

**Eugene Applebaum College of Pharmacy & Health Sciences
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 Director¹ 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 request 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 Capstone 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.

Ideally, lab rotations during the 1st year in the graduate program allow both students and faculty to connect in an Advisor-Advisee relationship that is mutually beneficial and can result in a MS thesis or PhD dissertation project. There are occasions, however, when either the student or the Advisor want to discontinue the Advisor-Advisee relationship. The following policies address those occasions.

Policy on students switching labs after having been assigned to a lab

- *. Students wanting to switch to a different lab 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 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 students still would like to switch a different lab, if students still like to switch to a different lab, the graduate director will be the temporary advisor until students find a new one by following the **New-lab-finding policy** below:

New-lab-finding policy

- *. The lab to which a student is interested in switching 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 notify the students which labs may have openings and ask students to meet those faculty members.
- * Students must email the list of ≥ 3 labs they are interested in rotating to the Department Chair and the Graduate Director.

- *. After students meet the faculty members, if the student is interested in rotating in their labs and the faculty members are willing to offer the rotation, the student will start the rotation in their labs.
- *. Students must have at least one lab rotation and can have up to 3 rotations to find a new lab except for the case that they already did a rotation with a faculty during the 1st year and that faculty has an opening and is willing to accept the student into her/his lab. In this case, no rotation is required.
- * Students may do a lab rotation with a faculty they previously rotated if he/she has an opening and is willing to offer a rotation for them.
- *. All students are required to have a faculty member in our department as the primary advisor or co-advisor to graduate from the program.
 - *. If a PhD student finds a faculty member in our department as the primary advisor, the departmental faculty member, the Department Chair, and/or other funding source (such as T32 training awards) must agree to provide students with funding (>\$50,000/year for Stipend/tuition/health insurance) until graduation.
 - *. If a PhD student finds a faculty member outside our department as primary advisor: (1). The faculty member outside our department and/or other funding source (such as T32 training awards) must agree to provide students with funding (>\$50,000/year for Stipend/tuition/health insurance) until graduation, and (2). The student must have a faculty member in our department as the co-advisor. (3). The faculty member outside our department must agree to ensure that the student follows our departmental policy and procedures, and meets our department criteria for a PhD degree in our department.
 - *. If an MS student finds a faculty member outside our department as primary advisor: (1). The student must have a faculty member in our department as the co-advisor. (2). The faculty member outside our department must agree to ensure that the student follows our departmental policy and procedures, and meets our department criteria for an MS degree in our department.
- *. If a student is unable to find a faculty member in our department as the primary advisor or co-advisor, they could be dismissed from the program.
- *. Even if a student finds a new advisor, her/his graduation will likely be delayed due to starting new projects and may have to take additional credits to graduate. For example, the new advisor may require students to take classes needed for the research; MS students must take ≥ 1 credits each semester until they graduate.
- *. Students cannot use the data generated in the current lab for 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 maximum 7 years to graduate with a PhD degree after joining or transferring into our PhD graduate program or graduate with a MS degree within 4 years after joining or transferring into our MS graduate program. Otherwise, students may be dismissed from the program.
- *. After students find a lab of interest and the faculty is also willing to accept the student into her/his lab, the faculty needs to seek the approval from the Department Chair before the student can be assigned to the new lab officially.
- * Students do not need to complete 3 rotations before the switching since they already did 3 rotations during the 1st year.
- *. After the Department Chair approves the switch, the Department Chair/Graduate Director will assign the student to the new lab officially.

* During the process, if the student would like to re-join the original lab, and the original advisor is willing to accept the student back to her/his lab, with the permission from the Department Chair, the Graduate Director will assign the student to the original lab officially.

Policy on advisors dismissing students after students been assigned to a lab

* Advisors wanting to dismiss a student from her/his lab 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.

* After meeting with the Graduate director/Department Chair, if the Advisor still would like to dismiss the student, the graduate director will be the temporary advisor until students find a new one by following the **New-lab-finding policy** above.

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;
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;
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 decision to place a student on probation rests with the GPC. The GPC may request repeating 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 Capstone 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>.
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 XXXX Research Rotation
- 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 (including 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. 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.

VIII. Policy and Procedures Related to Leaves of Absence

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 extenuating personal or medical reasons. 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. For maternity leaves of absence, a student may request a leave of a maximum of 6 weeks and the leave must take place within the first 6-weeks of the child's birth. A leave of absence for maternity leave must be requested at least 4 weeks before the start of the leave. Approval of the advisor and Graduate Director are required.

Students requesting a leave of absence longer than two (2) weeks from the Graduate Program must submit a written request (email is fine), approved by the student's advisor, to the Graduate Director for approval. Requests for medical leaves of absence must be accompanied by a signed affidavit from the student's physician. This shall contain an indication of the degree of impairment, date of initiation and anticipated duration. All requests for leaves of absence less than 15 days will need to be approved by the advisor. Requests for extension of an authorized leave of absence shall be made following the same procedures as the initial request. Unauthorized/unexcused absences may result in dismissal from the program.

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; the advisor who will serve as the Chair of the Committee, two (2) additional members of the Department and one (1) member from outside of the Department. All members of the committee must have Graduate Faculty status. 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 the end of the 3rd semester (including Spring/summer semester) that a student is in the program. 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 before the end of the 3rd semester or fail to hold committee meetings within one year of each other 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. 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. Capstone Exam

All Graduate Students will take a Capstone Exam by the end of May after their first fall semester. The exam will consist of questions related to the four core courses. PhD students (not MS students) must have successfully passed all four courses before they will be allowed to take the exam. If a PhD student has not passed all courses, they must wait to take the Capstone Exam until all courses have been passed. Students are required to receive a 75% to pass the exam. Students that fail the exam will be required to retake a new exam, the time of which will be at the discretion of the Graduate Director but will not be less than one month after the student has received their score. Students which fail the Capstone Exam twice will be dismissed from the program.

The Capstone Exam will consist of 8 or more questions from which the student must answer 6. Students are required to answer at least one question in each of the core areas (medicinal chemistry, pharmaceuticals and pharmacology). Questions for the Capstone Exam will NOT be questions found on exams in the core courses.

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 direction 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

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.

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)

The Capstone exam shall constitute the written portion of the qualifying exam. All PhD students must successfully complete the Capstone exam before they are eligible to move onto the oral examination. The oral Dissertation Proposal defense will satisfy the requirement for an oral qualifying examination. The oral exam must be done by end of the Fall semester of the third year. The format of the Dissertation Proposal must be that of a research plan intended for submission to an appropriate funding organization, e.g. National Institutes of Health, National Science Foundation. The outline should not exceed 12 pages and must include all elements expected for such a document. The document may be focused on the student's research but must be independent research and should not be based upon any proposal written by the student's advisor. At the oral defense, the outside member of the Committee will serve as the

Chair. If a student does not successfully pass the oral defense, then 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 oral defense, the student will not progress to PhD candidacy. The student may be allowed to move to the MS program at the discretion of the GPC. The oral exam also counts as the prospectus. Following successful completion of the examination, the student must prepare the [Graduate School Prospectus and Record of Approval Form](#) 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 (except 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 (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 dissertation 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 do so 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 revision 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 must be sent to the advisor for plagiarism check again before submitting to the graduate director and 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.

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 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.

One award is given annually to the graduate student, selected by a 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 including PSC7010.
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 his/her thesis/dissertation advisor should reflect a level of performance in the top 10% of the students.

A second award may be presented to a student based on criteria established by the GPC.

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance in lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning new techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading the literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting with advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General interest in the research performed in the lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Director 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.

No student is guaranteed to work with a specific Faculty member.

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/PhD degree. Only one professor may be placed on each line. The Graduate Director will do it's best to place you into the lab of your first choice.

No student is guaranteed to work with a specific Faculty member.

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:

Name ID	Access	Advisor	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
--------------------------------	------

Graduate School Approval	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, pharmaceuticals, 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
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>

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: _____		<input type="checkbox"/>	<input type="checkbox"/>
Co-Advisor (if any): _____	Co-Advisor (if any): _____		<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>
_____	_____		<input type="checkbox"/>	<input type="checkbox"/>
Outside member _____	Outside member _____		<input type="checkbox"/>	<input type="checkbox"/>

Graduate Director Approval: _____ Date: _____