

# **SCHOOL OF GRADUATE STUDIES**

## ACADEMIC STANDARDS

Graduate degrees are awarded by the State University of New York. A student is proposed for the degree by the faculty of his or her respective graduate program following certification that the student has fulfilled all general and specially designated requirements of the program. Admission of students, continuation or cancellation of registration, appointment of the Thesis Advisory Committee and recommendation for awarding of degrees are the concern of the faculty acting through the dean.

The State University of New York acting through its Provost of Graduate Education and Research, and its Graduate Council approves overall program coverage and establishes basic regulations and procedures.

### Residence Requirements

A year of residence is defined as registration and full-time participation in program activities, including coursework and research, for the entire year. A minimum of two years residence in the School of Graduate Studies is required for the doctorate. Ordinarily, completion of PhD requirements will take four years or longer.

A program may require a student under its sponsorship to carry a full-time schedule during each academic year until the total number of credits required for the degree is completed. "Full-time" is defined by the State University as a minimum of nine credits per semester before Certification of Candidacy for the Doctorate, and as few as one credit per semester following candidacy (satisfactory completion of the qualifying exam).

### Tuition and SUNY tuition scholarship

Students are required to apply for New York State Residency as soon as they are eligible. Once a student has become a New York State resident, the tuition scholarship will be provided at in-state rates only, from then onward. In addition, all residents of New York State must file applications yearly to New York's Tuition Assistance Program (TAP) in order to be eligible for the tuition scholarship provided by the Graduate School. For students in the MD/PhD program who are not New York State residents, the MD/PhD program will waive your tuition at out-of-state rates for the first year only. After that, your tuition waiver for the COM and the School of Graduate Studies will be at the in-state rate.

### Communications with the Graduate Office

All students are required to access their local Downstate e-mail on a regular basis for information from the Graduate School. E-mail is the primary means used in the School of Graduate Studies for communication.

All foreign student must notify the Graduate School as well as the INS of any change of address within 10 days of moving; all other students must report any change of address at least at each registration.

Foreign non-matriculating students must present visa documentation to the Graduate School registrar each semester at registration.

### Student Curricula

Students plan their curricula in consultation with their program faculty and research advisor. In addition to the program requirements and graduate school requirements listed in the college bulletin, courses may be required on an individual basis. The first year of study toward the doctoral degree is considered probationary and during this time the faculty of the program evaluates the student's capacity for continuance.

A rapidly expanding body of knowledge characterizes contemporary biomedical science, and the curriculum is likely to change repeatedly during a student's tenure in the School of Graduate Studies.

### Course Requirements

Courses approved for graduate credit are listed in the college bulletin. Other courses may also be approved for graduate credit, provided that prior approval is obtained from the student's program director and the office of the Dean, and provided that the course conforms to standards for graduate level instruction.

The unit of credit is defined as one contact hour, or two laboratory hours weekly for approximately twelve weeks.

### Cancellation of Course Registration

A graduate student may cancel registration for a course in progress with the approval of the student's program director and research sponsor (if one has been designated). Written approval for cancellation of course registration must be submitted to the course director and the Dean of the School within the first six weeks of the beginning of the course. Withdrawal later than six weeks after the beginning of a course but before the final examination will result in a record of "W" on the transcript.

### Degree Requirements and Academic Standards

To receive a Doctor of Philosophy degree, in either Molecular and Cellular Biology, Neural & Behavioral Science or Biomedical Engineering, the student must earn a minimum of 46 course credits. The academic program for each degree is determined by each Program.

Comparative course grades, in the order of value (4,3,2,1,0) are: A, B, C, D, and F. + and - contribute  $\pm 0.3$  points to the grade; there is no A+. In any course in which no comparative grade is given, designations "S" (Satisfactory) or "U" (Unsatisfactory) are used. "S" or "U" may be used for courses with 2 or fewer credits. A grade of "B" or better or an "S," must be obtained for credit in all required courses taken in a student's sponsoring program. For the purpose of calculating a grade-point average, an "S" has a value of 3 in required program courses.

A conditional grade may be given at the discretion of the course director if there is a failure of part of a course that requires remedial work. The student must have performed well in other segments of course to warrant a passing grade upon successful remediation of a segment of a course. Course directors have the option to not use the conditional grade; students are notified of course grading policies at the beginning of each course. A conditional grade will be indicated on the transcript with an asterisk (conditional grade, post-remediation).

Continuing registration of graduate students from term to term is contingent on satisfactory academic performance and satisfactory progress toward the degree. Students are expected to maintain a "B" average in courses within their own program to remain in good academic standing. Even when they must retake a program course for which they received a grade lower than "B" their GPA must be "B" in program courses. A grade of "C" or better is required for graduate credit in other courses. Students must maintain an overall average of at least a "B-" ( $\geq 2.7$ ). If their average falls below a "B-", students will be considered on academic probation; a student cannot be on academic probation for more than two semesters, sufficient time to remediate a low grade. Special consideration will be given if the course in question is given every other year. Satisfactory progress toward degree implies timely completion of required course work and Graduate School Requirements as stated in the table below. Failure to meet the following timetable of Graduate School Requirements may result in being placed on academic probation.

TIMETABLE	
GRADUATE SCHOOL REQUIREMENT	DEADLINE
selection of thesis laboratory after at least two lab rotations	second academic year

passing the comprehensive examination	fifth semester (1 <sup>st</sup> semester of the 3 <sup>rd</sup> academic year), earlier at the discretion of the program
formulation of thesis advisory committee	third year, earlier at the discretion of the program
presenting a thesis proposal	fourth academic year, earlier at the discretion of the program
predefending and defending the thesis	sixth academic year

Students who fail to propose by the end of their fourth year will be reviewed at that time and annually until their proposal is presented. In addition, the program faculty may at any time recommend to the Dean that a student be refused further registration or be allowed to register only for a less advanced degree.

#### Reexamination Policy

In general, special requirements and policies on reexamination are announced by the course director(s) at the beginning of the course. The graduate faculty is under no obligation to allow reexamination following an unsatisfactory performance by a student.

Students who have not achieved satisfactory academic performance in basic science courses offered by the College of Medicine may, at the request of the sponsoring program, be allowed the option of reexamination during the same academic year.

#### Auditing of courses

There is no special provision for auditing, *but* graduate students may attend lectures with the approval of the course director.

#### Student Access to Records

The School of Graduate Studies is in full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students access to their educational records. Students can arrange to review their records by contacting the Graduate Office.

#### Leave of Absence

A student in good standing may request a leave of absence for not more than one year. If the leave is granted, the Office of the Dean will indicate the conditions for readmission.

#### Stipend Policy

Those doctoral students who receive stipends are appointed for a 12-month renewable term contract as teaching assistants. The only duties of a Teaching Assistant in the School of Graduate Studies at SUNY Brooklyn are to remain in good academic standing. The Graduate School set a stipend level for such teaching assistants that consists of a base salary plus discretionary compensation. (In academic year 2006-2007, the minimum stipend for PhD students and for MD/PhD students in the pre-clinical years is \$25,000 and the maximum stipend is at \$27,645). PhD student stipends are paid from the Graduate School budget for years one and two. The thesis sponsor is obliged to contribute 100% of the stipend from the time that their PhD student enters the 3rd year and from when their MD/PhD student registers for the 1st year in the Graduate School. The faculty stipend contribution continues until the MD/PhD student rejoins the medical school. Acceptance by the Graduate School of advanced academic standing may change this formulation. If a student's thesis advisor loses funding during the course of a student's satisfactory progress toward degree, the Graduate School will find funds to support the student until the faculty member's research funding is restored. However, for PhD candidates, the Graduate School has no

obligation to continue stipend support from its funds beyond six years of matriculation in the Graduate School. For MD/PhD candidates, the Graduate School has no obligation to continue stipend support from its funds beyond seven years. In the clinical years of the MD/PhD program, the stipend is guaranteed to be within 20% of the current minimum PhD stipend.

As in academic matters, students may appeal the duration of Graduate School stipend support to the Committee of the Faculty of the Graduate School for its recommendation to the Dean.

#### Curricular Requirements

All students are currently required to take Responsible Conduct in Research (Ethics) and the Program Seminar Series. In addition, the following are the mandatory courses for the Molecular and Cellular Biology (MCB) and Neural and Behavioral Science (NBS) Programs:

Molecular and Cellular Biology	Neural and Behavioral Science
Molecular and Cellular Biology I	Introduction to Cellular and Molecular Neuroscience
Biochemistry	Biochemistry
Molecular and Cellular Biology II	Medical Neuroscience (including lab component)

Requirements for the Biomedical Engineering program vary with the student's entering academic background.

Tutorials in graduate statistics related to specific thesis projects may be arranged.

#### Teaching Requirement

All matriculating graduate students in MCB and NBS and all MD/PhDs are required to teach in an approved University course for one year. Teaching a total of 50 hours satisfies this requirement. MD/PhDs are required to fulfill this requirement uncompensated in the College of Medicine.

#### Certification of Candidacy for the Doctorate

A student is certified as a candidate for the doctorate by the Office of the Dean following completion of the following requirements: a) removal of all entrance contingencies; b) completion of at least two years in residence; c) passing of the comprehensive examination.

Candidates may complete work leading to a degree any time during the academic year, and may be certified for the doctorate as of the date at which they have fulfilled all program requirements and completed and satisfactorily defended a dissertation. However, the candidate must complete these requirements for the degree by April 15 (or the Monday following this date if the 15<sup>th</sup> is on a weekend) in order to be included among the list of graduates at annual Commencement when degrees are formally conferred. The final, approved copy of the dissertation must be in the Office of the Dean by May 1<sup>st</sup> in order for the student to graduate in the May Commencement. Students who fulfill these requirements after the dates outlined here will receive a diploma dated the end of that calendar year.

### **GUIDELINES FOR QUALIFYING FOR PhD CANDIDACY, PROPOSAL AND DEFENSE OF THESIS**

#### 1. QUALIFYING EXAMINATION

A qualifying examination, administered by the graduate faculty of the program, must be passed in order to be admitted to candidacy for the degree of Doctor of Philosophy. The purpose is to gauge the scope and depth of knowledge in the chosen field of study before a full commitment is given to independent research. The

Graduate School requires the examination be taken by the end of the fifth semester of residence; program requirements may be earlier. The exam must be passed prior to presentation of a thesis proposal. The particular examination will be designed by the PhD Program.

A committee should be selected by the Executive Committee of the Program in consultation with the student's advisor. The student's advisor, if known, should not be a member of the qualifying examination committee. Members from other SUNY/HSCB graduate programs may be included. The program director shall be responsible for ensuring the timeliness of the qualifying examination and obtaining the required documentation from committee members. The program decision shall be transmitted to the Dean of the School of Graduate Studies where it will be placed in the student's file.

An unsatisfactory performance in the qualifying examination may result in cancellation of a student's registration in the sponsoring program. The decision of whether to cancel registration in the program or to offer an opportunity for re-examination is made by the Executive Committee of the Program on the basis of the student's overall academic performance. This decision is not subject to formal appeal.

## 2. THESIS PROPOSAL

### A. **Thesis Advisory Committee**

The committee and a presiding member (who is not the research advisor) are appointed by the Dean, with the advice and consent of the student and the student's research advisor, by the end of the third academic year at the latest (see Timetable). The Committee should ordinarily be constituted, as follows: Five internal committee members, those being the Advisor, and four others but no more than two of those others from the Advisor's Department. The Director of the Program and the Dean, or designated appointee, are members *ex officio*, unless appointed to the committee. An external examiner may be appointed, but is not required. Downstate students in the joint Biomedical Engineering PhD program are required to have at least one Polytechnic University faculty member on their committee.

*Ex officio* members are not eligible to vote or to act as presiding member. If a member resigns, the member should be replaced as soon as possible, so as to maintain the above composition.

Appointment of the external examiner is at the discretion of the thesis advisor and the student as long as the student is in compliance with the Graduate School timetable for academic progress (above). If an external examiner is to be invited, contact information must be provided to the Graduate Office at the same time as the proposed faculty members are presented for approval. An external examiner may be asked to evaluate the student's work at the discretion of the Dean, as early as one year after the thesis proposal, or at the next annual work-in-progress seminar or at the pre-defense. The student and advisor are responsible for calling meetings and distributing announcements as well as written documents.

The presiding member will moderate and participate actively in all committee deliberations, including the thesis proposal, progress reports, and thesis defense. The presiding member communicates findings of the committee formally to the student and copies that letter to the Dean. Such reports must be approved by the committee before transmittal.

### B. **Thesis Proposal Meeting**

A formal thesis proposal should be presented as soon after the comprehensive examination as possible in compliance with program guidelines, but no later than the end of the student's fourth year in the School of Graduate Studies. Consideration of a thesis proposal is primarily a function of the student's thesis advisory committee and sponsoring program. The student must distribute copies of a thesis proposal to all committee members

and the research advisor **at least two weeks before the formal oral presentation**. All faculty and students of the sponsoring program should receive a notice of the presentation and a one-page abstract at least one week in advance of the formal thesis proposal. An electronic file of the abstract should be submitted to the Graduate Office on a diskette or through e-mail at least one week prior to the meeting. The thesis proposal is a public event. Good attendance is strongly encouraged and therefore, the students are strongly discouraged from scheduling the proposal in July, August, or before Labor Day in September.

### C. **Format Of Thesis Proposal**

#### 1) Proposal format.

In order that the preparation of the proposal should serve as a learning experience for the student it is strongly recommended that the proposal should conform to the structure required by the National Institutes of Health for grant proposals. The complete document should be typed, double-spaced, with a font of  $\geq 10$  point and contain a short (one page or less) abstract, an Introduction, Specific Aims, Background and Significance, Preliminary Studies, Research Design and Methods including Statistical Analysis when appropriate, and Literature Cited. Brevity is strongly recommended, but in no case shall the proposal exceed 40 pages (single-side) of double-spaced type-script, excluding figures. The cover page must have the following form:

<b>Thesis Title</b>
A proposal submitted to the faculty of
The School of Graduate Studies
State University of New York
Downstate Medical Center
In partial fulfillment of the requirements
for the degree of Doctor of Philosophy
by
<b>Name</b>
Program in [Molecular and Cellular Biology, or Neural and Behavioral Science, or Biomedical Engineering]
Date
Thesis Advisor[s]: Name, Degree.
Departmental Affiliation

#### 2) Formal presentation.

The student will summarize his or her proposal, orally, without interruption.

#### 3) Question period.

The committee Chair should entertain questions from the audience as well as from the committee before the committee retires to private questioning of the student.

### D. **Committee Deliberation**

Discussion of the merits of the proposal and formal deliberation on the action to be taken by the committee will usually be restricted to members of the thesis advisory committee, *in camera*. On occasion, a committee may invite participation on a non-voting basis by others.

All internal members of the committee are expected to be present at the proposal meeting; the proposal will be rescheduled if at the appointed time, more than one internal member of the committee is absent from the proposal meeting.

The committee shall evaluate the student's knowledge of the relevant literature, scientific judgment, ability to reason, ability to use the techniques proposed, understanding of the basis of the techniques to be used and the feasibility and adequacy of the proposed experiments.

The committee should render, by **majority vote**, one of the following judgments:

- a) proposal and its defense fully acceptable
- b) proposal and its defense acceptable with modifications
- c) proposal and its defense unacceptable

The presiding member should communicate the findings of the committee in writing to the student and copy the Dean, within one week after the proposal meeting. Suggested modifications or reasons for outright rejection should be noted. All voting members of the committee must sign off on the communication before it is sent.

If the thesis proposal or its defense is judged unacceptable, the work must be reformulated and another presentation made. The committee shall set a timetable for a new proposal meeting. A student may, with the agreement of the thesis advisor, request appointment of a new thesis advisory committee. However, a proposal, which has been twice rejected, cannot be presented again. See Section 3C for rights of appeal.

A lone dissenting member of the committee who is unable to accept the final committee decision must resign. The student and his or her research advisor must then suggest to the Dean a replacement who is willing to serve on the committee, has read the thesis proposal and finds it acceptable, as modified.

#### E. Progress Reports

Following the thesis proposal, students shall present yearly work in progress seminars to the students and faculty of their respective programs and thesis examining committees. At the time of the proposal, the thesis advisory committee will recommend any need for additional progress reports and their format. The student or the research advisor may request further consultation with committee members, either individually or as a group. **If major changes in the direction of the research are necessary or unforeseen problems imperil the proposed research design and execution, the committee should be notified and given an opportunity to evaluate the proposed changes, at the earliest possible time.**

#### F. Technical Assistance

In general, it is assumed that the student has done all the experimental work that is reported in the dissertation. There should be explicit mention in the thesis proposal and the thesis dissertation of any technical work that is performed by others, and the student should obtain the approval of the thesis advisory committee for such assistance. In addition, at the time of the thesis proposal and at other times, as necessary, prior to thesis defense, the thesis advisory committee may examine the candidate to determine competence in the techniques used in the thesis research.

### 3. DOCTORAL THESIS

The format of the PhD thesis should be more like published scientific papers than manuscripts submitted for publication, in that the figures and tables should be inserted into the body of the text where they are referenced. The thesis should include the following elements: an abstract, a table of contents, a table of figures, a list of abbreviations, an introduction and/or background and significance, a materials and methods section, the results, a discussion section and a complete reference list that contains the titles as well as all authors and the complete journal citation. The thesis may contain an appendix of experiments performed by the

student that are either incomplete or tangential to the thesis research.

When thesis results have already been published, the reprint, *per se*, can be collated among the other chapters of the thesis, or an 8 1/2 x 11 inch print-out of the published file can be included. If the PhD candidate is not first author of a published paper, the student can do one of three things: 1. Include the reprint as an appendix to the dissertation, 2. excerpt the data that he/she contributed to the paper, as a separate chapter of the thesis, or 3. include the reprint, *per se*, indicating the data (figures, tables) that the candidate contributed in a detailed introduction. When published papers, *per se*, comprise the major part of the thesis, a more complete introduction and discussion should envelop the publications.

There is no page limit to the PhD thesis. A more complete background and discussion of the research than would be permitted by a journal are expected. Speculation by a candidate in the discussion is permitted. References to original papers contrast to review articles are desirable.

#### A. Thesis Predefense

A draft copy of the thesis must be submitted to each member of the thesis advisory committee at least two weeks prior to the working session (unless all committee members agree to a shorter reading period). If an external examiner is to be appointed, the contact information of the proposed external examiner must be provided to the Graduate Office at the same time as the committee is being scheduled. The quality of the written presentation should be rigorously considered and the adequacy of the work and the student's understanding are critically examined. At the predefense meeting, the committee may request a brief informal presentation of the work reported in the thesis, but the meeting predominantly involves intensive questioning focused on the research as presented in the written thesis. All members of the committee including the external examiner, if one is appointed, are expected to be present at the predefense when the meeting is scheduled. The predefense will be rescheduled if either the external examiner or more than one internal member of the committee is absent at the appointed time. Committee members should express substantive criticisms, if any, including requests for additional experimental work, at this working session, and not defer such criticisms until the formal thesis defense. Any member who was scheduled to attend but does not should submit a written critique on the proposed thesis, concluding with a judgment as to its acceptability. The critique should be comparable with comments submitted by a referee in review of a paper for publication. The committee will decide whether the predefense is acceptable, acceptable with substantive modifications, or unacceptable with respect to a) the written text, b) the scope and quality of the data presented and c) the student's participation in and understanding of the work. A thesis defense may be scheduled, provided that no more than one member of the committee considers the work and/or its defense to be unacceptable or acceptable with modifications.

**If the predefense is judged acceptable with substantive modifications or unacceptable, the reasons and suggested improvements shall be specified within a week of the predefense meeting in a letter from the presiding member of the committee to the student with copies to the student's sponsor and to the Dean.** All voting committee members must approve the communication before it is sent, so that the communication accurately reflects the opinions expressed by the committee members. Should the student so desire, she (or he) may appeal the judgment (see section 5). If more than one member considers the work to be unacceptable for thesis defense a second informal meeting shall be held to consider the proposed thesis, as reviewed. If substantial modifications of the written thesis are required, all members of the committee must re-evaluate the altered text before a final defense may be scheduled (see below).

A committee judgment of an unacceptable predefense at a second predefense should be reviewed by the executive committee of the relevant program as described in section 3C. This review will take place, even if the student does not appeal the decision.

#### B. Thesis Defense

The formal thesis defense should be held within 6 years of entrance to the School of Graduate Studies. All thesis presentations are strongly encouraged to be scheduled during the academic year (from September after Labor Day until June 30). If a student is not ready to defend by 6 years, he/she must call together the thesis committee for another annual progress report. The chair of the committee will report, in writing, the outcome(s) of the progress report to the Dean.

Copies of the thesis with the recommended revisions, if any, should be sent to members of the thesis advisory committee at least two weeks prior to the thesis defense, unless all members including the Dean agree to a shorter reading period (if so, the Graduate School and any *ex-officio* members must be informed. At least one week before the defense a notice is posted and an abstract of the thesis should be made available to all graduate faculty and students. An electronic file of the abstract should be submitted to the Graduate Office on a diskette or through e-mail at least one week prior to the meeting. The thesis defense is a school-wide function and open to the public. All voting internal members of the committee are expected to be present at the formal thesis defense meeting when it is scheduled. The defense must be rescheduled if more than one internal member does not arrive at the appointed time.

1) Formal Presentation. The presentation should be a public formal lecture, approximately 45 minutes in duration, which is not interrupted by questions. Good attendance is strongly encouraged and therefore, the defense students are strongly discouraged from scheduling the presentation in July, August, or before Labor Day in September.

2) Question Period. Any individual present at the thesis defense may ask questions.

3) Committee Deliberation. The committee will decide in closed-session whether the thesis is:

- a) Acceptable
- b) Acceptable with modifications
- c) Unacceptable

A committee member who is unable to attend the thesis defense shall submit a written critique, concluding with a judgment as to the acceptability of the thesis. The critique should be comparable to comments submitted by a referee in review of a paper for publication.

The presiding member will report the decision in writing to the student and copy that letter to the Dean within one week. All voting committee members must approve the communication before it is sent, so that the communication accurately reflects the opinions expressed by the committee members.

In the event that a thesis is judged acceptable with modifications, the report should include the committee's reservations, its stipulations for satisfying them, and the provisions for final review of the corrected manuscript. The stipulations must be satisfied prior to submission of all final copies of the thesis to the Dean's Office.

#### C. Rights Of Appeal

If a thesis advisory committee judges a thesis proposal, or thesis predefense to be unacceptable, the student may appeal the judgment before the executive committee of the program and if still dissatisfied, before the Graduate School Committee of the Faculty. If a thesis committee member is a member of the executive committee of the program, they should absent themselves from the appeal process to the executive committee. A

second unacceptable predefense shall be brought before the program executive committee; the student shall be invited even if the student does not initiate the appeal. If the appeal is brought before the Graduate School Committee of the Faculty, the program director and the executive committee representative shall absent themselves from the committee's deliberations and vote.

The program executive committee will be charged with determining whether the thesis advisory committee has acted improperly on procedural grounds. If so, the executive committee shall recommend to the Dean that the thesis advisory committee be dissolved and reconstituted. If procedural matters are not at issue, the executive committee of the program shall be empowered to hold hearings at which the members of the thesis advisory committee will be asked to defend their judgments. The student should be present at such a hearing until the final deliberation, and may be questioned or comment on the issues involved. If a member of the thesis advisory committee dissents from a committee decision regarding a thesis proposal or thesis, he or she may appeal that decision before the program executive committee. The hearing should be open to all parties to the disagreement. The findings of the program executive committee will be submitted to the Committee of the Faculty for action. The action of the Committee of the Faculty shall take the form of a recommendation to the Dean. Because the Dean is responsible for the final decision, the Dean shall not sit with the Committee of the Faculty during the deliberations but may hold hearings to fact find on his/her own before a decision is made.

All recommendations of the program executive committee to the Committee of the Faculty should be made within one month after an appeal has been submitted. The Committee of the Faculty shall render a judgment within two weeks of receiving the recommendation from the Program Executive Committee.

#### D. Dissemination Of Thesis

The original and all paper copies must be reproduced on *acid-free paper* using, where necessary, *pH neutral adhesive*. In addition, one copy on computer disk (Preferably in Adobe Acrobat format) must be submitted. The four paper copies of the thesis, including the original copy with the signature page and a *Doctoral Dissertation Agreement* form for ProQuest Information and Learning Company, and the one copy on disk, must be submitted to the Graduate Office as an essential part of the degree requirements. The Graduate School registers the thesis with a private firm for listing in American Doctoral Dissertation and notation of the abstract in Dissertation Abstracts International. Dissertations sent are microfilmed exactly as they are received. Negative microfilm of the dissertation remains on file, and anyone may order positive microfilm, microfiche, or xerographic copies. Copyright registration may be arranged with ProQuest for an additional fee from the student.

The four copies are distributed as follows:

- copy 1 Student
- copy 2 Dean's Office
- copy 3 SUNY HSCB Library, archival (after return from ProQuest). The library also retains the electronic copy.
- copy 4 Thesis Advisor

The original dissertation is sent to ProQuest for registration and binding; SUNY HSCB Center Central Library's binding company (Library Bindery Company) will bind the three copies. The Graduate School covers the costs for the original and three copies. The department, program, laboratory or the student is responsible for covering the binding cost of the fourth and any additional copies desired. Additional information on materials and costs is available in the Graduate Office.

#### 4. MD/PhD STUDENTS

There is a time limit of 10 years for the completion of both degrees of 10 years. After 5 years in the School of Graduate Studies, the College of Medicine may specify specific requirements that MD/PhD students may have to complete in order

to re-enter the College of Medicine for the clinical years. Students must successfully defend their thesis, make all thesis corrections and complete all academic requirements in the Graduate School prior to returning to the College of Medicine. A research elective during the last two years of medical school may provide a additional opportunities for writing manuscripts for publication.

The current regulations pertaining to when USMLE Step 1 has to be taken by medical students (at the end of the second year, by June 1) also applies to MD/PhD students. However, those individuals who wish to request a waiver of this regulation must follow the procedure outlined in the College of Medicine section of this handbook. Reasons and recommendations about the benefits of postponing Step 1 may be obtained from the MD/PhD Program Director.

Other policies pertaining to the MD portion of the dual degree are listed in the College of Medicine section of the Student Handbook.

## 5. **ADVANCED STUDENT RESPONSIBILITIES CHECKLIST**

Before a student plans a thesis proposal, the student's Program Director must have sent a letter to the Graduate Office stating that the student has passed the Program's Qualifying Examination and should be admitted to doctoral candidacy. The letter must contain the date of the examination and the signatures of the Examining Committee.

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### A. **THESIS PROPOSAL**

1. The thesis advisor notifies the Dean in writing of a recommended time, date and place of the thesis proposal, and the title of the thesis proposal and reiterate the composition of the thesis examining committee decided previously, including who will act as chair. MD/PhD must notify the MD/PhD Program Director as well.

2. The Graduate Dean must appoint the Committee, the chair and approve of the date of Proposal. (The Graduate Dean will send letters of invitation to the thesis proposal to all Committee members. A copy of **GUIDELINES FOR QUALIFYING FOR PhD CANDIDACY, PROPOSAL AND DEFENSE OF THESIS** will also be sent to the External Examiner, when and if one is appointed.)

3. The student must distribute the proposal to Committee members, including *ex officio* members, at least two (2) weeks prior to the Proposal Meeting.

4. The student must send the abstract to the Graduate Office electronically for distribution on e-mail at least one week before Thesis Proposal.

5. The Chair of the Thesis Advisory Committee must send a letter to the student, with a copy to the Dean, stating that the committee has approved the Proposal, has approved with modifications, or has not approved within one week after the Proposal Meeting.

### B. **THESIS PREDEFENSE**

6. The Doctoral Candidate must have met all requirements for Graduation.

7. The Doctoral Candidate must distribute a thesis draft to all committee members at least two (2) weeks prior to the Predefense Meeting. For the Predefense, a private meeting of the candidate with the thesis committee, any date in the calendar year is acceptable.

8. All members of the Committee should still be available. If not, the chair of the Thesis Committee must notify the Dean, in writing, of any changes. The Graduate Dean must approve new members.

### C. **THESIS FINAL DEFENSE**

9. A Predefense must have been held and all required changes to the thesis document must have been made. A letter must be received in the Graduate Office from the thesis advisor that states the time, date and place of the thesis defense. (Students are encouraged to use the HSEB Lecture Halls on the first floor. Graduate School staff can help in booking these halls.) Any changes in title of the thesis, composition of the Thesis Examining Committee, or planned absences of committee members must also be included.

10. The Graduate Dean must approve the time and date of Thesis Defense. (The Graduate Dean will send a letter to all members of Committee stating date, time, title of abstract and location of Defense.)

11. The Doctoral Candidate must distribute completed copies of the revised Thesis to Committee members at least two (2) weeks before date of Thesis Defense. If this is shortened by consensus (including the Dean), the Graduate School and any *ex officio* members must be informed.

12. The Doctoral Candidate must send the abstract to the Graduate Office electronically for distribution on e-mail at least one week before the Final Defense.

### D. **POST-THESIS DEFENSE**

13. The official signature sheet (supplied at the Final Defense by the Graduate Office) must have all signatures and be filed in the Graduate Office.

14. The Doctoral Candidate must submit at least four paper copies and one electronic of the thesis (in final form) to the School of Graduate Studies. All paper copies must be on acid-free (pH neutral) paper. A form for ProQuest Information and Learning must also be filled in (thesis will be microfilmed at Graduate School expense). Please contact the Graduate Office about specifics on depositing of the thesis.

15. The Doctoral Candidate must file a "Survey of Earned Doctorates" form in the Graduate Office (from the National Science Foundation).

### **DIRECTORS OF GRADUATE PROGRAMS**

Molecular & Cellular Biology: William Chirico, Box 5, BSB 2-078, 270-1308

Neural & Behavioral Science: Mark Stewart, Box 31, BSB 5-88a, 270-1167

Biomedical Engineering: John Chapin, Box 31, BSB 5-89A, 270-2767

### **DIRECTORS OF CORE COURSES:**

Biochemistry: Julie Rushbrook, Box 8, BSB 7-015, 270-2647

Research Ethics: Alice Herb, Box 116, BSB 4-121, 270-3780

### **DIRECTOR OF THE MD/PhD PROGRAM:**

Stanley Friedman, Box 29, BSB 6-94, 270-1335

### **PRESIDING OFFICER – COMMITTEE OF THE FACULTY:**

Katherine Perkins, Box 29, BSB 6-19, 270-2772

### **DISCIPLINARY PROCEDURES**

See Appendix III

### **EMERGENCIES (Weather and Other Events)**

While Downstate Medical Center (school and hospital) has not been closed due to a snow emergency, if such a declaration were to be made, you would hear the notification on your local radio or television station, the same as the notification for other school closings. You may also telephone the University Operator at 718 270-1000.

Only the President of the Downstate Medical Center is authorized to cancel academic classes at Downstate Medical Center.

However, inclement weather or other events, may cause the cancellation of specific classes by the course instructor or college dean. If a weather emergency or other emergency event should occur, you should check the SUNY Downstate website for information. In addition, you may telephone the general campus telephone number which is 718 270-1000.

When you call 718 270-1000, you will hear, "Welcome to Downstate Medical Center and its University Hospital of Brooklyn. University Hospital and all Colleges remain OPEN today. However, college class instructors have the option of canceling individual classes. Students should Press "2" to hear the status of classes in your individual program. All others, Press "1" to continue to the main menu."

When you press "2," you will hear

For MS1 press 1

For MS2, press 2

For College of Nursing, press 3

For College of Health Related Professions, press 4

For the School of Graduate Studies, press 5

For the Masters in Public Health, press 6

School of Graduate Studies

A message on the School of Graduate Studies's main number regarding cancellation or delayed starting time.