

Postbaccalaureate Research Education Program

2017-2018 Catalog



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Subject to change; For the current version of the PREP Catalog, be sure to check the Graduate Division website: www.einstein.yu.edu/phd

NIH-Funded
Postbaccalaureate Research Education Program
of the
Graduate Programs in the Biomedical Sciences
Albert Einstein College of Medicine

<http://www.nigms.nih.gov/training/prep/Pages/default.aspx>

Section I: Program Objectives and What to Expect

The objective of the Postbaccalaureate Research Education Program (PREP) is to prepare individuals from groups underrepresented in the biomedical and behavioral sciences for successful completion of PhD or MD-PhD degrees in biomedical sciences, through well-designed academic enhancements and extensive research experiences. The program serves to further develop the scholarly potential and improve research skills of PREP scholars.

During this one-to-two year program, PREP scholars work as apprentice scientists in a research laboratory of a member of the Graduate Division faculty, who also serves as their mentor. As apprentice scientists, PREP scholars will be involved in independent research projects that will allow them to experience the fulfillment of discovery as scientists. PREP scholars are expected to learn to develop their own hypothesis and design experiments to test these hypotheses. PREP scholars are also expected to participate in student development and education activities while in the program, spending 75% of the time involved in research and research related activities, and 25% of time dedicated to further academic development.

The PREP policies and guidelines are described herein and are meant to facilitate the productive and efficient progression of a scholar from admission into the PREP to completion of the program.

In addition to the guidelines presented within this document, each scholar is expected to meet any requirements imposed by the Program Director(s), and to uphold the standards of professional behavior expected of all members of the College of Medicine and the scientific community.

Section II: Admissions

The Albert Einstein College of Medicine is committed to a policy of equal opportunity and non-discrimination and encourages applications from qualified scholars regardless of race, religion, color, creed, age, national origin or ancestry, citizenship status, sex, marital status, physical or mental disability, veteran or disabled veteran status, sexual orientation, gender identity, genetic predisposition/carrier status, or any other characteristic that is protected by any applicable law, ordinance, or regulation.

1) Requirements for Admission

An applicant for the Postbaccalaureate Research Education Program (PREP) at Einstein, must have obtained a baccalaureate degree in a biomedically relevant science from an accredited U.S. college or university by start date of the program. The Bachelor's degree must have been received less than 36 months prior to submission of the PREP application. The applicant may not be currently enrolled in an advanced degree program at the time of application to the PREP.

The Graduate Division admits PREP applicants with diverse undergraduate training in a biomedically relevant science. 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 some bench research experience.

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

Letters of Recommendation

Two to three letters of recommendation are required, preferably from individuals with direct knowledge of the applicant's qualification for postbaccalaureate training.

Standardized Tests

Applicants are not required to submit standardized test scores for an application to PREP. However, applicants may elect to submit standardized test scores (GRE or MCAT) as part of their PREP application.

Graduate Record Examination

If applicants elect to submit official scores for the Graduate Record Examination (GRE), they should be within three years prior to the PREP admissions deadline (School Code 2997).

Inquiries about the GRE should be addressed directly to the Educational Testing Service, Princeton, New Jersey, 08540

MCAT

If applicants elect to submit official scores for the MCAT, they should be within three years prior to the PREP admissions deadline.

Inquires about the MCAT should be addressed directly to the Association of American Medical College, Washington, DC 20001

Transcript

A transcript or academic record is required from each college or university attended and listed in the Education Section of the PREP application.

2) How to Apply

All applicants apply to PREP at Einstein directly to through the Einstein Graduate Division in the Biomedical Sciences, not to individual departments or labs. Applications for admission to PREP at Einstein are available online from the Graduate Division website (www.einstein.yu.edu/phd) after September 1st, for entrance the following June.

In addition to the online application, applicants must submit **two to three letters of recommendation** (online only), and **official transcripts** (uploaded to online application). Although not required, applicants may submit **GRE scores** (school code 2997) or **MCAT scores**.

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

Admission to PREP at Einstein is contingent on completion of the undergraduate degree. Scholars who are admitted to PREP at Einstein will matriculate the following June for the start of the program and the final undergraduate transcript showing that the Bachelor's degree has been conferred is due before program start date. The official transcript must be mailed to:

Graduate Admissions
Graduate Programs in the Biomedical Sciences
Albert Einstein College of Medicine
1300 Morris Park Avenue, Belfer 203
Bronx, NY 10461

There is generally one date of matriculation for PREP scholars (June), although in some cases a PREP scholar may start in August. We do not accept PREP scholars to enter the program mid-year.

Inquiries regarding the Einstein PREP or the application process can be sent to: prep@einstein.yu.edu

Section III: Program Requirements and Academic Standards

General Information

Each scholar 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 Albert Einstein College of Medicine. The admission of a scholar, his/her continuation in good standing, and completion of the program are entirely subject to the disciplinary powers of the PREP Director(s) and the Graduate Division and to the scholar's maintenance of high standards of ethical, professional, and scholarly conduct. The PREP Director(s) may dismiss any scholar who is considered to be unfit for continuation in the PREP or for infringement of these policies and standards.

A PREP scholar will be registered for six (6) credits per summer, fall and spring semester comprised of a combination of laboratory research, workshops, and required course(s) for credit.

1) Laboratory Research

Once a PREP scholar begins the program, he/she will meet with several faculty members based on their scientific interest. The PREP scholar will then identify a faculty member with whom he/she would like to apprentice for the duration of the program.

The PREP scholar is expected to engage fully in all the aspects of the laboratory.

A Laboratory Research grade is provided three times per year (for the summer, fall and spring semesters) for each year the scholar is in the program. This grade is recorded on a transcript. The grade options for Laboratory Research are: S – Satisfactory, U – Unsatisfactory, and NI – Needs Improvement.

Change of Laboratory

If it becomes necessary for a scholar to change his or her research laboratory, or a mentor seeks to dismiss a scholar from the laboratory, the scholar or mentor must notify the PREP Director(s) immediately.

2) Course Requirements

The Graduate Division has three course Blocks in which various graduate courses are offered: fall semester Block I, and spring semester Block II and Block III.

- **Course on Becoming a Scientist**
Each PREP scholar must successfully complete the one-week “boot camp” course on becoming a scientist, typically offered prior to the start of Block I courses. PREP scholars are automatically registered for the course.
- **Responsible Conduct of Research**
Each PREP scholar must successfully complete the Responsible Conduct of Research (RCR) course. This is a critical course that the National Institutes of Health (NIH) mandates must be successfully completed by all PREP scholars, without exception. PREP scholars are automatically registered for the course which is taught in Block II. Attendance is mandatory at all sessions of the course in order to successfully complete the course.
- **Quantitative Skills for the Biomedical Researcher**
Each PREP scholar must take the course Quantitative Skills for the Biomedical Researcher I, typically offered in Block III. A PREP scholar must participate fully in the course (i.e. complete all assignments and exams, attend all course sessions, etc.). PREP scholars are automatically registered for the course. Strongly

recommended are the courses, Quantitative Skills for the Biomedical Researcher II and Quantitative Skills for the Biomedical Researcher III. No credit or final grade will be granted for auditing a graduate course.

- Each PREP scholar may elect to register for one graduate course per Block (not including RCR). To register for courses, the PREP scholar must submit the Course Registration Form to the Graduate Division's Office of the Registrar (Belfer 202). The form requires the signature of the PREP Director(s). The scholar may add/drop courses during the designated add/drop periods as listed on the Graduate Division academic calendar (available online at: <http://einstein.yu.edu/education/phd/current-students/calendar.aspx>).

Graduate Courses Grades:

A PREP scholar who is enrolled in graduate courses *for credit* will receive a grade of *Honors* (H), *Pass* (P), *Incomplete* (I) or *Fail* (F). Final course grades are submitted by the course leader.

A grade of *Incomplete* may be given to a scholar if, in the judgment of the course leader, the course requirements have not been met, but there is every expectation that the scholar can fulfill the course requirements in the allotted time. In this instance, the course leader will stipulate the requirements for course completion. The scholar must then satisfy all course requirements no later than **one (1)** month from the end date of the course, unless other arrangements have been made and approved by the Associate Dean for Graduate Programs. Such arrangements must be in writing, signed by the scholar and course leader, and submitted to the Graduate Division office. It is the responsibility of the scholar 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*.

Note: All final grades are permanently recorded on the scholar's transcript/academic record. (See section on Official Transcript below).

Additional grade options for graduate courses include: *Exempt* (E), *Transfer* (T), and *Withdraw* (W).

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 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.

Special Accommodations:

A scholar who requires special accommodations 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 for Graduate Programs. The scholar and course leader(s) (for courses in which the scholar is registered for credit) will then be notified by the Associate Dean.

Failure of a Graduate Course:

- No credit is granted for courses with a grade of *Fail* (F).
- Failed courses may *not* be used to fulfill program course requirements.
- After a course failure, a scholar 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.

Appeal of a Course Grade:

If a scholar wishes to appeal a final course grade, the scholar may do so in writing to the course leader within one month of the end of the course. The scholar must also submit a duplicate written appeal to the Graduate Division Registrar's office. The course leader has 15 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 scholar in writing of their decision and copy the Graduate Division Registrar (sgregistrar@einstein.yu.edu).

If the scholar wishes to further pursue a grade appeal, the Associate Dean will bring the matter PREP Advisory Committee (a faculty committee). The PAC will discuss the scholar's appeal and make a final decision. No further appeal on that course grade will be accepted.

The scholar 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 scholar's record and official school transcript will be amended to reflect the necessary grade change.

Registration for Course Audit

If a PREP scholar wishes to audit a graduate course, an Audit Registration Form must be completed and submitted to the Graduate Division's Office of the Registrar (Belfer Bldg. Room 202). The Audit Registration Form is available in the Graduate Divisions office. Auditing a course requires prior approval from the PREP Director(s) and course leader.

A PREP scholar must participate fully in the audited course (i.e. attend all course sessions, complete all assignments and exams, etc.). No credit or final grade will be granted for auditing a course.

When auditing a course, please 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 Academic Calendar. No admittance to the course can be made after this date.
- Last day to withdraw an audit from a course is the last day of the add/drop period (see Academic Calendar).
- The Audit Registration Form requires the signature of the course leader and the PREP Director.
- No credit or grade will be granted for auditing a graduate course.
- Audited courses are reflected on the transcript with a grade of AU (Audit).

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 scholar's academic or research activities must be free of plagiarism. This includes but is not limited to written examinations (in-class or take-home), manuscripts, and reports to the faculty mentor or PREP Director(s).

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 scholar will work alone and without any assistance from students or sources.

3) Workshops, Seminars and Meetings

Each PREP scholar must attend regularly scheduled PREP workshops with the PREP Director(s) and is registered for this workshop. A "PREP Scholars Workshops" grade is provided three times per year (for the summer, fall and spring semesters) for each year the scholar is in the program. This grade is recorded on a transcript. The grade options for PREP Scholars Workshops are: S – Satisfactory, U – Unsatisfactory, and NI – Needs Improvement.

Each PREP scholar is also expected to attend Work-In-Progress and departmental seminars of the College.

Annual Biomedical Research Conference for Minority Students (ABRCMS) – PREP scholars are required to attend this annual conference for "underrepresented minority students and students with disabilities to pursue advanced training in science, technology, engineering and mathematics (STEM)."

(<http://www.abrcms.org/index.php/abrcms/general-information>)

Other workshops, seminars and meetings are available for PREP scholars, including career and professional development seminars, lunches and other events with EMSA (Einstein Minority Scientist Association), symposiums, meetings with graduate students, etc.

4) Official Transcripts

Laboratory Research, PREP Scholars Workshops, Responsible Conduct of Research, Quantitative Skills for the Biomedical Researcher, and all course audits/registration are recorded on a permanent transcript. The College has formulated its Student Record Policy to guarantee the rights of privacy and access as provided by the **Family Educational Rights and Privacy Act of 1974** (see Appendix IV). The policies of Yeshiva University are consistent with FERPA and apply to all PREP scholars. A scholar who wishes to obtain an official copy of their transcript may do so by submitting a Transcript Request Form to the Registrar of the Graduate Division.

5) Obligation to Provide Information to the Program

To evaluate the effectiveness of the PREP, the NIH mandates that PREP grant recipients, i.e., the Program Director, must report on current training or employment status of past PREP scholars for the period of ten years following completion of the scholar's time in the PREP. In order to allow the Einstein PREP to fulfill this obligation, following completion of the PREP, a scholar is obligated to provide the program with current contact information, i.e., email address and cell phone number, for a period of ten years after completion of the program. The scholars agree to provide the program with information on their current training or employment, date of graduation from PhD or MD-PhD programs, publications, patents and fellowships or other grants received for a period of ten years following completion of the PREP.

6) Withdrawal from the Program

A scholar who chooses to discontinue their training for any reason during the year must meet with and obtain permission from the PREP Director(s) to be granted withdrawal from the program. The scholar must submit a Withdrawal Form to the Graduate Division office. The appropriate form is available on the Graduate Division website (www.einstein.yu.edu/phd).

Health Benefits and Housing following a Program Withdrawal

Health insurance benefits will continue for thirty (30) days from the effective date of withdrawal, although it is important for the scholar to contact the Benefits Office (718-430-3421) prior to or immediately after withdrawing from the program. A scholar who withdraws from the program must vacate housing within thirty (30) days.

Section IV: Vacation and Other Time-Off

All time off should be scheduled in consultation with the mentor.

1) Vacation and Holidays

Scholars of the Postbaccalaureate Research Education Program may take vacation only during the winter and spring holidays as posted on the Graduate Division Academic Calendar. PREP scholars may not schedule time off during class or exam periods.

2) Sick Time

A PREP scholar requiring time away from the lab due to illness should communicate directly with their mentor.

A PREP scholar must notify the PREP Director(s) in the event that he/she requires time away from the lab longer than five (5) calendar days.

3) Leaves of Absence

The Graduate Division follows the NIH Training Grant Guidelines (NOT-OD-08-064) with respect to leaves.

Request for Leaves of Absence must be submitted in writing and requires approval from the PREP Director(s). A scholar *must* submit a Leave of Absence Form to the Graduate Division office prior to going on leave, and *must* submit a Return from Leave of Absence Form at the end of the leave. These forms are available on the Graduate Division Forms web page: <http://www.einstein.yu.edu/education/phd/current-students/graduate-forms.aspx>

A scholar who absents him/herself from the PREP without notice may be subject to disciplinary actions, including dismissal from the program.

Note: Failure to return from a Leave of Absence on the expected date of return is ground for dismissal from the PREP.

a) Parental Leave

A scholar may receive stipend for up to a maximum of sixty (60) calendar days (inclusive of Saturday and Sunday; equivalent to eight (8) work weeks) of parental leave per year for the adoption or the birth of a child when the use of parental leave is approved by the Associate Dean and Program Director. Maternity leave for a female scholar may be taken in any combination of pre-natal and post-natal time, up to a total of eight (8) work weeks. Either parent is eligible for parental leave. Parental leave must be scheduled in consultation with the mentor. The scholar must submit a Leave of Absence Form to the Graduate Division office and obtain appropriate approval prior to going on leave.

Health Insurance and Housing while on Parental Leave

Health insurance benefits will continue during the time of parental leave. The scholar may remain in housing and is required to continue paying rent.

Return from Parental Leave

Upon return from the parental leave, the scholar must formally notify the Registrar of the Graduate Division and complete a Return from Leave of Absence Form.

b) Bereavement Leave

If a member of the immediate family dies, a scholar may receive a paid leave of absence for up to five (5) days. These days are to be taken consecutively within a reasonable time of the date of the death or funeral, and may not be split or postponed. Health insurance benefits and housing will continue while a student is on bereavement leave. A Leave of Absence Form does not have to be submitted for this type of leave.

c) Unpaid Leaves of Absence

Unpaid Medical Leave

The PREP Director(s) may allow a scholar to be placed on a temporary *unpaid* medical leave of absence in case of prolonged illness or other medical emergency. This leave may also be appropriate in the case of chronic physical or mental illness. At the beginning of a medical leave of absence, the scholar must submit a Leave of Absence Form accompanied by a doctor's note. The maximum amount of time allowed for an *unpaid* medical leave of absence is three (3) months.

Health Insurance and Housing while on a Medical Leave of Absence

Health insurance benefits will continue for up to three (3) months, although it is important for the scholar to contact the Benefits Office prior to or immediately after taking the leave. A scholar on a medical leave of absence may remain in student housing for up to three (3) months and must continue to pay rent during that time.

Return from Unpaid Medical Leave of Absence

A scholar who wishes to return from a medical leave of absence must submit a doctor's note certifying that he/she is well enough to return to their responsibilities as a full-time PREP scholar. The scholar must formally notify the PREP Director(s) and the Registrar, and complete a Return from Leave of Absence Form which must be signed by all required personnel.

The Einstein PREP assumes no financial commitment during the medical leave of absence.

Unpaid Personal Leave of Absence

The PREP Director(s) may grant an *unpaid* personal leave of absence for a period up to a maximum of three (3) months. At the beginning of a personal leave of absence, the scholar must submit a Leave of Absence Form to the Graduate Division office.

Health Insurance and Housing while on an Academic or Personal Leave of Absence:

While on a personal leave of absence, health insurance will be maintained for only thirty (30) days—a scholar on this type of leave is advised to consult with the Benefits Office (718-430-3421) prior to beginning the leave regarding health insurance coverage. A scholar on personal leave may remain in housing for up to three (3) months and rent payments must be maintained during the leave of absence.

Return from Unpaid Personal Leave of Absence:

If the scholar wishes to return from the personal leave of absence, approval must be obtained from the PREP Director(s). Upon return from the leave, the scholar must formally notify the Registrar and submit a Return from Leave of Absence Form which must be signed by all required personnel, including the PREP Director(s).

If the scholar does not return when the leave of absence expires, the scholar will have the option to withdraw from the program. The scholar may also be dismissed from the PREP if he/she does not return to the program after the leave expires.

The Einstein PREP assumes no financial commitment during the personal leave of absence.

Section V: Graduate Division Policies on Conduct

1) Policy on Research Misconduct

The Albert 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 Policy on Research Misconduct (<http://www.einstein.yu.edu/administration/policies.asp>) will be used to evaluate whether a student's (or scholar's) research activities constitute scientific misconduct.

"Research misconduct" includes fabrication, falsification, or plagiarism in proposing, performing or reviewing research or reporting research results. 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.

Instances of suspected research misconduct involving laboratory research by PREP scholars will be considered in accord with the Policy on Research Misconduct of the Albert Einstein College of Medicine.

Instances of professional misconduct by PREP scholars that do not fall within the guidelines of research misconduct will be considered in accord with the Policy on Professional Conduct (see Part 2 of this section). The PREP Director(s) will have primary responsibility for determining the appropriate venue for investigation of alleged misconduct, and seeing that the allegations are thoroughly and fairly investigated.

Responsible Conduct of Research:

Every PREP scholar enrolled in the Postbaccalaureate Research Education Program is required to complete the NIH mandated course *Responsible Conduct of Research* (RCR). The course is offered annually. Each scholar must attend every class session and every small group session in order to be certified as having completed the RCR course.

2) Policy on Professional Conduct

The Graduate Division and PREP 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.

A scholar who is unsure of whether their actions, or those of others, constitute professional misconduct should consult with their mentor, PREP Director(s) or Director of the Graduate Division. Ignorance of the standards of professional conduct will not exonerate a scholar 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 scholar's academic or research activities should be free of plagiarism. This includes but is not limited to written examinations in classes, research proposals, fellowship applications, manuscripts, etc.

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 scholar will work alone and without any assistance from other students or sources.

Plagiarism or cheating may result in dismissal from the Postbaccalaureate Research Education Program.

3) Policy on Non-Discrimination and Anti-Harassment

Unlawful Discrimination or Harassment

The Albert Einstein College of Medicine has adopted a policy of zero tolerance with respect to discriminatory practices and harassment of any kind as being antithetical both to the academic values of the College and the need for a work environment that is free from even the appearance of unlawful discrimination or harassment, or coercion. Unlawful discrimination or harassment in any form is a violation of College policy.

Unlawful discrimination or harassment includes discrimination or harassment based on race, religion, color, creed, age, national origin or ancestry, sex, marital status, physical or mental disability, veteran or disabled veteran status, genetic predisposition/carrier status, sexual orientation, gender identity, citizenship status, or any other characteristic that is protected by any applicable law, ordinance, or regulation.

Sexual Harassment

Sexual harassment refers to any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, physical, demonstrative, or electronic conduct or communication of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience; or
- 2) Submission or rejection of such conduct is used as the basis for a decision regarding an employment, academic, or other University-related activity affecting such individual; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or participation in a University program, department or extra-curricular activity; or
- 4) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working, learning, studying, or school environment.

Romantic Relationships between Individuals of Unequal Power or Status

Regarding the appropriateness of romantic or sexual relationships between University employees and students or scholars, see Yeshiva University Policy Regarding **Romantic Relationships between Individuals of Unequal Power or Status**.

Detailed description of the Non-Discrimination and Anti-Harassment Policy, including more information on sexual harassment, and romantic relationships, can be found here: <http://www.einstein.yu.edu/administration/policies.asp>.

Appendix I: Resources and Support

Student Health

Academic Support and Counseling

The Office of Academic Support and Counseling (OASC) provides students/scholars with 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 scholars to access the guidance and help they need while here at Einstein.

For more information, please visit the OASC website:

<http://www.einstein.yu.edu/education/student-affairs/academic-support-counseling/>

Mental health emergency information is available at:

<http://www.einstein.yu.edu/education/student-affairs/academic-support-counseling/mental-health-emergencies.aspx>

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 your well-being and progress through the PREP. The OASC also offers students and scholars a place to come and relax if feeling “just stressed out.” The personal counseling services provided by the OASC cover a vast spectrum. The OASC encourages students and scholars to make an appointment to discuss their particular issues and access needed resources. Scholars can discuss the source of stress, express concerns, vent frustrations, and obtain a referral if desired. By exploring the source of the stress, some insights may be gained on better ways to manage and cope with these feelings.

Please visit <http://www.einstein.yu.edu/education/student-affairs/academic-support-counseling/personal-counseling/> for more information.

Student Health Service

<https://www.einstein.yu.edu/administration/occupational-health-service/student-health-service.asp>

The Einstein Student Health Service is available to all students and scholars for sick call visits and post-exposure consultations. Walk-in hours for the Student Health Service sick call visit are from 11:00am to 3:00pm, Monday through Friday in the Block Building, 2nd Floor, Room 220.

Tutoring

Tutoring for PREP scholars in graduate courses is provided by and arranged through the Graduate Division office as needed.

Library

<http://library.einstein.yu.edu/>

Instruction Sessions and Workshops

The library regularly schedules workshops for students/scholars. These workshops are announced and posted on the Library’s events calendar.

LibGuides

For information on use and citation of scientific references and other helpful resources relevant to scientific writing, please visit the Library’s LibGuides website: <http://libguides.einstein.yu.edu/thesis>

Appendix II: Student Safety and Security

Security

<http://einstein.yu.edu/administration/auxiliary-services/security/>

The Office of Security and Transportation is responsible for maintaining the Einstein environment as a secure place for work and study.

The security desk in the Forchheimer lobby operates 24 hours, 7 days a week. The security personnel stationed at the desk can be reached by calling (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 on the Yeshiva University website: <http://yu.edu/safety-security/>

Missing Student Policy

A student (or scholar) is considered to be “missing” when a student/scholar who resides in on-campus housing has been absent from Einstein for more than 24 hours without any known reason.

All reports of missing students should be directed to the Einstein Security Office, the Dean of Students, or the Einstein Housing Office. Any reports made to the Dean of Students or the Housing Office will be referred immediately to the Security Office.

The policy is available here: <http://einstein.yu.edu/docs/administration/policies/missing-student-policy.pdf>

Department of Human Resources

<http://yu.edu/hr/>

Non-Discrimination and Anti-Harassment Policy

(including Sexual Harassment, Sexual Abuse/Assault, Stalking, and Dating Violence/Domestic Violence)

The University’s Title IX Coordinator should be contacted if a member of the University community or an applicant believes he/she is being subjected to unlawful discrimination or harassment.

Title IX Coordinator

Renee Coker, Director of Employee Relations & Equity Compliance Officer
Belfer Educational Center for Health Sciences
1300 Morris Park Avenue, Room 1206
Bronx, New York 10461
Office Phone: (718) 430-3771
renee.coker@einstein.yu.edu

Vice President of Human Resources and Diversity

Yvonne Ramirez
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More information on the Non-Discrimination and Anti-Harassment Policy, including the Harassment Complaint Procedures for Students, is outlined here:
<http://einstein.yu.edu/docs/administration/policies/non-discrimination-and-anti-harassment-policy.pdf>

Graduate Division Office

The Graduate Division provides diverse resources geared towards serving our students and scholars. The Associate Dean and Program Directors are always available by appointment and monitor their email frequently. Contact information is as follows:

Dr. Victoria Freedman
PREP Director and Associate Dean for Graduate Programs in the Biomedical Sciences
Office Phone: (718) 430-2872
victoria.freedman@einstein.yu.edu

Dr. Myles Akabas
PREP Director and Director of the Medical Scientist Training Program
Office Phone: (718) 430-3360
myles.akabas@einstein.yu.edu

Ms. Sheila Cleeton
Executive Director and Registrar, Graduate Programs in the Biomedical Sciences
Office Phone: (718) 430-4133
sheila.cleeton@einstein.yu.edu

Appendix III: Einstein Policies and Procedures

Visit <http://www.einstein.yu.edu/hr/policies-and-procedures/> for Institutional Policies on the following:

Attendance Policy

Code of Conduct

Disability Accommodation Policy

Drug and Alcohol Policy

Employee Handbook

Employee Referral Policy

Employment Agency Policy

Family and Medical Leave Act ("FMLA") Policy

FMLA Process Flow Chart

FMLA Substitution of Paid Leave Flow Chart

Military Leave Policy

Non-Discrimination and Anti-Harassment Policy

Payroll Overpayment Policy

Policy Governing Reimbursement of Relocation

Pre-Employment Drug Testing Policy

Sick Time Policy

Smoke Free Workplace Policy

Whistleblower policy

Workplace Romance and Fraternization Policy

Appendix IV: Student Records and Privacy Rights of Students (FERPA)

For the purposes of this catalog, a PREP scholar is afforded the same rights and protection under FERPA as a "student."

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," in each case as defined below. 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.

Revisions may be published from time to time to conform to the law and college policies.

A. Definitions of terms used in the act

- 1 "Students" are persons who are or were in attendance in the Graduate Programs of the Biomedical Sciences as registered students. FERPA does not apply to records of applicants who were accepted but did not enroll the program
- 2 "Educational Records" are records, files, documents, and other materials (both electronic and/or physical records) that contain information directly related to a student and are maintained by the Graduate Division. With limited exceptions, a student has the right to inspect and review their education records.

Under FERPA and its related regulations, the following types of records are not education records and students are not entitled to review them:

- a. Records maintained personally by instructional, supervisory or administrative personnel that are not available to others.
- b. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional which are made, maintained, or used only in connection with the treatment of the student and which are not available to anyone other than the persons providing such treatment. Such records, however, can be personally reviewed by a physician or other appropriate professionals of the student's choice. The confidentiality of these records is governed by New York State Law.

B. Type and Location of Records kept at Einstein

- 1 The principal education records of each student are maintained by the Graduate Division's Office of the Registrar. The Registrar or the Registrar's representative is responsible for these records. Inquiries concerning these records should be made in writing to the Graduate Division's Office of the Registrar, with a copy to the Yeshiva University Registrar.
- 2 In addition to the principle record maintained by the appropriate Registrar, certain other offices or persons may maintain records for graduate students such as by Deans of the school, Program Directors, course leaders, committees and subcommittees of the Graduate Division, advisors, faculty and individual basic science departments. Inquiries concerning these records should be made in writing to the appropriate individual, department or administrative office.
- 3 Additional records pertaining to MD-PhD students will be kept in the Medical School and are in the charge of the Medical School. Inquiries from MD-PhD students concerning their records should be directed to the Registrar of the Einstein Medical School.

- 4 Administrative records pertaining to student finances are kept in the Student Finance Office and are in the charge of the Student Finance Officer. Inquiries from students concerning these records should be made in writing to the head of the Student Finance Office.
- 5 Administrative records pertaining to student housing are kept in the Housing Office and are in the charge of the Housing Officer. Inquiries from students concerning these records should be made in writing to the head of the Housing Office.

C. Inspection and Review of Records

- 1 A student has the right to inspect and review their education records within 45 days of the day the Graduate Division receives a written request for access. The student should submit their written request to the Registrar, identifying the record he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected. The student should bring valid photo identification to the appointment.
- 2 Students have the right to review and inspect all documents in the records *except*:
 - a. Confidential evaluations and letters of recommendation filed before January 1, 1975
 - b. Evaluations and recommendations filed after January 1, 1975 if the student has waived the right to see them
 - c. Those documents classified by the Privacy Rights law as non-educational records including:
 - I. Records maintained personally by instructional, supervisory or administrative personnel that are not available to others
 - II. Records created or maintained by a physician, psychiatrist or psychologist acting in a professional capacity
 - III. Records containing only information relating to a person after that person is no longer a student in the Graduate Division
 - IV. Records, such as those which may be maintained by the College's Office of General Counsel, the confidentiality of which is protected by law
 - V. Those portions of the Educational Record that contain information about other students
- 3 If, after inspecting and reviewing their records, students have any questions about them, they may request an oral or written explanation and interpretation.
- 4 Students may also secure a copy of every document in their academic record open as described above. A specific form must be submitted to the Registrar in order to obtain this copy.

D. Correction of Records

- 1 If after inspecting and reviewing their academic records the student believes that any information contained in them is inaccurate, misleading or violates their privacy or other rights, the student may request in writing that the office which contains those records amend them. The request should clearly identify the part of the records the student wants changed, and specify why it should be changed.
- 2 That office must reach a decision and inform the students making such requests of the decision in writing, within a reasonable period of time.
- 3 If the office refuses to amend the record in accordance with a student's request, the student has the right to a hearing.

- 4 This hearing will be conducted by a committee appointed by the Associate Dean, consisting of persons who do not have a direct interest in the outcome of the hearing.
- 5 The hearing will be held within a reasonable period of time after the student has made the request and the student will be given notice of the date, place, and time, reasonably in advance of the hearing.
- 6 The student will be afforded a full and fair opportunity to present evidence relevant to the issue raised, and may be assisted or represented by individuals of their own choice at their own expense, including an attorney.
- 7 The committee will make its decision in writing within a reasonable period of time after the conclusion of the hearing.
- 8 The decision of the committee will be based solely upon the evidence presented at the hearing and will include a written statement given to all parties concerned, summarizing the decision and reason for the decision.
- 9 If, as a result of the hearing, the committee supports the complaint of the student, the education records of the student will be amended accordingly and the student will be so informed.
- 10 If the committee decides against the student, the student has the right to place in their record a statement commenting on the information in the record and/or stating their reasons for disagreeing with the decision. This explanation will be maintained by the Graduate Division as part of the education records of the student as long as those records are maintained, and whenever a copy of those records are sent to any party, the explanation will accompany them.

E. Disclosure of Information from Records

- 1 No office maintaining education records of a student will disclose any personally identifiable information from those records to anyone outside the institution without the written consent of the student, unless consent is not required by law.
- 2 The education records of a student may be disclosed without their written consent to faculty members and school officers within the College who have a legitimate educational interest in the information. This includes, but not limited to, faculty members, potential mentors identified by the student, Training Grant Directors, Qualifying Exam Committees, Student Advisory Committees, and Departmental Education Committees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Graduate Division and the University.
- 3 The Graduate Division reserves the right to forward a student's education records to another school in which it understands that the student is currently enrolled, or seeks or intends to enroll, without the written consent of the student.
- 4 The records of a student may be disclosed without their written consent to those federal and state government agencies and officials to whom information is specifically required to be reported or disclosed by law.
- 5 The records of a student may be disclosed without their written consent to an agency to which the student has applied for, or from which the student has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.
- 6 The records of a student may be disclosed without their written consent to certain educational agencies and institutions conducting studies, provided that the studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and that the information will be destroyed when no longer needed for the purpose for which the study was conducted.
- 7 The records of a student will be disclosed without their written consent as required to comply with a judicial order or subpoena. The Graduate Division will provide the student with 10 days' notice before supplying the records without the student's written consent.

- 8 The records of a student may be disclosed without their written consent in a health or safety emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

F. Directory Information

The Graduate Division may disclose directory information without the student's consent unless the student, within 10 days of registration each semester (fall, spring, summer), informs the Office of the Registrar in writing on the Request to Prevent Disclosure of Directory Information Form, available in the Office of the Registrar, that any or all such information about the student is not to be made public without his or her written permission. A new form for non-disclosure must be completed each year.

The following information related to the student is considered "directory information": student name, Einstein email address, campus address, telephone number, date and place of birth, participation in officially recognized activities, dates of attendance, degrees and awards received and similar information.

G. Right of Complaint

A student who feels that the College is not complying with the requirements of the Family Educational Rights and Privacy Act of 1974, or the regulations issued by the Department of Health, Education and Welfare implementing that Act, may file a complaint in writing with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202-4605

The full text of the Family Educational Rights and Privacy Act of 1974, as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, are available for review at the Office of the Registrar.

Copies of this statement are available upon request to the Office of the Registrar. Revisions and clarifications of this statement may be published periodically to conform with the law and the University's policies.

Additional Information is available at:

US Department of Education: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>

34 CFR 99: <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.1.33>