

Introduction

Overview

Arts, Sciences & Engineering (AS&E) at the University of Rochester comprises the [School of Arts & Sciences](#) and the [Hajim School of Engineering & Applied Sciences](#). We offer both the intellectual excitement of a major research university and the intimacy and opportunities of a great liberal arts college. Graduate training provided by the departments and programs of Arts, Sciences & Engineering accounts for more than 60 percent of the doctoral degrees awarded by the University.

The University of Rochester emphasizes individualized study that allows students to create an educational experience harnessing, Rochester's unique facilities, nationally ranked faculty, and superb research infrastructure. We believe that graduate education should feature rigorous academic study, cutting-edge research, and relevant professional development. In all aspects of campus life, we nurture educational excellence, advance the professional and personal growth of our students, and value diversity and social responsibility.

The University of Rochester will continue to frame and solve the greatest challenges of the future. We are a community in which all who work, teach, create, and provide care are welcome and respected and where all can pursue and achieve their highest objectives for themselves, their communities, and the world. Steeped in Rochester's rich history of social justice and entrepreneurial spirit, we will always be an inclusive, equitable, sustainable, and responsive organization at every level.

As a community, the University of Rochester is defined by a deep commitment to *Meliora*—ever better. Embedded in that ideal are the values that we share:

Meliora: We strive to be ever better, for everyone.

Equity: We commit to diversity, inclusion, and access.

Leadership: We take initiative and share responsibility for exemplifying excellence.

Integrity: We conduct ourselves with honesty, dedication, and fairness.

Openness: We embrace freedom of ideas, inquiry, and expression.

Respect: We value our differences, our environment, and our individual and collective contributions.

Accountability: We are each responsible for making our community ever better, through our actions, our words, and our dealings with others.

We will hold ourselves accountable to these values in the design of our programs, the development and delivery of our services, the evaluation of performance, and in the ways in which we interact as a community.

The information collected within this document applies to graduate students in Arts, Sciences & Engineering at the University of Rochester. For additional policies and procedures that govern **all** graduate students at the University of Rochester please review the [Graduate Bulletin](#) and regulations and University policies.

Students should discuss departmental or program-specific policies with their program director of graduate studies (DGS) or graduate coordinator. Students should be aware of and comply with all University, AS&E, and departmental policies governing their program.

Calendar

A list of relevant deadlines, holidays, and events can be found on the [Office of Graduate Education and Postdoctoral Affairs \(GEPA\) calendar](#). Please note that relevant deadlines related to degree conferral dates for both master's and PhD degrees can be found there. [The PhD calculator](#), can help with determining the deadlines associated with the final PhD defense.

Please note that AS&E graduate programs observe the general AS&E class and break calendar. No graduate classes should be held during AS&E breaks. Final exams should take place during the appropriate final exam week.

Expectations and Responsibilities

Goal of Graduate Education

The primary goal of graduate education at the University of Rochester is to prepare promising students for outstanding scholarly and professional achievement by educating them in the skills of a discipline and in the intellectual and ethical foundations of research, instilling in each student the capacity for independent critical judgment and inspiring students to use their knowledge and training for the betterment of society.

Master's Student Expectations

As with most worthwhile endeavors, success in graduate study cannot be guaranteed and often depends on the mutual efforts of faculty and student. Individual faculty and programs as well as the School of Arts & Sciences and the Hajim School of Engineering & Applied Sciences are committed to your success as a graduate student, and, as such, master's students may reasonably expect the following support in their program. The exact way in which these goals may be met can vary, depending on the program and the department.

- **Resources:** To receive appropriate resources, including reasonable access to appropriate course offerings to meet the student's approved program of study and facilities to allow the student to complete the program.
- **Guidance:** To receive advice and direction regarding the student's academic program.
- **Expectations:** To be informed of the expectations, including timelines, for the successful completion of any potential non-course duties, such as research projects, teaching assignments, and thesis work.
- **Evaluation:** To receive timely and fair assessment of the student's work, including coursework, program exams, and (potentially) research and teaching assignments.
- **Support services:** To be provided with professional and personal development support services if requested, such as those offered by the [Gwen M. Greene Center for Career Education and Connections](#), [Disability Resources](#), [Center for Excellence in Teaching and Learning](#), and access to [English as a Second Language instruction](#) (for a fee), that enhance the student's professional and academic experience.
- **Professional development:** To be provided with opportunities to attend colloquia and seminars and, in appropriate cases, to publish the student's research.
- **Nondiscrimination and nonharassment:** To be treated in a fair, impartial, and professional manner in all dealings in accordance with University policies governing discrimination and harassment (as per the University of Rochester [Policy Against Discrimination and Harassment](#)).

- **Collegiality:** To have a collegial, welcoming environment in which to pursue the student's graduate studies, where students are respected as valuable members of the community.
- **Fair treatment:** To be given appropriate credit for the student's work and provided clear guidelines on authorship, data ownership, and research practices when engaged in joint research projects.
- **Conflict of interest:** To receive appropriate instruction about conflicts of interest so the student can avoid being placed in a situation that creates a conflict of interest (see the University of Rochester [Guidelines on Research Integrity and Conflict of Interest for Graduate Students Policy](#)).
- **Policies:** To receive guidelines on academic policies and procedures, as found in the [Graduate Bulletin](#), on the [AS&E GEPA website](#), and provided by the student's program.
- **Feedback:** To be provided feedback on performance and given clear guidelines on the required areas of improvement when performance is deemed poor and the student is in jeopardy of being removed from the program.
- **Appeal:** In ways prescribed by University policies, to have the opportunity to petition for an exemption to an existing policy, to appeal decisions related to policies and procedures, and to issue a complaint when standards of fairness may have been violated.

Master's Student Responsibilities

Master's students are responsible for working toward completion of their degree programs in a timely manner. It is the student's responsibility to ensure continued progress of their academic program. Students have a responsibility for the following aspects of their program.

- **Timeframes:** To work effectively toward completion of the degree in a timely manner.
- **Academics:** To successfully complete a program of study consisting of the number of credit hours specified by the departmental requirements.
- **Thesis (for Plan A students only):** To discover and pursue a unique topic of research in order to construct new knowledge.
- **Integrity and ethics:** To assume the highest integrity and maintain ethical standards in all aspects of the student's work, including coursework and research, especially in the tasks of collecting, analyzing, and presenting research data and in writing reports or essays. Special care should be taken to follow guidelines established by the University's independent review boards for research, such as the [Research Subjects Review Board \(RSRB\)](#).
- **Laboratory notebooks:** Where applicable, to maintain detailed, organized, and accurate laboratory notebooks and records. Please note that when a student leaves a lab, the notebook and all research data remain the property of the laboratory.
- **Teaching:** Where applicable, to take teaching duties seriously and to use all teaching experiences to enhance the student's effectiveness as an instructor.
- **Work environment:** To help maintain a clean and safe work environment, including but not limited to classroom spaces, laboratory spaces, and common spaces.
- **Collegiality:** To promote collegiality and a welcoming environment in all aspects of the student's program, ensuring that all students, faculty, and staff are treated with respect.
- **Familiarity with policies:** To take responsibility for keeping informed of and complying with regulations and policies and to complete all required paperwork and other degree obligations in a timely fashion. Note that individual programs may have additional policies, and it is the student's responsibility to understand and comply with these policies as well.
- **Effort:** To devote full time and effort toward completing degree requirements (for full-time students). Students are expected to be on campus and completing degree requirements during the academic semester. Students away from campus for an extended period during any academic semester (e.g., for field research) must register in absentia for the semester.

- **Employment:** Not to simultaneously be employed full time while maintaining full-time student status, unless it is an internship related to the student's academic program and supported by the student's advisor, the program director of graduate studies, and the AS&E dean of graduate education and postdoctoral affairs. International students must discuss with the International Services Office (ISO) any special rules and regulations for internships and part-time employment, including the maximum number of hours they are allowed to work.

PhD Student Expectations

As with most worthwhile endeavors, success in graduate study cannot be guaranteed and often depends on the mutual efforts of faculty and student to work diligently and form a productive professional relationship.

Individual faculty and programs as well as the School of Arts & Sciences and the Hajim School of Engineering & Applied Sciences are committed to your success as a graduate student, and, as such, graduate students may reasonably expect the following related to their research, their teaching, and their general program support. The exact way in which these goals may be met can vary, depending on the program and the department requirements.

Research, Teaching, and Training

- **Resources:** To receive appropriate resources, including reasonable access to faculty, appropriate course offerings to meet the student's approved program of study, and facilities to allow the student to complete the program.
- **Guidance:** To receive advice and direction regarding the student's academic program as well as thesis research.
- **Training:** To receive training on the current best practices in research and teaching, including appropriate techniques, tools, methods, and equipment needed to successfully carry out the student's research or teaching duties.
- **Appropriateness:** To have projects and tasks that are assigned to the student be appropriate for the student's program of study and designed to help the student make continued progress toward completion of the degree.
- **Expectations:** To be informed of the expectations, including timelines, for the successful completion of any duties, such as research projects, teaching assignments, and thesis work.
- **Evaluation:** To receive timely and fair assessment of the student's work, including coursework, program exams, research, and teaching. Students should receive, at minimum, a yearly evaluation by their advisor or department graduate committee to provide feedback and monitor progress.
- **Support services:** To be provided with professional and personal development support services if requested, such as those offered by the [Greene Career Center](#), [Disability Resources](#), and the [Center for Excellence in Teaching and Learning](#), and access to English as a [Second Language instruction](#) (for a fee), that enhance the student's professional and academic experience.
- **Professional development:** To be provided in appropriate cases with opportunities to publish the student's research, present the student's work, apply for patents and copyrights for the student's work, and attend colloquia, seminars, and workshops to support the student's professional development.

Community and Administrative

- **Nondiscrimination and nonharassment:** To be treated in a fair, impartial, and professional manner in all dealings in accordance with University policies governing discrimination and harassment (as per the University of Rochester [Policy Against Discrimination and Harassment](#)).
- **Collegiality:** To have a collegial, welcoming environment in which to pursue the student's research, teaching, and professional activities, where students are respected as valuable members of the

community.

- **Fair treatment:** To be given appropriate credit for the student's work and provided clear guidelines on authorship, data ownership, and research practices when engaged in joint research projects.
- **Conflict of interest:** To receive appropriate instruction about conflicts of interest so the student can avoid being placed in a situation that creates a conflict of interest (see the University of Rochester's [Guidelines on Research Integrity and Conflict of Interest for Graduate Students Policy](#)).
- **Policies:** To receive guidelines on academic policies and procedures, as found in the [Graduate Bulletin](#) and [Regulations and University Policies Concerning Graduate Studies](#), on the AS&E GEPA office website, and provided by the student's program.
- **Feedback:** To be provided feedback on performance and given clear guidelines on the required areas of improvement when performance is deemed poor and the student is in jeopardy of being removed from the program. Students should also receive a formal evaluation at least annually.
- **Appeal:** In ways prescribed by University policies, to have the opportunity to petition for an exemption to an existing policy, to appeal decisions related to policies and procedures, and to issue a complaint when standards of fairness may have been violated.

PhD Student Responsibilities

PhD students are responsible for working toward completion of their degree programs in a timely manner. In addition to gaining expertise in a particular field of study, PhD students are expected to expand the knowledge of that disciplinary field by discovering and pursuing a unique topic of scholarly research, resulting in the PhD dissertation. It is the student's responsibility to ensure continued progress of their academic program and thesis research. Students have a responsibility for the following aspects of their program.

In addition, the Office of Graduate Education and Postdoctoral Affairs requires that all departments in AS&E conduct an annual evaluation of their PhD students in conjunction with their graduate program to be completed by July 1.

Annual evaluations are a key practice for professional development. It provides an opportunity to track progress and build your portfolio, identify areas for improvement, and celebrate success. By completing a yearly evaluation, you have an opportunity to receive feedback from your advisor and/or department and to clarify goals and expectations with them, reflect on what you have already accomplished as well as to set goals for the future.

Given the distinctiveness of graduate training by department, each department may administer the self-evaluation differently. Therefore, if you have any questions, please contact your director of graduate studies or your [graduate coordinator](#) for more details.

Research, Teaching, and Training

- **Timeframes:** To work effectively toward completion of the degree in a timely manner.
- **Academics:** To learn the existing theories, practices, and research methods of the discipline and to apply these in the student's research and teaching.
- **Thesis:** To discover and pursue a unique topic of research in order to construct new knowledge and to apply this knowledge to existing problems and issues.
- **Communication:** To communicate regularly with faculty advisors and thesis exam committee members, providing these faculty with updates on the student's progress within the program and updates on results of research activities.
- **Integrity and ethics:** To assume the highest integrity and maintain ethical standards in all aspects of the student's work, especially in the tasks of collecting, analyzing, and presenting research data. Special care

should be taken to follow guidelines established by the University's independent review boards for research, such as the [Research Subjects Review Board \(RSRB\)](#).

- **Laboratory notebooks:** Where applicable, to maintain detailed, organized, and accurate laboratory notebooks and records. Please note that when a student leaves a lab, the notebook and all research data remain the property of the laboratory.
- **Teaching:** To take teaching duties seriously and to use all teaching experiences to enhance the student's effectiveness as an instructor and to further the educational goals of the students being taught.
- **Professionalization:** To contribute, wherever possible, to the scholarly discourse of the discipline through presentations, publications, and professional engagement and service. The student should attend and participate in appropriate meetings, colloquia, seminars, and group discussions that are part of the educational program, and the student should submit all relevant research results that are ready for publication in a timely manner.
- **Work environment:** To help maintain a clean and safe work environment, including but not limited to office space, laboratory spaces, and common spaces.
- **Mentors:** To seek out a range of faculty, professional, and peer mentors who can help the student prepare for a variety of professional and career roles and responsibilities and to serve as a mentor to others when appropriate.

Community and Administrative

- **Collegiality:** To promote collegiality and a welcoming environment in the student's classrooms and laboratories and in all aspects of the student's program, ensuring that all students, faculty, and staff are treated with respect.
- **Familiarity with policies:** To take responsibility for keeping informed of and complying with regulations and policies and to complete all required paperwork and other degree obligations in a timely fashion. Note that individual programs may have additional policies, and it is the student's responsibility to understand and comply with these policies as well.
- **Effort:** To devote full time and effort toward completing degree requirements (for full-time students). Students are expected to be on campus and completing degree requirements during the academic semester. Students must check with the program director of graduate studies for program-specific guidelines while on vacation.
- **Employment:** Not to simultaneously be employed full time while maintaining full-time student status, unless it is an internship related to the student's academic program and supported by the student's advisor, the program director of graduate studies, and the AS&E dean of graduate education and postdoctoral affairs. Part-time employment for full-time students is limited by individual programs—any part-time employment must be approved by the student's advisor and the program director of graduate studies. International students must discuss with the International Services Office (ISO) any special rules and regulations for internships and part-time employment, such as the number of allowable work hours.

Academic Progress and Expectations

AS&E Criteria for Satisfactory Academic Progress

The University's graduate studies regulations set the minimum standard for satisfactory academic progress. The Office of Graduate Education and Postdoctoral Affairs (GEPA) in AS&E also follows these regulations; however, individual degree-granting programs within AS&E may impose additional criteria for determining a student's academic standing. All programs must make clear and direct reference in their materials (in a

handbook on the web) to the policies detailed below, to the extent that they differ from the GEPA office's policies, and any additional program requirements.

There are three sets of criteria that GEPA takes into account in determining whether or not students are making satisfactory academic progress:

Grades: A student who receives a grade of C or E in one or more courses will be considered to have an unsatisfactory record and will be automatically be placed on AS&E academic probation. To be removed from academic probation, the student must complete 12 semester hours of graduate credit with no grade lower than a B-. If a student receives any grade lower than B-, the student is not making satisfactory progress and is subject to removal from the program. Individual programs may have stricter grade criteria and can determine independently from the AS&E GEPA office that a student is not meeting grade requirements in the program.

Milestone deadlines: Please consult your department for specific milestones and associated deadlines required by your program. This may include deadlines for qualifying exams and/or internal departmental exams. Please note that most milestones require paperwork to be filed with the GEPA office within a certain timeframe before the exam. Please consult your graduate coordinator for guidance on these timelines and other requirements. Students who fail to meet appropriate milestone deadlines are not considered to be making satisfactory progress.

Time to degree: Doctoral students must successfully defend and submit their final dissertation by the end of their seventh year. Note that if a student transfers in a master's degree toward their doctoral degree, they must complete the doctoral degree requirements by the end of their sixth year.

Master's students must complete all requirements for the master's degree within five years of initial registration. Occasional exceptions to extend a program may be granted through a petition process. In the event that a petition is required, the petition to extend the student's time to degree must be approved by the student's advisor, department chair, and the AS&E dean of graduate education and postdoctoral affairs.

Individual programs may have earlier deadlines or additional milestones and can determine independently from the AS&E GEPA office that a student is not making satisfactory progress toward milestones. Program specific policies must be communicated through the program's graduate student handbook.

Programs may have criteria beyond the AS&E GEPA office's set of criteria for determining a student's academic standing. Examples of these additional criteria include:

- Unsatisfactory performance in classes
- Unsatisfactory performance on qualifying exams
- Unsatisfactory research progress
- Unsatisfactory progress in writing the dissertation
- Failure to meet requirements outlined in a program's handbook, annual progress communications, or other direct communications to students from programs or advisors.

Failure to make satisfactory academic progress as determined by either GEPA or the program **will result in probation or exclusion (dismissal).**

Academic

Programs of Study and Degree Requirements

Content and Rigor

All graduate students should work with their departments to make sure that they have a program of study on file in order to ensure that degree requirements are being met in the order and at the pace intended by the program. For master's students, the program should contain the standard credit hours required by the degree program, generally 30 or 32 credits. A PhD program of study must be 90 credits. Any internships a student plans to take during the course of their study should be accounted for within the credit limit for their program. The department should keep a copy of the program of study on file and submit it to the GEPA office at the appropriate time.

All courses being applied to a graduate program of study must contain content, rigor, and requirements that clearly demonstrate an **advanced** level.

- **Advanced content** is defined as content that is clearly dependent on prior introductory knowledge in the discipline.
- **Advanced rigor** is defined as the expectation of a high level of critical thinking and reasoning, attention to detail, independent conception and completion of work, and ability to articulate and synthesize salient issues in the field orally and in writing.
- **Advanced requirements** are those in which the student is required to demonstrate mastery of the content depicted above with the rigor depicted above. If the current course requirements do not meet this standard, either the requirements can be modified or additional or different requirements can be added for graduate students.

Undergraduate Course Policy

It is sometimes the situation where graduate students would like to take a course that provides them with introductory material to assist them in bridging their previous training at the undergraduate level with their current program of study in graduate school.

At the PhD level, students will be allowed to take one undergraduate (100-, 200-, or 300-) level course under the dean's tuition scholarship. This requires justification for the necessity of the course for the student's training. Additional undergraduate-level coursework is allowed, but tuition must be covered by the department. These courses do not count toward the 90 credits required for the PhD degree and should not be included on the program of study submitted to the graduate school.

At the master's level, tuition for undergraduate-level courses will be covered by the student. These courses do not count toward the credits required for the master's degree and should not be included on the program of study submitted to the graduate school.

When appropriate, departments may cross list undergraduate courses at a 400 or 500 level, ensuring that they meet the requirements of advanced content, rigor, and requirements. In these cases, graduate students must register for the correct section and complete the appropriate level of work in order to receive credit toward their program of study. In the event that a course is not cross-listed but the instructor is willing to make appropriate accommodations to ensure the course requirements are advanced in content, rigor, and requirements, the department must certify the advanced nature of the course on the program of study.

Students wishing to take undergraduate-level coursework to complement their graduate education are also able to audit undergraduate courses with the approval of the faculty member teaching the course. Please refer to the [audit policy](#) for additional details regarding registration and fees.

Credit Requirements

All PhD programs require the completion of 90 credit hours. Master's programs may vary in their credit requirements but must be a minimum of 30 credits. Please consult your department handbook for specific course and credit requirements that have been determined by your academic program. Note that any applicable tuition scholarship covers the required number of credits for a program. Any credit hours taken beyond the required amount must be paid for by the student. Once coursework has been completed, a student must stay continuously enrolled by registering for relevant placeholders and paying appropriate fees. Please consult your graduate coordinator for advice on what placeholder to register for.

Committees

Master's final thesis exams, PhD qualifying exams, and PhD final defense must be presided over by an appropriate committee. For appropriate committee composition, please see the guidance found in the [University Graduate Studies Regulations](#). Arts, Sciences & Engineering adheres to the same guidelines for final exams for both PhD and master's programs.

There are a select number of nonstandard faculty members who have been approved by the AS&E dean of Graduate Education and Postdoctoral Affairs and the University dean of graduate studies to serve as inside committee members on exams. For a complete list of preapproved faculty, please refer to the [Faculty Approved to Serve on Committees list](#). These faculty members are not preapproved to serve as **outside** committee members—only as an **inside** committee member of the department that is noted on the list.

Committee members who do not meet the above requirements may be petitioned through the AS&E GEPA office. In order to request permission for a nonstandard member to serve on an exam, the [petition for a nonstandard member form](#) and the person's CV must be sent to GEPA for review and approval. Authorization must be obtained before the thesis or dissertation is registered with the University Graduate Studies Office. Please consult your department for specific timelines.

For additional information on committees, please review the [University Graduate Studies Regulations](#).

Commencement

The commencement ceremony happens annually, in May. PhD students are invited to participate in the University's doctoral ceremony, and master's students are invited to attend the AS&E and School of Medicine and Dentistry's joint master's commencement.

Eligibility for Doctoral Commencement

PhD students are eligible to participate in the doctoral commencement ceremony provided they have completed all of their degree requirements, final defense, and completion steps outlined by the University dean of graduate studies by the appropriate deadline. Please review the [AS&E GEPA calendar](#) for specific deadlines. Students who will finish after the deadline for a May degree will not be able to participate in a commencement ceremony until the following May.

Eligibility to Participate in the Master's Commencement

Eligible master's students are approved by their department and invited by the AS&E Graduate Studies Office to participate in commencement.

Registration

Course Registration Deadlines

Students are required to be registered each semester until the degree has been awarded. If students are not registered by the drop/add deadline, they will be withdrawn. Registration deadlines can be found on the [AS&E GEPA calendar](#) as well as via the [registration schedule](#).

Audit Policy

Auditing a course within Arts, Sciences & Engineering related to a degree program is permitted for full-time and part-time graduate students when approved by the course instructor. **There is a fee to audit a course, which is not covered by tuition scholarship.**

PhD students can petition to have this fee covered by the AS&E GEPA office if the audit is required as part of the student's program of study. The petition to cover the audit fee must be submitted before the end of the add/drop period via the [Audit Fee Waiver Request Form](#), which must be signed by the student's faculty advisor and the course instructor.

The audited course will appear on the student's transcript provided the student attends throughout the course. Auditing a course is worth zero credit hours, and a grade is not issued.

Students who want to **receive credit for the course** can do so by changing the registration prior to the end of the sixth full week of classes in a given semester and paying the required tuition for the course. A signed Drop/Add form must be submitted to the GEPA registrar in order to complete this request.

Once a course has been audited, it **cannot be repeated for credit** without prior approval of the AS&E dean of graduate education and postdoctoral affairs.

Research Internship Policy

The Office of Graduate Education and Postdoctoral Affairs (GEPA) requires time to approve the internship and create a unique course registration number (CRN) for an internship. **All completed paperwork is required in GEPA at least two weeks prior to the start of the term in which the internship will be held.**

A graduate practical research internship is designed to allow a student to obtain practical experience in their graduate research field by working on an internship outside the University for a short period of time during their graduate education.

- An internship requires a faculty member to agree to serve as the advisor. The student must obtain the signature of the faculty member (on the Internship Approval Form) in order to register for an internship. Students are required to submit a short write-up of their internship experience to their internship faculty advisor. The faculty member will provide a grade for the one-credit internship based on this write-up.
- The student must register for one credit under
 - Full-time internship: 494 (master's) or 594 (PhD)
 - Part-time internship (less than 20 hours/week, in the Rochester area): 494P (master's) or 594P (PhD)
- If a full-time internship is taken over the semester rather than over the summer, the student must also register for continuing enrollment, 899A (master's) or 999A (PhD).
- Each one-credit internship, up to a maximum of two, counts toward the total required credits for the degree (30 or 32 for master's; 90 for PhD) and must be included in the student's program of study. In order to count additional credits of internship beyond two toward the degree requirements, approval from

the AS&E dean of graduate education and postdoctoral affairs must be obtained.

- Health insurance: Students must maintain health insurance coverage. Students currently enrolled in the University of Rochester Student Health Insurance plan may remain on this plan during the internship period as long as they make the appropriate arrangements with University Health Service.
- For master's students, internships represent "research" credit. Thus, in order to complete Plan B for the master's degree, students must make sure the sum of their internship credits (494) and their other "research/reading" credits (495/491 courses) total fewer than or equal to six.

Study In Absentia

In certain circumstances it may be desirable for a matriculated graduate student to engage in full-time study or research for a limited period of time at another university, research organization, or scholarly institution and to register for appropriate graduate credit at the University of Rochester. All such requests must be made in writing and must be approved in advance by the AS&E dean of graduate education and postdoctoral affairs. Requests for study in absentia can be made for a period of up to one year.

While a student's standing as a full-time student in absentia allows the student to conduct research with full time and energy off campus, it requires that the student does not simultaneously hold a full-time employment position during the in absentia period. To apply for in absentia status, students should fill out a [Request for in absentia form](#). This form must be signed by both the student and the student's advisor.

In Absentia Approval

Students approved for in absentia status within the United States should register for 999A for full-time enrollment (after the 90 credit hours have been obtained) or 595A for PhD research in absentia (before the 90 credit hours have been obtained).

Students approved for in absentia status outside the United States should register for 999B for full-time enrollment (after the 90 credit hours have been obtained) or 595B for PhD research in absentia (before the 90 credit hours have been obtained).

Health Insurance

Note that the default is to terminate health insurance for students in absentia. If a student would like to maintain health insurance while in absentia, it is essential that the student contact University Health Services (UHS).

The student (or the department/program) must pay the mandatory health fee in order to continue health insurance for the student in absentia. Students studying outside the US should contact UHS to verify the effectiveness of University of Rochester insurance where they will be studying.

Residency Requirement

A minimum of one year (two consecutive semesters, excluding summers) in residence and enrollment as a full-time student is required*. This requirement must be fulfilled after the student has completed a master's degree (or 30 semester hours in case the student does not obtain a master's degree).

Further requirements may be completed by full-time residence either during the academic year or during the summer. Departmental/program requirements, however, may necessitate continuous residence until work for the degree is completed.

*Doctoral dissertation (999) may not be used to fulfill the one-year residency requirement.

Leave of Absence (LOA)

Leave of Absence (Non-Medical)*

Upon the recommendation of the department, the AS&E dean of graduate education and postdoctoral affairs may grant a leave of absence to a matriculated graduate student who has not yet completed all requirements for the degree. The leave will ordinarily be limited to one year. Students must register for “985: leave of absence” each semester they are in this category and must pay the designated fee. It should be noted that registration of “985: leave of absence” **does** count toward the degree time limit.

Medical Leave of Absence*

On occasion, a serious health problem requires a student to go on inactive status before the end of a semester. In that situation, it may be reasonable to give the student a prorated refund on tuition and certain fees. Associated with this special consideration is the right of the University to determine whether the

- Leave is justified on medical grounds
- Student has recovered sufficiently to return at some point in the future.

Any student who needs to go on a medical leave of absence must petition the student’s school or college. The school or college will then ask the University Health Service (UHS) to review relevant health-related information, some of which may have to be provided by the student.

The director of UHS (or their designee) will make a recommendation to the school or college regarding the appropriateness of allowing the student to take a medical leave of absence. The recommendation will be based on the seriousness of the health problem and the extent to which the health problem has interfered with the student’s coursework. Contemporaneous evidence of both is required.

The school or college will make the decision concerning the leave petition and will inform the student of that decision, including the effective date of the leave and any other conditions attached to it that are deemed appropriate to the circumstances of the particular case. Such conditions may include, for example, minimum and/or maximum length of time of the leave and/or (nonacademic) requirements that must be met before the student can return from leave.

Except in unusual situations, as determined by the school or college in its sole discretion, the petition to go on leave for medical reasons must be initiated by the student before the end of the semester in question. Students must register for “985: leave of absence” each semester they are in this category and must pay the designated fee. It should be noted that registration of “985: leave of absence” does count toward the degree time limit.

Returning from Leave

A student who wishes to return from a medical leave of absence must petition the student’s school or college. The school or college will then ask the UHS to review relevant health-related information, some of which may have to be provided by the student. The director of UHS (or his or her designee) will make a recommendation to the school or college regarding the appropriateness of allowing the student to return from medical leave of absence. The recommendation will be based on evidence that the condition that required the leave is under sufficient control to allow the student to make a successful return. The school or college will consider that recommendation and whether any conditions imposed on the leave have been met, will decide on the student’s return, and will inform the student of its decision.

Except in unusual situations, as determined by the school or college in its sole discretion, the petition to return from medical leave of absence must be initiated by the student at least two and preferably three

months before the expected date of return.

Additional Considerations

Students should be aware that leave of absence is an X-time category of registration, which has implications on health insurance eligibility, possible loan deferments, and visa status. X-time is defined as neither full time nor part time but is used to maintain a student's place in their graduate program so that they will not be considered by the University to have withdrawn.

A leave of absence represents permission for the student to be completely absent from all work or duties associated with graduate studies. The student may not utilize the time or expertise of faculty or administrative staff. The leave of absence category carries no credit hours, no mandatory health fees, and no active ID card permissions, and the student on leave may not submit any type of work toward degree requirements. A leave of absence is limited to one calendar year unless there is clear indication of extraordinary circumstances.

All students who are granted a leave of absence must remain registered to maintain continuous enrollment within the University. Students need to work with their department to obtain a paper registration form. The leave of absence fee will be billed.

As with all registration categories, a leave of absence granted for the spring semester of an academic year carries through the summer as well. The student must terminate the leave of absence by active fall registration. Note that a student may petition to return from leave of absence in the summer and return to full-time student status, but summer defenses are not permitted for students granted leave of absence in the preceding spring semester.

When taking a leave of absence during a course-registered semester, the courses will be marked as withdrawals. There is no option to have the courses counted as incompletes.

The time to degree requirements remains intact while on leave of absence. In other words, any semesters spent on leave of absence count in the overall time limit allowed to complete all degree requirements. In the case of the PhD degree, all work, including the final oral examination, must be completed within seven years from the date of initial matriculation. Master's degree requirements must be completed within five years from the date of initial matriculation.

Grading

Graduate students in Arts, Sciences & Engineering are graded in two standard ways: either with a standard letter grade (A, A-, B+, B, B-, C, E) or on the basis of satisfactory/unsatisfactory (S, E). In either case, the course must be graded consistently for all students. Courses that are graded with standard letter grades may not receive a grade of S or vice versa. Dissertation courses (897, 997, 899, 999) can be graded only on the basis of satisfactory/unsatisfactory (S, E).

For more information about the graduate grading scheme, [visit the registrar's scheme page](#). Please note that the graduate grading scheme is different from the undergraduate grading scheme.

While some courses will be graded via a standard letter grade, GPAs are not calculated for graduate programs due to the number of courses graded on the basis of satisfactory/unsatisfactory. If necessary, students can estimate a GPA using the [GPA calculator](#) found on the registrar's website. If necessary, the

AS&E GEPA office can provide verification that a GPA is not issued.

Incomplete Policy

The grade of I (incomplete) is an option providing a student with additional time to complete unfinished work. It may only be used in conjunction with a Memorandum of Understanding between the student and the instructor describing precisely what additional work must be completed by the student to enable the instructor to assign a final course grade and when this additional work must be completed. The Memorandum of Understanding should be kept with the department to determine if the student has met the agreed-upon terms.

With the exception of extraordinary circumstances, as determined by the AS&E dean of graduate education and postdoctoral affairs, this additional work must be completed no later than one calendar year (two semesters) after the end of the semester in which the original course was taken.

The official transcript will show only the final grade the instructor assigns if submitted within one calendar year. After one calendar year, the final transcript will show the "I" in addition to the final grade.

Academic Probation Policy

All graduate students are expected to maintain high standards of academic performance in their coursework and their research. The minimum acceptable grades for courses or research work carrying graduate credit are C or S. However, only one C grade is allowed in a student's graduate program of study. **Please note that individual departments may have a higher minimum grade requirement that supersedes this policy.**

AS&E Academic Probation

A student who receives the grade of C in one or more courses or the grade of E in one or more courses will be considered to have an unsatisfactory record and will be automatically placed on academic probation*. A student on academic probation cannot be awarded a graduate degree. Students in extenuating circumstances may appeal to the AS&E dean of Graduate Education and Postdoctoral Affairs.

*Students who receive their first and only C in their final semester are not subject to academic probation.

When a student is placed on probation by the AS&E GEPA office, the student will be notified in writing and will be given one semester to resume satisfactory academic standing. During the probationary period, students will remain eligible to receive federal and institutional assistance (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed by the AS&E GEPA office. If a student does not re-establish satisfactory academic standing, the student will become ineligible to receive financial aid and will be excluded (dismissed) by the AS&E GEPA office.

A student will be removed from academic probation if the student completes 12 semester hours of graduate credit with no grade lower than B-. If the student receives a grade below B-, the student is subject to removal from the program.

Academic Department or Program Probation

As noted above, programs may have additional standards beyond the AS&E GEPA office's set of criteria for determining a student's academic standing. All programs must make clear and direct reference in their materials (in a printed handbook and/or on the web) to any additional criteria for determining a student's academic standing and to the consequences of failing to meet program-specific requirements.

When a program determines that a student is not making adequate academic progress, the program may

place the student on an internal probation in accordance with the probation process outlined in the program's handbook or in direct written communication to a student. Programs determine the length of the probationary period in accordance with their handbook or previous communication to a student. When a decision to place a student on probation is made by the program, the student and the AS&E graduate registrar must be notified in writing.

Exclusion (Dismissal)

A student who fails to resume satisfactory academic standing during the probationary period after being notified of placement on probation will be excluded (dismissed). The exclusion decision is final when a student does not meet the criteria for satisfactory academic progress and has failed to remediate within the AS&E GEPA office's probationary period. In such cases, there is no process for appeal, and the exclusion will take effect immediately.

As noted above, programs may have additional criteria beyond the AS&E GEPA office's criteria for determining a student's academic standing and may have their own internal probation process. A student who has failed to make satisfactory academic progress according to the program-specific criteria or failed to remediate during a program-specific probation period will be excluded (dismissed) by the program. A student can be excluded (dismissed) by a program when the:

- Criteria for exclusion (dismissal) have been stated clearly by the program, either in a handbook or via direct written communication to a student, and have been disseminated to the students effectively
- Decision to exclude is made by the program faculty or a subset of faculty that includes the director of graduate study; no individual faculty member can exclude a student

Funding will cease on the effective date of the exclusion unless other arrangements are made. When a student is excluded (dismissed) by the program, the student has an opportunity to appeal the exclusion decision to the AS&E GEPA office. When a student appeals the program's exclusion decision, the exclusion becomes effective after the appeal process has concluded if the appeal is denied.

Notification of Exclusion (Dismissal)

When the AS&E GEPA office determines that a student is to be excluded, both the program and the student will be informed in writing (email communication is considered to be "in writing") within 10 business days of the determination. Similarly, when a decision to exclude a student is made by the program, both the student and the AS&E GEPA office must be informed in writing within 10 business days of the decision.

The exclusion (dismissal) notification must include the effective date of the exclusion and a clear statement of the reason(s) for exclusion.

Appeal Process for Exclusions by Program

Students wishing to appeal a **program's** exclusion decision may appeal the final program exclusion decision to the AS&E GEPA office. To appeal a program decision, students should submit a request in writing to the attention of the graduate registrar within 10 calendar days of the date of the program's final written determination of exclusion to the student and include any supporting materials at that time.

If no appeal is filed within the 10-day appeal period, the program's decision becomes final and not subject to appeal.

Grounds for appeal of a program's exclusion decision are as follows:

- Procedural errors in the exclusion process

- New information discovered after the exclusion that was not available at the time of the exclusion and could impact the outcome
- Program's decision to exclude was manifestly contrary to the weight of the information available at the time of the decision (i.e., exclusion is obviously unreasonable and unsupported by the great weight of information)

Appeals of program exclusions are reviewed by the AS&E dean of graduate education and postdoctoral affairs (or the dean's designee) who may request additional information from, or a meeting with, the student and/or program before making a final decision.

If the dean (or the dean's designee) does not find that any of the aforementioned grounds for appeal are present, the dean will uphold the outcome of the program. If the dean (or the dean's designee) finds that grounds for appeal are valid, they may amend the decision of the program.

Academic Grievance Policy

Students may feel that they have legitimate complaints regarding academic matters. It is important that students and faculty have a common understanding of how such complaints may be expressed and resolved. Grievances covered by this policy include problems related to academic issues, such as:

- Deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental guidelines for graduate study
- Failure to disclose in writing reasons behind termination or dismissal, either from the program or from employment or other support
- Unfair treatment on issues related to graduate student appointments
- Unfairness in the application of graduate requirements or regulations

Grievances not covered under this policy include:

- Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran, as this would fall under HR Policy 106 or Title IX.
- Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Standards of Student Conduct and Academic Honesty.
- If the matter involves another student, this falls under the Student Conduct Policy.
- If the matter is not academic in nature, this falls under the AS&E Graduate Student Non-Academic Grievance Policy.
- Similarly, and as a general proposition, dissatisfaction with a departmental, school, or University policy or practice of broad or general application is not grounds for a grievance under this procedure.

Process:

1. Students with complaints of an academic nature should initially discuss the matter, orally or in writing, with the individual(s) most directly responsible. Students may also seek counsel from an [AS&E Ombudsperson](#) while seeking remedy within their department. If a student is uncomfortable with the prospect of having such conversation, they can proceed to step two.
2. If the result of step one proves unsatisfactory, then the student should consult with the individual at the next administrative level, for example, the chair or director of the relevant department or program. At this stage, the department chair or program director, if any, may inform the AS&E dean of graduate education and postdoctoral affairs that the consultation is taking place and may solicit their advice on how to ensure

that adequate steps are taken to achieve a fair result. The student should set forth in writing a statement of the decision that constitutes the subject matter of the dispute, the grounds on which it is being challenged, and the reasons why the grievant believes that the decision was improperly taken. The statement should also include a description of the remedy sought and the informal efforts taken to date to resolve the matter. A grievance must be filed in a timely fashion, that is, no later than 30 days after the end of the academic semester in which the adverse decision occurred or should reasonably have been discovered. Except in extraordinary circumstances, delay in filing a grievance will constitute grounds for rejection of the grievance.

3. The department chair's decision will be final on all complaints that cannot be properly judged by a person external to the department or program (e.g., dismissal from a graduate program based on failure to maintain required grade levels, dismissal from a graduate program based on two failed attempts at comprehensive examinations). **Throughout this process, the original complaint, communications, and processes as well as the final decision should be in writing to provide documentation for all involved.**
4. Complaints that remain unresolved and are able to be judged by those external to the department may be addressed to the AS&E dean of graduate education and postdoctoral affairs. The dean may attempt to resolve the matter informally or make whatever disposition of the grievance that they deem appropriate. The dean may, in appropriate cases, remand the grievance to a lower administrative level (including to the level at which the grievance arose) for further consideration. In undertaking the review, the dean may request a response to the issues raised in the grievance from any individuals believed to have information considered relevant, including faculty, staff, and students. Should attempts to resolve the matter informally not be successful, the dean will decide the grievance and will notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after their receipt of the grievance.

Transfer Credits/Dual Credit Use

Transfer Credit Policy

Graduate-level coursework taken prior to matriculation in a graduate degree program is classified as possible transfer work. Limits on transfer credits are set at the program level. Credit hours may be accepted toward degree requirements if the subjects taken form an integral part of the proposed program of study and if taken within five years of the date of matriculation with a grade of B or higher as interpreted in this University.

Requests for transfer credit must have the approval of the department and AS&E dean of graduate education and postdoctoral affairs. Similarly, permission to take work at another institution for transfer credit after matriculation in a graduate program must be approved in advance by the AS&E dean of graduate education and postdoctoral affairs. Credit hours already applied to two degrees, whether at the University of Rochester or elsewhere, cannot be applied to a third degree at the University.

For additional information, please review the [Graduate Studies Bulletin](#).

Policy for Transferring in Credits Toward a PhD

Arts, Sciences & Engineering (AS&E) allows up to 30 credit hours of acceptable graduate work taken at this or another university to be transferred toward the 90-credit requirement for the doctoral degree. All transfer credits must not have been used as part of an undergraduate degree program and require the approval of the program (either the director of graduate studies or the chair) and the AS&E dean of graduate education

and postdoctoral affairs in order to be applied to a PhD program of study.

Note that programs may have their own requirements or guidelines that limit the number of credits they will accept toward the degree. Any program-specific policy that restricts the number of credits to fewer than 30 supersedes this policy.

Policy for Transferring in Credits Toward a Master's Degree

Arts, Sciences & Engineering allows no more than 10 credits taken prior to matriculation in a graduate program to be transferred in for the master's degree program of study free of charge.

If a student wishes to transfer in more than 10 credits for courses taken prior to matriculation in a graduate program, the student must pay for these credits. The cost shall be based on the per-credit tuition rate at the time the credit transfer is requested, and any graduate tuition scholarship that has been provided to the student shall be applied to this total tuition cost.

All transfer credits must not have been used as part of the undergraduate degree program and require approval of the program (either the director of graduate studies or the chair) and the AS&E dean of graduate education and postdoctoral affairs in order to be applied to a graduate program of study.

Note that programs have their own requirements beyond completion of credit hours, such as distribution requirements, TA requirements, and specific work toward the exit exam or essay that the student must complete in order to earn a master's degree. Students are encouraged to meet early in their planning process with the program's graduate coordinator and/or director of graduate studies in order to devise a program of study that will meet all the requirements for the degree.

Double Master's Policy

Policy for Using Overlapping Courses for Two Master's Degrees in Arts, Sciences & Engineering

AS&E allows up to two courses to be used to satisfy the degree requirements for two distinct master's degree programs. Students may petition for additional overlapped courses in their degree programs, but such petitions require the approval of both departments offering the degree programs as well as the AS&E dean of graduate education and postdoctoral affairs.

Any course used to satisfy the degree requirements for two master's programs may not, under any circumstances, be used to satisfy the degree requirements for an additional master's program or for a PhD program at the University of Rochester, as University regulations limit the application of course credits to, at most, two graduate programs.

Additional Policies

Family-Friendly Policy

Arts, Sciences & Engineering at the University of Rochester provides accommodation for its graduate students for the birth or adoption of children, as outlined in this policy.

Parental Leave

Graduate students are provided up to eight weeks of leave for the primary caregiver following the birth or the adoption of a child*. During this period, students may postpone course assignments, examinations, and other academic requirements but remain active full-time student, with access to University facilities (including student health insurance, library privileges, and housing) and to University faculty and staff.

While students will continue to be fully funded by any existing funding sources (e.g., fellowship, assistantship) during the leave period, students will be excused from regular teaching or research duties†. However, it is the student's professional responsibility to work with their advisor or faculty member to prepare for the absence in advance of the leave, including:

- Reviewing the status and continuation of research projects
- Adequately preparing those who will assume teaching responsibilities during the student's absence
- Arranging for a smooth transition in any other responsibilities.

Eligible graduate students are required to notify their advisor and school of graduate studies of the date of their intended time away at least 60 days prior (when possible) to the expected date of childbirth or adoption, using the [Parental Leave Request Form](#). While applications for parental leave are required, the benefit is automatic.

If extended time is needed beyond the eight weeks leave, written approval for an unpaid leave of absence must be requested, and approval obtained, from the student's advisor, program director, and the AS&E dean of graduate education and postdoctoral affairs.

Note that individual fellowships, such as the NSF graduate fellowships, may require sponsor approval for extended leaves of absence. Specific guidelines should be consulted.

*These guidelines are consistent with the NIH Grants Policy Statement—parental leave (10/10). For those on NIH training grants, the use of parental leave must be approved by the training grant PD/PI.

†NIH provides support for administrative supplements to hire temporary technical help for the grant to cover the absence of someone working on the grant due to family leave. See the following websites for more details:

- [NIH Childcare FAQ page](#)
- [NIH Research Supplement page](#)

For resources relating to child care, lactation rooms, and counseling and health insurance, please see the resources section of this handbook.

Non-Academic Grievance Policy

The purpose of the Student Non-Academic Grievance Procedure is to provide a process for students to seek resolution of disputes and grievances with faculty or staff that may not fall within the scope of one of the other grievance processes.

Students may at times feel improperly treated, and concerns about unfairness may also at times arise. This policy is designed to address individual decisions or individual actions that affect the grievant personally in his or her capacity as a student. This policy applies only to students enrolled in a graduate program in Arts, Sciences & Engineering at the University of Rochester. In those instances where a graduate student has a complaint against researchers or staff in a campus research institute, a national laboratory, or in a setting governed by a federal grant whether on or off campus, the student's home academic department (the unit awarding the degree) is responsible for helping to achieve a remedy.

Examples of what would fall under this policy include:

- Concerns about mentoring from primary advisors such as meetings, availability, and responsiveness
- Faculty requests to complete personal tasks that fall outside of normal academic/research requirements
- Requiring add-on research
- Academic work that is not compensated

Grievances not covered under this policy include:

- Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran, as this would fall under HR Policy 106 or Title IX.
- Student disciplinary proceedings for academic misconduct, including plagiarism and cheating, fall under the provisions of the Standards of Student Conduct and Academic Honesty.
- If the matter involves another student, this falls under the Student Conduct Policy.
- If the matter involves an academic decision, this falls under the AS&E Graduate Student Academic Grievance Policy.
- Similarly, and as a general proposition, dissatisfaction with a departmental, school, or University policy or practice of broad or general application is not grounds for a grievance under this procedure.

Conduct

Academic Honesty Policy

Academic honesty is a fundamental value that must be shared and upheld by all members of the University of Rochester community. Graduate students in Arts, Sciences & Engineering (AS&E) have the responsibility to understand and abide by University and AS&E policies, and suspected infractions of these policies will be treated with the utmost seriousness.

A student remains responsible for the academic honesty of work submitted to the University as part of the requirements for the completion of a degree (or any other coursework taken at the University) even after the work is accepted, the degree is granted, or the student is no longer matriculated at the University of Rochester. Ignorance of these standards is not considered a valid excuse or defense.

Academic honesty resources:

- [Academic Honesty Policy for Arts, Sciences & Engineering](#)
- [Graduate Student Academic Honesty Resources](#)
- [Process of Review of Academic Misconduct Flowchart \(PDF\)](#)

University Policy Against Discrimination and Harassment

The [Policy against Discrimination and Harassment](#) applies to faculty, staff, residents, fellows, postdoctoral appointees, student employees, students, volunteers, and to all visitors to any University campus, facility, and/or property and to University-sponsored activities and events, whether on University premises or not. This policy is not intended to be used for complaints against students. For complaints against students, the

Standards of Student Conduct apply or the Student Sexual Misconduct Policy and related process apply.

Faculty Senate Policy on Graduate Student-Faculty Intimate Relationships

For the purposes of this policy, intimate relationships include sexual, romantic, or close family relationships. Where a power difference exists, such as between a faculty member and a student, intimate relationships have the potential to expose both parties to conflict of interest and can have adverse effects on the climate of a department or program.

Faculty members shall not accept academic authority over any student or postdoctoral scholar with whom they currently share an intimate personal relationship or with whom they have shared such a relationship in the past. Some examples of exercising academic authority include:

- Teaching
- Mentoring
- Supervising
- Making professional recommendations
- Taking actions to affect grades, grants, honors, or admission to academic programs

Questions regarding what constitutes academic authority as well as other aspects of this policy should be directed to the University intercessor.

Faculty members shall not enter into romantic or sexual relationships with undergraduate students of the University, nor shall they enter into such relationships with any members of the University community (including all students and postdoctoral scholars and prospective students and postdoctoral scholars) over whom they exercise academic authority. Faculty members should err on the side of disclosing a relationship to the intercessor if there is any doubt about whether they exercise academic authority.

Exceptions to the policy can only be made when there exists a written plan to manage the professional relationships for the protection of the parties involved. Such a plan must be approved by the Office of Counsel and may be developed in consultation with the intercessor. This plan will be shared with other relevant authorities (department chair, dean, etc.) as well as with the other member of the relationship in question.

Failure to report an intimate relationship of the type described above may subject the faculty member to disciplinary action and also the forfeiture of the protections of indemnification by the University in the event of legal action. For the full policy, see [page 11 of the faculty handbook](#).

Student Sexual Misconduct Policy

The Student Sexual Misconduct Policy defines sexual misconduct, outlines student rights, identifies resources available to the student community, and guides the University's response to reports of possible sexual misconduct, including sexual assault.

The policy mandates that consent be "informed, freely given, and mutual" and that each participant obtain

and give consent in each instance of sexual activity. According to the policy, silence does not constitute consent, and past consent does not imply present or ongoing future consent.

The policy standards clearly define individuals' responsibilities to determine if someone is not sober enough to give informed consent. Individuals must not engage in sexual activity with a partner whom a reasonable person would realize is incapable of giving consent.

See the [full policy](#) for more information.

Standards of Student Conduct Policy and Processes

The University of Rochester is an institution dedicated to the discovery of knowledge through research and education. The College and Eastman School of Music, in particular, are communities of engaged people who come together in residential learning environments to learn, to teach, or to work in service to these endeavors.

To encourage the participation and involvement of all members of the College and Eastman, we have set forward several fundamental interrelated principles that are the necessary conditions to learning. It is these principles that we will use to develop systems and processes that safeguard the special nature of the College and Eastman communities and to ensure the involvement and inclusion of all its members.

For the full text, please review the [Standards of Student Conduct Processes and Policies](#).

Finance

Financial Support

Please review your initial offer letter to best understand your financial award from the University. Financial awards may include tuition scholarship, stipend information, fellowship awards, health insurance, health fee, etc.

Outside Funding Policy

For any year in which you receive, from a private or government source, a scholarship, grant, or stipend intended to cover tuition, fees, and expenses associated with your education ("External Funding"), the University may reduce its financial contribution up to the amount of the External Funding. You are required to disclose to the University any external funding that you expect to receive or have received for any year in which you receive University financial award. Failure to make that disclosure may result in discipline up to and including your separation from the program.

Graduate Student Appointments

Students are appointed by their academic department as needed on behalf of faculty and/or principal investigators (PIs). The appointment process is initiated by the department and requires the approvals at the

program level as well as by the AS&E GEPA office. Every graduate student appointment is categorized with a code that is associated with the effort appropriate to the appointment.

Job Code Categories

Job categories are categorized by whether or not the position is academically required for your specific program of study. The category that you are appointed to may have tax implications that you should be aware of. Please refer to your graduate coordinator for guidance on your specific appointment.

Note that while your graduate coordinator can provide information about your job category, University of Rochester employees should not be considered tax professionals and are not authorized to provide you with tax advice.

Your job category can be found under your job title on your paystub (available in HRMS). If you have additional questions about your job category, you may also consult your graduate coordinator or the staff responsible for hiring you if you have an add-on position in another department.

Academically required codes:

- Grad Fellowship/Stipend: **6000**
- Grad Assistantship: **6002**

Academically required job categories are considered taxable income but are not considered “earned income” and thus do not count toward an earned income tax credit. A W-2 will not be issued for this type of payment; however, you will receive a letter in January that states your yearly payments for tax purposes.

It should be noted that these job categories are not taxed at the time of payment and require the student to make estimated quarterly tax payments. For information on how to estimate your quarterly tax payments see the [provost's guide](#).

Other tax implications may result from this type of appointment, so please make sure to consult a tax professional.

International students may contact the International Services Office (ISO) for tax guidance that is provided as part of the international student fee.

Non-academically required codes:

- Grad Assistant-Add On: **6004**
- Grad Teaching Assistant Add On: **6006**

Nonacademically required appointments are considered taxable income, have tax withheld at the time of payment, and are considered earned income. A W-2 will be issued for these payments. Please note that you must have an I-9 on file with the University for these types of appointments.

Teaching Assistantship (TA)

You may have some teaching responsibilities during the course of your degree program, regardless of how you are supported financially. Teaching experience deepens and enriches your understanding of the discipline and provides invaluable professional training and is, therefore, considered to be a vital component of any degree program. Some teaching assistantships may be academically required due to the vital nature of the experience, while others may be considered an add-on position and be nonacademically required. Your program can provide you with specific information about the amount and nature of teaching required

for your program.

Distributions of Paychecks

All University of Rochester faculty, staff, and students paid through payroll are encouraged to use direct deposit. Employees may set up and/or adjust accounts online via the University of Rochester HRMS Employee Self Service or may submit a hard copy direct deposit request to the Payroll Office. When submitting hard copy, a voided check or deposit statement must be supplied in order for the Payroll Office to process the request. If you have questions about the status of your paycheck, contact your graduate coordinator.

For additional information visit the [payroll website](#).

Campus resources

Student Life

Graduate Student Association (GSA)

The GSA exists to act as an advocate and liaison for, and to promote interaction among, the graduate students in departments of Arts, Sciences & Engineering at the University of Rochester.

Visit the [GSA website](#) and [Facebook page](#) to find out more.

Graduate Housing

The University of Rochester has several graduate housing options available for students and their family members.

Visit the [graduate housing website](#) for more information.

Financial Aid Office

The [Financial Aid Office](#) provides support for financial aid issues, including loans and scholarships.

Office of the Bursar

The [Bursar's Office](#) is responsible for student billing and cashiering operations.

Dining Services

Dining options for students are abundant on campus. More than 10 eateries—from a full-service restaurant to a sushi bar and pizza place—provide food that is not only fresh and tasty but, whenever possible, locally grown. Visit the [Dining Services website](#) for more information, including menus and hours of operation.

Department of Transportation and Parking Management

Get connected in, around, and between campuses when you ride on the University's shuttle fleet or register your vehicle and purchase a permit to park on campus. Visit the [Department of Transportation and Parking Management website](#) for details on shuttle services and parking permits.

University Information Technology

[University IT](#) provides broad technical support services for the University community, including email, web services, networking and connectivity, unified communications, NetID and account access, and the UR tech store.

Customer Service Center/ID Office

Visit the [Customer Service Center](#) for ID cards, dining plan enrollment or modification, UROs account deposits, OneCard inquiries, and laundry and vending transfers. The office is located on the first floor of Susan B. Anthony Halls. Please note that you should report a lost or stolen ID card to the ID Office as soon as you become aware that it is missing.

Athletics and Recreation

Full-time graduate students enjoy free access to the campus fitness and aquatic centers. Part-time students can join the membership program, R Club, to use campus athletic facilities. Both full-time graduate students and R Club members can participate in club and intramural sports. For a full list of offerings, visit the [athletics and recreation website](#).

Interfaith Chapel

The [Interfaith Chapel](#) provides students of many faith traditions a place to meet, meditate, and mingle, contributing to the rich diversity that is the University of Rochester experience.

Academic and Career Support

Center for Excellence in Teaching and Learning (CETL)

CETL provides graduate students with resources to support their work as [classroom TAs](#), [laboratory TAs](#), and [instructors](#). CETL also offers academic honesty support, including educational outreach programming and confidential counseling for students.

Center for the Integration of Research, Teaching and Learning (CIRTL)

[CIRTL](#) uses graduate education as the leverage point to develop a national STEM faculty committed to implementing and advancing effective teaching practices for diverse student audiences as part of successful professional careers.

Libraries

With combined holdings of more than 3.5 million volumes and extensive collections of online databases, electronic journals, rare books, and musical scores, [Rochester's libraries](#) rank among the top academic research libraries in the United States and Canada.

Writing, Speaking, and Argument Program (WSAP)

[WSAP](#), in concert with faculty across the College, builds a strong community of undergraduate and graduate writers, speakers, and researchers. WSAP offers a range of services designed for graduate student writers, including writing groups, tutoring, writing boot camps, and workshops.

The Gwen M. Greene Center for Career Education and Connections

Career advisors at the [Greene Career Center](#) assist students in achieving their individual career goals while providing them with the resources and tools they need to develop connections among their aspirations, academic pursuits, and cocurricular experiences.

Student Support

University Health Service (UHS)

[UHS](#) provides confidential, high-quality health care services for students, employees, and other members of the University community. Services include treatment for illnesses and injuries, management of ongoing medical problems, and care and advice for health care concerns.

University Counseling Center (UCC)

[UCC](#) provides a comprehensive initial assessment and an individualized treatment plan to full-time members of the University community who pay the mandatory health fee. The center offers individual, couples, and group therapy; outreach and consultation services; and referral services to help coordinate care.

Health Promotion Office

[Health Promotion](#) offers resources to help students develop healthy skills and attitudes related to their personal health decisions. The office offers programs and services to address many student health needs, and there is a health educator available to answer questions and provide health-related guidance.

CARE Network

The [CARE Network](#) allows University faculty, staff, students, and parents to report when a student is in or headed toward distress. The CARE team responds to referrals by connecting with the student and referring them to appropriate support resources on campus.

International Services Office (ISO)

[ISO](#) provides immigration and related support services for the University's international population and the divisions and departments that sponsor them. The office staff offers support through immigration advising, crosscultural counseling, advocacy, and programming.

Office of Disability Resources

The [Office of Disability Resources](#) offers a variety of services for undergraduate students, graduate students, and faculty. These services aim to provide an inclusive experience and equal access to academic content and program requirements.

The David T. Kearns Center for Leadership and Diversity

The [Kearns Center](#) strives to expand the educational pipeline through the doctoral degree for low-income, first-generation college, and underrepresented minority students. The center also helps develop and guide the University's diversity and inclusion efforts.

Sexual Misconduct and Title IX

The University's Title IX coordinator and deputy coordinators assist with the prevention of and response to

incidents of gender discrimination, including sexual harassment and assault. Students, faculty, and staff can connect with the Title IX coordinator for information on options for reporting if they or someone they know has been subject to harassment or discrimination. Visit the [Sexual Misconduct and Title IX website](#) for a full list of resources or to report an incident.

University Intercessor

The [intercessor](#) promotes a respectful, inclusive University for all members of the community by resolving disputes, challenging perceptions, and advocating for fairness at the University. Any member of the University community may request their assistance.

Department of Public Safety

[Public safety](#) oversees matters related to life safety, crime prevention, and law enforcement. The department offers crime prevention training and awareness, victim and witness support, personal safety escorts, lost and found, and property storage. Public Safety can always be reached at (585) 275-3333.

Office of Graduate Education and Postdoctoral Affairs (GEPA)

GEPA is responsible for managing central administrative services for graduate programs, and for interpreting University rules, regulations, and policies as these apply to graduate programs.

These activities are carried out in close cooperation with individual departments and programs offering graduate degrees and with the [Office of the University Dean of Graduate Studies](#).

For more information visit the [GEPA website](#).