



Gerstner Sloan Kettering  
Graduate School of Biomedical Sciences

# CATALOG AND STUDENT & FACULTY HANDBOOK



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# Introduction

The Louis V. Gerstner, Jr. Graduate School of Biomedical Sciences, Memorial Sloan Kettering Cancer Center (GSK) is the degree-granting arm of Memorial Sloan Kettering Cancer Center (MSK).

In addition to GSK, MSK is comprised of the Memorial Hospital for Cancer and Allied Diseases (MH), the clinical treatment arm of MSK that houses patient-oriented research, and the Sloan Kettering Institute for Cancer Research (SKI), which houses most of the laboratory research programs of MSK.

The mission of GSK is to advance the frontiers of knowledge by providing to gifted and creative students in an interactive, innovative, and collegial environment the education and training they need to make new discoveries in the biological sciences.

The graduate school is housed in the Zuckerman Research Center (ZRC) located at 417 E. 68<sup>th</sup> Street, Manhattan, on the Upper East Side in New York City. The administrative offices are located on the sixth floor, Z-669 adjacent to the GSK Student Center that includes study space for journal clubs, discussion groups, and student meetings.

## The School

Gerstner Sloan Kettering was chartered by the New York State Board of Regents on September 10, 2004 to offer a curriculum in Cancer Biology leading to the Ph.D. degree. Absolute Charter was granted on March 18, 2008 and initial accreditation was granted in May 2008 and renewed in March 2015. GSK has matriculated twelve classes of graduate students since July 2006. GSK alumni now include 55 graduates holding the PhD degree. GSK grants only graduate degrees, there are no undergraduates enrolled. The Board of Trustees is chaired by Louis V. Gerstner, Jr., the President is Craig B. Thompson, M.D., the Provost is Joan Massague, Ph.D., the Dean is Kenneth J. Marians, Ph.D., and the Associate Dean is Linda D. Burnley. There are currently 127 full-time faculty, all of whom hold either a Ph.D. or M.D. degree, or both.

### *The Cancer Biology Ph.D. Program*

Our students are an integral part of our research effort and receive the most significant part of their doctoral training in the student-mentor relationship leading to the Ph.D. dissertation. Prior to the full-time research focus of their training, students participate in a year-long course, special seminars, journal clubs, and an exploration of the faculty through three laboratory rotations and organized meetings during the first year.

All students enter the program without formal commitment to a particular laboratory. Students may change their initial areas of interests as they participate in the first year curriculum and learn about new areas of research through meetings with the faculty, laboratory rotations, seminars, and journal clubs. During the first year, each student

consults with a First Year Mentor (FYM) whose role is to provide advice and guidance during the intense coursework, as well as assist with the selection of laboratory rotation mentors. Following the end of the spring semester in June, students are expected to formally choose a research mentor and begin full-time dissertation research in July.

All students must be enrolled full time. All students are required to develop a research project, under the supervision of one or more mentors who are members of the GSK faculty that will result in a dissertation that reports new findings and is presented and defended before the faculty. All students must successfully complete all other degree requirements that are part of the training program before the degree is awarded. The maximum time limit for the completion of all requirements for the Ph.D. degree is six years.

Cancer Biology, HEGIS code: 0499.00, has been approved by the New York State Education Department as the official program offered by GSK. This program has been registered and is listed on the Department's Inventory of Registered Programs: <http://www.nysed.gov/heds/IRPSL1.html>

The school can award two graduate degrees: Master of Science (M.S.), program code: 29204, and Doctor of Philosophy (Ph.D.), program code: 29205.

# Admissions

Students who wish to pursue a Ph.D. in Cancer Biology at GSK and who have, or will have, completed a baccalaureate program at an accredited institution, should submit an on-line application packet for consideration for admission to the Gerstner Sloan Kettering Graduate School.

In most cases, successful applicants will have completed the following courses: general biology, general chemistry, general physics, organic chemistry (2 semesters), mathematics (through integral calculus), introductory biochemistry, and physical chemistry. Applicants should also have completed some advanced science and math courses. Significant basic science research experience is essential. Letters from research mentors and written comments from the applicant about prior research are major components of the admissions file.

The deadline for receipt of completed applications is December 1, but early submission is highly recommended. As part of the application form, the applicant must include a personal statement, official final transcripts from all institutions attended, three letters of recommendation, and official scores in the GRE (Graduate Record Examinations) - verbal, quantitative and analytical writing. Applicants for whom English is not the first language must submit official scores of the TOEFL (Test of English as a Foreign Language). This requirement can be waived for applicants who earned their undergraduate degrees in either the United States or in another country where English is the official language.

Applicants who, on the basis of their submitted application materials, are being seriously considered for acceptance will be invited for interviews. The requirement for these interviews may be waived if geographical considerations are overwhelming. The GSK Admissions Committee will consider all data on each applicant before making its decision.

**All applicants to the Gerstner Sloan Kettering Graduate School are considered on the basis of their total merit. The school does not discriminate on the basis of gender, race, color, creed, religion, age, national or ethnic origin, disability, veteran status, marital status, sexual orientation, or citizenship, in accordance with institutional policy and in compliance with the requirements of the Civil Rights Act, the Education Amendments, the Rehabilitation Act, the Age Discrimination Act, and the Americans with Disabilities Act.**

## Transfer of Credit

Matriculated students can apply for transfer of credit. Supporting materials including a complete syllabus, reading materials, and exams should be submitted to the registrar with a cover letter detailing the request. Such requests will be reviewed by the curriculum committee for content, topic coverage, and comparison to the Gerstner Sloan Kettering Graduate School curriculum.

# Financial Support

## Stipend and Tuition

All matriculated students are offered a fellowship package consisting of a stipend, the full cost of tuition, and a comprehensive health insurance plan including medical, dental, and vision benefits. Insurance benefits also cover students' spouses, domestic partners and dependants. Student progress is evaluated each semester and continuation of the fellowship is contingent upon satisfactory progress (see section on Satisfactory Progress) in the program. The school reserves the right to terminate the fellowship in the absence of satisfactory progress. The annual stipend rate for the 2018-19 academic year is \$39,815. Applicable taxes withheld from stipend payments include city, state, and federal taxes; students receive a W-2 form.

## Supplemental Stipend Support

Students are encouraged to apply for external fellowships. All students who are awarded external individual fellowships are provided with a supplement of \$5,000 per year that is added to the standard annual stipend amount for the duration of the award.

## First Year Allowance

Incoming students receive a First Year Allowance that can be used to purchase supplies that will contribute to a student's professional and academic development. These expenditures can include books, journals, journal subscriptions, professional memberships, stationary, and computer supplies. If a student would like to purchase an item and is not certain if it qualifies for reimbursement they should check with the GSK Registrar of the the Graduate School. The Graduate School reserves the right to deny purchase of items that are not eligible for reimbursement.

These funds are available for use during the first year of the program, ending June 30. All purchases of electronics and all reimbursements are processed and managed through the Graduate School office. Purchase requests should be submitted via email; full item description and/or website links must be included.

## Travel Allowance to Attend Scientific Conferences

Each GSK student is eligible for one award per academic year of up to \$1,000 to cover fees and travel to attend a scientific conference at which the student is either giving a talk or presenting a poster. The award is only applicable for travel that occurs while the student is matriculated and in good academic standing in the GSK. In advance of travel, students must complete the Travel Award Application, have it signed by their Thesis Mentor, and upload their abstract in the Student Information System. Copies of signed form and abstract must be submitted to the GSK office for approval by the Associate Dean prior to meeting. Students must subsequently submit proof of the poster/talk presentation at the time that reimbursement is requested. Travel funds will not be given in advance of the meeting. Students are required to access Egencia to book, air/rail, travel, hotel and ground transportation. Please refer to MSK policy.

#### Travel Checklist:

1. Complete the Graduate Student Travel Award Application before your trip. (MSK requires 1 month for domestic travel and 2 months minimum for international travel).
2. Should you expect total expenses to be over \$1,000, you must provide your mentor's Cost Center/Fund number that will cover the additional expense charges.
3. Submit proof of purchase for all items (registration and/or fees, an abstract or picture of the poster; flight, hotel, etc). Remember to book travel and hotel using Egencia per MSK policy. NOTE: MSK will not reimburse for AIRBNB reservations.
4. GSK will contact you once the Travel Award has been approved, and we will complete a Travel Authorization form.
5. Submit receipts for reimbursement within two weeks of return. All receipts must be original and itemized for food. MSK will not reimburse for any alcoholic beverages purchased.

#### **Reimbursement for Special Courses**

Academic courses: The Graduate School will cover the cost of tuition for a special course offered outside of GSK that the mentor approves in advance. A letter should be submitted to the Associate Dean stating why the course is required to provide foundation knowledge for the student's dissertation project. A detailed invoice and receipt of payment showing the cost of tuition, as well as proof of course completion (in the form of a certificate) are required for reimbursement. GSK will only pay for the cost of tuition and it will be the responsibility of the student to ensure any additional fees or payments to the institution are made. Students may request advance payment for course tuition to be paid directly to the institution where the course is offered. Proof of course completion is required.

Professional and career development courses: Students in years four and above are eligible to request reimbursement of up to \$750 per year for registration fees or tuition to attend professional/career development course(s) approved in advance. Students must submit a full course description in advance of taking the course for approval to the Associate Dean. If the course is approved, students must submit a detailed invoice and receipt of payment along with proof of course completion (in the form of either a certificate or signed letter from the instructor) for reimbursement. Reimbursement requests must be made in writing no later than thirty days after completion of the course. Reimbursement is limited to a one time award of \$750 and can only be made for the cost of tuition or registration fees. Travel and other associated expenses to attend the course will not be reimbursed.



# The Academic Program

## General Program Requirements

All students must register for both fall and spring terms each year and are expected to fulfill the following requirements for the Ph.D. degree:

- **GSK Core Course**  
All students complete this year-long course during the first year of study.
- **Laboratory Rotation**  
All students complete three laboratory rotations during the first year.
- **Logic and Critical Analysis**  
All students complete this five week course at the beginning of the first year.
- **Responsible Conduct of Research (RCR)**  
All students complete this course in the first and fifth years.
- **President's Research Seminar Series Journal Club**  
All students complete two semesters of this course during the first year.
- **Statistics and Computational Biology**  
All students complete this course in the spring of the first year.
- **Graduate Student Seminar**  
All students complete this course each semester for the duration of study.
- **Current Topics Journal Club**  
All students complete this course each semester beginning in their second year and continuing through their fifth year of study.
- **Thesis Proposal**  
Students are expected to present and defend their thesis proposal by March 31 of their second year in the Program.
- **Dissertation Defense**  
Students are expected to defend their dissertation by the end of the sixth year in the Program.

N.B. - Late registration or failure to register may result in suspension of stipend.

## Laboratory Rotation

Laboratory rotations are an important part of the first year curriculum of the graduate program at GSK. The rotations provide students with the opportunity to experience different research projects, as well as different laboratory and mentoring styles. In addition, the rotations provide the faculty with the opportunity to assess the interests and aptitude of the students. Students are required to complete three laboratory rotations before they can declare a research mentor.

It is important that the student and rotation mentor meet prior to the start of the rotation to discuss expectations, goals, requirements and laboratory guidelines, which will facilitate and optimize the rotation experience. The rotation mentor should complete the Laboratory Rotation Agreement Form (found in the Student Information System) with the student prior to the start of the rotation. This form has to be signed by the mentor and the student and be submitted to the GSK Registrar before the rotation starts.

At the end of each rotation, the student and rotation mentor should meet and discuss the rotation experience and the rotation mentor should complete the Laboratory Rotation Evaluation Form (found in Student Information System), which is submitted to the GSK Registrar at the end of each rotation. All students are required to submit a written (2-page) report on the rotation (to be uploaded in SIS) and to present a 10-minute talk on the project at the Laboratory Rotation Symposium. This will enhance student training for written and oral presentation skills, both of which are of fundamental importance to the successful scientist.

### **Choice of Thesis Mentor**

The choice of a thesis mentor is a major decision for each student at the end of the first year of the program. Students are urged to take full advantage of their rotation experiences and the guidance of the First Year Mentors and Deans during the first year. First year students also have the opportunity to meet the faculty in special sessions held throughout the fall. Rotation mentors are urged to present a realistic state of funding for their laboratory, the nature of the ongoing projects, how work is assigned or monitored, laboratory policies (such as publication/authorship, laboratory journal clubs and attendance at conferences), and the extent of direct contact to be expected with the mentor.

Each student should complete a Thesis Mentor Declaration Form (found in Student Information System) at the end of the first year in the program after they have been approved for promotion to the second year by the Curriculum Committee. In addition, each student, in consultation with their thesis mentor, selects a two- or three-member Advisory Committee from the GSK faculty who will be most helpful with their dissertation project. **Students are expected to declare their mentor at the end of the first year in the program, and their Advisory Committee by October 31 of their second year.**

### *Change of Thesis Mentor*

In some instances, a student may contemplate a change in mentor. Students who are thinking about such a change must contact the Deans to discuss the issue and get approval to proceed. The student must also discuss this issue fully with the current mentor before approaching other faculty members. Students are urged to discuss such a change with the members of their Advisory Committee as well to seek their advice for a new thesis mentor. Students will be given one month before formally declaring a new mentor. It is the student's responsibility to explicitly discuss this change of advisor with the new thesis mentor.

Mentor changes will invariably result in some loss of time. Careful guidance by the First Year Mentor prior to the selection of a thesis mentor at the end of the first year will reduce the likelihood of such changes. Subsequent guidance by the Advisory Committee at the time that it is constituted will also reduce the likelihood of such changes and will increase the chances that changes that do occur will be productive.

### **Seminars and Journal Clubs**

Seminars and journal clubs are central components of the educational mission of the program. It is important that students take advantage of the many opportunities to regularly meet scientists and build critical and presentation skills. All students are expected to participate in seminar and journal club activities each semester that they are matriculated in the program. (See [General Program Requirements](#) for more information.)

### **Special Courses**

GSK will cover the cost of tuition for a special course that the mentor certifies, in a letter to the graduate school, is required to provide foundation knowledge for a student's dissertation project. (See [Reimbursement for Special Courses](#) for more information.)

### **Observing in the Clinic**

An important aspect of integrating basic and clinical sciences is to develop an appreciation for the human side of disease (cancer in this case), to observe real-life challenges faced by clinical practitioners, and to understand the gap between a good idea and its execution. During the first year in the program, students visit various MSK clinics as observers. These visits, coordinated by the GSK Registrar, are held in December, March and May of the first year in the Program. An orientation to the clinics is held prior to the start of the clinic visits.

### **Clinical Apprenticeship**

Students are encouraged to develop a clinical perspective as to how bench work can be applied in the clinic. At the end of the second year in the program and in consultation with the Thesis Committee and physician-scientist members of the GSK faculty, students can select a Clinical Mentor after consulting with the GSK clinical faculty representing the curriculum committee. The individual choice is guided by the student's thesis project. Clinical Apprenticeships typically span two years of a student's study at GSK. The Clinical Mentor will guide the student in hospital-based academic activities such as Grand Rounds, Pathology Conference and Disease Management Team (DMT) Conferences.

Upon being advanced to candidacy, students are required to meet individually with a designated member of the GSK faculty to discuss their research interests and the decision on engaging in a Clinical Apprenticeship. Although students are encouraged to pursue this apprenticeship, it is an optional part of the program.

## Advancement to Candidacy

Students will be advanced to candidacy after successful completion of the thesis proposal examination. Students must successfully complete both the written and oral parts before they are advanced to candidacy.

## Course Descriptions

- [GSK Core Course](#)
- [Laboratory Rotation](#)
- [Logic and Critical Analysis](#)
- [Responsible Conduct of Research \(RCR\)](#)
- [President's Research Seminar Series Journal Club](#)
- [Biostatistics and Computational Biology Practicum](#)
- [Graduate Student Seminar](#)
- [Current Topics Journal Club](#)

### *GSK Core Course*

This year long course is designed to provide students with a working knowledge of the answers to: What is a gene? What is a mutation? What is a chromosome? How are chromosomes made? How are chromosomes maintained? How are genes expressed? What is a protein? How are proteins metabolized? What is an enzyme? How do enzymes work? How are genes manipulated? What is a cell? How are cells compartmentalized? How are cells maintained? How do cells talk to each other and the outside world? What do cells say and listen to? How do cells decide whether to live or die? How do cells defend themselves? What is a tissue? How are tissues maintained? What is an organ? How are organs maintained?

The transition through development to physiology provides the springboard into the more disease-oriented portion of the course where students review the molecular underpinning of several types of cancer, learn how modern biological research can be an engine for improved prevention, diagnosis, and treatment of disease, and develop an appreciation of the human challenge presented to physicians in the clinic.

All students are expected to attend the GSK Core Class regularly. A student must notify the Registrar/ Curriculum Specialist prior to class if he or she is going to be absent. This notice should be sent by email to [gskregistrar@sloankettering.edu](mailto:gskregistrar@sloankettering.edu). A student is allowed a total of 3 absences from the Core Class over the course of the semester. Any absences in excess of 3 will result in 2 percentage points being subtracted from a student's participation grade **PER ABSENCE.**

### *Laboratory Rotation*

There are three, five-week laboratory rotations. The schedule for these rotations can be found in the academic calendar. Students choose their rotations in consultation with the Dean and the First Year Mentors. These rotations provide students with an opportunity to get to know the faculty, students and postdocs in those labs. Students prepare a two-

page written summary of each laboratory rotation as well as give a ten minute summary presentation to an audience consisting of the student cohort, the First Year Mentors, and the rotation mentors at the end of each rotation period. Student performance in the rotation is assessed by written evaluation by the rotation mentor.

### *Logic and Critical Analysis*

All first year students complete this course during the first rotation period. Papers from the scientific literature are used to help set the foundations for students to develop their ability to think along a logical path, to critically analyze information and data, and to present scientific results to a group. Students are encouraged to develop an approach to understanding the scientific literature that includes asking the following questions about each experiment considered: What is the question that the authors asked? How was the experiment performed? What techniques were used and why? What is the nature of the data produced? What represents a significant result? What were the conclusions made by the authors? Does the author's data justify the conclusions made? And, what conclusions would the student make? This course is organized by two faculty members.

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

First and fifth year GSK students are required to take the formal RCR course that is run by the MSK Office of Research Technology and Management for all MSK researchers. This course is closely aligned with National Institutes of Health and National Science Foundation guidelines for education and training in this area.

The goals of this course are to heighten awareness of ethical considerations that are important to the conduct of research, to inform of federal, state and institutional policies and procedures, and to provide critical analysis and problem-solving skills for ethical decision making.

The course will be offered in its entirety twice a year — in the fall from September to December and in the spring from January to April. Participants may register for one or the other, but it must be completed within a single semester. Those who start and don't finish successfully will be required to repeat the course in its entirety the following semester.

Participants are required to complete the nine online modules (three parts with three modules each), which include a ten-question short-answer exam for each module, and attend all four live sessions: an orientation plus three face-to-face topic sessions for a total of eight hours of classroom instruction within the three-month period.

Topics Include:

- Research Misconduct (including whistleblowing and dispute resolution)
- Data Acquisition, Management, Sharing and Ownership
- Rigor and Reproducibility
- Safe Laboratory Practices
- Animal Welfare
- Use of Human Subjects
- Conflicts of Interest

- Authorship and Responsible Publication Practices
- Peer Review
- Collaboration
- Mentoring
- The Scientist and Social Responsibility (including DURC and Export Control)

### *President's Research Seminar Series Journal Club*

The President's Research Seminar Series brings the leading and most distinguished scientists in the world to MSK. The topics represented are wide-ranging and cover some of the most exciting fields in modern biology, thus regular attendance by the students will encourage them to broaden their viewpoint. Students participate in a journal club the day before the President's Research Seminar Series to review some of the published works of the speaker. The class is conducted by the faculty member that is hosting the speaker. Some students meet with the speaker on the day of the seminar. Students can choose and host one President's Research Seminar Series speaker each year

### *Biostatistics and Computational Biology Practicum*

This practicum is divided into two sections.

Fall: The first section is an eight hour mini-course that focuses on the practical statistical knowledge required to work with large data sets. This mini-course currently runs in the fall and is taken by the first year students. There are four one and a half hour lectures.

Specific topics focus on methodological issues that biologists face, illustrated with concrete examples using published journal articles, focusing on large scale genomics data like TCGA and ExAC. The practicum covers 1) basic statistical terminologies and definitions; 2) statistical model development; 3) inferential statistics, hypothesis testing, regression and ANOVA, t-test and nonparametric tests and when to use what test, introduction to general linear models; and 4) multidimensional data analysis.

Spring: The second section which runs in the spring includes twenty hours of instruction and meets once a week for 10 weeks. Students in this course will learn to apply quantitative exploratory data analysis techniques to different forms of experimental data. The course will begin with an introduction for students to computing via the UNIX shell, and to computing in the R programming language. The remaining lessons will be a blend of practical skills and theoretical concepts. Students will become comfortable performing exploratory data analysis, and will understand how concepts from statistics underlie the tools they use. Overall the goal of this course is to serve as a practical primer for various bioinformatic analyses, and should provide students with the foundation for future self-guided learning and skill acquisition in this discipline. These skills will enable them both to collaborate effectively with computational biologists, as well as begin to carry out their own computational experiments.

Specific topics include: practical aspects of data formatting and management; visualization of data; an introduction to probability, elementary statistics and hypothesis testing; experimental design and tools for differential expression analysis in RNA-seq and ChIP-seq; common data structures for working with biological sequences; enrichment testing for ranked gene sets; common bioinformatics tools and data quality assessment tools; introduction to structural biology and tools for visualization.

Towards the end of the course, students will be assigned a guided problem set to utilize the concepts and skills described in the course.

### *Graduate Student Seminar*

An important feature of becoming a successful scientist is being able to present the results of your research in a coherent and logical form. Each student from the second year on presents in this course. Presentations consist of a mixture of plans and results. The course is organized by the Dean; presentations are critiqued by the student cohort. All students in the program are required to attend this course for the duration of their study at GSK. The seminar is held on Thursday afternoons during fall and spring terms. It does not meet during the summer.

A student must attend 75 percent of the sessions in a given semester to pass.

### *Current Topics Journal Club*

Students participate in this student-run course beginning in the second year and continuing throughout their fifth year in the graduate program. A journal club of this type is important in that it helps prevent the tunnel vision that can sometimes develop as students focus on their thesis research.

There are eight sections of roughly five participants each. Each section has a leader chosen by the Dean who chooses a topic that will serve as a guideline for the papers to be discussed. Topics are reviewed by the Dean before being published to the student cohort. Students must sign up for one section per semester in years 2-5 in the graduate program. Each student in a section is expected to lead the discussion of one paper. The participants of each section, as organized by the Section Leader, are responsible for deciding how and when to conduct "in class" discussion sessions. Section leaders are responsible for the logistics of the meeting including informing members of the group of the assigned papers.

Students are required to sign in for each paper that is discussed. Signatures will be collected by the Section Leader and forwarded to the GSK Registrar.

In order to receive a passing grade, students must attend and participate in at least four of the five discussions. Any student who does not meet this requirement will receive a grade of F for the course that semester. In order to be approved by the Graduate School to proceed to thesis defense, students must have satisfactorily completed all corresponding sections of Journal Club in the semesters preceding the one in which they register for their defense up to a total of eight sections. This requirement will be pro-rated for students currently in the program as of September 1, 2016.

### ***Opportunity to Apply for a Teaching Fellowship***

GSK has a teaching opportunity for graduate students and postdoctoral researchers in the GSK Core Course that runs from September through May each year. The role of a GSK Teaching Fellow is to attend the classes, read the papers and facilitate discussion, lead one Special Topics class, lead one to two review sessions, and provide feedback to the students and Section Leaders about the students' participation and presentations. GSK Teaching Fellows will be expected to commit to blocks of the course; each block is approximately two weeks. Application for fall is announced in the summer and the early winter for the spring course. A letter of support from the mentor is required as part of the application. Teaching Fellows receive an honorarium for participation.

# Progress Points

## General Program Requirements

The maximum time for the completion of all requirements for the Ph.D. degree is six years. Students must defend and deposit their dissertation by June 30 of the sixth year in the Program. Students who do not deposit by April 15 will participate in the graduation ceremony of the following year. All students must be enrolled full time. All students are required to develop a research project, under the supervision of their mentor, which results in a dissertation that reports new findings, and is presented and defended before the faculty. All students must successfully complete 68 degree credits (which are fulfilled with a combination of coursework and research credits) and meet all other degree requirements that are part of the program to receive the Ph.D. degree.

### *Typical Program*

| Year One<br>Fall   Spring                           |                  | Year Two<br>and Beyond                                |  |
|---|------------------|---|--|
| Logic and Critical Analysis                         | Clinic Visits    | Thesis Proposal                                       |  |
| GSK Core Course                                     |                  |   |  |
| President's Research Seminar Series<br>Journal Club |                  | Current Topics Journal Club (years two through five)  |  |
| Graduate Student Seminar                            |                  | Graduate Student Seminar                              |  |
| Lab Rotation I                                      | Lab Rotation II  | Dissertation Research                                 |  |
| Responsible Conduct of Research                     | Lab Rotation III | Responsible Conduct of Research (repeat in year five) |  |
| Quantitative and Computational Biology Course       |                  | Clinical Apprenticeship (optional)                    |  |



## Thesis Proposal Examination (TPE)

- [Content](#)
- [The Written Document](#)
- [The Oral Presentation](#)
- [The Examination Committee](#)
- [The Examination](#)
- [Deadline](#)

### *Content*

The Thesis Proposal Examination that is required to take place by March 31 of the second year, consists of a written and oral presentation of the student's thesis research that the student has already begun and expects to continue to produce a dissertation to fulfill the requirements for graduation. The research proposal:

- is based on the student's work, not the mentor's;
- is written by the student, not the mentor, who should only provide guidance;
- provides the opportunity for the student to organize his/her thoughts and plans for the dissertation project;
- allows the mentor and Advisory Committee to assess the student's scientific progress.

The Examination Committee evaluates the student's ability to:

- evaluate and synthesize the relevant literature;
- articulate and elaborate on the research project;
- show and evaluate preliminary data;
- discuss experimental design.

### *The Written Document*

The Thesis Proposal should be thirteen pages (including figures but excluding the bibliography and the cover page). The first page is for the Specific Aims only and the remaining twelve pages form the body of the proposal, which should follow the format of an NIH R01 grant proposal. The TPE guidelines are suggestions and should be modified as necessary for the individual student.

### *The Oral Presentation*

The Examination Committee members will have read the written document before the oral presentation so the student should use this opportunity to provide a brief summary of the research and proposal. This presentation should not be a reiteration of the written proposal and should be limited to twenty minutes. In advance of the presentation, the student and the Chair of the Committee should discuss whether the presentation will be uninterrupted, followed by a Question and Answer period, or whether it will be one in which questions will be asked during the presentation. If the latter format is followed, the twenty minute time limit will not apply.

During the initial presentation, the student should touch upon the significance of the topic, state concisely the aims, and elaborate on the experiments proposed. During the ensuing discussion, the student is expected to formulate well-reasoned interpretations of results of experiments, and to recognize key controls. The student-examination committee dialogue should evolve into a broadly based discussion that establishes the breadth of the student's grasp of key issues in the field. The student should be encouraged to draw upon knowledge of diverse biological systems relevant to issues under discussion. As a practical point, the student should expect as "fair game" any question pertinent to points they raise.

*N.B.*

The proposal should be written by the student, not the mentor. However, the mentor can help the student in preparing a coherent, intelligible document that will be distributed to the Examination Committee at least two weeks prior to the examination date. The mentor should ensure, to the best of their ability that the proposal is prepared by the student. Ultimately, it is the student's responsibility to produce a document that is acceptable by the Examination Committee. The Thesis Proposal should be in the best traditions of scholarship; sources should be identified and the presentation should be balanced with the inclusion of conflicting data and counter arguments. The Committee should be convinced that the dissertation project is important and practicable. A student should not present tables or figures that are not entirely their own work, unless the data is essential to develop the story. In such cases, the exact contributions of the student and other researchers must be identified.

*The Examination Committee*

The Thesis Proposal Examination Committee is composed of four (or five) members—the two (or three) members of the student's Advisory Committee and two additional Committee members appointed by the Dean, one of whom will be a member of the Curriculum Committee. The Curriculum Committee member chairs the Examination Committee. Faculty members who have directly collaborated on the student's project, who have co-authored papers or abstracts on the current project with the student, or who have been substantially involved in supervising the project, cannot serve on the Committee. The student's mentor is not a member of the Examination Committee and is not present during the examination. The mentor has the option to meet with the Examination Committee immediately prior to the start of the examination to introduce the student and the research project, and to share any other information that might be relevant to the examination. The mentor must leave the room before the examination starts.

*The Examination*

The Thesis Proposal should be submitted to GSK for distribution to the Committee at least two weeks before the scheduled examination date. Committee members may reschedule the examination, if not given the appropriate amount of time to prepare. The Chair will poll the Committee members to determine if the proposal is of sufficient quality to proceed to the Oral Exam at least ten days before the exam date. If the Committee requires revisions of the written document before proceeding with the examination, the Chair will provide the student and the GSK office with a memo outlining the required revisions and new time frame. Only one postponement of this nature is allowed.

After the presentation by the student and the Question and Answer period, the student will be excused from the room. At this point, the Committee discusses the Thesis Proposal and Oral Examination and comes to a decision. The student returns to the room and the Chair of the Committee discusses the decision. If the Committee decides that further work is necessary, the Chair informs the student and the mentor of this decision in writing. A copy of this memo, detailing conditions and deadlines, attached to the Voting Form, should be returned to the GSK office within two days of the examination.

An outcome of either “Satisfactory” or “Unsatisfactory” must be entered on the Thesis Proposal Examination Voting Form for the Oral Presentation, and of either “Revisions” or “No revisions” for the Written Proposal; there are no other possible outcomes. Thus, a Committee may consider a student's performance “Satisfactory” for the oral presentation but consider the written proposal to be unacceptable. The examining committee can advise the student to take advanced course(s) when appropriate based on evaluation and performance of the student at the TPE.

Although a student is permitted only one re-take of the oral examination, a Committee may ask for several written revisions to achieve a satisfactory proposal. The student and the GSK office should receive, in writing, the expected timetable for the completion of the revisions. This timetable should include the deadline for the student to submit the revisions to the Chair of the Committee, the deadline for a response from the Committee, and the deadline by which a final decision will be made and GSK will be notified of the examination outcome. Both parts of the examination must subsequently be successfully completed within four months from the initial examination date.

A Committee may refuse a student the opportunity to be re-examined if the student has failed to show sufficient research progress and ability. In such an instance, the Examination Committee will meet with the Deans before its decision is officially recorded with the GSK. A student whose outcome of re-examination is deemed unsatisfactory will be dismissed from the school.

Students who satisfactorily complete both the written and oral presentations will be Advanced to Candidacy.

#### *Deadline*

All students must complete the Thesis Proposal Examination by March 31 of the second year in the program. If there are revisions and/or a re-examination, these must be successfully completed within four months of the date of the initial examination. Individual students may request an extension of these deadlines under special circumstances by writing to the Deans at least one month **prior** to the deadline. Failure to meet this timetable can result in loss of good standing in the program and may result in Administrative Withdrawal from the program.

#### *Registration for the Thesis Proposal*

To schedule the Thesis Proposal, students will register their intent to present by December 15 of the second year, so that the Dean can assign the Examination Committee members. Students should check the proposed date and time with the

Examination Committee members before registering the scheduled date with the GSK office, which should be done at least four weeks in advance. Failure to register in a timely manner may result in the cancellation of the Examination. If a student does not register for an examination that is conducted, GSK reserves the right to require a re-examination. The GSK office will provide the Voting Form to the Chair of the Examination Committee. This form has to be signed and returned to the office immediately following the examination.

### ***Dissertation***

**Students should follow the GSK Dissertation Guidelines available from the GSK Registrar for preparing the Doctoral Dissertation.** Students are encouraged to meet with the Associate Dean and/or the GSK Registrar to receive advice regarding the timing and logistics of planning the formal dissertation.

- [The Written Document](#)
- [The Committee](#)
- [The Defense and Seminar](#)
- [Dissertation Deposit](#)
- [Degree Conferral](#)

### *The Written Document*

Any data presented that was not obtained by the student should be identified clearly and attributed properly. Presentation of such data should be limited to that which is essential to develop the story. Similarly, work performed for the student by any of the Core Facilities of the Center should be identified clearly and attributed properly. Descriptions of the methods for such work should be limited to that which is necessary to understand the data.

Students who wish to compile published manuscripts as the backbone of the dissertation text may do so with the following guidelines:

- a general introduction, literature review, and summary will be written for the dissertation;
- the relevant publisher must grant permission for the use of the published paper as a dissertation chapter;
- the student must be first author on the paper;
- the publication represents the writing and the scientific work of the student;
- multi-author publications must include an explanation of the work not actually performed by the student. It would be appropriate to omit those experiments that were not done by the student and cite them.

If a published paper is used in the dissertation, copyright approval must be secured from the journal. A note should be made on the paper indicating that copyright approval was granted.

### *The Committee*

The Dissertation Committee is composed of five members, including the mentor, who must be a silent observer during the defense. If the student has co-mentors, both may be on the committee and both must be silent observers during the defense. The four

voting members will consist of the two members of the Advisory Committee, an External Examiner, and an additional member appointed by the Dean, who will also serve as the Chair of the Dissertation Committee. External Examiners cannot be members of either the GSK or MSK faculty and must be full-time, tenure track faculty of an accredited graduate school. The External Examiner may not be a present or recent (last three years) collaborator of either the student or the student's Thesis Mentor, a recent (last five years) GSK graduate, nor a person in whose laboratory the student intends to pursue postdoctoral training. In addition, the External Examiner may not have been present at any of the student's Thesis Committee Meetings prior to the dissertation defense. Students must submit the CV of prospective External Examiners for approval by the Dean.

For External Examiners, GSK will pay an honorarium of \$400 and fully reimburse travel expenses. This includes transportation, (economy air fare), overnight accommodation for 1-2 nights, and meals. Students are encouraged to find local examiners if at all possible.

The Dissertation Committee must read and approve the dissertation prior to the oral defense. The student should upload the dissertation as early as possible, but no later than two weeks before the defense. If the committee finds that there is sufficient reason to postpone the defense, the chair must communicate the committee's decision to the student and the GSK Registrar at least one week prior to the scheduled defense date. The committee members may also schedule the defense if not given the appropriate amount of time to prepare for it.

*The Defense and Seminar*

All students must present a 45-55 minute seminar on their work, which is open to the Tri-Institutional community, in addition to the closed door oral defense. The Dissertation Committee members attend the seminar, but should refrain from asking questions, except those that will make the seminar more interactive with the audience. More detailed questions should be reserved for the closed door defense.

*Dissertation Deposit*

The dissertation must be deposited within six months from the date of the defense for the student to be eligible for the degree.

The dissertation may be deposited at any time during the year, but the following deposit deadlines and enrollment requirements will determine the date of the degree.

| <b>For the Degree to be Awarded on:</b> | <b>Dissertation Must Deposited by:</b> | <b>Student Must Be Enrolled During:</b> |
|---|--|---|
| September 30                            | September 15                           | Preceding Spring Semester               |
| January 31                              | January 15                             | Preceding Fall Semester                 |
| May (Commencement Date)                 | April 15                               | Current Spring Semester                 |

### *Degree Conferral*

Degrees are conferred on September 30, January 31, and the date of the GSK Commencement in May. Diplomas are prepared for distribution only at the May commencement. A student can request an interim letter testifying to the completion of the degree requirements after they have deposited their dissertation. Commencement information will be sent during the Spring semester to the last email address recorded with the GSK office.

Contingent upon the defense outcome, students maintain their student status, including stipends and housing, as follows:

- none or minor revisions – status maintained for five weeks
- major revisions – status maintained for eight weeks

The dissertation must be deposited in final form by the end of the indicated time period , otherwise the degree will not be awarded.

Exceptions to this schedule will be considered only under extenuating circumstances.

# Academic Policies and Procedures

## Grading, Course Examinations

All credited courses are assigned grades A(-), B(+/-), C(+/-), F, P (Pass), I (Incomplete), S (Satisfactory), or U (Unsatisfactory). In general, seminars and journal clubs are assigned P/F grades and ongoing research courses are assigned S/U grades.

The Core Course is the only letter-graded course at GSK. Students who have not completed the required work for a course may be given a grade of Incomplete. Students must fulfill the obligation to resolve an incomplete grade within the next two semesters that they are registered. After one year, unresolved incomplete grades will appear permanently as incomplete on the student's record and will accrue no credit toward the degree. Letter grades (A, B, C, or F) may not be changed after they have been recorded in the GSK records, unless there was a clerical error by the course director in the submission of the grade. If a course director agrees to consider additional work from a student, then an initial grade of incomplete should be recorded. Students are expected to monitor their progress toward completion of the program and the degree requirements.

If a student cannot complete course requirements by the established deadline because of health issues, the instructor must be notified on or before the due date, or as soon thereafter as possible. A doctor's note must be submitted to the course director and the GSK office, and arrangements must be made for a new deadline.

## GPA

All students must complete at least 68 graduate credits (a combination of course work and research credits), and maintain a GPA of 3.0 or higher.

To compute the grade point average:

1. For each course with a letter grade that counts toward the GPA, the number of credits is multiplied by the appropriate quality point value, as indicated in the table below.
2. The quality point values are added for all the courses to determine the total quality points.
3. The total quality points are divided by the total number of credits.

| Grade | Quality Point Value | Grade | Quality Point Value |
|-------|---------------------|-------|---------------------|
| A     | 4.00                | C+    | 2.30                |
| A-    | 3.70                | C     | 2.00                |
| B+    | 3.30                | C-    | 1.70                |
| B     | 3.00                | F     | 0.00                |
| B-    | 2.70                |       |                     |

The resulting figure is the GPA/cumulative index. GPA is computed to two decimal points.

Although credits with grades of P/F or S/U count toward the degree requirement, they do not figure into the computation of the GPA.

Students who do not meet the requirements of the New York State Immunization Law will not be permitted to register. Student Health Services is required by New York State Law to maintain up-to-date records for each student. Students who fail to comply with this requirement will not be permitted to register and may be Administratively Withdrawn from the program.

### **Advisory Mechanisms**

The GSK has developed an extensive advisory system to help students optimize their tenure at GSK. This advisory system is multi-pronged and students are strongly encouraged to take full advantage of the opportunities available to them, and to discuss their decisions and progress in the program with their advisors. Together with the GSK faculty members, the Deans serve as *ad hoc* advisors to students throughout their tenure at GSK.

Prior to matriculation, each student is assigned a First Year Mentor. Students are encouraged to have regular meetings with their First Year Mentor who will provide Progress Reports to the GSK office. Students will also meet with the Deans, as a cohort and individually. It is essential that students make use of these first year advisory mechanisms as they are fulfilling the didactic requirements of the course, as well as moving towards identifying and selecting a thesis mentor. Students should seek the advice of their First Year Mentor and the Deans as they are deciding on their laboratory rotations and then meet to discuss the rotation experience following each rotation. In June, as they are deciding on who to select as their thesis mentor, students should again seek the advice of their First Year Mentor and the Deans.

Once students have formally declared their thesis mentor in July, they will subsequently select a two-member Advisory Committee from the GSK faculty, which, with the mentor, will constitute the Thesis Committee. The Advisory Committee members should be those faculty members who are most likely to be helpful in the student's area of research.

Students may add an additional faculty member from either the GSK faculty or another graduate school. External Members of the Advisory Committee must be full-time, tenure track faculty members of an accredited graduate school. Students should submit the CV of prospective External Members to the Dean for approval.

The Thesis Committee, chaired by the mentor, is expected to meet with the student according to the schedule below. Students are required to provide the Thesis Committee with a completed Progress Report (updated and downloaded from the GSK Student Information System) and a two-page report showing progress and changes from the last meeting (sent to the committee at least one week prior to the scheduled meeting). Students are required to prepare a PowerPoint presentation for these meetings.



### *Thesis Committee Meeting Deadlines*

- Second year students: meeting I: January 31
- Third year students: meeting I: December 31
- Fourth year students: meeting I: September 30 and meeting II: May 31
- Fifth year students: meeting I: January 31 and meeting II: July 31
- Sixth year students: meeting I: January 31 and meeting II: July 31.

Second year students will have a planning meeting no later than January 31. The purpose of this meeting is to bring the advisors up-to-date on plans for the thesis project: what has been done, preliminary data, and future plans. The advisors are expected to provide feedback and discuss the merits and feasibility of the project. The Thesis Committee should help the student troubleshoot the project. In preparation for this meeting, students must give the thesis committee a one to two page summary of the thesis project at least one week prior to the meeting. A PowerPoint presentation reflecting the summary should be used at the meeting. This planning meeting and the research summary are not precursors of the Thesis Proposal Examination. The written summary will not be evaluated and should not be viewed as the springboard for the Thesis Proposal. It is only an informal document to familiarize the Advisory Committee with the thesis project.

Formal progress reports must be filed by GSK students in year two and beyond according to the schedule indicated above. Prior to meeting with the Committee, the student should review their information in the Progress Report Form in the GSK Student Information System and correct/update as necessary. Students should download the individualized Progress Report Form and provide it to the members of the Thesis Committee prior to the scheduled meeting. The Committee should use the Report to evaluate the student's progress, indicate strengths and weaknesses, and discuss the student's Individual Development Plans (IDP). Meetings should conclude with a discussion between the advisors and the student, in the absence of the mentor.

The Thesis Committee for second year students will only be asked to certify that the committee met, not to evaluate student progress. A Progress Report Form, signed by the Thesis Committee members and the student, must be submitted to the GSK office immediately following each meeting. Students should convene the Thesis Committee as needed, but Progress Reports must be submitted according to the schedule above.

Beginning in the fourth year, the committee meetings should be focused on timely completion of the thesis research and the preparation of manuscripts for publication. In addition to the overall progress, the committee members will closely monitor student's progress to timely completion of the degree.

It is important that timely meetings occur to maintain satisfactory academic progress. Students are encouraged to take the initiative in scheduling meetings with the Thesis Committee or the Deans, as necessary. Both students and faculty are urged to view the advisory system as crucial in identifying and resolving problems, in maintaining realistic expectations for progress, and as a source of new ideas and approaches.

### **Satisfactory Progress**

It is essential that students, the First Year Mentors and the Thesis Committee monitor student progress for the duration of the Program. Continued financial support is contingent upon maintaining satisfactory progress at all times. Additionally, failure to achieve and maintain satisfactory progress, after advice is sought from the Thesis Committee and/or the Deans, can result in academic probation and ultimately, dismissal from the program. A student who fails to maintain satisfactory progress may be placed on an Administrative Leave of Absence by the Dean, following consultation with the student's mentor and Advisory Committee.

Satisfactory progress is achieved and maintained by meeting the following requirements:

- matriculation on a full-time basis
- for first year students: timely completion of all course requirements, demonstration of research potential and of timely progress toward the choice of thesis mentor through rotation activities and meetings with the faculty
- timely submission of a completed Laboratory Rotation Agreement Form, Rotation Evaluation Form, Rotation Abstract and Rotation Report for each rotation
- maintaining a 3.0 GPA or higher
- no more than two Incomplete grades are allowed in any given semester, unless they resulted from an approved leave of absence that began before a final grade was assigned
- successful and timely completion of the Thesis Proposal Examination
- meeting with the Thesis Committee according to the schedule indicated in the section on Advisory Mechanisms and submitting a Progress Report immediately following each meeting
- demonstration of progress in the research project and the ability to demonstrate growth in research skills
- completion of at least 68 graduate credits (a combination of course work and research credits)
- completion of all dissertation requirements, including defense and timely deposit

### **Citation of Student Affiliation**

Students should indicate their affiliation on publications and abstracts as: Louis V. Gerstner, Jr. Graduate School of Biomedical Sciences, Memorial Sloan Kettering Cancer Center, New York, NY.

## **Academic Dishonesty and Plagiarism**

Students are expected to understand all standard rules associated with plagiarism. Resources available to further inform the student of what constitutes plagiarism can be found in the MSK Code of Conduct, the content of the Responsible Conduct of Research course as well as in many guides offered to explain the seriousness of any breach of not submitting one's own work for credit. A guidebook "Writing with Sources – a Guide for Students", is offered to each student upon matriculation; an additional copy is available in the student library.

Any instance of suspected plagiarism by a student will be brought to the attention of the Dean for further inquiry and action. Proven instances of plagiarism can result in dismissal from GSK.

## **Appeals Policy**

Issues concerning the grading and evaluation of student performance in courses will be discussed with the course director. If the student feels there is a need for further resolution, the issue should be brought to the attention of the Dean. The Dean may discuss the issue with the Executive Committee, if needed.

Students who have been placed on probationary status or asked to leave the program based on lack of Satisfactory Progress may appeal these decisions by petitioning the Dean to have an ad hoc Academic Appeals Committee convened. The student and the student's mentor (and/or First Year Mentor) will have an opportunity to speak with the Academic Appeals Committee. The committee will make a recommendation to the Dean; the student must abide by this decision.

A student will be permitted to maintain student status, with some student privileges, during the appeals process or until June 30 of that academic year, whichever comes first.

## **Core Course Attendance Policy**

All students are expected to attend the Core Class regularly. If a student is going to be absent from the Core Class, they must notify the Registrar/Curriculum Specialist prior to the absence. A student is allowed a total of three absences from the Core Class over the course of the semester. Any absences in excess of three will result in two percentage points being subtracted from a student's participation grade **per absence**.

## **Vacation Policy**

In general, GSK anticipates that students in the second year and on will take up to three weeks of vacation each year, exclusive of travel to scientific meetings. Individual circumstances may dictate that a student along with the mentor design a vacation plan that is appropriate given the nature of the student's efforts over a period of time, in particular family circumstances, parental leave, etc. Students must be sensitive to their obligation to inform the mentor (or the rotation mentor, Deans and the First Year Mentor) of planned absences to minimize any disruption of work in the laboratory.

In the event of an unanticipated absence, students should make every effort to communicate with the laboratory and the Deans as soon as possible. Any unexplained

absence will constitute lack of Satisfactory Progress in the program and can result in academic probation, administrative Leave of Absence, and ultimately, dismissal from the program.

### **Parental Leave**

Thesis mentors are expected to allow students to take up to eight weeks of paid time off for parental leave for the birth or adoption of a child. This parental leave will run concurrently with the leave taken under the Family Medical Leave Act (FMLA), which grants up to 12 weeks of leave within a 12-month period due to certain medical and family circumstances.

### **Maximum Time for Completion of All Degree Requirements**

GSK allows students to be matriculated for a maximum of six years. Failure to complete all degree requirements within this time period may result in loss of good academic standing. Extension of this time period may be granted by the Dean upon consideration of a Petition for Extension by the student. Such petition, which may be downloaded from the student portal, must be co-signed by the student and Thesis Mentor and include a description of progress to degree, explanation of any extenuating circumstances, and an estimate of the additional time required for completion. Petitions must be filed by April 15th of the student's sixth year in the program for extension to a seventh year of residence. Additional petitions for extension of residence must be filed by February 1 of the student's seventh year and will be reviewed by the Curriculum Committee.

### **Leave of Absence and Withdrawal**

A student wishing to interrupt doctoral study for one academic year or less, for serious illness or compelling personal reasons, may request a leave of absence. If the leave is approved by the Dean, the student will be reassured of readmission at the end of the approved leave. Such approval can only be obtained if the student is in good academic standing and has the approval of the mentor. Students who fail to follow any conditions of the approval of the leave of absence will be administratively withdrawn from the program. If the student wishes to return at a later date, s/he must apply for re-admission to the program.

Students on a leave of absence are not eligible for the benefits associated with maintenance of student status, including stipend, health insurance, travel award, and student housing for the duration of the leave. Students on a medical leave of absence may petition for continuation of health insurance and housing privileges; this request will be considered on an individual basis.

Students must submit a Request for a Leave of Absence Form with the appropriate documentation to the Dean. A student requesting a personal leave of absence must include a written statement that explains a "compelling personal reason." A student requesting a medical leave of absence must submit documentation from a physician.

*N.B.* – The period of an authorized leave is included in the program time limit. A student who was on an approved leave of absence may petition the Dean for an extension of the program time limit, to include the time period of the leave of absence. This petition must

have the support of the student's mentor and Advisory Committee. Such requests will be considered under special circumstances.

International students can only request a leave of absence for medical reasons.

Request for voluntary withdrawal from the program must be made by submission of the Request for Withdrawal Form. To resume doctoral study a former student must apply for re-admission.

**NOTE:** Students who are out of school for any extended period of time are responsible for ensuring that they abide by financial aid (such as loans) regulations as stipulated by the relevant agencies/institutions.

# Student Services

## **Career and Professional Development**

GSK actively supports career guidance for its students. It organizes regular seminars and workshops to increase students' awareness of the wide range of career options available to them. Invited speakers include individuals from a wide range of careers.

There are city wide workshops/symposia, co-sponsored by various Graduate Schools in New York City, that invite dynamic speakers from various career paths. For example, "What can you be with a Ph.D.?" is a symposia series sponsored by several of the Graduate Schools in New York City.

GSK participates in the activities and events of the New York Academy of Sciences. Students are encouraged to join the membership of the Academy to take advantage of its many scientific and career development programs. In particular, students can participate in the Science Alliance for Graduate Students and Postdocs. The Academy has partnered with the major educational institutions in New York City to provide a number of services, including: mentoring, networking, and career development. This is accomplished through local events and via a dynamic website.

### *The Office of Career and Professional Development*

SKI's Office of Career and Professional Development (OCPD) works to enhance the professional development of our graduate students and postdoctoral researchers while assisting the faculty in training the next generation of leading biomedical scientists. The goal of the OCPD is to prepare the students for success during their graduate training and to help in planning for fulfilling careers in academia, industry, business, or government.

OCPD's services are offered in a number of ways, including professional development workshops, seminars, and courses to complement the training at the bench. Individual guidance on interview processes and different career paths is readily available for GSK students, and individual career counseling, are provided through panel discussions and networking events.

Complete information about the services offered by the OCPD and on how to schedule an Individual appointment is available on the [Office of Career and Professional Development](#) website.

### *International Student Services*

The GSK office coordinates services for international students with the MSK Immigration Office. Upon acceptance into GSK, students will be guided through the process of obtaining an F-1 student visa.

In addition to the issuance of an F-1 visa, students will be directed to resources on professional advisement on immigration, financial, employment, and other matters through personal appointments, specialized orientations, and workshops.

Students will be provided with information on Government Regulations and Procedures on issues such as maintaining legal status, employment options, travel and re-entry, and other matters.

All international students are required to adhere to the laws of the Department of Homeland Security and the US State Department. Students must provide a validated I-20 form before their fellowship package can be activated. Students are responsible to make sure that they are always in compliance as mandated by the Department of Homeland Security and the US State Department.

All questions regarding the visa status should be addressed to the GSK Designated School Officials (DSO) in the MSK Immigration Office, or to the GSK office.

### **The Library**

The MSK Library's mission is to proactively partner with the campus Library users by delivering innovative services and targeted published content in support of quality patient care, research excellence, and ongoing learning for the progressive control and cure of cancer.

MSK Library subscribes to a full range of databases covering key science, medical and healthcare information. Library clients have access to over 3,000+ journal titles, with over 85% of these titles available electronically.

Access to most of the Library's content is available 24x7 via the [MSK Library website](#). These online resources can be accessed either on campus or remotely. Students are encouraged to become familiar with the wide range of services available from MSK's Library and to consult with available staff for assistance.

The MSK Library has expanded support in response to the NIH Public Access Policy and the mandate for compliance. The Library Website can be accessed on the public Internet as well as the MSK Intranet and connects the MSK community to Library services and to an extensive collection of resources.

### **Other Facilities**

Memorial Sloan Kettering's main campus, home to the Gerstner Sloan Kettering Graduate School, is located on Manhattan's Upper East Side. Its research space totals approximately 575,000 square feet, with many cutting-edge laboratories and facilities housed within the Rockefeller Research Laboratories building and the Zuckerman Research Center. This building has open, spacious floors to encourage collaboration.

Dozens of [Research Core Facilities](#)— ranging from bioinformatics to high-throughput drug screening and x-ray crystallography — serve both basic and clinical research needs. These shared facilities offer state-of-the-art instruments and technical staff support to graduate students as they train and conduct research projects.

The Student Center, equipped with communications and audio-visual equipment, is the hub of activities for graduate students. It is adjacent to the offices of the graduate school.

During the first year, each student is given his or her own study space. A student lounge is designed to accommodate student meetings, journal clubs and small seminars. Memorial Sloan Kettering's Student and Faculty Club offers students an informal setting to interact with colleagues, including fellow students, faculty, postdoctoral fellows, and students from joint programs with Weill Cornell Medical College and The Rockefeller University.



# Student Benefits

## *Medical Insurance*

All students are provided with a comprehensive health insurance package as part of the fellowship package. Insurance benefits also cover students' spouses, domestic partners and dependants. Medical insurance coverage begins on the first day of the subsequent month in which the student matriculates and will end on the last day of the month in which the student status is no longer effective.

## *Dental Insurance*

All students are provided with dental coverage through MetLife. The plan pays up to \$1,000 in benefits for each covered person in a calendar year for preventive, diagnostic and restorative service.

## *Vision Coverage*

All students are provided with the VSP Vision Care Plan, which provides an annual benefit for eye exams, glasses or contacts.

## **Housing and Cost of Living**

Students who matriculate in GSK are offered affordable housing owned by MSK located on the Upper East Side neighborhood of Manhattan. Living spaces ranging from studio- to two-bedroom-apartments are available to students based on individual needs. Rates vary according to the type of living space contracted by each student.

The most affordable option for a single student is a shared two-bedroom apartment (no living room) with kitchenette and bath with a 2018-19 monthly rent of \$894. The cost of housing is subsidized to approximately 40% below the market value in the same area. Students who choose to share an apartment are assigned a roommate. Rent for housing is deducted from the student's stipend payments. An estimated budget for food per year averages \$5,460-\$6,180.

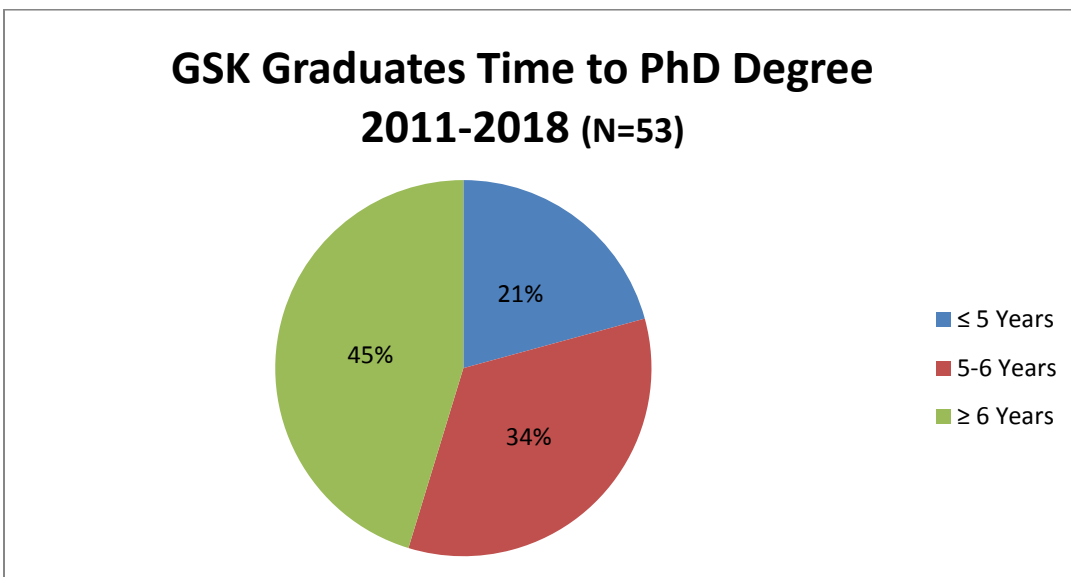
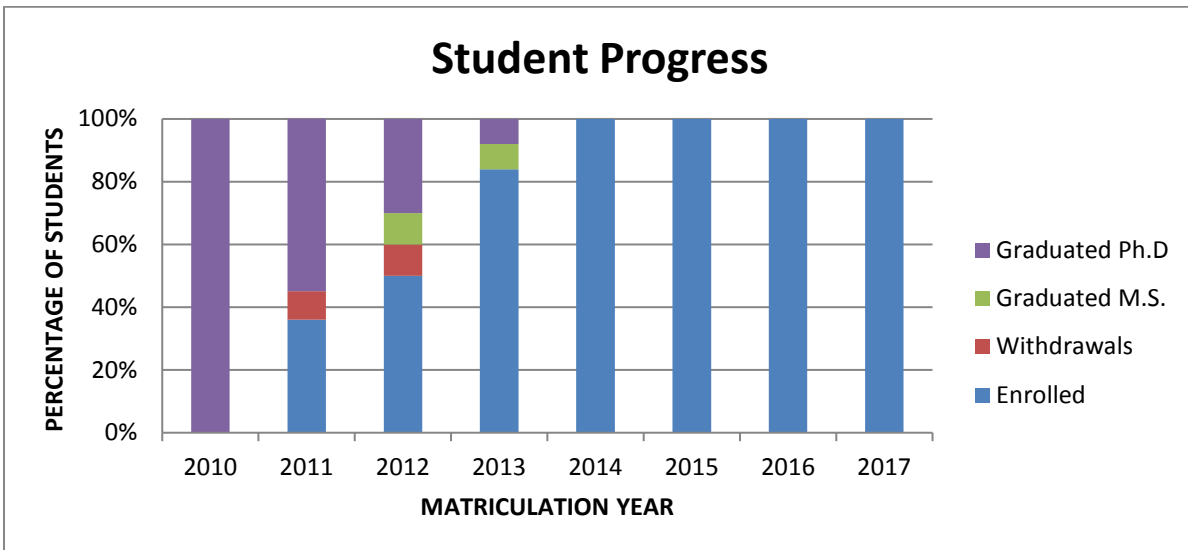
The occupancy agreement should be read carefully because it is a contract between MSK and the student. The housing contract is in effect for the duration of study and is automatically renewed each year. If a student wishes to vacate MSK housing before completion of the program, the student must abide by the vacate policy of the Housing Division.

Students who are finishing their degrees have to comply with the GSK sign out process that includes a 30-day notice for termination of the occupancy agreement with MSK.

Students with housing questions should contact the Student Housing Advocate in the Housing Division. The Housing Office is located at 307 E 63<sup>rd</sup>, 3<sup>rd</sup> Floor. Business hours are Monday through Friday from 9:00 am to 5:00 pm, except holidays. The telephone number is 646.888.8403, and the email address is [housingoffice@mskcc.org](mailto:housingoffice@mskcc.org). Unresolved issues should be brought to the attention of the Associate Dean.

# Student Progress and Outcomes

Gerstner Sloan Kettering Graduate School has matriculated 127 students since our first class enrolled in 2006. We have a retention rate of 94.5% and the average time to degree is 6 years. Our students have been very successful, publishing over 300 papers and competing successfully for 30 independent graduate research fellowships such as those from the NIH and NSF. Directly after graduation, 61% of GSK alumni pursued postdoctoral research training in academic and scientific laboratories, while 39% pursued non-research, science-related careers such as biotech analyst, science writer, biotech firm manager, and consulting.



# Compliance Policies

- [Code of Conduct](#)
- [Prohibition on the Marketing of Credit Cards](#)
- [Policy on Harassment](#)
- [Policy for the Prevention of and Response to Sex Discrimination, Sexual Harassment, and Sexual Violence](#)
- [Amendments to the Educational Law](#)
- [Campus Security Rules & Regulations](#)
- [Policy on Substance Abuse](#)
- [Drug-Free Schools Communities Act \(DFSCA\) – Annual Notification](#)
- [Family Education Rights and Privacy Act \(FERPA\)](#)
- [Student Resources](#)
- [Compliance Hotline](#)

N.B., MSK's Mandatory Learning Program (MLP) is comprised of the following online courses that cover Joint Commission and regulatory compliance-related topics.

1. Code of Conduct
2. Conflict of Interest
3. Keeping Data Safe
4. Privacy Basics
5. Respect in the Workplace

## Code of Conduct

The Code of Conduct describes the governing values and standards of conduct for everyone associated with Memorial Sloan Kettering Cancer Center. All Memorial Sloan Kettering workforce members are required to follow the standards described in this Code when performing work in support of the Center's mission. The full Code of Conduct may be accessed via MSK website: [Code of Conduct](#). A hard copy is distributed to incoming students.

## Prohibition on the Marketing of Credit Cards

Prohibition on the marketing of credit cards – advertising, marketing or merchandising of credit cards on campus to students is prohibited, except as pursuant to a credit card marketing policy

# Policy on Harassment

Memorial Sloan Kettering Cancer Center is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits harassment. MSK expects that all work relationships among employees and students, or between employees or students and persons outside the institution, will be business-like and free of harassment.

- [Definitions of Harassment](#)
- [Consequences of Acts of Harassment](#)
- [Individuals Covered by this Policy](#)
- [Policy Regarding Retaliation](#)
- [Reporting an Incident of Harassment or Retaliation](#)
- [Procedures](#)
- [Investigation of Harassment or Retaliation Complaints](#)

## *Definitions of Harassment*

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment in GSK; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display, circulation of pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, citizenship status, sexual orientation, veteran status, marital status or any other status protected by law or that of his or her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive academic environment; (ii) has the purpose or effect of unreasonably interfering with an individual's academic performance; or (iii) otherwise adversely affects the individual. Harassing conduct includes, but is not limited

to: epithets, slurs or stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation, or electronic communication in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

#### *Consequences of Acts of Harassment*

Individuals found to have engaged in acts of harassment will be subject to disciplinary action, up to and including dismissal from GSK.

#### *Individuals Covered by this Policy*

These policies apply to all applicants and students, and prohibit harassment, whether engaged in by fellow students, any Memorial Sloan Kettering employee, by a supervisor or manager or by someone not directly connected to the Memorial Sloan Kettering Cancer Center (e.g., an outside vendor, consultant, customer conducting business with the institution, patient, or visitor who uses MSK's resources or who visits patients). Conduct prohibited by these policies is unacceptable in the workplace and in any academic or work-related setting outside the Center, such as during business trips, business meetings and business-related social events.

#### *Policy Regarding Retaliation*

Memorial Sloan Kettering Cancer Center prohibits retaliation against any individual who reports harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or for participating in an investigation of a claim of harassment is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action, up to and including dismissal from the GSK.

#### *Reporting an Incident of Harassment or Retaliation*

Memorial Sloan Kettering Cancer Center strongly urges the reporting of all incidents of harassment or retaliation, regardless of the offender's identity or position. Individuals who feel they are being harassed or retaliated against for reporting perceived harassment, or for participating in an investigation of a claim of harassment, should consider telling the offending party that they object to that conduct. If the individual is not comfortable confronting the offending party or if the offending party's unwelcome conduct continues, the individual must bring the offensive conduct to the attention of the offender's supervisor, the Dean of GSK, any Employee Relations representative, or any other individual in management up to the highest level of authority at the Memorial Sloan Kettering Cancer Center that the individual feels comfortable speaking to about such a matter so that the offensive conduct can be investigated and remedied. While no fixed reporting period has been established, Memorial Sloan Kettering Cancer Center strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

#### *Procedures*

- A student who believes s/he is being harassed or retaliated against may inform the individual who is the source of the perceived harassment or retaliation that s/he is offended by the behavior and request that it be stopped.

- If the individual does not feel comfortable discussing the perceived harassment or retaliation directly, s/he may report the harassment to his or her mentor, the Dean of GSK, any other MSK management level employee, or any representative of the Employee Relations Department.
- If the harassment or retaliation complaint is reported to someone other than a representative of the Employee Relations Department, the individual hearing the complaint must report it to the Employee Relations Department.
- The Employee Relations Department will investigate the complaint, ensuring confidentiality to the extent possible during the investigation.
- Based on the findings of the investigation, the Employee Relations Department will recommend appropriate action, if any, to be taken.
- Based on discussions with the Dean of GSK, the Employee Relations Department will finalize the agreed upon actions.
- A representative of the Employee Relations Department and/or the Dean of GSK informs both the individual complaining of harassment and the individual alleged to have harassed the complainant of the results of the investigation.
- The Employee Relations Department and the Dean of GSK will ensure that the agreed to action is carried out.

#### *Investigation of Harassment or Retaliation Complaints*

Any reported allegations of harassment or retaliation will be investigated promptly by the Employee Relations Department. The investigation may include individual interviews with parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action.

Misconduct constituting harassment or retaliation will be dealt with appropriately. Responses may include actions such as training, referral to counseling and/or disciplinary action such as warning, reprimand, or dismissal from GSK, as Memorial Sloan Kettering Cancer Center believes appropriate under the circumstances.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected status, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the MSK prohibit disparate treatment on the basis of sex or any other protected status, with regard to terms, conditions, privileges and perquisites of matriculation. The prohibitions against harassment and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

# Policy for the Prevention of and Response to Sexual Misconduct

To the extent that this Policy overlaps with Gerstner Sloan Kettering Graduate School's Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policies, this Policy will control in cases involving sexual misconduct, including but not limited to sex discrimination (to the extent described below), sexual harassment, and/or sexual violence, sexual assault, domestic violence, dating violence, and stalking against a student.

## POLICY STATEMENT

This Policy is for the benefit of students at the Louis V. Gerstner, Jr. Graduate School of Biomedical Sciences (GSK), Memorial Sloan Kettering Cancer Center (MSK). GSK is committed to maintaining an educational environment for students that is free from sexual misconduct. GSK does not discriminate on the basis of sex, gender, parental, family or marital status in its education programs and activities, and it is required by Title IX of the U.S. Education Amendments of 1972 not to discriminate in such a manner.

GSK strongly encourages every member of our community who is a victim of, or has knowledge of sexual misconduct, including but not limited to sex discrimination, sexual harassment, and/or sexual violence, sexual assault, domestic violence, dating violence, and/or stalking, against a student to report that conduct as set forth below. GSK is committed to responding to such reports promptly, with sensitivity for all concerned, and with a fair and equitable process.

## CONTROLLING LAW

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

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

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

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

## DEFINITIONS

**Sexual Misconduct** includes but is not limited to the following terms, as defined below: sex discrimination, sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and stalking.

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

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

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

**Sexual Assault** is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Examples of such contact or behavior include forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

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

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

**Domestic Violence** is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. The behavior can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

**Dating Violence** is violence committed by a person who is or has been in a social



relationship of a romantic or intimate nature with the victim.

**Stalking** is a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking behaviors may also include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or lying in wait for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim.

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

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

## **INDIVIDUALS AND CONDUCT COVERED**

This Policy covers any occurrence of sexual misconduct, including but not limited to sex discrimination, sexual harassment, and/or sexual violence, sexual assault, domestic violence, dating violence, and stalking, regardless of whether the accused is a student, employee or third party, or whether the prohibited conduct occurred on or off campus. GSK will address reported sexual misconduct against a student whether the report is made by the alleged victim or a reporting individual. GSK will also ensure that a student who is the victim of sexual misconduct is afforded the protections outlined in the Students' Bill of Rights, which appears at the end of this Policy, including the right to make a report to local law enforcement and to be protected from retaliation.

## **THE TITLE IX COORDINATORS**

The Gerstner Sloan Kettering Graduate School has designated as its Title IX Coordinators Leslie Ballantyne, Esq., MSK HR Legal & Regulatory Affairs (tel: 646-227-2742; ballantl@mskcc.org) and Kristen Ahearn, Esq., MSK HR Associate General Counsel, Director, Compliance and Privacy Officer (tel: 646-227-2034; ahearnk@mskcc.org).

The Title IX Coordinators oversee implementation of GSK's Policies and must be informed of all reports and complaints of sexual misconduct, including but not limited to sex discrimination, sexual harassment, and/or sexual violence, sexual assault, domestic violence, dating violence, and stalking against a student, even if the report or complaint was initially made to another individual or if the investigation will be conducted by another individual or office.

The Title IX Coordinators are responsible for:

- Activating GSK’s Title IX grievance fact-finding, hearing, and determination procedures;
- Evaluating confidentiality requests;
- Determining the resources required to conduct an investigation, if warranted;
- Conducting and/or managing a grievance investigation and appeal, including designating other GSK employees or third parties to assist, as needed and working with law enforcement when necessary;
- Determining appropriate interim measures for a complainant, including providing support and counseling resources, and taking steps to protect public safety during the course of an investigation;
- Determining appropriate sanctions against an offender and remedies for the complainant;
- Enforcing sanctions with the assistance of GSK and MSK’s administrative leadership; and
- Recommending necessary changes to GSK’s policies or procedures, as needed.

## **CONFIDENTIALITY**

Confidentiality and privacy will be maintained throughout the investigation of a complaint or report of sexual misconduct pursuant to federal or state law and GSK and/or MSK policy.

“Confidentiality” may be offered by an individual who is not required by law to report known incidents or sexual assault or other crimes to institution officials. “Privacy” may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or complainant more than necessary to comply with applicable laws.

GSK may share a complaint or report only as needed with those MSK and GSK personnel who have responsibility for the safety of the GSK and MSK community and, if required, with law enforcement. Counselors and advocates who may be recommended to the complainant by GSK or MSK will be advised of their requirement to maintain confidentiality and/or privacy. GSK and MSK officers and employees who cannot guarantee full confidentiality will maintain a complainant’s privacy to the greatest extent possible. The information a complainant provides to a non-confidential resource will be relayed only as necessary for the Title IX Coordinators to investigate and/or seek a resolution. Complainants can utilize MSK’s confidential and anonymous Compliance hotline to report incidents of sexual misconduct. The Title IX Coordinators can further provide students with information on other privileged and confidential resources.

## **TITLE IX PROCEDURAL REQUIREMENTS**

A complaint of sexual misconduct by or on behalf of a student should be reported to the Title IX Coordinators. Complaints may also be reported to GSK’s Director of Security,

MSK's Human Resources Department and/or the MSK Compliance hotline, all of whom will provide the report to the Title IX Coordinators. Complainants also have the right to notify local law enforcement and/or state police.

The Title IX Coordinators receive annual training in interviewing victims of sexual assault and will provide information and assist in initiating appropriate internal conduct proceedings and external legal proceedings. Title IX Coordinators will provide information about intervention, mental health counseling and medical services, sexually transmitted infections, and sexual assault forensic examinations. They will also direct the complainant to resources available through the New York State Office of Victim Services and the New York-Presbyterian/Weill Cornell Medical Center Victim Intervention Program, both of which have agreements with GSK and include access to evaluation, care, the collection of forensic evidence and follow up services.

### **A. Complainants Rights**

A complainant has the right to make a complaint, withdraw a complaint at any time, or not report a complaint. A complainant also has the right to file a criminal complaint or to pursue his or her rights under Title VII of the Civil Rights of 1964, before, during, or after (i) reporting a Title IX complaint, or (ii) activating GSK's internal Title IX investigation or appeal process.

Individuals that chose to make a complaint of sexual misconduct, including but not limited to sex discrimination, sexual harassment, and/or sexual violence, sexual assault, domestic violence, dating violence, and stalking are afforded the right to:

- Notify GSK's Director of Security, local law enforcement, and/or state police;
- Have emergency access to Title IX Coordinators who will provide information regarding options to proceed, the importance of preserving evidence, and detailing the criminal justice process and the standards of proof that apply;
- Disclose confidentially the incident to institution representatives who may assist in obtaining services;
- Disclose confidentially the incident and obtain services from the state or local government;
- Disclose the incident to GSK or MSK representatives who can offer privacy or confidentiality, as appropriate;
- File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate GSK or MSK representatives;
- Disclose the incident to MSK's human resources authority or the right to request that a confidential or private employee assist in reporting to the appropriate human resources authority;
- Withdraw a complaint or involvement from the GSK or MSK process at any time;

GSK will seek verbal consent from a complainant prior to conducting an investigation. A complainant may request that GSK not investigate or take action. GSK will honor the complainant's request unless the Title IX Coordinators determine in good faith that the

failure to investigate or take action might put the complainant or others at risk of harm and/or prevent GSK from providing a safe, non-discriminatory environment for all members of its community. The following factors will be used when determining whether an investigation is required and whether to honor a request to not investigate:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- The increased risk the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

## **B. Grievance Procedures for Responding to Complaints of Sex Discrimination**

Any complaint of sex discrimination alleged by a student – *i.e.*, alleged unfavorable treatment of a student on the basis of the student's gender – shall be subject to the complaint procedures set forth in GSK's Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy, including prompt investigation and responsive action, if appropriate.

## **C. Grievance Procedures for Responding to Complaints of Sexual Misconduct, including Sexual Harassment and/or Sexual Violence**

1. A fair, impartial, timely, and thorough investigation will be undertaken, taking into consideration consent and any request by the complainant or reporting individual for confidentiality and/or privacy, in accordance with the following procedures:
  - GSK officials will initiate proceedings by determining whether an investigation is required. Officials will independently meet with the complainant, the accused, witnesses and other applicable individuals and review available evidence to make a determination. GSK will also take into consideration factors outlined above, in determining whether an investigation is required. Once a determination is made, GSK officials will provide verbal and/or written notification of the need for an investigation and next steps, if applicable.
  - The investigation may include fact-finding, a hearing, if appropriate, and any other decision-making processes useful in determining whether the sexual harassment and/or sexual violence occurred and created a hostile environment.
  - The investigation process will include, at a minimum, i) notice to the respondent describing the date, time, location and factual allegations concerning the violation; ii) an opportunity to offer evidence during the investigation and hearing, where appropriate, and have access to a record of any hearing; and iii) access to at least one level of appeal.
  - Students, whether the alleged victim or the accused, may exclude their own prior sexual history with persons other than the other party in the judicial or conduct

process, or their own mental health diagnosis and/or treatment from admittance in the grievance stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the grievance stage that determines sanction.

- During the course of the investigation, the complainant and the accused must be afforded the same opportunities to present witnesses and evidence, to be accompanied by counsel and/or a designated advisor, and to attend any hearings, although the complainant and the accused will not be required to be in the same room at the same time. If the accused is a student, the complainant can request that GSK issue a no-contact order, which may be appealed by the accused. The complainant also can obtain an order of protection with the help of MSK security and receive assistance from MSK security and local law enforcement in effecting an arrest if the accused violates the order.
  - The applicable legal standard used in resolving the complaint is a “preponderance of the evidence,” which means that the finder(s) of fact concludes that it is more likely than not that sexual harassment and/or sexual violence occurred (or did not occur).
2. Prior to and during an investigation, GSK will promptly take interim steps to ensure equal access to its education programs and activities and protect the complainant, as necessary, from the alleged conduct.
- GSK will use good faith, best practices, including the factors used when determining whether to honor a request to not investigate, as outlined on page 6, to determine whether an accused or respondent presents a continuing threat to the health and safety of the GSK and/or MSK community. If a continued threat is present GSK will subject the accused or respondent to interim suspension or similar measure, pending the outcome of the investigation.
  - When the accused or respondent is a GSK student, the complainant may request a “no contact order” consistent with GSK and MSK policies and procedures.
  - GSK and/or MSK officials can assist the complainant in obtaining an order of protection and have officials explain the order of protection and answer questions about it, including the accused’s responsibility to stay away from the protected person or persons.
  - GSK and/or MSK will obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, and other applicable arrangements to ensure safety, prevent retaliation and avoid an ongoing hostile environment.
3. The complainant and the accused will be notified in writing of the outcome of the investigation simultaneously as follows:
- The complainant must be informed of whether the investigation resulted in a finding that the alleged conduct occurred and, if so, any remedies offered to the complainant, sanctions imposed on the offender as a consequence of the findings and rationale for such, and efforts by GSK/MSK to eliminate any hostile environment and prevent its recurrence.

- The accused should be notified of the same information as the complainant, but not information regarding any remedies offered to the complainant.
  - The complainant has the right to choose whether to disclose or discuss the outcome.
4. The activities described in Sections 1 and 3 above, should be completed, if practicable, within sixty (60) days of a complaint being received by the Title IX Coordinators.
  5. The complainant or the accused may appeal the outcome of an investigation on the basis of alleged procedural error, previously unavailable relevant evidence that could significantly affect the outcome of a case, or sanction(s) being substantially disproportionate to the findings. There are no prescribed requirements regarding the appeal process other than that the same process should be followed whether the complainant or the accused seeks to appeal, and both parties should be notified about the outcome of the appeal. Any appeal should, however, be initiated promptly, and in any event within thirty (30) days of notice of the outcome of an investigation, and must be requested in writing to the Title IX Coordinators. All information obtained through the investigation must be protected from public release until the appeals officer, designated by the GSK Dean in consultation with the Title IX Coordinators, makes a final determination, unless otherwise required by law.
  6. A separate process may be undertaken to identify actions necessary to address concerns about a hostile environment and to prevent the recurrence of sexual harassment and/or sexual violence. If GSK lacks the necessary resources or services, it should enter into agreements and partnerships with community-based organizations and refer students to those organizations.
  7. GSK will make a notation on the transcript of any students found responsible for sexual harassment and/or sexual violence if they were suspended, expelled, or if they decided to withdraw from school during the grievance process. Students who receive a notation for suspension or withdrawal may appeal to seek removal of the notation.

## **RETALIATION IS PROHIBITED**

The Louis V. Gerstner, Jr. Graduate School of Biomedical Sciences, Memorial Sloan Kettering Cancer Center prohibits retaliation against any individual who reports sexual misconduct, including but not limited to sex discrimination, sexual harassment, and/or sexual violence, sexual assault, domestic violence, dating violence, and stalking, or participates in an investigation of such reports. Retaliation against an individual for reporting sexual misconduct, including but not limited to sex discrimination, sexual harassment, and/or sexual violence, sexual assault, domestic violence, dating violence, and stalking or for participating in an investigation of such a report will be subject to disciplinary action, up to and including dismissal from GSK.

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

The health and safety of every student at GSK is of utmost importance. GSK recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that sexual misconduct, including but not limited to sex discrimination, sexual harassment, and/or sexual violence, sexual assault, domestic violence, dating violence, and stalking occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. GSK strongly encourages students to report sexual misconduct to the Title IX Coordinators, GSK administration, MSK Security and/or any other reporting/compliance channels. A bystander, complainant, or reporting individual who in good faith discloses any incident to MSK officials or law enforcement will not be subject to disciplinary action for violation of GSK's Substance Abuse Policy occurring at or near the time of the commission of the act.

## **STUDENTS' BILL OF RIGHTS CONCERNING RESPONSE TO SEXUAL MISCONDUCT**

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of sexual violence, including domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime and/or violation and to participate in GSK/MSK's investigation, hearing, and decision-making process and/or criminal justice process free from pressure by GSK/MSK;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from GSK/MSK information concerning access to courteous, fair and respectful health care and counseling services;
6. Be free from any suggestion that the complainant is at fault when these crimes and/or violations are committed, or should have acted in a different manner to avoid such crimes and/or violations;
7. Describe the incident to as few GSK representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by GSK, any student and/or the accused, and/or their family, friends and acquaintances within the jurisdiction of the institution;
9. Access at least one level of appeal of a determination;

10. Be accompanied by an advisor of choice who may assist and advise a complainant, reporting individual, accused or respondent throughout the investigation process, including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the grievance investigation, hearing, and decision-making process of GSK/MSK.

More information concerning these rights and implementing procedures may be found at <https://www.sloankettering.edu/student-faculty-handbook>.

To file a complaint:

\* \* \* \* \*

- Leslie Ballantyne, Esq., MSK HR Legal & Regulatory Affairs Telephone: 646-227-2742 or Email: [ballantl@mskcc.org](mailto:ballantl@mskcc.org)
- Kristen Ahearn, Esq., MSK HR Associate General Counsel, Director, Compliance and Privacy Officer Telephone: 646-227-2034 or Email: [ahearnk@mskcc.org](mailto:ahearnk@mskcc.org)
- MSK Compliance Hotline: **844.MSKLine**

\* \* \* \* \*

Questions regarding Title IX may be referred to the Title IX Coordinators or to the Office for Civil Rights (OCR) in the U.S. Department of Education (<https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>).

Copies of MSK's Policy Against Harassment and Discrimination and Policy on Reporting Compliance Concerns and Non-Retaliation are available on the Human Resources page on OneMSK:

<https://one.mskcc.org/sites/pub/hr/HR%20Policies/HRPolicy102.pdf>  
<https://one.mskcc.org/sites/pub/hr/HR%20Policies/HRPolicy103.pdf>

Policy Adopted as Revised May 2018



# Amendments to the Educational Law

Current New York State law requires colleges and universities to report violent felonies within 24 hours, with the exception of sexual offenses, and to report missing students.

In the event of a sexual assault, students are advised that a Special Victims Division exists for them to call directly at

Hotline:

Tel: 646-610-7272

24 hours a day 7 days a week

The hotline will provide the victim direct access to police professionals who are experts in this field.

In the event of emergency, students are reminded not to hesitate to

Call 911

The President of MSK and GSK has signed a Memo of Understanding with the Police Commissioner of the City of New York in April 2015 that a formal agreement exists between the two entities stipulating that GSK will follow the procedures set forth by the law.

# CAMPUS SECURITY RULES AND REGULATIONS

- **General provisions pertaining to crimes of Hazing**

The Memorial Sloan-Kettering Cancer Center (MSKCC) Security Department will investigate any violations pertaining to and surrounding reports of conduct that support any reckless or intentional situation that endangers the mental health, physical health or forced consumption of liquor or controlled substance for the purpose of initiation into or affiliation with any organization. The Security Department will assist in the prosecution of any crimes consistent with the crime of Hazing or related crimes as described in the Penal Law under section 120-16.

- **Advisory Committee**

The Security Advisory Committee will meet as needed and will regularly review current campus security policies and procedures and solicit recommendations for improvement from all stakeholders. The Committee consists of the associate dean, one graduate faculty, two students, the director and assistant director of security and the housing liaison.

- **Security Orientation**

Upon arrival on campus, students will receive an orientation by the Security Department that will include:

- i. Securing personal property while on campus
- ii. Reporting incidents
- iii. Wearing identification badges while on campus grounds
- iv. Following rules and regulations
- v. Professional conduct
- vi. The availability of counseling, advise and referrals
- vn. Any related topics deemed appropriate for students by the Advisory Committee

- **Crime Statistics**

Campus crime statistics are available upon request by either visiting the United States Department of Education's web site or by contacting the Security Department at 212.639.7866.

- **Violent Felony Offenses and related Crimes Investigation**

Violent offenses and related crimes must be immediately reported directly to the Security department. The Security department will make an initial assessment and conduct an investigation to determine the need for further notification to the New York City Police Department at the 19th precinct or detective squad.

- **MSKCC Security Officers License and Authority**

All Security officers are licensed by the state of New York and have received 16 hours of classroom instruction and 120 hours of field training with a superior officer. All Security officers also receive an additional 8 hours of in-service training annually as well as roll call training daily on matters of importance that directly impact the safety of the institution. The campus is patrolled during non-business hours. Security officers will respond to and investigate all crimes and serious incidents.

# Policy on Substance Abuse

In order for the Center to maintain a drug free workplace each student must comply with the following policy:

Student use, misuse, or abuse of alcohol, any illegal drug, or any controlled substance on Center premises or while acting in any capacity as a representative of MSK, shall be considered misconduct, and will subject the student to a drug test and/or disciplinary action, up to and including dismissal from GSK. Such misconduct includes, but is not limited to being under the influence of alcohol, any illegal drug, or any controlled substance. Under the influence includes, but is not limited to, the presence of a physically detectable quantity of alcohol, any illegal drug, or any controlled substance in the body considered significant by the Center.

MSK prohibits the unlawful manufacture, possession, use, sale, and distribution of drugs in the workplace. MSK also prohibits workforce members from being under the influence of alcohol, any illegal drug, or any non-prescribed controlled substance while at work or conducting business as a representative of MSK. MSK reserves the right to search employee's belongings while employees are on MSK premises. This helps to ensure the safety and protection of our employees, as well as or patients and visitors. A violation shall be grounds for immediate discipline, up to and including dismissal from GSK.

Conviction for a drug related offense on or off Center premises shall be grounds for disciplinary action, up to and including dismissal from GSK.

Students are required to report to GSK any criminal conviction for a drug-related offense within five (5) days after such conviction.

Students are expected to cooperate fully in any required testing or prescribed treatment program, and with all monitoring requirements. Failure to cooperate may result in disciplinary action, up to and including dismissal from the GSK.

Requirements and procedures related to academic performance and conduct continue to be applicable when a student:

- has been referred for drug testing and/or treatment
- is treated for substance abuse
- has re-enrolled after treatment for substance abuse

The Center complies with and abides by all federal, state and local laws and regulations pertaining to this subject.

Students with alcoholism and substance abuse issues may contact the Employee Assistance Program (EAP) Consortium and/or Employee Health Service. These services are readily available to a student who voluntarily seeks counseling and rehabilitation services. The EAP offers free, professional, confidential counseling, and referrals for a broad range of issues. Students and family members are eligible to use the service at no cost. Counselors are available to assist Monday through Friday from 9 am to 5 pm. They can also be reached 24 hours a day in case of emergency. For convenience

and privacy, the EAPC is located off campus in a residential building located at 409 E. 60<sup>th</sup> Street, Room 3-305, New York, NY 10022, telephone (212)746-5890

This policy does not apply to the student's use of prescription drugs in accordance with a physician's orders, the consumption of reasonable amounts of alcohol at Center sponsored activities or the consumption of reasonable amounts of alcohol by a student when s/he is acting as a representative of the Center, when this consumption is appropriate.

### *Procedures*

Anyone observing something in an individual's performance or behavior that indicates that this individual may be violating this policy should refer the matter to the Dean of GSK. The Dean should contact an Employee Relations representative for evaluation and advice. Employee Relations will contact Employee Health Service when appropriate.

If the observation occurs when the Employee Relations Office is closed, the Nursing Supervisor is available and should be contacted. In consultation with the Dean, the Nursing Supervisor will determine whether or not to refer the employee to the Urgent Care Center. The Nursing Supervisor can be contacted by calling the Page Operator (639-7900) and asking to speak to the Nursing Supervisor.

The student may be placed on academic probation and informed not to return to class/laboratory pending a discussion with the mentor, an Employee Relations representative, and the Medical Director of Employee Health Service (or designee).

The student may be asked to undergo medical evaluation to determine whether or not this policy has been violated. At this time the student will be required to sign a release for a medical evaluation and disclosure of the evaluation results to the Dean of GSK.

A student who refuses to sign the release, or to be medically evaluated, or to cooperate in a required or recommended treatment program may be subject to disciplinary action, up to and including dismissal from the GSK.

If it is suspected or known that a student has violated this policy, the matter should be referred to the Dean of GSK.

In the event that this policy has been violated, a determination will be made as to the action to be taken. This determination will result from discussion between the mentor, the Dean of GSK, an Employee Relations representative and, when appropriate, a representative from Employee Health Service.

Actions that may be required include, but are not limited to:

- referral to the Employee Assistance Program
- referral to an outside program for either in patient or out-patient treatment
- periodic medical follow-up by the Employee Health Service or Employee Assistance Program
- disciplinary action, up to and including dismissal from the GSK

# Drug-Free Schools Communities Act (DFSCA) – Annual Notification

This letter, sent annually, from the Dean, is to formally notify all students, staff and faculty of the Louis V. Gerstner, Jr. Graduate School of Biomedical Sciences (“GSK’s”) program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by GSK students and employees. GSK is subject to and complies with The Drug-Free Schools and Communities Act (DFSCA), as amended in 1989 and articulated in the U.S. Department of Education’s General Administrative Regulations (EDGAR) Part 86, and will conduct biennial reviews of its drug and alcohol abuse prevention program to ensure its effectiveness, implement any necessary improvements, and confirm that the applicable disciplinary sanctions are consistently enforced. GSK is the degree-granting arm of Memorial Sloan Kettering Cancer Center (“MSK”), and both institutions equally apply and enforce the standards, policies and sanctions set forth below.

## *1. Standards of Conduct:*

GSK Policy statement: Student use, misuse, or abuse of alcohol, any illegal drug, or any controlled substance on Memorial Sloan Kettering premises or while acting in any capacity as a representative of MSK, shall be considered misconduct, and will subject the student to a drug test and/or disciplinary action, up to and including dismissal from the GSK. Such misconduct includes, but is not limited to, being under the influence of alcohol, any illegal drug, or any controlled substance. “Under the influence” includes, but is not limited to, the presence of a physically detectable quantity of alcohol, any illegal drug, or any controlled substance in the body considered significant by MSK.

MSK prohibits the unlawful manufacture, possession, use, sale, and distribution of drugs in the workplace. MSK also prohibits workforce members from being under the influence of alcohol, any illegal drug, or any non-prescribed controlled substance while at work or conducting business as a representative of MSK. MSK reserves the right to search employees’ belongings while they are on MSK premises. This helps to ensure the safety and protection of our employees, as well as of patients and visitors.

A violation of either of these policies shall be grounds for immediate discipline, up to and including dismissal from the GSK and/or termination of employment from MSK.

Conviction for a drug-related offense on or off MSK premises shall be grounds for disciplinary action, up to and including dismissal from the GSK and/or termination of employment from MSK.

Students and employees are expected to cooperate fully in any required testing or prescribed treatment program, and with all monitoring requirements. Failure to cooperate may result in disciplinary action, up to and including dismissal from the GSK and/or termination of employment from MSK.

Requirements and procedures related to academic and/or job performance and conduct continue to be applicable when a student or employee:

has been referred for drug testing and/or treatment; is treated for substance abuse; or has re-enrolled or return to work after treatment for substance abuse

MSK and GSK substance abuse policies do not apply to the student's or employee's use of prescription drugs in accordance with a physician's orders, the consumption of reasonable amounts of alcohol at MSK or GSK-sponsored activities or the consumption of reasonable and appropriate amounts of alcohol by a student or employee when s/he is acting as a representative of MSK.

## *2. Legal Sanctions*

MSK complies with and abides by all federal, state and local laws and regulations pertaining to drug and alcohol abuse and trafficking. A student or employee who violates substance abuse policies may be subject to criminal sanctions provided by federal, state, and local law in addition to any sanctions MSK may impose.

As required by the Drug-Free Workplace Act of 1988, an employee working on projects funded through federal contracts or grants must notify Human Resources or the Dean's Office of a conviction of a criminal drug violation that occurred on MSK property within five (5) days of such conviction. The Institution is required to notify the relevant federal contracting or granting agency within ten (10) days and to take the appropriate personnel action within (30) days of receipt of the notice. A conviction includes: a plea or finding of guilty, any plea of "nolo contendere," or an imposition of a fine or penalty.

### **Federal Trafficking Penalties**

An up to date list of federal drug trafficking penalties (by schedule) can be found online. See <http://www.dea.gov/druginfo/ftp3.shtml> for a complete listing of drugs by schedule.

**Federal Penalties and Sanctions for the Illegal Possession of Controlled Substances: First Conviction** – Up to one year's imprisonment and fine of at least \$1,000, or both.

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

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

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

### **New York State and City Penalties for Drug Possession**

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

The criminal possession of 500 milligrams or more of cocaine is a class D felony, punishable by up to 2½ years in prison.  
The possession of one-half an ounce of cocaine or more is a Class C felony punishable by 1-9 years in prison.  
The criminal possession of eight to sixteen ounces of marijuana is a class E felony, punishable by up to 1½ years in prison for a first offense.

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

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

#### Penalties for Unlawful Distribution of Alcohol

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

#### New York State Laws and Regulations:

[http://www.health.ny.gov/professionals/narcotic/laws\\_and\\_regulations/](http://www.health.ny.gov/professionals/narcotic/laws_and_regulations/)

### *3. Health Risks of Substance Abuse*

The health consequences of alcohol abuse and substance use may be immediate and unpredictable, such as fatalities associated with alcohol poisoning and drug overdose, or more subtle and long-term, such as liver and brain damage associated with prolonged use of alcohol.

In addition to health-related problems, alcohol abuse and substance use are associated with financial difficulties, interpersonal conflicts, domestic violence, deterioration of the family structure, accidental injuries or fatality, and may significantly impact academic and work performance.

#### Selected drugs and their effects

##### Alcohol and Other Depressants [barbiturates, sedatives, and tranquilizers]

Alcohol, tranquilizers, and sedatives are all considered depressants. These drugs depress the central nervous system by mimicking either the brain's natural sedating chemicals or by diminishing the brain's natural ability to produce stimulating chemicals.

Short-term effects: Alcohol consumption causes a number of marked changes in behavior; even low doses significantly impair judgment and coordination. Moderate to high doses cause significant impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. The effects of other depressants are similar to those of alcohol: large doses can cause slurred speech, poor motor coordination, altered perception, psychosis, hallucinations and paranoid delusions, coma, or death.



Long-term effects: Long-term effects of using alcohol include addiction, depression, accidents as a result of impaired ability, ulcers, gastritis, pancreatitis, fatty liver, alcoholic hepatitis, chronic active hepatitis, and cirrhosis. Long-term use of other depressants can also lead to addiction, including both physical and psychological dependence. Regular use over time may result in a tolerance to the drug. Withdrawal symptoms may range from restlessness, insomnia, and anxiety, to convulsions and death.

#### Nicotine

Nicotine, one of more than 4,000 chemicals found in the smoke from tobacco products, is the primary component in tobacco that acts on the brain. Nicotine is absorbed through the skin and mucosal lining of the mouth and nose or by inhalation in the lungs. Nicotine increases the levels of dopamine in the brain. The acute effects of nicotine dissipate in a few minutes, causing the smoker to continue dosing frequently throughout the day to maintain the drug's pleasurable effects and prevent withdrawal.

Effects: Select effects include addiction, high blood pressure, emphysema, heart and lung disease, and cancer.

#### Marijuana

THC [delta-9-tetrahydrocannabinol] stores itself in the fatty tissue of the brain, reproductive organs, liver, lungs, and spleen, where it causes tissue damage and hinders normal body function. In the brain, THC widens the gaps between nerve cells causing decreased transmission of impulses.

Effects: Use can result in speech, memory and learning problems, physical impairment, and can interfere with judgment, and cause difficulty thinking and solving problems. Use can also elevate anxiety and cause a panic reaction. Long-term use can cause permanent memory problems. There is also an increased risk of developing respiratory problems including, but not limited to, cancer.

#### Stimulants [Cocaine, Amphetamines, "speed, "uppers"]

Cocaine use interferes with reabsorption of dopamine causing euphoria, which constricts blood vessels, dilates pupils, and increases heart rate and blood pressure.

Effects: Acute cardiovascular or cerebrovascular emergencies such as heart attack or stroke can result from use, regardless of frequency. Cocaethylene, created by the liver when cocaine and alcohol are used, increases the chance of sudden death. Addiction, lung damage, depression, paranoia, and toxic psychosis are also possible. Similar risks are presented by the use of speed and uppers.

#### Ecstasy [MDMA, Molly]

Ecstasy is a synthetic drug, and is similar to both methamphetamine and mescaline, which is a hallucinogenic.

Effects: The drug mainly affects the body by affecting neurons that use the chemical serotonin, which can greatly affect mood, aggression, sexual activity, sleep, and sensitivity to pain. In high doses, MDMA can interfere with the body's ability to regulate temperature, which can lead to a sharp increase in body temperature (hyperthermia), resulting in liver, kidney, and cardiovascular system failure.

#### Hallucinogens [LSD, PCP]

PCP is a white powder that is readily soluble in water or alcohol. LSD [lysergic acid diethylamide] is manufactured from lysergic acid, which is found in ergot, a fungus that grows on rye and other grains. The effects of these substances are unpredictable, and depend on the amount taken, the user's personality and mood, and the surroundings in which the drug is used.

**Short-term effects:** These drugs alter users' perception of time and space by changing the way the brain interprets stimuli. They also increase heart rate and blood pressure, which can lead to coma, or heart and lung failure. High doses can cause symptoms that mimic schizophrenia, such as delusions, hallucinations, paranoia, disordered thinking, a sensation of distance from one's environment, and catatonia. Speech is often sparse and garbled. PCP can be addictive.

**Long-term effects:** Flashbacks can occur days, months, or even years after use. Users can also experience decreased motivation, prolonged depression, increased anxiety, increased delusions and panic, and psychosis such as schizophrenia or severe depression.

**Narcotics [Opium, morphine, codeine, heroin]**

Narcotics include opium, opium derivatives, and semi-synthetic substitutes of opium derivatives. Narcotic use is associated with a variety of unwanted effects including drowsiness, inability to concentrate, apathy, lessened physical activity, constriction of the pupils, dilation of the subcutaneous blood vessels causing flushing of the face and neck, constipation, nausea and vomiting, and most significantly, respiratory depression. As the dose is increased, the subjective, analgesic (pain relief), and toxic effects become more pronounced.

**Short-term effects:** Short-term effects include restlessness, irritability, loss of appetite, nausea, tremors, and drug craving.

**Long-term effects:** Long term effects include addiction, accidental overdose, risk of hepatitis and AIDS infection from contaminated needles.

**Prescription Drug Abuse**

The most commonly misused prescription drugs are:

Painkillers [codeine, Oxycontin, Vicodin, Demerol], CNS depressants [Nembutal, Valium, Xanax], and stimulants [Ritalin, Dexedrine, Adderall].

**Short-term effects:** Stimulants and CNS depressants present risks for irregular heartbeat, greatly reduced heart rate, seizures, dangerously increased body temperature, and can cause aggressive or paranoid behavior.

**Long-term effects:** The greatest risk from these drugs is the significant chance for dependence. This can lead to greater doses and increased frequency of use. Attempting to cease use without proper medical help after dependence has been established can be dangerous and even fatal.

**Inhalants [gas, aerosols, glue, nitrites, nitrous oxide]**

Inhalants are breathable chemical vapors that produce psychoactive effects. A variety of products common in the home and the workplace contain substances that can be inhaled:

**Solvents:** paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, and glue  
**Art or office supply solvents:** correction fluids, felt-tip-marker fluid, and electronic contact

cleaners

Gases [used in household or commercial products]: butane lighters and propane tanks, whipped cream aerosols [whip-its], and refrigerant gases

Household aerosol propellants: contained in items such as spray paints, hair or deodorant sprays, fabric protector sprays, and aerosol computer cleaning products

Medical anesthetic gases: ether, chloroform, halothane, and nitrous oxide

Nitrites: volatiles including cyclohexyl, butyl, and aryl nitrites, commonly known as “poppers”. Volatile nitrites are often sold in small brown bottles and labeled as “video head cleaner,” “room odorizer,” “leather cleaner,” or “liquid aroma.”

Short-term effects: These chemicals slow down the body’s functions, and can cause momentary intoxication which, if continued, can lead to stimulation, reduced inhibition, and ultimately loss of consciousness. Using solvents or aerosol sprays can induce heart failure and death, known as “sudden sniffing death.” This effect is mostly associated with butane, propane, and chemicals in aerosols.

Long-term effects: These chemicals can cause severe damage to the brain, liver, and kidneys. Specifically, they can cause hearing loss, peripheral neuropathies (limb spasms), central nervous system damage, and even bone marrow damage.

#### GHB

GHB [gamma hydroxybutyrate] is a central nervous system depressant. It is made from gamma butyrolactone and sodium or potassium hydroxide, which means that it is essentially degreasing solvent or floor stripper combined with drain cleaner. In liquid form it is usually clear and looks like water. GHB and two of its precursors, gamma

butyrolactone [GBL] and 1,4 butanediol [BD] have been characterized as predatory drugs used to commit acts of sexual violence.

Effects: Abuse of GHB can cause amnesia, coma and/or seizures, inability to move, or impaired speech. There is also a risk of death, especially when combined with alcohol or other drugs.

Substance abuse, whether alcohol or drug, is harmful to your health. Please take the time to read more information about the harmful effects of alcohol and drug abuse cited below:

National Institute on Alcohol Abuse and Alcoholism

Website: <http://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body>

National Institute on Drug Abuse

Website: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

More information about controlled substances can be found in Title 21 United States Code (USC) Controlled Substances Act, Section 811.

#### 4. Drug and Alcohol Programs

If you have questions or issues about alcohol and other drugs, there are resources at MSK where you can get help. You may contact the Employee Assistance Program (EAP) Consortium and/or Employee Health & Wellness Services (“EH&WS”). These services are readily available to students and employees who voluntarily seek counseling and rehabilitation. The EAP offers free, professional, confidential counseling

and referrals for a broad range of issues. Students, employees and family members are eligible to use the service at no cost. Counselors are available to assist Monday through Friday from 9 am to 5 pm. They can also be reached 24 hours a day in case of emergency.

For convenience and privacy, the EAPC is located off campus in a residential building at 409 E. 60th Street, Room 3-305, New York, NY 10022, telephone (212) 746-5890.

Employee Health & Wellness Services is located at 222 E. 70th Street, has a satellite office in room MG-03 at 1275 York Avenue, and can be reached at (646) 888-4000.

Enclosed with this notification is a brochure published by the EAP.

If a student or staff member shows signs or symptoms of illness or impairment, you should notify your supervisor, Human Resources, EH&WS, or the confidential MSK Compliance Hotline (844-MSKLine).

Other Resources:

|                                  |                                   |
|----------------------------------|-----------------------------------|
| MSK Main Security                | 212-639-7866                      |
| Administrator On Call            | Beeper: 1521; iPhone:646.581.3582 |
| Paging Operator:                 | 212.639.2000 (main line)          |
|                                  | 212.639.6680 (private line)       |
| Emergency Dial                   | 212-639-6000                      |
| Alcoholics Anonymous (AA)        | 212.647.1680                      |
| Women for Sobriety               | 215.536.8026                      |
| Smart Recovery Self-Help Network | 212.631.1198                      |
| Narcotics Anonymous              | 212.929.6262                      |
| Cocaine Anonymous                | 212.262.2463                      |

## 5. *Disciplinary Sanctions*

### Procedures

Anyone observing something in an individual's performance or behavior that indicates that this individual may be violating GSK's Substance Abuse policy should refer the matter to the Dean of the GSK. The Dean will contact an HR Legal & Regulatory representative for evaluation and advice, and may contact EH&WS when appropriate.

If the observation occurs outside of normal business hours, the available Administrator on Call and/or Nursing Supervisor should be contacted. In consultation with the Dean, the AOC and/or Nursing Supervisor will determine whether or not to refer the employee to the Urgent Care Center. The Nursing Supervisor can be contacted by calling the Page Operator at telephone 639-7900 and asking to speak to the Nursing Supervisor. The AOC can be contacted at the above numbers.

The student exhibiting concerning behavior or performance may be placed on academic probation and informed not to return to class/laboratory pending a discussion with the mentor, an HR Legal & Regulatory representative, and the EH&WS Medical Director of Employee Health Service (or designee). The employee demonstrating this behavior or performance may be suspended with or without pay and subject to additional corrective action up to and including termination of employment.

The student or employee may be asked to undergo drug and alcohol testing to determine whether or not GSK's policy has been violated. At this time the student or

employee will be required to sign a release giving EH&WS permission to release drug and alcohol test results to HR, if such testing is done. The signing of this release is mandatory and a condition of continued enrollment and/or employment. If the student or employee refuses to sign the release, it should be so indicated on the Consent Form, and EH&WS will contact HR to discuss next steps.

If it is suspected or known that a student or employee has violated GSK's Substance Abuse policy, including refusal to be tested for drugs and alcohol, to release the results of those tests or to cooperate in a required or recommended treatment program, the matter should be referred to the Dean of the GSK or HR Legal & Regulatory Affairs. A determination will then be made as to the action to be taken. This determination will result from discussion between the student's mentor, the Dean of the GSK, an HR Legal & Regulatory representative and, when appropriate, a representative from EH&WS, and actions that may be required include, but are not limited to:

referral to the EAP;  
referral to an outside program for either in patient or out-patient treatment;  
periodic medical follow-up by EH&WS or EAP;  
disciplinary action, up to and including dismissal from the GSK and/or termination of employment; and  
referral for prosecution

In closing, we ask that you carefully review the information contained in this annual notification. The GSK Student Faculty Guide, available on GSK's website, will continue to maintain updated information related to our policies on substance abuse.

Sincerely, \_\_\_\_\_



Michael H. Overholtzer, Ph.D.

# Family Education Rights and Privacy Act (FERPA)

Gerstner Sloan Kettering Graduate School of Biomedical Sciences Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. A student should submit to the registrar/curriculum specialist, dean, associate dean or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write to the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service of

function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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 School.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include information from your education records in certain school publications.

Examples include:

A lecture poster, showing your role in the presentation; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the School to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the School in writing within 10 days of the first day of the semester of enrollment. The School has designated the following information as directory information:

Student's name Address Telephone listing  
Electronic mail address Photograph  
Date and place of birth Major field of study Dates of attendance Grade level  
Participation in officially recognized activities and sports

Degrees, honors, and awards received  
The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user

A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.



# Student Resources

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Director, Compliance and Privacy Officer  
Tel: 646-227-2034

Melissa Maxwell-Avila  
Human Resources Business Partner  
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## **Employee Assistance (EAP) Consortium**

409 East 60<sup>th</sup> Street, Room 3-305 New York, NY, 10022  
Tel 212-746-5890

Email: [EAPC@med.cornell.edu](mailto:EAPC@med.cornell.edu)

Website: <http://medicine.weill.cornell.edu/divisions-programs/public-health-programs/employee-assistance-program>

For convenience and privacy, the EAPC is located off campus in a residential building.  
*Free, professional, confidential counseling*

MSK Employee Health & Wellness Services (EH&WS)  
222 E. 70<sup>th</sup> Street (and a satellite office in room MG-03 at 1275 York Ave)  
Tel: 646-888-4000

Anyone observing something in an individual's performance or behavior that indicates that this individual may be violating GSK or MSK's Code of Conduct policies should refer the matter to the Dean of GSK. The Dean should contact an Employee Relations representative for evaluation and advice. Employee Relations will contact Employee Health Service when appropriate.

**Other resources:**

|                           |  |
|---------------------------|--|
| MSK Main Security         | 212-639-7866   |
| Administrator on Call     | Beeper:1521: iPhone: 646-581-3582                    |
| Page Operator:            | 212-639-2000 (main line) 212-639-6680 (private line) |
| Emergency Dial            | 212-639-6000   |
| Alcoholics Anonymous (AA) | 212-647-1680   |
| Women for Sobriety        | 215-536-8026   |
| Smart Recovery Self Help  | 212-631-1198   |
| Smart Recovery Self Help  | 212-631-1198   |
| Narcotics Anonymous       | 212-929-6262   |
| Cocaine Anonymous         | 212-262-2463   |

## Compliance Hotline

If you are not comfortable raising an issue in your department, or if you have raised a concern and feel that it has not been addressed, you can call the MSKCC Compliance Hotline. It provides a way for employees as well as vendors and contractors to report concerns about how MSKCC does business. You can report anonymously – without identifying yourself – when you make a report to the hotline.

The MSKCC Compliance Hotline is available 24 hours a day, every day of the year, and is managed by an outside company. You can submit a concern by calling **866.568.5421** or by going to [mskcc.alertline.com/gcs/welcome](http://mskcc.alertline.com/gcs/welcome).

If you make a report through the Compliance Hotline, you will be asked to call back in ten days for a status report. It's important to remember to call back – especially if you did not give you name – because we may need more information in order to complete our review.

### Other Counseling Resources for GSK Students:

Ann Martin/ Penny Damaskos from the social work department at MSK:  
[martin1@mskcc.org](mailto:martin1@mskcc.org) (212) 610-0414; [damaskP1@mskcc.org](mailto:damaskP1@mskcc.org) (212) 639-7729.

Arthur Brown from Employee Health & Wellness:  
[brown2@mskcc.org](mailto:brown2@mskcc.org) (646) 888-4001.

William Breitbart, MD, the chair of MSK's Psychiatry department  
[breitbrow@mskcc.org](mailto:breitbrow@mskcc.org) (646) 888-0020.

Jill Bowden, MSK's chaplain:  
[bowdenj@mskcc.org](mailto:bowdenj@mskcc.org)  
(212) 639- 5982

Victim Intervention Program – Free and confidential services for survivors of crime, including sexual assault and domestic violence, as well as for family and friends. New York – Presbyterian, 525 East 68<sup>th</sup> Street, (212) 746- 9414  
[NYPVIP@nyp.org](http://NYPVIP@nyp.org)

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# Our Special Contributing Faculty

Faculty members who do not serve as dissertation mentors but who make contributions to the education of our students by teaching or serving as clinical mentors are appointed as Gerstner Sloan Kettering Special Contributing Faculty.

The following is a list of current members of the contributing faculty:

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