HANDBOOK FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY IN BIOLOGY

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Mission Statement

The mission of the Ph.D. Program in Biology is to provide doctoral training in a diverse urban environment with research opportunities focused on specific areas of current biological interest by drawing on the cumulative resources of a consortium of CUNY colleges and independent research institutions in metropolitan New York

DOCTOR OF PHILOSOPHY IN BIOLOGY

This material has been prepared by student and faculty representatives of the Ph.D. Program in Biology. For official information, please check the current Bulletin and Student Handbook of The Graduate Center and University Center.

I. DEGREE REQUIREMENTS

A. General Statement - The Degree of Doctor of Philosophy is awarded for mastery of subject matter and demonstration of research ability. It is awarded in recognition of a candidate's superior attainments and ability in the major field. Students must maintain high levels of academic and research performance to retain matriculated status in a doctoral program. Progress through the requirements will be reviewed regularly by an advisory committee and the appropriate administrative officer or graduate studies committee at the student's campus.

Normally, four or more years of full-time study and research beyond the bachelor's degree are needed to complete a doctoral program. Usually, a student may obtain an M.A. from a local campus during the course of study for the Ph.D. upon the completion of at least 45 graduate credits with an average of "B" or better, the acceptance of a major library research paper, and recommendation to the local campus by The Graduate Center (GC). The degree is awarded at the discretion of the local campus. This degree is referred to as the "en-route" master's. In addition, students who have been "advanced to candidacy" are awarded the Master of Philosophy Degree from the GC upon application.

While the general University requirements and academic regulations for the Ph.D. degree are included in the annually revised *Student Handbook* and the *Bulletin of the Graduate Center* (for your convenience, much of this information is included in this Handbook), the specific requirements for Biology are established by the Biology Executive Committee and are included herein. Any changes instituted after the publication of this Handbook are communicated to students by the minutes of the meetings of the Biology Executive Committee and through memoranda. This Handbook will be updated periodically to include such changes. A student, with the consent of his/her Advisory Committee, may petition the Executive Officer in Biology to modify or waive any specific requirement for the Ph.D. degree. It shall be the responsibility of the student to maintain current contact information at the Program Office and to ensure that Program communications have been received.

The Doctoral Program in Biology is operated through the Program Office and the Executive Officer with the advice and consent of the Executive Committee in Biology. Elected and appointed faculty and students comprise the membership of this committee, whose activities follow the Program's Governance document, which is appended to this Handbook.

B. Specific Requirements - The following paragraphs enumerate the University and Program requirements for the Ph.D.

1. PROGRAM OF STUDY - Students must follow an approved program of study designed in consultation with their Advisory Committee. The first year's work will normally include a number of fundamental courses designed to complete a student's basic academic background and prepare him/her for the First Examination. Additional courses relevant to the student's probable research and dissertation area and second-level courses leading to specialization are taken in subsequent years. A record of the student's

progress is maintained at the Program Office and is upgraded as milestones are achieved. Students must fulfill the course requirements in one of the four subprograms (Ecology, Evolutionary Biology and Behavior; Molecular, Cellular, and Developmental Biology; Neuroscience; and Plant Science):

Subprogram: Ecology, Evolutionary Biology, and Behavior (EEB)

In addition to the regular requirements of the Ph.D. Program in Biology, all EEB students shall meet the following requirements.

Course Requirements for the EEB Subprogram – effective September 1, 2004

Students are required to take one course from each of the following four areas. Courses can be chosen from those listed for each area. Substitution of any other course requires advanced permission of the EEB Advisory chair or the Chair's designee.

Behavior

BIOL 72407	Animal Behavior II
BIOL 72406	Behavior and Evolution

Ecology

BIOL 76005	Population Ecology
BIOL 76001	Ecology
BIOL 76003	Community Ecology

Evolution

BIOL 70901	Population Genetics
BIOL 70503	Evolution
BIOL 70803	Molecular Evolution

Systematics

BIOL 70603	Principles of Systematics

In addition, students are required to take:

One graduate statistics course consisting of both lecture and lab. This can be fulfilled with either Biostatistics I (BIOL 78201 - lecture and lab) or Mathematical Biology I and II (BIOL 78001 lecture and BIOL 78002 lab). (The EEB advisory can be petitioned to consider an equivalent graduate course taken during the previous 3 years in fulfilling this requirement.)

One 3-credit graduate seminar course (For example: Seminar in Evolution BIOL U79001, Seminar in Ecology BIOL 79006, Seminar in Biomathematics BIOL 79008, Seminar in Systematics BIOL 79011, Seminar in Zoogeography BIOL 79012, Seminar in Animal Behavior BIOL 79022). These seminar courses are offered periodically by different campuses and will focus on critical evaluation of papers in the various areas.

Finally, any student who has not taken a **basic genetics course** in the past 5 years will be required to take an undergraduate genetics course at one of the campuses.

Any exceptions to these requirements must be approved by the EEB Advisory Committee.

Students may register for these courses with designated faculty members.

Subprogram: Neuroscience (NS)

Students must take the following courses in order to be prepared for the First Examination and to fulfill course and other requirements in order to advance to Level III in a timely manner:

First semester	Animal Behavior Neuroscience I Lab Rotation
Second semester	Animal Behavior Neuroscience II Lab Rotation
Third semester	Advanced courses Molecular Biology or Neuroanatomy Seminars
Fourth semester	Advanced courses Independent Doctoral Research

Subprogram: Molecular, Cellular and Developmental Biology (MCD)

In order to pass the level 1 qualifying exam in the MCD subprogram, the material covered in the following courses (or their equivalents) are very strongly recommended:

BIOL 700XX	Genetics (lecture)
BIOL 710XX	Molecular Biology (lecture)
BIOL 714XX	Cell Biology (lecture)
BIOL 750XX	Developmental Biology (lecture)

In all cases, a first year MCD student's particular course of study will be determined in consultation with the students assigned first year advisor and the MCD subprogram Chair.

To ensure that all students have an adequate breadth of exposure to the wide variety of MCD research at CUNY, first year MCD students are also required to complete three 10-week research rotations in participating laboratories on at least two CUNY campuses. Students will receive 3 credits for each research rotation under the following course number:

BIOL 71101 Lab Rotation (MCD) 3 or 6 Cr

To fully inform students of the scope of MCD research at CUNY and their rotation options, a required weekly MCD colloquium is included in both the Fall and Spring semesters of the first year curriculum under the following course number:

BIOL 79302 Seminar in Mol/Cell/Dev Biol 2 Cr

In the second year, students are advised to take several 3-credit seminar courses on special topics given by

MCD faculty experts. Among many others, some examples of these topics include:

1. Gene Regulation In Development And Disease
2. Genome Integrity
3. Cell Biology Of The Nervous System
4. Cancer Genomics
5. Frontiers Of Live Cell Imaging
6. Bioinformatics
7. Organization Of Nuclear Transport
8. The Ubiquitin/Proteasome Pathway
9. Biology And Immunology Of Aids
10. Hot Topics In Developmental Neurobiology

The remainder of the 45 credits needed to reach level II, and the total of 60 credits needed to reach level III are made up from research lab credits under the following course numbers:

BIOL 79200	Tutorial	1 to 4 CR (per semester)
BIOL 79201	Advanced Study	1 to 4 CR (per semester)
BIOL 89900	Independent Doctoral Research	1 to 10 CR (in total)

Subprogram: Plant Sciences (PS)

Doctoral students in Plant Sciences are strongly encouraged to take all the graduate courses taught by Plant Sciences doctoral faculty.

2. CREDITS, COURSE DISTRIBUTION - At least 60 credits of approved graduate work, including those in the subprograms, are required for the degree. Students matriculated for the Ph.D. may take the first 30 credits of course work at the Graduate Center, or at any one of the colleges of the University offering approved graduate course work in the field or at several affiliated institutions, depending on the specific program requirements. Advanced-level courses along with seminars, tutorials, and advanced-study courses as well as courses offered by other Ph.D. Programs (Biochemistry, Earth and Environmental Sciences, Psychology, etc.) are included in the menu of offerings from which the students and their advisers may choose. For information on acceptable courses for the first 30 credits, students should consult their advisers and advisory committee (also see Program of Study section above).

Of the 60 graduate credits required for the degree, not more than nine may be 600-level courses listed in the various college graduate bulletins. The remaining credits must be in 700 and 800 level courses. Up to 10 of these credits can be earned in Independent Doctoral Research (description below). After advancement to candidacy (defined as passing the 1st exam, 2nd exam, minimum teaching and 60 credits with B or better average), the candidate must register for 90000 Dissertation Supervision, 1 credit, each semester until completion of all other requirements for the degree.

a. 600 (1600 and 1700 at City College) level courses are listed in the graduate bulletins of Brooklyn, Hunter, Lehman, Queens, and Staten Island colleges.

b. 700 and 800 level courses are creditable toward the doctoral degree. All currently approved courses are listed in the Graduate Center Bulletin pages 86 through 96. Courses are

offered at one or more campuses of the University. Courses listed under the same University number cover substantially similar material at comparable levels. Brief course descriptions will be found in the graduate bulletins of the individual colleges. Additional information is available to the student either by writing to or by consulting with the instructor. The prerequisite for admission to all courses is approval by the student's advisory committee. Approval is indicated by the student's advisor or campus deputy chair approving the registration (releasing the student's registration PIN).

c. One-on-one tutorials (79200), advanced studies (79201), colloquia (9100), and independent doctoral research (89900) courses will be graded PASS/FAIL. Letter grades (A, B, C) WILL NOT be utilized and the grade will not be used in computing the GPA (Grade Point Average). For the purpose of evaluating a student who has applied for the "en-route" M.A., however "Pass" will be computed as a "B."

d. 90000 Dissertation Supervision, 1 credit, is to be taken each semester following advancement to candidacy (please refer to Section VII for additional information) until all other requirements for the degree have been met.

e. Interuniversity Cross Registration - The City University of New York is involved in a reciprocal arrangement with several other universities in the Greater New York Region. In the event that a student and the student's advisory committee agree that it would be beneficial for a student to take a course not offered at CUNY, the mechanism for such an arrangement is available at Columbia University, Fordham University, New School University, New York University, Princeton, Rutgers, SUNY Stonybrook, Teacher's College and The AMNH Richard Gilder Graduate School.

3. COLLEGE TEACHING AND FIELD EXPERIENCE - A minimum of two semesters of college teaching experience is required. In those sub-disciplines of biology where field experience is considered to be particularly appropriate by the student's advisory committee, such experience may be required and may substitute, wholly or in part, for the teaching requirement when approved in advance by the student's advisory committee and the Executive Officer. Written certification of the teaching done to satisfy this requirement must be submitted prior to Advancement to Candidacy

4. FIRST EXAMINATION - This examination covers the student's ability to think, synthesize information, and solve problems in one of four areas of biology: Molecular, Cellular, and Developmental Biology; Plant Sciences; Neuroscience; or Ecology, Evolutionary Biology, and Behavior. It should be noted that a student will be deemed not to be making satisfactory progress if 45 credits are accumulated before passing the First Examination. (Please refer to Section V for complete details of this examination.)

5. FOREIGN LANGUAGE AND RESEARCH TECHNIQUES - An individual's research mentor and advisory committee with the approval of the Executive Committee may require a student to acquire the functional mastery of computer programming or a working knowledge of a foreign language or languages in which there is a substantial body of literature relevant to the student's research. Should the student be required to develop such skills, the Executive Officer must be notified of this requirement, in writing by the student's mentor, no later than the student's fourth semester.

6. SECOND EXAMINATION & ADVANCEMENT TO CANDIDACY - Students must demonstrate advanced understanding and research competence in their area of specialization and related fields of biology by passing an oral Second Examination. This examination is administered by an Examination Committee and is to be completed by the end of the fourth semester following the successful completion of the First Examination and after the completion of any language and research technique requirements. Students failing to complete the Second Examination in this prescribed period will not be

permitted to register and will be dropped from the Program (see the *Student Handbook* for policies and procedures for appealing withdrawal from the Program). (Please refer to Section VI for complete details of this examination.) Advancement to Candidacy is defined as: passing the Second Examination and completing formal course requirements of at least 60 credits, fulfilling the minimum teaching requirement of at least 2 semesters at the College level. Students who have advanced to candidacy may, with the permission of the appropriate college or university authority, register as auditors in graduate courses

7. PRESENTATION OF DISSERTATION RESEARCH IN A PUBLIC SEMINAR - Prior to the dissertation defense, the student shall present a public seminar focusing on the subject of the dissertation. Certification of this event by a letter to the program office by the campus deputy chair is necessary for the scheduling of the dissertation defense.

8. DOCTORAL RESEARCH: THE DISSERTATION AND DISSERTATION DEFENSE - With the advice and consent of the student's advisory and Second Examination committees, the research program will be planned and conducted, culminating in an approved and defended dissertation. (Please refer to Section VIII for details of this phase of graduate studies.)

C. Transfer Of Credit - A maximum of 30 acceptable graduate credits taken at institutions outside The City University and the Ph.D. Program in Biology may be applied toward the degree, provided the courses were completed with a grade of B or higher within an appropriate period preceding the time of application and are equivalent to comparable courses in Biology at The City University. Exceptions to the above regulations may be considered under special circumstances. An evaluation of previously earned credits will usually be made after passing the First Examination.

Please use the form entitled "Advanced Standing Transfer Credit Recommendation" (obtainable from the Program Office) have it approved by your adviser, and give it to the graduate deputy chair on your campus together with supporting transcripts for transmittal to the Executive Officer for final approval.

D. Residence - At least 30 of the credits required for the degree must be taken in residence at the City University. Doctoral students are expected to spend at least one year in full-time residence at the City University. Full-time residence consists of a schedule of no fewer than 7 credits or the equivalent, as certified by the Executive Officer, for each of two consecutive semesters.

E. Time Limit - All requirements for the degree must be completed no later than eight years after matriculation. (CUNY Science Scholars are guaranteed funding for 5 years only). A student who matriculates after the completion of 30 credits of acceptable work must complete all requirements within seven years Students unable to comply by completing all requirements within the specified limits must submit a detailed advisory committee report including critical time lines to the defense duly signed by the advisory committee. An "Extension of Time Limit" must be approved by the Vice President for Student Affairs.

F. Auditing Of Courses - When the Executive Officer or graduate adviser recommends it, a full-time graduate student may audit any undergraduate course without credit with the permission of the appropriate undergraduate authority. In addition, students matriculated for the Ph.D. who have been advanced to candidacy may, with the permission of the appropriate college or university authority, register as auditors in graduate courses. In order to receive credit for the course the student must pay additional tuition at the per-credit rate.

G. Maintenance Of Matriculation - In order to preserve continuity of academic experience, a student who is not On Leave must be registered either as:

a. Attending courses, or

b. Working for research credits (Biol. 89900), or

c. Registered for Biol. 90000 Dissertation Supervision, (1 credit, certified as 12 credits).

H. Satisfactory Progress in the Biology Program -

The Graduate Center reviews each student's record every semester. If formal standards of satisfactory progress have not been met, a student may register (and receive financial aid, if otherwise eligible) only upon petition to the Vice President for Student Affairs by the student's Executive Officer Students whose petitions are approved are considered to be making satisfactory progress toward the degree and are eligible to receive financial aid.

A student is deemed not to be making satisfactory progress if he or she:

1. Has a grade point average below 3.00;

2. Has accumulated more than two open grades Incomplete (INC), Permanent Incomplete (INP), No Grade Recorded (NGR) Absent (ABS) and Permanent Absence (ABP);

3. Has completed 45 credits without having passed the First Examination. (Please refer to Section V for complete details of this examination.);

4. Does not find a thesis mentor among CUNY Biology doctoral faculty members by the time of registration for third semester (beginning of second year as matriculated student). In the absence of mutual agreement between the student and a thesis mentor, the Program can no longer guarantee support under the Science Scholarship program.

5. Has completed 4 semesters following successful completion of the First Examination without passing the Second Examination. (See Section B.6. above.);

6. Has received two "No Record of Progress" (NRP) grades in succession, or has exceeded the time limit for the degree;

7. Has not completed all requirements for the degree within eight years after matriculation (Note that a student who matriculates after the completion of 30 credits of acceptable work must complete all requirements within seven years.)

I. Timeline (*Note: this timeline is provided as a reference to students for planning purposes. Details may change with variations in Program requirements.*)

Year 1: ***Fall Semester:***
Fall Matriculation at Level I
Temporary chair of advisory committee appointed by subprogram chair.
Student chooses two additional members of advisory committee with advice of advisory committee chair.
At least one member of the committee must be a member of the CUNY line doctoral faculty in Biology.
7 to 15 credits (see subprogram recommended courses (Section B1)

Spring Semester:
7 to 15 credits (see subprogram recommended courses)
June: First Examination (in one of four subprogram areas)
Passing grade 70% (<70%, automatic retake following June, if matriculated)

Select Mentor: The student selects a mentor from the doctoral faculty in biology who is willing to chair student's Advisory Committee at a campus or affiliated institution willing to guarantee support for the next four years.

Year 2: ***Fall Semester:***

7 to 15 credits (see subprogram recommended courses)
First semester of college teaching requirement.
Complete Advisory Committee: During year 2, in consultation with the student's mentor, student selects two additional doctoral faculty in biology willing to serve on the student's Advisory Committee. At least one member of the committee must be a member of the CUNY line doctoral faculty in Biology.
Hold Advisory Committee meeting, prepare progress report and submit signed report to Program Office (This must be done at least once per year after year 1 – Second Examination can substitute for this meeting) -- **Required before registration each Fall.**

Spring Semester:

7 to 15 credits (see subprogram recommended courses)
Second semester of college teaching requirement.
Advance to Level II upon completion of First Examination and 45 credits
Student prepares thesis proposal and takes Second Examination. (This must be accomplished within 4 semesters following successful completion of the First Examination.)
IRB approval should be sought upon scheduling the Second Examination whether or not **human subjects will be involved in the research proposed**. If human subjects are involved, IRB approval is required before research can commence.
Note that up to 30 qualifying credits may be transferred from relevant Masters program courses taken prior to entering the Biology doctoral program. A total of 60 credits is required for the PhD degree.

Year 3: ***Fall Semester:***

Hold Advisory Committee meeting, prepare progress report and submit signed report to Program Office.
Advancement to Candidacy and Thesis Research (if student already has 60 credits and has met all other requirements except the dissertation - this also advances student to Level III for tuition purposes)
Or 7 to 15 credits per semester until student has completed 60 credits

Spring Semester: Same as above.

Year 4: Hold Advisory Committee meeting and submit signed report to Program Office.
Thesis Research

Year 5: (but not later than year 7 for students who arrived with a masters degree or year 8 for all others)
Hold Advisory Committee meeting and submit written report to Program Office.
Present dissertation research in a properly scheduled and announced public seminar. (Must be scheduled ***before*** scheduling Final Exam.)
Prepare Doctoral Dissertation
Final Examination (Dissertation Defense – Must be scheduled with Program Office **1 month in advance**. Graduate Center Provost sends invitations.)
Submit Approved Dissertation to the Graduate Center Librarian
Graduation

Note: As of June, 2005, the mean time to degree over the past 5 years in the Ph.D. Program in Biology has been 6½ years.

J. Withdrawal - Written notice of voluntary withdrawal from the Program must be approved by the Executive Officer. The withdrawal cannot be granted until the student has been cleared by the Director of

Financial Aid, the Chief Librarian, the Bursar, and the Assistant Business Manager. To resume doctoral study, a former student must apply to the Program for readmission. A student who applies for readmission must do so in writing and pay a fee by the end of the first week in August for the Fall semester and second week in January for the Spring semester.

K. Leave Of Absence - A student wishing to interrupt doctoral study for one or two semesters may be granted a leave of absence upon application to the Executive Officer. The reasons for requesting the leave must be clearly presented, in writing, and approval of the student's advisory committee and the local campus graduate studies committee be indicated. The period of an authorized leave is not included within the time limit for completion of degree requirements. A Leave of Absence form must be approved and signed by the Executive Officer and cannot be granted until the student has been cleared by the Financial Aid Office, the Librarian, the Bursar, and the Assistant Business Manager. Any student subject to induction or recall into military service should consult the appropriate veteran's adviser (the Senior Registrar) before applying for an official leave. An extension of a leave of absence, which will be granted only under unusual circumstances, must be authorized by the Executive Officer.

IMPORTANT NOTE: Students who do not comply with requirements of paragraph G and who are not on an officially approved leave are deemed to have left the Program. They will not be permitted to resume their studies unless their application for readmission is approved by an Admissions Committee of the Ph.D. Program in Biology.

L. "En-Route" Master's Degree - The award of a master's degree is recommended to a four-year CUNY college by the GC for enrolled doctoral students who have fulfilled certain requirements. Generally these requirements include a minimum of 45 credits with an average grade of B *(in this Program the grade of P is awarded only for work regarded as B or better although it is not counted in the GPA)*, passing of the First Examination, and satisfactory completion of a major library research paper that has been approved by the mentor. Those seeking an en-route master's should bring their request to the Executive Officer who will initiate the proper application. It is important to remember that the final decision regarding the degree rests with the four-year college.

II. FINANCIAL ASSISTANCE AVAILABLE TO DOCTORAL MATRICULANTS AT THE CITY UNIVERSITY

Support packages for students admitted as applicants for Fall 2008 and subsequent years are as described in their award letters from the Office of Financial Aid.

After Year 5, financial assistance is available to GC doctoral students through a program of fellowships, scholarships, traineeships, and assistantships. It is granted on the basis of both need and merit, with need determined in accordance with uniform assessment procedures. The awards are available to full time doctoral matriculants through the GC Office of Financial Aid upon nomination by the home campus. The filing offices and deadline dates of these awards are listed in the *Student Handbook* and the *Announcement of Courses*. Those students interested in teaching assistantships should file an application with the chair of the department of the CUNY unit at which they wish to teach. For additional information, applicants for financial assistance should consult with the GC Financial Aid Office.

All students, regardless of whether they anticipate filing for any kind of financial aid, are advised to file a financial aid form once every academic year. http://www.gc.cuny.edu/admin_offices/finaid/index.htm.

Student Travel and Research Fund Awards - These awards are funded jointly by The Graduate Center, the Doctoral Students' Council, and the Ph.D. Alumni Association. Reimbursement currently of up to $300 (limited to 50% of total costs for presentation at professional conferences, or a maximum of $200 for

conference attendance, research-related travel or dissertation/research materials and supplies) is limited to one per academic year per student. Please download and complete the Application for Student Travel and Research Fund Award form for the academic year and submit it with supporting documentation to the Executive Officer for processing.

American Museum of Natural History Graduate Student Fellowship Program - American Museum of Natural History Doctoral Student Fellowship Program - The AMNH Richard Gilder Graduate School accepts applications from students who will pursue a Ph.D. at CUNY's Graduate Center and have an AMNH curator as their primary advisor. The fellowship award is for three (3) years of funding starting in the student's second year and renewed based on maintaining satisfactory progress in the CUNY Ph.D. program and AMNH fellowships reviews; a 4th year of AMNH fellowship funding may be provided if the student agrees to perform a comprehensive teaching or educational assignment (such as developing and teaching an entire elective course, or designing and implementing a Museum public education program or project). Application must be submitted prior to admission to the CUNY PhD Program. However, a continuing student seeking to include an AMNH curator as their advisor or co-advisor may apply for this program and a decision on funding will be made on a case-by-case basis after consultation with CUNY to determine the full funding plan for the student; equivalent support may be provided through grants to the AMNH curator (individuals must make contact first with the curator-advisor). If approved by both AMNH and CUNY, the fellowship is equivalent to the CUNY PhD Fellowship amount and an additional amount will be provided by CUNY for tuition and health coverage. Appointments to this competitive program are made by the American Museum's Academic Affairs and Fellowships Committee. For further information visit the Richard Gilder Graduate School call the Assistant Director of Student Affairs and Fellowships, (212) 769-5017.

The College of Staten Island (CSI)/ Institute for Basic Research (IBR)/ Center for Developmental Neuroscience (CDN) - Graduate Fellowships provided by the New York State Office for Mental Retardation and Developmental Disabilities (OMRDD) are offered to students engaged in full-time study in the Ph.D. Program in Biology, with a specialization in Neuroscience and conducting dissertation research mentored by a faculty member of the Center for Developmental Neuroscience. The stipend is at least $20,000 per year. Selection for one-year appointments will be made on a competitive basis by an admissions committee of the Center for Developmental Neuroscience, and can be renewed annually for up to 4 years. Applications may be made to the Office of the Center for Developmental Neuroscience, The College of Staten Island, Room 229, Building 6S, 2800 Victory Boulevard, Staten Island, NY 10314, Telephone (718) 982-3950.

The New York Botanical Garden Herbarium Assistantships for Graduate Study - Assistantships in systematic botany and related fields are offered by The New York Botanical Garden to students engaged in full-time study in the Ph.D. Program in Biology, with a specialization in plant sciences. Holders of this award are expected to devote half-time to formal graduate study and half-time to research and herbarium assistance during the time that funding is provided by NYBG. Assistantships are assigned in coordination with CUNY's support packages, and students are provided with an annual stipend of $24,000 during years two through five of the Ph.D. program (stipend during the first year is provided by CUNY). Applications and additional information can be obtained from Lawrence M. Kelly, Ph.D., Director of Graduate Studies, The New York Botanical Garden, Bronx, NY 10458, Telephone (718) 817-8171, e-mail: lkelly@nybg.org.

III. REGISTRATION: CERTIFICATION AND TUITION LEVELS

A. Certification – As of fall 2008, CUNY Science Fellows should enroll for 12 or more course credits per semester for the first 2 years. A student who is enrolled for 12 or more credits either for course credit or a combination of course credits and weighted instructional units, is a full-time student and does not have to be certified as such by the department. Level I students registered for fewer than 7 credits are

billed per credit and considered part-time. Level II and Level III are always full-time status**. No student should be enrolled for less than 7 credits.**

The "Student Status Form" generated by the Program Office each semester must be completed and submitted to the Executive Officer for processing at each registration. The eligibility for and the amount of various types of financial assistance are dependent upon the classification. The "Student Status Form" must be completed by the student and includes the number of credits enrolled, the teaching or other work commitments that semester, and the amount and nature of any fellowship or assistantship received. The WIUs (weighted instructional units) are completed by the Executive Officer, as is the certification. **These credits do not count toward the 60 credits for the PhD.**

1. Weighted Instructional Units - The following definitions explain those research and study categories for which a student may receive WIUs.

a. Teaching activity - Students engaged in teaching activity relevant to their academic program and supervised by a faculty member may receive three WIUs for a one-fourth time assignment and a maximum of six WIUs for a one-half time or greater assignment.

b. Non-teaching academic activities - Students engaged in duties that are related to their academic program and supervised by a faculty member, such as non-dissertation research, clinical activity, grading papers, laboratory assistance, computer programming, etc., may receive one to six WIUs.

c. Examination preparation - Students engaged in preparation for a major doctoral examination may receive up to six WIUs. (Maximum of six per examination; may be allowed all in one semester or distributed over two or more semesters.)

d. Research activity - Students engaged in research that is relevant to their field and that is prior to advancement to candidacy may receive up to six WIUs.

e. Dissertation research - Students who are candidates for the Ph.D. engaged in full-time dissertation research may receive 12 WIUs per semester. Candidates for the Ph.D. who are engaged in half-time dissertation research may receive 6 WIUs.

2. Levels - Students are classified for tuition purposes according to three levels defined as follows:

a. Level I - Students who have not yet completed 45 credits, fully earned and evaluated, which may include approved advanced standing transfer credits, and/or have not passed the First Examination.

b. Level II - From semester following completion of 45 credits, fully earned and evaluated, and passing the First Examination to advancement to candidacy. Note that once students reach the second level, they must register at full tuition levels; per-credit tuition payment is not permitted.

c. Level III - From semester following advancement to candidacy to completion of the degree. N.B.: Level III doctoral students may take additional courses for credit with the payment of an additional per-credit tuition charge. They may audit courses at no charge.

B. Change Of Courses In Plan Of Study - All doctoral students should meet with their

adviser or the graduate deputy chair before each registration period and decide which courses they plan to take. Subsequent program changes require adviser or graduate deputy chair approval. Failure to follow this procedure may compromise the student's eligibility for financial aid or teaching assistantships. The adviser is to notify the deputy chair of the Ph.D. Program in Biology on the campus of each student`s change in plans, and changes should be filed with the Executive Officer.

C. Changes In Registration - Actual registration at GC is conducted online with the registration materials being sent to the student from the Program Office. The completed materials are to be properly approved by the adviser or graduate deputy chair and submitted to the Program Office. Should circumstances, such as course cancellation, time or date conflicts, etc., necessitate a change in the courses and/or number of credits, the student should discuss the changes with the adviser and notify the graduate deputy chair on the campus and file such changes with the Executive Officer.

IV. ADVISORY COMMITTEE

A. Formation And Responsibilities of the First Year, Temporary Advisory Committee- A temporary chair of the advisory committee of a student will be appointed by the subprogram Chair at the start of the student's first semester in residence. Two other members will be selected from available and relevant CUNY biology doctoral faculty to complete the temporary advisory committee in the first year. At least one member of the CUNY line doctoral faculty in Biology must serve on this committee. (See Section VI B.1. and IX, B.)

The temporary advisory committee will discuss with the students their interests, strengths, and weaknesses, and decide how goals should be related to the students' capabilities. The committee will advise the student in selecting areas of specialization, choosing appropriate courses, and preparing for the First Examination. The advisory committee should critically evaluate the students' records and recommend which specific courses are to be scheduled, taking into account the nine-credit limitation for 600-level courses.

B. Designation of the Permanent Advisory Committee And Follow-Up – Prior to the end of the student's second semester, the student should have chosen a doctoral thesis mentor. The mentor will serve as the chair of the student's permanent advisory committee. At this point, the student and mentor should notify both the campus Deputy Chair and the Program of the student's decision, since this will determine the student's campus affiliation for the remaining years of training.

The student and mentor will then decide upon the other two members of the student's permanent advisory committee (by the end of the student's third semester). One of these three advisory committee members must be a CUNY-line faculty member. A document (Report of Advisory Committee meeting), signed by the student and the selected advisor and advisory committee members must be submitted to the Program Office to confirm this choice. Once the student's permanent advisory committee has been established, any change should be communicated in writing to the faculty members concerned and copies filed with the Executive Officer at the Program Office.

C. Role And Responsibility Of The Permanent Advisory Committee – All members of the advisory committee must meet with the student at least once every academic year. The first such meeting will take place in the student's fourth semester (or earlier). At each meeting, a written report must be submitted, detailing the progress of the student and research and professional development plans for the coming year. This document (Report of Advisory Committee meeting) must be signed by the student and the advisory committee members and submitted to the Program Office. It is the student's

responsibility to schedule these meetings in a timely fashion.

The Executive Officer must have complete and up-to-date information on each doctoral student, and the annual reports from the student's advisory committee are an important means of communicating that information. These data are valuable for ensuring timely progress of the student toward the degree. The progress of each student is evaluated by the Program Office each semester, and lapses are brought to the attention of the local deputy chair and advisor.

If the student has taken acceptable graduate work in another CUNY program or at another institution, an "Advanced Standing Transfer Credit Recommendation" form should be completed by the student and the advisory committee, and submitted to the local graduate deputy chair for recommendation and transmittal to the Executive Officer, usually after passing the First Examination.

As outlined in the following pages, the student's advisory committee plays an essential role in recommendations concerning appropriate courses, the Second Examination, the Thesis Proposal, and the Thesis Defense.

Each semester, students should register for the courses agreed upon with their advisers in accordance with their plan of study. The "Student Status Form" must be approved by the adviser *and submitted to the Executive Officer.* The Program Office will, upon approval of the Executive Officer, release the advisement PIN to the student for online registration. Any changes in registration for courses or credits must receive approval from the advisor and then the Executive Officer (same process as above).

V. FIRST EXAMINATION

A. Philosophy Of The Examination - The First Examination tests a graduate student's ability to think, synthesize information, and solve problems in one of four areas of Biology. The academic level of the examination presupposes that a student has had thorough undergraduate training in biology and has had one year of graduate-level training.

B. Areas Of The Examination - The student will be examined in one of the following areas:

Molecular, Cellular, and Developmental Biology: Examinations may include all relevant subject matter agreed to by the Examination Committee including cell structure, physiology, development, genetics, and biochemistry of prokaryotes and eukaryotes.

Plant Sciences: Examinations may include all relevant subject matter agreed to by the Examination Committee including development, physiology, morphology, cytology, anatomy, ecology, taxonomy, and evolution.

Neuroscience: Examinations may include all relevant subject matter agreed to by the Examination Committee including areas of neuroscience and behavior; basic vertebrate neuroanatomy and neurocytology; basic neurophysiology (e.g., excitation, conduction, neural transmission); sensory and motor systems; internal control of animal behavior by the nervous system and hormones; learning and memory.

Ecology, Evolutionary Biology and Behavior: Examinations may include all relevant subject matter agreed to by the Examination Committee including mechanisms, processes, and patterns of ecology and evolution.

C. When The Examination Is To Be Taken - The examination is given at the GC. The date of the examination is determined annually. In recent years, the examination has been administered during the third week in June. Students are expected to take this examination after their first year in the program but may take the examination earlier with the permission of their campus advisory committee. Students who do not take this examination at that time will be judged as having failed the examination.

Advisory Committees may consider that there is a valid reason for a student to delay taking this examination. Deferment of the examination may be granted by the Executive Officer in Biology after such a request has been made in writing by the advisory committee and recommended by the local campus Graduate Studies Committee or the graduate deputy chair.

D. Preparation For The First Examination - Reading lists and topical outlines for the First Examination and copies of previous examinations are available from the Executive Officer or the local graduate deputy chair (usually by January).

E. Formulation And Grading Of The First Examination - For each area there shall be a subcommittee of the Executive Committee comprised of doctoral faculty responsible for the administration of the First Examination. The membership of each committee will be a chair, designated by the Executive Officer upon the recommendation of the Executive Committee and advisory committee chairs, plus at least five other faculty. The faculty members will be recruited from the doctoral faculty at large and must reflect a diversity of research specialties and represent at least three campuses, where possible. In the construction and grading of the examination, the committee may solicit the assistance of other CUNY doctoral faculty.

At least two graders will independently evaluate and comment on each question. In the event that differences in judgment exist that are not readily reconciled, a third grader will be called upon. The performance of each student is individually evaluated by the Executive Committee following recommendation from the subprogram advisory committee.

F. Mechanics Of The Examination - Students will take the First Exam in the subprogram into which the student was admitted. The examination will usually consist of two or four two-hour sessions distributed over a one- or two-day period, respectively, or as determined by the subprogram examination committee and approved by the Executive Committee. An application form must be completed and signed by both the student and the subprogram chair, and submitted to the Program Office by May 31.

The First Examination will be graded on a 100-point scale and designed in such a way that a passing grade is a score of 70 or higher. Students who achieve less than a 70 will be permitted one additional opportunity to take and pass any of the four examinations at the next time they are given.

VI. SECOND EXAMINATION

A. Continuation In The Doctoral Program - The student must demonstrate advanced understanding and research competence in the area of specialization and related fields of biology by passing the Second Examination. The chair of the student's advisory committee serves as the chairperson of the Examination Committee. This examination is to be completed by the end of the fourth semester following the successful completion of the First Examination and after the completion of any language or research techniques requirements. Students failing to complete the Second Examination in this prescribed

period will not be permitted to register and will be dropped from the Program. The Executive Officer, or a designee, will remind the student by letter that this obligation is to be fulfilled.

B. Composition Of The Advisory And Second Examination Committees -

1. Before registration for a second year in the Program, the student must select a member of the CUNY doctoral faculty in Biology who is willing to act as an adviser. The student's adviser serves as the chair of the advisory and examination committees. The student's advisory committee consists of an adviser and at least two other members of the CUNY Biology doctoral faculty. At least one member of the advisory committee must be a member of the CUNY line doctoral faculty in Biology.

2. The student's Second Examination Committee will consist of the above advisory committee and at least two additional examiners from campuses or institutions other than the student's home campus. At least two members of the Second Examination Committee must be members of the CUNY line doctoral faculty in Biology. For students with mentors at an Affiliated Institution, the outside members must be drawn from two or more CUNY campuses and/or from institutions outside of CUNY (not including the Affiliated Institution).

C. Preparation And Procedures For The Second Examination -

1. Students must fulfill the language and research techniques requirement, if any, and complete at least 30 credits of course work before taking the Second Examination.

2. The "Application for the Second Examination" form must be completed and submitted to the Executive Officer at least one month prior to the examination date. (Please see Appendix O for a sample application form.)

3. The student prepares a thesis proposal, which as part of the "application" will be distributed to the examiners at least two weeks before the scheduled exam. If examiners do not receive a copy of the thesis proposal by this deadline, the examination must be rescheduled.

4. The student's advisory committee, in consultation with the student, will:

a. define at least two reasonably restricted and related areas that, in addition to the proposed thesis, are the subject of the examination

b. recommend two examiners from campuses or institutions other than the student's home campus

5. The examination will be oral in form, usually lasting two to three hours.

6. Should more than one member of the advisory committee or should the advisor be absent from the examination, the Second Examination must be rescheduled. One of the examiners may act as a reader for the Second Examination. At least three affirmative votes of those present at the examination are required to pass. A minimum of three CUNY doctoral faculty in Biology, including two CUNY-line doctoral faculty in Biology must be present at the examination.

7. The chair of the advisory committee shall, at the completion of the examination, fill out and forward to the Executive Officer with appropriate signatures, the results of the examination on the form entitled "Report of the Second Examination."

8. The results of the Second Examination will be one of the following:

___ **Pass**

We certify that the candidate has passed the Second Examination. We accept the dissertation proposal as presented.

___ **Pass with minor conditions** (*will allow a student to advance to Level 3)*

We certify that the candidate has passed the Second Examination. In addition to any other condition we will consider the dissertation proposal acceptable after minor revisions are approved by the Chair *[specify conditions explicitly and procedure and date for fulfilling].*

___ **Pass with major conditions** (*will **not** allow a student a student to advance to Level 3)*

We certify that in addition to any other condition, in our judgment, the candidate's dissertation proposal requires major revisions. It must be resubmitted for approval by the Chair and at least two members of the examining committee including the members of the Advisory Committee *[specify conditions explicitly and procedure and date for fulfilling].*

___ **Fail**

We certify that the candidate has failed the Second Examination, and make the following recommendations *[specify recommendations explicitly].*

VII. CERTIFICATE OF CANDIDACY IN PHILOSOPHY AND THE MASTER OF PHILOSOPHY DEGREE

Students who have fulfilled all the requirements for the degree except those pertaining to the dissertation are eligible to be advanced to candidacy and to receive an "Advancement to Candidacy for the Doctoral Degree" certificate. The student should apply to the Executive Officer in writing. A certificate of candidacy will then be issued by the Registrar. Such students may also receive the Master of Philosophy Degree upon application to the Registrar.

VIII. DOCTORAL RESEARCH

Students may submit up to 10 credits for courses in Independent Doctoral Research (Biol. 89900). Students may not register for Doctoral Research prior to the semester in which they plan to take the Second Examination. By that time the student must already have fulfilled any language and research techniques requirement.

IX. DISSERTATION

At the time that a student is advanced to candidacy, a document outlining the current dissertation requirements will be sent to the student by the Registrar. The following information is current at the time of the production of this *Handbook* and is included for your information.
http://library.gc.cuny.edu/dissertation/dissertation_prep.html

A. Dissertation Proposal - The dissertation proposal that has been examined and approved as part of the Second Examination is filed with the Executive Officer. Should there be any substantive changes in the proposed thesis, such changes, approved by the adviser, advisory committee, and deputy chair, should be submitted to the Executive Officer. Changes in, or additions to, the advisory committee

considered necessary as the study develops are to be similarly reported. Such changes must first be approved by the entire advisory committee and the graduate deputy chair. The faculty members involved in such changes must be notified in writing.

B. Human Subjects Certification – Human subjects certification must be filed at the GC at the time of the registration for the second examination and is required prior to deposit of the thesis for graduation. http://web.gc.cuny.edu/orup/humansubjects.html

C. Advisory Committee Meetings - The graduate student is responsible for arranging regular meetings at least once per year between the student and the entire advisory committee to evaluate the direction taken and progress being made. A progress report of that meeting bearing the date and signatures of the members of the committee will be required before registration for the Fall semester.

D. Draft Of The Dissertation - The dissertation is submitted to the members of the advisory committee in draft form. After the committee approves the draft, it recommends advancement to the Final Examination.

E. Public Seminar - A public seminar on the dissertation presented at the GC, a participating campus, or an affiliated institution prior to the formal defense is a requirement for the degree. Timely announcement of the seminar is to be sent to advisory committee members and all affiliated campuses and institutions as well as the Program Office. A thesis defense will not be scheduled unless this requirement is met.

F. Final Examination Committee - The Final Examination Committee is proposed after consultations among the members of the student's advisory committee. The five-member (minimum) Final Examination Committee shall include the members of the advisory committee (defined in Section VI.B.1) and at least two other specialists, at least one of whom is from an institution outside of The City University of New York and its affiliated institutions (AMNH, IBR, and NYBG). Additional outside specialists may be designated as "readers" and need not be present at the actual defense. At least three members of the Final Examination Committee must be members of the CUNY doctoral faculty. At least two members of the final examination committee must be members of the CUNY line doctoral faculty in Biology. On specific questions regarding committee composition, consult with the Executive Officer, whose decision will be final. The student and/or the adviser will communicate with the proposed participants in the Final Examination to ascertain their willingness to serve and to establish a suitable meeting date. This information is communicated to the Executive Officer for approval at least one month before the scheduled examination date. The invitations to the members of the Final Examination Committee come from the GC Provost. Forms necessary in processing the examination results will be sent to the chair of the Final Examination Committee from the Program Office prior to the date of the examination.

G. Distribution Of Dissertation Copies - The copies of the dissertation provided to the Final Examination Committee should be printed legibly and in good order, but they need not be in final form. Any clear method of reproduction may be employed. Copies must be distributed to committee members at least one month before the scheduled thesis defense (Final Examination). If this deadline is not met, the Final Examination will be rescheduled.

H. Rescheduling - If unforeseen circumstances arise (even at the last moment) so that all invited members of the Final Examination Committee are not able to be present, the examination must be rescheduled.

I. Final Examination Report - The chair of the Examining Committee will record the student's performance in a "Report of Final Examination" (a sample form is included in Appendix S) to the Executive Officer and the Provost. If a dissertation requires at most minor revisions, it must subsequently be approved by the chair. If major revisions are required, the dissertation must be resubmitted to the chair and two members of the Examining Committee for approval before passage of the Final Examination can be recorded. The chair informs the Executive Officer and the Senior Registrar when the revisions have been completed by submitting a "Approval of Revised Dissertation" form.

J. Unsatisfactory Performance - If the student's performance in the Final Examination is judged unsatisfactory, the student may be reexamined at the discretion of the Executive Committee in Biology and with the approval of the GC Provost.

K. Dissertation Submission And Checkout Procedures - Consult the Dissertation Assistant of the Mina Rees Library before having the final version of the dissertation typed/printed. Prepare at least five copies. While it may be helpful to examine previous dissertations, do not use a previously accepted dissertation as a model on which to base the format of your dissertation because requirements change. The Dissertation Assistant may refuse to accept the dissertation if it does not conform to the standards established. A student is advised to consult with the Dissertation Assistant early in the process of dissertation preparation.

1. Two printed copies and one digital copy are to be submitted.

2. All copies must be on white bond paper, at least 20 lb. weight and 25% rag content. Copier or erasable paper is not acceptable.

3. Deposit three copies of the approved dissertation in the Mina Rees Library of The Graduate Center, after having made an appointment with the Dissertation Assistant. Include an abstract (of no more than 350 words) in the body of the dissertation and submit two separate copies of the abstract. Also submit one extra title page and the original signed approval page (no corrections or white-outs permitted).

Additional dissertation copies for personal use may be submitted for binding but only if they are submitted at the same time. (If you have received the degree as a recipient of a federal award, you should inquire about the necessity of securing an extra copy for the agency.)

When the dissertation is deposited, sign an agreement with University Microfilms Inc., authorizing them to reproduce your dissertation on microfilm as a form of publication. This firm will retain the negative microfilm copy and publish the abstract in Dissertation Abstracts.

Permission to deposit printed copies of a published dissertation and for waiver of the microfilming requirement may be granted by the GC Provost.

4. The three copies deposited with the Dissertation Assistant will be bound and distributed as follows: two copies to the Mina Rees Library and the third copy to the Executive Officer.

5. Pay, at the time of final deposit of the dissertation, all dissertation and diploma fees to the GC Bursar. Additional copies will be bound for the student's use for a binding fee and additional fee if mailed.

If you wish to copyright the dissertation, it will be necessary to pay an additional fee (which includes the copyright registration fee plus the cost of two positive copies to be deposited in the Library of

Congress). This decision must be made before depositing the dissertation in the Mina Rees Library. A copyright page must be included in every copy only if you intend to have it copyrighted.

6. The Ph.D. degree requirements are considered met on the date the dissertation is deposited in the Mina Rees Library and all fees paid. Students delinquent in their accounts with any division of the University will not be granted the degree. The degree is awarded on October 1, February 1, or on the date of the GC's annual commencement. Maintenance of matriculation is required for any semester during which the dissertation has not been deposited in time for the October 1, February 1, or annual commencement date graduation, respectively. If the dissertation has not been deposited by these dates, individual extensions up to the first day of classes may be granted by the GC Provost.

Diplomas will be prepared for distribution only at the University's commencement. At any time after depositing the dissertation, the student may request from the Registrar an interim certificate testifying to the completion of the degree requirements.

K. Editorial Requirements - Please refer to the "Instructions for Preparing the Ph.D. Dissertation" which will be sent to you by the Registrar at the time of advancement to candidacy.

X. CURRICULUM VITAE AND LETTERS OF RECOMMENDATION

When students have completed their requirements, they may file a curriculum vitae and request letters of recommendation from the people who know them and their work best, which will be placed on file at the Program Office. At any time in the future, the student may call upon the Program Office to forward copies of these records and the letters to prospective employers. Restrictions regarding the number of requests and/or fees for this service may apply.

XI. ALUMNI INFORMATION

Upon completion of all requirements, it is requested that individuals complete an "Alumni Information" form (Appendix U). These data are very important for summary information about the Program and permit the ability to maintain contact with our graduates.

The Office of Student Affairs coordinates a dossier service for enrolled students and alumni desiring positions in either academic or other areas of employment. Copies of the dossiers, including reference letters, are mailed out to potential employers upon request. These files are permanently maintained for alumni of The Graduate Center. Because they contain confidential letters of reference, they provide valuable support to the students or alumni seeking positions. (Contact the Office of Student Affairs, Room 7301, telephone: 817-7400). Listings of part-time positions are available for consultation in the Office of Financial Aid (Room 7201, (212) 817-7460) Ms. Anne Johnson, Work Study Coordinator, is in charge of these listings. Other job listings are available for review in a file in the Office of the Vice President for Student Affairs in Room 7301, (212) 817-7400.

XII PARTICIPATING CAMPUS RESPONSIBILITIES

There shall be established in each program an Executive Committee to be composed of at least five members. It shall include at least one faculty member from each senior college substantially participating in the program (“substantially participating”

is defined as having six members on the faculty of the program) (Section 9.4, CUNY Board of Trustees Bylaws).

Provide one course released time each semester for Campus Graduate Deputy Chair.

Guarantee financial match and ongoing support for doctoral students as a part of recruitment offers.

Provide appropriate laboratory space for Biology doctoral faculty.

Provide first year doctoral student access to a portion of any dormitory space available.

Provide doctoral student access to all campus resources. (This includes library, internet, athletic facilities, parking, etc. Note that all doctoral students pay a required activities fee at the Graduate Center and no additional student fees should be charged.)

Make appropriate recognition of their status as a CUNY Participating Doctoral Campus in public statements and presentations.

Provide adequate OTPS budget for doctoral laboratory courses.

Provide a partial return of overhead to doctoral faculty on grants generating indirect costs.

Provide priority in adjunct teaching opportunities on campus for doctoral students based at the campus.

Allow students and faculty to rearrange schedules with others in order to attend professional meetings.

The administration of a campus about to become a “participating campus” in the Program is expected to join the Program in seeking a proportionate increase in doctoral student support from CUNY’s central administration. This will be accomplished through such mechanisms as an increase in the number of Science Fellowships and instructional units provided.

Allow doctoral faculty to teach doctoral courses realizing the campus will receive the appropriate allocation for that service from The Graduate Center.

The Graduate Center and University Center of The City University of New York is an equal opportunity and affirmative action institution. The GC does not discriminate on the basis of age, gender, sexual orientation, alienage or citizenship, race, color, national or ethnic origin, religion, marital status, veteran status, or disability in its student admissions, employment, access to programs, and administration of educational policies.

The GC is committed to promoting pluralism and diversity and combating racism and bigotry. Concerns, questions, complaints, and suggestions about affirmative action and equal employment may be addressed to any member of the GC Affirmative Action Committee through the Affirmative Action Officer.

The City University of New York prohibits sexual harassment and has instituted policies, procedures, and educational programs to prevent and address sexual harassment. For more information, please contact the coordinator of the Sexual Harassment Panel and see the GC *Student Handbook*.

Employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation concerning discrimination or harassment.

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CONTACTS

Affirmative Action Officer: Ms. Edith Rivera, Room 7301; (212) 817-7405.

504/ADA Coordinator: Vice President for Student Affairs Matthew Schoengood, Room 7301; (212) 817-7409.

Title IX Coordinator: Matthew Schoengood, Room 7301; (212) 817-7409.

Coordinator, Sexual Harassment Panel: Professor Michelle Fine, Room 6304.17, (212) 817-8710.

Ombuds Officer: Professor Rolf Meyersohn, Room 7313; call for appointments at (212) 817-7191. The Ombuds Officer offers complete confidence to any individual in the GC community in discussing informal as well as formal solutions to any problem.

Executive Director for Human Resources: Yosette Jones Johnson, Room 8403.03; (212) 817-7700.

Revised by the Biology Executive Committee, April 19, 2005.

Revised by the Biology Executive Committee, May, 2008.