



Washington University in St. Louis

SCHOOL OF MEDICINE

Division of Biostatistics

Master of
Science in
Biostatistics
(MSIBS)

2018

Student Handbook

2018 MSIBS STUDENT HANDBOOK
DIVISION OF BIOSTATISTICS
WASHINGTON UNIVERSITY IN ST. LOUIS

1. ACADEMIC INFORMATION	6
1.1. Mission/Goal	6
1.2. Master of Science in Biostatistics (MSIBS)	6
1.2.1. Program Overview & Qualifications	6
1.2.2. Core Program Coursework for Both Pathways	6
1.2.3. Curriculum for Each Pathway	6
1.3. Certificate in Genetic Epidemiology	9
1.4. Non-degree Candidates and Registration	9
1.5. Full-Time versus Part-Time.....	9
1.6. Auditing.....	9
1.7. Academic Progress and Grading	9
1.8. Professional Behavior	11
1.8.1. Class Attendance.....	11
1.8.2. Being Prepared.....	11
1.8.3. Courtesy	11
1.8.4. Student Advising.....	11
1.8.5. Administrative Support.....	12
1.8.6. Governance	12
2. UNIVERSITY POLICIES	13
2.1. Diversity/Non-Discrimination Policy	13
2.2. Drug & Alcohol Policy	13
2.2.1. Standards of Conduct-Drugs	13
2.2.2. Standards of Conduct-Alcohol	13
2.3. Ethics.....	13
2.3.1. Academic Integrity	13
2.3.2. Judicial Code	14
2.3.3. Responsible Conduct of Research.....	14
2.3.4. Plagiarism	14
2.3.5. Ethics – Group Work and Projects.....	14

2.3.6.	Academic and Non-Academic Transgression Policy	14
2.4.	FERPA (Family Educational Rights and Privacy Act)	15
2.5.	Academic Year Breaks	16
2.6.	Leave of Absence Policy.....	17
2.7.	Severe Weather and Emergency Conditions Policy for Students	17
2.8.	Tobacco-Free Policy	17
3.	STUDENT RESOURCES.....	19
3.1.	Books/Textbooks	19
3.1.1.	Becker Medical Library	19
3.2.	Campus Card.....	19
3.3.	Career Center	19
3.4.	Classroom and Graduate Study Suite.....	19
3.5.	Copies.....	19
3.6.	Computing	20
3.7.	Course Evaluations.....	20
3.8.	Course Materials.....	20
3.9.	Course Registrations & Grade Options.....	20
3.10.	Dining on the Medical Campus.....	20
3.11.	Disabilities	21
3.12.	Emergency and Disaster Procedures	21
3.12.1.	Disaster Procedures	22
3.12.2.	WUPD Safety.....	22
3.13.	Faculty Office Hours	22
3.14.	Financial Aid & Washington University Medical School Resources.....	22
3.14.1.	Loans	22
3.14.2.	Government Agencies/Private Foundations Fellowships	23
3.14.3.	Scholarships and Assistantships	23
3.15.	Fitness	24
3.16.	Graduate Student Groups.....	24
3.17.	Health Services	24
3.18.	Identification Badges (ID's).....	25
3.19.	Mailing Address	25
3.20.	MSIBS Graduation.....	25

3.21.	Police and Safety.....	25
3.21.1.	Personal Safety Escort Service	25
3.21.2.	Motorist Assist	26
3.21.3.	Bicycle Parking & Security	26
3.21.4.	Campus Watch Hotline	26
3.22.	Washington University Publications.....	26
3.23.	Sustainability and Recycling	26
3.24.	Transcripts.....	26
3.25.	Transportation and Parking	27
3.26.	Tuition.....	27
3.26.1.	Late Fee, Withdrawal Process and Refund Policies	27
3.26.2.	Nonpayment of Tuition or Fees.....	28
3.26.3.	Additional Courses.....	28
3.27.	WUSTL Key, WUSTL CONNECT and WebSTAC.....	28
3.28.	Writing Center.....	29
4.	INTERNATIONAL STUDENTS	30
4.1.	Office for International Students and Scholars (OISS).....	30
4.2.	Language Testing	30
4.3.	Use of English.....	30
	Appendix 1.....	31
	ACADEMIC AND PROFESSIONAL INTEGRITY POLICY FOR GRADUATE STUDENTS.....	31
	Appendix 2.....	40
	UNIVERSITY JUDICIAL CODE	40
	Appendix 3.....	57
	RESEARCH INTEGRITY POLICY.....	57
	Appendix 4.....	69
	IMPORTANT PHONE NUMBERS	69
	MSIBS KEY CONTACTS	69
	Appendix 5.....	70
	SINGLE STREAM RECYCLING	70

1. ACADEMIC INFORMATION

1.1. Mission/Goal

The role of the statistician is vital in any medical research project. Physicians and scientists rely on trained biostatisticians to serve as key members of their research teams. The demand for trained biostatisticians outpaces the supply, making this an ideal career for people interested in medical research and science.

Housed within one of the top medical research institutions in the nation, the Division of Biostatistics at Washington University in St. Louis gives students the opportunity to learn from top researchers in a wide variety of disciplines. Small class sizes and individual research projects encourage important skill development.

Graduates from our 18-month master's degree program are well prepared for rewarding careers in academia, research and for further graduate study including MD and PhD degrees. Other graduate programs look very favorably upon the important skills and knowledge obtained in the MSIBS Program.

1.2. Master of Science in Biostatistics (MSIBS)

1.2.1. Program Overview & Qualifications

This 18-month, 42-credit master's program is designed to prepare students for exciting careers in Biostatistics and Statistical Genetics. We seek those with undergraduate or higher degrees in quantitative sciences (mathematics, statistics, computer science, biomedical engineering or a closely related field). Students should have some basic knowledge of biology and genetics.

1.2.2. Core Program Coursework for Both Pathways

SAS®, Introduction to R for Data Science, Biostatistics I, Biostatistics II, Study Design and Clinical Trials, Ethics for Biostatistics, Fundamentals of Genetic Epidemiology, Introduction to Bioinformatics, Internship, plus Mentored Research or 2 Advanced Electives

1.2.3. Curriculum for Each Pathway

All students are required to take courses from an approved portfolio. Two pathways are offered with different areas of concentration. Students are assigned to a pathway after the first summer session based upon their interests, academic background and career goals.

- Biostatistics Pathway: Introduction to Epidemiology, Survival Analysis, and an elective from an approved list
- Statistical Genetics Pathway: Human Genetic Analysis, Computational Statistical Genetics, and an elective from an approved list

Both pathways are outlined in the charts that follow.

Biostatistics Pathway

Semester	Course	Course Number	Credit Hours	Semester Totals
1st Summer	Introduction to R for Data Science	M21-506	2	
	Fundamentals of Genetic Epidemiology	M21-515	3	
	Introduction to Bioinformatics	M21-550	3	
	Statistical Computing with SAS	M21-503	2	
		1st Summer Total		10
1st Fall	Biostatistics I (1 st half of semester)	M21-560	3	
	Biostatistics II (2 nd half of semester)	M21-570	3	
	Introduction to Epidemiology	M19-501	3	
	Approved electives		3	
		1st Fall Total		12
Spring	Survival Analysis(1 st half of semester)	M21-618	3	
	Study Design and Clinical Trials (2 nd half of semester)	M21-617	3	
	Ethics for Biostatistics	M21-512	2	
	(Optional: elective to replace Internship hours (3 cr))*		(3)	
		Spring Total		8 (11)
2nd Summer	Internship (440 hours or 220 hours)	M21-630	6 (3)	
	Elective course (3 cr) in SP if 220 hours selected*			
		2nd Summer Total		6 (3)
2nd Fall	Mentored Research or Electives	M21-650	6	
		2nd Fall Total		6
	Total Credit Hours			42

Statistical Genetics Pathway

Semester	Course	Course Number	Credit Hours	Semester Totals
1st Summer	Introduction to R for Data Science	M21-503	2	
	Fundamentals of Genetic Epidemiology	M21-515	3	
	Introduction to Bioinformatics	M21-550	3	
	Statistical Computing with SAS	M21-503	2	
		1st Summer Total		10
1st Fall	Biostatistics I (1 st half of semester)	M21-560	3	
	Biostatistics II (2 nd half of semester)	M21-570	3	
	Human Genetic Analysis	M21-5483	3	
	Approved elective		3	
		1st Fall Total		12
Spring	Computational Statistical Genetics	M21-621	3	
	Study Design and Clinical Trials (2 nd half of semester)	M21-617	3	
	Ethics for Biostatistics	M21-512	2	
	(Optional: elective to replace Internship hours (3 cr))*		(3)	
		Spring Total		8 (11)
2nd Summer	Internship (440 hours or 220 hours) Elective course (3 cr) in SP if 220 hours selected*	M21-630	6 (3)	
		2nd Summer Total		6 (3)
2nd Fall	Mentored Research or Electives	M21-650	6	
		2nd Fall Total		6
	Total Credit Hours			42

1.3. Certificate in Genetic Epidemiology

The Certificate can be earned after successful completion of 19 credits (7 courses, 4 intensive summer courses plus 3 fall courses) taken over one or two consecutive years. It is designed to serve research staff, medical students, and others who want to learn the fundamentals of Genetic Epidemiology and SAS®.

1.4. Non-degree Candidates and Registration

Students who do not intend to apply for either the degree or the Certificate are welcome to register for individual courses, providing that prerequisites are met and there is space available. All inquiries should be directed to the [Program Manager](#) after checking the course description and syllabus under the "Curriculum" section of the "Education" page on the Division of Biostatistics website.

1.5. Full-Time versus Part-Time

Students are expected to pursue the MS degree on a full-time basis so that they can complete it in 18 months. We recognize that some students will need flexibility, such as junior faculty and other employees, and accordingly part-time is permitted. However, to prevent undesirable dilution, part-time students will be allowed twice the standard duration (i.e., approximately 3 years). Exceptions may be considered on a case-by-case basis.

If a student is less than full-time (9 credit hours) in the Fall or Spring semester, 6 credit hours in the Summer semester the Master's Continuation Student Status course for part-time students is added to the semester's course registration. This status allows a part-time student to keep the benefits of a full-time student including health insurance and transportation benefits, including the Metro Link U-Pass. It also allows the student to continue to receive his or her scholarship.

1.6. Auditing

Students interested in auditing individual courses must first obtain the permission of the course master and will be allowed if space is available. To begin the process, contact the [Program Manager](#). Acceptance will be determined by eligibility and the class enrollment size. Auditors will be required to register for selected courses with the Program Manager. No one is allowed to "sit in" on a course without paying tuition. Auditors will not be given access to computer labs or accounts. Homework will not be collected or graded. Auditors will not participate in exams. Auditors will not receive credit. The designation of "audit" will be received upon successful completion if attendance was regular.

Statistical Computing with SAS®, Introduction to R for Data Science, and Computational Statistical Genetics may not be taken for Audit.

1.7. Academic Progress and Grading

GPA & Grade Requirements – Students must maintain a minimum of a "B" in all core courses. All other courses require a minimum grade of "C" or a passing grade in Pass/Fail courses. Students must maintain an overall GPA of 3.0.

Incomplete Grades - All grades are based on satisfactory completion of the course materials, and a final examination or project. "Incomplete" grades are not acceptable for graduation and students are urged to complete their assignments in a timely manner. Each "incomplete" grade will be evaluated on case-by-case basis and a timeframe for satisfactory completion of the coursework will be made. If "incomplete" grades are not resolved within the suggested time period, the grade will be changed to "Fail". The Curriculum Committee will make the final determination in these matters.

Failing Grade in Core Courses - If a student receives a failing grade (or a letter grade below "B") in any of the core courses, he or she must either follow a remedial plan assigned by the course masters or repeat the course with a passing grade in order to receive credit. **Failing a course for the second time will result in termination from the program.**

Should a student receive an Incomplete or Failing grade, he or she will be allowed to progress to the next phase while following the remedial plan unless the course masters determine that such advancement would not be in the student's best academic interest.

Academic Progress in Program - If the Program Committee concludes that a student has failed to make satisfactory academic progress ("B" or better in the core courses, "C" or better in other courses, a "Pass" grade in pass/fail courses) after the first year, it may recommend that the student not progress to the second year. If the student has failed to make satisfactory progress during the second year in his/her coursework, internship or thesis, the Program Committee will notify the student and his/her advisor. Failure of the student to correct the causative deficiency within six (6) months after such notification will lead to a recommendation from the Program Committee that the student be dismissed from the MSIBS and the School of Medicine.

A recommendation for dismissal will be submitted by the Program Committee within 14 days and forwarded to the Dean of the School of Medicine. Appeals of such action will be heard by the Program Committee. If the student feels that the action of the Program Committee has been incorrect, a written petition may be submitted to the Program Director within 14 days of receipt of notice of dismissal, which will be forwarded to the Program Committee for final resolution.

Student Grievances - Student grievances in academic matters should first be addressed with the specific instructor if the course is co-taught and then with the course master(s). If the grievance is not addressed satisfactorily, the matter will be presented to the Program Director.

If the student grievance is in regards to a failing grade, and the matter is not resolved satisfactorily with the instructor/course master(s), the student may appeal to the Program Director in writing within 30 days after receiving the grade. The Program Director will notify the Program Committee and will appoint a subcommittee of two members who will meet with the student and instructor separately, review all materials provided by both parties and make a final decision within 30 days after receiving the appeal. This recommendation will be reviewed by the full Program Committee for a final decision.

Grading System:

Grades/sub-grades	4-point scale
A+ (98% to 100%)	4.0
A (93% to 97%)	4.0
A- (90% to 92%)	3.7
B+ (88% to 89%)	3.3
B (83% to 87%)	3.0
B- (80% to 82%)	2.7
C+ (78% to 79%)	2.3
C (73% to 77%)	2.0
C- (70% to 72%)	1.7

Overall GPA required for graduation	3.0
-------------------------------------	-----

1.8. Professional Behavior

Being a student in the MSIBS Program implies that you have made a commitment to the intensive training period that is required. The responsibilities connected with that commitment are many, just as they are numerous for the faculty. Student behavior is a direct preparation as a professional in this university environment. We offer the following guidelines for professional behavior needed to meet these obligations.

1.8.1. Class Attendance

All faculty members expect students to attend class. Classroom discussion and lab participation will enhance your learning. Class participation will form the basis for developing sound judgment. Absenteeism is a reflection of your reliability and an indication of your professional work habits in the future.

The faculty does understand there will be occasional absences. When students miss class, it is expected they will contact the instructor prior to class. If you must miss a class, it is your responsibility to obtain handouts and class notes from your classmates or the instructor and to meet with faculty to clarify questions.

1.8.2. Being Prepared

Come to class, labs, and meetings on time. It is your professional responsibility, a courtesy to the faculty and your classmates, as well as a benefit to you. Classes at the School of Medicine begin promptly on the hour or half hour. Hand in assignments on time. Not only will that allow you to avoid penalties, which may affect your grades, it will assist with staying on time for other commitments.

Be prepared in advance for class. It saves time (an important commodity) because it allows you to direct your questions toward areas of true confusion rather than general lack of knowledge. You contribute to your classmates' learning through your questions as they contribute to yours with their questions.

1.8.3. Courtesy

Even in times of stress, be courteous to your classmates, staff, and faculty members. Discourteous behavior is not acceptable in the classroom under any circumstance.

Examples of discourteous classroom behaviors that are not acceptable include ringing cell phones, texting or web surfing during class, sleeping, talking during lectures, interrupting lecturers excessively, arriving late to class or when returning from break, packing up early, and using non-verbal behaviors which would commonly be judged as impolite. Students who are discourteous in class will be advised and may be asked to leave a class if their behavior continues to be a problem. Repeated infractions will be reported at Program Committee meetings as a deficiency in professional behavior.

1.8.4. Student Advising

The Program Director and the individual student's Faculty Advisor, who will monitor the academic progress of each student throughout his/her graduate education, provide formal advising for all students. Course grades and progress reports provided by each student's course

masters and Internship Principal Investigator are all considered in the student's performance review.

The Faculty Advisor for each student will be appointed by the Program Director in consultation with the Program Manager and individual faculty members, with the intent of making the best match of student and advisor in respect to interests, specialties, career plans, and needs. This appointment and the first meeting between the Advisor and each student will take place during the first summer semester. Students may request appointments with their advisors at any time. Before each semester's registration period the student will meet with his or her advisor and complete the advising form which contains the Advisee's requested courses. The form must then be returned to the Program Manager for processing.

In addition to regular meetings with the Faculty Advisor, students may also meet with the Program Director. Because this is a valued interaction, the Program Director sets aside time each week for these meetings for which you can make an appointment by emailing the Assistant to the Director. Students may always contact the Program Manager with any concerns to be directed to the appropriate resources.

1.8.5. Administrative Support

The Program Director implements academic policy and serves as the ombudsman for all students. Administrative support for the academic programs of the Division of Biostatistics, including admissions and recruiting activities, is provided by the Program Manager. The manager's office is located in the Bernard Becker Medical Library building at 660 South Euclid (Room 506). The Program Manager manages the day-to-day operations of the program and serves as the primary administrative resource for the MSIBS faculty and students. One of the principal responsibilities of the Program Manager is responding to student concerns, and students should always call on the Program Manager for assistance and information. **Students are responsible for informing the Program Manager of address changes, papers authored, conference presentations, and other relevant items.**

1.8.6. Governance

The Program Committee is charged with the overall oversight of the program including review and approval of policies and procedures, curriculum, as well as requirements and competencies at the program and course levels.

The Program Committee, assisted by three sub-committees (Executive, Admissions and Curriculum), will establish policy and direction for the program, will review and approve courses, will review and approve admissions, and will govern the entire program. In addition to the Program Director, the Program Committee is composed of faculty members who represent elements of the Washington University School of Medicine community with direct interests in the training of biostatistics, genetic epidemiology, and statistical genetics. The Committee includes the Co-Chairs of the Admissions Committee, Co-Chairs of the Curriculum Committee, and several course masters.

2. UNIVERSITY POLICIES

2.1. Diversity/Non-Discrimination Policy

The School of Medicine is committed to recruiting, enrolling and educating a diverse student body.

Washington University encourages and gives full consideration to all applicants for admission, financial aid and employment. The university does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Inquiries about compliance should be addressed to the university's Vice Chancellor for Human Resources, Washington University, Campus Box 1184, One Brookings Drive, St. Louis, MO 63130.

2.2. Drug & Alcohol Policy

It is the goal of Washington University to protect the public health and environment of members of the University by promoting a drug-free environment.

In accordance with the mandate of the federal legislation, the manufacture, distribution, possession or use of illicit drugs and the unlawful possession, use or distribution of alcohol on Washington University property or as part of any of its activities is prohibited.

Violations of the policy will be handled according to existing policies and procedures covering the conduct of administrators, faculty, students, and staff.

2.2.1. Standards of Conduct-Drugs

Illicit Drugs: The unlawful manufacture, possession, distribution or use of illicit drugs on Washington University property or as part of any of its activities by University students, employees or their guests is prohibited.

2.2.2. Standards of Conduct-Alcohol

Federal legislation prohibits the unlawful possession, use or distribution of alcohol. Therefore, the possession and use of alcohol by non-intoxicated persons twenty-one (21) years of age or older is, according to Missouri law, lawful. University policies limit the lawful use of alcohol to appropriate occasions. Graduate students should contact their Dean's office for standards governing student events, and student use and possession of alcohol. Contact the Office of Human Resources on either campus for specific standards governing nonacademic employees.

2.3. Ethics

2.3.1. Academic Integrity

Upon matriculation, every student receives the [Academic Integrity Policy](#) for Graduate Students (**see Appendix 1**). It is of the utmost importance that you read and understand the principles of academic conduct that are described in this document. Failure to abide by the principles described can have serious consequences. In particular, students should be aware that some rules governing academic integrity tend to be enforced more strictly at the graduate level than students are accustomed to as undergraduates.

2.3.2. Judicial Code

The Washington University [Judicial Code](#) (see **Appendix 2**) is given to every student entering the program and describes the University's judicial system, the procedures to be followed in filing complaints, and those employed in adjudicating violations of the code.

2.3.3. Responsible Conduct of Research

Because of the importance of student awareness of the issues surrounding research integrity, all entering students will receive a copy of the [Research Integrity Policy](#) (see **Appendix 3**) for Washington University that addresses specifically the University's policies for reporting and investigating violations of the responsible conduct of research.

In addition, each student is provided with a link to [On Being a Scientist](#) published by the National Academy of Sciences and paper copies are available upon request. During the orientation period, these policies are discussed.

Attendance at orientation sessions during which ethics are discussed is mandatory. These documents are of great importance as a student, and you are strongly encouraged to read all of them completely. Below is a summary of specific sections that are emphasized during your training.

2.3.4. Plagiarism

Plagiarism is the willful or unintentional act of using, without proper acknowledgement, another person's or persons' words, ideas, results, methods, opinions, or concepts. It does not matter whether the appropriated information is published or unpublished; academic or nonacademic in content; or in the public or private domain. The act of claiming as one's own work any intellectual material created by another or others is wrong and will be treated as a serious violation of academic integrity. It must be noted that plagiarism in publications may be an infraction of copyright law and, thereby, subject to legal recourse as well as University discipline.

2.3.5. Ethics – Group Work and Projects

If an instructor allows group work in some circumstances but not others, it is the student's responsibility to understand the degree of acceptable collaboration for each assignment and to ask for clarification if necessary.

To avoid cheating or unauthorized collaboration, a student should never:

- Use, copy or paraphrase the results of another person's work and represent that work as his/her own, regardless of the circumstances
- Refer to, study from or copy archival files (e.g. old tests, homework or back files) that were not approved by the instructor
- Copy another's work or *permit another student to copy his/her work*
- Submit work as a collaborative effort if he/she did not contribute a fair share of the effort.

2.3.6. Academic and Non-Academic Transgression Policy

The following policy outlines the procedures for matters involving a possible breach of academic or professional integrity by MSIBS students.

Behavior inappropriate to the program shall mean breaches of personal confidence and trust including:

- plagiarism;
- cheating or unauthorized use of materials on assignments or during examinations;
- abuse, misrepresentations or other seriously improper conduct in relation to instructors, staff, or colleagues;
- other misconduct, misrepresentation or failure in personal actions or in meeting obligations;
- and violation of university policies including the [University Student Judicial Code](#).

Individuals who have a concern regarding possible misconduct will inform the MSIBS Program Director in writing. This written statement and any related materials provided as evidence will be held in confidence and reviewed by the Program Director. The student will be notified that a concern has been made against him or her. The Director will determine if further attention is required.

If a concern is deemed to need further review, the Director will present the matter to the Program Committee (see Section 1.86, Governance). The student may submit a written statement for review. The Program Committee will determine if no further action is required, if a written notice regarding the transgression is appropriate, or make a recommendation to expel the student from the program. On matters where a clear decision cannot be made, the Associate Dean for Student Affairs at the School of Medicine may be consulted on how to proceed. The Program Committee's decision will be final.

2.4. FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

Students have the right to inspect and review their education records within 45 days of the day the University receives an appropriate request for access to those records.

Students who wish to inspect educational records must submit a written request that identifies the record(s) they wish to inspect to the appropriate custodian of the record (the registrar, dean, department chair or head, or other appropriate University official). The University official will make arrangements for the student to inspect the records within 45 days of the request. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed (if known).

Students have the right to request amendment of their educational record if they believe that they are inaccurate or misleading. To question the accuracy of education records, students should first confer informally with the custodian or originator of the document in question. If the results of this consultation are unsatisfactory, students should write to the Registrar or other University official responsible for the record, clearly identifying the portion of the record they want changed, and specifying why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If necessary, the University Registrar shall arrange a hearing with an official of the University who has no direct interest in the disputed item. The decisions of this official shall be final.

Additional information regarding the hearing process will be provided to the student when notified of the right to a hearing.

Students have a right to restrict the release of personally identifiable information contained in their education records except to the extent that FERPA permits disclosure without consent. Among the circumstances in which disclosure is permitted without consent are these:

- a. Education records and personally identifiable information obtained from those records may be disclosed without the student's consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her institutional duties.
- b. "Directory information" may be disclosed without prior consent. Washington University has designated the following categories of information as "directory information" and will release this information without prior consent by the student: the student's name, addresses (including e-mail addresses), telephone numbers, school, class, major field of study, photographic, video or electronic images, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. Students have the right to block disclosure of their directory information. Any student wishing to do so should submit a written request to the Office of the University Registrar, Campus Box 1143, St. Louis, Missouri 63130 or use the "information restriction" screen of the on-line student access system (WebSTAC). Such a request may be made at any time. Education records and personally identifiable information obtained from those records may be provided without the student's consent to officials of another school in which the student is enrolled or seeks or intends to enroll.
- c. In exceptional circumstances, education records may be provided to the parents of financially dependent undergraduates. Washington University assumes that undergraduate students are financial dependents of their parents (as defined by the Internal Revenue Service) and, may, under appropriate circumstances, provide education records to those parents without the student's consent. Undergraduate students who are not financially dependent and do not wish to permit their parents access to their education records should advise the Office of the University Registrar [and the Registrars of their Schools] in writing and provide evidence of financial independence. **Graduate and professional students are not assumed to be financially dependent upon their parents for these purposes and the University requires such student's consent for the disclosure of education records to their parents.**
- d. In rare cases, Washington University may need to disclose personally identifiable information where necessary to address health or safety emergencies involving the student or any other individual.
- e. The University is required to provide information about certain foreign nationals to the Department of Justice.
- f. The University must comply with lawfully issued law enforcement subpoenas or orders consistent with section 1232g(i) (law enforcement) or 1232g(j) (terrorism investigations) of Title 20 of the United States Code. Before complying with a subpoena or order under section 1232g(i) (but not section 1232g(j)), the University must make a reasonable effort to notify the student unless the subpoena or order instructs otherwise.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

For further information regarding Washington University policies regarding the confidentiality of student records, contact the University Registrar, One Brookings Drive, Campus Box 1143, St. Louis, MO, 63130.

2.5. Academic Year Breaks

Normal scheduled breaks set by the University for all students will be adhered to for this program. The MSIBS program adheres to the academic calendar used by the Danforth campus.

Academic calendars can be found at: <https://registrar.wustl.edu/academic-calendars/>

2.6. Leave of Absence Policy

Should a student require a leave of absence for academic or personal reasons, they must submit an official form to be supplied by the Program Manager. Requests for leave of absence must be approved by the Program Director. Leaves of absences shall be granted for no more than one academic year, but in unusual cases may be renewed by the Program Director for a second year. Students requiring a personal leave of absence for medical reasons must, in addition, submit a letter from the attending physician(s).

2.7. Severe Weather and Emergency Conditions Policy for Students

The School of Medicine must maintain essential services and operations during any severe weather or emergency situation and provide for the safety and care of its patients, students, staff, and faculty. In response to severe weather or other emergency situations, the Dean of the School of Medicine will determine the need for departments or education programs within the School of Medicine to temporarily establish an alternate work status.

For students, “alternate work status” means that the WUSM education program may cancel or delay classes as necessary for as long as the WUSM dean determines to help ensure the safety of students, staff, and faculty.

If the dean designates an “alternate work status” for WUSM, the respective education program directors will communicate to their students, either via website or emergency broadcast, information regarding the status of classes and other education activities (exams, labs, etc.) as follows:

Classes and all other educational activities (i.e., exams, labs, etc.) are **canceled**: Students are not expected to report to classes or other educational activities during the time that the dean has declared an “alternate work status,” and student absences will be noted as “excused” during this timeframe only. Program directors will determine what, if any, make-up schedule is needed. Students are also strongly encouraged to cancel any non-official student activities or functions that are scheduled during this timeframe to eliminate unnecessary travel in severe weather conditions or emergency situations.

On occasion, classes, and other educational activities may be **delayed**: Students are expected to report to classes or other educational activities on a *delayed* schedule; program directors will communicate the exact time to report via the website or broadcast message; not reporting shall result in an “unexcused” absence according to the policies of individual programs.

It is presumed that the School of Medicine is operating normally unless there is an official communication to the contrary from the Dean’s Office via your respective education program.

The ultimate decision regarding whether the commute to classes can be safely made remains with the individual. If a student does not feel she/he can safely commute, and the School of Medicine is operating normally, the standard absence policy for the students’ respective education program shall be in effect.

2.8. Tobacco-Free Policy

It is the policy of the University to provide a healthy, comfortable and productive work and learning environment for all faculty, staff and students. All smoking and other use of tobacco products are strictly prohibited within the School of Medicine buildings and on our property, including during breaks and meal times. This policy applies to the entire School of Medicine community, including, but not limited to all faculty, staff, students, patients, contractors and visitors.

Individuals within the WUSM community are not permitted to smoke or use tobacco products, including e-cigarettes, within WUSM-owned, leased or occupied facilities or on WUSM-owned, leased or occupied property. This includes: the physical campuses; parking facilities and lots (including in personal vehicles at these locations); WUSM owned, leased or rented vehicles; within 25 feet of entryways or exits; near air intakes; or near fire/explosion hazards; any worksites in which individuals within the WUSM community work.

If individuals within the WUSM community smoke or use tobacco products off WUSM properties, they are expected to be respectful of residents, hospitals and businesses neighboring WUSM facilities. They should not loiter in front of homes, hospitals or businesses near WUSM facilities and must discard tobacco products in appropriate receptacles. Violations of the policy may result in disciplinary action.

3. STUDENT RESOURCES

3.1. Books/Textbooks

Most required & recommended textbooks for each required course are available in the Graduate Library. An updated list is posted in the MSIBS Library by author and by title. Checkout of books is available through the Program Manager. If there is a high demand for a particular book, you will be asked to share use with other students. You are asked to return books by the end of the semester, if not requested earlier by others. Occasionally additional reading material and class notes will be distributed to registered students during class.

3.1.1. Becker Medical Library

Becker Medical Library has reserved copies of required and recommended textbooks available for student use during the semester the course is offered. Electronic access to some books may be available.

3.2. Campus Card

Graduate students may enroll and manage their Campus Card Account through WebSTAC. Graduate Students will be able to spend Campus Card Account funds at select vending machines, most WU Libraries print stations, as well as food and beverage purchases in WU Dining Services locations. A benefit of the Graduate Student Meal Plan is that the purchases in the WU Dining Services locations will be tax exempt resulting in a savings of approximately 6-9%.

You can manage your account online – add value to your plan as needed and view your transaction history. It is convenient (no need to carry cash or pay ATM fees) and fast.

3.3. Career Center

Washington University maintains a [Career Center](#) to assist students in preparing for and locating employment after graduation. They offer individual advising, workshops and events for graduate students and can help with resume preparation, cover letters, interviews, etc. The Career Center is located in the Danforth University Center (DUC) on the Danforth Campus, Suite 110.

3.4. Classroom and Graduate Study Suite

The Graduate Study Suite has both common areas and ID access only areas. It is located in the Bernard Becker Medical Library, Rooms 500-508. ID access is required for the classroom space, computer lab, RA lab, and kitchen facilities. A record is kept of all card swipes for security purposes.

Student lockers are located in the common area. Students will be provided with a combination for their locker.

The Graduate Suite contains a small kitchen and eating area for student use. It is up to the individual students to keep this area clean. Please be a good citizen by cleaning off your table, washing your dishes and wiping up your spills in all areas including the microwave and refrigerator.

There is no food or drink allowed in the Computer Lab. All access to computers is tracked, so if a computer is damaged, the IT department will request that you pay for any damage incurred. Never leave a computer without logging off.

3.5. Copies

Students can purchase copy cards for their personal needs from Becker Medical School Library. Use of the Division's facilities, other than provided in the Graduate area, is prohibited

When printing in the Graduate Computer Lab, please use two-sided copies when possible, don't print unnecessarily, and try to save paper.

3.6. Computing

Computing facilities are provided by the Division of Biostatistics. A computer core lab is available for student use and is located in the Graduate Study Suite (Room 502). Word processing programs, as well as specific databases and programs needed to complete the coursework are available. Some computers are also available in Becker Library for more limited use.

Information about remote access to MSIBS computing resources will be provided during orientation.

3.7. Course Evaluations

Students are encouraged to fill out online course evaluations promptly at the end of each semester. This feedback is important for tracking our efforts for your education. Surveys are entirely anonymous.

3.8. Course Materials

Copies of the lecturer's slides may be supplied so that students can take notes as the lecture proceeds. In some classes slides may also be shared via Blackboard. Students should keep their e-mail information updated in WebSTAC to receive updates and announcements sent out from the course master regarding assignments and other class announcements. Check your assigned wustl e-mail frequently throughout the day. Information on forwarding all your e-mails to one address will be shared during the Computing Orientation.

3.9. Course Registrations & Grade Options

The School of Medicine does not use an online class registration system. All registrations are completed by the Program Manager after student consultation with the faculty advisor using the supplied advising form, signed by the advisor and the student. All core courses, with the exception of the Internship and Mentored Research, must be taken for letter grade. Electives may be taken for either letter grade or Pass/Fail.

3.10. Dining on the Medical Campus

Menus and hours of operations for many of the establishments below can be found at <http://wusm.cafebonappetit.com/>

Shell Café

Located next to the Seashell Lobby in McDonnell Science Building on the main floor, the Shell Café serves breakfast and lunch with choices that include grill, pizza and entrée stations, a soup and salad bar as well as an express cooler. A daily menu is posted outside the entrance. Washington University Campus Card accepted.

FLTC Café

Located on the main floor of the Farrell Learning and Teaching Center. Here you'll enjoy a coffeehouse experience with brewed coffee and espresso beverages prepared by Kaldi's Coffee Co. Fresh baked pastries and muffins, sandwiches, wraps and soups with a focus on vegetarian fare are prepared daily. Washington University Campus Card accepted.

Kaldi's Coffee

Located in the Mid Campus Center (MCC), 2nd Floor, Kaldi's offers a variety of coffee and specialty drinks, as well as, breakfast items, sandwiches, wraps and salads.

<https://kaldiscoffee.com/pages/mid-campus-center-mcc>

St. Louis Children's Hospital Cafeteria

This is a popular stop where choices include a deli, grill, salad bar, personal pan pizzas and ice cream. They serve breakfast, lunch and dinner and offer a 30 % discount after 4 p.m. and on weekends with a student ID.

Barnes-Jewish Hospital Cafeteria

Open from morning until night, in addition to the standard cafeteria fare, it offers several specialty items.

Farmstead Café

Located in the McDonnell Pediatric Research Building (4905 Children's Place), the Farmstead Cafe is a rustic yet modern cafe serving wholesome breakfast, coffee, soups, salads and sandwiches.

Coffee Shop in Barnes-Jewish South

This little coffee shop is tucked away near the entrance of the BJC from the parking garage.

Wash U Food Truck Row

Find a variety of food trucks weekdays between 10 a.m. and 2 p.m. located on Scott Avenue west of Taylor Avenue. Menus are updated at the following website: <http://stlfta.com/calender/washu-calendar>.

Farmers Market

Every Thursday, a farmers market is on campus located outside on the plaza in front of the Farmstead Café. Hours of operation are 10am-2pm, and credit cards and checks are accepted by most vendors. In addition to selling local foods, they also offer a lunch special.

3.11. Disabilities

Students seeking disability-related accommodations are encouraged to contact us upon admission or once diagnosed. In contrast to high school students, college and graduate students are expected to self-identify and to request accommodations by notifying the Program Manager. Eligibility for accommodations is determined on an individual basis supported by appropriate documentation, which may need to be renewed periodically. We will guide you through each step of this process as a graduate student here at WU.

Students with temporarily disabling conditions (e.g., a broken arm) should contact Student Health Services for assistance.

3.12. Emergency and Disaster Procedures

Washington University is committed to protecting the safety and security of our community. Emergencies or disasters can happen at any time and usually occur without warning. When an emergency strikes at Washington University, our safe and prompt recovery will depend on existing levels of preparedness and a thoughtful response among students, faculty, staff, and visitors.

New information will be posted to the site <http://emergency.wustl.edu> continuously. The site will state if there is no current emergency.

Emergency Info Hotline: Any Campus: 314-935-9000; Out-of-Area: 888-234-2863

To report an emergency:

Danforth Campus – 314-935-5555

School of Medicine Campus – 314-362-4357

E-mail: All registered students, faculty, and staff with a wustl.edu email account will be notified of emergencies.

It is important to list and then periodically update your Student Emergency Contact information in the phone and address field in the Student Information System (WebSTAC).

3.12.1. Disaster Procedures

If you feel it may be impossible to get to or dangerous to go to the campus for class, please contact the Program Manager at 314-362-1384 or biostat-msibs@email.wustl.edu for instructions.

In the event of a fire, leave the building as quickly and calmly as possible, using the stairs, NOT the elevator. Go to the West side of the Becker Medical Library at the corner of Euclid Avenue and Barnes Jewish Hospital Plaza. This is where all the Division of Biostatistics employees and students meet. Once there, someone will take your name, triage any injuries, and will determine who may still be in the building and in need of help.

In the event of an earthquake, immediately move away from any area where items may fall. Get underneath a desk or sturdy table. Standing in a doorway will also help protect you. After the shaking stops leave the building as quickly and calmly as you can. Please help others who may have been injured to leave the building. Go directly to the West side of the Becker Medical Library at the corner of Euclid Avenue and Barnes Jewish Hospital Plaza.

In the event of a tornado warning, please go to the lowest area in the building. This is the ground floor which is actually underground. Go to an interior area without windows. Once the storm has passed, check to see if anyone needs assistance and then help them to the first floor.

If there is an outbreak of Pandemic Flu or other contagious disease, please contact the Program Manager at 314-362-1384 or biostat-msibs@email.wustl.edu for instructions.

3.12.2. WUPD Safety

WUPD Safety - <http://police.wustl.edu/>

An online resource for crime prevention and safety including, bicycle security, laptop security, safety walking and jogging, and other helpful information.

3.13. Faculty Office Hours

Faculty hours are by appointment. E-mail is typically the best way to contact faculty for scheduling appointments.

3.14. Financial Aid & Washington University Medical School Resources

There are many ways to help fund your education. Below are listed some resources that may be available to help you.

3.14.1. Loans

Refer to the [School of Medicine Office of Student Financial Planning](#) for assistance in determining the eligibility and type of loan available to you.

Eligibility is determined by the Free Application for Federal Student Aid (FAFSA), the Washington University Family Financial Profile (FFP) for Graduate and Professional Students, a student loan Master Promissory Note and the amount of merit scholarship you are awarded. Applications may be requested from the Office of Student Financial Planning after admission.

3.14.2. Government Agencies/Private Foundations Fellowships

Many government agencies and private foundations offer fellowships for graduate study. These favor applicants who are seniors in college, although they will consider applications from recent college graduates who have not started graduate school, and a few of them will permit applications during the first year or two of graduate study.

Please note: this list is a good starting point; however, students should pursue other fellowships.

- [Fastweb](#) is a recommended site. Enter your information for personalized opportunities for funding your education.
- Edward C. Bryant Scholarship – Outstanding graduate student in survey statistics. <http://www.amstat.org/awards/ecbryantscholarship.cfm>
- Paul & Daisy Soros Fellowship. Fellowship for “new Americans” (permanent residents, naturalized citizens, and students whose parents immigrated to the U.S.) in any field of graduate study. <http://www.pdsoros.org/>
- [Gertrude M. Cox Scholarship](#). Amount: \$2,000 <http://www.amstat.org/education/> - open to women only, graduate study in statistics (MS/Ph.D)
- [Government Statistics Section Wray Jackson Smith Scholarship](#) Awarded jointly with the ASA's Social Statistics Section, this scholarship supports work toward a career in government statistics. The scholarship encourages promising young statisticians to consider a future in government statistics. It provides funding of up to \$1,000 for use in exploring any of a broad number of opportunities for furthering the development of a career related to government statistics.
- [Mary G. and Joseph Natrella Scholarship](#) http://www.amstat-online.org/sections/qp/Natrella_Scholarship.html The Mary G. and Joseph Natrella scholarship is open to students who are currently pursuing a master's or doctoral degree full time in an accredited college or university. The student must have a demonstrated interest in quality applications as evidenced by course work, research topic, or prior work experience. The scholarship provides a grant as well as a travel stipend to attend the Quality and Productivity Research Conference at which the student will give a presentation of their research work.
- [ASQ Freund International Scholarship](#)
This scholarship honors the memory of Richard A. Freund, a past president of ASQ. It is for graduate study of the theory and application of quality control, quality assurance, quality improvement, and total quality management. It covers the engineering, statistical, managerial, and behavioral foundations of those fields. The scholarship is offered to members and nonmembers worldwide. Study may take place in one's own country or in another country.
- [ASQ Ellis R. Ott Scholarship](#)
The purpose of this scholarship is two-fold: to honor the life and work of Ellis R. Ott, a pioneer in the field of applied statistics and quality management, and to encourage students to pursue a rewarding career in a field that greatly benefits society. Individual awards of up to \$5000 per student and academic year are given to qualified students in a field related to statistics and quality.

3.14.3. Scholarships and Assistantships

Merit scholarships are offered to most full-time M.S. candidates at the time of admission.

Research Assistantships may be available for qualified students. After the initial summer session, an application for these positions will be distributed and students may apply for consideration. The availability of these positions varies from year to year based on such factors as faculty grant funding.

Qualified Washington University employees only: Summer intensive courses (10 credits total) may qualify for 50% tuition remission (up to seven credits per semester). It is the responsibility of the student to apply for this benefit. (See the [Human Resources web site](#) for details and the appropriate form needed).

For Washington University employees whose departments or grants are paying for their tuition, specific forms must be filled out by the employee, approved by the department/division, and forwarded to the Benefits Office as noted on the form. See the [Medical School Human Resources home page](#) and go to "Forms". Also contact the [Program Manager](#) for more instructions.

3.15. Fitness

All students in the School of Medicine may use the athletic facilities located in the Olin Residence Hall. These include an open gym, strength training machines and free weights and aerobic equipment such as treadmills and stationary bicycles.

There is also an Athletic Complex at the Danforth Campus that is open to all students. Washington University full-time day school students, faculty and staff with valid IDs are eligible to use the Athletic Complex free of charge. Other eligible users such as part-time students and families of faculty, staff, and students must purchase a Membership Card for access to the Athletic Complex. The Athletic Complex offers a track, swimming pool, tennis courts, recreational fields, racquetball, handball and squash courts, weight room, and fitness center (membership fees required). For an up-to-date Athletic Complex schedule call the Hot Line at 314-935-4705 or pick up an information pamphlet on fees and hours at the Complex.

Graduate Students are eligible to participate in some intramural sports. For a calendar or more information, please call Intramurals at 314-935-5193 or visit the web site <http://intramuralsports.wustl.edu/>.

Massage therapy, personal training and drop-in group exercise classes (cycling, Yoga, hip hop, Zumba, kickboxing, Total Tone, Pi-Yo, etc.) are some of the programs and services held at the South 40 and the Athletic Complex. Visit <http://s40fitness.wustl.edu> for schedule, location, and fee and registration information or contact fitness@wustl.edu with questions.

3.16. Graduate Student Groups

The Liberman Graduate Center houses the Graduate Student Groups Office in Room 311 of the Danforth University Center (DUC). Students can explore opportunities for graduate student interaction beyond our program. There are opportunities to participate in student government, university committees, social, cultural and political organizations, etc. You can read more about these opportunities at the [Graduate Student website](#).

A list of Student Groups at the School of Medicine can be found at <https://mdstudentaffairs.wustl.edu/student-groups/>

3.17. Health Services

The University Student Insurance plan is required for all full-time students in the program. This plan provides the student with health benefits (including medical, dental, vision and medications) disability

insurance, and \$10,000 life insurance. The cost is covered by the program. The payment over two semesters for the insurance covers the student from the start of the school year until the start of the next school year. Dental Insurance is available for the individual to purchase, as is family coverage.

Student Health is located in Room 3420 on the third floor of the East Building on the Medical School campus at 4525 Scott Avenue and functions similar to an HMO. On staff doctors and nurses treat the students and, if warranted, refer them to specialists. Appointments can be made by calling Student Health Services at 314-362-3523.

3.18. Identification Badges (ID's)

ID badges will be issued during orientation.

Never loan your ID to anyone else for any reason.

You must carry your ID with you when using your Metro-Pass to avoid receiving a fine. Some local venues offer discounts with a student ID.

Report a lost or stolen badge immediately to Campus Security. Your safety and security and that of other campus personnel are at stake. Dial 314-362-HELP to report.

Lost ID's require that you see the Business Manager to get documentation to acquire a new badge. The fee for a badge replacement is \$10 and is the responsibility of the student.

3.19. Mailing Address

The mailing address you should use if you need anything sent to the Division of Biostatistics is:

Washington University School of Medicine
Division of Biostatistics
Campus Box 8067
660 South Euclid Ave.
St. Louis, MO 63110

3.20. MSIBS Graduation

Students in the MSIBS Program complete their studies in mid-December of their second year. A Biostatistics Division and university-wide recognition ceremonies are held in early December and MSIBS students are encouraged to participate as recognition of their achievement. Degrees will officially be awarded in January after final grades are submitted and approved by the Washington University in St. Louis Board of Trustees.

Students must submit an "Intent to Graduate" form during their final semester which is available through the WebSTAC system. Students who anticipate graduating in the spring semester will fill out the form in the fall semester of the preceding year. Failure to comply may delay a student from graduating.

3.21. Police and Safety

The Medical Campus Protective Services provides many services designed to provide a safe and secure environment for graduate students studying and doing research on the Medical Campus. They are located at 4504 Scott Avenue and can be contacted by phone at 314-362-HELP (362-4357). Their web site is <https://facilities.med.wustl.edu/security/>.

3.21.1. Personal Safety Escort Service

The Protective Services Department provides escorts for employees and students by vehicle. Walking escorts are also assigned. An officer will transport in a vehicle or walk with the requesting

party to campus garages or parking lots and from one building to another to insure their personal safety. Vehicle escorts off-campus will only be conducted at the discretion of the on-duty Supervisor. Response time for escorts will vary according to the number of Protective Services personnel on duty and the demand for services. To request a personal safety escort, dial 314-362-4357.

3.21.2. Motorist Assist

Jump starts and key extrication services for vehicles with manual locks only, are provided by officers operating marked mobile units. Services are provided free of charge for people using School of Medicine parking facilities or campus personnel using on-street parking within campus boundaries. No mechanical work, changing or repair of flat tires or emergency fuel is provided by Protective Services. To request motorist assistance, dial 314-362-4357.

3.21.3. Bicycle Parking & Security

The School of Medicine provides designated bicycle parking areas equipped with bike racks. Bikes parked in these areas should be securely locked to the bike rack using a U-type bicycle lock. Locks of this type may be purchased from bike shops and retail stores or from WUMC Transportation Services.

3.21.4. Campus Watch Hotline

If you observe a crime in progress or about to be committed on campus, please dial 314-362-(HELP) or 314-362-4357 on any campus phone to reach Protective Services. Response Personnel will be dispatched to your location immediately. If you have knowledge of a crime that has already been committed on the School of Medicine Campus, please complete the Campus Hotline form at the link below to report it voluntarily and confidentially to Protective Services Investigators. You may also telephone the Campus Watch Line to make an anonymous oral report by dialing 314-362-0381. <https://facilities.med.wustl.edu/security/>

3.22. Washington University Publications

Students are encouraged to subscribe electronically to both [Student Life](#) and [the Record](#) to stay informed about activities in the University community.

3.23. Sustainability and Recycling

Washington University in St. Louis is committed to sustainable practices and has made every effort to encourage “green” behavior in all aspects of the community. To this end, blue recycling containers are available throughout the classroom and kitchen areas. Information about recycling will be provided during orientation and more information can be found on the university web site:

<https://sustainability.wustl.edu/get-involved/recycling-composting/single-stream-recycling/>

“Single Stream Recycling” Program. Students are encouraged to engage in sustainable practices such as using personal drinking cups, using cloth shopping bags, turning off lights and computer monitors when not in use, etc.

3.24. Transcripts

There is no charge to obtain a transcript of one’s academic record from the School of Medicine for graduate studies in Biostatistics. Your signature is required for your request, so you may apply in person or you mail your request. Allow 3-5 days for processing your request.

To obtain a copy of your transcript, please follow the instructions on the following website: <https://registrar.med.wustl.edu/services/transcripts-and-certification/>

You may at any time print out an unofficial transcript via WebSTAC.

3.25. Transportation and Parking

Visit the [Transportation](#) website to see the services available including how to obtain a parking permit and free Metro Pass, WUSTL bus routes and schedules, car sharing, and additional services.

NOTE: Medical Campus parking permits and Danforth permits are different. Effective July 1, 2017, WUSM parking permits will be valid in the Danforth underground garage only. Some Danforth permits are valid in specified zones on the Medical Campus. Read the Medical School Reciprocity agreement for complete details. <https://parking.wustl.edu/parking/permits/medical-permit-reciprocity/>

U-Pass

Washington University offers all full-time enrolled students a free pass each semester for the St. Louis Metrolink bus and train system. To register for your pass go to <https://parking.wustl.edu/items/metro-transit/>. Use your WUSTLKey ID and password to start the processing.

Enterprise CarShare

Washington University in St. Louis partners with Car Share, the car sharing program from Enterprise Rent-A-Car, to bring the convenience of car sharing to the WashU community. Car sharing is when members of a community share a fleet of vehicles. In the WashU Car Share program, members may rent vehicles by the hour from many dedicated spaces across campus. Car Share vehicles are located at several areas on campus.

<https://parking.wustl.edu/items/enterprise-carshare/>

3.26. Tuition

The 18-month MSIBS program requires 42 credit hours of academic work. The tuition rate for 2018-2019 is \$1,315 per credit hour. The rate for 2019-2020 is expected to be \$1,345. A student's scholarship will be applied on a per credit basis. Financial responsibility each semester will vary depending on how many courses are taken.

This includes mandatory student health, disability and life insurance coverage.

Tuition is payable incrementally each semester and is due at least one week before each semester begins. Students can check their account status and make payments online via [WebSTAC](#). Tuition paid by check should indicate the student's official name and student ID number and should be mailed to:

Washington University in St. Louis
P.O. Box 14627
St. Louis, MO 63150-4627

Students wishing to pay by wire transfer should contact the Program Manager for information and account numbers. It is important to use the student number in any transactions, including wire transfers, to ensure accurate crediting of funds.

3.26.1. Late Fee, Withdrawal Process and Refund Policies

Late Fee – Fee for late payment of tuition: \$50.00

Withdrawal Process - If a student withdraws from the program, such notice must be given to the Program Director in writing. Tuition will be refunded fully (100%) if the written notice is given before the start of any classes.

If the notice is given after classes begin, the refund will be prorated by the number of days left in the semester/course. The tuition refund is dependent upon the date on which the student withdraws. In all cases, notice of withdrawal must be submitted in writing.

Tuition Refund Schedule

Full Semester Courses

Prior to the first class	Tuition refunded in full
Within the first week	100%
Within the first 2 weeks	60%
Within the first 4 weeks	50%
After the first 4 weeks	None

Intensive & Summer Courses

Prior to the first class	Tuition refunded in full
On the first day	100%
Within the first 2 days	60%
Within the first 4 days	50%
After 4 days	None

3.26.2. Nonpayment of Tuition or Fees

Nonpayment of tuition or other charges due the University or otherwise affecting the University will prohibit the student from receiving certain services. Students with outstanding financial obligations to the University will not be allowed to register or to obtain transcripts or official verification of enrollment.

3.26.3. Additional Courses

Students who wish to take more than the required courses for the MSIBS degree will be charged the current rate of tuition per credit hour, less the amount of remission per credit hour they were awarded at the time of admission. Some courses outside of the program may not qualify for tuition remission, and students are responsible for the full tuition of the course.

3.27. WUSTL Key, WUSTL CONNECT and WebSTAC

WUSTL CONNECT, is a universal login system for all WUSTL online applications. This system uses the WUSTL Key, a self-selected login ID and password combination for University web applications such as WebSTAC, Telesis, Libraries and many other university campus resources.

If you have not yet created your WUSTL KEY, you may still use your Student ID Number and temporary password to log on, at which point you will be directed to <http://connecthelp.wustl.edu/HowTos/Pages/creatingwustlkey.aspx>, where you will be prompted to create your WUSTL KEY.

Once you have created your WUSTL KEY, you must use it to access any or all Washington University system applications where you see the WUSTL CONNECT or WUSTL KEY logos. Your Student ID and temporary password combination will no longer be accepted. You can use your WUSTL KEY wherever you see this logo.

WebSTAC is your student information web site where you can view your course registration and account statements, update your address and telephone information and access other university systems including the online course listings. To login you must use your student ID number and password. WebSTAC is located at: <https://acadinfo.wustl.edu>.

Student Directory Information

Enter your cell phone and also local area address and telephone number in WebSTAC. This information is needed so that you receive campus-wide mailings and information. Additionally, the local address and phone will appear in the campus phonebook and on-line directory, unless you add a restriction to your address listing. See WebSTAC for instructions about how to initiate information restrictions. September 1 is the deadline for entering a restriction so that you are excluded from the campus phone directory.

Parent name/address/phone are requested. We never release a parent address to any third party and would only use the information if your local address/phone failed for a critical matter or an emergency arose. We ask that this information be entered and kept up-to-date at all times, so that the administration here at the medical school is prepared for any emergency.

Once assigned, your WU e-mail address account appears on the WebSTAC record.

3.28. Writing Center

The Writing Center is located in the Olin Library on the Danforth Campus and offers free writing assistance to all students, graduate and undergraduate, currently enrolled at Washington University. Tutors are undergraduate students, graduate students, and faculty members who help others to clarify their thoughts and ideas. They are writers helping writers through the process of revision. They will work with students on essays, theses, personal statements, resumes, oral presentations, and more.

The Center is open Sunday through Thursday from 11 AM to 9 PM and Friday from 11 AM to 5 PM during the school year. They have abbreviated hours during the summer: from 2 PM-7 PM Monday-Thursday and 2 PM-5 PM on Friday. Students will be seen mostly by appointment, but walk-ins will be accepted as the schedule allows. 314-935-4981; <https://writingcenter.wustl.edu/>

4. INTERNATIONAL STUDENTS

4.1. [Office for International Students and Scholars](#) (OISS)

International students should stay in regular contact with the Office for International Students and Scholars at the Danforth Campus. That office has the most current and thorough knowledge about visa and legal issues affecting international students, as well as being a great source for social and cultural advice and activities. They often plan trips, excursions and lunches where students can meet others facing similar challenges and share experiences.

It is especially important to coordinate any travel plans through the OISS. Students traveling abroad on breaks may run into difficulties getting back into the country so careful planning and good judgment is critical.

4.2. Language Testing

All students for whom English is not the primary language will be tested for English proficiency during MSIBS orientation. Students found to be lacking the necessary English skills to succeed in our rigorous program will be **REQUIRED** to take supplemental courses at their own expense. These courses can be arranged through the OISS. This requirement cannot be waived and is important for the student's success in the program and beyond.

4.3. Use of English

Washington University is a culturally diverse and vibrant community but for academic activity in the Division of Biostatistics, English is the common and only language spoken. It is important that you use English in the classroom and when communicating with faculty and other students. It is considered rude to converse in another language when other students are present, and it limits opportunities for academic exchange.

ACADEMIC AND PROFESSIONAL INTEGRITY POLICY FOR GRADUATE STUDENTS

April, 2016
Washington University in St. Louis
The Graduate School
<http://graduateschool.wustl.edu/>

PREAMBLE

This document on academic and professional integrity applies to graduate students in the Graduate School: Master's and Ph.D. students in Arts & Sciences programs, all Ph.D. students on the Danforth & Medical campuses, including those home-based in another School (Engineering, Social Work, Medicine, Business), and Dual Degree students when one of the degree programs resides in the Graduate School. Originally adopted by the Graduate Council of the Faculty of Arts and Sciences in 1991, the current version underwent major review and revision and was approved by the Graduate Council in April 2012.

The Academic Integrity Policy is meant to safeguard and enhance the educational process that already exists in the departments. Students are here to learn not only academic information and techniques but also the rules of appropriate conduct; not learning such rules is as deleterious to academic advancement as not acquiring standard academic credentials. There may regrettably be cases where misconduct, rather than minor procedural error, appears to be at issue, and it is for such cases that guidelines detailed in this document have been established. Both faculty and students should familiarize themselves with these guidelines, for they will be followed in all cases of alleged academic misconduct.

I. INTRODUCTION

Academic integrity is of paramount importance at every educational institution. The university has an obligation to provide an atmosphere based on scrupulous adherence to the rules of honesty. This climate of impeccable integrity must encompass every aspect of academic activity. The university's role within the greater culture as provider of new knowledge and educator of future leaders demands no less.

The integrity code governing all teachers, scholars, and researchers is severe. Even a single allegation of impropriety, unless refuted to the satisfaction of peers, can tarnish a reputation and block career development. An egregious violation could abruptly end a career in disgrace. Ignorance of the rules of academic conduct is normally not regarded as a mitigating factor.

Washington University promotes the highest standards in academic scholarship. The Graduate School, in providing a springboard for its students into careers in scholarship and research, does not tolerate any form of laxity in academic integrity. Term papers, seminar presentations, and examinations, to say nothing of published work, conference papers, and theses or dissertations, must be regarded as training grounds not only in the acquisition of knowledge but in scholarly ethics. No instance of proven academic dishonesty can be ignored, even if the offender claims to be unaware that his or her actions constitute an offense. The sole difference between the academic integrity code for graduate students and that for professionals is that student offenses are generally not publicly aired and that students may be permitted to continue their training if their transgressions are considered relatively minor or are considered to be adequately mitigated by circumstances. Findings of flagrant exhibitions of willful academic dishonesty, however, must result in expulsion from the Graduate School.

It is assumed by the Graduate School and the Graduate Council that all students entering the University are well versed in the principles of honesty. Graduate students are expected to demonstrate

appropriate academic and professional conduct and to exhibit truthfulness and candor in all aspects of their interactions with the University community. Thus, knowingly furnishing false information to the University, or to someone acting on its behalf, will be considered academic misconduct in violation of this policy. Students are strongly urged to study this document carefully and review with home departments any area in which they have questions.

II. OFFENSES WHICH CONSTITUTE VIOLATIONS OF ACADEMIC AND PROFESSIONAL INTEGRITY

A. ACADEMIC INTEGRITY VIOLATIONS

The following offenses, or attempts to commit these offenses, constitute violations of academic integrity:

1. Plagiarism and other misappropriation of the work of another

Plagiarism is the willful or unintentional act of using, without proper acknowledgement, another person's or persons' words, ideas, results, methods, opinions, or concepts. It does not matter whether the appropriated information is published or unpublished; academic or nonacademic in content; or in the public or private domain. The act of claiming as one's own work any intellectual material created by another or others is wrong and will be treated by the Graduate School as a serious violation of academic integrity.

To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement. To avoid even the suspicion of plagiarism, a student must always:

- a. Enclose every quotation in quotation marks, and acknowledge its source.
- b. Cite the source of every summary, paraphrase, abstraction or adaptation of material originally prepared by another person, and any factual data that is not considered common knowledge. Include the name of author, title of work, publication information, and page reference.
- c. Acknowledge material obtained from lectures, interviews, or other oral communication by citing the source (name of the speaker, the occasion, the place, and the date).
- d. Cite material from the Internet as if it were from a traditionally published source. Follow the citation style or requirements of the instructor for whom the work is produced.

Similar to standards governing preparation and publication of written works, there are standards that govern the creation and preparation of artistic, design and technical works and creations. It is a violation of academic integrity to represent another's artistic, design or technical work or creation, including unacknowledged or unauthorized use of proofs and codes, as one's own. It is recognized and understood that a student's work may often draw from previously published material and works for reference and inspiration, and the Graduate School encourages this type of exploration. However, student work claiming to be original, but which has been lifted without significant change from other sources, including magazines, the Internet, fellow students or colleagues, is unacceptable and will be treated as a violation of this policy.

2. Cheating

The use of deceit in the classroom or in the construction of materials related to the academic process is unacceptable. Such offenses include but are not restricted to copying someone else's answers during an examination or using or providing unapproved materials for an examination.

3. Copying Or Collaborating On Assignments Without Permission

When a student submits work with his/her name on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to the work.

If the instructor allows group work in some circumstances but not others, it is the student's responsibility to understand the degree of acceptable collaboration for each assignment, and to ask for clarification if necessary.

To avoid cheating or unauthorized collaboration, a student should never:

- a. Use, copy or paraphrase the results of another person's work and represent that work as his/her own, regardless of the circumstances.
- b. Refer to, study from, or copy archival files (e.g. old tests, homework, or back files) that were not approved by the instructor.
- c. Copy another's work or permit another student to copy his/her work.
- d. Submit work as a collaborative effort if he/she did not contribute a fair share of the effort.

4. Fabrication or Falsification of Documents, Data or Records

It is dishonest to fabricate, falsify or otherwise provide misleading data or other material presented in research papers, projects, publications, assignments and in any other academic and professional circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information on a résumé or other document in connection with academic and professional efforts.

Examples of falsification include:

- a. Altering information on any exam or class assignment being submitted for a re-grade.
- b. Altering, omitting, or inventing data to submit as one's own findings. This includes copying data from another student to present as one's own; modifying data in a write-up; and providing data to another student to submit as his/her own.
- c. Improper adjustment or revision of data, gross negligence in collecting or analyzing data, deceptive selective reporting of data, or the deceptive omission of conflicting data.
- d. Publication of information that will knowingly mislead or deceive readers
- e. Failure to give proper credit to collaborators, including joint authorship, if appropriate or identification of persons as authors who have not contributed to the work

5. Research Misconduct

It is a violation of this policy to engage in research misconduct or otherwise fail to adhere to the University's research policies and guidelines, which can be found at <http://research.wustl.edu>. Research misconduct includes but is not limited to failure to adhere to or to receive the approval required for work under research regulations of federal, state, local or University agencies or departments.

6. Obstruction of the Academic Activities of Another

Students are prohibited from obstructing or interfering with the scholarly research and academic activities of another individual. Examples include but are not limited to stealing, tampering with, damaging, or destroying research papers, data, supplies, equipment, designs, drawings, other products

of research or academic work, or such other property of others that is related to academic endeavors, or impeding access to shared resources such as library materials, studio materials, or computer software and hardware.

7. Abuse of Confidentiality

It is a violation of this policy for a graduate student to release information, ideas or data of others that were provided to the student with the expectation that the student would maintain such information, ideas or data as confidential. For example, a student may be exposed to or asked to participate in confidential grant proposals, review of manuscripts, or other applications for honors and awards that should be considered confidential and not disclosed to unauthorized persons.

8. Other Forms Of Deceit, Dishonesty, Or Inappropriate Conduct

Under no circumstances is it acceptable for a student to:

- a. Submit the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his/her academic career.
- b. Request an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.
- c. Misrepresentation of experience or ability. This includes providing false information concerning academic achievement or background in an area of study. For example, falsely reporting the substance of an internship, omitting transcripts or other academic information on an application for admission or other University records.
- d. Steal, deface, or damage academic facilities or materials.
- e. Collaborate with other students planning or engaging in any form of academic or professional misconduct.
- f. Submit any academic work under someone else's name other than his/her own. This includes but is not limited to sitting for another person's exam; both parties will be held responsible.
- g. Publish or attempt to publish collaborative works without the permission of the other participants
- h. In addition, any offense defined as academic misconduct within the Washington University Student Judicial Code may also constitute a violation of this policy.

B. PROFESSIONAL INTEGRITY VIOLATIONS

Professional integrity violations consist of behavior that is inconsistent with ethical standards in the professional roles for which the student is being trained that are not covered by policies governing academic integrity. This may include the student's performance in the role of researcher or scholar, teacher or mentor, supervisor, service-provider or colleague. Of particular note in this regard are behaviors that make the workplace hostile for colleagues, supervisors or subordinates. Graduate students are expected to adhere to ethical standards in a variety of work settings (e.g., offices, classrooms, clinics, and laboratories) within the explicit standards set by University policies. Being physically or verbally threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work. However, graduate education must take place in an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others can be expected. Ethical standards of conduct should help ensure, not compromise, these features of the University environment.

Sources of the norms or standards to which graduate students can be held accountable (and charged under this policy if they fail to adhere to them) are as follows:

1. State and Federal Laws: Graduate students, like all members of the University community, are expected to abide by all State and Federal laws.
2. Relevant University-Wide Policy Statements: Graduate students are responsible for being familiar with and are held accountable to the standards that are identified in University-wide policy statements and that apply to them, including but not limited to the University's Policy Against Sexual Harassment, Policy Against Discriminatory Harassment, the NonDiscrimination Statement, and the University Student Judicial Code, which can be found at www.wustl.edu/policies.
3. Discipline-Specific Professional Standards of Conduct or Code of Ethics: Graduate students are expected to meet professional standards of conduct associated with their own disciplines and/or professions as articulated in formal codes of ethics. Such formal codes can include but are not limited to codes of professional conduct or statements on professional behavior that have been adopted by the student's department, program, school or college, as well as codes of ethics published by professional associations.
4. Additional Forms of Professional Misconduct: In addition, graduate students can be held accountable for the following professionally relevant behaviors, which may or may not be identified as violations in other formal codes of conduct relevant to the student. With respect to the following behaviors, the appropriate academic leadership (e.g., dean or department chair), in consultation with department faculty, serves as the authority for whether a specific student behavior warrants review under this policy.
 - a. Misrepresentation of one's credentials or status, or failure to correct others' inaccuracies or misrepresentation of one's credentials. This includes professional experience, paid or unpaid, including positions held; and relevant timeframes and dates (e.g., the timeframe in which a professional position was held, or the date on which a degree was earned).
 - b. Unethical consulting activity, including misrepresentation of one's status, credentials, or level of expertise to secure a consulting assignment; and knowingly taking on a consulting assignment without the necessary knowledge or expertise. (Consultation should only be provided by individuals who have demonstrated knowledge, expertise, and competence related to the consultation. To avoid problems in this regard, graduate students are strongly encouraged to seek the advice of their faculty advisors or other appropriate members of the faculty before taking on a consulting assignment.)
 - c. Unethical professional practice based on conflict of interest. This includes engaging in unethical professional behaviors to promote, benefit or protect one's self, family, friends, or business colleagues; and exploiting personal knowledge about an individual (e.g., personal life as well as political and religious views).
 - d. Failure to protect confidential records, in accordance with relevant professional standards.
 - e. Abuse of the peer review process. This includes the following:
 - simultaneous submission of a manuscript to more than one journal without approval from the respective editors
 - submission of previously published material without clarifying the extent of the previously published material to the editor
 - submitting a manuscript without the permission/agreement of all authors
 - judging a peer's work on other than professional grounds,

- serving as a peer reviewer despite conflict of interest (e.g., having a personal relationship with the author) or otherwise being knowingly unable to judge the merits of scholarly work without prejudice
- trying to unduly influence a colleague's review of one's own work

f. Other fraudulent behavior. This includes actions, taken individually or with other people that the appropriate dean believes to call into question the student's ability to ethically and competently join the profession. Specific examples include knowingly providing false information in one's professional role, embezzling funds, and misusing department or school resources.

g. Aiding or abetting professional misconduct. Aiding or abetting any individual in the violation of any of the categories of professional misconduct outlined above shall itself be considered misconduct.

h. Attempted professional misconduct. An attempt to commit professional misconduct may be treated as seriously as the completed act.

i. Misrepresentation, abuse, or other seriously improper conduct in relation to instructors, students, colleagues, research subjects, clients, or other members of the University community.

j. Participation in illegal activities, substance abuse, or other misconduct or misrepresentations in violation of University policies and procedures or State or Federal laws.

III. PROCEDURES FOR DEALING WITH CASES OF ACADEMIC AND PROFESSIONAL INTEGRITY VIOLATIONS

A. Academic Integrity Violations (described under II. A.)

Individual faculty members, departments or students should not attempt to adjudicate allegations of academic integrity violations at the course or departmental level. Instead, in the interest of providing consistent, prompt consideration and resolution of allegations of academic integrity infractions, a formal complaint must be filed and the procedures outlined below should be followed in each instance of an alleged violation of academic integrity by a student enrolled in the Graduate School.

B. Professional Integrity Violations (described under II. B.)

If violations of professional integrity violations are alleged by a faculty member, department, or student and a formal complaint is filed with the Graduate School, the Associate Dean of the Graduate School ("Associate Dean") may consult with the accused student's Department, the University Judicial Administrator, and/or other appropriate University officials to determine whether such allegations or complaint will be handled on a Departmental level, under the University Judicial Code, and/or the procedures of this Policy set forth below.

C. General Provisions

1. Filing a Complaint: Formal complaints of academic or professional integrity violations must be filed in writing with the Associate Dean of the Graduate School ("Associate Dean") by a faculty member, member of the administration or another student. All available substantiating evidence shall be submitted with the formal complaint. If the charging party seeks to subsequently withdraw the formal complaint, the Associate Dean may decide to proceed with the complaint in order to preserve the interests of the Graduate School.

2. Confidentiality: Individuals submitting information regarding such allegations or participating in any manner in the investigation or disciplinary process are reminded of the need for confidentiality regarding all matters of the alleged misconduct.

3. Further Investigation by Associate Dean: The Associate Dean will consider the merits of the complaint and whether it appears to warrant further investigation. The Associate Dean may take further

action, as necessary, to investigate the allegations, including consultation with the accused student's program director, advisor or other relevant faculty members, the charging party, witnesses, or other University administrators if appropriate.

4. Unless it is determined by the Associate Dean that extraordinary circumstances exist, the student will be permitted during the review process to attend class so long as the student does not pose a threat to himself/herself or others.

5. Consultation with Judicial Administrator: The Associate Dean shall determine, and may consult with the University's Judicial Administrator in making such a determination, whether the alleged conduct, if true, could constitute misconduct under the Judicial Code. If the Associate Dean determines that the alleged misconduct constitutes misconduct under the Judicial Code, the Associate Dean may refer the matter to the University's Judicial Administrator.

6. Enrollment in Dual-Degree Programs or a GSAS Program Home-Based in another School: If a graduate student in the Graduate School is enrolled in a GSAS program home-based in another School or is enrolled in a Dual Degree Program, the Associate Dean may advise appropriate officials from all Schools involved. The Washington University Provost / Executive Vice Chancellor for Academic Affairs will also be informed, and asked to determine whether additional proceedings are required, or whether any should take precedence over the Graduate School's proceedings.

7. Research Integrity Policy: When the alleged violation of academic integrity occurs during the conduct of research, the Washington University Research Integrity Policy may take precedence. The Dean of the The Graduate School, the Research Integrity Officer, and the Vice Chancellor for Research, or their designees, will confer to make this determination and advise the Graduate School Associate Dean. Copies of this policy may be obtained from the Research Office and online at: <http://www.wustl.edu/policies/research.html>.

8. Notice to Accused Student: If the complaint warrants further investigation, the Associate Dean will notify the accused student of the alleged infraction, discuss the allegations, and review the hearing process, including the student's options to reply to the complaint.

9. Admission of Violation: Should the accused student agree with the facts presented in the complaint and furthermore agree that he or she has committed a violation of academic integrity, the student may admit to the violation, thus waiving his or her right to a hearing, and agree to abide by disciplinary penalties imposed by the Dean of the Graduate School. In every other instance however, the complaint will be forwarded to the Academic Integrity Hearing Committee for further investigation and hearing.

10. Refusal to participate or respond: If the accused student refuses to respond to the charges or refuses to participate in the proceeding, the Associate Dean and/or the Academic Integrity Hearing Committee may interpret the accused student's lack of response or participation as an admission of the charges, and the Associate Dean and/or the Academic Integrity Hearing Committee may immediately proceed to impose sanctions against the accused student in accordance with this Policy.

11. The record of the review, including Hearing Proceedings if any, will be held confidentially in accordance with the law and University policy, with access restricted to the Associate Dean, Hearing Committee members, the student accused, and members of the WU Administration involved in the proceedings or on appeal.

12. The Associate Dean, Hearing Committee if any, and Dean of the Graduate School may consider additional evidence of prior conduct, evidence as to the charged student's character, the student's academic record, or any other evidence which could assist in determining an appropriate sanction.

13. Composition of Academic and Professional Integrity Hearing Committee

a. Chair of the Academic and Professional Integrity Hearing Committee: The Chair of the Graduate Council Executive Committee will serve as Chair of the Academic and Professional Integrity Hearing Committee (“Chair”).

b. Appointed Members: The Academic and Professional Integrity Hearing Committee is composed of 4 members of the Graduate Council Executive Committee (two student and two faculty members) selected by the Chair. The Executive Committee is elected each year by the Graduate Council.

c. Ex-officio Members: At the discretion of the Chair, membership may include, in ex officio capacity, the Associate Dean of GSAS, a representative of the Student Health Services, or an official from the graduate student’s program if the student is home-based in another School. In addition, the Office of General Counsel may be present during a hearing to advise the Committee.

d. Recusal from participation and voting: A voting member of the Committee should declare any potential conflicts of interest to the Committee, and the remaining Committee members will determine whether the member should be recused from discussion and voting.

14. Hearing Process

a. The Chair of the Academic and Professional Integrity Hearing Committee will convene a hearing where the accused student and the charging party will present evidence.

b. Each party must present his or her case.

c. Each party may be assisted by no more than two aides. These aides may be experts in the pertinent academic areas.

d. In addition, the Committee may call witnesses at the suggestion of the accused student or the charging party.

e. Upon notification of the hearing date, the accused student and the charging party will be issued advance notice of procedural rules governing the proceeding.

15. A list of expected aides, suggested witnesses, the name and title of accompanying individual, and copies of any documents expected to be presented, either in support of the complaint or in defense of the student charged, shall be provided to the Associate Dean no less than five (5) business days prior to the Committee meeting. Upon request and unless otherwise agreed upon, the student will have access to the documents to be presented no less than two (2) business days in advance of the meeting.

16. The student may present evidence on his or her behalf, subject to reasonable limitations as to amount, scope, and format, as determined by the Chair of the Committee.

17. The Chair of the Committee will rule on whether or not specific evidence or testimony will be considered. The Committee has neither the advantages nor limitations inherent in a court of law.

18. The decision as to whether the student committed the alleged misconduct will be made solely on the basis of evidence and testimony presented at the meeting. Innocence of the student will be presumed. A Committee member must find in favor of the student unless the member is persuaded that it is more likely than not that the student engaged in the misconduct alleged.

19. The person who has submitted the complaint of misconduct may not serve as a member of Committee. He or she will be asked to present the complaint and information regarding the allegations and will then be excused.

20. Deliberation and Finding: After the hearing, the Academic Integrity Hearing Committee will deliberate and reach a finding. A majority (three members) is needed to sustain a charge. In particular, a tie vote will indicate that the charge has not been proven and is therefore rejected.

21. Recommendation for sanctions: Should the Committee find the accused student to have committed an integrity violation, it will proceed to recommend appropriate disciplinary action to the Dean of the Graduate School. Such action will be drawn from a range of established penalties which could include, but are not restricted to, the assignment of a failing grade, the revocation of a fellowship or assistantship, or a recommendation for suspension or expulsion from the Graduate School.

22. Review by Dean of Graduate School: The Dean of the Graduate School will review the Committee's findings and recommendations. In the instance of a finding that the accused student committed an integrity violation, the Dean will decide the appropriate penalty. The decision of the Dean is final with respect to all penalties except suspension or expulsion. The decision and other pertinent information will be communicated in writing to the accused student and charging party, as well as to the chair of the Academic Integrity Hearing Committee. Other individuals who serve in an administrative or advisory capacity will also be informed, on a "need to know" basis in compliance with FERPA regulations.

23. Appeal: Students found guilty of an integrity breach which results in suspension or expulsion by the Dean have 14 days from issuance of the Dean's letter to file a written appeal with the Provost / Executive Vice Chancellor for Academic Affairs. The appeal must be limited to the grounds that a fair hearing was not provided, or that the sanction imposed was excessive. Such written appeal must clearly state the grounds for the appeal and must include all supporting information which the student desires to be considered as part of the appeal. Upon appeal, the decision of Provost / Executive Vice Chancellor for Academic Affairs is final.

April 19, 2012

Revision Approved by the Graduate Council

April 25, 2016

Replacement of "The Graduate School of Arts & Sciences" with "The Graduate School. "GSAS" removed.

[UNIVERSITY JUDICIAL CODE](#)

PLEASE NOTE A CHANGE TO OFFENSE #5 (Sexual contact without consent).

This change is effective July 1, 2016.

I. General Principles

II. Definitions

III. Offenses

IV. Composition of the University Judicial System

V. University Student Judicial Code Procedures

VI. Sanctions

VII. Appeals

VIII. Record Retention

IX. Report on Student Conduct

X. Temporary Suspension

XI. Amendment of the Code

XII. Titles and Successors

I. General Principles

Purpose: The primary purpose for the maintenance of discipline in the University setting is the protection of the campus community and the maintenance of an environment conducive to learning and inquiry. Freedom of thought and expression is essential to the University's academic mission. Nothing in this Code should be construed to limit the free and open exchange of ideas and viewpoints, even if that exchange proves to be offensive, distasteful, disturbing, or denigrating to some.

Inherent Authority: The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community, notwithstanding the provisions in this Code.

Interpretation of Regulations and Standard of Conduct: To the extent feasible and practicable, disciplinary regulations at the University are in writing in order to give students general notice of prohibited conduct. The regulations are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms.

Proceedings: Disciplinary proceedings conducted pursuant to the Code shall be informal, fair, and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the University.

Violations of Local, State, and Federal Law: Students may be accountable to both governmental authorities and to the University for acts which constitute violations of law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution. Disciplinary proceedings at the University will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved or that such proceedings constitute double jeopardy.

Violations of University Policies: Students alleged to have violated certain University policies, such as the Research Integrity Policy, may be subject to investigation and sanctions under both this Code and the other policy. Disciplinary proceedings at the University will not be subject to challenge on the ground that other charges involving the same incident have been filed or resolved or that such proceedings constitute double jeopardy.

Time Limitations for Bringing a Complaint: A complaint may be brought at anytime, as long as the respondent is a current student of the University, as defined below, and has not graduated. Potential complainants are reminded that the University's ability to effectively investigate complaints can be hampered or negated by the passage of time. Therefore, potential complainants are encouraged to file complaints in a timely manner.

II. Definitions

Student: Any person registered in one or more courses in any school, college, or professional school of Washington University, at either the undergraduate or graduate level. Teaching or research assistants, if also registered as students, are classified as student for the purposes of this Code. Additionally within the scope of this definition shall be any person (1) who has accepted an offer of admission to a School at Washington University, but has not yet matriculated, for example, a pre-freshman student, (2) who is not now a student, but has a continuous relationship with the University, including, but not limited to, continuing to reside on University property or taking a leave of absence; or (3) who is not now a student, but is accused of an academic integrity violation during his or her period of enrollment.

Campus: All property owned, leased, managed, or rented by Washington University in St. Louis.

Member of the University Community: Any Washington University faculty member, student, employee, or Trustee, as well as any person on Campus who is an employee of an entity with a continuous relationship with Washington University.

Student Group: Any organization of two (2) or more Washington University students that is recognized by Student Union, Congress of the South 40, the Interfraternity Council, Women's Panhellenic Association, the Graduate-Professional Council, or graduate student governments in any of the eight graduate-professional schools; or utilizes (or seeks to utilize) Campus space; or attempts to take action, of any kind, in a collective manner on Campus or at any officially arranged University activity.

III. Offenses

The following forms of misconduct by a student or student group are subject to disciplinary action when they occur on Campus or when they occur off Campus and adversely affect the University community and/or the pursuit of its objectives. Attempts to commit acts prohibited by this Code, agreements among two or more students to commit acts prohibited by this Code may be punished to the same extent as commission of the prohibited act itself.

Academic or professional misconduct, including, but not limited to, cheating, plagiarism, fabrication of data or records, unpermitted collaboration on assignments, misrepresentation of student status or identity, resume or credential falsification, unauthorized use of prescription medication to enhance academic performance, or otherwise violating the applicable Academic and/or Professional Integrity Policy. Knowingly making false allegations of academic misconduct against any student will itself be considered a form of academic misconduct.

Interfering with the rights of other members of the University community or visitors to the University to engage in educational, recreational, residential, administrative, professional, business, and ceremonial activities, or other functions.

Physical abuse of any member of the University community or visitor to the University.

Threatening physical abuse, stalking, hazing, engaging in domestic, dating, or interpersonal violence, or any other conduct which harasses, threatens, or endangers the safety or health of, any member of the University community or visitor to the University.

Sexual contact with any member of the University community or visitor to the University without that person's consent, including, but not limited to, rape and other forms of sexual assault.

Consent consists of mutually understandable words and/or actions which indicate that an individual has freely chosen to engage in sexual activity. In the absence of such words and/or actions, consent does not exist. Consent may not be inferred from silence, passivity, lack of physical resistance, or lack of verbal refusal alone.

Consent to engage in sexual activity must be knowing and voluntary. For example, sexual activity is not knowing and voluntary and therefore not consensual when any participant is physically forced, passed out, asleep, unconscious or beaten. Sexual activity is also not knowing and voluntary and therefore not consensual if it is the result of coercion. A person's words or conduct amount to coercion if they eliminate the other person's ability to choose whether or not to engage in sexual activity. Examples of coercion could include the following, so long as the conduct rises to a level that eliminates the other person's ability to choose whether to engage in sexual activity: threats (express or implied) of substantial emotional or psychological harm or any physical harm, confinement, or other similar conduct.

Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, and for each form of sexual contact. Consent may be withdrawn by either party at any time.

An individual who is incapacitated is unable to give consent. In such circumstances, the Respondent will be held responsible if the Respondent either knew or a reasonable person in the same position would have known that the other party was incapacitated and therefore could not consent to the sexual activity. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless due to a medical condition or the voluntary or involuntary consumption of drugs and/or alcohol, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring.

Conduct which is disorderly, lewd, indecent, or which disturbs the peace on University premises or at functions sponsored by, or participated in by, Washington University or a Washington University student group.

Possession (concealed or otherwise), storage, or use on Campus of firearms or a facsimile, explosives, explosive fuels, fireworks, dangerous chemicals, or other dangerous weapons, except as specifically authorized in advance by the Washington University Police and appropriate University officials.

Use, possession, manufacture, distribution or facilitation of distribution of narcotics or other controlled substances, including prescription medication, except as expressly permitted by law, or possession on Campus of drug paraphernalia as defined by Washington University.

Use or possession of a hookah on the Danforth Campus or in any Residential Life managed facility.

Use, possession, manufacture, or distribution of alcoholic beverages except as expressly permitted by law or University policy.

Unauthorized or fraudulent use of the University's resources, including, but not limited to, facilities, telephone system, mail system, electronic communication devices, electronic databases, course management programs, computer systems, or use of any of the above for any illegal act.

Knowingly furnishing false information to a University official, or anyone acting on the University's behalf, including, but not limited to, (a) the falsification of information in applications for admission or financial aid, (b) the intentional passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the University, or (c) filing a false police report.

Intentional dishonesty before any decision-making individual or body of the University, including knowingly making false allegations against any student or student group.

Knowingly making a false claim to represent the University or a student group of the University.

Refusal to identify oneself, failure to display a University identification card or other identification, possessing, or providing false identification to any appropriate University official or designee upon reasonable request.

Failure to comply with the reasonable and lawful request of University officials or designees acting in the performance of their duties.

Theft, attempted theft, unauthorized taking or use of any University, public, or private property.

Knowingly possessing stolen property.

Unauthorized entry, deliberate destruction of, damage to, malicious use of, or abuse of any University, public, or private property.

Knowingly or recklessly violating a published University policy, rule, or regulation; or participating in conduct which one should reasonably know to be a violation of a published University policy, rule, or regulation.

Failure to appear before the University Judicial Board (UJB), University Sexual Assault Investigative Board (USAIB), Judicial Administrator, or other University official or administrative body as directed, or to properly comply with or complete a sanction imposed under the University Judicial System or through other administrative bodies.

Intentionally or recklessly disabling, or causing the false activation of life safety equipment, including, but not limited to, exit door alarms, emergency telephones, fire safety equipment, closed circuit television systems, emergency notification systems, and identification card and door access systems.

Formally charged with, convicted of, or found guilty of a crime such that the student's continued presence on the University Campus poses a substantial threat to the ability of others to continue their normal University functions and activities.

Offenses by Student Groups: Student groups or organizations and their officers may be held responsible for violations of this Code by members or others associated with the group or organization who has received the tacit, or overt consent, or encouragement of the group or organization or its leaders, officers, or spokespersons. Student groups or organizations are subject to the same sanctioning provisions set forth in this Code as individual students, including but not limited to revocation of student group status.

IV. Composition of the University Judicial System

The University Judicial System shall consist of the following[1]:

Judicial Administrator

Responsibilities: The Judicial Administrator receives and investigates complaints of violation of this Code and either adjudicates the complaint or, if appropriate, refers the complaint to the appropriate University office or administrative body for investigation and/or hearing. If the Judicial Administrator adjudicates the complaint and a violation is found, the Judicial Administrator imposes appropriate sanctions. The Judicial Administrator does not hear allegations of academic misconduct, and does not have the authority to suspend, expel, or otherwise directly terminate the status of a student found in violation of this Code unless by agreement.

Selection: The Judicial Administrator is appointed by the Chancellor, or his/her designee, following consultation with the Vice Chancellor for Students and Dean of Students. The appointee may be a faculty member or staff member. In the event the Judicial Administrator is unavailable to serve, the Dean of Students or his/her designee may serve as the Judicial Administrator or appoint an appropriate University official to serve temporarily in that capacity.

University Judicial Board

Composition: The UJB is composed of six (6) faculty members, six (6) undergraduate student members, six (6) graduate – professional student members, six (6) administrative or staff members, and one additional member who shall serve as Chairperson.

Responsibilities: (1) The UJB hears and decides cases referred to it by the Judicial Administrator, the undergraduate School or College Academic Integrity Officers or Panels, Graduate – Professional schools, and the suspending authority following a temporary suspension; and cases involving allegations of academic misconduct in the absence of a School or College Academic Integrity Panel. The UJB hears and decides appeals from temporary suspensions, appeals referred to it by the Chairperson of the UJB, and appeals from sanctions issued by the Judicial Administrator. The UJB also performs other duties as called for by this Code. (2) The Chairperson of the UJB presides over all hearings conducted before the UJB and convenes pre-hearing proceedings as needed; rules on

appeals from decisions of the Judicial Administrator and undergraduate School or College Academic Integrity Panels; and performs other duties as called for by this Code.

Selection: (1) Members of the UJB are appointed for two (2) year terms, beginning on January 1. Faculty members are appointed by the Faculty Senate Council; student members are appointed by the Student Union and the Graduate-Professional Student Council; and administrative or staff members are appointed by the Chancellor. Each year, three (3) faculty members are appointed; three (3) undergraduate student members are appointed; three (3) graduate – professional student members; and three (3) administrative or staff members are appointed. If a vacancy exists or scheduling conflict arises members may be appointed throughout the year by the Judicial Administrator. Members may be reappointed, but no member shall serve more than two (2) consecutive terms. Members of the Faculty Senate Council, Student Union Executive Council, officers of the Graduate and Professional Student Council, and officers of the University shall not serve on the UJB. (2) The Chairperson of the UJB is appointed annually by the Chancellor. The Chairperson must be a member of the University community. The Chairperson may be appointed, without limitation, for consecutive terms.

The panel convened for a hearing normally consists of three (3) student members and three (3) members of the faculty, administration or staff, plus the Chairperson. A quorum consists of four (4) members, plus the Chairperson. Student members shall comprise a portion of the hearing panel in every case. Every attempt shall be made to provide peer representation for both graduate and undergraduate students. The Judicial Administrator, in consultation with the Chairperson, shall determine which faculty, administration or staff members shall comprise the remainder of the panel. In making this determination, faculty members only shall be designated whenever the sole allegation is academic misconduct. If the allegations do not relate solely to matters of academic misconduct, faculty, administration, and staff members, in any combination thereof, may serve.

University Sexual Assault Investigative Board

The University Sexual Assault Investigative Board (USAIB) is composed of faculty, staff and student members and is governed by separate investigation procedures set forth in the USAIB Procedures.

The USAIB investigates (i) complaints of sexual assault alleged to have been committed by a student(s) in violation of Offense Number 5 above and (ii) other complaints referred by the Judicial Administrator that involve allegations of sexual harassment committed by a student(s). Complaints may allege other violations of the Code, in which case the USAIB may investigate and exercise jurisdiction over such complaints in their entirety as long as the additional charges arise out of the same set of facts and circumstances or are related to the alleged incident of sexual assault. The USAIB may elect to refer the other charges to the Judicial Administrator or UJB for hearing and resolution.

Following a determination by the USAIB Panel that it is more likely than not that a respondent has committed a sexual assault or engaged in sexual harassment in violation of the Code, sanctions will be imposed in accordance with the USAIB procedures and may include suspension or expulsion.

Authority Retained by Individual Schools, the Office of Residential Life, and Greek Life

Each School or College of the University may establish a panel to hear and decide cases of alleged academic misconduct involving undergraduate students of that School or students taking courses taught by faculty in that School.

(1) The composition of such a panel shall be determined by appropriate persons in each School or College.

(2) Such a panel may impose sanctions other than suspension or expulsion in any case where academic misconduct is found. No School or College panel may suspend or expel an undergraduate student for academic misconduct; however, upon a finding of academic misconduct serious enough to warrant suspension or expulsion, a panel may recommend the suspension or expulsion of an undergraduate student to the UJB.

Each Graduate or Graduate Professional School of the University may establish a panel to hear and decide cases of alleged academic or professional misconduct by graduate or graduate professional students of that School.

(1) Appropriate persons in each school shall determine the composition of the panel and the scope of the panel's authority, which shall not exceed the parameters set out immediately below.

(2) Such a panel may impose or recommend to the Dean of the student's Graduate or Graduate Professional School appropriate sanctions, including suspension or expulsion, in any case where academic or professional misconduct is found.

(3) Any appeal from a decision of a Graduate or Graduate Professional School academic and professional integrity panel, including, where the panel is vested with such authority, the panel's decision to impose the sanctions of suspension or expulsion, shall be made to the Dean of that School. His or her decision shall be final. Each Graduate or Graduate Professional School is permitted, but not required, to establish an intermediate level of appeal that the student must complete prior to initiating a final appeal to the Dean.

(4) Except for cases falling within Section IV.A.3.b(3) above, any appeal from a decision of a Dean of a Graduate or Graduate Professional School to suspend or expel a student shall be made in accordance with the provisions of Section VII.B.1 of this Code.

If a School or College does not establish an academic integrity panel or if an established panel fails to function, complaints of academic or professional misconduct shall be heard by the UJB.

Complaints filed with individual Schools or Colleges shall be governed by the procedures created by those bodies. The procedures created by these Schools or Colleges shall be approved by the Chancellor or his designee.

The Office of Residential Life may, in consultation with student representatives of the appropriate residential community, establish rules and regulations, in addition to this Code, to govern the conduct of students living in the University residential colleges and other housing subject to Residential Life regulations. The Office of Residential Life may impose sanctions upon students who violate such rules. Repeated violations of such rules, or serious offenses, may be referred to the Judicial Administrator for further disciplinary proceedings. The foregoing authority supplements, but does not supersede rights retained by the University in Housing contracts and leases. Nothing in this paragraph precludes further proceedings under this Code.

The Office of Campus Life may, in consultation with student representatives of the Greek community, establish rules and regulations, in addition to this Code, to govern the conduct of organizations and persons who are members of the Greek community. The Office of Campus Life may impose sanctions

when such rules are violated. Repeated violations of such rules or serious offenses may be referred to the Judicial Administrator for further disciplinary proceedings. The foregoing authority supplements, but does not supersede rights retained by the University in Housing contracts and leases. Nothing in this paragraph precludes further proceedings under this Code.

Student Decision-Making Bodies

Certain student groups have established decision-making bodies which receive and investigate all allegations of violations of their legislation, procedures, or policies. The pendency before the decision-making body of any student group of any case arising from an incident alleged to constitute a violation of this Code, shall not bar or postpone proceedings under this Code.

V. University Student Judicial Code Procedures

Initiation of Proceedings

Proceedings concerning an alleged violation of this Code are initiated with a written complaint. The complaint is a brief written statement describing the conduct alleged to be in violation of the Code.

Complaints of alleged violations of this Code may be filed against any student or student group by any member of the University community.

Complaints limited to alleged academic misconduct or professional misconduct.

Complaints limited to alleged academic misconduct or professional misconduct shall be filed with the Academic Integrity Panel of the School or College in which the misconduct allegedly occurred or, where no such panel exists, with the UJB.

If a complaint involving alleged academic misconduct against an undergraduate student is filed with a School or College Academic Integrity Panel and the case is viewed as serious enough that suspension or expulsion is a possible sanction, the complaint shall be referred to the UJB for hearing. In such a case, a representative of the School or College shall prepare a statement of charges and have it served, by mail, electronic means, or personal service, upon the original complainant and the respondent.

Complaints involving alleged offenses other than academic or professional misconduct.

Complaints alleging any offense other than academic or professional misconduct shall be filed with the Judicial Administrator.

When a complaint is filed with the Judicial Administrator, he or she shall promptly consider and investigate the complaint, notify the student or student group against whom the complaint has been filed, and give the respondent(s) an opportunity to be heard. The Judicial Administrator shall conduct meetings with the parties and any witnesses in an informal manner, seeking to obtain relevant information.

If the Judicial Administrator determines that there are not reasonable grounds to believe that a violation of the Code occurred, the complaint shall be dismissed and the complainant and student or student group complained against shall be informed, in writing, of this action.

If the Judicial Administrator determines that there are reasonable grounds to believe that a violation of the Code has occurred, the Judicial Administrator shall either:

- (1) determine whether a violation of the Code has occurred and, if so, impose a sanction; or
- (2) refer the complaint to the UJB, USAIB, or an appropriate University administrative body for investigation and hearing. In any case where the Judicial Administrator believes that suspension or expulsion is a possible sanction, s/he shall refer the case to the UJB or USAIB. The Judicial Administrator may refer to the UJB or USAIB any other case at his or her sole discretion.

If the complaint is not referred to the UJB or other University administrative body, the Judicial Administrator shall render a written decision within a reasonable time, and deliver same to the respondent(s) by mail, electronic means, or hand delivery. The Judicial Administrator shall, to the extent permitted by law, inform the complainant of the decision and any sanctions.

If the complaint is referred to the UJB, the Judicial Administrator shall prepare a statement of charges, which shall include the provision(s) of the Code allegedly violated, and have it served by mail, electronic means, or hand delivered to the student or student group charged and the Dean of the School or College in which the student(s) is/are enrolled. The Judicial Administrator shall also furnish a copy to the complainant. A hold shall be placed on the student's academic records until disposition of the case.

The pendency of any case arising from an incident alleged to constitute a violation of the Code in any municipal, state, federal court, or agency shall not bar or postpone proceedings under this Code unless (1) the Judicial Administrator elects to defer proceedings until a final resolution of the case in the court or agency system; or (2) with the exception of allegations involving sexual harassment or sexual assault set forth below, the student has been charged with a felony offense and requests a deferral of proceedings. The request for deferral shall result in the student's immediate withdrawal from student status and removal from all University premises until the matter is heard and resolved under this Code. The student's request must precede the initiation of a hearing by the UJB. Postponement of a hearing shall not postpone a respondent's obligation to fulfill sanctions imposed by the Judicial Administrator. In cases involving allegations of sexual harassment or sexual assault, the University will ordinarily not delay its investigation if criminal charges are filed. At the request of law enforcement authorities, however, the University may postpone the University investigation and proceeding while the authorities gather evidence.

Organizational Procedures of the University Judicial Board

The UJB shall set times and places for hearings, and establish procedures not inconsistent with this Code to govern the conduct of its hearings. Hearings may be scheduled at any time, including during the summer and during University breaks.

No student shall be subject to more than one UJB hearing on a charge or charges resulting from any act or series of related acts alleged in violation of the Code. The UJB may consolidate all charges pending against a student at the time of hearing. Nothing in this provision shall prohibit a hearing on charges arising from acts which take place or are discovered after earlier charges are filed.

The UJB shall not conduct a hearing until the respondent has received the statement of charges against him or her. If the respondent fails to appear for the hearing, the UJB may postpone the hearing or, in the alternative, may conduct a hearing to determine whether a violation of the Code occurred and impose sanctions if appropriate. If the UJB decides to postpone the hearing, the UJB may decide to suspend the student from the University until the student does appear before the UJB for the hearing on the charges.

Prior to a UJB hearing, the Chairperson of the UJB may convene a pre-hearing conference with the parties. At that conference, the parties shall be prepared to discuss the witnesses and evidence they intend to introduce, the issues they anticipate, and any matters that may require resolution by the Chairperson. The Chairperson may, at his or her sole discretion, confer separately with the complainant or respondent.

The respondent and the complainant each may choose (at his or her own expense) to be assisted by and accompanied to the hearing and pre-hearing conference by one individual, for example, a friend, faculty member, advisor, or parent. Where the victim of alleged misconduct is not a party, but a testifying witness, he or she may be accompanied by an individual, subject to the limitations below. If the accompanying individual is an attorney, the student shall provide the attorney's name and telephone number to the Judicial Administrator at least one week before the scheduled hearing.

The function and role of the accompanying individual is to provide support, advice, or assistance to the person requesting his or her presence. The accompanying individual (including attorneys) shall not be permitted to testify, serve as a witness, examine parties or witnesses, or provide statements or arguments to the UJB. Therefore, if the individual witnessed the events at issue or has other information relevant to the proceedings, he or she shall not accompany the student. The respondent and the complainant are each responsible for stating his or her own case to the UJB.

A list of expected witnesses, the name and title of the accompanying individuals, and copies of any documents expected to be presented in support of the charges, or in defense of the charged party, shall be provided to the Judicial Administrator at least five (5) business days before the hearing. Where a student includes the opinion or recommendations of medical professionals, such opinions or recommendations shall be submitted ten (10) business days prior to the hearing. A student submitting documentation from a medical professional also should submit a copy of the medical professional's curriculum vitae. If additional witnesses or documents are obtained after the submissions period described above, the Chairperson shall decide whether the witnesses or documents may be allowed, and the hearing may be postponed at the sole discretion of the Chairperson of the UJB. A party is not obligated to call all witnesses on the list. Each party is permitted to call witnesses to rebut testimony offered by the other party. The Chairperson may recess a hearing if he or she concludes that the Board requires additional evidence or information.

The following persons may be present during a UJB hearing: the Chairperson of the UJB and Board members, the respondent and an accompanying individual; the complainant and an accompanying individual; witnesses and their accompanying individuals, where authorized by the Chairperson; the Judicial Administrator; and a member of the Office of the Executive Vice Chancellor and General Counsel. Witnesses and their accompanying individuals, if any, may be present only when testifying unless the Chairperson specifically requests a witness be present for any other portion of the hearing.

The Chairperson of the UJB may, at his or her discretion, direct any student to appear as a witness at a hearing of the UJB. The Chairperson also may call witnesses, including, but not limited to, medical experts, on his or her own initiative. The failure of a student to appear at a UJB hearing following receipt of such a directive shall subject that student to disciplinary action under this Code.

The procedure at a hearing before the UJB shall be as follows:

The complainant and the respondent shall have the opportunity to present statements summarizing their respective cases and the evidence to be presented.

The complainant shall present his or her evidence. The complainant may decide whether or not to testify during the hearing. Except as otherwise noted in this subsection, the respondent and members of the UJB may question the complainant's witnesses.

The respondent shall have the opportunity to present evidence. The respondent may decide whether or not to testify during the hearing. Except as otherwise noted in this subsection, the complainant and members of the UJB may question the respondent's witnesses.

The complainant and the respondent shall have the opportunity to present concluding remarks.

In cases referred to the UJB by the Judicial Administrator, the Judicial Administrator may be called as a witness by the complainant or the respondent, or by the UJB itself.

In any hearing before the UJB, members of the UJB may ask questions of any participant in the hearing (including the complainant, the respondent, and any witness) at any time during the hearing, and may also recall witnesses and/or request that additional witnesses be called. The Chairperson may determine in some cases that it is appropriate for all questioning by the parties to be directed through the Chairperson or his/her designee. In such cases, the parties will be permitted to submit questions of the other party and witnesses to the Chairperson five (5) days in advance of the hearing.

If, after questions have been put to a party or other witness by the Chairperson or UJB, a party believes that there are further questions that need to be asked of the other party or witness, the party may advise the Chairperson that she or he has additional questions and submit those questions to the Chairperson for consideration. The Chairperson or his/her designee retains discretion throughout this process regarding whether to accept and pose suggested questions.

Evidence shall be considered which tends to prove or disprove the charges. Prior conduct and offenses unrelated to the charges shall not be considered in determining whether the respondent has committed the offense except in unusual circumstances. The Chairperson of the UJB shall rule on whether evidence or testimony will be considered.

If the UJB concludes that the evidence presented does not warrant a finding that the respondent committed the charged offense(s), the proceedings are terminated.

If the UJB concludes that the respondent committed the charged offense(s), or if the respondent decides to admit to the charge(s), the complainant, the respondent, and the University shall be given an opportunity to present additional evidence for consideration by the UJB in deciding what sanction(s) to impose. The additional evidence may consist of evidence of prior conduct (including prior offenses) by the respondent, evidence as to the respondent's character, the respondent's applicable University records, or any other evidence which could assist the UJB in determining an appropriate sanction. Any such additional evidence shall be presented at a hearing before the UJB conducted in accordance with the procedures set forth above.

A verbatim record (which may be in the form of an audio recording) shall be kept of all pre-hearings and disciplinary hearings conducted by the UJB at the expense of the University. A verbatim record may be kept of any proceedings before other panels or persons at the request and expense of the party charged. The party charged must make such a request no more than two days in advance of the hearing. Deliberations of the UJB or other hearing panels shall not be recorded. Both parties, but not the witnesses, shall have the right to review such records in the Office of the Judicial Administrator, but

may not make copies. All recordings shall remain the property of the University and shall be destroyed upon closure of the case by the Judicial Administrator unless required by law to be maintained.

Decisions

A decision-maker (whether the Judicial Administrator, the UJB, or other University administrative body) must find in favor of the respondent unless the decision-maker is persuaded that it is more likely than not that the student committed the offense(s) charged. The respondent shall be afforded the benefit of the presumption of innocence.

If a respondent elects not to provide his or her version of events to the decision-maker (whether the Judicial Administrator, the UJB, or other University administrative body), the decision-maker may, but is not required to, draw adverse inferences from the student's silence.

In cases decided by the UJB, the following shall apply:

A majority vote of the members of the UJB participating in the case shall be required for a decision.

The Chairperson of the UJB may participate and vote.

Any decision of the UJB shall be made in writing. Copies of the decision, redacted as necessary, shall be mailed, e-mailed, or delivered to the complainant, the respondent, and the respondent's parents if the parents will receive notification pursuant to this Code, and other University officials with a need to know as determined by the Judicial Administrator or the Chairperson of the UJB.

VI. Sanctions

Subject to the limitations described in paragraph C of this section, sanctions combinations of sanctions, may be imposed following a determination that a violation of the Code has occurred:

Warning: notice of a finding that it is more likely than not that an offense has been committed and that continuation or repetition of such violation within a specified time period will result in more severe sanctions.

Deferred Penalty and Probation: any of the listed sanctions may be deferred by the adjudicatory body or person for a specified time period, not to exceed two (2) calendar years. Should the student, during the period of probation, be determined to have committed another violation of this Code, the deferred penalty shall take effect, in addition to the sanction imposed for any new offense.

Restitution: reimbursement for actual damage or loss caused by the violation of the University Judicial Code, either through appropriate repairs or monetary compensation.

Fine: monetary penalty of not more than Seven Hundred and Fifty Dollars (\$750.00).

Educational Remedies: meetings with University officials or others, unpaid University or community service, or other educational assignments. These may include, but are not limited to, referrals to Student Health Services, attendance at workshops or panel discussions, letters of apology, and reflective essays. Service assignments may occur on or off Campus. Conditions may be specified for the completion of the sanction. Where a violation involves drug use, the Judicial Administrator or UJB also may require the student to participate in drug screening on a scheduled or random basis. Any and all costs associated with the screening are the responsibility of the student.

Disciplinary Activity Limitation: ineligibility for participation in any or all elected and appointed positions within the University; also ineligibility for participation in all forensic, athletic, dramatic, musical, social, or other University recognized activities for a specified period of time.

Denial of Access to Certain University Facilities: exclusion from University owned or leased facilities; including housing, athletic fields, grounds, or parts of these facilities indefinitely or for a specified period of time.

Temporary Removal from University Housing: ineligibility to reside in University Housing, including off Campus University owned, leased, managed, or rented apartments, for a specified period of time.

Permanent Removal from University Housing: permanent ineligibility to reside in University Housing including off Campus University owned, leased, managed, or rented apartments.

Suspension: removal from student status in the University for a specified period of time. This sanction will be permanently noted on a student's official transcript.

Expulsion: permanent removal from student status in the University. This sanction will be permanently noted on a student's official transcript.

A student's entire academic integrity, disciplinary record, and criminal history, if appropriate and relevant in the discretion of the Chairperson, may be considered in determining appropriate sanction(s)

The sanctions of expulsion and suspension may only be imposed by: (i) the UJB; (ii) the USAIB; (iii) the Chancellor, Provost, Vice Chancellor for Students or Dean of a Graduate or Graduate Professional School; or (iv) in Graduate and Graduate Professional Schools that grant such authority, the Academic and Professional Integrity Panel. The Judicial Administrator and the other University judicial panels without authority to expel or suspend may impose any of the other sanctions, except as such authority is limited by Section IV.A. of this document.

Academic Misconduct: if academic misconduct is determined to have occurred, the body making the determination may recommend to the faculty member responsible for the course in which academic misconduct occurred that the grade of the student involved be lowered, or no credit given. However, the final decision in any grading determination shall rest with the faculty member. The UJB may recommend this sanction in addition to any other sanctions imposed.

Notification of Dean and Parents or Legal Guardians:

The parents or legal guardians of any student who is legally dependent upon his or her parents or legal guardians and who is suspended or expelled shall be informed of the decision of the UJB.

The parents or legal guardians of any student under the age of 21 who has admitted committing or been found under this Code to have committed an offense under Section III.A.8 or III.A.10 may be notified of such violation or violations by the Office of the Dean of Students. The Office of the Dean of Students shall have discretion to determine when a violation or violations of Sections III.A.8 or III.A.10 are of sufficient severity or number to warrant notifying parents or legal guardians. Nothing contained in this section shall be construed to prohibit the University from disclosing to parents or legal guardians information relating to a health or safety emergency involving the student or as otherwise permitted by law.

The Dean of the School or College in which the student is enrolled shall be informed of any UJB decision involving the student. If the student is an exchange student, visiting student or other non-degree student and is regularly enrolled elsewhere, notice of the outcome of any judicial matter may be provided to the student's home college or university.

Decisions of the UJB and decision-making bodies (or persons) other than the UJB, which do not involve academic or professional misconduct, shall be reported to the Dean of Students.

Student Union, the Graduate-Professional Council, and/or the sponsoring student governing body will be made aware of specific details regarding violations of the Code by a student group under its auspices at the time that the matter is resolved.

Failure to Comply with Sanctions If a student fails to comply in a timely fashion with any of the sanctions assigned, a hold may be placed on his or her University records. The hold will be removed upon full completion of the sanctions assigned.

VII. Appeals

Time Limit for Appeals: any appeal authorized by the Code must be filed within fourteen (14) calendar days of the date of the written decision by the decision-making body or person. An appeal is filed when personally delivered to or electronically received by the appellate authority or bearing a United States Postal Service postmark or other documentary evidence of timely delivery to an independent delivery service.

Appeals of UJB Decisions and Decisions of Deans of Graduate or Graduate Professional Schools to Suspend or Expel a Graduate or Graduate Professional Student:

A student complainant, a student respondent determined by the UJB to have violated this Code, or a graduate student or graduate professional student suspended or expelled by the Dean of a Graduate School or Graduate Professional School shall, within the period of time specified by this Code, have the right to appeal to the person designated by the Chancellor to serve as the appeal officer, or his or her designee. Such appeal shall be made in writing to the appeal officer and shall be limited to grounds that a fair hearing was not provided or that the sanction imposed was insufficient or excessive. A student appealing a UJB decision shall also deliver a copy of the appeal to the Judicial Administrator. When such appeal is taken, the appeal officer shall not substitute his or her judgment of the facts for that of the UJB or of the Dean. The scope of the appeal officer's review shall be limited to determining whether a fair hearing was provided and whether the sanction imposed, given all the relevant facts and circumstances, was insufficient or excessive.

The appeal officer, if he or she grants the appeal, may order a new hearing, may reduce or modify the sanctions assessed by the UJB or the Dean. The decision of the appeal officer is final.

In the event of the absence or disqualification of the appeal officer, the appeal will be determined by the Chairperson of the Faculty Senate Council, or his or her designee.

The University may not appeal any adverse decision of the UJB.

Sanctions will be stayed pending the disposition of any appeal, except that a temporary suspension or any interim protective measures will remain in effect. If a hold has been placed on a student's records, it will remain until final disposition of the case.

Appeals of Decisions of the Judicial Administrator and Academic Integrity Panels of Undergraduate Schools and Colleges:

Any final decision of the Judicial Administrator or an Academic Integrity Panel of an Undergraduate School or College may be appealed, in writing, to the UJB Chairperson, or his or her designee, with a copy to the Judicial Administrator, within the period of time specified by this Code. An appeal may be filed either by the complainant or the respondent(s) or student group.

The Chairperson of the UJB, upon receiving an appeal, shall provide a copy of the appellant's request and supporting materials to the appellee. The Chairperson, in his/her sole discretion, may request that the appellee provide a response and seek additional materials as needed. The Chairperson of the UJB, or his or her designee, shall not substitute his or her judgment of the facts, and the scope of his or her review shall be limited to determining whether the written material submitted indicates that either no fair hearing had been provided to the appellant or that the sanction imposed, given all relevant facts and circumstances, was insufficient or excessive.

If the Chairperson, or his or her designee, determines that an unfair hearing has occurred, he or she shall take one of the following actions:

Remand the case to the Judicial Administrator or Academic Integrity Panel with specific instructions to assure a fair hearing. Upon remand, the Judicial Administrator or the Academic Integrity Panel may modify the sanctions previously imposed.

Convene a hearing of the UJB to hear the matter de novo. Should the UJB hold a hearing de novo, the hearing shall be conducted in accordance with the procedures set out in Section V.C. of this Code. Statements made by the parties or witnesses in the prior, underlying hearing may be disclosed to the UJB. The UJB may impose a sanction in excess of that imposed by the prior adjudicator.

If the Chairperson, or his or her designee, determines that the sanctions were excessive, he or she may modify the sanctions previously imposed.

Sanctions will be stayed pending the disposition of any appeal. If a hold has been placed on a student's records, it will remain until final disposition of the case.

The decision of the UJB, or its Chairperson, shall be final in any appeal from the Judicial Administrator or Academic Integrity Panel, and no appeal to the appeal officer shall occur.

Appeals of Decisions of the Office of Residential Life or Greek Life:

Any final decision of the Office of Residential Life or Greek Life may be appealed in writing to the Judicial Administrator within the period of time specified by this Code. The Judicial Administrator, or his or her designee, shall not substitute his or her judgment of the facts. The scope of his or her review shall be limited to determining whether the written materials submitted indicates that either no fair hearing had been provided to the appellant or that the sanction imposed, given all the relevant facts and circumstances, was excessive.

If the Judicial Administrator decides to sustain the contentions of the appellant, in whole or part, he or she shall fashion a remedy or form of relief appropriate to the facts and circumstances of the case.

Sanctions will be stayed pending the disposition of any appeal; provided however, that nothing contained in this Code shall in any way impair the enforcement of the terms of the housing contracts

and leases entered into between the University and students residing in residential housing, including, but not limited to, reassignment and cancellation or other interim protective measures.

VIII. Record Retention

Subject to Section V.14., records of the University Judicial Administrator and the UJB directly related to non-academic cases heard under the University Judicial System shall be destroyed after a period of ten years from the date of final adjudication. If a student withdraws from the University prior to final adjudication, the records shall not be destroyed. Records of the University Judicial Administrator, the UJB, and the USAIB directly related to allegations of academic misconduct or cases resulting in suspension or expulsion, and any applicable transcript notations, shall be maintained indefinitely.

IX. Report on Student Conduct

Each semester the Judicial Administrator shall prepare a Report on Student Conduct summarizing the complaints filed in the previous semester, the types of conduct involved, and the outcomes, including a description of the sanctions, if any. The Report shall be circulated to the University administrators at the discretion of the Judicial Administrator and the Vice Chancellor for Students.

X. Temporary Suspension

The Chancellor, Vice Chancellor for Students, Dean of Students, or their respective designees, may suspend a student for a temporary period if (1) there is evidence that the student has committed an offense under this Code or the student has been indicted or otherwise formally charged with a crime; and (2) there is evidence that the continued presence of the student on the University Campus or in the University community poses a substantial threat to him/herself or others or to the ability of others to continue their normal University functions and activities.

The suspending authority (the person imposing the suspension) shall limit the scope of the temporary suspension to that necessary to protect those possibly affected by the actions of the suspended student. Access to parts of University owned, leased, managed, or rented property, the Campus, or to certain activities, may be limited. In cases of seriously disruptive or dangerous behavior, the suspending authority may deny the student access to the University owned or leased property, Campus, and/or prohibit class attendance and participation in University activities and events.

If a student is suspended for a temporary period, the suspending authority shall prepare a written notice of the suspension and shall have the notice served, by mail or electronic means, or hand delivered, on the suspended student. The written notice shall include a brief statement of the scope of the suspension and the reasons therefore, and a brief statement of the procedures provided in cases of temporary suspension under this Code.

A student suspended for a temporary period shall be given an opportunity to appear personally before the suspending authority within five (5) business days from the date of service of the notice of temporary suspension. If the student asks to appear personally before the suspending authority, only the following issues shall be considered:

Whether the suspending authority's information concerning the student's conduct is reliable;

Whether under all the circumstances, there is a reasonable basis for believing that the continued presence of the student on Campus poses a substantial threat to the student or to the rights of others to engage in their normal University functions and activities; and

Whether the scope of the temporary suspension is reasonable.

Within ten calendar days of the date of a temporary suspension, the suspending authority shall file a statement of charges against the suspended student with the UJB, and shall have the statement of charges served, by mail or electronic means or hand delivered, upon the suspended student and the Dean of the School or College in which the student is enrolled.

A temporary suspension shall end when rescinded by the suspending authority, or upon the failure of the suspending authority to file a statement of charges within a reasonable time or, if not rescinded and if a statement of charges is promptly filed, when the case is heard and decided by the UJB or other University administrative body.

XI. Amendment of the Code

The amendment process may be initiated by any member of the campus community, the Student Union, the Graduate-Professional Council, the Faculty Senate Council, or any faculty, staff or student group by the submission of proposed changes to the Office of the Dean of Students. The Associate Vice Chancellor for Students and Dean of Students, or his or her designee, shall promptly distribute copies of the proposed changes to the Office of the General Counsel, Student Union, the Graduate-Professional Council, and the Faculty Senate Council for adoption or rejection. Review of the Code shall be initiated by the Office of the Dean of Students no less than every three years.

XII. Titles and Successors

Because the titles, positions, or groups stated in this Code may change, the functions or responsibilities assigned by this Code shall be performed by persons or groups that assume the functions of the positions or groups stated in this Code.

Effective July 1, 2014

[1] The responsibility of the University Judicial System, including the UJB and USAIB, is concurrent with that of the administration of the University and does not displace the University's administrative responsibility to address instances of discrimination, harassment, and threats to person(s) or property.

Appendix 3

RESEARCH INTEGRITY POLICY

Effective Date: 10/18/2000 (replaced preceding policies) Last Revision Date: 11/4/2010

Previous amendments to this policy made on 03/18/2002, 08/10/2007, 10/17/2008

Reviewed by: Faculty Senate Council, 9/7/2010 Approved by: The Executive Committee on Research, 11/4/2010

I. Introduction

II. Definitions

III. Applicability

IV. Rights and Responsibilities

V. Allegations

VI. Organizational Structure

VII. Confidentiality

VIII. Inquiry and Investigation

A. Initial Review of an Allegation

B. Sequestering and Handling of Evidence

C. Inquiry Process

D. Investigation Process

E. Final Disposition of the Proceedings

F. Other Actions and Notifications

G. Admissions of Guilt

IX. Protection from Retaliation

X. Violations of this Policy

I. Introduction

The goal of this policy is to provide a framework to resolve allegations of research misconduct as rapidly and fairly as possible and to protect the rights and integrity of all individuals involved. Federal regulations require that institutions applying for or receiving federal research funding have an established administrative process for reviewing, investigating, and reporting allegations of research misconduct. The following outlines Washington University's policy and procedures for responding to allegations of research misconduct.

Washington University defines research misconduct as:

1. Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results; or
2. Knowing violations of federal and institutional rules and regulations governing the conduct of research involving human research participants that are serious or continuing; or

3. Violations of the University's Policy for Authorship on Scientific and Scholarly Publications

Research misconduct does not include honest error or differences of opinion or differences in interpretations of data.

A finding of research misconduct requires that:

1. There be a significant departure from the accepted practices of the relevant research community; and
2. The research misconduct be committed intentionally, knowingly, or recklessly; and
3. The allegation be proven by a preponderance of evidence.

Washington University has the burden of proof for making a finding of research misconduct. The respondent has the burden of proof for any affirmative defenses raised, which includes a claim of honest error or differences of opinion.

II. Definitions

Allegation: a disclosure of possible research misconduct through any means of communication.

Complainant: an individual or entity who brings forth an allegation of research misconduct in good faith

Committee on Research Integrity (CRI): A standing University committee, at least five (5) senior faculty appointed for defined terms of service, which evaluates and adjudicates cases of alleged research misconduct against staff, students, trainees, postdoctoral appointees, and/or faculty members. The CRI determines whether, based on a preponderance of the evidence, research misconduct has occurred and recommends what, if any, corrective actions and sanctions are warranted.

Conflict of interest: financial, personal, or professional relationships which may compromise, or appear to compromise an individual's decisions.

Evidence: any document, tangible item, or testimony offered or obtained during a research misconduct proceeding, including the research record, which tends to prove or disprove the existence of an alleged fact.

Fabrication: making up data or results and recording or reporting them.

Falsification: manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Good faith: having a belief in the truth of one's statements such that a reasonable person in the same position could have, based on the information known to one at the time. Examples include: (i) An allegation is not made in good faith if made with knowing or reckless disregard or willful ignorance of certain facts that would disprove said allegation; (ii) Good faith as applied to a committee member means cooperating with the purpose of helping the institution meet its responsibilities regarding investigation of allegations of research misconduct.

Plagiarism: the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Preponderance of the evidence: proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

Research: a systematic experiment, study, evaluation, demonstration, or survey designed to develop or contribute to general knowledge (basic research) or specific knowledge (applied research).

Research Integrity Inquiry Panel (RIIP): An ad hoc group of faculty appointed by the Research Integrity Officer in response to a specific allegation of research misconduct, which conducts an initial unprejudiced preliminary evaluation of the available facts and circumstances underlying the allegations. The RIIP will determine (a)

whether or not the conduct, if it did occur, would constitute research misconduct, and (b) whether there is sufficient evidence of the alleged misconduct to warrant a full investigation. The RIIP does not make a determination as to whether the research misconduct occurred.

Research Integrity Officer (RIO): The RIO is a senior faculty member with a standing appointment by the Vice Chancellor for Research, who has primary responsibility for implementing Washington University's policies and procedures on research misconduct as outlined herein. The RIO also serves as the non-voting Chair of the Committee on Research Integrity for all research misconduct proceedings. The RIO also assists all members of the Washington University community to comply with applicable policies, laws, and regulations related to research misconduct proceedings.

Research misconduct: see introduction section

Research record: the record of data or results that embody the facts resulting from scientific inquiry, including but not limited to primary research material, research proposals, laboratory records (physical and electronic), research animals, images, machines and equipment, progress reports, abstracts, theses, oral presentations, internal reports, journal articles, correspondence.

Respondent: the person against whom an allegation of research misconduct is directed or who is the subject of a research misconduct proceeding.

Retaliation: an adverse action taken against an individual involved in a research misconduct proceeding, including but not limited to, complainant, witness, or committee member, by a member of the WU community in response to a good faith allegation of research misconduct or good faith cooperation with a research misconduct investigation.

III. Applicability

This policy is applicable to any individual involved in research under the auspices of Washington University and to allegations of research misconduct in all areas of research regardless of the funding source.

IV. Rights and Responsibilities

Individuals covered by this policy shall act in good faith during their involvement in the research misconduct proceedings as well as promptly provide all requested available materials and maintain strict confidentiality of the proceedings. A complete list of each individual's rights and responsibilities is available at: <http://research.wustl.edu/ComplianceAreas/ResearchIntegrity/Pages/default.aspx>.

V. Allegations

All members of the WU community are expected to report observed, suspected, or apparent research misconduct. All allegations of research misconduct from sources inside or outside the University will be considered. An individual should direct an allegation of research misconduct to the Research Integrity Officer (RIO), the Research Ethics and Compliance Office (RECO), or the Vice Chancellor for Research. An individual can also direct an allegation to deans, department heads, division chiefs, or as directed by the Washington University Code of Conduct. Any member of the WU community who receives an allegation of research misconduct shall promptly forward it to the RIO. If an individual is concerned about possible research misconduct or is unsure whether an incident qualifies as research misconduct, he or she may contact the RIO or the RECO to discuss the suspected misconduct informally and confidentially.

Individuals are encouraged to submit allegations of research misconduct in writing so as to assure a clear understanding of the issues raised, although allegations may be made orally. Anonymous allegations are acceptable, however, sufficient detail and/or corroborating evidence must be provided to determine whether an inquiry should be initiated. Allegations should be made based on factual issues and provide specific information when possible. An allegation should include:

1. The name(s) of the respondent, if known;

2. A brief summary of the circumstances surrounding the complaint,
3. A description of each allegation.

All individuals are expected to act in good faith when making allegations of research misconduct and while cooperating with research misconduct proceedings. In the event that allegations of research misconduct are made in bad faith or research misconduct proceedings are materially impeded by any member of the WU community, including but not limited to the respondent or complainant, the dean of the appropriate school shall impose sanctions subject to the limitations set forth within Section VIII.E.

Investigations of research misconduct will not be initiated if the alleged activity occurred more than 6 years in the past. If the alleged activity began more than 6 years in the past, but continued into the 6 year period, it will be reviewed.

VI. Organizational Structure

A. The Vice Chancellor for Research shall appoint a Research Integrity Officer (RIO), who holds the primary responsibility for implementing Washington University's policies and procedures on research misconduct as outlined herein. The RIO shall serve as the non-voting chair of all research misconduct proceedings and assist all members of the WU community to comply with applicable policies, laws, and regulations related to research misconduct proceedings.

B. Committee on Research Integrity (CRI):

The CRI works in conjunction with Washington University's RIO to administer cases of alleged research misconduct

1. At the School of Medicine, the Vice Chancellor for Research, with approval from the Dean of the School of Medicine, shall appoint a standing committee of at least five (5) senior faculty members appointed at the School of Medicine, known as the Committee on Research Integrity (CRI). One member must be a basic research department head and one, a clinical department head, and the remaining members must be faculty, who are not department heads. This Committee administers cases of alleged research misconduct against staff, students, trainees, postdoctoral appointees, and/or faculty members with primary appointments at the School of Medicine.

2. At the Danforth Campus, the Vice Chancellor for Research, with approval from the applicable Dean, shall appoint a standing committee of at least five (5) senior faculty members, known as the Committee on Research Integrity (CRI) from the following Schools: Arts and Sciences, Engineering, and Social Work. Ad hoc members from the remaining Schools at the Danforth Campus may be appointed by the RIO to ensure the membership of the CRI has the proper expertise during the research misconduct proceedings. This Committee administers cases of alleged research misconduct against staff, students, trainees, post-doctoral appointees, and/or faculty members with primary appointments in the Schools at the Danforth Campus.

3. Appointments of the CRI members shall be for staggered three-year terms, which are renewable. The VCR will take into consideration a faculty member's research portfolio, rank, expertise, and years of experience when appointing these individuals to the CRI.

4. The Executive Chair of the Institutional Review Board (IRB) will serve as a voting ex officio member of the RIIP and the CRI for all allegations of research misconduct that involve knowing violations of federal or institutional rules and regulations governing the conduct of research involving human research participants that are serious or continuing.

5. In a case involving alleged misconduct by (1) an individual who holds a joint appointment in two schools of the University, (2) an individual who holds a prime appointment in one school, but is collaborating with a faculty member from another school of the University, or (3) a student enrolled in a program that crosses school lines, the RIO shall determine which CRI will take jurisdiction over the case taking into consideration the respondent's prime appointment and where the research was conducted.

C. The Vice Chancellor for Research shall be responsible for providing appropriate expertise and administrative support to the RIO and the CRI, additional expenses incurred as a direct result of the investigation will be allocated to the school of the respondent's primary appointment. The Research Ethics and Compliance Office (RECO) has been delegated the responsibility to provide administrative support for all research misconduct proceedings at Washington University and to assist the Vice Chancellor for Research and the RIO in responding to allegations of research misconduct. A member of the RECO shall be present at all meetings, interviews, and other proceedings regarding allegations of research misconduct.

VII. Confidentiality

All those participating or involved in research misconduct proceedings shall not disclose or discuss any information regarding the allegations, the proceedings, or the identity of individuals involved in the proceedings except as necessary to the proper discharge of their responsibilities hereunder and as required by law.

VIII. Inquiry and Investigation

A. Initial Review of an Allegation

1. Upon receiving an allegation of research misconduct, the RIO will immediately assess the allegation to determine whether it:

- a. Falls within the definition of research misconduct and
- b. Is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

2. Absent a finding by the RIO that the complaint is frivolous or insubstantial on its face or does not allege an instance of research misconduct, the RIO will promptly initiate the inquiry process.

B. Sequestering and Handling of Evidence

At any point during an inquiry or investigation, evidence may be obtained and/or sequestered. The RIO will, in good faith, take all reasonable and practical steps necessary to obtain custody, inventory, and secure all original evidence (physical and electronic) relevant to the allegation including, but not limited to, research proposals, laboratory records, protocols, images, specimens, machines and equipment, abstracts, theses, oral presentations, internal reports, journal articles, and correspondence. All available material identified as relevant to the allegation shall be promptly provided.

The lack of research records adequately documenting the questioned research is evidence of research misconduct where it is established by a preponderance of the evidence that the respondent:

1. Intentionally, knowingly, or recklessly had research records and destroyed them,
2. Had the opportunity to maintain the records but did not do so, or
3. Maintained the records and failed to produce them in a timely manner.

Upon request and where appropriate copies of the sequestered evidence will be provided to the respondent except for materials not amenable to copying or the respondent will be given reasonable, supervised access to the sequestered evidence. Copies of sequestered evidence will also be provided upon request to the individual(s) who provided the original material to the RIO except for materials not amenable to copying. All reasonable steps, consistent with time constraints and other obligations imposed by federal regulations, shall be taken to eliminate or minimize any disruption that might be created for ongoing research efforts by such requirements to produce documentation. Individuals involved in the securing of evidence relevant to the allegation shall not discuss or disclose the request with anyone outside of the official proceedings, without approval from the RIO, RECO, or the VCR. At the conclusion of and dependent upon the outcome of the proceedings, sequestered evidence will be returned as appropriate.

Records of research misconduct proceedings, including the evidence, will be maintained by the Office of the Vice Chancellor for Research in a secure manner for seven (7) years after completion of University proceedings or, when related to PHS funds, the completion of any PHS proceedings involving the research misconduct allegation.

C. Inquiry Process

The inquiry, which is the responsibility of the RIIP, is an unprejudiced preliminary evaluation of the available facts and circumstances underlying the allegations to determine if a full investigation is warranted.

1. To initiate the inquiry process, the RIO will:

a. Appoint a Research Integrity Inquiry Panel (RIIP). The RIIP shall consist of at least two (2) members: the RIO and a standing member of the CRI. The RIO may also solicit assistance from an appropriate individual (senior faculty member or non-faculty scientist from within or outside the University) with requisite scientific expertise in the relevant field. This individual will become an ad hoc voting member of the CRI. RIIP members shall be carefully selected in order to minimize either the substance or the appearance of personal or professional conflicts of interest. No member of the RIIP will be assigned to an allegation involving his or her own department (small departments) or division (large departments). All RIIP members will continue to serve as members of the CRI for the duration of the case in question. The Respondent will be notified of the names of the CRI members and any ad hoc members and will be provided an opportunity to voice concerns regarding any potential conflicts of interest.

b. Provide written notice to the respondent. The notification will include a description of all allegations of research misconduct made against the respondent along with an explanation and documentation of the University's policies in regard to allegations of misconduct including the respondent's rights and responsibilities. The respondent will also be notified the University will not tolerate acts of retaliation against any individual participating in a research misconduct proceeding. If evidence or allegations of additional issues arise during the RIIP process, the RIO will provide written notice of the RIIP's intention to broaden its inquiry to the implicated individuals, appropriate dean, Vice Chancellor for Research, and appropriate department head.

c. At the time or before the RIO notifies the respondent, the RIO shall:

i. Sequester all records and evidence relevant to the allegation, as described in Section VIII.B.

ii. Notify the Vice Chancellor for Research, the respondent's department head, and the dean of the respondent's school of all allegations of research misconduct and the initiation of the inquiry process.

2. The RIIP will review the evidence and conduct interviews of the complainant, the respondent, and any other key witnesses the RIIP may consider necessary to its inquiry. At this stage the complainant's name may be kept confidential, but s/he will be made aware that as the process moves forward, the complainant's identity may have to be revealed in order to afford the respondent a full and fair opportunity to respond to the allegations.

3. All interviews conducted by the RIIP will be transcribed by a certified court reporter. Each interviewee will be provided with a copy of the transcript and given five (5) days to review the transcript of their interview(s) for accuracy. Changes to the transcript are limited to factual errors. Additional comments or information may be provided in a separate document. The final corrected versions of all transcripts will be part of the official record of the misconduct proceedings.

4. The respondent may have an attorney or other individual present at all meetings, interviews, and other proceedings with the RIIP to act as an advisor. This individual will not be permitted to actively participate in the proceedings and will be required to channel all communications with the RIO, CRI, RIIP, and/or any members thereof through the Office of the Executive Vice Chancellor and General Counsel.

5. During the inquiry, the RIIP will diligently pursue all significant issues, leads, new allegations of research misconduct as well as complaints of retaliation.

6. The RIIP will determine by a preponderance of the evidence (a) whether or not the conduct, if it did occur, would constitute research misconduct, and (b) whether there is sufficient evidence of the alleged misconduct to warrant a full investigation.

7. The RIIP will generate a draft written report of its inquiry and recommendations for further action. The report will include, but may not be limited to, the following elements:

a. The name and position of the respondent;

b. A description of the allegations of research misconduct;

c. The research support related to the allegation;

d. The institutional policies and procedures under which the inquiry was conducted;

e. The basis for recommending whether or not the alleged actions warrant a full investigation.

8. The RIO shall promptly submit to the respondent a written draft RIIP report. The respondent shall be allowed five (5) working days from receipt of the draft RIIP report to comment on the report. Based on the comments received, the RIIP will revise the report as appropriate and will then generate the final RIIP report. Any and all comments submitted by the respondent shall be made a part of the final RIIP report and will then be submitted to the CRI for review and determination.

9. Conclusion of Inquiry

a. Prior to receiving the final RIIP report, the CRI will be notified in writing of the allegations of research misconduct and the respondent's identity. Members shall notify the RIO in writing of any actual or potential, personal or professional, conflicts. The RIO may also determine whether any person involved in handling an allegation of research misconduct has an unresolved personal, professional, or financial conflict of interest and take appropriate action, including recusal, to ensure that no person with such conflict is involved in the research misconduct proceeding;

b. After review of the final RIIP report including the recommendations whether to proceed to a full investigation or to dismiss the allegations, the CRI shall, by majority vote, decide whether to accept or reject the recommendations of the RIIP and thus whether to initiate an investigation or dismiss the allegations. During its determination, the CRI may also address any additional issues identified by the RIIP, if applicable. The RIO shall then notify the respondent, the Vice Chancellor for Research, and the dean of the respondent's school of the determination of the CRI and provide each with a copy of the final RIIP report. The respondent's department head will be notified in writing of the determination of the CRI.

c. If the CRI determines an investigation is not warranted, the allegations are dismissed. In the event that the allegations are dismissed, the Office of the Vice Chancellor for Research shall maintain documentation in sufficient detail to permit a later assessment of the reasons why the CRI decided not to conduct an investigation.

d. If the CRI determines there is sufficient basis to warrant an investigation, a prompt and thorough investigation into the allegation shall be initiated by the CRI within thirty (30) calendar days of the completion of the inquiry.

10. Absent extraordinary circumstances, the inquiry shall be completed within sixty (60) calendar days of the initiation of the inquiry. The inquiry may extend beyond sixty (60) calendar days only with a written request by the RIO and the written approval of the Vice Chancellor for Research. If granted, the reason for any extension must be documented in the official record and noted in the final RIIP report. The RIO will provide written notification to the respondent and any other individuals, as appropriate, if there is an extension.

D. Investigation Process

An Investigation, which is the responsibility of the CRI, includes an examination of all relevant evidence and interviews with all individuals involved to determine whether research misconduct has occurred and to recommend what, if any, corrective actions and sanctions are warranted.

1. An investigation is initiated by the RIO by:

a. Providing notice to the respondent. The notice will include a description of all allegations that will be investigated. The CRI will diligently pursue all significant issues and leads that are determined to be relevant. If evidence or allegations of additional issues, the RIO will provide written notice of the CRI's intention to broaden its investigation to the respondent, other implicated individuals, appropriate dean, Vice Chancellor for Research, and appropriate department head.

b. Sequestering any additional evidence relevant to the allegations, as described in Section VIII.B.

c. Designating an expert in the respondent's field to assist the CRI in its investigation, if additional expertise is required. This individual will become an ad hoc voting member of the CRI for the duration of the proceedings. The respondent will be notified of any additional appointments to the CRI occurring in the investigation phase.

2. Within 30 days of the CRI determination that an investigation is warranted, or at any other time as required by federal regulations, external research sponsors and regulatory agencies shall be informed of the research misconduct proceedings by the Vice Chancellor for Research in accordance with applicable laws, regulations, and rules. Upon request, and as required by law, the Vice Chancellor for Research will also provide a copy of the final RIIP report, evidence reviewed, transcripts of any interviews, and copies of all relevant documents. See VIII.G for other notifications related to an investigation.

3. The CRI will make a good faith effort to determine the scope/extent of the misconduct and whether there is evidence of other instances of research misconduct related to any other research with which the individual is involved.

4. All interviews conducted by the CRI will be transcribed by a certified court reporter, as outlined in Section VIII.C.3.

5. The respondent shall be permitted to have an attorney or other individual present to the same extent specified under Section VIII.C.4.

6. The CRI's responsibility is to determine whether, based on a preponderance of the evidence, research misconduct has occurred and to recommend what, if any, corrective actions and sanctions are warranted. By majority vote, the CRI shall decide whether to dismiss the allegation of research misconduct or make a determination that research misconduct occurred. The determination need not be unanimous.

7. The CRI will generate a draft report of its investigation, determinations, and recommendations for further action, if any. The report may also set forth recommendations as to the appropriate sanctions and/or corrective actions and will include, but may not be limited to, the following elements:

a. Description of the nature of the allegations of research misconduct;

b. Description of the research support related to the allegations of research misconduct;

c. Description of the specific allegations of research misconduct for consideration in the investigation;

d. Policies and procedures under which the investigation was conducted.

e. Identification and summary of the research records and evidence reviewed, and identify any evidence taken into custody but not reviewed.

f. For each separate allegation of research misconduct identified during the investigation, provide a finding as to whether research misconduct did or did not occur, and if so:

- i. identify whether the research misconduct was falsification, fabrication, or plagiarism, and if it was intentional, knowing, or in reckless disregard;
- ii. Summarize the facts and the analysis which support the conclusion and consider the merits of any reasonable explanation by the respondent;
- iii. Identify the specific research support;
- iv. Identify whether any publications need correction or retraction;
- v. Identify the person(s) responsible for the misconduct; and
- vi. List any current support or known applications or proposals for support that the respondent has pending with non-PHS Federal agencies.

8. The RIO shall promptly submit to the respondent the draft report as well as copies of, or supervised access to, the evidence on which the report is based. The respondent shall be allowed five (5) working days from receipt of the draft report to provide comments on the report. Based on the comments received, the CRI will revise the report as appropriate and generate the final CRI report. Any and all comments submitted by the respondent will be made a part of the final report.

9. The RIO will provide a copy of the final CRI report to the respondent, the Vice Chancellor for Research, and to the dean of the respondent's school. The RIO will notify the respondent's department head, in writing, of the outcome of the investigation. When the CRI determines research misconduct has occurred, the respondent's department head will also be provided a copy of the final CRI report.

10. Absent extraordinary circumstances, the investigation shall be carried through to completion within one hundred twenty (120) calendar days. The investigation may extend beyond one hundred twenty calendar days only with the written approval of the Vice Chancellor for Research. If an extension is granted, the RIO will (a.) document the reason and terms of the extension in the final CRI report and the official record, (b.) notify the respondent and any other applicable parties in writing of an extension, (c) assist the Vice Chancellor for Research to provide periodic progress reports to any research sponsors as requested or as required by law. Additionally, requests for extending the investigations involving PHS funding must be submitted in writing to ORI for approval.

E. Final Disposition of the Proceedings

The appropriate dean, based on the respondent's primary appointment, shall review the final CRI report, including the CRI's recommended sanctions and/or corrective actions, and impose such sanctions and/or corrective actions as the dean considers appropriate under the circumstances, as described below:

1. Imposition of sanctions related to a finding of research misconduct:

a. If the CRI determines that research misconduct has occurred, the respondent shall be given an opportunity to present to the dean, in person or in writing (as the respondent may elect), any facts or considerations the respondent believes should be taken into account in the determination of appropriate sanctions within five (5) calendar days after the RIO forwards the final CRI report as described in section VIII.D.9. The dean shall impose sanctions as appropriate, no later than thirty (30) calendar days and no earlier than five (5) calendar days after the RIO forwards the final CRI report, subject to the following exceptions:

i. Should the dean recommend termination of appointment of a faculty member with tenure, or of a non-tenured faculty member prior to the end of a current term of appointment, a proceeding shall be instituted by the University before the Hearing Committee, in accordance with Section IX. of the Washington University Policy on Academic Freedom, Responsibility, and Tenure. The Hearing Committee shall review the reports of the RIIP and CRI and related documentation and may hear such additional relevant, non-cumulative testimony as it deems necessary.

- ii. The dean shall impose sanctions against a student in accordance with the University Student Judicial Code or other relevant policies of the student's school.
 - b. In cases involving PHS funding, the Vice Chancellor for Research shall assist in administering and enforcing any HHS administrative actions imposed on members of the institution
2. Imposition of corrective actions in the absence of a finding of research misconduct
 - a. Absent a finding of research misconduct, the CRI may recommend corrective actions to be completed by an individual. The Dean will determine if any corrective actions should be completed. Corrective actions may include, but are not limited to, formal education in the responsible conduct of research, monitoring and/or oversight of research projects, or the addition of research team members with specific qualifications.
 3. The dean may delegate the imposition of sanctions and/or other corrective actions to the department head and/or the VCR, who will require the respondent or other individuals, as appropriate, to fulfill corrective measures as deemed necessary.

F. Other Actions and Notifications

1. The Office of the Vice Chancellor for Research shall keep individuals or entities outside of the University, including but not limited to, collaborating scientists, other institutions, and journal editors informed of any outcomes on a need-to-know basis.
2. The Research Integrity Officer shall keep individuals within the University, including but not limited to, witnesses and collaborating scientists, informed of any outcomes on a need-to-know basis.
3. If the CRI dismisses the allegation of research misconduct for any reason, the RIO, the Vice Chancellor for Research and the respondent's dean will make diligent efforts to restore the respondent's reputation.
4. From the time the CRI decides to initiate an investigation or at any other time as required by federal regulations, the Vice Chancellor for Research shall keep external agencies informed regarding the status of research misconduct proceedings in accordance with applicable laws, regulations, and rules. The Vice Chancellor for Research shall notify ORI immediately if (1) the health and safety of the public is at risk; (2) if HHS resources or interests are threatened; (3) if research activities should be suspended; (4) if federal action is required to protect the research misconduct proceedings; (5) if the alleged incident might be publicly reported; (6) if the research community or public should be informed; or (7) if reasonable indication of possible criminal violations is found.
5. The Vice Chancellor for Research shall notify ORI prior to closing research misconduct proceeding prematurely for any reason, including but not limited to an admission of guilt by the respondent.
6. When an investigation involves PHS funding, the Vice Chancellor for Research will provide to the Health and Human Services Office of Research Integrity (ORI) the following: the final CRI report, copies of research records and evidence reviewed, transcripts of any interviews, and copies of all relevant documents. The Vice Chancellor for Research shall also notify the ORI of the sanctions and/or institutional actions imposed by the Dean and will ensure full and continuing cooperation during the ORI's oversight review as specified in federal regulations.

G. Admissions of Guilt

1. The CRI shall carry inquiries and investigations through to completion and pursue diligently all significant issues; however, if a respondent chooses to admit to all of the allegations of research misconduct against him/her, the CRI may close a case at the inquiry or investigation, on the basis that the respondent has admitted guilt. A written confession shall be prepared outlining each of the allegations of research misconduct, summarizing the evidence, and illustrating the elements of a finding of research misconduct:
 - a. There be a significant departure from accepted practices of the relevant research community; and

b. The misconduct be committed intentionally, knowingly, or recklessly; and

c. The allegation be proven by a preponderance of the evidence.

2. The Respondent will meet with the RIO and one or more CRI members to review the written confession. This meeting will be transcribed by a certified court reporter. The Respondent will be provided an opportunity to review the transcript, as outlined in Section VIII.C.3.

3. When all relevant issues are resolved, the written confession is signed by the Respondent. If a Respondent admits guilt for a portion of the allegations or all relevant issues are not able to be resolved, the RIIP/CRI will continue with the inquiry or investigation.

4. Prior to accepting an admission of guilt, the CRI will make a good faith effort to determine the scope/extent of the misconduct and whether there is evidence of other instances of research misconduct related to any other research with which the individual is involved.

5. For allegations involving PHS funded research, notification in advance of closing based on the admission of guilt will be submitted to the ORI for approval.

IX. Protection from Retaliation

The University is committed to and strongly believes in the importance of protecting all individuals from retaliation for his/her activities in cooperation with, or initiation of, research misconduct proceedings, provided, however, such activities were not undertaken in bad faith. The University will not tolerate acts of retaliation, actual or perceived, against individuals participating in research misconduct proceedings. If any person involved in a research misconduct proceeding feels s/he has been adversely affected by retaliation, they should notify the RIO, RECO, CRI, or VCR immediately.

A. Administrative Review and Processes to Address Potential Retaliation

The RIO is responsible for taking reasonable and practical steps to protect all individuals from retaliation for his/her activities, as outlined in this policy. The RIO will provide written notice to the appropriate dean and department head, the Vice Chancellor for Research, and other individuals as deemed necessary. Based on observations and/or conversations with the individuals involved in the proceedings, including the CRI members, the RIO may determine administrative steps are needed to address any potential opportunities for retaliation. Administrative steps may include, but are not limited to, seeking intervention by Human Resources, discussions with the Department Head to develop actions to assure protection, consultation with OGC or other steps necessary to protect against retaliation. The RIO shall update the CRI on the steps taken to protect the individual.

B. Formal Complaint of Retaliation

1. If an individual feels that the administrative steps have not provided adequate protection, s/he may submit a formal written complaint of retaliation to the RIO who will initiate an investigation.

a. The written complaint of retaliation will include:

i. Identification of the University member who committed an adverse action against the individual

ii. Any documents or information that supports the complaint

b. Once the RIO receives a formal complaint of retaliation, the RIO will:

i. Provide written notice of the allegations of retaliation to the implicated individual(s), appropriate dean, Vice Chancellor for Research, and appropriate department head.

ii. Appoint a subcommittee of the CRI to review the complaint.

c. The review of the complaint by a subcommittee of the CRI will include, but is not limited to, interviewing the individual and any witnesses deemed appropriate. The CRI subcommittee will prepare a written report of their findings and recommendations for resolution and submit it to the dean and Vice Chancellor for Research.

d. In conjunction with the dean, the Vice Chancellor for Research shall take corrective actions, which may include redress of any disadvantage suffered by the individual and sanctions against the individual found to have committed the retaliation.

e. The decision of the dean and VCR is final.

f. The RIO shall update the CRI on the decision of the dean and VCR and the corrective actions taken.

C. Complaints of Retaliation not made in good faith

If the RIO and the subcommittee of the CRI believe that the allegation of retaliation was not made in good faith, the individual alleging retaliation will be notified in writing of the RIO and CRI's concerns. The individual shall be allowed five (5) working days from receipt of the written notice to reply to the concerns. If the CRI finds that the allegation was not made in good faith, the matter will be referred to the VCR. The VCR will work with the dean of the appropriate school to impose the appropriate sanctions.

X. Violations of this Policy

Violations of this policy, may subject the individual to corrective actions or other sanctions as deemed appropriate by the Vice Chancellor for Research and/or the dean of the appropriate school. Violations of this policy include but are not limited to, allegations of research misconduct or retaliation made in bad faith, violations of confidentiality requirements, or failure to provide records or evidence upon request

Appendix 4

IMPORTANT PHONE NUMBERS

EMERGENCY

On-Campus

Danforth Campus 314-935-5555

Medical Campus 314-362-HELP (4357)

Emergency & Disaster <http://emergency.wustl.edu>

Off-Campus

911

St. Louis County Police 314-889-2341

St. Louis City Police 314-444-5555

UNIVERSITY DEPARTMENTS

University Information & Directory Assistance 314-935-5000

Lost & Found (University Police) 314-935-5234

Escort/Personal Safety

Danforth Campus 314-935-5555

Medical Campus 314-362-2698

Graduate School of Arts & Sciences 314-935-6880

Health & Counseling Services

Danforth Campus 314-935-6666

Medical Campus 314-362-3523

Disability Resource Center 314-935-5970

Office of International Students (OISS) 314-935-5910

Libraries, Circulation 314-935-5420

Sexual Assault and Rape Action Hotline (SARAH) 314-935-8080

Transportation & Parking

Danforth Campus 314-935-4140

Medical Campus 314-362-6824

MSIBS KEY CONTACTS

PROGRAM DIRECTOR'S OFFICE

D.C. Rao, PhD Director rao@wustl.edu (314) 362-3608	Sherri Turner Assistant to Dr. D.C. Rao sherri.turner@wustl.edu (314) 362-3608
---	--

PROGRAM MANAGER

Kim Freels, MA kfreels@wustl.edu (314) 362-1384	
--	--

PROGRAM SUPPORT STAFF

Nancy Douglas (visas, RAships, payroll) Special Projects Administrator douglasn@wustl.edu (314) 362-2323	Rita Fulton (IT support) Project Manager rfulton@wustl.edu (314) 747-0829
Linda Schreier (PRIDE, MSIBS support, notary) Program Administrator schreierl@wustl.edu (314) 362-1565	

Appendix 5

SINGLE STREAM RECYCLING

In 2010, the Washington University in St. Louis campuses transitioned to a "single stream" recycling process.

This single stream process provides great benefit as WUSTL proceeds to achieve its goals of significantly increasing its waste diversion from landfills as highlighted in the recently released [Strategic Plan for Sustainable Operations](#). This single stream process allows the majority of everyday recyclable materials to be fully commingled in the designated bins throughout campus.

The key information to know regarding our new recycling program follows:

What Can You Recycle In "Single Stream?"

It's not so much what can be recycled, as what can't. If it's not food, ice, liquids, or Styrofoam, it goes!

In the WUSTL single-stream program, you can recycle anything fitting the following descriptions:

- **Paper:** most office papers, including white, colored and coated paper; magazines and catalogs; envelopes (even with plastic windows); phone books, etc. Paper bags and the sleeves from coffee cups. **EXCEPTIONS include: food-soiled to-go boxes, paper coffee cups and paper to-go cups/bowls.**
- **Cardboard:** all corrugated and non-corrugated cardboard boxes. Break down boxes; if it won't fit in a bin, our custodial staff is trained to take it to containers located on university docks.
- **Plastics:** Recycle plastic containers #1-5 and 7. Shake or wipe out any plastic to-go ware with food or liquid contents. **EXCEPTIONS include: plastic bags, Styrofoam and #6 plastics.** Leave bottle caps on bottles. Reduce the need to send items to the landfill by avoiding purchasing #6 plastic items.
- **Aluminum and Steel:** Food and beverage containers. Before disposal, empty out the contents.
- **Glass: EXCEPTIONS include: Pyrex, broken glass and heat resistant lab glass.** Empty contents of jars and bottles before recycling.

If there's any doubt, toss it in! Our single stream vendor will sort out anything that needs redirecting.

Where Can You Recycle "Single Stream?"

Materials can be recycled throughout campus. Look for bins labeled with the new uniform "Recycling" stickers. Note the other bins are labeled "Landfill" because that's where materials that are not properly sorted will end up for the rest of its product life. The recycling bins can be found in the following locations:

- In your office or workplace — The blue recycling bins at your desk can now handle all single stream recyclable materials.
- In campus buildings — Bins are located near dining facilities, entryways, stairways and common areas, and/or pool classrooms.
- Outside on campus — Bins are located in high traffic areas throughout the campus grounds.