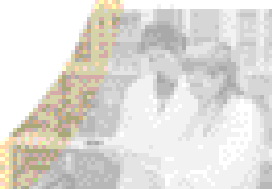
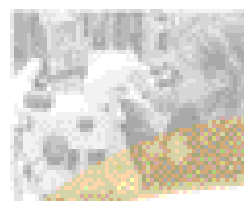
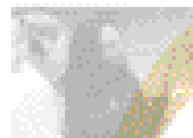




School of Graduate and  
Postdoctoral Studies

ACADEMIC CATALOGUE 2007-2008





## **School of Graduate and Postdoctoral Studies**

### **Academic Catalogue 2007–2008**

Rosalind Franklin University of Medicine and Science and the School of Graduate and Postdoctoral Studies reserve the right to change, at any time and without notice, their requirements, regulations, course and program offerings, fees, charges, and other matters addressed in this catalogue. RFUMS must reserve the right to modify or terminate programs described herein. However, modification of program requirements will not adversely affect those students already enrolled in a program, nor will termination of a program affect anything other than the closure of admission thereto.

## Table of Contents

### General Content

Letter from the Dean .....	4
History .....	5
Mission .....	6
Equal Opportunity .....	7
Location .....	7
Classification of Students in Relation to Fields of Study .....	7
Admission .....	8
Non-Immigrant International Students .....	13
Postdoctoral Fellows .....	13
Degree Requirements .....	14
DPM/PhD Dual Degree Program .....	21
Academic Performance Standards and Their Measurement .....	22
Non-Academic Performance Standards .....	23
Rules Governing Records, Leave, Withdrawal and Transfer .....	26
Educational Expenses .....	27
Financial Assistance .....	28
Campus and Student Life .....	29
Student Organizations .....	30
Services .....	31
Resources .....	32
Departmental Information .....	34

*Dear Prospective Student:*

*The School of Graduate and Postdoctoral Studies at Rosalind Franklin University has a proud tradition of training students in the biomedical sciences. With the ongoing evolution of Rosalind Franklin University of Medicine and Science, the graduate school looks forward to an expansion of its research and education programs. Current research programs span from structural biology of proteins at the atomic level to mechanistic analysis of higher brain level functions.*

*We hope that you will be inspired to join us in this exciting new phase of our existence, and be part of our long legacy of discovery and educational excellence.*

*Sincerely,*



*Michael P. Sarras, Jr., PhD*

*Dean*

*Vice President for Research*

## History

Rosalind Franklin University of Medicine and Science is a four-college University that was built around the Chicago Medical School (CMS), which has been educating physicians and furthering biomedical research for 95 years. From the first days in 1912, the physician and citizen founders of CMS aimed to establish a combined medical school and hospital in which employed men and women could study medicine at night, a common practice at the time. The School's noteworthy period of development took place under the direction of John J. Sheinin, MD, PhD, DSc, who served as dean and president from 1932 to 1966. It was during his administration that CMS successfully met the challenges arising from the revolutionary restructuring of American medical education following the Flexner Report.

In 1930, the Medical School moved to what was to become one of the world's largest aggregations of medical facilities. Located just west of downtown Chicago, this complex contained three medical schools, seven hospitals, colleges of dentistry, pharmacy and nursing, and two undergraduate universities. CMS occupied an 11-story facility in the renowned research and educational center.

In 1967, the University of Health Sciences (UHS) was established. The University comprised the Chicago Medical School (CMS), the School of Related Health Sciences (SRHS, now College of Health Professions), and the School of Graduate and Postdoctoral Studies (SGPS). The College of Health Professions first opened its doors in 1970, when two baccalaureate programs, Physical Therapy and Medical Technology (now Clinical Laboratory Sciences), were established. Since that time, the College has expanded its offerings to include master or doctoral level programs in the following areas: Nutrition, Physician Assistant, Pathologists' Assistant, and Physical Therapy.

In 1980, the University relocated to its current campus in North Chicago, IL, adjacent to the North Chicago Veterans Affairs Medical Center and Naval Station Great Lakes. In 1993, the institution was renamed for its long-time leader and Chairman of the Board of Trustees, Mr. Herman M. Finch. Finch University of Health Sciences/The Chicago Medical School, granted full accreditation by the North Central Association of Colleges and Schools in 1980, represented one of the first educational institutions in the country devoted exclusively to educating men and women for a broad range of professional careers in health care and research. In 2001, The Dr. William M. Scholl College of Podiatric Medicine (established in 1912) became part of the University structure, which now comprises four colleges. On January 27, 2004, the University publicly announced its intent to change its name to Rosalind Franklin University of Medicine and Science, in honor of Rosalind Franklin, PhD, a pioneer in the field of DNA research. The name change became legal on March 1, 2004, at which time the School of Related Health Sciences also changed its name to College of Health Professions.

In addition to the name change and the announcement of several new strategic initiatives, the University is currently in the midst of profound physical growth. In October 2002, the University opened its Health Sciences Building, a 140,000-square-foot state-of-the-art facility that houses laboratories, auditoriums, classrooms, departmental offices, a student union, the Feet First Exhibition, University bookstore, recreational game room, exercise facility, and a café. The University became a residential campus for the first time in its history when three student housing facilities, totaling 180 apartments, opened in July 2003.

The University's Basic Sciences Building is a 400,000-square-foot facility that houses a 52,000-square-foot Library and The Daniel Solomon, M.D., and Mary Ann Solomon Learning Resource Center, as well as administrative offices, classrooms, auditoriums, basic science departments, research and teaching laboratories, and dining areas. Located on the north end of campus is the Heather Margaret Bligh Cancer Research Laboratory, a cancer immunology research and treatment complex.

University enrollment is 1,700, with the bulk of its students enrolled in CMS. The University's total faculty is 817. Major hospital affiliates include: North Chicago Veterans Affairs Medical Center, John H. Stroger, Jr., Hospital of Cook County, Mount Sinai Hospital and Medical Center, and Advocate Lutheran General Hospital. The University's clinical campus consists of the North Chicago Veterans Affairs Medical Center, and the Rosalind Franklin University Health System.

Dr. Rosalind Franklin, through her pioneering work in the science of life and through her unflagging perseverance, serves as a role model for our faculty and students, and represents the future of biomedical science and integrated health care. Her history mirrors our own in many profound ways, marked by dedication to discovery even in the midst of difficult times. Upon that history, her legacy guides the future of the University itself.

After 95 years of excellence in healthcare education, Rosalind Franklin University of Medicine and Science has only just begun to write its history. We hope you will join us in creating bold visions for an ambitious future. To learn more about Dr. Rosalind Franklin and the University's dedication to her legacy, visit [www.lifeindiscovery.com](http://www.lifeindiscovery.com).

## Mission

The School of Graduate and Postdoctoral Studies was established to provide graduate-level education to meet the need for highly qualified biomedical teachers and research workers in the rapidly expanding health care field. Goals of the school have been enlarged to provide graduate education for specialized clinical and administrative services in health care. Graduate School programs are designed to prepare a student for a lifetime of scholarly pursuits in life sciences teaching, research, administration and care. This includes:

- Training for a career in basic biomedical research, which may be combined with teaching in medical or other health professions.
- Training for an investigative, teaching and clinical care career in the health sciences.
- Preparation for administration in institutions concerned with health care, planning and research.
- Provision of opportunities for practicing health professionals to keep abreast of new developments, learn new methodologies, or gain additional research experiences.

## Equal Opportunity

It is the policy of Rosalind Franklin University of Medicine and Science not to discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, or veteran status in its programs and activities, including, but not limited to, recruitment, admissions and employment. Inquiries regarding this policy may be directed to the Associate Vice President for Student Affairs, 3333 Green Bay Road, North Chicago, IL 60064; 847-578-8351.

## Location

The School of Graduate and Postdoctoral Studies is located on the campus of Rosalind Franklin University of Medicine and Science, at 3333 Green Bay Road, North Chicago, IL 60064. The University is situated in the northern suburbs of Chicago, with easy access to downtown Chicago and the surrounding areas by car or public transportation. Chicago is arguably one of the foremost cultural, educational and scientific centers of the world. University students enjoy an environment rich in cultural and leisure activities, with neighboring communities that boast award-winning restaurants, museums and more.

For directions and a map, visit [www.rosalindfranklin.edu/map.pdf](http://www.rosalindfranklin.edu/map.pdf).

## Accreditation



RFUMS receives its degree granting authority from the Illinois Board of Higher Education, and is accredited through the North Central Association of Colleges and Schools, Higher Learning Commission,

30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504.

800-621-7440 or 312-263-0456.

## Classification of Students in Relation to Fields of Study

Applicants are admitted to the School of Graduate and Postdoctoral Studies in one of three categories: graduate student, combined MS/MD or MD/PhD degree student, or special student.

### Graduate Student

This student intends to seek either an MS or PhD degree and pursues no other academic goal until degree requirements are completed. Further, the student has been judged by the School of Graduate and Postdoctoral Studies to have met the admissions requirements and to be qualified to pursue a graduate degree. The graduate student is expected to maintain all performance requirements of the School of Graduate and Postdoctoral Studies as well as any special requirements of the department for the duration of their graduate education.

### Combined MD/Graduate Student

This student pursues a combined degree and has been judged by the admission committees of both the graduate and medical schools to have met their respective admission requirements. The program is designed for individuals who are strongly motivated to have a career in academic medicine and research. Application may be made simultaneously to both schools or after the completion of the first year of medical education at the Chicago Medical School.

## Combined DPM/PhD Program

The program is designed for individuals who are strongly motivated to have a career in academic medicine and research. Application may be made only after completion of the first year of podiatric medical education at Dr. William M. Scholl College of Podiatric Medicine. After studying for two years in the DPM program at RFUMS, DPM/PhD students pursue their PhD through a funded program before finishing their third- and fourth-year DPM clinical rotations. In the PhD phase of the program, students are mentored by experienced primary investigators and train in cutting-edge laboratories. The PhD phase of the program must be completed before the student can return to their DPM studies.

## MS/MD Student

The qualified medical student may enroll in these master's degree programs after completion of the first year of medical studies.

## Special Student

This student intends to satisfy an intermediate academic or career goal by completing specific graduate school courses. This limited goal must be achieved in no more than three academic quarters and by itself does not result in a degree. This goal is stated and mutually agreed to as a condition for admission as a special student. Academic and other performance requirements related to the goal of the study program are also agreed to as a condition for admission as a special student. Students in good standing in another school may become special students in the School of Graduate and Postdoctoral Studies.

A student is classified as a special student for one or more of the following reasons:

1. The student is not a degree candidate at this graduate school and the student's objective is to take certain courses.
2. The student is lacking in one or more of the requirements of the graduate school or specific department.

## Admission

Prospective graduate school applicants should discuss their educational and career interests with a departmental chair and/or the Dean before applying.

*This section describes only the procedures and minimum requirements for admission to the Graduate School. It should be noted that some departments may have additional specific requirements for admission. Prospective applicants are urged to review these requirements in the individual department's section in this catalogue. Candidates are considered for admission without regard for disabilities, as required under the Americans with Disabilities Act and related legislation. However, the Graduate School has determined a series of abilities and skills that are required of all students. These Technical Standards are detailed in the Graduate School Handbook.*

## Making Application

Information about completing an application is available from:

Office of Graduate Admissions

Rosalind Franklin University of Medicine and Science

3333 Green Bay Road

North Chicago, Illinois 60064

Telephone: 847-578-3209

Application forms are available at:

<http://www.rosalindfranklin.edu/admissions/sgpds/>

Completed applications should be returned only to the Office of Graduate Admissions. In general, graduate students are expected to begin their studies at the start of the fall quarter. However, when available resources permit, a student may begin their studies at the start of another academic quarter. Applicants who wish to investigate this alternative are invited to discuss the possibilities with the Dean of the School and the appropriate department head.

The following materials are required to complete an application as a degree candidate to the School of Graduate and Postdoctoral Studies:

1. Completed application form and transcripts from all colleges previously attended. International credentials submitted for certain programs may need to be evaluated for U.S. equivalency.
2. Current scores for the GRE (Graduate Record Examination). The subject score may be required by some Departments.
3. Three letters of recommendation from persons involved in the student's previous educational or work experience, whichever was more extensive and recent.
4. An application fee in the form of a check or money order payable to Rosalind Franklin University of Medicine and Science.
5. A personal interview is recommended when possible. When an interview is not possible, the requirement may be waived and emphasis is placed, instead, on personal references. The interview cannot be waived, however, for special students and MD/PhD students.
6. Proficiency in both written and verbal English language skills is required. A valid Test of English as a Foreign Language (TOEFL) and Test of Written English (TWE) or Computer Based TOEFL (CBT) is required of any international applicant from a country in which English is not the native language. Some programs require a Test of Spoken English (TSE). These requirements may be waived for applicants who have been studying, full-time, at a United States institution for two consecutive years. A financial statement for international students, with supporting documentation, is required of all foreign applicants.

## How Decisions Are Made Concerning an Application

Once an application for admission as a regular student is complete, the Admissions Office reviews the credentials and forwards them to the Graduate School Admissions Committee. The Committee submits its recommendation to the Dean. Those applications that are found acceptable by the Committee are forwarded to the appropriate department for evaluation, since individual departments may have additional requirements for admission. The department reviews the application and makes its recommendation to the Dean. Notice of acceptance is issued only from the Office of the Dean.

A candidate for Special Student Status not seeking a degree must request permission to apply from the department of interest. The department will develop a statement of objectives for the course work the student seeks to complete and set performance standards that the student will be expected to meet. Once approved by the Dean, these standards and objectives constitute the conditions under which a student is admitted as a “special student.” Applications from students who are degree candidates are reviewed by the Graduate School Admissions Committee as well as the department chair. These candidates may be accepted as special students with specific academic parameters if their level of academic achievement is not consistent with minimum SGPS criteria. The parameters set for these students will be used to evaluate their candidacy as a regular student after a predetermined number of quarters have been completed.

## Securing Information Concerning the Status of an Individual Application

The Admissions Office is glad to provide the applicant with information about the status of their application. In addition, the Office periodically notifies the applicant concerning items missing from their application.

Once an application is complete, it is forwarded to the appropriate University and Departmental admissions committees. Although the University cannot predict when a particular application will be decided upon, the applicant is notified of a decision as soon as possible. Applicant information is not released to third parties outside of the University admissions process without the applicant's written permission.

## Minimum Requirements for Admission to the School of Graduate and Postdoctoral Studies

Candidates for admission must have a bachelor's degree or its equivalent from an accredited college or university. Applicants are selected on the basis of previous academic work, adequate preparation in the field of proposed graduate study (as determined by the graduate faculty in that field), grade point average, satisfactory scores on the required examinations, recommendations from persons involved in the student's previous educational and work experience, a personal interview whenever possible and such other considerations that the applicable University and departmental admissions committee deem appropriate. When an interview is not feasible (as in the case of students in foreign countries), emphasis is placed on letters of recommendation.

## What Admissions Committees Look For in a Successful Applicant

*NOTE: Departmental criteria for successful applicants are discussed in the appropriate departmental section of this bulletin.*

In general, the graduate school's admissions committee considers criteria it deems appropriate in recommending applicants for admission. It looks for, among other things, the following demonstrated or potential characteristics in applicants it recommends for admission:

1. Evidence that the applicant can meet the scholastic requirements of the graduate school on the basis of past academic performances.
2. A high level of academic learning, especially a strong aptitude for abstract thought and conceptualization.
3. Capacity for conducting well-organized, independent scientific investigations.
4. Ability to cope successfully with the academic research and/or clinical performance required in a graduate school curriculum.
5. Motivation to make a lifetime commitment to academic study, scientific research, health administration, or clinical service.
6. Commitment to the highest standards of ethical and professional behavior.

## Minimum Requirements for Admission as a Special Student

To be considered for admission as a special student, the applicant should:

1. Hold at least a bachelor's degree or its equivalent from an accredited college or university. A transcript from the institution where the applicant received the BS degree is required.
2. State clearly the objective the applicant seeks to achieve by completing, successfully, the special course work.
3. The TOEFL and TWE is required if you are a foreign applicant who is from a country where English is not the primary language and have not attended a United States university/college for two consecutive years.

## What the School of Graduate and Postdoctoral Studies Looks For in Successful Applicants for Admission as a Special Student

In general, the Dean, the appropriate departmental chairs, and admissions committees consider criteria they deem important in deciding whether to admit an applicant as a special student. Among the criteria they look for are the following:

1. Evidence that the desired educational objective can realistically be achieved.
2. Evidence that the academic performance criteria chosen by the applicant realistically reflect the educational objective sought. (For example, if the objective of the special educational experience is to secure admission to a graduate school, then the criterion for academic performance should be at least a “B” average for a full academic load.)
3. A maximum of one academic year in the special student status is permitted.
4. A special student who intends to be a degree candidate must enroll for at least 10-12 units per quarter to permit a judgment of the candidate’s ability to carry a full course load successfully.
5. For students assigned to a department, their status must be reviewed at the end of the year by the Graduate Admissions Committee and appropriate recommendation made to the Dean. This may include one of the following:
  - a. That the student’s status be continued.
  - b. That the student’s status be changed to that of a regular graduate student.
  - c. That the student be dropped from school.

## Minimum Requirements for Admission as a Combined (MS/MD, MD/PhD, DPM/PhD) Degree Student

To be accepted as a combined MS/MD or MD/PhD student, the applicant must be accepted into both the Chicago Medical School as a regular full-time student and into the School of Graduate and Postdoctoral Studies as a regular graduate student. Application to the MD/PhD program may be made simultaneously to both schools, or after the completion of the first year of medical education at CMS. For MS/MD Programs, applications may be made during the last quarter of the first year of medical studies. Candidates who are accepted for Combined Degree programs while enrolled in the Medical or Podiatric Medicine schools will matriculate into the graduate phase of the programs after satisfactory completion of their second year of Medical Studies. Once in the graduate phase, students may not re-enroll in Medical or Podiatric Medicine studies until the satisfactory completion of the graduate program.

Students who have been accepted or are enrolled as students in the Chicago Medical School and are interested in the Combined Degree Program are invited to discuss their interest with the appropriate departmental chair in the Graduate School and the Director of the Combined Degree Program. Personal objectives and expectations for the combined degree should be discussed along with a tentative schedule for the educational sequence required for the Combined Program. Application should be made through the Admissions Office. Data supplied in the application for one school may be used in the application for the second school; other data may also be required.

DPM students must have a 3.5 GPA with research experience to be eligible for admittance.

## **Transferring Course Credit from Another School**

The Dean and the appropriate departmental chair are glad to consider transferring course credits from another institution. Normally, such determination is made individually, based on available information concerning the course work at the outside institution.

## **For Additional Information**

Because the University recognizes that interested persons need more information than this catalogue can provide, prospective applicants and their advisors are encouraged to contact department heads, the Dean of the School of Graduate and Postdoctoral Studies, or the Office of Admissions and Records.

Visit us on the Web at [www.rosalindfranklin.edu](http://www.rosalindfranklin.edu). In addition, a student handbook which orients entering students and details the school's daily routine is provided to entering students.

## **Non-Immigrant International Students**

The School of Graduate and Postdoctoral Studies is authorized under federal law to enroll non-immigrant international students. Information about appropriate certification of international students is available in the Office of Admissions and Records. This office also serves as advisor to foreign students on matters relating to admission and immigration.

## **Postdoctoral Fellows**

The School of Graduate and Postdoctoral Studies encourages the appointment of postdoctoral fellows whenever worthwhile educational and research objectives can be achieved and the availability of resources can be established prior to the appointment. The postdoctoral fellowship is appointed so that the student can obtain advanced training in the chosen field and can develop as an independent investigator.

Persons interested in becoming postdoctoral fellows are encouraged to discuss the matter with a graduate school faculty member who is working in the candidate's field of interest. When a mutually satisfactory arrangement can be reached, the faculty member seeks the approval of the departmental chair and the Dean.

## Degree Requirements

### Doctor of Philosophy

The Doctor of Philosophy degree is awarded in recognition of proficiency in research and scholarship relating to a specific field. The candidate must demonstrate ability in a field by passing preliminary examinations in both general and specialty areas, and by preparing a doctoral dissertation. This dissertation must demonstrate the student's ability to master the literature, to do independent research and to make an original contribution to the chosen field.

Students will be enrolled in the Interdisciplinary Graduate Program in Biomedical Sciences (IGPBS) core curriculum their first year of studies and then take the advanced graduate courses of the department (program) of the advisor they have selected for their doctoral studies.

Students in the doctorate program may be awarded a MA or MS under special circumstances. These include: 1) the MA or MS is an integrated sub-section of the overall doctoral project. (In this case, the MA or MS is simply one of the integrated chapters of the final dissertation (thesis) document); or 2) it is awarded as a terminal MA or MS degree because of failure on the part of the student to successfully complete the PhD degree using established matriculation markers (preliminary exams, research phase, etc.). The MA or MS degree will be based on a body of original research at the limited scope of a MA or MS degree.

All PhD students will take their doctoral recommendation to candidacy at the beginning of the third year after admittance to the program (between August and November of the third year). MD/PhD and DPM/PhD students will take their recommendation to candidacy as quickly as possible, taking into consideration any advanced courses they may take and preparation of preliminary data for their grant proposal that is "Part A" of the recommendation to candidacy. It is preferred that MD/PhD and DPM/PhD students complete the recommendation to candidacy within one year of entering their mentor's laboratory.

All doctoral students will select a primary advisor (mentor) within the first year of studies (MD/PhD and DPM/PhD select prior to entering their PhD phase). Once this selection is made, the mentor and student, with the approval of the department's Graduate Oversight Committee and the Dean of the Graduate School, will select a "Research Committee" for the student. This Research Committee is composed of the mentor and four additional members, one of which must be from outside the department and can be from outside the University. The Chair of the Research Committee is someone other than the mentor. The Research Committee will provide scientific support and oversight of the student's doctoral research program, and will also serve as the academic body that evaluates the student at the recommendation to candidacy and doctoral defense. During the first summer with the mentor, the mentor and student will develop a doctoral research project. Based on this research project, the mentor and student will select faculty members that best complement this research project to serve on the Research Committee. During the first summer with the advisor and during the second year, the student will develop preliminary data showing the feasibility of the project.

The mentor is responsible for all research costs associated with the student's research project. The mentor and Research Committee are accountable to the department Oversight Committee and the Dean of the Graduate School on all matters pertaining to the matriculation of the student.

The doctoral recommendation to candidacy will be composed of two parts as described below:

Part A of the recommendation to candidacy will be a Grant Writing Experience in the format of an NIH RO1 with modifications and a reduced page limit (10 pages versus 25). The grant application will be based on the student's doctoral research project. The grant will NOT BE A TEST, but rather will be a learning experience for the student on what is involved in writing an NIH grant, as well as a structured roadmap of the student's research project that will serve to guide that student during their research project phase. Initially, the student will write (with the mentor) an overall Research Aim, followed by the proposal's Specific Aims (with a brief rationale and general approaches for each specific aim). This one-page document will be presented to the student's Research Committee for approval and suggestions for improvement. Once approval is granted by the entire Research Committee, the student can begin to write the full proposal. The student can and should receive input from the mentor and Research Committee members during this writing process, as it is considered a "learning experience" and not a test.

The grant application will be a total of 10 pages (single spaced) in length and be composed of the following sections:

- 1) Abstract.
- 2) Overall Research Aim followed by the Specific Aims of the proposal and the rationale and sub-hypotheses of those Specific Aims.
- 3) Background and Significance.
- 4) Preliminary Data showing proof of principle (not counted in the 10 page limit because of the inclusion of figures if needed).
- 5) Experimental Design that is formatted based on the each Specific Aim. Each Experimental Design Section will include appropriate methods and analytic procedures (to include required statistical tests where appropriate) and describe alternative approaches if problems arise during the studies.

The following sections are required, but will not be included within the 10 page limit:

- 6) Reference/Citation listing.
- 7) Overall supplies budget (general categories).

(The format of the grant proposal is designed so that it can be converted into a NRSA or private foundation research proposal for future funding of the student.)

Part B is the actual examination for recommendation to candidacy and will be composed of an oral examination that is given to the student by the Research Committee members. The proposal will be submitted at least one week before the oral examination. The oral exam will begin with a PowerPoint presentation by the student giving the Research Aim, Specific Aims and Preliminary Data showing feasibility of the study. This presentation will be no longer than 30 minutes. The Research Committee members can then use the Research Proposal as a starting point to broader questions showing competency of the student in their field of study. This oral exam is based on the Research Proposal and the core and advanced courses taken by the student in years one and two of the program. The Research Committee should have a pre-exam meeting in which they decide on what broad areas of study should be examined (based on the student's research proposal and courses) and which committee member should pursue a particular area of questioning. On passing the examination, the student is considered a "Candidate for the Doctoral Degree" and will pursue their research project until ready for the defense. The student may elect to take an additional course(s) with the approval of the mentor.

If, however, the student is found to be deficient in one or more areas of the oral examination, the Research Committee Chair is to point out to the student the areas of their understanding of the research proposal or course that were deficient. The student will then be assigned to one or more of the research committee members for "readings" on the subject. The student will do further study in these areas based on input from the research committee member. It is the student's responsibility to obtain command of these areas. The assigned committee member serves as a facilitator that refers the student to appropriate papers or book chapters and is available for questions the student may have while studying for the second oral examination. The second oral examination will be taken within 3 to 4 months of the first.

If the student fails the second oral examination, an option will be given to earn a MA or MS degree. This terminal degree must be research based. The degree will be awarded once a journal-formatted paper is completed (in the format of an appropriate peer-reviewed journal). Acceptance of the paper to a journal is not required for degree completion, but submission of the journal-formatted paper to the SGPS with approval of the Research Committee is necessary for the student to receive a MA or MS degree. In an optimal situation, this paper could later be submitted as an article for a peer-reviewed journal or be incorporated with other studies as a larger study for publication.

Once the student has passed the recommendation to candidacy, progress reports (forms located online at the SGPS Web site) will be submitted to the department Graduate Oversight Committee (copies provided to the Dean) on the dates indicated on the forms (approximately every 6 months). The second progress report of the year will also entail a PowerPoint presentation by the student to the Research Committee so that optimal input is given to the student by all members of that committee and any research problems that have developed can be properly addressed.

Completion of the research project will be determined by the mentor and the Research Committee. As stated previously, it is expected that under normal conditions, the PhD programs will be completed within 5 to 6 years. The date of the defense will be approved by the Dean of the Graduate School.

While the student may “walk through commencement” or “enter the M3 or P3 years of clinical study,” the degree cannot be awarded until the corrected thesis (approved by the Research Committee) is submitted to the Office of the Dean of the Graduate School. Submissions are electronic as described by the guidelines listed on the Graduate School Web site. The thesis is designed to optimize successful publication of the body of research in peer-reviewed journals. A “statement of degree completion” will be issued upon completion of all degree requirements. The format of that thesis is outlined below:

Title page with acknowledgments as stated for doctoral dissertation.

- a. Table of Contents.
- b. Literature review.
- c. Each section of study that comprises a “paper” will be written as a chapter in the format of the journal that the article will be submitted to. As the research is completed, each article can be submitted for publication when ready. Figures, tables, and charts will be placed at the end of the chapters as would normally occur in an article submitted to a journal for peer review. However, references will not be listed until the end of the thesis; therefore, references for ALL chapters will be combined into one Literature Citation section.
- d. A summary section that ties the thesis chapters together and describes future direction for the research. This is normally a short section of 5 to 10 pages maximum.
- e. List of references for entire thesis (introduction, chapters, and summary section).
- g. Optional appendices (details of new methodologies, data not permitted in the paper as dictated by the journal, etc.) can be added as needed.

At least nine weeks before the student expects to graduate, copies of the dissertation will be submitted by the student to the a mentor, who distributes copies to the Research Committee for review and recommendation. When the Research Committee feels that the student is ready to defend the dissertation, the mentor will submit a written request to the Dean for the final oral examination. Directions for preparing a dissertation may be obtained from the Dean’s Office. The student must defend the dissertation satisfactorily before an Examining Committee of at least seven members selected by the student’s Research Committee and approved by the Dean. The student must take the final oral examination no later than six weeks before graduation. Oral examinations are open to the public as well as to faculty members. The thesis must be submitted within 30 days of final defense. No more than seven years may elapse between matriculation and completion of all requirements for the PhD degree. After this time, the student’s Research Committee must petition the Dean for revalidation of the student’s course work.

## Master of Science Degree

MS student applicants apply to the Basic Science Departments through the Office of Admissions (Graduate Admissions). The student's academic records must meet the minimal standards of the Graduate School (BA/BS degree; 3.00 GPA, etc.), although appeals to the Dean can be made on a case-by-case basis.

Students enrolled in the other colleges (Chicago Medical School, Scholl College of Podiatric Medicine, and College of Health Professions) at RFUMS can apply for entrance to the MS program.

A tuition waiver can be granted by the Dean of the Graduate School for a given MS student. The stipend (if one is awarded) must come from the Department or mentor.

The mentor is determined at the time of acceptance and the mentor already has a MS thesis research project identified for the student (the student knows what this project is prior to acceptance). A Research Committee (mentor and 2 to 3 members – those who can provide research input on the student's research project) is formed at the time the student has identified a mentor prior to acceptance. Within one month of acceptance, the student (under the guidance of the mentor) presents the MS research thesis proposal to the Research Committee. At that meeting, the Research Committee determines, with the mentor and student, what coursework (if any) is needed by the student.

Coursework is custom designed for each student. There is great flexibility in this determination based on the educational background of the student. Some students may need the entire first year of the IGPBS, a course or two from the first year, or courses only from the Advanced Courses of the department. In some cases, because of the strong background of the student, only special reading course(s) with a faculty member on the area of research may be required. All students will be required to take the specialty courses of the IGPBS, unless they have previously completed such a course from an accredited university and it can be documented on official transcripts, or they obtain special waiver approval from the Dean of the Graduate School because of training they previously received through work experience (a request for waiver must be submitted to the Dean by the mentor). These courses include: 1) scientific presentations and computer use; 2) computers in data acquisition and analysis; 3) Bioethics (with all certification components such as radiation safety, IRB, IACUC, etc. These certification components are listed in the requirements of the Bioethics course); and 4) Biostatistics.

The Research Thesis Project presentation involves:

- a. Title and main hypothesis of the research project.
- b. Specific Aim or Aims to test the hypothesis.

c. Experimental design for each Specific Aim with appropriate statistical tests, controls, etc. Preliminary data of mentor indicating feasibility of the project is also presented. (Preliminary data cannot come from student because the project is developed at the time of acceptance and therefore it must be a project that is a spin-off of the mentor's previous research – REMEMBER that a MS degree is completed NO LATER than by the END of the SECOND YEAR after the student enters the program).

d. Research project budget and listing of grant funds, discretionary funds or department funds available to the mentor that will support the research.

The normal oversight procedures of a doctoral student are used for all MS students. See the Policies and Standards Document of the SGPS voted into implementation by the University Graduate Council on May 5, 2007 (6 month progress reports, yearly presentations to the Research Committee, etc.).

Upon the approval of the mentor and the Research Committee, an MS examination date is scheduled for the end of the second year of study. With input from the mentor, the student will write an article for submission to a peer reviewed journal and submit the article to the Research Committee. That article is delivered to all members of the Research Committee at least two weeks prior to the examination date. At the examination (which is open to any faculty member in SGPS), the student presents a PowerPoint of the research project.

At the end of the presentation, the mentor opens the floor for questions by the members of the Research Committee. When all members have asked their questions, the floor is also open to other graduate faculty members that are present. At the end of questions, all in the room are asked to leave except the members of the Research Committee. The Research Committee then has an open discussion of the student's performance and votes whether the Student has passed or failed the examination. The student is asked to return to the room and the mentor informs the student of the results of the examination. Proper forms are signed by the mentor and Research Committee members, then are forwarded to the Dean.

The Research Committee members also give the "article" back to the student with editorial or other changes indicated in the page margins. The student must address these changes. The mentor works with the student and gives direction on what modifications must be made to meet the Research Committee's criticisms. The corrected article is shown to the members of the committee for final signature. The article is submitted to the Dean as a thesis using the electronic submission procedures of the School. Once the approved electronic thesis is submitted to the Office of the Dean, the diploma can be awarded to the student.

The MS thesis format should follow that of the journal to which the student and mentor will submit the body of research. The following format is typical:

- a. Title page with acknowledgments as stated for doctoral dissertations.  
(Department name, University name, etc.)
- b. Abstract
- c. Introduction Section
- d. Materials and Methods Section
- e. Results
- f. Discussion/Conclusions
- g. Literature Citations
- h. Figures, Tables, and Graphs

## Requirements for the Combined MS/MD and MD/PhD Degrees

In general, requirements for the combined degrees combine the requirements for each degree, with the following specifications:

1. A student in good standing in the Combined Program, with the approval of the Dean of the Medical School, may claim credit for 8 units of Sophomore or Senior Medical School elective time by substituting 8 units research work completed in the Graduate School, provided competency without reservation has been demonstrated in the third-year required clerkships. Combined MD/PhD and DPM/PhD students will be allowed to substitute graduate-level electives for medical-level sophomore electives.
2. University requirements for either the MD or MS degrees may be satisfied by courses taken in either the Medical School or Graduate School within the University.

## DPM/PhD Dual Degree Program

**Purpose:** The DPM/PhD Dual Degree Program is specially designed for those students who are interested in pursuing a career in research or would like clinical or basic science research to play a significant role in their future practice. Each student participating in this program is required to meet the academic requirements of both Scholl College and the School of Graduate and Postdoctoral Studies. The purpose of the program is to provide the student with highly advanced research training to complement the clinical training provided at Scholl College. This program is geared toward individuals who are interested in careers in research or academics, in conjunction with podiatric medicine.

**Applications:** Students who are interested in this program should inquire to Dr. David Armstrong during their first year of education. Students applying for this program must meet all entrance requirements for the PhD program. The student is strongly encouraged to plan for this program well in advance.

**Funding:** Typically, PhD graduate students are provided a stipend by Scholl College.

## Academic Performance Standards and Their Measurement

### Grading

A pass/fail grading system customarily is used for seminar and research courses. All other course work is graded as follows:

A = High Achievement

B = Above Average Achievement

C = Average Achievement

F = Fail

P = Pass

I = Incomplete. Evidence required for a qualitative grade has not yet been submitted, but arrangements have been made with the instructor to do so. No quality points are awarded until a permanent grade is entered.

*Note: The privilege of completing all work required to change a grade of I (Incomplete) cannot be extended beyond the end of the quarter following the quarter this grade is received. On or before this date, a final grade must be entered.*

R = Registered for Research. Instructor received insufficient evidence to evaluate the student's quality and quantity of work. An R grade, once entered, cannot be changed. However, it carries no stigma. (No quality points awarded.)

A copy of each student's complete academic record at the University is furnished upon request to him/her after each academic quarter attended.

### Course Credit

Course credit is measured in units. One unit is equal to one hour of lecture or conference per week per quarter, two or three hours of laboratory per week per quarter, or three hours of research per week per quarter.

## Regular Graduate Students

The regular student in the School of Graduate and Postdoctoral Studies is expected to maintain a cumulative quality point average of 3.0 to remain in good academic standing.

In addition, certain departments require the student to maintain a specific quality point level in the major subject area to remain in good standing. The academic performance of the student is evaluated by the department at the end of each quarter. A student who falls below any of the required standards in any given quarter is notified by the department chair of the status and the recommended course of action to be taken. The department chair also notifies the Dean of the departmental recommendation.

If a student's academic performance falls below the school or departmental standards for either two consecutive quarters or three nonconsecutive quarters, the following steps are taken:

1. The Dean of the Graduate School is notified in writing by the departmental chair of the student's status and of the departmental recommendation.
2. The Dean may refer the question of the student's future status at this school to the Committee on Academic Standards, requesting a recommendation.
3. The Dean decides, based on these recommendations, whether the student shall be dismissed or continued as a student on academic probation. The student is informed in writing of this decision.

The student has the right and the opportunity to present evidence and to discuss the situation with the departmental chair, the Committee on Academic Standards and the Dean before each submits a decision.

## Special Students

Special students are expected to maintain the academic performance standards required of other regular graduate students.

## Retaking Courses

The Graduate School discourages the retaking of courses or examinations to improve grades. Courses and examinations may be retaken only after approval of a petition to the Dean, endorsed by the course director, program director and chair of the student's department.

## Non-Academic Performance Standards

Students in the School of Graduate and Postdoctoral Studies are subject to dismissal for unethical and/or unprofessional behavior in their student role.

## Statement of Policy on Professionalism and Ethics

All students at Rosalind Franklin University are expected to exhibit professional, responsible and ethical behavior. Students should display this behavior as students in the University, as health care providers in the clinical setting and as researchers in the laboratory or clinic. All students should, therefore, possess the highest degree of personal integrity and be able to reason about ethical issues in their professional life. Students are expected to treat patients and research subjects with respect, compassion and sincerity, irrespective of race, color, creed, ethnic origin, religion, disability, gender, sexual orientation, or socioeconomic class, and to maintain strict confidentiality. Students are expected to be honest and trustworthy, to respect the property of others, and to follow the code of professional ethics appropriate to their discipline. Any departures from these standards may result in disciplinary action.

## Procedures for Consideration of Violations of Ethical and Professional Standards

A student under suspicion of ethical or professional misconduct shall be afforded appropriate notice and an expedient process in the investigation, deliberation, and decision about such allegations and potential penalties. The student shall also be afforded the right to appeal any negative outcomes to the Dean of the School in which the student is enrolled. The procedures described below are designed to ensure such rights for the student and the University.

### Investigation and Recommendation

Allegations of ethical or professional misconduct by a student shall be referred to, and investigated by, a faculty committee with student representation. In the medical school this committee shall be the Student Evaluation, Promotions, and Awards Committee (SEPAC). In the School of Graduate and Postdoctoral Studies, the matter shall be referred to the chair of the department in which the student is enrolled. The department chair shall appoint an ad hoc Investigating Committee of faculty to investigate the charges. Student representation shall be provided on the Investigating Committee. The department chair is encouraged to recruit faculty from other departments in situations where availability of disinterested faculty within the department is limited. The Director for Student Affairs of the University, or designee shall be an ex officio member of the Investigating Committee and shall serve as the student's advocate in committee deliberations. The committee shall be charged with receiving evidence, hearing the accused student, and making recommendation based upon such information. A student charged with violations of ethical or professional standards shall be presumed innocent. Such violations shall be established by clear and convincing evidence. The student shall be given written notice of the accusations and the time and place of the Investigating Committee deliberations. Both the student and the Director for Student Affairs (or designee) shall have the right to present evidence before the committee on behalf of the student. Subsequent deliberations of the Investigating Committee shall be attended by committee members only. The recommendations of SEPAC shall be transmitted by the committee chair to the Dean of the Medical School. Recommendations of the Investigating Committees of the other schools shall be made from the committee chair to the department chair. Upon consideration of the committee recommendation the department chair shall make recommendation to the Dean of the School. Upon receipt of such recommendation, the Dean shall decide upon appropriate action and so notify the student in writing.

## Right of Student Appeal

The decision of the Dean shall be final, except that the student shall retain the right to appeal such decision, in writing, to the Dean. At the discretion of the Dean, the issue may be referred to an Appeals Committee. In the Medical School, the Appeals Committee shall be an ad hoc committee appointed by the Dean as described in the Student Handbook. In the School of Graduate and Postdoctoral Studies and the College of Health Professions, the matter shall be referred to the standing Academic Standards Committees of the respective schools. The Director for Student Affairs (or designee) shall be an ex officio member of the appeals committee. Both the student and the Director for Student Affairs shall be notified of the referral to the Appeals Committee as well as the time and date of such deliberations. Such committee shall hear the student appeal and all new evidence or argument presented by the student or Director for Student Affairs (or designee). The Appeals Committee shall make its recommendation directly to the Dean of the school. The Dean's decision shall be final and shall be transmitted in writing to the student, with notice to the Director for Student Affairs.

## Student Treatment

Students have a right to work and study in an environment free from harassment; as such, the University will not tolerate student mistreatment. A primary goal of RFUMS is the education of students who will meet the health care needs of society in a caring, competent, and professional manner. Insensitivity during training/education runs counter to the fundamental tenets of health care and impairs the ability of many students to maintain their idealism, caring, and compassion past training into their careers. Examples of mistreatment include sexual harassment\*; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical disability or age; humiliation, psychological or physical punishment, and the use of grading and other forms of assessment in a punitive manner. The occurrence, either intentional or unintentional, of such incidents results in a disruption of integrity, trust, and the spirit of learning. Students who experience mistreatment should report the specific incident(s) to the offender's supervisor and to the University's Director of Student Affairs. All incidents will be handled in an equitable manner with the guarantee of each student's rights with appropriate protection for complainant and accused. Appropriate counseling can be arranged by contacting either the RFUMS Counseling Center (847-578-3305) or the ADS (847-578-3295).

\*For the entire RFUMS Sexual Harassment Prevention and Resolution Policy, please see [www.rosalindfranklin.edu/policies/shpolicy.cfm](http://www.rosalindfranklin.edu/policies/shpolicy.cfm).

## Rules Governing Records, Leave, Withdrawal and Transfer

### Student Records

All documents and records pertaining to a student's admission and academic performance in the University are filed in the Office of the Registrar (telephone 847-578-3228). The student has the right to inspect items on file in the Registrar's Office on any regular working day. The Dean of the school and the Director of Student Affairs also have access to these files. University faculty, committees, and other administrators may secure access to these files only through the Dean of the school. The University complies with the requirements of the Family Educational Rights and Privacy Act of 1974 as amended. Copies of University policy are available at the Office of the Registrar.

The counseling records of the Director of Student Affairs are not available to anyone except the student. Only with permission of the student will the Director of Student Affairs make necessary records available to appropriate faculty, committees, or other administrators.

The student counselor's records are confidential. No faculty, administrator, or other person may request or receive any information concerning a student from the student counselor. Records of the student health care units and the financial aid counselor are available only to those professionals directly concerned. The Registrar is authorized to supply transcripts of a student's grades earned at the University only with the written permission of the student.

### Leave-of-Absence

Regular students in the School of Graduate and Postdoctoral Studies are expected to maintain continuity and diligence in pursuing a specified advanced degree. When a student must be absent from academic work at the University for any reason, departmental approval must be obtained. For periods longer than three weeks, the student shall petition the Dean for a leave-of-absence, and receive approval before leaving.

Unauthorized leave may be considered as withdrawal from graduate school. Graduate students may be allowed a leave-of-absence for a period of up to one year by the Dean, upon the recommendation of the chair of the department (or Committee). Registration after an absence of more than one year shall require resubmission of a new application for admission. Time spent on an approved leave-of-absence will not be included within the maximum period in which a degree program must be completed.

### Student Petitions

Students may petition the Dean to waive or deviate from the stated requirements or for any other academic matter requiring resolution by the Dean. Petitions may be submitted on the forms procurable in the Dean's Office.

### Withdrawal from a Course

With written approval from the instructor and the Dean, a student may withdraw from a course by petitioning the Dean at any time within six weeks after registration. The student's grade is recorded as W (withdrawn). Full tuition for the course may be refunded up to the end of the first week following registration. A 75 percent refund is allowed up to the end of the second week; a 50 percent refund, up to the end of the third week; and no refund, after the end of the third week.

## Permanent Withdrawal from Graduate School

If a student permanently withdraws from graduate school (does not seek and receive a leave-of-absence), full tuition is refunded only if the withdrawal occurs during the first week following registration. A 75 percent refund is allowed up to two weeks following the registration deadline, a 50 percent refund up to three weeks following registration and before the end of the fourth week, a 25 percent refund. No tuition is refunded after the fourth week. As a condition for refund, the student must first file with the Dean a letter stating intent to withdraw.

## Educational Expenses, 2007–2008<sup>†</sup>

	<i>Per Year Tuition</i>
Graduate School	\$20,496*
Student Council Fee	\$40
Student Health Insurance (Plan A or Plan B, per month)	
Student	\$159.75 or \$139.92
Student and spouse	\$352.50 or \$311.67
Student and child(ren)	\$327.50 or \$287.50
Student and family	\$460.83 or \$380
Student Dental Insurance	
Single Plan PPO	\$26.38 per month
Single Plan HMO	\$14.26 per month
Family Plan PPO	\$81.32 per month
Family Plan HMO	\$44.02 per month
Student Vision Insurance	
Single Plan	\$6.43 per month
Family Plan	\$10.83 per month
Books and Supplies (Estimate)	\$859

\*Waived for a limited number of graduating students receiving University fellowships.

\*\*Your own.

†Subject to change.

The premiums shown are examples. Actual premium will be determined by the specific plan chosen by the student.

## Tuition

The number of hours credited for any course in The School of Graduate and Postdoctoral Studies is determined by the individual department. Such determination is based on the time a student is expected to spend preparing for and participating in a particular course. Twelve units or more of course work constitute a full-time academic load in the School of Graduate and Postdoctoral Studies, and full-time tuition is assessed. In general, tuition for students taking a part-time academic load is assessed by units.

The University reserves the right to assess special students a higher tuition rate per unit than is assessed regular graduate students.

In general, students auditing a course are charged the same tuition as those taking the course for credit. The University does distinguish, however, between a passive audit (participating only by listening, viewing and reading) and an active audit (discussing, conducting laboratory work, practice teaching and the like) and may assess a passive audit at a different rate of tuition than an active audit for the same course.

## Tuition and Fee Payment Policy

Tuition and fees are due on the designated registration day (first Monday) for each quarter. Beginning on the first day of each quarter, an interest fee calculated on a daily basis at the rate of 18% per annum is assessed to each student's account which is not yet paid. A late fee of \$150.00 will be charged for late registration. Students with outstanding balances still remaining at the end of the quarter may receive an incomplete grade in all courses for the quarter, and are not allowed to register for the subsequent quarter.

## Refund Policy

If a student withdraws from the Program before the end of the first week of classes, 100% refund of tuition is made. When withdrawal is made before the end of the second week, the refund is 75%; before the end of the third week, 50%, and before the end of the fourth week, 25%. After that time, no refund is granted.

## Financial Assistance

### University Fellowships and Tuition Waivers

The School of Graduate and Postdoctoral Studies offers a limited number of research assistantships, graduate student tuition waivers and graduate student stipends to full-time students in good standing. University stipends may be supplemented by individual departments. The particular form and amounts of graduate student support available vary among different departments. Prospective students are invited to explore this subject with their departmental chairperson at their earliest opportunity. In general, financial support to individual graduate students is based on academic excellence and economic need. When resources are limited, doctoral students are given preference over masters' degree students. At present, the University does not provide a stipend to all regular students, but most regular students in good standing are receiving financial support in some form.

## Student Loan Programs

To meet the cost of attending The School of Graduate and Postdoctoral Studies, students, spouses and parents are expected to provide financial support to the extent that they are able. When family resources are insufficient to meet college costs, students are encouraged to seek assistance from the following currently existing loan programs:

### Federal Subsidized Stafford Loan Program

Graduate students may borrow up to \$8,500 per academic year, but are limited to the combined undergraduate/graduate program maximum of \$65,500. The annual interest rate is fixed at 6.8%. During the student's enrollment in school, the government pays the interest to his or her lender. Borrowers have a maximum of 10 years to repay. There is no penalty for early pre-payment.

### Federal Unsubsidized Stafford Loan Program

The Unsubsidized Federal Stafford Loan has a loan limit of \$12,000 per year (\$123,625 aggregate) with an annual interest rate fixed at 6.8%. Interest is accruing while the student is enrolled (unlike the Federal Stafford, above) but payment can be deferred until after graduation.

### Federal Perkins Loan

The Perkins Loan is a federal program to provide need-based, low-interest educational loans for those attending graduate and professional schools. The interest rate is 5% during repayment. Allocations of the Perkins are based on the availability of funds and are awarded by the institution.

### Veterans Educational Benefits

The School of Graduate and Postdoctoral Studies is approved for veterans' educational benefits by the State Approval Agency of the State of Illinois.

## Campus and Student Life

Rosalind Franklin University of Medicine and Science is located adjacent to the nation's third largest Veteran's Administration Medical Center, situated in North Chicago. The facility is readily accessible by commuter train and interstate highways. It is also located close to some of the most attractive residential neighborhoods in the Chicago metropolitan area. Free campus parking is available to students, faculty and staff.

### Transportation

Metra commuter trains (Chicago and Northwestern line) stop at the Great Lakes and Lake Bluff stations, in close proximity to the campus. The ride from downtown Chicago takes approximately one hour. Service is provided at about 20 minute intervals during commuter hours and at about 60 minute intervals during other hours of the day and night. Monthly passes permit unlimited use to and from Chicago, North Shore, and Southern Wisconsin communities. The campus is accessible from Chicago by auto via Interstate 94 and U.S. Route 41 (Edens Expressway) or Interstate 294 (Tri-State Tollway). Commuting time from downtown Chicago is about 75 minutes during rush hours, under one hour at other times.

## Housing

Rosalind Franklin University offers on-campus living for students in modern, state-of-the-art apartments. For more information about these one- and two-bedroom apartments, or to learn how the Office of Student Housing can assist you in locating off-campus housing, visit [www.rosalindfranklin.edu/housing](http://www.rosalindfranklin.edu/housing).

## Cultural Activities

The cultural, sports and civic activities of the Chicago metropolitan area rival those of any large urban area in the United States. In addition to opera, symphony, orchestra and the legitimate stage, Chicago enjoys a richly developing experimental theatre movement, jazz and other music groups, and a full range of professional sports. Chicago's museums and art galleries offer a wide variety of exhibits.

Most of the Chicago area's cultural activities can be reached by commuter trains or auto from the campus area. In addition, the North Shore and inland communities have developed a characteristic set of cultural activities of their own. The Chicago Symphony's summer-long programs at Ravinia Festival (about 10 miles south of the campus) are well known. A large number of theatre groups have developed excellent programs that operate year-round.

## Student Organizations

### Student Participation in University Governance

Student representatives participate as active members on most committees of each school. A few of the committees on which students are serving include Admissions, Graduate Faculty Council, Curriculum, Academic Standards, Faculty Search Committees and the Financial Aid Committee.

### Graduate Student Association

Graduate students at the University have organized a Graduate Student Association (GSA) to help meet their individual and group needs. The concerns of the GSA range from social and academic events to availability of library resources and evaluation of students' academic performance. Prospective students are invited to discuss GSA activities with its president, who may be reached through the Office of the Dean.

### University Student Council

Students in all schools participate in the University Executive Student Council. This group, organized and run entirely by students, concerns itself with the overall policy and direction of the institution as these relate to student concerns. In addition, the Council plans and supports campus social events and student delegate trips to national professional group meetings. It also names student representatives to school committees.

The Student Council meets each month. In addition to selected representatives from each school, all interested students in any of the schools are welcome to participate in the Council's activities.

## Services

### Health Insurance

All students are required to obtain and maintain health insurance while they are enrolled in the University. Students may purchase coverage, under the University's group policy, for themselves and their family while attending the University. Contact the Business Office to discuss plan options and to obtain an application. Please note that if the student withdraws or is dismissed from the University, coverage under the University's policy will be cancelled. Also, group coverage will terminate upon graduation. If the student elects to purchase coverage from another source or continue other current coverage, proof of insurance is required at the time of registration. In the case where such insurance is provided through a managed care plan, the student should verify that they will be entitled to benefits coverage for services provided at Rosalind Franklin University Health System. Many managed care plans provide coverage only in certain regional areas and for specific panels of contracted physicians. Questions regarding benefits coverage should be directed to the member services phone number on the student's insurance card.

- Students are encouraged to establish a patient billing account with Rosalind Franklin University Health System. They may register and provide insurance information through the reception office during normal business hours, which are posted at the entrance to the clinic. Then, when medical services are rendered, the University Patient Accounts Department will bill the student's health plan. After claims have been paid by insurance, the student will receive a statement indicating the level of payment on claims and any patient charges remaining on the account. Students will remain responsible for paying their plan deductibles.

### Dental Insurance

RFUMS has available a dental plan which students may elect to join. Students will have the opportunity to enroll July 1 and August 1 (open enrollment). For additional information, please contact the Business Office.

### Personal Advising and Counseling

The University provides a professional counseling service through the Departments of Psychology and Psychiatry to help students deal with personal and family problems. Student needs for this service are met promptly. Outside referral may be required to meet special needs or long-term therapy. All contacts with the counseling service are strictly confidential.

### Tutoring and Other Academic Assistance

The Office for Student Affairs and the student's faculty advisors are interested in helping students maximize their academic performance. Every effort is made to detect potential academic difficulties as early as possible so that help can be given to correct these problems. Individuals are available to help graduate students improve their study skills and to provide tutoring assistance as needed. The Office for Student Affairs arranges for study skills assistance and the Curriculum Office arranges for tutoring assistance.

## Resources

### The Learning Resource Center and Boxer University Library

The Learning Resource Center provides a wide range of services to the students, faculty and staff of Rosalind Franklin University. The Boxer University Library collection holds nearly 120,000 volumes and currently receives more than 1,800 subscriptions to the world's leading biomedical journals, as well as access to more than 60 major medical information databases. Library services include reference assistance to identify and locate scientific and health related literature, online database searching, library instruction, interlibrary loans and fax service. Group study rooms, a 24-hour computer lab and network connectivity is available in the library. Orientations are available upon request. The Boxer University Library is open 103 hours each week.

### Academic Computing Labs

There are three Academic Computing Labs located in the Boxer University Library. The labs are equipped with PCs, printers, scanners and Internet connectivity. Software appropriate to medical and graduate school education is located on each hard drive. The LRC staff provides academic computer instruction.

### Creative Media Center

The Creative Media Center (CMC) is the University's single solution for professional creative services, including posters, business cards, newsletters, advertisements, brochures and Web sites. CMC has the skills, equipment, and talents to create high-impact marketing solutions. CMC is located in the lower level of the Boxer University Library and offers the following services:

### Audio Visual

Provides media equipment support for classrooms, conferences, meetings and special events.

### Digital Photography

Provides quality multidimensional photographic services.

### Graphic Design

Creating and designing University print media.

### Production Printing

Offers a wide variety of printing and duplication services to accommodate all your printing needs.

### Video Editing

Provides digital video recording, video editing and media duplications.

### Web Design

Provides Web site design and support for faculty, staff, student organizations and special events.

## Writing Services

Provides written and spoken content for internal and external distribution.

## Information Technology

The information Technology Department provides access to the University's computing, networking, centralized administrative systems and technical support resources to the faculty, students, staff and administration of the University. The department is also responsible for creating and maintaining a technology infrastructure to support computer networks and telecommunication.

### Servers

The Information Technology Department is responsible for the installation, testing, maintenance and documentation of operating systems and application software on NT and UNIX platforms, as well as troubleshooting these systems in the event of failure. The systems on these servers include the firewall, electronic mail and administrative systems.

### Help Desk (End-User Support)

The Help Desk provides the University community with a single point of contact for Information Technology's support services. When experiencing a problem with a computer, telephone, network or other peripheral equipment, a user must first contact the Help Desk in order for a technician to be dispatched.

### Network Access

The Information Technology Department is responsible for the oversight of the University's local and wide area network. Administration of the network will aid in maintaining reliable network performance and continued information technology support for all educational, research and administrative objectives.

### Database Administration

Database administration provides production support for centrally managed relational databases, including database backup, recovery and reorganization, database performance monitoring and tuning, and support for database-related problems.

## Departmental Information

*The chair of a department and the Dean may approve faculty and other professional staff members who are not members of the graduate faculty for teaching of appropriate graduate courses.*

All doctoral students enter through the IGPBS program and then transition to a department once they select their advisor at the end of their first year of studies.

Following the first year of studies in the IGPBS, students entering a department will 1) satisfy the requirements of the department's advanced course requirements, 2) pass their recommendation to candidacy (by the end of their second year of the entering the School of Graduate and Postdoctoral Studies), 3) conduct their doctoral research under the direction of their mentor and Research Committee, and 4) defend their doctoral dissertation.

The specific advanced courses and general departmental program requirements are described on each department's Web page at [www.rosalindfranklin.edu](http://www.rosalindfranklin.edu).

## Departments Awarding the PhD Degree

Department of Biochemistry and Molecular Biology

Department of Cell Biology and Anatomy

Department of Cellular and Molecular Pharmacology

Department of Microbiology and Immunology

Department of Neuroscience

Department of Physiology and Biophysics