EINSTEIN
Albert Einstein College of Medicine

Graduate Programs in the Biomedical Sciences

ACADEMIC POLICIES AND GUIDELINES

2026-2027

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About these Policies and Guidelines:

This online Academic Policies and Guidelines supersedes all previous academic policies and guidelines and is binding on all students. It was prepared on the basis of the best information available at the time of publication. The Graduate Programs in Biomedical Sciences ("Graduate Division") reserves the right to change course offerings, regulations, reimbursement policies, and admission and graduation requirements at any time without prior notice. The student is responsible for periodically reviewing these Academic Policies and Guidelines to ensure compliance.

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SECTION I: Graduate Division Administration

1.1) Mission of the Graduate Division and Purpose of this Document

The mission of the Einstein Graduate Programs in the Biomedical Sciences is to provide outstanding education and training to enable students to develop as independent biomedical scientists, capable of carrying out significant research aimed at understanding biological systems and curing human disease.

The PhD degree administered by the Graduate Programs in Biomedical Sciences (hereafter referred to as the "Graduate Division") of the Albert Einstein College of Medicine (herein "Einstein" or "College") is an affirmation of the student's ability to conduct independent and original research. This degree is achieved by completing a defined but individualized curriculum including formal coursework and a period of research culminating in a doctoral dissertation, mentored by a member of the graduate faculty, and supervised by the Student Advisory Committee and the Thesis Defense Committee.

The academic policies and guidelines of the Graduate Division are described herein and are meant to facilitate the productive and efficient progression of a student from program admission through to completion of the doctoral dissertation and graduation.

The Graduate Division confers the PhD degree in Biomedical Sciences and the MS degree in Biomedical Sciences *en route* to the PhD degree.

In addition to the guidelines presented within this document, each student is expected to meet any additional academic requirements of their declared concentration(s), and to uphold the standards of professional behavior expected of all members of the Albert Einstein College of Medicine and the scientific community.

1.2) Accreditation

The Albert Einstein College of Medicine is fully accredited by The Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (267)284-5000. MSCHE is one of six regional accrediting agencies in the United States, each of which accredits institutions of higher education within a specific geographic region. Middle States is recognized by the U.S. Department of Education, enabling eligibility to participate in federal student financial aid programs (e.g., federal loans, grants, and work-study) administered by the U.S. Department of Education.

The PhD in Biomedical Sciences is registered with the New York State Education Department under program code 27706, HEGIS code 0499.00; the MS in Biomedical Sciences is registered with program code 33414, HEGIS code 0499.00. Einstein holds Absolute Carter from the State of New York to award the MD, PhD, and MS degrees.

1.3) Programs and Oversight

The Graduate Division administers the programs in biomedical sciences, and currently includes the PhD program, the MD-PhD Medical Scientist Training Program (MSTP), the Summer Undergraduate Research Program (SURP), and the Summer High School Research Program (SHSP).

The Graduate Division is headed by the Associate Dean for Graduate Programs (herein referred to as "associate dean"), who is appointed by the Dean of the Albert Einstein College of Medicine.

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1.3.a. Composition of the Graduate Division

The Graduate Division is comprised primarily of the basic science departments and the PhD in Clinical Investigation (PCI) track. Faculty holding primary or secondary appointments in one of these departments may serve as a mentor for a PhD candidate. In order to sponsor a PhD, MD-PhD, High School, or SURP student, a faculty member must hold a primary or secondary appointment in one of the basic science departments (concentrations) or be designated as a faculty for the PCI--this track includes faculty mentors who are designated or may have appointments in the clinical departments.

Basic Science Concentrations:

- Biochemistry
- Cell Biology
- Developmental and Molecular Biology
- Genetics
- Microbiology and Immunology
- Molecular Pharmacology
- Neuroscience
- Pathology
- PhD in Clinical Investigation
- Systems and Computational Biology

Each department, subject to the academic policies of the Graduate Division, may designate specific course requirements and recommendations. Students are responsible for acquainting themselves with the requirements of the specific department or concentration in which they will conduct their thesis research.

In general, the policies and guidelines described herein apply to all PhD candidates, including MD-PhD students during the PhD phase of their training.

1.3.b. Graduate Division Committees

There are several Graduate Division committees[1] primarily comprised of faculty representatives from the basic science departments and the PCI. The committees serve to make recommendations, policies and guidelines for improving the programs of the Graduate Division.

The **Graduate Executive Committee (GEC)** is the executive committee of the Graduate Division. This committee is comprised of faculty representatives from each of the basic science departments and the PCI (appointed by the department chairs), the MSTP director, the associate dean, who serves as chair, and three student representatives selected by the Graduate Student Council (GSC) and MSTP Student Council (MSC).

Representatives of the GEC typically serve a term of two to three years. The GEC advises the associate dean Graduate Division policy changes and may approve modifications to the graduate curriculum, Qualifying Examination, and Thesis and Defense guidelines and procedures. Members serve as liaisons between the Graduate Division and their respective departments, providing direct feedback and representation. All members are voting members, and a majority “yea” vote is required for approving recommendations from the GEC. The GEC may also form sub-committees for specific initiatives. The program director(s) may represent their own department for the purpose of filling quorum, if the designated department representative is absent.

There are additional faculty committees involved in the operations of the Graduate Division, the detailed functions of which are described further in specific sections of this document. Sub-committees present an annual report to the Graduate Executive Committee.

1 A listing of the current members of the committees is available in the Graduate Office.

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The **Graduate Admissions Committee** evaluates the acceptability of applicants for matriculation into the Graduate Division. This committee is comprised of faculty representatives from each basic science department, and the PCI. Members serve terms of two to three years. The associate dean appoints the chair of this committee.

The **MSTP Steering Committee** is assembled by the MSTP director and includes faculty and students. In its admissions function, the MSTP Steering Committee recommends candidates not only for admission to the MD program through the Committee on Admissions, but also for concurrent admission to graduate training in the PhD program of the Graduate Division. This dual recommendation ensures that MSTP students are formally matriculated in both programs at the time of entry.

The **Graduate Curriculum Committee (GCC)** is responsible for the development, implementation and oversight of the graduate curriculum, including developing curriculum policy, reviewing course offerings, and reviewing course evaluations and course leader summaries. The GCC includes a faculty representative from each of the basic science departments and the PCI, the associate dean for graduate programs, the MSTP director, and three-to-four student (PhD and MD-PhD) representatives elected by the Graduate Student Council (GSC) and MSTP Student Council (MSC). Faculty representatives on the GCC do not have to be course leaders. Individual faculty and student members may not serve concurrently on the Graduate Executive Committee and the Graduate Curriculum Committee.

The **Academic Affairs Committee (AAC)** oversees the academic progress of all students as they progress towards obtaining the PhD degree. This committee includes a single representative from each basic science department, the PCI, as well as the faculty member who is the senior academic advisor for the Graduate Division, the MSTP director and the associate dean for graduate programs. An additional faculty member serves as the chair, who is appointed by the associate dean. The committee evaluates any student who does not maintain good academic standing, fails a course, performs less than satisfactorily in the lab, fails the Qualifying Exam, receives an unsatisfactory advisory committee report, or is recommended for review by any faculty at any time. The AAC also reviews the progress of all students who have been in the program for five years or longer. Additionally, issues of ethics and professional misconduct as they relate to students in the program may also be referred to the AAC.

The **Qualifying Examination Steering Committee** (QESC) serves to organize the Qualifying Examination and makes recommendations and requirements regarding the exam guidelines and format. The QESC is comprised of faculty representatives from each basic science department and the PCI as well as student representatives from the PhD and MSTP programs, the faculty member who is the senior academic advisor for the Graduate Division, the MSTP director and the associate dean.

The **Graduate Student Awards Committee** is charged with reviewing applications submitted for graduate student awards, including the Julius Marmur Research Award, Regeneron Prize, Google Fellowship, #Science Strong Poster Contest, and any other competitive fellowships or graduate student awards.

The **Graduate Student Council (GSC)** is chartered as the representative organization of the graduate students to the faculty and administration. The GSC gives students a formal voice in the operations of the graduate program. This group also plans social events and community service activities, maintains an active student listserv, and manages the Big Brother/Big Sister program in which each entering student is paired with an older student who serves as a guide and confidante during the first year.

The **MSTP Student Council (MSC)** represents the interests of MD-PhD students enrolled in the Medical Scientist Training Program. This group was formed to facilitate communication among MD-PhD students, faculty, and Einstein administration, participate in organizing recruitment events for MSTP applicants, provide academic, professional, and social support to MD-PhD students, and organize social and academic events relating to the Medical Scientist Training Program.

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1.4) Who's Who in the Graduate Division

The Associate Dean for Graduate Programs oversees all aspects of the Graduate Division and is responsible for implementing policies that promote excellence in graduate education. The associate dean should be consulted for questions concerning programs, academic policies, student issues, conflicts in the classroom or laboratory, and any questions regarding professional or ethical behavior. The role of the associate dean also includes, but is not limited to, developing new programs, revising and implementing curriculum changes, overseeing the training grant and other initiatives, and responding to all institutional and college guidelines. The associate dean also appoints directors of certain programs of the Graduate Division (such as the SURP) and chairs of Graduate Division sub-committees of the Graduate Executive Committee.

The Assistant Dean for Graduate Academic Success leads efforts to support graduate academic progress and a positive, inclusive training environment. The assistant dean develops proactive advising and early-support systems, strengthens mentoring practices and resources, and helps ensure that students receive appropriate support at key stages of their training. The assistant dean also serves as a liaison to the Academic Affairs Committee, student advisory committees, ACES, and other student-support groups and advises the associate dean on policies and strategies related to student success.

The Assistant Dean for Graduate Educational Innovation provides leadership in designing, assessing, and continuously improving graduate education. Working with the Graduate Curriculum Committee and faculty, the assistant dean guides curricular review and modernization, promotes effective and evidence-based teaching practices, and develops approaches for evaluating courses and educational programs. The assistant dean also supports innovative educational initiatives, including opportunities related to emerging scientific and technological fields, and advises the associate dean on educational policy, academic strategy, and long-range curricular planning.

The MD-PhD Program Directors are Einstein faculty appointed by the dean of the College. They are responsible for assuring the quality of the academic program, implementing and guiding the development of the academic policies uniformly, and for fair treatment for the students and faculty of the Graduate Division. The director of the MD-PhD program appoints the **Associate Director and Assistant Director of the MD-PhD Program**, and chooses the members of the MSTP Steering Committee.

Students may contact the associate dean or the program directors with any questions, concerns, or suggestions relating to their graduate education. It is the responsibility of the associate dean and program directors to direct students to appropriate institutional contacts, for example chairs, faculty, administrators, or other offices of the College.

The Senior Academic Advisor advises graduate students on academic matters, provides feedback to the Academic Affairs Committee regarding academic progress, work with students, mentors, and advisory committees on issues that may arise, and provides input to the Graduate Executive Committee as a liaison between the faculty and the Graduate Division. The senior academic advisor also serves as a faculty advisor to second-year PhD students and organizes and the Qualifying Exam proposal preparation course.

Faculty Advisor to First-Year Students advises graduate students in the first year on courses, laboratory rotations, and other academic matters particularly relevant to the first-year graduate students. This advisor provides feedback to the Graduate Executive Committee, organizes the first-year boot camp course (Learning to be a Scientist), and leads the first-year Phocus meetings.

Administrative Personnel of the Graduate Division:
The administrative offices of the Graduate Division are located in the Belfer building, 1st and 2nd floors. A listing of the current staff and how to contact them is available at: https://einsteinmed.edu/education/phd/whoswho.

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SECTION II: Graduate Admissions and Matriculation

All College decisions regarding faculty, staff, and students are based on equitable and equally applied standards of excellence.

This policy is designed to ensure that recruitment, hiring, training, promotion, and all other personnel actions take place and that all programs, both academic and nonacademic, involving students are administered without regard to race, religion, color, creed, age, height, weight, national origin or ancestry, sex, marital status, sexual orientation, gender identity and expression, physical or mental disability, pregnancy-related condition, veteran or disabled veteran status, military status, pregnancy status, genetic predisposition/carrier status, sexual and reproductive health decisions, citizenship status, familial status, domestic violence victim status, prior arrest or conviction record, or any other personal characteristics protected under applicable federal, state, or local law, as those terms are used in the law.

2.1) Application Requirements

All applications to the PhD program must be submitted online. Details of the application procedure are described on the *Prospective Students* page of the Graduate Division website, www.einsteinmed.edu/phd.

The Graduate Division admits applicants with diverse undergraduate training. It is generally expected that applicants will have successfully completed undergraduate courses in biology, general chemistry, organic chemistry, mathematics (including calculus), and physics, with advanced courses and laboratory work in biology, chemistry and physics or have successfully completed an undergraduate engineering curriculum. A course in biochemistry is strongly recommended. Successful candidates for admission will generally have had significant research experience relevant to doctoral study in the biomedical sciences.

Letters of Recommendation
Three letters of recommendation are required, preferably from individuals with direct knowledge of the applicant's qualifications for graduate study.

Transcript
A transcript or academic record is required from each college or university attended. Official transcripts must be submitted through BioMedCAS (BioMedical's Centralized Application Service). Applicants who attended an international institution that issues transcripts in a language other than English must also submit the original transcript and a certified English translation.

Personal Statement
A personal statement describing the applicant's prior research experience, scientific interests and goals, motivation for graduate study, and long-term career plans is required.

English Proficiency
Applicants whose native language is not English must submit an official TOEFL or IELTS score unless they have completed a bachelor's degree, master's degree, or equivalent at an institution where the language of instruction is only English.

2.2) Graduate Admissions Process

The Graduate Admissions Committee is responsible for reviewing and evaluating applicants to the PhD program. Admissions are conducted through a mission-aligned, individualized review process that considers the applicant's

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academic preparation, research experience and potential, scientific interests, and overall readiness for doctoral study in relation to the mission and educational objectives of the Graduate Division.

During the initial application screening, the Graduate Admissions Committee uses established, program-relevant criteria to consider each application as a whole, including academic preparation, research experience, research potential, and readiness for doctoral study. Applicants selected through the screening process are invited to interview.

Following the interview process, the Committee considers the application materials together with interview evaluations. Recommendations for admission are made collectively through Committee discussion and formal voting, in accordance with established Graduate Division policies and procedures. Admission offers and applicant responses are addressed further below.

2.3) Application Procedures

All applicants apply directly to the Graduate Programs in the Biomedical Sciences, not to individual departments. Applications for admission to the PhD program are available online from the Graduate Division website (www.einsteinmed.edu/phd) after September 1 for entry the following August.

Applicants must submit:

- the online application,
- three letters of recommendation,
- transcripts or academic records from each college or university attended, and, if applicable
- TOEFL or IELTS scores when required under the Graduate Division's English proficiency requirements.

It is the applicant's responsibility to ensure that the Graduate Division office receives all required materials by the deadline.

2.3.a. Transfer Applicants

Applicants currently or previously enrolled in another graduate program must apply through the standard PhD admissions process and are subject to the same application requirements, procedures, and deadlines as other applicants. Policies regarding transfer credit and recognition of prior graduate coursework are described further in Section IV.

2.3.b. Medical Scientist Training Program (MD-PhD Program)

Applicants interested in the Medical Scientist Training Program (MD-PhD program) should visit www.einsteinmed.edu/mstp for information regarding the MSTP application process.

2.3.c. MD Students Applying to the PhD Program

Students currently enrolled in the Medical Degree (MD) program of the Albert Einstein College of Medicine who are interested in applying to the PhD program must follow the applicable PhD admissions requirements and procedures described above.

Inquiries regarding the application process for the PhD and MD-PhD programs can be sent to:

- PhD application and program queries: phd@einsteinmed.edu
- MSTP application and program queries: mstp@einsteinmed.edu

2.4) Admission Offers and Responses

Applicants admitted to the PhD program receive a formal offer of admission from the Graduate Division and must respond in accordance with the requirements set forth in this section and the instructions provided in the offer.

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2.4.a. Accepting or Declining an Offer of Admission

An admitted applicant must accept or decline the offer of admission no later than April 15, in accordance with the response instructions provided in the offer of admission.

Acceptance of the offer signifies the applicant's intent to enroll with the entering class identified in the offer, unless a deferral of admission is approved under Part 2.4.b.

2.4.b. Deferral of Admission

An admitted applicant may request one deferral of admission to the next entering class. The request must be submitted to the Graduate Division no later than April 15 and must state the reason for the requested deferral.

Deferral is not automatic and requires approval by the Associate Dean for Graduate Programs.

Applicants granted a deferral must confirm by December 15 their intent to enroll in the coming fall. If an applicant does not confirm by December 15, date, the Graduate Division may release the applicant's place in the entering class.

Deferred applicants must satisfy the admissions and matriculation requirements in effect for the entering class in which they enroll.

2.5) Matriculation Requirements

The PhD program has one entering term each academic year, beginning in the fall. Mid-year matriculation is not permitted.

Enrollment in the Graduate Division of Biomedical Sciences is contingent upon satisfactory completion of all applicable pre-matriculation requirements by the applicable deadlines established by the Graduate Division or other responsible Einstein offices.

Incoming students must fulfill the following requirements prior to starting the program:

- Health Clearance
- Human Resources Onboarding
- Academic/Education Verification
- Graduate Division Orientation
- Graduate Division Onboarding Forms

2.5.a. Health Clearance

Incoming students must obtain medical clearance prior to enrollment. The health clearance process is overseen by Einstein Occupational Health Services. Students must complete and submit all required health clearance documentation by the established deadline. Students who have not completed health clearance are not permitted to enroll in the program.

Questions regarding health clearance requirements should be directed to Occupational Health Services.

2.5.b. Human Resources Onboarding

All incoming students must complete the applicable Human Resources onboarding requirements by deadlines established by Human Resources.

The Human Resources Onboarding process includes:

- Completion of student onboarding application

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- Background screening, including criminal and SS Trace
- Urine drug screening
- Proof of identity and eligibility to work in the United States (I-9 purposes)
- Completion of online Preventing Workplace Harassment Training course

Questions regarding the onboarding requirements should be directed to the Einstein Human Resources Office.

2.5.c. Academic/Education Verification for Matriculation into the PhD Program

To matriculate in the PhD program, a student must hold at least a bachelor's degree from a college or university of recognized standing, or a degree from an institution outside the United States that is determined through an approved credential evaluation to be equivalent to a U.S. bachelor's degree.

Incoming PhD students must submit final official transcripts from all colleges and universities attended by the applicable deadline established by the Graduate Division. For each degree awarded, the transcript must show the degree awarded and the degree conferral date. Official transcripts must be sent directly to the Graduate Division by the issuing institution, either by mail or through the institution's authorized electronic transcript provider.

For bachelor's and master's degrees earned from institutions outside the United States, incoming PhD students must also provide a course-by-course credential evaluation establishing U.S. degree equivalency. World Education Services (WES) is the Graduate Division's preferred credential evaluation service. An evaluation from another member of the National Association of Credential Evaluation Services (NACES) may be accepted with prior approval from the Graduate Division.

The cost of the WES course-by-course evaluation for incoming first-year PhD students is covered by Einstein.
Questions regarding academic transcripts, credential evaluations, or approval of another NACES-member evaluation service should be directed to Graduate Admissions.

2.5.d. Graduate Division Onboarding Forms

Incoming students must complete and submit all required Graduate Division onboarding forms and acknowledgments by the applicable deadlines established by the Graduate Division. Required forms and acknowledgments may include documentation confirming receipt or review of applicable College and Graduate Division policies, requirements, and expectations.

2.5.e. Accuracy of Application and Matriculation Information

Applicants and students are responsible for providing complete and accurate information during the admissions and matriculation processes. Material falsification, misrepresentation, omission, or concealment of information may result in rescission of an offer of admission prior to matriculation or, following matriculation, action under applicable Graduate Division policies, up to and including dismissal.

2.5.f. International Student Immigration Requirements

Incoming students who require immigration sponsorship or documentation through the Office of International Services must satisfy all applicable requirements established by that office.

Questions regarding immigration documentation, immigration status, or related requirements should be directed to the Office of International Services.

2.5.g. Delayed Enrollment

Incoming PhD students must enroll and begin the program on the scheduled start date unless delayed enrollment is approved.

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An incoming PhD student who has not completed all applicable matriculation requirements by the scheduled program start date may not enroll until those requirements have been completed.

In exceptional circumstances beyond the student's reasonable control, and despite the student's timely efforts to satisfy the applicable requirements, the Associate Dean for Graduate Programs may approve delayed enrollment.

Approved delayed enrollment may extend only for the time needed to complete the outstanding requirement(s) and may not extend beyond the first day of the Block I course period.

An incoming PhD student who is unable to satisfy the applicable matriculation requirements and begin the program by the first day of Block I may not enroll with that entering class. In such circumstances, the Associate Dean for Graduate Programs may authorize a deferral of admission to the next entering class.

2.6) Graduate Division Orientation

All newly enrolled PhD students are required to participate in Graduate Division Orientation and complete all required Orientation activities.

A student who begins the program after the scheduled start date under Part 2.5.g above remains responsible for completing all applicable Orientation requirements. If a required Orientation activity is missed because of approved delayed enrollment, the student must complete the missed requirement as directed by the Graduate Division or the responsible Einstein office, as applicable.

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SECTION III: What to Expect: A Plan to the PhD

3.1) A General Timeline to the PhD in Biomedical Sciences

While every student will have a unique experience, it is expected that on average it will take five years to complete the PhD degree. The successfully defended doctoral thesis will provide new information based on original experimental data and it is not possible to predict the twists and turns required to arrive at the eventual dissertation. Below is a general guideline that should be considered an average path to the PhD degree. Again, this is not to be taken as a literal plan, but rather as a general guide of expectation.



Figure 1: 5-year plan to the PhD in Biomedical Sciences

There are three course blocks during the academic year: Block I of the fall semester, and Blocks II and III of the spring semester. During the first year, the associate dean, faculty advisor to first-year students, and/or additional designated faculty will advise students on which courses to take during which course block. MD-PhD students are advised by the MSTP director. First-year MD-PhD students also take graduate courses in the first summer of the program and may also take graduate courses during the MD preclinical coursework phase of the program.

The graduate curriculum allows for each student to customize their own curriculum based on research interest. However, some courses are required, and students must familiarize themselves with the course requirements of the program and of the basic science concentrations.

Students participate in laboratory rotations to determine the lab in which they will conduct their doctoral thesis research. The laboratory rotation is considered a formal course, and as such, students must register for each laboratory rotation. The student's performance during each rotation will be evaluated by the rotation mentor, who will also provide a final grade of Satisfactory, Needs Improvement or Unsatisfactory for the rotation.

The Academic Affairs Committee reviews the academic progress of all first-year students, including coursework and laboratory performance.

3.2) Years One Through Five

Year One:
Graduate Courses for PhD Students:

- Responsible Conduct of Research (RCR)
- A course on becoming a scientist

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- Course-credit requirement per course block: at least 6
- Overall course credit requirement for the PhD: a minimum of 21 course-credits, typically completed within the first year.

Credit hours for RCR and the course on becoming a scientist are not counted towards the minimum required course-credits of 21 for the program.

Graduate Courses for MD-PhD Students:

- Physiology: Membranes and Transport
- First-year course-credit recommendation per course block: 3-6. Student must obtain permission from the MSTP director if not registering for course-credit during a block.
- Overall course credit requirement for the PhD: a minimum of 18 course-credits, typically completed within the first year.

Credit hours for RCR are not counted towards the minimum required course-credits of 18 for the program.

Laboratory Rotations:
PhD students are required to complete a minimum of two laboratory rotations in the first year, during the designated rotation periods as listed on the academic calendar.

At the end of the second rotation (or third rotation, if applicable), students are expected to declare a thesis mentor/laboratory and basic science concentration. Any exception requires noted approval from the associate dean. Occasionally, a student is permitted to complete a fourth rotation in the summer following the first year, and then declare a lab. All PhD students must declare a lab by the end of the summer semester following their first year in the program. Students are required to have declared and have been admitted into a thesis laboratory by the start of the fall semester in year two.

MD-PhD students perform their laboratory rotations during the first and second summers in the program. MD-PhD students typically declare their thesis mentor/laboratory and basic science concentration during the second year in the MSTP. Any exception to this timeline must be approved by the MSTP director.

Year Two:
Graduate courses:
Quantitative Skills for the Biomedical Researcher course is required in the fall semester of the second year of the PhD program (third year for MD-PhD students). If there are any other courses that still need to be completed to satisfy their concentration-specific requirements and/or program course requirements, it is expected that these will be completed by the end of the second year (third year for MD-PhD students). Third year MD-PhD students are required to take the *Responsible Conduct of Research (RCR)* course.

Thesis (Laboratory) Research:
Once the student declares a thesis lab, registration for Thesis Research each summer, fall, and spring semester is required to maintain full-time status. During the second year in the program, the student begins to generate preliminary data and to develop a hypothesis. It is expected that this hypothesis will change significantly during the coming years, but it is essential to develop a general framework at this time. Pilot projects and feasibility assessments may be carried out at this time, and it is appropriate to attempt risky projects that might have a high impact on the particular field of inquiry.

Qualifying Examination (for the advancement to candidacy for the PhD degree):
Students will take the Qualifying Examination in year two (year three for MD-PhD students). The associate dean (or MSTP director for MD-PhD students) must approve any exception to this timeline. Reference the Qualifying Examination Guidelines and Policy for more information.

Year Three:

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It is expected that during year three the data obtained will tighten and focus the overall hypothesis. Experiments will continue to further develop the Aims, and weaker or unreliable approaches may be discarded by the end of this year, to focus effort on the strongest Aims. A Student Advisory Committee meeting should be scheduled to evaluate progress thus far. It is expected that manuscript drafts should begin to develop.

Student Advisory Committee (SAC):
By October 31st in the fall semester of year three (year four for an MD-PhD student), each student must have assembled a Student Advisory Committee and arranged an initial meeting to discuss the hypothesis and preliminary data. Reference the Student Advisory Committee Guidelines and Policy for more information. Students who have not had an Advisory Committee meeting as required may have a registration hold for the subsequent semester.

Year Four:
This should be a time of strong research productivity. The strongest Aims that will constitute the thesis will solidify and completed manuscripts are expected to be submitted for publication in peer-reviewed journals. At the end of the fourth year, the student should develop an Exit Strategy to be approved by their Student Advisory Committee (SAC). Each student is required to meet with their SAC at least twice per year (or more) in the fourth year or higher.

Year Five+:
In the fall semester of the fifth year, PhD students are required to:

- take the Responsible Conduct of Research – Advanced course
- prepare an Exit Strategy to be reviewed by the Academic Affairs Committee

MD-PhD students:
Starting in the fall semester of the fifth year and in each subsequent year in the PhD phase, MD-PhD students are required to:

- prepare an Exit Strategy to be reviewed by the MSTP director and the Academic Affairs Committee.

During the fifth year, the student should be finishing experiments that will facilitate publication of the doctoral research in the primary literature. By this time, the Student Advisory Committee (SAC) should be in agreement regarding what is required for completion of the thesis. The SAC must grant the student permission to "write and defend" the thesis. Prior to defending, students who wish to write and defend must attend a mandatory Thesis Workshop on plagiarism, held in the fall. Students must begin planning for the thesis defense at least six to nine months prior to the anticipated date of the defense.

To march in the May graduation commencement ceremony, all defense requirements and appropriate paperwork (including the doctoral thesis, and additional forms) must be submitted by the April deadline date as noted on the Graduate Division academic calendar.

In some cases, students will continue into the sixth year. Permission to continue thesis research beyond the fifth year may require submission of an exit strategy, developed by the student in conjunction with the mentor and the Student Advisory Committee. The Academic Affairs Committee reviews the academic progress of students who have completed five or more years in the program and may review this exit strategy. The maximum time to degree is eight years from the year of matriculation into the PhD program, exclusive of periods of time granted as leave of absence.

Reference the Thesis, Defense, and Program Completion Guidelines and Policy for more information.

An MD-PhD student must have successfully defended their PhD thesis before the student will be certified to go onto the clinical part of their training. Under extremely rare circumstances, exceptions to this rule may be obtained from the MSTP director with the approval of the associate dean for graduate programs.

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SECTION IV: Program Requirements, Registration and Courses

4.1) Formal Residency Requirements, Full-time Status, and Credit Hours

4.1.a. Formal Residency Requirement

The residency requirement for the PhD degree consists of a minimum of three years of full-time graduate studies and research. A minimum of two of these three years must be spent in residence at the Albert Einstein College of Medicine. A minimum of three years of full-time graduate studies, including course work and research, totaling a minimum of 90 credit hours is required for the PhD degree.

4.1.b. Full-Time Status

All students are required to maintain full-time status. Full-time status is defined as maintaining a registration of nine credits or more at all times throughout the academic year. There is no "part-time" or "half-time" status in the Graduate Division.

Matriculated students of the Graduate Division are formally defined as students accepted for PhD training who are engaged in formal courses and/or research training.

4.1.c. Credit Hour Definitions

Credit Hour Definition for Courses: One credit hour is earned for fifteen 1-hour (of 50 minutes each) sessions of lecture or classroom instruction, with the expectation of two additional hours of outside study or reading for each class session.

Credit Hour Definition for Laboratory Rotation and Full-Time Thesis Research: One credit hour is earned for each forty-five 1-hour session of academic activity. Forty-five hours of academic activity yields one credit hour. Full-time supervised research, including instruction at the laboratory bench and conference with the research advisor, is the most important educational component in the training of a research scientist. A semester of full-time supervised research is the equivalent of twelve credit hours in the fall and spring semesters, and six credit hours in the summer semester.

4.1.d. Maximum Time to the PhD Degree

PhD students are required to meet key program milestones and complete all program requirements to ensure timely completion of the degree. Effective with the matriculating PhD class of 2023, the maximum time limit for completing all PhD degree requirements is eight years from date of matriculation in the PhD program, exclusive of periods of time granted as leave of absence. Students who do not meet program deadlines may be dismissed from the program upon recommendation by the Academic Affairs Committee. The student, mentor or department chair may petition the Academic Affairs Committee for an extension based on extenuating circumstances. The Student Advisory Committee will monitor the time to degree and completion of program milestones and requirements.

4.2) Attendance

Regular attendance is essential to maintaining full-time enrollment status. A student who falls out of status may be impacted negatively in terms of federal aid eligibility and/or loan deferment.

4.2.a. Attendance in Graduate Courses

Regular class attendance is a required condition of receiving credit for courses. Each course leader may supplement this general attendance requirement by announcing a more specific attendance requirement for a particular course. It is expected that a course leader who imposes a more specific attendance policy will do so in writing, setting out the policy and sanctions for its violation, but this is not an absolute requirement. Any student who is not in regular attendance for a course may be prohibited from taking the exam and/or receiving a passing grade for that course. If

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the course leader denies a student permission to take the exam because of failure to attend classes regularly, the student shall receive a grade of "F" (Fail) or "I" (Incomplete) at the discretion of the course leader.

4.2.b. Attendance in the Lab

Students in "active" status must maintain regular attendance in the lab while completing a laboratory rotation or thesis research. A student who is not in regular laboratory attendance may receive a grade of "NI" (Needs Improvement) or "U" (Unsatisfactory) for Thesis Research or Laboratory Rotation.

Prolonged absence from the lab, greater than time agreed upon by the mentor(s), and/or limited participation in the lab with little or no communication with mentor, advisors, the associate dean or Registrar's Office, may lead to review by the academic Affairs Committee and subsequent academic probation or dismissal from the program.

Grades of Fail, Incomplete, Needs Improvement or Unsatisfactory will lead to a review of the student's academic record by the Academic Affairs Committee (AAC). Receipt of any one of these grades is grounds for academic probation. Multiple grades of Fail, Incomplete, Needs Improvement and/or Unsatisfactory may lead to a recommendation by the AAC for dismissal from the program.

4.3) Graduate Division Course Requirements

Listed below are the course requirements for students enrolled in the PhD or MSTP (MD-PhD) program. Any exceptions to these requirements must be approved by the associate dean in writing.

4.3.a. Graduate Course Requirements for PhD Students

- Must successfully complete a minimum of 21 graduate course credits, ideally in the first year.
- Must successfully complete the following courses:
    - first-year course on becoming a scientist
    - first-year Responsible Conduct of Research course
    - Quantitative Skills for the Biomedical Researcher I and II courses
        - Students declared in the PCI concentration are waived from this requirement.
    - Responsible Conduct of Research – Advanced course (in the fifth year if not defended by this time)

  Note: credit hour(s) for the on becoming a scientist course, RCR and RCR-Adv *do not count* towards satisfying the 21 course-credit program requirements.
- May apply for *transfer credit, course exemption, Master's Credit*.
- With approval from the associate dean, can transfer into the Einstein graduate program from another graduate program and receive transfer of credit for graduate courses taken at the prior institute, noted as "transfer with advanced standing".

4.3.b. Graduate Course Requirements for MD-PhD Students

- Must successfully complete a minimum of 18 graduate course credits, ideally in the first year.
- Must successfully complete the following graduate courses:
    - Physiology: Membranes and Transport (in year 1)
        - Students who enter the MSTP from the MD program through the Alternate Pathway are waived from this requirement.
    - Responsible Conduct of Research (in year 3)
    - Quantitative Skills for the Biomedical Researcher I and II (in year 3)
        - Students declared in the PCI concentration are waived from this requirement.

  Note: Credit hours for RCR *does not count* towards satisfying the 18 course-credit program requirements.
- May apply for *transfer credit, course exemption, Master's credit*

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Final approval for transfer credit, Master's credit and course exemptions must be granted by the associate dean for graduate programs. Once approved, these are reflected on the student's graduate transcript.

In addition to having fulfilled the conditions and requirements of the Graduate Division, as set forth in these guidelines, **candidates for the PhD degree must also satisfy their department/concentration-specific course requirements outlined further in Appendix II**.

Students who declare in PCI (PhD in Clinical Investigation) may be waived from taking the Quantitative Skills courses.

A listing of graduate courses is available online at: www.einsteinmed.edu/phd

4.4) Graduate Division Academic Calendar

The academic calendar of the Graduate Division consists of three semesters: summer, fall, and spring. The fall semester consists of course Block I, Rotation Period I and fall Thesis Research. The spring semester consists of two course blocks (Blocks II and III), two rotation periods (Rotation Periods II and III), and spring Thesis Research. The summer semester consists of the summer course block and summer thesis research. The Graduate Division academic calendar outlines the specific dates of each course block, rotation period, and thesis research period, registration dates and deadlines, course add/drop and withdrawal dates, and program holidays. No classes, exams, work-in-progress seminars, Qualifying Exams, Thesis Seminars, or Defenses are to be scheduled on program holidays. Each year, a detailed academic calendar is posted on the Graduate Division website: https://einsteinmed.edu/education/phd/academics/calendar.aspx.

4.5) Registration

Each graduate student must register each semester during the designated registration periods as indicated on the academic calendar. It is the student's responsibility to maintain their full-time status by registering accordingly. Failure to register may jeopardize the student status.

- If a student is doing solely thesis research, the student must register for full-time Thesis Research (12 credits in fall and spring; 6 credits in summer).
- If a student has successfully completed the thesis defense, but has not yet submitted all the final required forms for the doctoral degree prior to the start of the subsequent semester, the student must still register for Thesis Research during the next registration period.

First Year Students: Registration for first year students is in accordance with advisory sessions with the associate dean, senior academic advisor, faculty advisor to first-year PhD students, and/or MSTP director.
Students beyond the first year are expected to seek out advice on course selection from the associate dean, program directors, Student Advisory Committee, and/or mentor(s).

Registration instructions are posted on the Graduate Division website.

4.6) Course Add/Drop and Course Withdrawal

During the add/drop period of each course block, as published on the academic calendar, a student may add or drop a course without penalty or notation on the transcript. First year students should seek input from the associate dean or program director prior to adding/dropping a course.

If a student wishes to withdraw from a course after the add/drop period, the request for withdrawal from a course must be made prior to mid-point of the course. Course withdrawals after the add/drop period requires the completion, with appropriate signatures, of a Course Withdrawal Form. Students who withdraw prior to mid-point

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of the course are given the grade of W (Withdrew). Withdrawal from a course following mid-point of the course may result in a grade of F (Fail) for the course.

4.7) Auditing a Course

After the student has completed their program and concentration-specific course requirements, a student may audit a graduate course with the permission of the course leader. First-year students may not audit a course without permission from the associate dean or MSTP director. Audited courses may not be used for credit; no course-credit is earned for auditing a course. A completed Audit Registration Form is required to audit a graduate course. This form is available in the Graduate Division office.

Non-matriculated individuals may also audit a course; no credit will be awarded.

When auditing a course, be advised of the following:

- Final date to register for "audit" is the last day of the add/drop period as indicated on the Graduate Division's academic calendar. No admittance to the course can be made after this date.
- Change of status from "audit" to "registered for credit" can be made only during the add/drop period.
- First year students may not audit a course without permission from the associate dean for graduate programs for PhD students, or the MSTP director for MD-PhD students.
- No credit or grade will be granted for auditing a graduate course.
- Audited courses cannot be used to fulfill departmental course requirements.
- Only one course per block may be audited.
- A failed graduate course may not be retaken as an audit.
- An audited course may not be taken for credit in a subsequent semester or block.

4.8) Master's Credit

If a student enters the program with a Master of Science or Master of Arts degree from a relevant discipline, (or a PhD student enters the program with an MD degree) the student may apply for Master's credit.

If the request is approved, three credits is granted towards satisfying the program course requirements. PhD students then need to successfully complete 18 course credits instead of the mandated 21; MD-PhD students then need to successfully complete 15 course credits instead of the mandated 18.

Students should apply for Master's credit within their first year of matriculation into the program by submitting the Request for Credit for Prior Master's Degree Form with appropriate documentation (i.e. official Master's transcript with degree and date conferred or a copy of the Master's diploma). The associate dean must approve Master's credit.

No transfer of credit for courses will be granted if a student is afforded Master's credit. However, if a student transfers to the Graduate Division from another accredited doctoral program, additional courses may be approved for transfer credit.

Note: A student who has been granted Master's credit in the first year is still expected to register for the minimum number of course-credits per course block.

4.9) Transfer Credit and Course Exemption

4.9.a. Transfer Credit

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A student may be granted credit for courses if the student has successfully completed similar graduate courses in their previous training. The determination of equivalency of graduate level courses taken at other institutions (including courses taken at foreign institutions) will be decided by the associate dean or program director, who acts upon the recommendation of the faculty member who is the current leader of the course for which equivalency and/or transfer credit is being sought. The student must present the syllabus and related course information, as well as evidence of successful completion of exams and course requirements (official grade) in order for the course leader to determine equivalency. The course leader may then recommend "transfer credit," in which case, the credit is applied toward the PhD degree and this is indicated on the student's transcript.

Students may receive transfer credit for no more than two graduate courses. However, if a student transfers to the Einstein PhD program from another accredited doctoral program, additional courses may be approved for transfer credit. Transfer credit is not available to students who were previously granted Master's credit.

4.9.b. Course Exemption

Alternatively, the course leader may recommend "exemption" if the student successfully completed a similar graduate course with a grade of B or higher at a previously attended graduate institution. If course exemption is awarded, the credits of the exempted course *do not count* toward the total number of required course credits for the program (21 for PhD; 18 for MD-PhD); no credit is earned for course exemption and another course should be taken in its place. However, an exempted course may fulfill a concentration-specific course requirement. Course exemption may be granted if the student successfully completed a similar graduate course at a previously attended institution.

The associate dean or program director must approve transfer credit or exemption.

In unique circumstances, students may be waived from required courses with approval from the associate dean, MSTP director, or department/concentration chair.

4.10) Registration in Courses Offered by Other Einstein Programs

A student interested in taking a course in another Einstein degree program may do so with permission (in writing) from the mentor, and associate dean or program director, as a non-matriculated, non-degree-seeking student of that program. A graduate student is *not* eligible to matriculate in any other Einstein degree or certificate program while enrolled (in active-student status) as a PhD or MD-PhD student in the Graduate Division.

4.11) Registration and Transfer of Credit for Courses Taken at Another Institution While Enrolled in the Graduate Division

A graduate student may request approval to take a course that is not offered at Einstein by submitting a written request to the associate dean, after a discussion with their mentor and program director. The external course must be directly relevant to the student's graduate studies or thesis project. Approval from the mentor, program director and associate dean for an external course must be obtained prior to registering for the course.

Registration for courses outside Einstein is the sole responsibility of the student in accordance with the procedures of the other institution. Only one course per semester may be taken outside Einstein; and no more than a total of two courses may be taken at an external institution.

The program director and associate dean will review requests for financial support for tuition at outside institutions. Approval of requests for financial support will be subject to the availability of funds specifically designated for this purpose. Funding support for student to take external course is limited to a maximum of two courses per student.

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For transfer of credit, the student must successfully complete the course and arrange to have *an academic transcript sent from the other institution directly to the Graduate Division office.* Transfer credit for the course will be granted only upon successful completion of the course and upon receipt of the official transcript from the institution where the course was completed. The transferred course details (course number, title, credit-hour equivalents, course grade and the name of the institution) will be applied to the student's Graduate Division transcript. No more than two outside courses may be used toward satisfying graduate course requirements.

4.12) Completion of Thesis Research at Another Institution

Under unusual circumstances, it may be necessary for a student to complete thesis research at another institution. This may occur, for example, if an Einstein faculty member relocates to another institution.
Only students who have passed the Qualifying Examination may request permission from the associate dean or MSTP Director, as applicable, to complete their thesis research at another institution while remaining a PhD degree candidate at the Albert Einstein College of Medicine. The two-year residency requirement must be satisfied in all cases. A request form, with all required signatures and supporting information, must be submitted to the Graduate Division. The request to complete thesis research at another institution must be approved in advance by the associate dean or MSTP director.

If the request is approved in principle, Einstein's Office of General Counsel must be contacted before the student begins research activities at the other institution to determine whether an interinstitutional agreement or other formal agreement is required and, if so, to coordinate its preparation and execution. The agreement should address, as applicable, the student's status and responsibilities at the host institution; supervision and oversight of the student's research; responsibility for payment of the student's stipend, tuition, fees, health insurance, and other support; the mechanism for transferring funds between institutions; intellectual property ownership and related rights; confidentiality and publication considerations; use of institutional facilities and resources; compliance and regulatory responsibilities; and any other legal, financial, or administrative matters necessary to support the arrangement.

All required institutional agreements must be fully executed before the student begins thesis research at the other institution. Approval by the Graduate Division does not, by itself, authorize the student's research activities at the host institution or obligate Einstein to assume financial responsibility for those activities. Financial arrangements must be established in advance and documented in the applicable agreement. The Graduate Division assumes no financial obligation for a student completing thesis research at another institution.

While completing thesis research at another institution, the student remains subject to the Graduate Division academic requirements and must maintain good academic standing by:

- Observing all registration deadlines published in the Graduate Division academic calendar and registering as required.
- Meeting with the Student Advisory Committee (SAC) at least twice each year, either in person or virtually, and submitting all required SAC forms in accordance with Graduate Division deadlines.
- Remaining in compliance with all applicable Graduate Division academic policies, degree requirements, and administrative requirements.
- Promptly notifying the Graduate Division of any significant change in the research arrangement, mentor relationship, funding, institutional affiliation, or anticipated timeline for degree completion.

The Einstein MSTP does not participate in the NIH Graduate Partnership Program (GPP) or the NIH Oxford-Cambridge Scholars Program (OxCam). Einstein MSTP students must choose an Einstein faculty member as their PhD thesis research mentor.

4.13) Registration for Non-matriculated Students

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A non-matriculated student is an individual (affiliated with Einstein) who registers for a graduate course, but is not enrolled in the Graduate Division. A non-matriculated student may register for-credit (or to audit) a graduate course. Medical students, post-doctoral fellows, physicians in post-doctoral or residency training in Einstein affiliated hospitals, or colleges with which the Graduate Division or medical school has established a formal relationship, as well as qualified employees of the College of Medicine may be non-matriculated students.

Requirements to register for credit or to audit a graduate course:
To register for a graduate course for-credit or to audit, a non-matriculated student must complete and submit to the Graduate Division office a Non-Matriculated Student Registration Form available in the Graduate Division office. The non-matriculated student must obtain on the form an approval signature from the course leader of the course for which they wish to register, as well as an approval signature from their PI/supervisor/program registrar, if applicable. The non-matriculated student is responsible for supplying documentation that any prerequisite for the course is met, if such documentation is requested by the course leader. Additionally, please note:

- An Einstein or Montefiore email address and an Einstein or Montefiore ID card are required to register for credit or audit a graduate course.
- Only one course per block may be audited, or taken for credit.
- Final date to register as a non-matriculated student is the last day of the add/drop period as indicated on the academic calendar. No admittance to the course can be made after this date.
- Change of status from "registered for credit" to "audit" or vice versa, can only made during the add/drop period.
- A failed graduate course may not be repeated more than once, whether as for audit or for credit.
- Audited courses cannot be used to fulfill departmental course requirements.
- A course may not be audited in which a grade of Fail was received in a prior semester/block.
- No credit or grade will be granted for auditing a graduate course.
- A failed graduate course may not be retaken as an audit.

A non-matriculated student who registers for a graduate course for-credit is considered to have equivalent status (within the course) as a graduate student and is responsible for fulfilling all course requirements including examinations, papers, presentations, etc. A non-matriculated student who fails a course may retake the course once. (*Graduate courses may not be repeated more than once.)*

Note: Some courses may have size limitations that preclude registration by a non-matriculated student.

Course withdrawal:
A non-matriculated student must adhere to all official course deadlines including withdrawal dates as published in the academic calendar. If a non-matriculated student wishes to withdraw from a course after the add/drop period, the request for withdrawal must be made prior to mid-point of the course by completing and submitting the Course Withdrawal form to the Graduate Division office. Withdrawing from a course after the add/drop period and prior to mid-point of the course will result in a grade of W (Withdrew). Withdrawing from a course after mid-point will result in a grade of F (Fail) for the course. The Graduate Division records graduate course grades for non-matriculated students on an official transcript, whether the course grade is Honors, Pass, Fail, Withdrew, Incomplete, or Audit.

4.14) Records and Transcripts

Change of Address
Students who change their home or local residences must update their Einstein (EA) address through the My Einstein portal. For payroll purposes, the W2 address must also be updated. A student is responsible for all mail sent to the old address if the Graduate Division and HR have not been notified.

Name Change

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Students who wish to change either a first or last name on school records must submit a Name Change Request form with appropriate documentation of legal name change to the Office of the Registrar. The request form is available in the Graduate Division office.

Change of Visa Status
Students who change visa status must notify the Graduate Division office, in addition to other relevant offices.

Diploma
The MS in Biomedical Sciences diploma is issued at the annual Qualification Jubilation. The PhD in Biomedical Sciences diploma is issued at the annual commencement exercises. Duplicate or revised diplomas can be secured under certain circumstances. For a duplicate diploma, a Duplicate Diploma Request form is required and is available from the Graduate Division office.

Transcripts (official and unofficial)
In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (Section 438 of the General Educational Provisions Act, 20 USC 1232g), also known as **FERPA**, the Graduate Division has adopted these policies to protect the privacy rights of its "Students" with respect to their "Education Records." FERPA affords students certain rights of access to their education records and limits disclosure to third parties unless the student provides written consent. In certain circumstances, disclosure is permitted without the student's permission.

The FERPA Policy is available in the Document Library on the Einstein Intranet:
https://intranet.einsteinmed.edu/

Course and grade records are maintained for every student in the form of a permanent transcript. The College of Medicine has formulated its student record policy to guarantee the rights of privacy and access as provided by the FERPA. The policies of the College of Medicine are consistent with FERPA and apply to all students. A student may review their academic record and unofficial transcript online (through Self Service Banner) at any time.

In addition to all courses, grades, and relevant degree information, the following are also recorded on the graduate transcript:

- Qualifying Exam Proposal Title
- Doctoral Dissertation Title
- Mentor (and co-mentor) Name(s)
- Periods of Leave of Absence
- Program Withdrawal
- Academic Dismissal
- University Dismissal
- Clinical Rotation Start Date (for MD-PhD students only)

Students who wish to obtain an official copy of their transcript may do so by submitting a Transcript Request Form.

Issuance of Transcripts
The authority to issue as well as certify the authenticity of student transcripts resides solely with the Office of the Graduate Registrar. The assistant or associate registrar will assume such authority in the absence of the registrar.

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SECTION V: Academic Standards

It is the responsibility of each student to be familiar with and to comply with all policies, guidelines, and standards, to pay all institutional and housing fees and charges, and to meet the specific requirements of any course for which s/he is enrolled, including prerequisites and corequisites wherever required.

5.1) Academic Standards

Each student is expected to familiarize him/herself and to comply with the rules of conduct, academic regulations and established practices of the Graduate Division and the College of Medicine. The admission of a student, his/her continuation in good standing, the receipt of academic credits, graduation, and the conferring of any degree are entirely subject to the disciplinary powers of the Graduate Division and the College and to the student's maintenance of high standards of ethical, professional, and scholarly conduct. The associate dean, on the recommendation of the program director, a department chair, or the Academic Affairs Committee, may dismiss any student who is considered to be unfit for matriculation in the Graduate Division or for infringement of these policies and standards.

Plagiarism
Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. All documents prepared as part of a student's academic or research activities must be free of plagiarism. This includes but is not limited to written examinations in class or take-home, Qualifying Exam proposals, thesis proposals, fellowship applications, manuscripts, reports to the Student Advisory Committee and Academic Affairs Committee, and the doctoral thesis.

For in-class or take-home examinations in graduate courses, unless otherwise clearly stated in the instructions for the particular examination, it is fully expected that the student will work alone and without any assistance from other students or sources.

5.2) Grades

All final grades become part of the students' permanent academic record and will appear on the transcript. If a course is repeated, both grades for the course will appear on the transcript. A course may not be retaken or repeated more than once.

5.2.a. Graduate Course Grades

H	-	Honors
P	-	Pass
I	-	Incomplete
F	-	Fail
AU	-	Audit
E	-	Exempt
T/TR	-	Transfer
W	-	Withdrew

A student enrolled in graduate courses *for credit* will receive a grade of *Honors*, *Pass*, *Incomplete* or *Fail*. Final course grades are submitted by the course leader. The grade of Honors in a graduate course recognizes exceptional performance when compared to all other students in that specific course. No credit is awarded for grades of Incomplete, Fail, Audit, Exempt or Withdrew.

A grade of Incomplete may be given to a student if, in the judgment of the course leader, the course requirements have not been met, but there is every expectation that the student can fulfill the course requirements in the allotted

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time. In this instance, the course leader will stipulate the requirements for course completion. The student must then satisfy all course requirements no later than ***one*** month from the end date of the course, unless other arrangements have been made and approved by the associate dean. Such arrangements must be in writing, signed by the student and course leader, and submitted to the Graduate Division office. It is the responsibility of the student to make sure that all grades of *Incomplete* are resolved in a timely manner. In the event that these requirements are not met, the *Incomplete* will be converted to a grade of *Fail*.

All final grades are permanently recorded on the student's graduate transcript/academic record.

5.2.b. Graduate Course Examinations

Unless otherwise clearly stated in the instructions for the particular examination, it is fully expected that the student will work alone and without any assistance from other students, persons, or sources. Evidence of cheating or plagiarism can be used by the course leader as justification for giving a failing grade.

In the event of suspected cheating and plagiarism, the course leader must immediately provide the associate dean for graduate programs with a complete written report of the incident and evidence of cheating or plagiarism for review by the Academic Affairs Committee.

Exams should be graded by course leader(s) and/or by faculty participating in the teaching of the course and not by a graduate student(s) or Postdoc(s) serving as Teaching Assistant.

Failure of a Graduate Course:

- A student who fails a course will be placed on academic probation by the Academic Affairs Committee.
- No credit is granted for courses with a grade of *Fail.*
- Failed courses may *not* be used to fulfill department-specific course requirement or Graduate Division course credit requirements**.**
- After a course failure, a student may repeat the course a single time. *Graduate courses may not be repeated more than once*.
- Grades of Fail are permanently recorded on the transcript/academic record.

5.2.c. Appeal of a Course Grade

If a student wishes to appeal a final course grade, the student may do so in writing to the course leader within one month of the end of the course. The student must also submit a duplicate written appeal to the Office of the Registrar of the Graduate Division. The course leader has fifteen days from receipt of the appeal to review and submit a final decision on the final grade: amend or leave as is. The course leader must notify the student in writing of their decision and copy the Graduate Division Registrar (gradregistrar@einsteinmed.edu)**.**

If the student wishes to further pursue a grade appeal, the associate dean will bring the matter before the Academic Affairs Committee. The AAC will discuss the student's appeal and make a final decision. No further appeal on that course grade will be accepted.

The student should recognize that, following the appeals process, their grade may be amended in a direction that is not desired.

In all cases of grade changes following the appeals process, the student's record and official school transcript will be amended to reflect any necessary grade change.

5.2.d. Thesis Research and Laboratory Rotation Grades

S - Satisfactory
NI - Needs Improvement
U - Unsatisfactory

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NG - No Grade
T - Transfer
W - Withdrew

Satisfactory, *Needs Improvement*, or *Unsatisfactory* grades are based on the student's:

- Ability to budget time effectively
- Understand the project
- Read and use the literature in solving problems
- Execute experiments
- Evaluation of experimental data
- Oral communication ability
- Lab notebook and experimental record-keeping
- General laboratory conduct
- Attendance and participation in lab meetings, seminars, journal clubs, etc.

Satisfactory: student is performing satisfactorily in the areas listed above.
Needs Improvement: the student's performance requires improvement.
Unsatisfactory: the student is not performing up to the standards of a graduate student; significant improvement is required.

The final grade for a Laboratory Rotation is given by the faculty member (rotation mentor) under which the student is completing the laboratory rotation. This grade is provided on a Rotation Evaluation form which must be completed at the end of each lab rotation.

The final grade for Thesis Research is submitted by the student's thesis mentor at the end of each semester (fall, spring and summer).

A grade of *Needs Improvement* or *Unsatisfactory* in a Laboratory Rotation or Thesis Research constitutes grounds for academic probation. Receiving multiple grades of NI/U in Thesis Research is grounds for dismissal from the program.

A student who changes thesis laboratories mid-semester will receive a grade of *Transfer*, indicating the change in laboratory.

5.3) Dismissal from a Laboratory or Department

When there is conflict within the mentor-student relationship, there are several ways to resolve the problem. The department chair may recommend (or designate) a department graduate committee to meet with the student and mentor to help determine potential solutions to the conflict (for example, specific expectations on both sides that should be attained) and a timetable for any trial period (recommended one to three months) during which time the situation can be monitored by the department graduate committee.

Alternatively, the mentor and/or the student may meet with the associate dean and develop a course of action involving a trial period with repeated checkpoints in the lab. If a trial period is agreed upon, then at the end, the student and mentor should meet with the department chair or the associate dean to report on the success or failure of the trial. The mentor may decide to have the student continue in the lab or the student and mentor may decide that a change in lab is warranted.

In the case of a **dismissal from the laboratory**, the associate dean for graduate programs or program director must be notified if a student is being dismissed from the laboratory. The student may appeal the dismissal to the Academic Affairs Committee to be allowed a limited period of time (up to a maximum of three months) to identify another mentor for transfer; the student must declare a new thesis laboratory within three months. The associate dean must

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approve any change of laboratory but is under no obligation to do so. If an appropriate mentor cannot be identified within the three-month time period, the student may choose to withdraw or may be dismissed from the program. The Graduate Division makes no commitment to the student beyond the three-month period.

5.4) Suspension or Dismissal from the PhD or MD-PhD Program

5.4.a. Suspension

In the case of a serious breach of ethical or professional conduct, or in the case of serious concern for the health or safety of a student or any other person or Einstein facility, the associate dean may, upon consultation with those program directors, mentors, and Einstein officials deemed appropriate and informed, suspend a student immediately, pending further consideration by the appropriate and informed administrative personnel, wherein a recommendation can be made for subsequent return to active student status, return to leave, or dismissal from the program.

5.4.b. Dismissal

The Academic Affairs Committee, MSTP director, or department chair may recommend to the associate dean a student for dismissal from the program. Only the associate dean may dismiss a student from the Graduate Division. In the case that an MD-PhD student is dismissed from the PhD phase of the program, the student file is referred to the associate dean of student affairs of the medical school for further consideration. An MD-PhD student who has been dismissed from the PhD phase of the program will have to appear before the full committee of the medical school Committee on Student Promotions and Professional Standards who will determine whether the student should be allowed to complete the MD program.

If an MD-PhD student is dismissed from the MD program, the student must appear before the Academic Affairs Committee of the Graduate Division. The Academic Affairs Committee will determine the student's eligibility for continuation in the PhD program, including any conditions for remediation, probation, or dismissal.

Grounds for considering dismissal from the Graduate Division include, but are not limited to:

1) Failure of one or more graduate courses,
2) Failure of a repeated graduate course,
3) Failure of a required department course, subject to the recommendation of the appropriate Department Chair,
4) Failure of the Qualifying Examination (either on the first or second taking of the Exam),
5) Failure to declare a thesis laboratory after four rotations in the first year,
6) An *Unsatisfactory* grade in Thesis Research or Laboratory Rotation,
7) Repeated *Needs Improvement* grades in Thesis Research or Laboratory Rotation,
8) Failure of a Thesis Defense Examination,
9) Failure to progress in the thesis research,
10) Failure to re-matriculate following expiration of a Leave of Absence, or
11) Participation in actions that are not commensurate with high standards of ethical or professional scholarly conduct.

5.4.c. Appeal of Dismissal

A student who has been dismissed from the Graduate Division may appeal, in writing, to the Dean of the College within fifteen days of the date of dismissal. If the student appeals to the Dean, the Dean has fifteen days to respond. The Dean will either uphold or reverse the dismissal. If the Dean upholds the dismissal, the student will be notified via letter of the effective dismissal date. Effective on the date of dismissal from the Graduate Division:

- Student will be terminated from Payroll.
- The dismissal will be noted on the graduate transcript.
- An MD-PhD student will be required to appear before the Committee on Student Promotions and Professional Standards for review of their status in the medical program.

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- Access to the Einstein student email address will be terminated.

If the Dean reverses the dismissal, the student will be reinstated on academic probation and be monitored by the Academic Affairs Committee. The AAC retains ultimate jurisdiction in monitoring the student status and may recommend dismissal from the program if the student is not performing satisfactorily.

5.5) Withdrawal from the PhD or MD-PhD Program

5.5.a. Student Withdrawal

A student who chooses to discontinue their enrollment in the PhD or MD-PhD program for any reason during the academic year may withdraw from the Graduate Division. At least two weeks prior to withdrawal, the student must notify the associate dean and the graduate registrar (and MSTP director, if applicable) of their intention to withdraw. At least one week prior to withdrawal, the student must submit a Withdrawal Form to the Graduate Division office, with all necessary signatures.

An MD-PhD student who has been dismissed from the PhD phase of the program will have to appear before the full committee of the medical school Committee on Student Promotions and Professional Standards who will determine whether they should be allowed to complete the MD program.

If an MD-PhD student chooses to withdraw from the MD portion of the program for any reason, the student must appear before the Academic Affairs Committee of the Graduate Division. The Academic Affairs Committee will determine eligibility for continuation in the PhD program, including any conditions for remediation, probation, or dismissal.

5.5.b. Administrative Withdrawal

A student may be administratively withdrawn from the program for reasons including but not limited to:

- Failure to return from leave of absence within one month of expected return date with no communication to the Graduate Office,
- Failure to meet program completion deadlines as stipulated by the Academic Affairs Committee,
- Failure to complete the program within eight years (PhD students)

The student will be notified via email, with a letter signed by the associate dean for graduate programs, of the withdrawal status.

5.5.c. Appeal of Administrative Withdrawal

A student who has been administratively withdrawn from the Graduate Division may appeal, in writing, to the Dean of the College within fifteen days of the date of withdrawal. If the student appeals to the Dean, the Dean has fifteen days to respond. The Dean will either uphold or reverse the withdrawal. If the Dean upholds the withdrawal, the student will be notified via letter of the effective withdrawal date. Effective on the date of withdrawal from the Graduate Division:

- Student will be terminated from Payroll.
- The withdrawal will be noted on the graduate transcript.
- An MD-PhD student will be required to appear before the Committee on Student Promotions and Professional Standards for review of their status in the medical program.
- Access to the Einstein student email address will be terminated.

If the Dean's reverses the withdrawal, the student will be reinstated into the program on academic probation status and be monitored by the Academic Affairs Committee. The AAC retains ultimate jurisdiction in monitoring the student status and may recommend dismissal from the program if the student is not performing satisfactorily.

5.5.d. Health Benefits following a Program Withdrawal

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Health insurance benefits will terminate on the last day of the month in which the withdrawal occurs. The student should confer with the Benefits Office prior to the date of withdrawal regarding benefits.

5.5.e. Housing following a Program Withdrawal

a) A student who withdraws from the program must vacate housing within thirty days. Any other arrangements must be made directly with the Einstein Housing Office.
b) An MD-PhD student who is withdrawing from the MSTP, but remaining either in the PhD or MD program, should make any necessary arrangements directly with the Housing Office.

5.5.f. Email Access following a Program Withdrawal

Access to the student email address will terminate fourteen days from the withdrawal date. It is important for the student to copy or download any material that he or she wishes to save as these materials will not be available when the email account terminates.

5.5.g. Return to the Graduate Division After a Withdrawal

Should a student desire to return to the Graduate Division following a withdrawal, the student may apply for re-admission. As all prior academic progress will be reviewed by the Academic Affair Committee, readmission to the PhD program is by no means guaranteed. If the student is readmitted, advanced standing may be granted following review by the associate dean.

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SECTION VI: Laboratory Rotations and Thesis Laboratory Declaration

Lab Research Acknowledgement

All research data and materials belong to the lab in which the student is working. All abstracts, manuscripts, and publications must be approved by the head of the laboratory and by everyone who participated in the research, prior to submission for any symposium or meeting or program, whether internal or external. This applies both during the time the student is in the program at Einstein and when the student leaves the program.

6.1) Laboratory Rotation

The first-year laboratory rotations are intended to provide the student with exposure to the breadth of research in the biomedical sciences, the opportunity to acquire technical expertise, and the experience necessary to make an informed choice of the laboratory in which they wish to conduct their thesis research. Each student is expected to fully participate in the research activities of the laboratories in which they rotate and to seriously apply themselves to the laboratory work. A student may not conduct two rotations in the same laboratory. The start and end dates of each Rotation Period are published annually on the Graduate Division academic calendar.

Research laboratories generally sponsor only one PhD or MD-PhD student for any given rotation period. Rotation mentors must have an appointment in a basic science department or be a designated member of the PhD in Clinical Investigation (PCI).

PhD students are required to complete at least two laboratory rotations during the first year in the program. Under unusual circumstances, this requirement may be waived with the approval of the associate dean.

MD-PhD students are required to complete at least one laboratory rotation. MD-PhD students typically choose two to three rotations which are performed during the first and second summers of the program.

6.1.a. Rotation Registration

Each student must formally register for each rotation via completion and submission of the Rotation Registration form. PhD student rotations must be approved by the associate dean for graduate programs. MD-PhD student rotations must be approved by the MSTP director.

Required forms to register for a laboratory rotation:

1. Laboratory Rotation Registration Form
2. Laboratory Rotation Expectation Form
3. Occupational Health and Safety Assessment Form (OSHA)

6.1.b. Rotation Evaluation

At the end of each laboratory rotation, the rotation mentor completes a Rotation Evaluation and provides a summary grade of Satisfactory (S), Needs Improvement (NI) or Unsatisfactory (U). This summary grade will be recorded permanently on the student's graduate transcript. It is expected that student and rotation mentor will discuss this evaluation. The Academic Affairs Committee may review the evaluation. A grade of Needs Improvement or Unsatisfactory in Laboratory Rotation is grounds for academic probation. If a student takes a leave of absence in the middle of a rotation, the student may receive a grade of Withdrew (W) upon approval from the associate dean.

Student's rotation performance is assessed based on the following:

- Time in the laboratory well spent.
- Ability to budget time effectively.
- Understanding of the project.
- Reading and use of literature in solving problems.
- At the bench/execution of experiments.

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- Evaluation of experimental data.
- Oral communication ability.
- Lab notebook.
- General attitude and ability to get along with others.
- Attendance and participation in lab meetings, seminars, journal clubs, etc.

6.2) Mentor and Thesis Laboratory Declaration

Students are expected to declare a thesis laboratory at the end of the spring semester of their first year in the program (end of second year for MD-PhD students). Each student must submit a Thesis Laboratory Declaration form to the Graduate Division office with all the necessary approval signatures. Under exceptional circumstances, and only with the prior permission of the associate dean or MSTP director, a student may rotate in an additional laboratory (a fourth rotation) during the summer prior to entering the second year of the program (third year for an MD-PhD student). The student is then expected to declare a thesis laboratory immediately following the fourth/summer rotation. Failure to declare a thesis laboratory may result in dismissal from the program.

6.2.a. Primary Mentor

The declared primary thesis mentor must hold an appointment, at the level of assistant professor or above on the tenure track, in one of the basic science departments, or be a designated mentor in the PhD in Clinical Investigation (PCI). If the mentor has both primary and secondary appointments in basic science departments, the student is expected by default to enter the department of the primary appointment but may choose to enter the department of secondary appointment due to the nature of the thesis topic upon recommendation of the mentor, and approval of the associate dean or MSTP director.

Once a thesis laboratory is declared, the student must register each summer, fall and spring semester for Thesis Research with their mentor. At the end of each semester, the mentor submits a Thesis Research evaluation and a summary grade of Satisfactory (S), Needs Improvement (NI), or Unsatisfactory (U). The summary grade is recorded on the graduate transcript. A grade of Needs Improvement or Unsatisfactory in Thesis Research is grounds for review by the Academic Affairs Committee (AAC) and being placed on academic probation. Receiving grades of NI or U in Thesis Research is grounds for dismissal from the program.

6.2.b. Co-Mentor

In some cases, it may be appropriate for a student to declare “co-mentors” at the time of laboratory declaration or subsequently, as for example, collaborative projects which are equally shared between two laboratories. The following guidelines apply to co-mentorship:

- The student must designate one mentor as the “primary” mentor and the other mentor as the “co-mentor.” The co-mentor must also have an appointment as an assistant professor or higher in a basic science department or the PCI.
- Neither mentor may participate as a member of the student’s Qualifying Exam Committee or Thesis Defense Committee.
- Neither mentor may serve as the chair of the student’s Advisory Committee.
- The student’s Advisory Committee must include other faculty (typically two to four) in addition to the co-mentors.
- Project development responsibility will be assumed by both mentors.
- Regular meetings between the student and co-mentors are strongly recommended.
- Both mentors must sign the student’s thesis dissertation upon time of defense and graduation.

6.2.c. Associate (Contingent) Mentor

There may be instances where a student’s primary mentor goes on sabbatical or is physically no longer located at Einstein. In such instances, the student and the primary mentor should designate another basic science faculty

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member to serve as an associate mentor to the student while the primary mentor is away or not at Einstein. The associate mentor is expected to give the student hands-on advice in matters relating to the student's laboratory research. The primary mentor is expected to periodically check in with the associate mentor to discuss the student's progress in the lab. The student's Thesis Research grade will be submitted by the primary mentor.

If a student's mentor leaves Einstein, and the student and mentor have decided that the student will continue the research at Einstein, a contingent mentor must be appointed to oversee the student's progress in the absence of the primary mentor. The student's Advisory Committee (SAC) must be informed about the departure of the primary mentor and the appointment of the contingent mentor; SAC meetings must be held at least three times per year to insure the student's continued progress toward completion of the research and the PhD degree.

The Contingent Mentor Declaration form is available upon request from the Office of the Graduate Registrar (gradregistrar@einsteinmed.edu).

6.3) Change of Laboratory

In the case of a change of laboratory, the student must receive approval from the associate dean or MSTP director. Once approved, a Change of Laboratory form must be completed with all the required signatures and submitted to the Graduate Division office. The student must determine if they are going straight into another thesis lab or do a one-time rotation. The Change of Lab form, the Thesis Laboratory Declaration form, and the Rotation Registration form are available on the Graduate Division website. The student will receive a grade of *Transfer* (T) for Thesis Research under the former mentor for the semester in which the change of laboratory occurred. Only one change of laboratory is permitted.

Prior to leaving the laboratory, the student must complete and submit to the PI:

1) Lab notebooks and all primary data from the lab should be updated and completed.
2) A summary of all experiments carried out to date.
3) An inventory of reagents, cell lines, experimental animals, etc.
4) List of all pending or standing orders, including reagents, buffers, kits, etc.

To facilitate the transition, the student should:

1) Prepare a list of potential faculty mentors
    a. Review faculty research interests
    b. Review recent publications from labs of interest
    c. Prepare draft email to faculty introducing oneself and expressing interest in the lab
2) Try to determine:
    a. What features are important to oneself in the new lab?
    b. What aspects to avoid in the new lab?
    c. Desired qualities of the new lab.

6.3.a. Change of Concentration

If a student's change in concentration is necessitated by the mentor's change in departmental appointment, the student may be required to satisfy the course requirements of the new concentration. If this change occurs after the student has completed the course requirements for the previous concentration as well as the Qualifying Exam, the student may be waived from the course requirements of the new concentration. It is the student's responsibility to seek the waiver from the new department (concentration). If the change occurs prior to the student satisfying the course requirements of the previous concentration and/or has not completed the Qualifying Exam, the student is required to satisfy the course requirements of the new concentration.

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SECTION VII: The Academic Affairs Committee

7.1) Composition of the Committee

The Academic Affairs Committee (AAC) consists of a representative from each of the basic science departments and the PCI, the senior academic advisor for the graduate division, the associate dean for graduate programs, and the director of the Medical Scientist Training Program (MSTP). Each department representative typically serves two to three years and is appointed by the relevant department chair. An additional faculty member serving as the chair of the AAC is appointed by the associate dean for graduate programs. The associate dean, and MSTP director are ex-officio, non-voting members of the AAC. Recommendations are decided by majority vote. At least seven voting members must be present to constitute a quorum. The chair of the AAC, with the approval of the associate dean, may invite other members of the faculty of the Graduate Division to participate as non-voting members of the AAC.

7.2) Charge of the Committee

The Academic Affairs Committee monitors the academic progress of all graduate students enrolled in the Graduate Division. The AAC reviews student academic records including course grades, Thesis Research/Laboratory Rotation evaluations and grades, Student Advisory Committee (SAC) evaluations, Qualifying Exam and Thesis Defense grades and any relevant faculty comments. The AAC informs the student, the student's mentor, and the department chair of any academic problems and is available to work with the Student Advisory and Department Committees (and the MSTP Steering Committee for MD-PhD students) to ensure that each student progresses in a timely manner towards the PhD degree.

A student who fails to progress in Thesis Research or is, in the opinion of mentor/co-mentor and/or SAC, performing poorly, may be recommended by the mentor or SAC, for review by the Academic Affairs Committee (AAC). This may involve the appearance of both the student and mentor at an AAC meeting to discuss lack of progress and the development of an academic plan (including milestones and a timeline). Failure to progress in Thesis Research constitutes a ground for academic probation. The AAC may recommend a leave of absence and/or dismissal from the Graduate Division.

A student who is consistently performing poorly in graduate courses, exams, failing to progress in thesis research, etc. may be required to appear before the AAC.

The Academic Affairs Committee also reviews the research progress of students in the program five years or longer. The AAC may request that the student and the mentor provide a written Exit Strategy detailing the steps the student will take to ensure timely completion of the PhD degree. The Exit Strategy will be reviewed by the departmental representative to the AAC; this representative may ask other members of the AAC to also participate in the review and/or may request a full review of the Exit Strategy by the full AAC.

The Academic Affairs Committee will ensure that the academic policies of the Graduate Division are applied in evaluating students' progress. The AAC reviews matters regarding unethical or unprofessional behavior upon request by the associate dean or MSTP director. Matters related to unethical or unprofessional behavior of any kind should be brought to the attention of the associate dean, who will make a determination of whether the Academic Affairs Committee or other administrative leaders (department chair, Office of the Dean, Security, etc.) should be consulted. The associate dean may call an *ad hoc* meeting of the AAC to review a charge of unethical or unprofessional behavior.

The Academic Affairs Committee may place a student on academic probation for various reasons relating to the student's academic progress. A student who is having academic problems may be temporarily blocked ("registrar's hold") from registration the following semester. The hold will be released after the student meets with the associate dean, senior academic advisor, the departmental AAC representative or, if applicable, the MSTP director. The AAC will continue to monitor the progress of any student on academic probation, until that status is relieved.

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7.3) Appearance Before the AAC

The AAC may request that a student and mentor appear at an AAC meeting. A student may be requested to appear before the Academic Affairs Committee for various reasons, including failure to progress in the courses and/or rotations, lack of progress in thesis research, and/or unethical or unprofessional behavior.

If a student has been requested to appear before the AAC due to lack of progress in thesis research, or upon recommendation from the Student Advisory Committee (SAC), in preparation for the appearance, the student should:

- Prepare a brief presentation describing the research project and the current status of the goals that the student and mentor decided together will constitute the student's thesis research. Include a copy of all SAC meeting reports.
- Prepare a discussion of any experimental limitations that the student has encountered or is anticipated to encounter as well as the alternative approaches that the student is considering.
- Prepare a realistic timeline of the milestones to the completion of the research project and defense of the thesis, or alternatively, if the student is withdrawing from the program, prepare a realistic timeline of detailed actions that the student will take for transferring of the data and reagents generated during this time to the mentor. The student will be asked for specific dates for each event so that the AAC can evaluate the feasibility of the student's plan.

The student's mentor will also be invited to the meeting to give their account of the situation and to review the student's plan with the AAC.

At a meeting to which the student is invited, the AAC will typically review the student's background and progress to date. The mentor will then be invited to come into the room and give their summary. The AAC will ask the mentor questions at this time. The mentor is then asked to leave, and the student will be brought in for their progress summary. At this time, the student will be given the opportunity to discuss with the AAC any issues the student may want to share with the committee regarding their mentor and/or Student Advisory Committee. After the student leaves, the AAC will have a discussion on what they've heard from the mentor and student, evaluate the student's ability to successfully defend and complete the program, and decide on what action should be taken.

Following the meeting, the student and the mentor will receive a written letter with the AAC's recommendation. The student and the mentor may be asked to meet with the associate dean (and MSTP director, if applicable) to review the AAC's recommendation. The AAC may outline a strict timeline with specific milestones and deadlines that the student will be required to meet. If any one of the deadlines is not met, the student may be dismissed from the program. See policies above (Section V) on Suspension or Dismissal from the Program.

7.4) Academic Probation

A student may be placed on academic probation by the Academic Affairs Committee for any of, but not limited to, the following reasons:

- Upon receiving a grade of *Fail* in a graduate course,
- Upon receiving an *Incomplete* in one or more graduate courses in an academic year,
- Upon receiving *Incomplete* twice in the Responsible Conduct of Research course,
- Upon receiving a *Needs Improvement* or *Unsatisfactory* grade in Laboratory Rotation or Thesis Research,
- Failure of the Qualifying Exam,
- Failure to have regular Advisory Committee meetings as stipulated by the Advisory Committee Guidelines and/or as recommended by the Academic Affairs Committee,
- Failure of the Thesis Defense,
- Plagiarism,
- Failure to comply with registration or other programmatic requirements,
- Failure to progress in the thesis research,
- Following an appearance before the Academic Affairs Committee

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- For participation in actions that are not commensurate with high standards of ethical and professional scholarly conduct (see below, Standards of Ethical and Scholarly Conduct).

What happens when a student is placed on academic probation?
If a student is placed on academic probation, the student will be notified of their probationary status via a letter from the chair of the Academic Affairs Committee. The letter will be copied to the student's mentor(s), department chair, the associate dean for graduate programs, and, if applicable, the MSTP director.

The AAC may request a specific plan of action from the student, mentor, and department chair to rectify the probationary status. The student's progress will continuously be monitored by the AAC. The student on probation, along with the mentor or department chair (or designate), may be invited to participate in AAC meeting(s) at which the student's progress and plan of action will be discussed.

A student on academic probation may be blocked ("registrar's hold") from registration. In this event, the student is required to meet with the associate dean or senior academic advisor, (or MSTP director, if applicable).

A student on academic probation whose performance is not improving may be granted an academic leave of absence, may elect to withdraw completely from the program, or may be dismissed from the Graduate Division.

Removal from Academic Probation:
When the student on academic probation has satisfied the written requirements of the Academic Affairs Committee, the student will be considered to have regained "good" academic standing, as documented by a written letter from the chair of the AAC following a review of the student's progress.

7.5) Standards of Ethical and Scholarly Conduct

The associate dean may seek a recommendation from the Academic Affairs Committee to place a student on academic probation for participating in actions that are not commensurate with the high standards of ethical and scholarly conduct. According to the By Laws, the AAC reserves the right to consult the Einstein Committee on Promotions and Professional Standards in cases it perceives would benefit from objective review. If asked by the associate dean or the AAC, the Einstein Committee on Promotions and Professional Standards will review the case and present recommendations to the AAC, which may then act with or against those recommendations.

7.6) AAC Review on Research or Professional Misconduct

Either the student(s) or faculty involved in the incident or allegation may request a review by the Academic Affairs Committee in accordance with the procedure described below. Allegations that have no clear relation to academic performance or behavior may be handled directly through the associate dean, who will consult with appropriate and informed individuals and staff.

1. Allegations of research or professional misconduct are to be submitted in writing to the associate dean and must be sufficiently specific to provide a factual basis for investigation. Anonymous allegations are not acceptable.
2. A preliminary evaluation of an allegation will be made by the associate dean in consultation with the program director, and the Academic Affairs Committee chair to determine whether the allegation falls within the purview of this policy and is sufficiently substantive to warrant investigation.
3. If it is determined that a review by the Academic Affairs Committee will proceed, the student will be promptly notified in writing by the chair of the AAC of the nature and details of the allegation. The student will be advised of the procedures set forth herein and of the right to the advice of an advocate from the College of Medicine.

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4. The review of the allegations of research or professional misconduct will be promptly conducted. The associate dean may appoint an *ad hoc* subcommittee, which will report to the Academic Affairs Committee. Members of the Academic Affairs Committee for whom there exists, or is perceived to exist, a conflict of interest will be excused from the review. The *ad hoc* subcommittee shall not include any member of the faculty where any conflict of interest exists or is perceived to exist. In addition to, or alternatively, the associate dean may request a review of the case from the Medical School Committee on Promotions and Professional Standards, which may make recommendations. These recommendations are not binding and may or may not be followed by the associate dean and/or the Academic Affairs Committee in determining the final disposition of the allegation.
5. The Academic Affairs Committee (or the *ad hoc* subcommittee) will attempt to obtain written and oral evidence from all sources the AAC determines to be appropriate and that it requires to evaluate the alleged misconduct. The review is not bound by the formal rules of evidence. The accused student may examine all the evidence against him/her and respond to the evidence. The student may present the facts of his/her case, provide witnesses to testify on his or her behalf, may be advised by a person from the College of Medicine, but may not have an attorney present at the review.
6. After reviewing the evidence the Academic Affairs Committee will provide a recommendation to the associate dean, who will decide the matter and prepare a written decision. A copy of the decision will be given to the student.
7. An appeal of the decision of the associate dean may be made to the dean of the medical school in writing within fifteen calendar days.

<u>MD-PhD Students</u>

All MD-PhD students are subject to the above-described Graduate Division policies on misconduct throughout their time in the MSTP regardless of whether they are in the MD or PhD phase of the program. In the case of professional misconduct, the MD-PhD student may also be referred to the medical school's Committee on Student Promotions and Professional Standards and the associate deans of student affairs for review.

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SECTION VIII: The Student Advisory Committee (SAC) and Required Meetings

The **Student Advisory Committee Guidelines and Policy** is available in the Policy and Document Library.

SECTION IX: The Qualifying Examination

The **Qualifying Exam Guidelines and Policy** is available in the Policy and Document Library.

SECTION X: The Doctoral Dissertation, Defense, and Program Completion Requirements

The **Thesis, Defense and Program Completion Guidelines and Policy** is available in the Policy and Document Library.

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SECTION XI: Co-Curricular Activities and Attendance at Scientific Conferences

11.1) Co-Curricular Activities

Co-Curricular Activity is defined as an activity that has some educational value and relevant to the student's graduate training. Some examples of co-curricular activity include serving as a teaching assistant or tutor for a course, serving as a mentor in the summer undergraduate research programs, participating in writing internships with the office of public affairs, etc.

To participate in a co-curricular activity, the student must:

a) Be in good academic standing, i.e. not be on academic probation
b) Be making acceptable progress towards completing their thesis research, as documented by their Student Advisory Committee reports
c) Have the consent of the mentor to participate in the co-curricular activity
d) Receive approval from the associate dean (or MSTP director if an MD-PhD student)
e) International students must receive additional approval from the Office of International Services for participation in co-curricular activities.

Co-curricular activities must be approved by the associate dean, or MSTP director if applicable. *Students **must submit** a completed Request for Approval of Co-Curricular Activity Form to the Graduate Division office (Belfer 202) prior to starting any co-curricular positions*.

Co-curricular activities are expected to not significantly detract from progress in a student's thesis research and should be limited to a short duration, except in unusual circumstances. Mentor(s) reserve the right to prohibit the graduate student(s) in their lab from participating in teaching activities.

A student may be financially compensated for teaching efforts, in addition to the student stipend.

A student on an F-1 Visa must contact the Office of International Services for permission to participate in co-curricular activities.

11.2) Attendance at a Scientific Conference

Based on the availability of funds, the Graduate Division may provide shared support for student attendance at regional or national scientific meetings, *if the student is making an oral or poster presentation*. Customarily, support is divided between the student's laboratory and the Graduate Division, (and often the department) and may be used for any combination of registration fees and travel expenses. The total amount of support provided by the Graduate Division is based on the availability of funds at the time the request is received. *Student travel support is limited to one trip per year, per student*. MD-PhD students may only request support from the Graduate Division. They may not request support from the medical school.

Students must submit a completed *Request for Funds to Attend a Scientific Conference Form* to the Graduate Division office, prior to attending the conference/meeting.

11.3) Elective Externship

A student may request approval to participate in an elective externship at a Pharmaceutical/Research company. Eligibility for participation:

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- must be in the second or third year of the PhD program (or PhD phase for an MSTP student)
- must have satisfied all course and course-credit requirements
- must have successfully completed the Qualifying Examination
- must be in good academic standing
- must have full written permission from their thesis mentor

Externship qualifications:

- The elective externship must be scientifically related to the student's thesis lab/project or otherwise justified as pertaining to the student's development.
- Only one elective externship is permitted per student during their doctoral training.
- Externship must not exceed 4 months.

If the student meets the criteria noted above, the student must submit the Request for Approval of Elective Externship form to the Graduate Division office at least 3 months prior to the start of the externship. The student may not begin externship without the expressed written approval of the associate dean for graduate programs.

If externship is approved, the student will be registered for the "Elective Externship" course which will result in full-time status. This course will appear on the graduate record/transcript. At the end of the elective externship, an evaluation form must be completed and signed by the externship supervisor. A final grade of Satisfactory (S), Needs Improvement (NI) or Unsatisfactory (U) as provided by the externship supervisor will be recorded permanently on the student's graduate record/transcript.

If the externship is paid, the student's Einstein stipend will be suspended for the period of the externship. However, if the student is on the Einstein Student Health Plan, their health coverage will continue. The Graduate Division bears no financial responsibility for an elective externship.

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SECTION XII: Vacation and Leaves of Absence

Full Policy is available in the Policy and Document Library: **Student Vacation and Leaves of Absence Policy**.

Additional links:

Graduate Division academic calendar:
https://einsteinmed.edu/education/phd/academics/calendar.aspx

Graduate Division forms:
https://einsteinmed.edu/education/phd/current-students/graduate-forms.aspx

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SECTION XIII: Policies on Conduct

13.1) Policy on Research Misconduct

The Einstein College of Medicine expects that all members of the academic community will display the highest personal integrity and conduct themselves according to accepted ethical standards in every aspect of their professional lives. Dishonesty in the academic arena can neither be accepted nor ignored by students and faculty of the College and it is their joint responsibility to see that the highest standards of conduct are upheld.

The following definition of "research misconduct" from the College's Research Misconduct Policy will be used to evaluate whether a student's research activities constitute scientific misconduct.

> Research misconduct" includes fabrication, falsification or plagiarism in proposing, performing or reviewing research or reporting research results. Research misconduct does not include honest error or differences of opinion. A finding of research misconduct requires all of the following: that there be a significant departure from accepted practices of the relevant research community; the misconduct be committed intentionally, knowingly, or recklessly; and the allegation be proved by a preponderance of the evidence. Instances of research misconduct may encompass acts that could be construed as violations of federal and state penal laws.
>
> Fabrication is making up data or results and recording or reporting them.
>
> Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
>
> Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Plagiarism includes the unattributed verbatim or nearly verbatim copying of sentences and paragraphs from another's work that materially misleads the reader regarding the contributions of the author. It does not include the limited use of identical or nearly identical phrases that describe a commonly used methodology. Plagiarism does not include self-plagiarism or authorship or credit disputes, including disputes among former collaborators who participated jointly in the development or conduct of a research project. Self-plagiarism and authorship disputes do not meet the definition of research misconduct.

Instances of suspected research misconduct involving laboratory research by students will be considered in accord with the College's policy on Research Misconduct. Suspected research misconduct may also be referred by the associate dean to the Academic Affairs Committee who can request written and/or oral explanations on the matter and make recommendations to the associate dean regarding the research misconduct.

13.1.a. Responsible Conduct of Research

Every student enrolled in the Graduate Division is required to complete the NIH mandated training in the *responsible conduct of research (RCR).* The Graduate Division provides such training via RCR courses offered each year. The course is mandatory for all 1st year PhD students and 3rd year MD-PhD students. The refresher course is mandatory in the 5th year of the program for PhD students. Each student must attend every class session and every small group session in order to be certified as having completed training in the RCR. If a student misses a class or small group session, the student is required to complete make-up assignments. If these assignments are not completed, the student will receive a grade of *Incomplete (I)* and will be required to register for the course and attend the missed class and/or small group session the following Block in which the course is next offered. If a student receives consecutive grades of *Incomplete* in RCR, a final grade of Fail will be applied to the student's record and the student must repeat the course.

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13.2) Policy on Professional Misconduct

The Graduate Division requires at all times the highest standards of professional conduct. Professional misconduct includes, but is not limited to, plagiarism or cheating in academic courses offered by the Graduate Division and by the Medical School, fabrication or falsification of academic work or data, intentionally damaging or interfering in the academic activities of other members of the College of Medicine or assisting others in any of these acts and the failure to meet generally accepted standards of personal integrity and professional conduct. Inappropriate or disruptive behavior toward colleagues, faculty, or other College staff may constitute professional misconduct.

Expected professional conduct also includes respectful behavior towards others, timely responses to emails and requests for information, and other communication.

Instances of professional misconduct by students (that do not fall within the guidelines of research misconduct) will be considered in accord with the Policy on Professional Conduct. The associate dean will have primary responsibility for determining the appropriate venue for investigation of alleged misconduct and seeing that the allegations are thoroughly and fairly investigated.

A student who is unsure of whether their actions, or those of others, constitute professional misconduct should consult with their mentor, department chair, associate dean for graduate programs, or MSTP director. Ignorance of the standards of professional conduct will not exonerate a student from responsibility for their actions.

Plagiarism

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. All documents prepared as part of a student's academic, or research activities should be free of plagiarism. This includes but is not limited to written examinations in classes, Qualifying Exam proposals, thesis proposals, fellowship applications, manuscripts, and the PhD thesis. Plagiarism or cheating will may result in dismissal from the Graduate Division.

13.3) Suspension Due to Research or Professional Misconduct

In the case of serious research misconduct, professional misconduct or serious concern for the health or safety of a student or any other person or College facility, the associate dean may (upon consultation with those directors, mentors, and College officials deemed appropriate and informed) suspend a student immediately, pending further consideration by the appropriate and informed administrative staff, wherein a recommendation can be made for subsequent return to status, return to leave, or dismissal from the program.

13.4) Policy on Non-Discrimination and Anti-Harassment

Einstein prohibits discrimination on the basis of race, religion, color, creed, age, national origin or ancestry, sex, marital status, sexual orientation, gender identity and expression, physical or mental disability, pregnancy-related condition, veteran or disabled veteran status, military status, pregnancy status, genetic predisposition/carrier status, citizenship status, familial status, domestic violence victim status, prior arrest or conviction record, or any other personal characteristic protected under applicable federal, state or local law.

Reference Einstein's policy on Title IX and Sexual Misconduct Policy for more information.

The University's Title IX Coordinator should be contacted if a member of the University community or an applicant believes an act of unlawful discrimination or harassment is occurring. See Appendix VI: Student Safety and Security for contact information.

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APPENDIX I: Graduate Division Forms

The following forms are available through the Graduate Division website: (https://einsteinmed.edu/education/phd/current-students/graduate-forms.aspx)

First Year Laboratory Rotations
- Rotation Expectation Form
- Rotation Registration Form
- Health and Safety Assessment Form (OSHA)

Thesis Laboratory
- Thesis Laboratory Declaration Form
- Change of Laboratory Form

Qualifying Examination
- Form 1: Proposed Committee Members and Tentative Specific Aims
- Qualifying Exam Mentor Acknowledgement Form
- Form 2: Confirmation of Committee Members
- Form 3: Date, Time, Location of Qualifying Exam
- MS Diploma Form

Thesis Defense and Graduation
- Mentor Acknowledgement of the Thesis Document
- Thesis Defense Committee Form
- Thesis Defense Report Form
- Graduation Checklist
- PhD Alumni Form
- Honorary "Thank You" Form

Leave of Absence/Withdrawal
- Leave of Absence Form
- Return from Leave of Absence Form
- Program Withdrawal Form

Transcript/Diploma/Certification
- Transcript/Certification Letter Request Form
- Request for Duplicate Diploma Form

Additional Forms
- Course Withdrawal Form
- Request for Credit for Prior Master's Degree Form
- Transfer Credit or Course Exemption Request Form
- Request for Approval of Co-Curricular Activity Form
- Update of Current Contact Information

All other forms mentioned in these policies are available in the Graduate Office, Belfer 202, and by email request to gradregistrar@einsteinmed.edu.

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APPENDIX II: Concentration Course Requirements and Recommendations

General Graduate Division Course Requirements:

PhD students who entered the program in 2013 onward must successfully complete a minimum of 21 graduate course credits to be granted the PhD degree upon the successful defense of their thesis.

MD-PhD students who entered the program in 2013 onward must successfully complete a minimum of 18 graduate course credits to be granted the PhD degree upon the successful defense of their thesis.

All students must successfully complete the Qualifying Examination for advancement to candidacy for the PhD degree.

All students must successfully complete the NIH mandated training in the **responsible conduct of research**. Note: the RCR course *does not count* towards the required number of course credits for the program.

All students must successfully complete:

- **Quantitative Skills for the Biomedical Researcher I**
- **Quantitative Skills for the Biomedical Researcher II**

All PhD students must successfully complete the first-year course on becoming a scientist.

Each department within the Graduate Division has its own set of required or recommended graduate courses. Course credits earned by successfully completing the department-specific (or concentration-specific) courses do count towards satisfying the program course credit requirements. In addition to the concentration-specific courses, students are encouraged to take additional courses more relevant to their research interests.

Upon approval from their department chair, and associate dean, a student may be granted a course waiver from a concentration-specific required course. However, the program course/course-credit requirements must be met before a waiver may be granted. A course waiver form is required and is available in the Graduate Division office.

Concentrations:

I. Biochemistry
II. Cell Biology
III. Developmental & Molecular Biology
IV. Genetics
V. Microbiology & Immunology
VI. Molecular Pharmacology
VII. Neuroscience
VIII. Pathology
IX. PhD in Clinical Investigation (PCI)
X. Systems & Computational Biology

Please note that departments may require participation in other departmental activities, such as journal clubs, WIP (work-in-progress) seminars and retreats. Additional departmental specific information may be obtained by contacting the relevant Graduate Executive Committee representative or the Departmental Graduate Committee.

Listed below are specific concentration course requirements and recommendations. A full list of graduate courses is available in the course catalog at: https://einsteinmed.edu/sites/default/files/phd/graduate-course-catalog.pdf.

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I) Biochemistry (BC)

Requires successful completion of the following graduate course:

- Biochemistry,

Strongly recommends successful completion of one or more of the following:

- Gene Expression: Beyond the Double Helix,
- Metabolism, and/or
- Chemical Biology.

II) Cell Biology (CB)

Strongly recommends successful completion of the following graduate courses:

- Biochemistry,
- Molecular Genetics,
- Gene Expression: Beyond the Double Helix,
- Molecular Cell Biology, and/or
- Stem Cells, Development and Disease.

III) Developmental and Molecular Biology (DMB)

Requires successful completion of the following graduate courses:

PhD students:

- Biochemistry, and
- Molecular Genetics,

  And at least one of the following:
- Gene Expression: Beyond the Double Helix, or
- Molecular Cell Biology.

MSTP students:

- Biochemistry,

  And at least two of the following:
- Molecular Genetics,
- Gene Expression: Beyond the Double Helix, and/or
- Molecular Cell Biology.

IV) Genetics (GENE)

Strongly recommends successful completion of the following graduate courses:

- Biochemistry,
- Molecular Genetics,
- Gene Expression: Beyond the Double Helix, and/or
- Quantitative Skills for the Biomedical Researcher I.

V) Microbiology and Immunology (MCIM)

Requires successful completion of *at least two* of the following graduate courses:

- Biochemistry,
- Molecular Genetics,
- Gene Expression: Beyond the Double Helix, and/or
- Molecular Cell Biology.

In addition, completion of *at least one* of the following graduate courses is recommended:

- Immunology, and/or
- Viruses.

VI) Molecular Pharmacology (MP)

Strongly recommends successful completion of the following graduate courses:

- Mechanisms in Cancer Biology, and/or

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- Molecular Approaches to Drug Action and Design.

VII) Neuroscience (NS)

Requires successful completion of the following graduate course:

- Principles of Neuroscience I
- Principles of Neuroscience II

VIII) Pathology (PATH)

Requires successful completion of the following graduate course:

- Biochemistry, and
- Mechanisms of Disease.

IX) PhD in Clinical Investigation (PCI)

Requires successful completion of the following graduate courses:

All in year two:

- Clinical Research Intensive,
- Multivariable Regression, and
- Epidemiologic Research Methods.

Strongly recommended:

- Year 1: Design and Conduct of Clinical Research (strongly recommended for those without clinical research experience)
- Year 2 and beyond: Further methodologically or analytically-oriented course work specific to eachtrainee, to be determined by program directors and mentors

X) Systems and Computational Biology (SCB)

Requires successful completion of the following graduate courses:

- Introduction to Systems Biology: Theory and Case Studies, and
- Systems Biology Seminar.

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APPENDIX III: Medical Scientist Training Program (MD-PhD) Requirements

Graduate Division (PhD) Requirements

Courses

The Graduate Division Academic Calendar consists of three semesters: summer, fall and spring. Courses are offered in the summer, in Block I of the fall semester, and in Blocks II and III of the spring semester.

MD-PhD students must successfully complete a *minimum* of 18 credits of graduate courses for the PhD degree. It is expected that during the first year, MD-PhD students complete at least three-to-six course credits per course block. Students who do not want to take a graduate course during a block in their first year must obtain permission from the MSTP director.

Required Graduate Courses for MD-PhD students:

- Physiology: Membranes and Transport (year 1)
- Quantitative Skills for the Biomedical Researcher I (year 3)
- Quantitative Skills for the Biomedical Researcher II (year 3)
- Responsible Conduct of Research (year 3)

MD-PhD Elective Course:

- MSTP Thesis Mentor Reading Elective (year 2)

Note: course-credits for the following do not count towards the 18 required for the PhD degree:

- Responsible Conduct of Research

Responsible Conduct of Research: The National Institutes of Health (NIH) mandates that all predoctoral fellows in NIH supported training programs satisfy the requirement for formal training in the responsible conduct of research. All MD-PhD students must complete the *Responsible Conduct of Research* in year 3. In exceptional circumstances, and with permission from the MSTP director, this requirement may be fulfilled in year 4. Additional training to comply with the NIH requirement for periodic refresher training occurs at the MSTP retreat.

Concentration-specific Course Requirements

In addition to the Graduate Division program course requirements, MD-PhD students must complete their department or concentration-specific course requirements. (See Appendix II.) A waiver from a concentration-specific course may be obtained from the department chair.

Master's Credit

If an MD-PhD student enters the program with a Master of Science or Master of Arts degree from a relevant scientific discipline, the student may apply for "Master's credit." If the request is approved, the student will be granted three credits towards the program course credit requirement; the student must successfully complete 15 course credits to satisfy the program course requirements. A student may apply for Master's credit by completing and submitting to the Graduate Division office the Request for Credit for Prior Master's Degree Form. Appropriate documentation of conferral of the Master's degree is required with submission of the form.

Course Exemptions and Transfer of Credit

An MD-PhD student may be granted exemption for graduate course(s) if they have successfully completed *similar* graduate course(s) in their previous training. The determination of whether to grant an exemption for graduate level courses taken at other institutions (including courses taken at foreign institutions) will be decided by the associate dean or program director, who acts upon the recommendation of the course leader for which exemption is being

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sought. An exempted course is not counted towards the minimum required course credit of 18 and therefore, another graduate course must be taken in its place.

Transfer credit may be granted for graduate course(s) taken at a prior institution if that course is *deemed equivalent* to a current Einstein graduate course as recommended by the current graduate course leader. *No more than two graduate courses can be approved for "transfer credit"* and no additional credit will be applied if the student is afforded the "Master's credit." (In this case, only exemptions apply.)

An MD-PhD student wishing to receive credit for graduate courses taken at another institution while enrolled as an Einstein student must receive the written approval of the program director and the associate dean. Note: the maximum number of graduate courses that can be taken outside the College of Medicine and funded by the Graduate Division is limited to two per student. Credit hours for no more than two outside courses may be used toward satisfying the course credit requirements.

To apply for a course exemption or transfer credit, the student must present the syllabus and related course information, for the course leader to determine equivalency. The student must present evidence of successful completion of the course requirements (i.e., an official grade on their transcript) to receive an exemption or transfer credit.

Laboratory Rotations

The goal of laboratory rotations is to identify a mentor(s) in whose research group the student will perform their thesis research project. An MD-PhD student will generally perform one laboratory rotation during the summer prior to their first year in the MSTP. An additional rotation (or two) will be performed during the summer between the first and second year in the program. With permission from the MSTP director, an MD-PhD student may perform the rotation(s) between the first and second year in the same lab as their first rotation if the student plans to perform their thesis research with that mentor. All MD-PhD students must perform at least one laboratory rotation. In rare cases, with permission of the MSTP director, an MD-PhD student may perform an additional rotation following completion of the second year and the USMLE Step 1 exam. MD-PhD students must obtain permission from the MSTP director for their laboratory rotation choices.

Thesis Laboratory and Concentration Declaration

MD-PhD students must obtain permission from the MSTP director prior to declaring a thesis laboratory. An MD-PhD student must satisfy all the requirements of their declared department/concentration, including course requirements, and other departmental activities as stipulated by the department. To declare a thesis lab, submission of the MSTP Laboratory Declaration and OSHA forms are required.

Qualifying Examination

MD-PhD students are expected to take the Qualifying Exam during the third year on the program with the same deadlines and requirements as all students in the Graduate Division. See Section VIII: The Qualifying Examination.

Doctoral Thesis Defense

An MD-PhD student must have successfully defended their PhD Thesis before the student will be certified to go onto the clinical part of their training. See Section X: The Doctoral Dissertation, Defense, and Program Completion Requirements. Under extremely rare circumstances, exceptions to this rule may be obtained from the MSTP director with the approval of the associate dean for graduate programs.

The PhD degree is officially awarded on the same date as the MD degree.

MD Course Requirements

MD-PhD students are expected to take the USMLE Step 1 exam by the medical school mid-February deadline. They also must take the Transition to Clerkship course. MD-PhD students may perform one clinical clerkship before

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starting their PhD thesis research. MD-PhD students may delay taking the USMLE Step 1 exam until after completion of the Transition to Clerkship course only with permission of the MSTP director and the Office of Student Affairs.

MD 3rd and 4th Year Clerkships and Sub-internships
MD-PhD students must complete clinical clerkships in Internal Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery before the ERAS submission deadline. MD-PhD students must also complete two months of acting-internships. MD-PhD students may do clinical electives prior to completing the required clerkships. MD-PhD students may complete the Neurology/Service Learning clerkship after the ERAS submission deadline. They only need to do the two-week integration block in the six-week Selective A/Selective B/Integration clerkship. The PhD thesis replaces the medical school required Scholarly Paper.

MSTP – Program Requirements and Expectations

Predoctoral Fellowship Application
All students in the MSTP are expected to apply for a predoctoral fellowship before they complete their 48th month in the program. In general, this should be an application for an NIH F30 or F31 fellowship, but it could also be a foundation fellowship. In extenuating circumstances, exemptions from this requirement can be made by the MSTP director.

MSTP Retreat
MD-PhD students must attend the MSTP retreat unless granted an exemption by the MSTP director. The medical school Office of Student Affairs will arrange for MD-PhD students to be excused from medical school classes and clinical activities to attend the retreat.

Required MSTP Conference Attendance

- Incoming first year MSTP students must attend the MSTP Summer Series Seminars
- First year MD-PhD students are expected to attend Friday lunches with the MSTP director
- All MD-PhD students are welcome to attend the monthly Clinical Pathological Conferences and Career Seminars. All fourth year MD-PhD students must attend the Clinical Pathological Conferences. All fifth-year students must attend the Career Seminars
- If unable to attend a required session, students must contact the supervising program faculty member.

Bylaws and Policies Applicable to MSTP Students
All applicable rules, requirements, standards of professionalism, academic integrity, and performance expectations of both the medical school and Graduate Division apply to MD-PhD students throughout their time in the MSTP. Throughout their time in the MSTP, students are subject to both the Graduate Division Academic Policies and Guidelines, and to the medical school Policy for Student Monitoring by the Committee on Student Promotion and Professional Standards regardless of which phase of the program they are in.

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APPENDIX IV: AAMC's Compact Between Biomedical Graduate Students and Their Advisors

AAMC: Association of American Medical Colleges

These guiding principles, known as the *Compact Between Biomedical Graduate Students and Their Research Advisors*, are intended to support the development of a positive mentoring relationship between the pre-doctoral student and their research advisor. A successful student-mentor relationship requires commitment from the student, mentor, graduate program, and institution. This document offers a set of broad guidelines which are meant to initiate discussions at the local and national levels about the student-mentor relationship.

The Compact was prepared by the AAMC Group on Graduate Research, Education, and Training (GREAT) and is modeled on the AAMC Compact Between Postdoctoral Appointees and Their Mentors, available at www.aamc.org/postdoccompact. Input on this document was received from the GREAT Group Representatives and the members of the AAMC governance. The document was endorsed by the AAMC Executive Council on September 25, 2008. In 2016, a team consisting of representatives from the GREAT Group and the AAMC Council of Faculty and Academic Societies (CFAS) reviewed and updated the document.

The Compact is available on the AAMC Web site at: https://www.aamc.org/initiatives/research/gradcompact/

Compact Between Biomedical Graduate Students and Their Research Advisors

Predoctoral training entails both formal education in a specific discipline and research experience in which the graduate student trains under the supervision of one or more investigators who will mentor the student through graduate school. A positive mentoring relationship between the predoctoral student and the research advisor is a vital component of the student's preparation for future careers and mentoring roles.

Individuals who pursue a biomedical graduate degree are embarking on a path of lifelong learning and are therefore expected to take responsibility for their scientific and professional learning and development from the onset. Graduate students must be in charge and take ownership of their progress through the graduate program. This means seeking guidance on and knowledge about course requirements and program requirements, policies, and procedures. Students must also commit to working on an individual development plan. Faculty members who advise students— with the backing of the graduate program and institution—are expected to fulfill the role of mentor, which includes providing scientific training, guidance, instruction in the responsible conduct of research and research ethics, and financial support. The faculty advisor also serves as a scientific and professional role model for the graduate student. In addition, the advisor offers encouragement as the graduate student prepares an individual development plan and facilitates the experiences and professional skills development essential for a broad set of career paths.

Core Tenets of Pre-Doctoral Training

Institutional Commitment

Institutions that train biomedical graduate students must be committed to establishing and maintaining rigorous graduate programs with the highest scientific and ethical standards. Institutions should work to ensure that students who complete their programs possess the foundational knowledge, skills, and values that will allow them to mature into scientific professionals of integrity. They should have oversight of the graduate curricula, length of study, stipend levels, benefits, career guidance, grievance procedures, and other matters relevant to the education of biomedical graduate students (e.g., consideration of, preparation for, and exposure to various career paths). Institutions should recognize and reward their graduate-training faculty. With changing and diversified biomedical workforce needs, institutions should recognize the necessity of faculty development around multiple career paths

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for trainees and provide opportunities for faculty to acquire such skills and experiences. Additionally, institutions should also foster an environment that is diverse and inclusive.

Program Commitment
Graduate programs should establish training that prepares students with broad and deep scientific knowledge and the technical, professional, and leadership skills necessary for a successful career in the biomedical sciences. Programs should closely monitor the progress of graduate students during their course of study by establishing milestones and clear parameters for outcomes assessment, as well as maintain and make available career outcomes data.

Quality Mentoring
Effective mentoring is crucial for graduate school trainees as they begin their scientific careers. Faculty mentors must commit to dedicating substantial time to the scientific, professional, and personal development of the graduate student. Whether a faculty member acts as the primary research advisor or sits on a student's advisory committee, a relationship of mutual trust and respect between mentor and graduate student is essential for healthy interactions and to encourage individual growth. Effective mentoring should include teaching the scientific method, providing regular feedback in the form of both positive support and constructive criticism to foster individual growth, teaching the "ways" of the scientific enterprise, and promoting careers by providing or directing students to appropriate opportunities. The best mentors are careful listeners who actively promote and appreciate diversity. They possess and consistently maintain high ethical standards, acknowledge and recognize the contributions of students—in publications and intellectual property, for example—and have a record of research accomplishments and financial support. Finally, it should be recognized that mentoring does not end with a student's completion of the graduate program but continues throughout the student's professional life.

Skill Sets and Counseling for a Broad Range of Career Choices
The institution, training programs, and mentor should provide training relevant to a broad variety of careers that will allow graduate students to appreciate, navigate, discuss, and develop career choices. Effective and regular career guidance activities should be offered.

Commitments of Graduate Students

- **I acknowledge that I have the primary responsibility for the successful completion of my degree**. I will be committed to my graduate education and will demonstrate this by my efforts in the classroom, the research laboratory, and all other related academic and professional activities. I will maintain a high level of professionalism, self-motivation, initiative, engagement, scientific curiosity, and ethical standards, including complying with institutional and research group standards for contributing to an inclusive research environment.

- **I will meet regularly with my research advisor to provide updates on the progress and results of my course work, research, and professional and career development activities**.

- **I will work with my research advisor to develop a thesis/dissertation project**. This will include establishing a timeline for each phase of my work. I will strive to keep engaged with the work, discuss experimental findings and any pitfalls, and meet the established goals and deadlines.

- **I will work with my research advisor to select a thesis/dissertation committee**. I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will discuss my progress to date and be responsive to the advice and constructive criticism from my committee.

- **I will be a good lab citizen**. I agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel. I will be an active contributing member to all team efforts

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and collaborations and will respect individual contributions. I will also contribute to an environment that is safe, equitable, and free of harassment.

- **I will maintain detailed, organized, and accurate research records**. **With respect to data ownership, I acknowledge that original notebooks, digital files, and tangible research materials belong to the institution and will remain in the lab when I finish my thesis/dissertation so that other individuals can reproduce and carry on related research, in accordance with institutional policy**. Only with the explicit approval from my research mentor and in accordance with institutional policy may I make copies of my notebooks and digital files and have access to tangible research materials that I helped to generate during my graduate training.

- **I will discuss policies on work hours, medical leave, and vacation with my graduate program and research advisor**. I will consult with my advisor in advance of any planned absences and apprise my advisor of any unexpected absences due to illness or other issues.

- **I will discuss policies on authorship and attendance at professional meetings with my research advisor**. I will work with my advisor to disseminate all relevant research results in a timely manner before completion of all degree requirements.

- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution**. I will commit to meeting these requirements in the appropriate time frame and will abide by all institutional policies and procedures.

- **I will attend and actively participate in laboratory meetings, seminars, and journal clubs that are part of my educational program**. To enhance research, leadership, and additional professional skills, I will seek out other enrichment opportunities, such as participation in professional organizations and meetings, student representation on institutional committees, and coordination of departmental events.

- **I will be knowledgeable of all institutional research policies**. I will comply with all institutional laboratory safety practices and animal-use and human-research policies. I will participate in my institution's Responsible Conduct of Research Training Program and practice the guidelines presented therein while conducting my research. I will also seek input on and comply with institutional policies regarding my research design and data analysis.

- **I acknowledge that I have the primary responsibility for the development of my own career**. I recognize that I need to explore career opportunities and paths that match and develop my individual skills, values, and interests to achieve my desired career goals. I understand that there are tools such as the individual development plan that I should use to help me define my career goals and develop my training plan. I will seek guidance throughout my graduate education from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources that can offer advice on career planning and the wide range of opportunities available in the biomedical workforce.

Commitments of Research Advisors

- **Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful**. I will foster the graduate student's professional confidence and encourage intellectual development, critical thinking, curiosity, and creativity. I will continue my interest and involvement as the student moves forward into a career.

- **I will be committed to meeting one-on-one with the student on a regular basis. I will regularly review the student's progress and provide timely feedback and goal-setting advice**.

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- **I will be committed to the graduate student's research project**. I will work with the student to help plan and guide the research project, set reasonable and attainable goals, and establish a timeline for completion of the project.

- **I will help the graduate student select a thesis/dissertation committee**. I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review and discuss the graduate student's progress and future directions. I understand that the function of this committee is to help the student complete the doctoral research, and I will respect the ideas and suggestions of my colleagues on the committee.

- **I will provide an environment that is intellectually stimulating, emotionally supportive, safe, equitable, and free of harassment**.

- **I will demonstrate respect for all graduate students as individuals without regard to gender, race, national origin, religion, disability or sexual orientation, and I will cultivate a culture of tolerance among the entire laboratory**.

- **I will be committed to providing financial resources, as appropriate and according to my institution's guidelines, for the graduate student to conduct thesis/dissertation research**. I will not require the graduate student to perform tasks that are unrelated to the training program and professional development.

- **I will expect the graduate student to share common laboratory responsibilities and use resources carefully and frugally**. I will also regularly meet with the graduate student to review data management, storage, and record keeping. I will discuss with the student intellectual policy issues regarding disclosure, patent rights, and publishing research discoveries.

- **I will discuss with the graduate student authorship policies regarding papers**. I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will provide assistance in getting the student's work published in a timely manner.

- **I will be knowledgeable of and guide the graduate student through the requirements and deadlines of the graduate program and the institution, as well as teaching requirements, if any, and human resources guidelines**.

- **I will encourage the graduate student to attend and present their research at scientific/professional meetings and make an effort to secure and facilitate funding for such activities. In addition, I will provide opportunities for the student to discuss science and their research findings with colleagues and fellow scientists within the institution and broader scientific community—for example, at lab meetings, research days, and seminars**.

- **I will promote the training of the graduate student in professional skills needed for a successful career. These skills include but are not limited to oral and written communication, grant writing, management and leadership, collaborative research, responsible conduct of research, teaching, and mentoring**. I will encourage the student to seek opportunities to develop skills in other areas, even if not specifically required by the student's program. I will also encourage the graduate student to seek input from multiple mentors.

- **I will create an environment in which the student can discuss and explore career opportunities and paths that match their skills, values, and interests and be supportive of their career path choices**. I will be accessible to give advice and feedback on career goals. I will work with the student on an individual development plan to help define career goals and identify training milestones. I will provide letters of recommendation for the student's next phase of professional development.

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APPENDIX V: Student Resources and Support

A) Student Health and Mental Health

Academic Support and Counseling

The Office of Academic Support and Counseling (OASC) provides students with a variety of support services including academic support and personal counseling. The Einstein support team incorporates both a professional component run through the OASC and a student-run peer mentoring system for both the medical and graduate programs. This allows for all students to access the guidance and help they need while here at Einstein.

For more information on the services provided by OASC, visit:
https://einsteinmed.edu/education/life-einstein/for-students/student-support-offices/academic-support-counseling

Special Accommodations: A student who requires special accommodation for exams or other required work must present appropriate documentation to the Office of Academic Support and Counseling (OASC). The documents will be reviewed and, if approved, notification will be sent to the associate dean. The student and course leader(s) (for courses in which the student is registered) will then be notified by the associate dean. See Appendix VII for links to the Student Disability Accommodation Policy and Request Form.

Personal Counseling

The Office of Academic Support and Counseling (OASC) offers a private and safe environment to discuss academic and emotional issues that may affect a student's well-being and progress through graduate school. The OASC also offers students a place to relax if feeling "just stressed out." The personal counseling services provided by the OASC cover a vast spectrum. The OASC encourages students to make an appointment to discuss their particular issues and access needed resources. Students can discuss the source of stress, express concerns, vent frustrations, and obtain a referral if desired.

Einstein Student Mental Health Center

Students and post-docs may contact the center for appointments at (718) 839-7400 or email Dr. Joseph Battaglia at joseph.battaglia@einsteinmed.edu.

Operating Hours: Monday through Friday, 8:00am to 5:00pm; open until 7:00pm on Wednesday.
The center is located in the psychiatry suite on the 4th floor of the Van Etten Building.

For non-life threatening emergencies, contact the Montefiore Psychiatric Emergency Department at 718-920-7460 to be directed to a directed to a psychiatry resident.

For more information on the Einstein Student Mental Health Center, visit:
https://einsteinmed.edu/education/life-einstein/for-students/health-wellness/student-mental-health-center.

Einstein Student Health Service

Einstein Student Health Service in partnership with Montefiore Health System is committed to providing accessible, compassionate and high-quality care that meets the unique health care needs of our students. Their services are in alignment with the mission to educate and help enhance students' personal and professional development. The goal is to serve as your primary resource for occupational health, mental health and primary care so that you can be at your best and flourish while at Einstein. For more information visit:
https://einsteinmed.edu/education/life-einstein/for-students/wellmed-health-wellness/student-health-center.

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WellMed Student Wellness Program
WellMed's goal is to provide opportunities for students to adopt habits and attitudes that will contribute to their balance and well-being. By focusing on wellness during the formative years of medical and graduate school, students can become better healers, scientists, and role models for their patients and teams.
For more information visit: https://einsteinmed.edu/education/life-einstein/for-students/wellmed-health-wellness.

B) Disabilities and Accommodations

It is the policy of Einstein to provide reasonable accommodation(s) for students with appropriately diagnosed and documented disabilities, provided that such accommodation does not change the fundamental nature of the educational program or adversely affect the safety of fellow trainees, faculty, staff or patients. In seeking accommodations of any type for any reason(s) (disability-related or otherwise), students are required to provide the required background data and consent access to same.

Please note that an accommodation is not retroactive and does not exempt a student from completing the requirements of the PhD or MD-PhD program.

Reference the Student Disability Accommodation Policy for further information.

Student Disability Accommodation Request Form

C) Confidential Advice from Faculty

Advisory Council of Elders (ACEs)
The Advisory Council of Elders is made up of graduate faculty dedicated to providing confidential advice to graduate students on matters related to the graduate student experience. Graduate students may contact any member of ACEs or may request a meeting with the group for more complicated situations.

Everything is confidential. ACEs will never share anything unless the student gives permission to do so. The ACEs are here to help!

Contact information:

Dr. Joan Berman	joan.berman@einsteinmed.edu	Forchheimer 727
Dr. Robert Coleman	robert.coleman2@einsteinmed.edu	Forchheimer 628
Dr. Andreas Jenny	andreas.jenny@einsteinmed.edu	Chanin 516
Dr. Peri Kurshan	peri.kurshan@einsteinmed.edu	Kennedy 810
Dr. Michelle Larsen	michelle.larsen@einsteinmed.edu	Forchheimer 723
Dr. Julie Secombe	julie.secombe@einsteinmed.edu	Ullmann 809

The Ombuds Program
The Ombuds Committee at Einstein is a group of individuals committed to providing an informal, impartial, open-minded and supportive ear for Einstein students to voice and be heard with respect to their concerns and complaints about their learning environment and interactions with their teachers, the clinical and laboratory staff.

Students who submit reports to the Ombuds panel should feel safe that their complaints are confidential without risk of retaliation. To make a report, visit the Mistreatment Reporting Site of the Albert Einstein College of Medicine.

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D) Tutoring

The Graduate Division provides tutoring services to graduate students as needed. Tutoring is arranged through the Graduate Division office (Belfer 202).

E) D. Samuel Gottesman Library

https://library.einsteinmed.edu/home

The D. Samuel Gottesman Library is a comprehensive research and educational resource for students, faculty and staff, offering an extensive collection of printed material, e-books, e-journals, and databases. Printers, scanners, public computers, and stations for charging mobile devices are available for use. A full list of the library's resources is available on its website.

Instruction Sessions and Workshops
The library regularly schedules workshops for students. These workshops are announced and posted on the Library's events calendar.

Author's Toolkit
For information on use and citation of scientific references and other helpful resources relevant to scientific writing, please visit https://library.einsteinmed.edu/thesis.

F) Graduate Office

The Graduate Division provides diverse resources in serving our students. The associate dean, faculty advisors, and program directors are available by appointment. Contact information is as follows:

Dr. Julie Secombe, *Associate Dean for Graduate Programs*
Office Phone: (718) 430-2698 | Email: julie.secombe@einsteinmed.edu

Dr. Myles Akabas, *Director of the Medical Scientist Training Program*
Office Phone: (718) 430-3360 | Email: myles.akabas@einsteinmed.edu

Dr. Anita Autry, *Assistant Dean for Graduate Student Academic Success*
Office Phone: (718) 430-2370 | Email: anita.autry@einsteinmed.edu

Mr. Salvatore Calabro, *Assistant Dean for Graduate Student Affairs*
Office Phone: (718) 430-4046 | Email: salvatore.calabro@einsteinmed.edu

Dr. Joan W. Berman, *Senior Academic Advisor to the Graduate Division*
Office Phone: (718) 430-2587 | Email: joan.berman@einsteinmed.edu

Dr. Michelle Larsen, *Faculty Advisor to First-Year PhD Students*
Office Phone: (718) 430-3489 | Email: michelle.larsen@einsteinmed.edu

Ms. Kamala S. Lusk, *Senior Director, Academic Operations, and Graduate Registrar*
Office Phone: (718) 430-8682 | Email: kamala.spencer@einsteinmed.edu

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APPENDIX VI: Career and Professional Development Program

https://einsteinmed.edu/education/career-professional-development

The Einstein Career and Professional Development (CPD) program offers year-round career coaching and programming to support career exploration, career management, and professional development for all scientific trainees at Einstein, including PhD students and postdoctoral research scholars, to enable them to become leaders in and beyond academia. This program provides a variety of opportunities to explore options, learn how to manage their own careers, and develop professional skills, including:

- one-on-one career coaching and advising,
- monthly events featuring speakers and panels representing a wide variety of career options,
- frequent workshops to hone practical career skills,
- free access online career development resources, including BioCareers, Interview Stream, and College Central Network, myIDP.

The mission of the Career and Professional Development program is two-fold:

- to provide programs and services to assist graduate students and postdoctoral researchers in discovering and clarifying career choices, and to aid them in learning how to manage their careers effectively.
- to help graduate students and postdoctoral researchers at Einstein build a professional skill set that enables them to become world leaders in careers in and beyond academia.

Contact:
Career and Professional Development for Graduate Students and Postdocs
Albert Einstein College of Medicine
1300 Morris Park Avenue, Belfer Bldg., Room 112, Bronx, NY 10461
Phone: (718) 430-8696; career.development@einsteinmed.edu

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APPENDIX VII: Student Safety and Security

A) Security

https://einsteinmed.edu/administration/security-transportation

The Office of Security and Transportation strives to maintain the Einstein campus as a secure place for work and study.

The security desk in the Forchheimer lobby operates 24 hours, 7 days a week, and can be reached at (718) 430-2019. The main Security Office is located in the Forchheimer building, Room G9 and can be reached during normal business hours at (718) 430-2180. In case of emergencies, call 911.
To contact the local police precinct (49th Precinct) dial (718) 918-2000.

Helpful links regarding safety and security are available online (see link above).

Security Policy and Procedures:
https://einsteinmed.edu/administration/security-transportation/security-policies-procedures

B) Department of Human Resources and Title IX

https://einsteinmed.edu/administration/human-resources/

Mission: Delivering innovative HR solutions in support of the College's mission and that attract, develop, retain and engage a high-performing diverse workforce that advances research, education and the health of the communities we serve.

Title IX of the Education Amendments of 1972 (Title IX) prohibits sex (including pregnancy, sexual orientation, and gender identity) discrimination in any education program or activity receiving federal financial assistance. Review Einstein's policy on Title IX Sex-Based Misconduct, Sex Discrimination and Harassment Policy for guidelines and procedures. The policy also includes information relating to Sexual Harassment, Sexual Abuse/Assault, Stalking, Domestic Violence and Dating Violence.

Any questions regarding the Non-Discrimination policies may be directed to Einstein's Title IX Coordinator/Vice President for Human Resources.

Title IX Coordinator
Yvonne M. Ramirez, *Vice President of Human Resources*
1300 Morris Park Avenue, Belfer Bldg., Room 1209
Bronx, New York 10461
Office Phone: (718) 430-2541; yvonne.ramirez@einsteinmed.edu

C) Report a Bias Incident or Student Mistreatment

A bias incident targets an individual based on their age, color, religion, disability (physical or mental), race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status, or veteran status, as identified in the student code of conduct.

Einstein is committed to maintaining a safe and supportive academic environment that is free of all mistreatment, including intimidation, disrespect, belittlement, humiliation, and abuse. Einstein has therefore adopted a policy of

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zero tolerance regarding the mistreatment of students, trainees, and postdoctoral fellows and ensure that those responsible for mistreatment receive disciplinary or other appropriate corrective action.

To make a report, visit the Mistreatment Reporting Site of the Albert Einstein College of Medicine.

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APPENDIX VIII: Additional Policies

Einstein policies (including those listed below) are available on the Einstein Intranet in the Document Library: https://intranet.einsteinmed.edu/document-library/ or https://powerdms.com/home

Drug and Alcohol Policy

Family Education Rights and Privacy Act (FERPA)
Graduate Student and Research Trainee Mistreatment Policy
Intellectual Property and Licensing Agreements
Missing Student Policy
Policy and Procedures Addressing Title IX and Other Sexual Misconduct
Record Retention and Disposal Policy
Request to Prevent Disclosure of Directory Information (Form)
Request to Review Educational Record
Research Misconduct Policy
Service and Assistance Animals Policy
Student Disability Accommodation Policy
Use of Copyrighted Materials
Use of Social Media Policy

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