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Wayne State University

Department of Pharmaceutical Sciences

Policies and Procedures
Graduate Program
in
Pharmaceutical Sciences

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POLICIES AND PROCEDURES

Graduate Program in the Pharmaceutical Sciences

I. Administration of the Graduate Program

The Departmental Graduate Director[1] is appointed by the Chairperson of the Department of Pharmaceutical Sciences. The Graduate Director acts as the administrative representative for the Chair and oversees the administration of the Graduate Program. The duties of the Graduate Director are listed in **Appendix 1**.

The Graduate Program Committee (GPC) is responsible for the oversight and review of the Graduate Programs in the Department of Pharmaceutical Sciences. This committee, which is appointed by the Chairperson of the Department of Pharmaceutical Sciences for 3-year terms, shall be composed of a membership which represents each of the areas of specialization in the department. The GPC will be chaired by the Departmental Graduate Director. In addition to general oversight of the programs, it is the responsibility of the GPC to review and address the following issues:

1. academic progression of all graduate students during each semester;
2. review of graduate student performance at the completion of the Fall and Winter semesters;
3. admission of all students into the Graduate Program;
4. reviewing/approving all requests for transfer from MS to PhD program and vice versa;
5. review/approve all proposed new courses for the Graduate Program;
6. review/approve all applicants for teaching assistantships;
7. review/approve all requests for leaves of absence from the Graduate Program.

The GPC will hold regular meetings as directed by the Graduate Director. The GPC meetings will follow Robert's Rules of Order with simple majority votes, of those members present at the meeting, needed for approval of a motion. The Graduate Director will vote. In cases of a tie, the motion fails. A quorum of 51% is needed for the meeting to be official. Voting by email or other electronic means is acceptable.

II. Admission Procedures and Requirements

Responsibility for the admission of new students into the graduate program is vested with the GPC. The formal admissions into the Graduate Program will be administered by the Graduate Director who will be the person responsible for interfacing with the Graduate School for admissions. The number of openings into the Graduate Program will be dependent upon the requests from faculty members and the availability of funding. All Faculty requesting the ability to mentor a graduate student must fill out the "Request for Graduate Student" form and return it to the Graduate Director (see **Appendix 2**).

General Requirements

Admission to the Pharmaceutical Sciences Graduate Program is contingent upon admission to the Graduate School (please see the Admission Requirements on the Graduate School website). For all degrees, the following criteria must also be satisfied:

[1] Some University and College documents refer to a Graduate Officer. For the purposes of this document and the direction of the graduate program, the Graduate Director and Graduate Officer are considered to be the same individual.

1. The General portion of the Graduate Record Examination is not required; however, if test results are supplied by the applicant, they can be used by the committee to evaluate the applicant.
2. Applicants whose native language is other than English must demonstrate proficiency in English according to the rules outlined by the Graduate School (see English Proficiency Requirements).
3. PhD applicants must have an overall undergraduate grade point average (GPA) of 3.0 or above (on a scale of 1 to 4). MS applicants must have an overall undergraduate GPA of 2.75 or above. Any additional work beyond the baccalaureate will also be considered and may be grounds for an exemption.
4. Applicants must fill out the regular University application.
5. Applicants must include a general statement (300-400 words, typewritten) of the reasons for selecting the program, career objectives, and possible research interests.
6. Applicants must include a resume.
7. Three letters of recommendation are required.
8. All applicants should have an undergraduate degree in the Science, Technology, Engineering and Math (STEM) related areas (e.g., life, pharmacy, medicine, nursing, chemical, biological, or physical sciences, etc.).
9. Applicants should list potential faculty members that the applicant is interested in working with for their thesis.

Conditional admissions into either the Doctor of Philosophy Degree Program or the Master of Sciences degree program may be authorized under extreme circumstances and only by approval of the GPC. A student admitted on a conditional basis will be placed on probationary status as described in Section IV.

Transfers between the Master's and the Doctor Degree Programs

Students enrolled in the M.S. program in Pharmaceutical Sciences may apply for transfer to the Ph.D. program. All applicants for transfer to the Ph.D. program must be in good academic standing (i.e. no probationary status for at least one year) and must have passed the Thesis/dissertation prospectus exam before transfer. Students requesting a transfer must submit a written letter to the Graduate Director. The Graduate Director will review and approve the transfer pending a review of the above criteria, availability of openings in labs, and a consideration of funding for the student.

Doctoral degree students may also request a transfer to the MS program upon a meeting with the Graduate Director. The Graduate Director will inform the student of the requirements needed to be completed before the MS degree can be awarded. In certain instances, PhD students may be deemed to be making unsatisfactory progress towards their degree and a transfer to the MS program could be recommended by the advisor. Involuntary transfer of PhD students to the MS program can only occur with the written approval of the student's dissertation committee. After a PhD student is transferred to the MS program, the student will no longer be eligible for a graduate assistantship and must assume all financial responsibilities with completing the MS degree.

Procedures for Reviewing Applications

Applications for admission to the Graduate Program are strongly suggested to be received by the Graduate School as soon as possible. All applications are initially reviewed by the Graduate Director who examines academic background, undergraduate GPA, performance on standardized tests (e.g., TOEFL), previous research experiences and career objectives. Doctoral degree applicants will be reviewed by the Graduate Director, GPC, and/or the Faculty member who has a PhD opening. Students identified by the

Graduate Director, GPC, and/or the Faculty member who meet the above criteria will be accepted into the program. All MS students must provide evidence of funding (either internally or externally) before admissions into the program can be granted. For MS students, the Graduate Director or GPC (or a subset of the GPC) will review the applicants and make admissions decisions.

III. Assignment of Advisors

The Graduate Director will act as a temporary advisor to all students until a permanent one is chosen. For MS and PhD students, laboratory rotations are required before the student can be assigned to a laboratory. All students will register during their first semester for PSC 78X0, Research Techniques, under the direction of the Graduate Director. This will serve as the first semester laboratory rotation. Students will be required to rotate in three different laboratories. Each rotation lasts approximately 5 weeks and rotation openings are on a first-come-first-serve basis. At the end of each rotation, the student will be evaluated by the individual rotation advisor and the overall grade for the course will be derived from these evaluations (**Appendix 3**). Students who receive a grade lower than 'B' will be placed on probation. At the end of the semester, both students and Faculty members are asked to rank their choices (see **Appendixes 4 and 5**). The Graduate Director makes lab assignments based upon these rankings. It should be noted that students are not guaranteed to be placed into the laboratory of the first choice. If a student does not find a suitable advisor after the first 3 rotations, a student will be given the opportunity to identify up to 3 additional rotations during the next semester. However, if no additional rotations (after the first 3 rotations) can be secured from faculty members in the department, the student will be dismissed from the program immediately.

All students are required to have a faculty member in the department as the primary or co-advisor. Once a PhD student finds a faculty member in our department as the primary advisor, the faculty member, the Department Chair, and/or other funding source (such as T32 training awards) must agree to provide students with funding (stipend/tuition/health insurance) until graduation. If a PhD student elects to have a faculty member outside our department as primary advisor, the faculty member outside the department and/or other funding source (such as T32 training awards) must agree to provide the student with funding (stipend/tuition/health insurance) until graduation. Students with a primary advisor outside of the department must have a faculty member in the department as the co-advisor. Faculty outside the department must agree to ensure that the student follows departmental policy and procedures, and meets department criteria for a PhD degree in our department. If an MS student finds a faculty member outside the department as primary advisor, the student must have a faculty member in the department as the co-advisor. The primary faculty member outside the department must agree to ensure that the student follows departmental policy and procedures, and meet the department criteria for a MS degree in our department.

Ideally, the Advisor-Advisee relationship is mutually beneficial and will result in a MS thesis or PhD dissertation project. However, when either the student or the Advisor wishes to discontinue the Advisor-Advisee relationship, the following policies will apply.

Students wanting to switch to a different lab must meet with the Graduate Director and/or the Department Chair to discuss potential solutions to the difficulties and the consequences of moving labs. If the student's advisor is the Graduate Director, the student must meet with the Department Chair, and if the student's advisor is the Department Chair, the student must meet with the Graduate Director. After meeting with the Graduate Director/Department Chair, if the student still wishes to switch to a different lab, the graduate director will be the temporary advisor until the student has found a new one according to the policy on "Finding a New Laboratory" below. It should be noted that students wishing to move to a new laboratory will likely be delayed in graduation due to starting new research projects and potential

additional credits to graduate. Students cannot use the data generated in the current lab for their thesis/dissertation project in the new lab, unless it is specifically approved by both the original advisor and the new advisor. Regardless of date of switching to a new lab, students still have a maximum 7 years to graduate with a PhD degree after joining or transferring into our PhD graduate program. MS students have a maximum of 4 years after joining or transferring into our MS graduate program to complete their degree. Failure to complete the degree within this timeframe may result in dismissal from the program.

If a faculty member wishes to dismiss a student from her/his lab, they must meet with the Graduate Director and/or the Department Chair to discuss potential solutions and consequences. If the student's advisor is the Graduate Director, the advisor must meet with the Department Chair, and if the student's advisor is the Department Chair, the advisor must meet with the Graduate Director. If after meeting with the Graduate director/Department Chair, the faculty member still wishes to dismiss the student, the Graduate Director will be the temporary advisor until the student has found a new one according to the policy on Finding a New Laboratory below.

Finding a New Lab Laboratory

If a student wishes to change laboratories or a faculty wishes to dismiss a student, they must notify the Graduate Director ASAP within 10 days of student's leaving the current laboratory. The Graduate Director will notify the students which labs may have openings and ask students to meet those faculty members. After the student meets with the faculty members, they must email a list of at least 3 labs they are interested in rotating to the Department Chair and the Graduate Director. The Graduate Director will contact faculty members to determine if faculty members are willing to offer the rotation. Laboratories must have an opening in the semester that the student would like to switch. The Department Chair makes the final decision on which labs have PhD or MS openings in consultation with the Graduate Director.

The Graduate Director will inform students of their rotation(s). Students can have up to 3 rotations to find a new lab; however, students must have at least one lab rotation except for the case where they have already conducted rotations with a faculty during the 1st year. In this case, if the faculty member has an opening and is willing to accept the student into her/his lab, no additional rotation is required. Students may elect to repeat a lab rotation with a faculty they previously rotated with. Students do not need to complete all 3 rotations before electing to join a new laboratory. If during the process, a student would like to re-join the original lab, and the original advisor is willing to accept the student back to her/his lab, the students will be assigned to that lab pending approval by the Department Chair.

If a student is unable to find a faculty member in the department as the primary or co-advisor, they may be dismissed from the program.

Once a student has identified a new laboratory, they will inform the Graduate Director who will confer with the faculty member for approval. The Department Chair holds the final approval for the assignment to a new laboratory. After the approval, the student will be assigned to the new lab officially.

IV. Academic Progress Requirements

The progress of every student in the program will be reviewed by the departmental Graduate Program Committee. Each student is evaluated in terms of performance in course work, research progress, fulfillment of University requirements for filing a Plan of Work, and overall professional development. Students will use the IDP/Annual review form available on the Graduate School website. The forms are filled out by Oct. 1 of each year. The evaluation includes a written assessment by the faculty advisor of the student's strengths and weaknesses, as well as an indication of how any deficiencies will be addressed. All course work must be completed in accordance with the academic procedures of the Graduate School and the College governing graduate scholarship and degrees.

A student will be placed on probation for any of the following reasons;

1. Qualified admission status at the time of matriculation;

2. Receipt of a grade lower than 'B' in any Departmental course. If students have concerns or appeals about individual course grades, they must follow the College grade appeal policy;

3. Receipt of a score of above 3 (i.e., Needs improvement or Needs significant improvement) on "Overall Rating of student progression towards degree" on the Committee Evaluation Form;

4. Inappropriate, unprofessional and unsafe conduct as determined by the GPC, including but not limited to disruptive/disrespectful behavior during the class or seminar or in the lab or other place in Wayne State Campus; fail to follow lab safety/biosafety policy/procedures as specified in the lab/biosafety training, etc.

5. Failure to hold the 1st thesis/dissertation committee by the end of the 3rd semester (including spring/summer term) or failure to hold a committee meeting within one year of the previous meeting;

6. Failure to submit the Plan of Work to the Graduate School by the deadline described below.

The student will be informed in writing, at the time of being placed on probation, of the requirements for removal from probationary status. The student may be requested to repeat a course in which a letter grade of less than B is obtained. The Department policy is to limit to two the number of courses that graduate students may repeat during their graduate career in the Department of Pharmaceutical Sciences. Each course may be repeated once. Students may repeat only courses in which they received a grade of B- or below. The original grade for the course will remain on the student's transcript, but only the second iteration of the grade will be used in calculating the student's Grade Point Average. Students will not receive University financial aid for repetition of courses.

A student may be dismissed from the program for the following reasons:

1. Failure to comply with requirements set by the Graduate Program Committee;

2. Receipt of two or more grades below 'B' in any single semester;

3. Unauthorized leave of absence;

4. Inability to find a research advisor;

5. Receipt of a grade less than B while on probation;

6. Failure to receive a grade of B or greater for a repeated Departmental course;

7. Failure to pass the Thesis/dissertation prospectus exam on the second attempt;

8. Failure to graduate with a PhD degree within 7 years after joining or transferring into our PhD graduate program or failure to graduate with a MS degree within 4 years after joining or transferring into our MS graduate program;

9. Failure to abide by the University Student Code of Conduct described in https://doso.wayne.edu/pdf/student-code-of-conduct.pdf. Please pay special attention to "PROHIBITED CONDUCT" on pages 3-5, including but not limited to academic misbehavior, illegal use, possession, manufacture or distribution of drugs, sexual misconduct, conduct that is a crime, etc..

10. Inappropriate, unprofessional and unsafe conduct as determined by the GPC;

11. Failed to pass the pre-defense on the third attempt.

The GPC must vote on dismissal of any student from the program and a simple majority vote is required for dismissal. Notice of dismissal shall be made by written communication from the Chairperson of the GPC. The students will be responsible for the tuition and fees for the courses from which they withdraw.

A student may appeal the GPC's actions by providing a written request for consideration to the Graduate Director. This request should document extenuating circumstances which the student feels should be considered by the Committee in its deliberations. The written appeal must be received by the Graduate Director within ten (10) calendar days after initial notification of probationary/exclusion status. The Graduate Director will provide all relevant data to the Chair of the Department. Appeals will be considered by the Chair of the Department whom may seek consultation with an ad hoc committee of the Faculty. A student may appeal the decision of the Chair to the Associate Dean of Pharmacy and then the Dean of the College. The decision of the Dean is final. The student will maintain his or her student status and financial support during the appeals process.

V. Core Course Requirements

In addition to meeting course requirements as outlined in the Graduate Bulletin for the MS and PhD degrees, all Graduate Students are expected to register for and receive a grade not less than B for the following courses:

PSC 6800 Introduction to Research
PSC 7010 Advanced Drug Action and Safety
PSC 7020 Advanced Drug Discovery
PSC 7040 Advanced Principles of Drug Delivery and Formulation
PSC 7850 Pharmaceutical Sciences Colloquium
PSC 7860 Introduction to Seminar
PSC 7870 Second Year Seminar

All Doctoral Degree students must take and receive a grade of not less than a B in the above courses as well as the following courses:

PSC 7880 Third Year Seminar

These courses are required for all students in the program and cannot be waived for any reason. Students transferring from another graduate program will be required to take these courses (as appropriate for their degree) regardless of the nature of similar courses taken at other institutions. All students must complete the four core courses (PSC 6800, PSC 7010, PSC 7020, PSC 7040) before they can hold a defense for their thesis or dissertation.

VI. Seminar Attendance and Presentations

Students joining the program in fall or winter semester will register for PSC 7860 in the Spring/Summer semester of their first year and provide a seminar of 20 minutes in length describing their research experiences during their first year. Students joining the program in the Spring/Summer semester will register for PSC 7860 the following year.

All students will register for PSC 7870 in the Fall semester of the second year and will present a 45-minute seminar on a topic not directly related to the student's thesis/dissertation work. The topic will be selected by the student in concert with his/her research advisor and must be approved by that semester's seminar coordinator not less than two weeks prior to the scheduled seminar. Furthermore, the student must make available to the Department a two-page abstract of the seminar. References must be included and do not count towards the two-page limit. The abstract must be approved by the seminar coordinator, who will deliver it to the Department faculty, students, and staff by e-mail not less than one week prior to the seminar. Failure to comply with this requirement shall result in a lowering of the student's seminar grade by one full mark.

Doctoral students will register for PSC 7880 in the Winter Semester of the third year and will present a 45-minute seminar on the progress on their research. Furthermore, the student must make available to the Department a two-page summary of the seminar, including pertinent references. The summary must be approved by the semester's seminar coordinator, who will deliver it to the Department faculty, students, and staff by e-mail not less than one week prior to the seminar. Failure to comply with this requirement shall result in a lowering of the student's seminar grade by one full mark.

In semesters when they are not scheduled to give a formal seminar, all students in the Graduate Program are required to register for PSC 7850 (Pharmaceutical Sciences Colloquium) in each semester (excluding Spring/Summer) that they are in the program. Grades for PSC 7850 will be based upon attendance to the Departmental Seminars.

VII. Registration

Registration for courses will be done according to the policies and procedures of the University. Graduate students must follow the appropriate deadlines for course registration as listed on the Academic Calendar and on the Office of the Registrar website. Some required courses in the program require a Departmental override. Students needing a departmental override must request such an override from the Graduate Director using the Request for Departmental Override form (**Appendix 6**) and are strongly recommended to submit override forms 2 weeks before the new semester starts.

Each graduate student in the Department is required to register for a minimum of one credit hour during each semester (except summer or maintenance credits) until such time as all degree requirements are fulfilled. For PhD Graduate Research Assistants who are US citizen or permanent residents, a minimum of 6 graduate level credits or maintenance credits for the fall semester and a minimum of 6 graduate level credits or maintenance credits for the winter semester are required. No enrollment is required during the Spring/Summer term except for PSC 7860 in the 1st Spring/Summer term after the 1st fall semester. For international students, please check the Office of International Students and Scholars (OISS, https://oiss.wayne.edu/) for minimum credits required for each semester to maintain visa status.

MS and PhD students will be responsible for the tuition and fees for the courses from which they withdraw, and please check with the Office of the Registrar directly before withdrawing any courses.

VIII. Policy and Procedures Related to Leaves of Absence

Students are required to perform research activities full time in all semesters including Spring/summer, even though no enrollment is required for the Spring/summer term except for PSC 7860 in the 1st Spring/Summer term after the 1st fall semester. Students are entitled to time off for weekends and formal University holidays, except in instances where research dictates that a student must be present during that time. Students should inform their advisor if they will be away during the holidays and when

they will be back. Spring and Fall breaks are not considered University holidays and it is expected that students will work during these times unless the leave of absence is approved by the advisor.

A leave of absence is defined as an absence from the Graduate Program for a duration of any length up to and including one (1) semester or longer. Leaves of absence of students are subject to WSU policies for the Non-Represented employees, including the provisions of the Family Medical Leave Act. A leave of absence shall only be permitted for vacation, and extenuating personal or medical reasons, including but not limited to anxiety, attention deficit/hyperactivity disorder (ADHD), depression, pregnancy related reasons, Parental Leave (i.e., maternity or paternity leave), etc.. Students granted a leave of absence from the program may be required to do remedial work, depending upon the length of time the student is away from the program. Advisors cannot dismiss a student from their labs solely based on students' personal or medical issues, and there is still an expectation that students with personal or medical issues who have not requested a leave of absence will conduct their research. International students must check with the Office of International Students and Scholars (OISS) for potential visa/immigration related issues due to the leave of absence. Unauthorized/unexcused absences may result in the loss of stipend/tuition benefits/health benefits and/or dismissal from the program, pending a determination by the GPC, Department Chair, and advisor.

Parental Leave. All eligible students will be granted a Parental Leave for a period up to six weeks long immediately following the birth of a child, or the adoption of a child under the age of 6 for whom the student has parental responsibilities. Students who give birth will be granted up to 8 weeks of Parental Leave. During Parental Leave, the student will continue to be enrolled as a full-time student unless they withdraw from the courses. For PhD students, stipend, tuition, and fringe benefits will continue for the duration of the leave unless they withdraw from the courses. The Parental Leave begins the date of the birth or adoption and the entire time period of the leave must be used consecutively. If both parents are eligible graduate students, both may take the six-week Parental Leave. The total Parental Leave for each birth or adoption is limited to six weeks or 8 weeks for the birth parent in a single 12-month period; in the event of a multiple birth or adoption, the length of the Parental Leave will be limited to six weeks or 8 weeks for the birth parent in a single 12-month period. Parental Leave must be requested at least 4 weeks before the start of the leave. Approval of the advisor and Graduate Director are required. Leave of absence due to pregnancy related issues before childbirth will be considered as leave of absence for extenuating personal or medical reasons.

Other Leave. PhD students on approved leave other than parental leave (e.g., vacation, personal or medical leave) will keep stipend/tuition benefits/health benefits for 2 weeks per 12-month period. Unused paid leave days may be accrued for a maximum of 4 weeks of paid leave. Unless there are extenuating circumstances, paid leave will not be approved for students during a semester in which they are attending the departmental core courses (i.e., PSC 6800, 7010, 7020, and 7040). Taking more than 2 weeks leave (even if approved) during a single 12-month period (including all leaves: vacation, personal or medical leave, except for parental leave and having carryover paid leave from the previous year), may result in the loss of stipend/tuition benefits/health benefits as determined by the GPC, Department Chair and advisor. If MS students are supported by any funding source, whether they will keep the funding support during the parental leave and/or other approved leave will depend on the nature of the funding source.

If a parental leave or medical leave occurs while a student is taking our departmental core courses (i.e., PSC 6800, 7010, 7020, and 7040), they may choose to

(1). Elect to work with the course coordinators on alternative deadlines for assignments.

(2). Receive either a ‘Y” grade, defer grade, for courses that extend beyond the semester or an ‘I’ grade, an Incomplete Grade for courses that do not extend beyond the semester, following the policy established by the University: Incomplete Grade Policy - Current students - Wayne State University. If the student received an ‘I” grade, the course coordinator(s) will develop a contract with the student in which they specify the work needed to be completed and the deadline for completion. Failure to complete the work by the deadline will result in a grade of ‘F’ in the course. Any unchanged incomplete grades at the end of the one year will be changed to a grade of F; however, instructors have the right to establish a deadline that is earlier than one year. Students should contact the Financial Aid Office prior to requesting an Incomplete in their courses to be fully aware of how an "Incomplete" may impact their financial aid situation.

(3). Withdraw one or more or all courses in a semester, and receive a “W” grade for the course. “W’ does not impact the GPA calculation, however, too may ‘W grade’ on a transcript may be a concern to a potential employer. In addition, if dropping a course results in less than full-time semester status, it can have serious Financial Aid implications or for international students, visa/immigration implications. Moreover, PhD students who are US citizens or permanent residents are required to register for a minimum of six credits each Fall or Winter semester, otherwise, they will lose the stipend/tuition benefits/health benefits. MS and PhD students will be responsible for the tuition and fees for the courses from which they withdraw, and please check with the Office of the Registrar directly before withdrawing any courses. If students take a medical withdrawal (Maternity Leave is eligible for medical withdrawal), their tuition obligation may be cancelled depending on the timing of the withdrawal. A medical withdrawal is a complete withdrawal from all courses. For approved requests, the University Medical Withdrawal Policy will grant 100% tuition and fee cancellation if student stops attending ALL classes before the end of the 10th week of the scheduled class meeting period in a full fall/winter term. Medical documentation will need to confirm that medical attention was provided during this time period. For medical withdrawals occurring during the 11th or 12th week, tuition cancellation is at the rate of 60% and a W mark is entered for each course. There is no tuition cancellation after the twelfth week of the term but a W mark is entered for each course. These periods are adjusted proportionally for courses that do not run the full term. While a request is under review tuition payments should be made as scheduled.

If a parental leave occurs while a student is taking courses offered by other departments, they must work with the course coordinators and follow the policy in those departments regarding those courses.

MS students need to pay for the tuition and fees for the courses they will re-take while PhD students don’t need to pay for the tuition and fees for the courses they will re-take next year, due to approved leave of absence.

If a student cannot perform research in the lab or attend classes because of personal or medical reasons (other than parental leave) that require > 4 weeks of time, they should apply for a long term personal or medical leave of absence. If the long term personal or medical leave of absence is approved, the student must withdraw from all classes and the program. Withdrawing from the program will result in the loss of stipend, tuition, and health insurance.

If students, who have extenuating personal or medical issues and have not requested a leave of absence, do not perform well in a course, they will receive the grade they have earned even if the grade is lower than B, and may be placed on probation or dismissed by the GPC per the policy described in “IV. Academic Progress Requirements”.

If students have extenuating personal or medical reasons for why they may not perform well in the courses or in the laboratory, they are required to notify the course instructor and/or their advisor by email

or mail. The course instructor and/or the advisor must meet with students privately to discuss their special needs and document the event. If accommodations are needed, students are required to register with Student Disability Services (SDS, https://studentdisability.wayne.edu/) for coordination of their academic accommodations. Students who are registered with SDS and who are eligible for alternate testing accommodations such as extended test time and/or a distraction- reduced environment should present the required test permit to the course instructor at least one week in advance of the exam. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student's accommodation letter. Students who would like to attend a class online for a lecture must seek approval from the course coordinator and the instructor for that lecture, and for other courses related accommodations (e.g., makeup exam, etc.), students must seek approval from the course coordinator.

All requests for leaves of absence for research less than 15 days will need to be approved by the advisor. Students requesting a leave of absence longer than two (2) weeks from research must submit a written request (email or online), approved by the student's advisor, to the Graduate Director for approval. All requests for leaves of absence for courses at any length will need to be approved by the course coordinator. Requests for medical leaves of absence must be accompanied by a signed affidavit from the student's primary care provider (physician, physician's assistant, or nurse practitioner) if requested by the student's advisor or the Graduate Director for leaves of absence for research, and by the course coordinator or instructor on that day for leaves of absence for classes. This shall contain an indication of the degree of impairment, date of initiation and anticipated duration. Requests for extension of an authorized leave of absence shall be made following the same procedures as the initial request. Too much time away has a great effect on the research productivity or class performance, and may negatively affect time to graduation.

Withdraw/resign from the graduate program

Students have the right to withdraw/resign from the graduate program at any time by emailing a signed resignation letter to the Graduate Director and withdrawing from all the courses they are enrolled. However, students will be responsible for the tuition and fees for the courses from which they withdraw.

IX. Formation of Thesis/Dissertation Committees

The Thesis/Dissertation Committee performs an integral function in the progress of a student through their graduate education and training. It is responsible, in collaboration with the student's advisor, for providing strategic oversight of the research conducted by the student, guiding the student during their degree and assessing and evaluating the student's progression through the program.

All Graduate Students must form their thesis or dissertation committee by the end of the 2nd Semester (including Spring/summer semester) of their first year in the program. Master's thesis committees will consist of at least three (3) members; the advisor who will serve as the Chair of the Committee, one (1) other member of the Department and one (1) member from outside of the Department. Doctoral Dissertation Committees will consist of at least four (4) members and if there are co-chairs/co-advisors, the committee must consist of five members; the advisor who will serve as the Chair of the Committee. At least two committee members must be from the student's home department.

At least two members, including the chair, must hold graduate faculty appointments in the home department. If there are co-chairs, the one from the home unit must hold a graduate faculty appointment.

The committee must have an external member who cannot hold any salaried or contractual appointment,

tenure line or retreat rights in the home unit and may be from within or outside Wayne State. Membership in the committee will be determined by the advisor and the student. Students will inform the Graduate Director of the formation of the Committee via use of the Thesis/Dissertation Committee form (**Appendix 7).** Once the committee has been formed, changes to the composition of the committee can be made only by written approval of the GPC.

After formation of the Thesis/Dissertation Committee, the Committee must meet before students present their 1st year seminar in PSC 7860. Afterwards, the Committee must meet at least once every 12 months to document the student's progress. Students who fail to hold the Thesis/Dissertation Committee meeting according to the above listed timeline, will be placed on probation and may be denied course overrides. All students are required to provide a written summary of their research progress to the Committee at least one week before the meeting of the Committee. Each committee meeting lasts approximately 1-2 hours starting with the student's presentation of progress (~50 minutes), followed by questions by the committee members. The Committee will evaluate the student using the Committee Evaluation Form (**Appendix 8**). Students that receive a score of above 3 (i.e., Needs improvement or Needs significant improvement) on "Overall Rating of Student progression towards degree" on the Committee Evaluation Form will be placed on probation by the Graduate Program Committee and will be required to hold another committee meeting in 3 months for a MS student and 6 months for a PhD student.

X. Thesis/dissertation prospectus exam

Both the MS and Doctoral students are required to prepare and defend a thesis/dissertation prospectus before they present their 1st year seminar, PSC 7860. The purpose of the prospectus is to provide students and their committee with a clear description of the proposed research project. The prospectus is not a contract and can be altered by the approval of the committee. The prospectus should contain the following sections: 1. Review of the relevant literature and the scope of the problem; 2. Rationale/hypothesis for the proposed study; 3. Specific aims of the proposed study; 4. Approach/method and design of the study to examine the hypothesis, as well as the materials or subjects used; 5. projected results. The prospectus should be an NIH style grant proposal (e.g., R03, R21, R01 or F31) with 1 page of Specific Aims and 6-12 pages of Research Plan (excluding references) in length and must include all elements expected for such a document and follow the format guideline in Appendix 12. The prospectus is to be written by the student with consultation and edits from the advisor. The prospectus will serve as the basis for the thesis/dissertation research for all students, and for PhD students, will satisfy the prospectus requirement. This prospectus must be checked for plagiarism by the advisor as described on the webpage https://gradschool.wayne.edu/students/phd/requirements#defense, and the document is to be submitted to the thesis/dissertation committee 2 weeks before the 1st committee meeting. Failing to do so will lead to the rescheduling of the 1st committee meeting. During the 1st committee meeting, students will present their prospectus and the committee members will exam the merit of the proposal. If a student does not successfully pass the prospectus exam, the student may request a re-examination which must be scheduled within six (6) months, but no earlier than four (4) months of the original exam date. If a student is not successful in the prospectus defense on the second attempt, dismissal can be recommended by the GPC. Regardless of the circumstances, students must have successfully completed their prospectus defense by the end of the second year in the program or be dismissed from the program. Students will also present a shorter version of the prospectus during their 1st year seminar PSC7860 since the Prospectus defense presentation is approximately 60 minutes while the 1st year presentation is approximately 20 minutes.

Following successful completion of the Prospectus examination, PhD students must **Complete a Prospectus and Record of Approval** available on the Graduate School website. This form is approved by the student's Dissertation Committee, the Graduate Director, and the Graduate School. For MS students, a Thesis prospectus form is approved by the student's thesis Committee and the Graduate Director.

XI. Required Time on Research Activities

Both the MS and Doctoral Degrees are research-based degrees that require students to conduct a research project under the director of an advisor. All students are expected to spend significant time in the laboratory. For Doctoral Degree students, it is required that students spend at least 37.5 hours per week (including total hours spent on weekdays, evenings and weekends) on research activities in the lab or if approved by the advisor, outside the laboratory (e.g., at home). Research activities include any activities related to the student's research that are instructed and approved by the advisor or have been assigned by the faculty during rotation. The MS program is considered a full-time degree program and thus there is the expectation that students will spend considerable time during the semester working on their thesis work. MS students who are not supported by the Department or advisor are required to spend at least 20 hours per week on research activities. MS students that are supported by funds are expected to follow the nature of the funding provided to them. Both degree programs hold classes and research in all semesters (Fall, Winter and Spring/Summer). Both PhD and MS students may have to work during the evening, weekends and/or holidays as dictated by the nature of the research projects.

All students are expected to carry out research activities in the laboratory or if approved by the advisor, outside the laboratory (e.g., at home), during normal business hours (e.g., 8-5 or 9-6 weekdays, as specified by the advisor). Exceptions to this include situations in which research dictates work outside of these hours (i.e. time course studies, cell culture, animal care, etc.). All students are expected to notify their advisor of their course schedule and seek approval from the advisor for time away from the laboratory. Punctuality in the lab is also expected unless otherwise specified by the advisor. If students will be late for the laboratory, they are expected to notify the advisor and explain the reason. Students should discuss expectations of the faculty advisor during rotations and at the start of their research project after been assigned to a laboratory. Failure to meet the lab attendance expectations will be treated as an unapproved absence and may lead to dismissal from the laboratory or the Graduate Program.

XII. Plan of Work

The Plan of Work, which delineates the sequence of courses required for degree completion, must be submitted to the Graduate School by doctoral students after the 1st semester but prior to registering for courses in their fourth (4) semester. Master's students must submit a Plan of Work to the College Graduate Officer after the 1st semester but prior to completing twelve (12) credit hours of coursework or registering for courses in their fourth (4) semester, whichever comes first. Forms for the Plan of Work can be found on the Graduate School website.

XIII. Transfer Credits

Only courses met the following criteria can be transferred to our graduate program: 1). They are a graduate level (i.e., at least a 5000 level) course at the institution where those courses are offered; 2). Passed with a grade B or above; 3). Passed within 10 years when the course will be offered in our graduate program; 4). Credits can only be transferred as elective credits.

Students from US institutions may transfer up to 32 graduate credits at the other institution into the PhD program per the Graduate School policy.

Students from US institutions may transfer up to 15 graduate credits into the MS program in Pharmaceutical Sciences.

Students from non-US institutions may transfer up to 16 graduate credits at the other institution into the PhD program. Students from non-US institutions may transfer up to 11 graduate credits into the MS program in Pharmaceutical Sciences.

XIV. Requirements for the Master of Science Degree

In addition to the policies described herein, M.S. students must fulfill all established requirements of the Graduate School described in the most recent issue of the University Graduate Bulletin.

The Master of Science with a major in Pharmaceutical Sciences is offered only as a Plan A Master's program requiring thirty credits, including an eight-credit thesis. All course work must be completed in accordance with the academic procedures of the Graduate School governing graduate scholarship and degrees. Non-thesis MS degrees are NOT offered.

Courses required will vary with the student's previous preparation and the area of specialization. These courses will be determined by the student's graduate advisor, with review and approval by the Graduate Director as formalized by the Plan of Work. To qualify for the degree, all courses specified on the Plan of Work must be satisfactorily completed with a cumulative grade point average of at least 3.0. In addition, a public seminar of the thesis followed by a final oral examination of the thesis is required of all candidates. All MS students are encouraged to get prior approval from the Committee before beginning working on their thesis.

Master's Thesis

A thesis is required of all Master's students before a degree can be awarded. The thesis must conform to the Graduate School Thesis/Dissertation format guidelines. The final versions of thesis must be checked for plagiarism using appropriate software by the advisor as described on the webpage https://gradschool.wayne.edu/students/phd/requirements#defense. Students are strongly recommended to check the plagiarism and make changes accordingly before emailing the advisor for the plagiarism check. The advisor will submit a copy of the first page of the result with the similarity report value to the graduate director, and provide a brief explanation if the similarity report exceeds 15%. Matches to publications from the student will not count towards the plagiarism check. Documents displaying greater than 15% match but less than 25% (after removal of hits due to students published papers) will be rejected unless justification is provided, in writing, by the advisor explaining why the document should be approved. Documents displaying greater than a 25% match (after removal of hits due to students published papers) are unacceptable under any circumstances. All figures/charts/data that are taken from published sources (other than the students own work) must have a copyright use letter provided for each

figure.

Guidelines for Defense

It is the responsibility of the MS student to schedule the defense date and ensure that all members of the Committee can attend the defense. The Department of Pharmaceutical Sciences will follow the deadlines and requirements established by the Graduate School for the MS degree (https://gradschool.wayne.edu/students/masters). The last day to defend will be the same as that for PhD students. An electronic defense of the MS thesis can be done provided that the entire Committee approves.

The MS student must have a pre-defense (which may serve as the last committee meeting) 2-6 months before the expected final defense date to obtain committee members' approval of final defense. The student will provide a formal presentation to the committee only, including all the works expected in the final defense. The committee will vote to determine if the student has completed necessary work for their thesis. A candidate may be passed if there is not more than one negative vote by the committee. Abstentions shall be considered negative votes. A committee member absent is considered a negative vote. Upon successful completion of the pre-defense, all Committee members must sign the Thesis Pre-Defense Form (**Appendix 11**). This will minimize failure during the final defense, which has to be open to the public. If a student does not successfully pass the pre-defense, the student may request a re-examination which must be scheduled within 6 months, but no earlier than two months of the original pre-defense date. Should the student not successfully pass the second pre-defense, the student will have one more opportunity to pass the pre-defense. Failed to pass the 3rd pre-defense will result in the dismissal from the program.

The MS student must provide a final draft of the thesis that has been plagiarism-checked and approved by the advisor to the Committee at least four weeks before the date of the defense. Failure to do so could result in a delay in the defense. Committee members are required to review the thesis and certify it is ready for defense. Committee members are free to ask students for minor revision of the thesis during/after the defense, however, no requests for major revisions of the thesis should arise at/after the defense. If students are required to make revisions, the revisions have to be completed within 2 weeks of the defense date. The updated final thesis must be sent to the advisor for plagiarism check again before submitting to the graduate director and graduate school.

The MS student must provide a public seminar on their thesis. This seminar will be immediately followed by a closed meeting with the Committee who will conduct an oral exam of the student focused on their thesis work. A candidate may be passed if there is not more than one negative vote by the committee. Abstentions shall be considered negative votes. A committee member absent is considered a negative vote. Upon successful completion of the defense, all Committee members must sign the Thesis Defense Form (**Appendix 9**). Once the form has been signed, the thesis format is checked by the Graduate School. Students should note that the degree will be officially awarded at the end of the semester during which the defense took place or the semester right after. If a student does not successfully pass the defense, the student may request a re-examination which must be scheduled within 12 months, but no earlier than four (4) months of the original defense date. Should the student not successfully pass the second defense, the student will not receive the MS degree, and the student will be dismissed from the program.

International students whose intention it is to gain work experience in the U.S. upon graduation should contact the OISS about applying for OPT (Optional Practical Training) at the beginning of their last semester.

XV. Requirements for the Doctor of Philosophy Degree

In addition to the policies described herein, doctoral students must fulfill all established requirements of the Graduate School described in the most recent issue of the University Graduate Bulletin.

Courses required will vary with the student's previous preparation and the area of specialization. These courses will be determined by the student's graduate advisor, with review and approval by the Graduate Director as formalized by the Plan of Work. To qualify for the degree, all courses specified on the Plan of Work must be satisfactorily completed with a cumulative grade point average of at least 3.0. In addition, a public seminar of the dissertation followed by a final oral examination of the dissertation is required of all candidates.

Qualifying Examinations (PhD Students only)

All PhD students must successfully complete the dissertation prospectus exam before they are eligible to for the qualifying examination. The qualifying exam must be completed by the end of the Fall semester of the third year. Students that fail to meet this deadline will be placed on probation. The qualifying exam will consist of two parts: a written and an oral component (an oral exam of the proposal). For the written component, a research proposal suitable for submission to National Institutes of Health (NIH) must be generated. The proposal should follow the standard guidelines outlined for an NIH R01 application except that no preliminary data are required, with 1 page of Specific Aims and 6-12 pages of Research Plan (excluding references). The proposal must follow the Format Guidelines in Appendix 12. The research outlined in the proposal is to be independent from the dissertation research and should not be based upon any proposal written by the student's advisor. The advisor should provide only minimal assistance. This proposal must explain basic principles of each of the three subdisciplines: medicinal chemistry, pharmaceutics, and pharmacology/toxicology, and include experiments to integrate the three subdisciplines. This proposal must be given to the dissertation committee at least 2 weeks before the oral exam date. Failing to do so will lead to the rescheduling of the oral exam. At the oral exam, the outside member of the Committee will serve as the Chair. The oral examination is designed to probe the student's knowledge of the proposed research as well as their basic understanding of relevant material. If a student does not successfully pass the written and/or oral component of the qualifying exam, the student may request a re-examination which must be scheduled within six (6) months, but no earlier than four (4) months of the original defense date. Should the student not successfully pass the second qualifying exam, the student will not progress to PhD candidacy. The student may be dismissed from the PhD program or allowed to move to the MS program at the discretion of the GPC. Following successful completion of the examination, the student must **Complete a Report on Oral Examination** available on the Graduate School website. This form is approved by the student's Dissertation Committee, the Graduate Director, and the Dean of the Graduate School.

Publication

All PhD students are required to have at least one first-authored research manuscript either published or submitted before the defense can be held. Shared first-authorship on manuscripts will be accepted. Any publication that does not present the student's independent research will not count as a publication for the purposes of this policy. Students and advisors are required to follow the Department guidelines on authorship (**Appendix 10**). In cases of dispute between the student, advisor, and/or the dissertation Committee, the dispute resolution procedure outlined in **Appendix 10** will be followed.

Dissertation

A dissertation is required of all Doctoral students before a degree can be awarded. The dissertation must conform to the Graduate School Thesis/Dissertation format guidelines. The final version of dissertation must be checked for plagiarism using appropriate software by the advisor as described on the webpage https://gradschool.wayne.edu/students/phd/requirements#defense. Students are strongly recommended to check the plagiarism and make changes accordingly before emailing the advisor for the plagiarism check. The advisor will submit a copy of the first page of the result with the similarity report value to the graduate director, and provide a brief explanation if the similarity report exceeds 15%. Matches to publications from the student will not count towards the plagiarism check. Documents displaying greater than 15% match but less than 25% (after removal of hits due to students published papers) will be rejected unless justification is provided, in writing, by the advisor explaining why the document should be approved. Documents displaying greater than a 25% match (after removal of hits due to students published papers) are unacceptable under any circumstances. All figures/charts/data that are taken from published sources (expect for the student's own work) must have a copyright use letter provided for each figure.

Guidelines for Defense

It is the responsibility of the Doctoral student to schedule the defense date and ensure that all members of the Committee can attend the defense. The Department of Pharmaceutical Sciences will follow the deadlines and requirements established by the Graduate School for the PhD degree (https://gradschool.wayne.edu/students/phd). Electronic defense of the PhD dissertation can be done provided that the entire Committee approves.

The PhD student must have a pre-defense research committee meeting (which may serve as the last committee meeting) 2-6 months before the expected final defense date to obtain committee members' approval of final defense. The student will provide a formal presentation to the committee only including all the works expected in the final defense. The committee will vote to determine if the student has completed the necessary work for their thesis. A candidate may be passed if there is not more than one negative vote by the committee. Abstentions shall be considered negative votes. A committee member absent is considered a negative vote. Upon successful completion of the pre-defense, all Committee members must sign the dissertation Pre-Defense Form (**Appendix 11**). This will minimize the likelihood of failure during the final defense. The PhD dissertation defense event is open to the public. If a student does not successfully pass the pre-defense, the student may request a re-examination which must be scheduled within 6 months, but no earlier than two months of the original pre-defense date. Should the student not successfully pass the second pre-defense, the student will have one more opportunity to pass the pre-defense. Failure to pass the pre-defense on three occasions will result in the dismissal from the program.

The Doctoral student must provide a draft of the dissertation that has been plagiarism-checked and approved by the advisor to the Committee at least four weeks before the date of the defense. Failure to do so could result in a delay in the defense. Per the Graduate School policy, committee members are required to review the dissertation and certify it is ready for defense. Committee members are free to ask students for minor revisions of the dissertation during/after the defense, however, no requests for major revisions of the dissertation should arise at/after the defense. If students are required to make revisions, the revisions have to be completed within 2 weeks of the defense date. The updated final dissertation document must be sent to the advisor for plagiarism check again before submitting to the graduate director and graduate school.

The Doctoral student must submit the following two forms required by the graduate school **at least four weeks before** the date of the final defense.

CONFLICT OF INTEREST

FINAL DEFENSE REPORT

Failure to do so could result in a delay in the defense or if students defend without these forms approved, they may be required to re-defend by the Graduate School.

The Doctoral student must provide a public seminar on their dissertation research. This seminar will be immediately followed by a closed meeting with the Committee who will conduct an oral exam of the student focused on their dissertation work. A candidate may be passed if there is not more than one negative vote by the committee. Abstentions shall be considered negative votes. A committee member absent is considered a negative vote. Upon successful completion of the defense, all Committee members must sign the Final Report Dissertation Defense Form available on the Graduate School website. Once the form has been signed, the dissertation is submitted to the Graduate School for a format check. Students should note that the degree will be officially awarded at the end of the semester during which the defense took place or the semester right after.

If a student does not successfully pass the defense, the student may request a re-examination which must be scheduled within 12 months, but no earlier than four (4) months of the original defense date. Should the student not successfully pass the second defense, the student will not receive the PhD degree. The student may be allowed to move to the MS program or be dismissed from the program at the discretion of the GPC.

Two weeks after passing the final defense, graduate assistantships will be terminated for PhD students. This will result in the loss of stipend and insurance. International students whose intention it is to gain work experience in the U.S. upon graduation should contact the OISS about applying for OPT (Optional Practical Training) at the beginning of their last semester, i.e., well before the date of their final defense.

Students must save all original data including but not limited to original Western blot films/images, original instrument generated data files (e.g., mass spectrum files, gene expression files, etc.) in a timely manner with redundancy back up whenever possible (e.g., OneDrive), and return original data and lab notebook to the advisor before leaving the lab. Please see Research Records Policy in Appendix 13 for details.

XVI. Student Award Programs

The Department of Pharmaceutical Sciences will present at least one academic award, including a monetary component, to graduate students each year. The amount and number of the award(s) is contingent on the income from the Frank O. Taylor Scholarship fund, the George Fuller Scholarship fund, the Fusao Hirata Scholarship fund and the Tim Hill Scholarship fund as well as other available funds.

One award is given annually to the graduate student, selected by an Award Committee comprised of the Graduate Director, Chairman of the Department and selected members of the GPC, who has excelled in both research productivity and didactic courses while in the program. The selection criteria are:

1. A student must have completed at least 3 semesters of study in the program, with at least 20 hours of graduate level course credits.
2. A minimum GPA of 3.60 is required, excluding thesis/dissertation research credits.
3. The annual evaluation of the student's research performance by the thesis/dissertation

committee should be 1, 1.5 or 2 (1 is best)

Additional awards may be presented to a student based on criteria established by the Award Committee.

Appendix 1: Duties of the Graduate Director

- Supervise and coordinate the graduate program
- Serve as liaison between department, college, and university
- Provide academic oversight of the graduate program
- Chair the Graduate Program Committee
- Communicate with the department chair in planning graduate program activities
- Recommend policy and program changes
- Attend Graduate Directors' meetings at the Grad School
- Advise new students and those without an adviser
- Provide general advice to graduate students and make sure that they are assigned a permanent adviser as quickly as possible
- Coordinate Qualifying Exams
- Inform students of the steps and procedures as they approach graduation.
- Handle petitions and appeals
- Give permissions for leave of absence
- Ensure that all GRA contracts are completed and processed before they end (usually Aug 15). Sign all GRA contracts.
- Work with Student Affairs Office on registration holds releases (except for dissertation credit holds, which are handled directly by the Grad School and the request for release must be submitted directly to them)
- Update the graduate program website, departmental graduate policies and procedures, and marketing brochures
- Maintain database of program graduates and keep contact info of the graduates
- Obtain and maintain data about the graduate program (such as number of applicants, GPA, GRE etc.)
- Maintain student records to ensure that: students complete the program on time, committees are formed, credit transfers are processed, plan of work is created
- Maintain data on current and historic student funding
- Lead and coordinate graduate student recruitment
- Handle inquiries and communicate with prospective students
- Make admissions decisions, and communicate those decisions to applicants, students, and the university
- Assign "Y" grades for PSC 9XXX (students should register for Grad Director's section). Grad School converts Y grades to letter grades following successful dissertation defense

Appendix 2: Request for New Graduate Students and Graduate Student Funding

Department of Pharmaceutical Sciences
Graduate Program

202x

- **This form has been converted to a Qualtrics Survey and the link will be sent to you when available.**
- **No paper form will be accepted.**

The purpose of this form is to assess the needs of the Faculty for new MS and PhD graduate students starting in 202x as well as monitor the future support for existing students for the next academic year. If you are interested in mentoring a graduate student for the 202x or have existing graduate students in your laboratory, please fill out the form below. Faculty who do not submit a signed copy of the form will be listed as requesting no graduate students for 202x and will not be assigned any students for rotations. Incomplete forms will not be accepted.

Faculty Name: _____

Graduate Student Funding (e.g., R01, internal grants, start-up, Department, self-support, etc.)

Student Name	Graduation Date	Source of student funding 202a-202b	Source of student funding 202b-202c	Source of student funding 202c-202d	Source of student funding 202d-202e	Source of student funding 202e-202f

Request for New Graduate Student

I wish to mentor (check one or both):

□ MS student

Number of MS students desired: _____

Name of project(s): _____

□ PhD student

Number of PhD students desired: _____

Name of project(s): _____

Funding source of PhD student(s), and specify the funding type (e.g., R01, internal grants, start-up**,** etc.) and # of years you can support for each PhD student based on the funding you have/are sure to have: _____

I agree that I will be held responsible for mentoring the number of students requested above.

Signature: _____Date: _____

Appendix 3: Evaluation of Rotation Student

Wayne State University Department of Pharmaceutical Sciences
Evaluation of Rotation Student

- **This form has been converted to a Qualtrics Survey and the link will be sent to you when available.**
- **No paper form will be accepted.**

Student Name:
Date:
Advisor Name:
Rotation (circle one): 1 2 3

In the table below, please indicate the rotation student's performance in the following areas:

	Exceeded expectations	**Met expectations**	**Failed to meet expectations**	**Not assessed**
Research progress	☐	☐	☐	☐
Attendance in lab	☐	☐	☐	☐
Learning new techniques	☐	☐	☐	☐
Reading the literature	☐	☐	☐	☐
Meeting with advisor	☐	☐	☐	☐
General interest in the research performed in the lab	☐	☐	☐	☐

What grade would you give this student for their rotation in your lab (circle one)?

A+ A A- B+ B B- C+ C F

Fit with the lab (circle one): poor potentially good good

Would you mentor this student for their MS/PhD degree (circle one): yes no maybe

Additional Comments (optional):

Signature: _____ Date: _____

Appendix 4: Student Selection Form

- **This form has been converted to a Qualtrics Survey and the link will be sent to you when available.**
- **No paper form will be accepted.**

Name: _____

Please provide, in order of preference, your selection of students that you are willing to mentor. Only one student may be placed on each line. The Graduate Program Committee will do it's best to place your top choice into your lab. If you have mentored more than three students, place additional names in the slots provided. If there are students that you would not accept into your laboratory under any circumstances, please indicate the names of those students on the line provided.

This form must be returned to the Graduate Director by xxx.

1. _____
2. _____
3. _____
4. _____
5. _____

I would not mentor the following students:_____

Signature: _____ Date: _____

Appendix 5: Advisor Selection Form

- **This form has been converted to a Qualtrics Survey and the link will be sent to you when available.**
- **No paper form will be accepted.**

Student Name: _____

Please provide, in order of preference, your selection of an advisor to mentor you for the research phase of the MS degree. Only one professor may be placed on each line. The Graduate Program Committee will do it's best to place you into the lab of your first choice.

This form must be returned to the Graduate Director by xxx.

1. _____
2. _____
3. _____

Signature: _____ Date: _____

Appendix 6: Form to Request Overrides for Registration for Classes

- **This form has been converted to a Qualtrics Survey and the link will be sent to you when available.**
- **No paper form will be accepted.**

Please use the following form to request an override for the registration for classes. All overrides must be listed on this form as overrides will be processed once for a student. Please fill out the form, obtain your advisor's signature, and then submit to the Graduate Director for his approval. Once all signatures have been obtained, please submit the form to the Office of Student Affairs. Forms will be processed and you should be able to register for classes within 24-48 hours after the form has been delivered to the Office.

Name:_____
Email: _____
Access ID: _____
Banner ID: _____
Semester: _____

Course Abbreviation and Number	CRN	Section	Instructor	Override Type (see list below table)

Override Types. Please select the appropriate override code(s): **DEPT**: Departmental override needed for thesis courses, selected topics and research techniques. **CLOSE**: Closed course override for courses that are full. **REPEAT**: Repeat course override for courses that you are repeating. This includes courses you are repeating because of grades as well as courses you are taking again (i.e. research techniques). **LA**: Later registration before the second week of classes. **LATE**: Late registration after the second week of classes.

Student signature: _____ Date: _____
Advisor: _____ Date: _____
Department Coordinator: _____ Date: _____

Appendix 7: Formation of Thesis/Dissertation Committee

Name:_____ Date: _____

Access ID: _____ Email:_____

Degree: _____ Advisor: _____

DISSERTATION COMMITTEE MEMBERS:

		Advisor	
Name ID	Access		Signature Date
Name ID	Access		Signature Date
Name ID	Access		Signature Date
Name ID	Access	**Outside Member**	Signature Date
Name **Outside Member is from:**			Signature Date

_____

_____

Departmental Graduate Director Date

Appendix 8: Assessment Rubric

Assessment Activity: Committee Meeting

- **This form has been converted to a Qualtrics Survey and the link will be sent to you when available.**
- **No paper form will be accepted.**

Student Name: _____

Date: _____

Semester entered into the program: _____ Degree goal (MS/PhD):_____

Has the student advanced to candidacy (Y/N): _____

Dissertation Committee Members:
_____ Advisor
_____ Co-Advisor (if any)
_____
_____
_____ Outside member

Directions: The entire committee should discuss the student's presentation of the research with respect to the topics listed below and generate a consensus score for each topic. The scoring rubric is **1 (Excellent), 2 (Good), 3 (Average), 4 (Needs improvement) and 5 (Needs significant improvement).** The Committee should adjust their expectations for student progression based upon the degree track of the student. For any topic that is scored above a 3, briefly comment on the committee's reasons for this assessment. The advisor will turn the report into the Graduate Director, who will then present this document to the Graduate Program Committee. Students that receive a score of above 3 (i.e., **Needs improvement or Needs significant improvement)** on "**Overall Rating of Student progression towards degree**" will be placed on probation by the Graduate Program Committee and will be required to hold another committee meeting in 3 months for a MS student and 6 months for a PhD student. A copy of this form will be placed into the student's record and will be sent to the student for review.

Rate the student on the following program learning objectives:

MS and PhD Students

___ **1. Explain** basic principles of each of the three subdisciplines: medicinal chemistry, pharmaceutics, and pharmacology/toxicology

___ **2. Demonstrate** advanced knowledge and comprehension in major

___ **3. Demonstrate** technical and analytical proficiency in experimental approaches

___ **4. Clearly articulate, communicate**, **summarize and present** research data and concepts

___ **5. Operate** within a culture of safety and responsible conduct of research

___ **6. Interpret** scientific literature within the discipline major

___ **7. Evaluate** questions using the scientific method.

___ **8.** Use appropriate experimental designs and inferential statistics to **analyze** outcomes and test hypotheses.

PhD Students

___ **9. Synthesize** research outcomes

___ **10. Support** scientific knowledge through original research publication

Overall Rating:
1 (Excellent), 2 (Good), 3 (Average), 4 (Needs improvement) and 5 (Needs significant improvement)
Students that receive a score of above a **3** will be placed on probation

_____ Student progression towards degree

For any topic scored above a 3 (i.e., **Needs improvement or Needs significant improvement)**, please list the committee's rationale for this score

Additional comments by the committee

Dissertation Committee Members Signatures:
_____ Advisor
_____ Co-Advisor (if any)
_____
_____
_____ Outside member

Appendix 9: Final MS Thesis Defense Form

Name: _____ Date: _____

ACCESS ID:_____ Email: _____

Advisor: _____

Title of Thesis: _____

_____

Final Defense Date: _____ Time: _____

Building: _____

Decision of Final Defense

Thesis Committee Member	Date	**Passed Defense**	**Failed Defense**
_____		☐	☐
_____		☐	☐
_____		☐	☐
_____		☐	☐
_____		☐	☐

Safe Assign
Percent similarity found in document: _____

Name: _____ Date: _____

Graduate Director Approval: _____ Date: _____

Appendix 10: Authorship Guidelines

Department of Pharmaceutical Sciences
Approved by the Faculty 4/11/2018

These guidelines serve as a framework that establishes clear, commonly accepted criteria for authorship and provide a means to avoid and resolve authorship disputes. Authorship disputes are not research misconduct, as defined by the DHHS Office of Research Integrity (http://ori.hhs.gov/misconduct/definition_misconduct.shtml, http://ori.dhhs.gov/policies/plagiarism.shtml). Cases of research misconduct are to be addressed through the Wayne State University Office of Research Integrity (https://research.wayne.edu/integrity/index.php).

1. Criteria for Authorship:

These principles echo minimum requirements for authorship defined by the International Committee of Medical Journal Editors (ICMJE) and Authorship Guidelines of the Medical University of South Carolina. An author shall meet all of the following criteria (http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html):

a. Make substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
b. Draft the work or review/revise it critically for important intellectual content;
c. Take full responsibility for his or her contributions to the product by having participated sufficiently in the work, and be willing to support the general conclusions of the work.

When publications involve multiple authors, the authors are expected to agree on selection of one individual identified as the responsible author, who is accountable for inclusion of all authors meeting the criteria of authorship, and confirming agreement from all co-authors on authorship decisions.

The responsible author will decide the order of authors with input from the co-authors, and should identify the exact contribution of each author in the transmittal letter. There may be shared first authorship or shared last authorship to reflect equal author contributions. Authors sharing equal credit may be listed alphabetically. The responsible author has the primary responsibility for confirming that each author has reviewed and authorized the submission of original and revised manuscripts, data and analyses are reproducible, understanding any intellectual property, confidentiality, conflict of interest and research integrity issues. Conflicts of interest should be disclosed in accordance with institutional and journal policies.

Principal investigators should establish that each member of the research group understands authorship criteria and policies of that group when the member joins the group, and should review criteria and policies periodically. Department authorship guidelines should be communicated during research orientation sessions and courses or training on responsible conduct of research.

Individuals not meeting authorship criteria but who have made other contributions should be acknowledged. It is strongly recommended that written permission be obtained from individuals who are acknowledged, because their inclusion may be perceived as endorsement of the product. Examples of contributions that would merit acknowledgement include:

a. acquired funding, collected data or provided general supervision;
b. provided other technical help or writing assistance;
c. contributed space, reagents or equipment or performed occasional routine analyses;
d. made provision for caring of study participants or provided patient materials;
e. afforded general support, including scientific advising, critical review of the proposal and/or overall encouragement

2. Confidentiality:

In addressing an authorship dispute, from the initial submission of the complaint, through the completion of the process, all communications and materials reviewed in all stages are privileged and confidential. As a general rule, only those individuals who need to know of a complaint should be made aware of it, the relevant information, and the proceedings.

3. Authorship Dispute Resolution:

a. Upon receipt of a written request from a complainant, the Chair will request that the complainant and responsible author work together to reach an agreement.
b. If an agreement is not reached, the Chair will meet separately with the complainant and responsible author and serve as mediator to facilitate an agreement.
c. If an agreement is not reached, the Chair will meet together with complainant and responsible author and serve as mediator to facilitate an agreement.
d. If an agreement is not reached, the complainant may request the Dean of the College serve as mediator to facilitate an agreement.
e. If an agreement is not reached and authors are from multiple colleges or institutions, the complainant may request the Vice President(s) for Research serve as mediator to facilitate an agreement.
f. If an agreement is not reached, the complainant and responsible author may request that the Editor resolve the dispute by applying policies of the Journal. The Journal has the sole responsibility for enforcing its policies related to authorship.

Appendix 11: Thesis/Dissertation Pre-Defense Form

Name: _____ Date: _____

ACCESS ID:_____ Email: _____

Semester entered into the program: _____ Degree goal (MS/PhD):_____

Advisor: _____

Title of Thesis/Dissertation:
_____

_____

Pre-Defense Date: _____ Time: _____

Decision of Pre-Defense

Thesis/Dissertation Committee Member Name	Thesis/Dissertation Committee Member Signature	Date	**Passed Pre-Defense**	**Failed Pre-Defense**
Advisor:_____	Advisor:_____ _____		☐	☐
Co-Advisor (if any): _____	Co-Advisor (if any):_____ _____		☐	☐
_____	_____		☐	☐
_____	_____		☐	☐
Outside member_____	Outside member_____		☐	☐

Graduate Director Approval: _____ Date: _____

Appendix 12

Format Guidelines:

- **Text Color**: No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- **Font size**: Must be 11-12 points. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
- **Type density**: Must be no more than 15 characters per linear inch (including characters and spaces).
- **Line spacing**: Must be no more than six lines per vertical inch.
- **Font:** Arial, Times New Roman, Georgia, Helvetica, or Palatino Linotype
- **Paper Size and Margins:** Use paper (page) size no larger than standard letter paper size (8 ½" x 11”). Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages.
- **Language & Style:** Use English, avoid jargon, and spell out acronyms the first time they are used in each application section/attachment and note the appropriate abbreviation in parentheses. The abbreviation may be used in the section/attachment thereafter.

Appendix 13. Research Records Policy

Wayne State University

Memorandum

To: Faculty/Staff
College of Pharmacy and Allied Health Professions

From: George C. Fuller, Dean Ext. 7-1574
College of Pharmacy and Allied Health Professions

Subject: **College Policy and Procedure Number 9 - Research Records Policy**

Date: October 28, 1992

PURPOSE

The purpose of this memorandum is to establish a policy and related procedures to assure that research outcomes are appropriately recorded to meet legal and regulatory standards, and to meet standards appropriate to each respective function. This policy applies to the ongoing process of accurately and systematically recording the outcome of research activities to create a permanent record of the research, thus becoming part of the respective department's intellectual property.

POLICY

All records describing research conducted in this College shall be the property of the respective academic department. Each department shall designate the principal investigator responsible for a research project as the official custodian of the records.

Should a principal investigator leave the department, the ownership of the records shall remain the property of the department. However, with the prior approval of the Department Chair, the principal investigator may retain custody (not ownerships) of the records. In such cases, appropriate documentation identifying the location of the records will be retained in the department.

This policy applies to records for all research and for all laboratory generated materials such as reagents, probes, and chemical intermediates.

Upon written request and with the approval of the Department Chair, this policy may be waived for research personnel conducting research in absentia under conditions where the department has written documentation identifying the location and custodian of the records.

IMPLEMENTATION

The policy shall be implemented through the appropriate use of research notebooks and other supplemental records as follows:

1) Research Notebooks: these are hard bound notebooks with numbered pages issued to all scientific and technical staff in the College. The hard bound note book is supplied by the College and is sequentially numbered and inventoried by each department with regard to date of issuance and the personnel assigned the notebook.

2) Supplementary Records: This category includes items that supplement bound notebook entries, but are not affixed to notebook pages. Examples include documents generated by computers, instruments or other devices such as strip chart recorders, and other forms or work sheets used to collect data as an experiment is being performed. These records are conventionally bound a loose-leaf binder, with that binder cross referencing the research notebook by name, and page number.

   Computer generated test reports and data stored on computer disks create unique problems in data storage and retrieval. These items shall be referenced in the research notebook with an appropriate entry in the notebook identifying the nature of the data, where it is stored, and how it may be accessed. Ideally, the diskette(s) should be secured in an appropriate carrier and bound in the cross referenced loose-leaf binder.

3) It is the responsibility of the department and the assigned research supervisor to ensure that research personnel are advised and educated with regard to the appropriate creation and maintenance of permanent research records in the prescribed format. Each department of the College engaged in the research enterprise shall translate the following procedure into an appropriate educational program that best meets the specific needs of the department.

PROCEDURE

It is especially important that research personnel understand that the records they create remain the property of the laboratory principal investigator so designated by the department. Research supervisors shall use the following guidelines in instructing their research personnel about the creation of appropriate research records:

1) Records of experiments or other research work must be able to stand alone. This means a skilled researcher is able to repeat the work described in the research notebook based solely on those records without needing clarification or further explanation by the original researcher. Therefore, chemical concentrations and purities, batch numbers, reaction parameters and conditions, special equipment used, special reagents used, and baseline or calibration values, if appropriate for instrumentation, must be identified as part of the research record. When a computer is used for data generation or data storage, the program or system shall be identified in the research notebook.

2) The permanent record of the research must include an explanation of the purpose of the work and provide a cross reference indicating relationships to prior work or a previously recorded idea or work plan in other research records.

3) For any calculation, indicate how each starting value was obtained, measured, estimated or calculated. Unless obvious, indicate any mathematical formulas used and include a sample calculation if appropriate.

4) Identify major collaborative contributors who conducted experimental work and describe or cross reference any relevant research records held by that/those collaborator(s).

5) Describe the experimental results obtained in specific factual terms rather than in absolute or conclusionary terms that represent the opinion of the investigator. This includes negative results. If known, the record shall indicate conditions that contributed to negative results and, indicate in detail how and when a substance or item performed with regard to a specific criteria. In general, no experiment is ever referred to as a failure in research records. Each experiment that leads to a result other than that anticipated is a learning experience. Where this is the case, the next logical step to be taken by the researcher is noted in the notebook.

6) Data sheets, not part of the notebook, may be permanently affixed by tape or staples. At least two edges of the item to be stapled or taped is affixed in the notebook. Items that can not fit on a bound notebook page without folding (such as large computer print outs) shall be placed in supplemental binder files and cross referenced as supplementary records (see Policy, Section 2).

7) Each hard bound notebook should include a descriptive title, and the table of contents should be completed to aid indexing and retrieval.

8) Cross references are used as frequently as possible to correlate various entries with any bound or loose leaf notebook with entries contained in different book, supplementary records, computer records, computer reports, progress reports, or other documents.

9) In general, only the official holder of a notebook will make entries in the notebook. Whenever another person makes an entry, the person making the entry must sign and date the entry.

10) Each numbered page of the notebook must be dated at the top, and all entries on the data page shall be made on that day. Notebook entries must be made in permanent water proof ink, and incorrect entries must not be erased, deleted, or covered. Instead they are lined out with a single line, so that the incorrect entry is still readable, initialed and dated.

11) Those notebook entries potentially useful for documenting the conception of an idea, must include a note that the idea was conceived, a plan for implementing a research program to test the idea, and mention discussions with other people that have occurred regarding the conception of the idea.

12) Witnessing: In those circumstances where the conception of an idea is part of the research record, the entry must be signed by a co-worker as soon as possible after the entry is made. The notebook holder and the co-worker must both sign and date the entry. This witnessing step satisfies a doctrine of patent law that requires corroboration of an invention by someone who is not a co-inventor. Accordingly, any person listed as a potential co-inventor must not be used to witness the notebook. In general, to be considered a valid record, the section of the notebook describing the conception of an idea must be dated by a witness within two weeks of the creation of the record. Under these circumstances the witness must assert that he/she has read and understood the entry. It is not necessary for the witness to master the entry, but must ensure that the entry is readable and that the witness has a basic grasp of what the entry means.

George C. Fuller, Dean

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