess or facilitate possession of a controlled substance if the violation is punishable by more than one year in prison. Any vehicle used to transport or conceal a controlled substance must be forfeited and a civil fine may be imposed. For first-time offenders, federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, can be denied for up to one year. For the second and subsequent offenses, federal benefits can be denied for up to five years.

#### NEW YORK STATE AND CITY PENALTIES FOR DRUG POSSESSION

New York State law also forbids the possession, use, or distribution of illicit drugs and imposes criminal penalties, which may include imprisonment. The penalty imposed for a conviction will generally depend upon the specific drug and the amount of the drug held or sold, as well as the individual's history of prior convictions. Judges have some discretion to consider the circumstances in sentencing. The following are a few examples of potential criminal penalties for drug infractions under New York law.

- The criminal possession of 500 milligrams or more of cocaine is a class D felony, punishable by up to 2 ½ years in prison.
- The possession of one-half an ounce of cocaine or more is a Class C felony punishable by 1 - 9 years in prison.
- The criminal possession of eight to sixteen ounces of marijuana is a class E felony, punishable by up to 1 ½ years in prison for a first offense.

This list is not intended to be exhaustive and is subject to change. The full list of NY drug crimes and their penalties can be found in the New York Penal Code.

Under New York City law, a person who has been convicted of felony possession or sale of a controlled substance may be subject to a civil penalty between \$10,000 and \$100,000 for each count that resulted in a conviction and for the costs of the investigation and prosecution of the individual.

#### PENALTIES FOR UNLAWFUL DISTRIBUTION OF ALCOHOL

Under both federal and New York State laws, selling or otherwise furnishing alcohol to an individual under the age of 21 is a misdemeanor punishable by fine and/or imprisonment. Selling alcohol without a license or permit is unlawful and punishable by a fine and/or imprisonment.

#### VIOLATIONS OF THE SUBSTANCE ABUSE POLICY

The Rockefeller University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of this Policy.

#### **o. Vacation Policy**

Students may take an annual vacation of up to two weeks, in addition to official Rockefeller University closings (Christmas and National Holidays) and major religious observances. The timing of vacations should be agreed upon between the student and thesis advisor. Students in the first year, who do not

have a thesis advisor, should note that vacation may not be taken while participating in courses and vacation plans should be discussed with their rotation advisor or the Dean's Office.

## **p. Grievance Procedures**

Any graduate student who believes that he or she has been dealt with unfairly in an academic matter may appeal in writing to the Dean of Graduate Studies. The Dean will call a meeting of the student's FAC Committee to discuss and work out a mutually agreeable solution. If a solution cannot be found, or if a FAC has not yet been formed, the matter will be referred to the Graduate Program Advisory Committee. If an agreement is still not reached, then the Dean will consult the President of the University.

## **VIII. Financial Information**

Students in the Ph.D. program are guaranteed full financial support, including the cost of tuition and a stipend. For the academic year 2016-17, the stipend is \$38,200. The student pays for room and board from the stipend received (a combined estimated sum of \$25,000 per annum). The stipend is designed to be sufficient to cover room, board and personal expenses. Students are expected to engage full-time in advanced study and research. University policy does not permit students to accept activities for compensation; exceptional circumstances may be discussed with the Dean in advance.

### **a. Student Research Funds**

The research activities of most students are supported in large part by funds available to the laboratories in which they work. However, students receive an annual research budget (totaling \$2,500 in the first year and \$1,500 in years 2-5) to assure them some fiscal independence.

#### **The use of the research budget is limited to supplies and expenses associated with a student's research.**

These funds may be used to travel to scientific meetings and conferences, and to provide modest support for specific equipment needed for student research that cannot be provided by the advisor. Please see below for more information on using your student budget for computer and equipment purchases or student travel. Stationery items stocked by Purchasing and reasonably needed for study and research may also be charged to these funds. Student supply funds also may be used to reimburse a student for the purchase of scientific books and/or one periodical up to a limit of \$500 in the first two years and \$300 thereafter. Reimbursements must be requested from and approved by the Senior Administrator of Finance in the Dean's Office.

All purchases of electronic equipment (regardless of cost) and all purchases exceeding \$500 require prior approval by the Senior Administrator of Finance and must be briefly justified by the student, in writing, and approved by the advisor.

In principle, student and advisor should agree on the expenditures that are needed for the student's research.

Unspent research funds are carried forward to the next fiscal year. Overspent budgets will be deducted from the next fiscal year's budget. Each fiscal year is effective from July 1<sup>st</sup> through June 30<sup>th</sup>. In exceptional circumstances, additional funds to the yearly-allocated amount may be applied for with detailed justification from both the student and the advisor.

These funds may **not** be used to equip or supply a student's personal accommodation, to support hobbies, or to pay for other personal expenses. *Any equipment item(s) purchased with student supply funds (with the exception of personal computers) cannot be moved into the student's room. All equipment purchased with such funds must remain in the laboratory.*

Any student who uses his or her student research budget for personal expenses will be required to have **all** future purchases approved by the Senior Administrator of Finance, in consultation with the advisor.

#### ELECTRONIC PURCHASE GUIDELINES

Students may purchase two computers and one iPad/tablet using their student research budgets during their tenure as a graduate fellow. The two computer purchases must be a minimum of 3 years apart. A student may spend up to \$5,000 total from their research funds for computer/tablet purchases. There is no restriction as to type, but they must be purchased through the RU Purchasing Department. **Direct purchases from the outside will not be reimbursed.** All computer purchases must be **pre-approved** by the Senior Administrator of Finance in the Dean's Office. Further details can be obtained from the purchasing department ([purchasing@rockefeller.edu](mailto:purchasing@rockefeller.edu)). Every student is given an IAS password upon enrollment to the program for use with personal research account numbers. If a student experiences a problem with his or her IAS account, please contact Devin Ramdhani at x8204.

The computers/tablets are the students' personal property. Students are reminded that commercial software is subject to strict copyright and licensing restrictions and must not be duplicated. Considering the amount of valuable information that can be stored on a computer, students should make provisions to routinely backup their electronic data. Special-purpose computational facilities are available for students' use through the Information Technology department.

Stipend loans are available from the Dean's Office to pay for computer balances. Please consult the Senior Administrator of Finance for details.

#### IT CONNECTED BACK-UP PROGRAM

The Dean's Office has an agreement with the IT department, which permits the back-up of every student computer. The IT department charges a minimal fee of \$5/month per workstation and it can be charged to your student research budget.

If interested in having access to the Connected backup program via IT, please do the following:

1. Call the helpdesk at ext. 8940 to request backup services.
2. Indicate the OS (Windows or Mac).
3. Quantity of each backup station.
4. Provide student account number



## EQUIPMENT FOR STUDENT RESEARCH

*If purchase or construction of equipment costing \$500-2,999 is anticipated, approval and assignment of funds by the Dean's Office must be requested in advance.* Purchase of major equipment (\$3,000 or more) may require approval and assignment of funds by the President's Office; a letter of justification from the student(s) needing the equipment, together with a letter of endorsement from the advisor and the head of the laboratory, should be submitted through the Dean's Office.

## STUDENT TRAVEL FOR MEETINGS AND CONFERENCES

Up to \$1,500 per financial year (July 1<sup>st</sup> to June 30<sup>th</sup>) may be used, from individual student budgets, for attendance at meetings and conferences. The \$1,500 allowance can be used to cover expenses for meeting/conference registration, travel, room and board. Registration, travel and room charges must be documented with receipts. An allowance of \$75 per day may be used for food.

For international meetings exceeding \$1,500, the Dean's Office will supplement a student's budget up to a maximum of \$500. This supplement may be used twice during a graduate student's career. In order to qualify for the supplement, you must present a poster or oral presentation at the meeting.

Use of this money and the administration of travel advances and reimbursements is handled by the Senior Administrator of Finance in the Dean's Office. A letter from the student's research advisor recommending attendance at a meeting must be received in the Dean's Office prior to the meeting.

*The annual limit is strictly enforced and funds that are not spent on travel in one year cannot be added to the \$1,500 limit in the following year.*

**Car rentals will not be reimbursed unless there is prior approval from the Dean's Office.** Approval will be based on acceptable justification from advisor and student.

## TRAVEL FELLOWSHIPS

On an annual basis, travel fellowships are offered to all graduate students. Detailed research proposals are **due in the Dean's Office by May 30<sup>th</sup>** in order to participate. The chosen candidates will be notified by June 1<sup>st</sup>.

**RU Abroad Program** Under the terms of this program, the Dean's Office provides travel and housing funds to permit two students to do research abroad. To apply, students should submit a detailed research proposal to the Administrator of Finance in the Dean's Office. The proposal should contain a description of the proposed work and its relation to the student's research at RU. The lab and the professors with whom the student would work should be mentioned in the proposal, although it will not be necessary for the student to have their approval by the May 1<sup>st</sup> deadline. As in the past, travel money and a housing allowance of \$1,500 will be awarded to each selected student.

**John R. Segal Memorial Fellowship** This fund provides up to \$950 for a student at RU to travel to Italy to do research or attend conferences. If a student is awarded the Segal Fellowship, the Dean's Office will supplement the fellowship funds up to the RU Abroad Program levels. To apply for this fellowship, students must submit a detailed research proposal similar to that described for the RU Abroad Program.

**Alexander Mauro Fellowship** This fund provides up to \$1,500 for a student to travel to a foreign university to study. To apply for this fellowship, students must submit a detailed research proposal similar to that described for the RU Abroad Program.

**Sumi Koide Fellowship** This fund provides up to \$1,000 to permit two biomedical fellows in their final clinical year to travel to conferences and meetings. A brief letter indicating what your plans are is all that is required. This fellowship is offered on a first-come first-serve basis with no fixed submission date.

**Albert Cass Fellowship** This fund provides up to \$2,000 to a medical or graduate student to defray travel and living expenses incurred while conducting research at any institution here or abroad. Students must submit a detailed research proposal similar to that described for the RU Abroad Program. Two letters of recommendation from RU faculty and one letter from the sponsor at the institution in which the student plans to study are also required.

## **b. Tuition Defrayment**

Upon the recommendation of the student's Faculty Advisory Committee or research advisor, the Dean's Office may authorize the University to defray the cost for a course at another university (including field stations and marine biology laboratories) when the course is clearly important for the student's professional development. Students must obtain an "External Course Request Form" from the Registrar, discuss course plans with their research advisor **and receive the approval of the Dean prior to enrolling in a course for which they will seek tuition defrayment. No reimbursements will be made without prior written approval.**

The Dean's Office will cover up to \$4,000 of the course tuition for Cold Spring Harbor Laboratory (CSHL) and Marine Biological Laboratory (MBL) courses taken for academic credit. Courses at institutions other than CSHL and MBL will be evaluated on a case by case basis. Students can receive this course supplement once while enrolled in the graduate program.

## **c. Bronk Fund**

The Bronk fund was established for the improvement of student life on campus. Students are reimbursed half up to \$125 each for memberships to health clubs, aerobics classes, swimming pools, dance classes, marathons, etc. The funds can also be used for language/art classes, skiing lessons, and theater/concert/sporting event tickets. (Only students in years 1-5 are eligible to submit receipts for reimbursement.) These funds cannot be used to purchase items of any sort. Please send receipts to the Senior Administrator of Finance for reimbursement.

The fund is also used to purchase student lottery ticket subscriptions to concerts, the opera and the ballet. The Bronk Fund student organizer will inform students when to apply for the lottery tickets via e-mail.

## **IX. Information for International Students**

The Human Resources Office of Immigration and Academic Appointments provides immigration services to international students. The staff will advise international students on obtaining and maintaining lawful status while at the University. Additionally, this office stays apprised of all relevant immigration regulations, procedures and developments to ensure the community is informed and in

compliance. All international students are required to register with this office upon their arrival and notify this office upon their departure. For more information, please contact Benjamin LaSalata, Immigration and Academic Appointments Specialist, at ext. 8057 or [blasalata@rockefeller.edu](mailto:blasalata@rockefeller.edu).

## **X. Housing and Meals**

### HOUSING

Subsidized housing for all Ph.D. students is guaranteed. Accommodations include studios with kitchenettes, double and triple suites with a shared kitchen and one-bedroom apartments. M.D.-Ph.D. students spend their first six years in Cornell housing, then live in Rockefeller housing for the duration of the program. Like the laboratories, all on-campus student rooms have high-speed computer access lines. Current rents range from \$640 to 1,130 a month. Please contact Joe Alonzo ([alonzoj@rockefeller.edu](mailto:alonzoj@rockefeller.edu); ext.7544) or Marnel Herbert ([herberm@rockefeller.edu](mailto:herberm@rockefeller.edu); ext.8670) if you have any questions regarding student housing.

### MEALS

The University's Weiss cafeteria is open for breakfast (7:30 – 10:45 a.m. ) and lunch (11:30 a.m. – 2:30 p.m.) on weekdays year round. The Collaborative Research Center (CRC) cafe is open from 8 a.m. – 6 p.m. The Abby Aldrich Rockefeller Hall dining room is open for lunch (12 – 2 p.m.) during the academic year.

## **XI. Resources**

### **a. Information Technology (IT)**

#### ACADEMIC COMPUTING

The campus network is a gigabit Ethernet backbone network that provides high-speed access to the Internet. PC and Macintosh computers can connect to the network remotely and securely (using VPN software). Wireless access is also available in most areas of the campus via the RUGuest and RUWirelessSecure network. Visit <http://it.rockefeller.edu/campus-network#wireless> for additional information.

Public computers are available 24 hours a day on the 2<sup>nd</sup> floor of the The Rita and Frits Markus Library. There are Mac and PC workstations with Internet access and office productivity software. A Training/Classroom is available on the A-level of The Rita and Frits Markus Library and is equipped with Mac and PC laptops with Internet access; a suite of graphics software, office productivity and scientific software. The facility is additionally equipped with a self-service projector and screen. To reserve the training room, use the university's online room reservation system. The Training/Classroom is not available for general/public computer use.

#### AVAILABLE RESOURCES

A number of resources are available for general and scientific use, including: e-mail, research databases, virus scanning software, sequencing programs, DNA/protein databases, statistical packages, mathematic analysis, graphic visualization tools and campus mailing lists. Remote access to most electronic resources from off campus requires that you login to the campus network using the

university VPN system. Information about and links to available IT resources, including some site-licensed software available for free download, can be found on the IT Web site at <http://www.rockefeller.edu/it>. The IT homepage is updated frequently with important campus IT news and alerts. Product and service announcements are also communicated to the campus via e-mail and a quarterly newsletter, iNews, published jointly by Information Technology and the Library.

## TRAINING

Information Technology offers ongoing education programs including seminars, training classes and coordination of classroom, in-lab, off-site and one-on-one training is available upon request. For more information, visit the Help, Support & Training section of the IT Web site.

## TECHNICAL SUPPORT

The Help Desk is a single point of contact for computer support. Help is available Monday through Friday from 8 a.m. until 6 p.m. From basic software installation and questions to hardware related failures, the Help Desk staff attempts to provide immediate tech support over the telephone, via e-mail, remotely or in person. The Help Desk is located in the IT Pavilion and can be reached by e-mail at [helpdesk@rockefeller.edu](mailto:helpdesk@rockefeller.edu) or by telephone at x8940. Service requests can also be submitted online from the IT Web site at <http://www.rockefeller.edu/it>.

## **b. Laboratory Safety and Environmental Health**

The Office of Laboratory Safety and Environmental Health (LS&EH) offers assistance and advice to all members of the University in designing safe working environments and practices and developing procedures for the handling, containment and disposal of biological, chemical and radioactive materials. The University's mandatory new employee safety orientation course is offered monthly; please call LS&EH for the exact dates. All first year Rockefeller students (including affiliating 3<sup>rd</sup> year MD-PhDs) are required to attend this course. Additional safety training, available online, must be completed as well. Information about the University's safety policies and procedures and The Rockefeller University Safety Manual are available in hardcopy on request from LS&EH or electronically from the LS&EH website <http://www.rockefeller.edu/lab/>.

LS&EH, in coordination with the Laboratories and in compliance with regulatory requirements, maintains electronic inventories of the radioactive and biological materials and chemicals used in the labs. In accordance with the conditions of the University's radioactive materials license, all radioisotope packages are received by LS&EH, checked for contamination, and given an inventory number before release to the laboratories. A complete inventory of all radioisotopes on campus is supervised by LS&EH through an interactive computer program. Through this program, individual laboratories order, obtain information, enter use and disposal information about the laboratory's radioisotopes, and order personal dosimeters. The Laboratory biological and chemical inventories are managed through additional modules of the same program. Please check with the Safety Officer assigned to your laboratory for more information on how to access these inventories.

All biological, chemical and radioactive waste is collected directly from the laboratories and shops by LS&EH staff. Guidelines for preparation, containing, and labeling hazardous waste are available on the safety poster mounted near the elevator on laboratory floors, in the Safety Manual, at the LS&EH website and in hardcopy from the LS&EH office. Questions about waste procedures can be directed to the Laboratory Safety Officer and/or to LS&EH.

LS&EH coordinates with the Occupational Health Service on workplace incident investigation and follow-up, ergonomic issues, and medical surveillance programs, including vaccination and respiratory protection programs.

LS&EH has extensive reference materials on biological, chemical, and radioactive agents and maintains the Safety Data Sheet (SDS) collection for all laboratory chemicals received at the University. LS&EH has specialized equipment for the detection of hazards and supplies for containment and personal protection. Pre-chilled -80 and -20 ultra-low freezers can be borrowed by laboratories during the defrosting or emergency repair of their ultra-low freezers. The annual certification and routine maintenance of all biological safety cabinets is managed by LS&EH. In addition, LS&EH staff certify and monitor fume hood performance and respond to many ventilation problems, including odor complaints. The staff also measures the efficiency of laboratory survey meters and performs quarterly contamination checks of all laboratories using radioisotopes. LS&EH routinely performs site visits and safety audits of the laboratories, conducts risk assessments, participates in disaster and emergency planning and preparedness and LS&EH staff are key first responders to emergencies affected laboratories and/or presenting possible safety or environmental impacts.

### **c. Library**

#### Rita and Frits Markus Library

The library offers multiple resources and services to support biomedical and scientific research at the university. The library houses an extensive print collection of scholarly books and journals, and offers environments for individual study and for small group collaboration. The library's diverse array of digital resources includes an integrated library system (Tri-Cat) that combines the catalogs of the libraries of the Rockefeller University, Memorial Sloan-Kettering Cancer Center and Weill Cornell Medical College. The library's on-line collections consist of e-books, full-text journals, databases, archival journals, and the library blog with recommended reading lists for campus seminars, all accessible at <http://library.rockefeller.edu/>.

Much of the diverse array of electronic resources is copyrighted material, and is provided to the campus community through negotiated licenses. It is important for you to note, that while the Markus library carefully selects which resources will be licensed and made broadly available on campus, the entire global universe of publications and information is available to you through the library's extensive collaborative relationships and consortium memberships. This means that you DO have access to materials for which we don't have subscriptions. If you search our extensive holdings and do not find a particular resource (article, book, report, etc) that you require, you may request that the library obtain it for you. Simply submit your request by phone (x8904, x8916), email ([librequest@rockefeller.edu](mailto:librequest@rockefeller.edu)) or by speaking with any library staff member. Please be aware that there are copyright protections and license restrictions that regulate the use and distribution of published materials. You will find the University's policy regarding the ethical use of electronic resources on the library website: [https://formspolicies.rockefeller.edu/getfile.php?type=Guideline&file=library\\_ERGuidlines\\_pdf](https://formspolicies.rockefeller.edu/getfile.php?type=Guideline&file=library_ERGuidlines_pdf)

When requests for articles/papers are made in the morning they are often delivered to you on the very same day. Some requests may take longer when we are relying on the cooperation and generosity of another library that is also obligated to operate within the law. While there may be modest costs associated with obtaining unsubscribed materials, these costs are NOT passed on to you. We urge you to rely on the established efficient and legal collaborative mechanisms in place at the library to provide you with everything that you need.

In addition to electronic resources the library offers physical spaces and amenities to facilitate thinking, writing, studying, and collaborating as well as socializing. There is space for individual work and for small group collaborations. There are public access computers and a scanner, wifi, a meeting room with projection capabilities and whiteboard wall. There is also a small café space with large screen TV and cable, hot beverage machine, games and puzzles, video study courses, and recreational reading materials. The library also offers personal lockers where you may securely store materials (no foods, perishables, or items that present risks or generate odors) that you wish to keep on campus and not carry back and forth. You may check out a laptop for temporary use in the library at the service desk. Ebook readers are also available for longer term loan. Ebook readers are preloaded with many popular books (which are noted in the library catalog, Tri-Cat) or you may request that the library put a desired book on the ebook reader specifically for you.

Located in the renovated Welch Hall, the library is accessible twenty-four hours a day, seven days a week to the Rockefeller community. Welch Hall is behind (to the east) of Founder's Hall, and may be entered by walking through the Founder's Hall lobby. We are also open to the MSKCC and the WCMC communities during staffed business hours. Library staff business hours and services are available Monday-Friday 9:00 a.m. to 5:00 p.m. When you use your Rockefeller badge to access the library after hours (evenings and weekends) please be aware of others attempting to enter behind you. If you do not recognize the person, please ask to see a Rockefeller badge. For information, contact the library by e-mail at [librequest@rockefeller.edu](mailto:librequest@rockefeller.edu) or by telephone at x8904.

#### Primary Library Services

Information Research assistance and consultation; Database training; Access to the world's scientific literature; Document Delivery; NIH Guidelines Compliance Assistance

### **d. Student Representative Committee (SRC)**

#### DESCRIPTION

The Student Representative Committee's goal is to improve both academic and extra-curricular student life at Rockefeller. The committee holds meetings at which ideas for new educational, housing, or leisure programs are originated, discussed, and acted upon. When the need arises, the SRC acts as a spokesperson and advocate for the student body.

The committee consists of 7 members: one from each class for the first 5 years, one MD/PhD representative, and one tri-institutional program representative. The two representatives for the tri-institutional programs can be drawn from any year. Each member is elected for a term of two years (so representatives should start on odd years).

#### Current Representatives:

1<sup>st</sup> Year – Krithika Venkataraman  
2<sup>nd</sup> Year – Luca Parolari  
3<sup>rd</sup> Year – Kate Bredbenner  
4<sup>th</sup> Year – Dylan Kwart  
5<sup>th</sup> Year – Violeta Rayon Estrada  
MD-PhD – Ari Zolin  
Tri-Institutional – Cristina Santarossa

## SRC MEETINGS

SRC meetings are open to all and held approximately twice a year, or more frequently as needed. When voting on proposed items, the SRC takes all expressed views into consideration.

## ELECTIONS

SRC elections will be held once a year. They will take place after the student retreat via e-mail, so that the first years can get to know one another before the vote.

## STUDENT PROPOSALS AND FINANCES

The SRC has a limited budget; however the Dean's Office welcomes proposals for projects, events, or items that will enhance the Rockefeller student experience. Anyone interested in making a proposal should write a one page summary and submit it to the SRC.

All proposals received will be available for public review at the next SRC meeting. If reasonable, the SRC will approach the Dean's Office to request the funds necessary. By working such proposals through the SRC, there is a process for demonstrating general student support for such proposals, which should help screen out weakly supported ones, while improving the odds of funding for those with support. Examples would include things like the student website or missing gym equipment. Unrealistic proposals would include a swimming pool or other projects requiring large capital expenditures.

## REGULAR MEETINGS WITH THE PRESIDENT AND DEAN'S OFFICE

The SRC has yearly meetings with the President and more frequent meetings with the Dean to discuss student issues and to propose new initiatives.

## **II. Services and Programs**

### **a. Athletic Facilities**

Athletic facilities on campus include a tennis court, squash court and a gym.

In order to be granted access to the gym, you must sign the "Fitness Center Informed Consent for Exercise Program Participation and Waiver of Claims" form. This form is available in Human Resources. The signed form should be returned to the security desk in Founder's Hall.

To reserve either the tennis court or the squash court, please register to use the online reservation system with Security at the Founder's Hall Front Desk or at the Security Office (NR 105) Monday - Thursday, 12 noon to 4 p.m. After registering, you may use the online court reservation pages at [https://appintpl.rockefeller.edu/tennis/t\\_logins](https://appintpl.rockefeller.edu/tennis/t_logins) or [https://appintpl.rockefeller.edu/squash/s\\_logins](https://appintpl.rockefeller.edu/squash/s_logins). The tennis court is open 24 hours a day, weather permitting.

## **b. Brooke Astor Student Life Center**

The late Mrs. Brooke Astor, a former University Trustee, is the benefactor of the Student Life Center. Located in Sophie Fricke Hall, the Brooke Astor Student Life Center includes a TV lounge, a full-size kitchen (all appliances), conference table, sofa, and ping-pong table. Only graduate students have access to this area.

## **c. University Perks**

Consult our website at <http://inside.rockefeller.edu/hr/perks>

## **d. The Faculty and Students Club**

The Faculty and Students Club, founded in 1958, encourages social interaction and scientific collaboration among the faculty, postdocs and students. The use of the club is limited to members and their guests only. Membership is free for 1<sup>st</sup> year students and the student membership fee is \$5 per year thereafter. Membership is renewable on a yearly basis. Questions regarding membership may be directed to Anne Debassac in Human Resources at x8379.

Members may also use the club for lab related functions such as farewell parties, thesis celebrations, barbecues, etc., during its normal operation hours. For a modest fee, members may also use the facility for small private functions during weekends only. The member booking the event must be present at the function and must abide by the club rules.

Location: B floor, Abby Aldrich Rockefeller Hall  
Hours of Operation: 4-11 p.m., Monday through Friday

### **Staff:**

Jackie McHugh, Club Manager, ext. 8078

### **The Rockefeller University Faculty & Students Club Board of Directors**

Dr. Ali Brivanlou, President  
Dr. Charles Rice  
Dr. Leslie Vosshall  
Dr. Corstian Versteegh (Postdoctoral Advisor)  
Dr. Mariko Kobayashi (Postdoctoral Advisor)  
Ms. Laura Seeholzer (Student Advisor)

## **e. Friday Lectures**

The University's Friday Lecture Series is held every Friday during the academic year in Caspary Auditorium from 3:45 to 5 p.m. Tea is served at 3:15 in the Abby Lounge. Students have the opportunity to meet with the guest speaker over lunch.



## f. Health Services

### EMERGENCY ASSISTANCE

Many students and their dependents are not familiar with the different health services in this city or in the country. All students should be informed, so that they know how to handle an emergency. Any student or dependent who is in immediate need of medical assistance should contact the Emergency Room of New York-Presbyterian/The University Hospital of Columbia and Cornell (525 East 68<sup>th</sup> Street and York Avenue) at (212) 746-5454

<http://nypemergency.org/wcmc.html?name1=New+York+Weill+Cornell+Medical+Center&type1=2>  
Active

**There is a 24 hour emergency-response service on campus. Call x1111 for acute emergencies before calling the off-campus 911 (all-around-the-country emergency number).**

### HEALTH BENEFITS

All MD-PhD students are enrolled in the Weill Medical College of Cornell University insurance program throughout all phases of the program. Please check with Cornell as to the type of coverage available.

PhD students (as well as their spouses, certified domestic partners, and dependent children) are offered coverage in a medical, dental, and vision insurance plan. If a domestic partner is added to your plan, then the value of your domestic partner's coverage is a taxable benefit and is imputed income. You are required to report this amount to the Internal Revenue Service. These University health insurance plans are administered by Human Resources and the terms and benefits are under continual review. **To start the enrollment process, you will need to submit to Human Resources a completed HRDirect Opt-In Agreement to access your online benefits account. You will have 31 days from your start date to make your election for the health coverage. If you do not sign up within this period, you will waive your right to health benefits.** After this time, you will be eligible to enroll during the annual Open Enrollment period, which is in the fall of every year. Enrollments and changes made during Open Enrollment are effective January 1<sup>st</sup> of the following year. In addition, you may add or remove dependents from coverage within 30 days of a life event (ex. birth, adoption, marriage, divorce).

### HEALTH INSURANCE PLAN

The following is a summary of the medical insurance plan offered:

The Oxford Freedom Plan (POS)

The Oxford Freedom Plan provides its members with benefits received on an in-network and an out-of-network basis. To enroll you must choose a Primary Care Physician (PCP) for everyone covered under the plan. All benefits received on an in-network basis are through the PCP and co-payments are \$10 per visit. To see a specialist or type of doctor other than your PCP, you must get a referral from your PCP. To receive benefits on an out-of-network basis, you may choose any doctor, and these services will be covered at 80% of reasonable and customary charges after the annual deductible of \$300 per individual (up to three people for family coverage - \$900) is met. All prescriptions are provided on an in-network basis. The co-payment is \$7 for generic and \$20 for brand name drugs at participating pharmacies.

The following is a summary of the dental insurance plan offered:

## Dental Insurance Plan

Type A expenses (preventive and diagnostic services) are covered at 100% of reasonable and customary charges with no deductible. Type B expenses (basic restorative services) are covered at 80% of reasonable and customary charges after deductible. Type C expenses (major restorative services) are covered at 80% of reasonable and customary charges after deductible. The annual deductible for Dental coverage is \$50 for individual and \$150 for family for types B, C & D services. The maximum annual benefit is \$2,000 per person. Type D expenses (orthodontic services) are covered at 50% of reasonable and customary charges up to a \$2,000 lifetime benefit (dependent child to age 19 only). Reimbursement of dental fees is handled by CoreSource.

The following is a summary of the vision plan offered:

### Vision Plan

EyeMed Vision Care covers LensCrafters, Pearle Vision, Sears Optical, Target Optical, JCPenney Optical as well as various private practitioners. For a complete list of providers near you, use the Provider Locator on [eyemedvisioncare.com](http://eyemedvisioncare.com). The plan allows for an annual comprehensive eye exam with dilation as necessary, with a \$10 copay. You also receive an annual \$200 allowance for frames and an additional \$200 allowance for lenses (either contact lenses or eyeglasses' lenses).

Further information on insurance coverage may be obtained at <http://inside.rockefeller.edu/hr/handbook> or by calling Human Resources at x7788.

## IMMUNIZATION LAW

For the purposes of the college immunization law\*, documented proof of immunity against Measles, Mumps and Rubella shall mean the following:

**Measles** – two (2) doses of live measles vaccine given on or after the first birthday, physician documented history of disease, or serological evidence of immunity.

**Rubella (German measles)** – one dose of live virus rubella vaccine given on or after the first birthday, or serological evidence of immunity.

**Mumps** – one dose of live mumps vaccine given on or after the first birthday, a physician documented history of disease, or serological evidence of immunity.

If the above documentation is not presented, a student will be required to receive immunizations and/or titer tests for immunization to these diseases. Please be advised that these tests are not covered by RU medical insurance. Students not in compliance with this requirement will be excluded from all school activities per New York State law. You are strongly recommended to complete and document your immunizations before arrival on campus.

## MATERNITY LEAVE

Students who are expecting a child should inform the Dean's Office. You are allowed six weeks of paid maternity leave. If more time is required due to special circumstances, the Dean will consider a request for an extension of leave without pay. Your advisor should be consulted on this matter.

## PERSONAL COUNSELING AND MENTAL HEALTH CARE

Confidential access to personal counseling and mental health care for all students is available through the Tri-institutional Employee Assistance Program Consortium (EAPC). If your life seems to be getting harder to deal with, do not hesitate to contact EAPC. In an emergency, they are available at (212) 746-5890, 24 hours a day, 7 days a week.

Employee Assistance Program  
409 East 60<sup>th</sup> Street, Rm. 3-305 (between York and 1<sup>st</sup> Ave.)  
Regular hours are 9 a.m. to 5 p.m. Monday through Friday  
Phone 212-746-5890  
<http://www.youreapc.us/>

EAPC provides short-term counseling to members of the Rockefeller, Cornell, NY Hospital, Hospital for Special Surgery and Sloan-Kettering community – students, their families and significant others included. This service is provided at no charge to individuals.

EAPC is a confidential referral service geared towards short-term problems-solving for any personal problem you may have – depression, loneliness, relationship or family issues, substance abuse, legal or financial problems, child care services – anything. The social workers on staff will first help you evaluate what your situation is, and then discuss all possible avenues for resolving the situation to your satisfaction. There is no long-term counseling offered at EAPC, but they can set you up with counseling if it is needed. Referrals for counseling include psychiatrists, psychologists, psychotherapists of other types, and social workers. A few visits to EAPC (maybe only one!) may be all that is necessary for you. Appointments may be made during normal business hours and there is a 24-hour emergency cover through the number given above.

## WELLNESS PROGRAMS

Please visit our website at <http://inside.rockefeller.edu/hr/wellness> for several free on site wellness services.

## **g. Mail Room**

### SHIPPING PERSONAL PACKAGES TO ROCKEFELLER

All personal packages, large or small, shipped to the University, should be addressed as follows – The Rockefeller University, Box #\_\_, 1230 York Avenue, New York, N.Y. 10065. Please provide both the Dean's Office and the Mail Room with your home and lab phones as soon as they are established, so that you can be informed of the arrival of your packages.

All students, especially those about to join Rockefeller, should note that you must time the shipment of packages so that you are on campus when they arrive. The Mail Room does not have space to store

your packages, nor can it accept responsibility for the security of your property. You must be available to coordinate the transfer of all shipments to your apartment.

## **h. Security**

The Security Office is located on the first floor of Nurses Residence. General matters concerning Security should be referred to James K. Rogers, Director of Security, x7339. In case of an on-campus emergency, dial 1 1 1 1 from a university extension. To reach security from the Graduate Student Residence or Sophie Fricke Hall rooms, or by cell phone, dial 212-327-7111. Further information is available on our website: <http://www.rockefeller.edu/security/>

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Please contact the security office at (212) 327-8506 to request a copy of the report.

## **i. Student Retreat**

The Dean's Office sponsors an annual student retreat. Its usual location is about 2-3 hours from New York City. All students are encouraged to participate. Students volunteer to coordinate presentations and other activities. This year's retreat will take place at Woodloch Resort in Hawley, PA (<https://www.woodloch.com/>) from Sunday, September 11 through Tuesday, September 13, 2016.

## **j. Tickets for Museums and Other Cultural Activities**

Opportunities to enjoy some of New York's premier cultural activities become available, from time to time, through the generosity of Trustees and other friends of the University. Passes are available allowing students and guests to visit and enjoy the amenities of the Museum of Modern Art or The Metropolitan Museum without charge. (Please note that two guests are permitted for The Met and five for the MOMA). A deposit of \$20 is required to ensure return of these passes, which can be signed out from the Dean's Office. From time to time, tickets are available for performances at the Metropolitan Opera.

## **k. Tri-Institutional Noon Recital**

Tri-Institutional Noon Recitals are sponsored by The Rockefeller University, Memorial Sloan Kettering Cancer Center, the Hospital for Special Surgery, Weill Cornell Medical School and New York Presbyterian Hospital. Recitals are held every Friday during the academic year from noon to 1 p.m. in Caspary Auditorium.