



WASHINGTON STATE UNIVERSITY

**College of Pharmacy and  
Pharmaceutical Sciences**

**GRADUATE PROGRAM IN  
PHARMACEUTICAL SCIENCES  
AND  
MOLECULAR MEDICINE**

**STUDENT HANDBOOK**

**2022 / 2023**

**Revised 2022**



WASHINGTON STATE UNIVERSITY  
**College of Pharmacy and  
Pharmaceutical Sciences**

## MISSION STATEMENT

**Mission of the Graduate Program in Pharmaceutical Sciences:** to produce graduates for teaching, research, and clinical careers in academia, industry, health care, and other public and private institutions dedicated to the promotion of human health and wellness. We utilize multi-disciplinary basic and translational research approaches to 1) understand mechanisms of disease, 2) identify novel therapeutic targets, 3) develop and optimize pharmaceutical treatment approaches, and 4) promote the prevention and management of chronic diseases. Pharmacology, pharmacotherapeutics, biopharmaceutics, and pharmacogenomics are emphasized in the curriculum. We strive to prepare students to become independent and creative problem solvers who will develop into leaders in their respective fields.

# LEARNING OUTCOMES

1. Demonstrate mastery of knowledge in the general field of pharmaceutical sciences.
2. Develop the expertise to use appropriate methodologies to solve novel and emerging problems related to pharmaceutical sciences.
3. Disseminate research findings to local, regional, national, and international audiences primarily through publication in peer-reviewed journals and presentations at conferences.
4. Participate in professional organizations, including becoming members, attending meetings, and taking leadership roles where appropriate.
5. Participate in teaching, internships, fellowships, workshops, credentialing and grant applications to enhance competitiveness for career opportunities as appropriate.
6. Train students in critical, integrative, and evaluative thinking at the highest levels of rigor.
7. Develop advanced written and oral communication skills.
8. Become independent, self-motivated researchers with the ability to identify specific problems in their field of expertise and to formulate solutions to these problems.
9. Develop a comprehensive knowledge of previous and current research in their field of expertise and be able to demonstrate that knowledge capability in a review of the literature at a level that is potentially publishable.
10. Generate innovative questions within their field of expertise and pose hypotheses related to those questions
11. Apply sound methodological approaches to test hypotheses related to specific research questions and describe the methods effectively.
12. Perform statistical analyses of research data and present the results in a way that clearly describes the data.

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## QUICK CONTACT INFORMATION

### Graduate Program Director

Dr. Darrell Jackson

[darrell.jackson@wsu.edu](mailto:darrell.jackson@wsu.edu)

509-368-6542

### Graduate Program Coordinator

Courtney Bilodeaux

[courtney.bilodeaux@wsu.edu](mailto:courtney.bilodeaux@wsu.edu)

TBD

## Graduate Student Assistantship

Graduate student estimated fees per academic school year (for resident, or with non-resident tuition waiver, for fall and spring)

Service/Activity/Building Fee	\$582.00
Health & Wellness Fee	\$200.00
Mandatory Processing Fee	\$16.00

***Total paid by student with waiver \$798.00***

Non-Resident students should note that the Financial Aid Office awards all graduate students initially with resident tuition rates as most non-resident graduate students on graduate assistantships, including international students, will be receiving a tuition waiver. If this is not the case for you, please file a revision request form to have your budget increased to the non-resident cost at <http://finaid.wsu.edu/your-award/revision-requests/>. This budget is based on 10-18 credits per term. The cost for resident students is \$647.40 per credit and \$1,387.20 per credit for non-residents.

All assistantships in the College of Pharmacy and Pharmaceutical Sciences *include* a tuition waiver, health insurance, and monthly stipend. When you enroll for classes, you **do not** need to sign up for health insurance. If you sign up for it, you will have to pay for that insurance. Student fees may be paid through payroll deduction.

## Payroll Deduction

**Information:** <https://payroll.wsu.edu/graduate-student-payroll-deduction/>

**Enrollment Procedure:** <https://payroll.wsu.edu/graduate-student-enrollment-procedure/>

There are Spokane allocated students' fees that the student's responsibility. These fees include service and activities fee (S&A) for funding student activities, health service fee, and programs may have specific fees. You can access your account at myWSU by selecting "Finance". Payroll deduction allows the fees to be deducted a little at a time from each pay period instead of all at once. You can also go online to myWSU and sign up for payroll deduction. You **must** apply for payroll deduction by the third Friday of classes, and the first deduction will be from your September 25 paycheck. If you do not sign up for payroll deduction or pay your fees before the third Friday of classes, you will be subjected to a late fee.

Direct deposit is available and can be arranged with payroll services and your bank. Your check will automatically be deposited on the 10th and 25th of each month and you will not have to wait for it to come in the mail. You can sign up for direct deposit online at <http://www.wsu.edu/payroll/fspay/directdep/enroll.htm>

## Assistantship Stipends

<https://gradschool.wsu.edu/assistantships/>

Students may receive assistantships for research (RA) or teaching (TA), or externally funded fellowships. To receive assistantships or fellowships, students must be enrolled full-time and register for a minimum 10 credit hours per semester. Assistantship appointments are for the semester (August 16–Dec. 31; Jan. 1–May 15) and may be renewed if the student is making satisfactory progress toward his/her degree. These appointments are always half-time, reflecting the fact that students are enrolled in courses during the semester. Support for the summer months is typically available, usually for twelve weeks. The table below shows *monthly* assistantship salaries for half-time appointees who have been awarded in-state tuition waivers. Appointments at the higher level are for those who have successfully passed their Preliminary examination (increase starts at beginning of the **next** semester after passing the Preliminary examination).

TA or RA ( <i>prior to prelim examination</i> )	\$2,099.50/month
TA or RA ( <i>semester following successful completion of Ph.D. preliminary examination</i> )	\$2,342.50/month

***Students must establish Washington State residency by the end of their first year. Out-of-state tuition is only waived for one year.***

**Students receiving assistantships are expected to devote 20 hours per week to their college responsibilities (teaching and/or research).** In addition to this commitment, students who register for independent study, thesis research, and/or doctoral research (PharmSci 800) must devote sufficient time to accomplish the goals that have been set forth by the student, advisor, and the student's research committee. If a student withdraws, does not complete the semester or otherwise fails to uphold their duties, the student may be responsible for repayment of all or a portion of the tuition waiver.

## Fellowships

The Program strongly encourages students to write proposals for extramural fellowships. Common sources of funding for fellowships can be found at the following sites:

1. Office of Grant and Research Development (OGRD) <https://orso.wsu.edu/>
2. Pharmaceutical Research and Manufacturers of America Foundation <https://www.phrma.org/>
3. American Foundation of Pharmaceutical Education <http://afpepharm.org/>
4. National Research Service Awards through the National Institutes of Health <https://grants.nih.gov/grants/oer.htm>
5. Howard Hughes Medical Institute <https://www.hhmi.org/>
6. National Science Foundation <https://www.nsf.gov/>
7. Congressionally Directed Medical Research Programs associated with the Department of Defense <http://cdmrp.army.mil/search.aspx>
8. The Achievement Rewards for College Scientists (ARCS) Foundation <https://www.arcsfoundation.org/>
9. The Alcohol and Drug Abuse Research Program (ADRP) <https://adarp.wsu.edu/>
10. American Heart Association <https://professional.heart.org/en/research-programs>

**It is essential that you talk to your Research Advisor/Mentor before submitting applications for any of these fellowships.** Most applications must be submitted through the WSU Office of Grant and Research Development (<http://www.ogrd.wsu.edu>).

## M.S. Student Support

Students wishing to obtain their M.S. degree in the Graduate Program in Pharmaceutical Sciences are normally not eligible for direct stipend support. M.S. students will not be expected or required to perform research rotations. Instead, they must identify an investigator willing to work with them on their M.S. degree who can support their research and research costs.

## Graduate Teaching Assistant (TA)

A teaching assistantship (TA) is an appointment in which a graduate student's primary duty is teaching or serving as a teaching assistant. The TA may assist faculty in teaching

undergraduate courses and labs, grading examinations, problem sets, or lab assignments, setting up displays for lectures and labs, or preparing or maintaining laboratory equipment. TAs are available to qualified graduate students in academic departments. Students should contact their department/program to inquire about TA opportunities.

## Graduate Research Assistant (RA)

A Research assistantship (RA) is an appointment in which a graduate student is engaged in research under a faculty member's supervision. The faculty member is generally a principal investigator on a grant or contract. RAs are available in many departments and special programs. Students should contact their department/program to inquire about RA opportunities.

## Assistantship Tuition Waivers

Graduate assistants who maintain at least a half-time (20 hrs. /wk.) appointment are eligible for full tuition waivers. Students appointed a quarter time assistantship (10 hrs./wk.) are eligible for half tuition waivers. To qualify for a tuition waiver, students must reside within the state of Washington. Non-resident graduate students on assistantship appointments are eligible for a non-resident waiver for the out-of-state portion of tuition during the first year they are on assistantship appointment at WSU. During that first year, students are responsible for taking all necessary steps to establish legal residency in the state of Washington. If residency is not established, non-resident graduate students will be responsible for non-resident tuition after their first academic year. International students are provided an out-of-state tuition waiver with their assistantship appointment throughout their academic career.

## All But Dissertation Waiver Program (ABD)

The ABD Waiver program allows faculty supported tuition relief for Ph.D. students appointed to extramurally funded research assistantships. If you have passed your prelims and completed your formal program of study course work apply by submitting the ABD waiver application.

## Graduate Assistant Medical Insurance

Information regarding Insurance Benefits can be found at the following link:

<https://gradschool.wsu.edu/graduate-assistant-medical-insurance/>

<https://cougarhealth.wsu.edu/studentinsurance/graduate-students/>

<https://cougarhealth.wsu.edu/vision-clinic/>

## Insurance for Spouse/Domestic Partner and Dependents

Spouses, domestic partners, and children may be enrolled at your request. Dependents can only be enrolled in the medical insurance. They are not eligible for dental insurance. Dependents enrollment must be completed every semester. To enroll your dependents,

please complete the dependent enrollment form. To add a spouse or domestic partner, please complete the Declaration of Marriage or Domestic Partnership. Declaration only need to be filled out one time per year unless you've had changes. The enrollment/cancellation deadline is the 13<sup>th</sup> day of classes for the fall and spring semesters and the 5<sup>th</sup> day of classes for the summer sessions.

**Dependent Enrollment Form:**

<https://cougarhealth.wsu.edu/documents/2017/08/dependent-enrollment-form.pdf>

**Declaration of Marriage:** <https://cougarhealth.wsu.edu/documents/2017/08/marriage-domestic-partnership-declaration.pdf>

**Dependent Cancellation Form:**

<https://cougarhealth.wsu.edu/documents/2017/08/dependent-cancellation-form.pdf>

## Graduate Student Assistantship Leave

1. During the term of their appointments, all graduate student service appointees hold quasi-faculty status and are expected to be at work each normal workday, including periods when the University is not in session.
2. All University holidays are published in the WSU Week and posted at Holidays
3. Graduate students on appointment do not earn annual leave or sick leave.

### ADDITIONAL LEAVE GUIDELINES - Specific to Pharmaceutical Sciences Ph.D. Program

1. It is expected that graduate students will be present on campus during normal university working days. University policy does not provide for vacation time for graduate students; however, the Graduate Program in Pharmaceutical Sciences guidelines provide students ***at least 10 working days*** of paid leave per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>), to be used for vacation, illness, or any other situation(s) in which the student is absent from work. **The use and amount of leave time is to be negotiated between the student and the student's Research Advisor/Mentor, or with the program director for students who have not yet selected a Research Advisor/Mentor.**
2. All planned and unplanned absences require approval from the student's Research Advisor/Mentor. Teaching Assistants must have approval of all professors for whom s/he serves as a TA if the planned absence is during the time that classes are in session.

### Graduate Student Leave of Absence

Graduate leave status is granted for individuals who must be away from their studies for one or more semesters for personal, family, job, financial, military or Peace Corps service, or other compelling reasons. ***Only graduate leave for medical reasons [Emergency***

**Family/Medical Leave (EFML)], military service, and Peace Corps service is available to doctoral students in continuous doctoral status.** Students should consult the WSU Graduate School Policies and Procedures manual for information regarding the types of leave available.

1. Students must apply for graduate leave through the Graduate School by completing the graduate leave form at the following link:

<https://gradschool.wsu.edu/documents/2014/12/graduate-leave-status-form.pdf/>

2. The leave must be approved by the student's Advisor/Mentor, Graduate Program Director, International Programs (for international F-1/J-1 students only) and Dean of the Graduate School. A student may be on graduate leave for a total of up to one calendar year during their studies but leave time may be extended for special circumstances (e.g., for military or Peace Corps service). **Graduate leave beyond one calendar year during a student's studies is not guaranteed.**

3. Graduate leave entitles students to maintain access to library services if needed. At the end of the leave, the student will be able to reenroll for credits without completing the reenrollment form or paying the reenrollment fee. International students must submit information on their finances to the Graduate School if they require issuance of new immigration documents (Form I-20/DS-2019).

## Society Memberships and Scientific Meetings

Students are highly encouraged to join and participate in a professional society (e.g., ASPET, APS). These societies frequently offer travel fellowships or other financial support to their members.

Students will be encouraged to attend national scientific meetings as travel support permits. Priority for travel support will be given to students presenting their science at national meetings. Students should discuss participation in meetings and travel support with their research advisor. Students may also apply for travel funds from the CPPS and ASWSU. The CPPS requires a travel budget, matching travel funds from your research advisor and an updated CV, which is sent to the program coordinator.

### College of Pharmacy Travel Grants

<https://pharmacy.wsu.edu/financeoffice/student-travel-grants/>

### ASWSU Travel Grants

<https://spokane.wsu.edu/studentinvolvement/aswsuhs/aswsuhs-committees/>

## Graduate Student Safety

WSU has made a commitment to maintaining a safe and secure environment for all students and as such, has created a campus-wide, integrated safety program to address potential safety issues students may encounter during their time at WSU. This proactive approach partners University infrastructure, University policies, and formal safety training for students to become aware of potential dangers, know how to protect themselves, and to know where to access safety information. It will be your responsibility as a student to complete required training, stay well informed regarding safety issues, educate yourself when faced with job specific hazards, follow University safety policies, and use prudent judgment in unanticipated situations

### Mandatory Trainings

**Responsible Conduct of Research Access** the Responsible Conduct of Research (RCR) Training website for information on state regulations, guidelines, and sponsor requirements. Please log in to MyResearch to begin your Responsible Conduct of Research training. The RCR training is a requirement for all assistantships at WSU.

The WSU Graduate School requires all graduate students to complete the Responsible Conduct of Research online training, which takes about 20 minutes (<https://myresearch.wsu.edu/>). Students awarded an assistantship must take the training before their appointment paperwork can be processed. International Students awarded an assistantship will have a grace period of one semester to complete the training.

The training will need to be repeated after a five-year period. Students will not be eligible for an assistantship until after the training is completed unless otherwise noted. Should a student take the training late in the semester, and the assistantship is processed late, the student will be responsible for paying all late fees applied to the student's account before the waiver(s) are applied to the student account.

In addition, mandatory training on **discrimination and sexual harassment prevention will be required of all graduate students on assistantships**. This is a web-based training located at <http://hrs.wsu.edu/dshp>

Students are encouraged to take this training as soon as possible, but at least by the following deadlines:

- Graduate students appointed fall semester will need to complete their training by **September 30th**.
- Graduate students appointed spring semester will need to complete their training by **January 31st**.

- Graduate students appointed summer semester will need to complete their training by **June 30th**.

**Failure to fully complete this training may result in future ineligibility of any financial support or benefit of your appointment.** All students on assistantships will be required to repeat this training every five years from the date of initial training. Questions regarding this training may be directed to Human Resources Services at 509-335-4521 or hrs@wsu.edu.

Questions about sexual harassment or discrimination can be directed to the Office of Equal Opportunity (OEO) at 509-335-8288 or oeo@wsu.edu. Certain computer configurations are required by the training system. Learn about specific issues and resolve them through the browser capabilities check at <http://browser.skillport.com/>.

Student may review their completion of training by logging into their WSU online training account, selecting the "*my progress*" button from the left side menu, and selecting the "*completed*" tab for a list of their training history (**note** the date range criteria above the "completed" tab) and then clicking on the red ribbon icon if they would like to print a certificate of completion.

#### Other required Trainings:

- 1) Blood Borne Pathogens, Video
- 2) Personal Protection Equipment (PPE), Video
- 3) Hazcom, Video
- 4) Spokane Campus Safety, Megan Chastain
- 5) Vivarium Training
- 6) Portable Fire Extinguisher, Video
- 7) WSU Safety Training, Levi O'Loughlin

**The Office of Emergency Management**, <https://spokane.wsu.edu/emergency-management/> contains important safety information as well as instructions for you to register your contact information for emergency notifications. It is highly recommended that you register as soon as you arrive. Please familiarize yourself with locations of safety equipment, emergency exits, and evacuation procedures for every building you will work in.

**Emergency Sites** <https://s3.wp.wsu.edu/uploads/sites/866/2015/06/EAL-MAP-090519.pdf>

**Alert Sign-up** To receive the Alerts you must sign up: 1. Go to **myWSU**. 2. Log in using your WSU computer User ID and Password 3. Click "Profile" 4. Click "Emergency Notification" 5. Follow the instructions to supply contact information on form

**Medical Emergency Protocol** <https://s3.wp.wsu.edu/uploads/sites/866/2015/06/Medical-Emergency-Response.pdf>

**Office of Research** <https://pharmacy.wsu.edu/research/>

**Laboratory Safety** <https://spokane.wsu.edu/research/lab-safety/>

**Core Facilities** <https://spokane.wsu.edu/research/core-facilities/>

**Environment Health and Safety** <https://spokane.wsu.edu/facilities/environmental-health-and-safety/>

Most scientific research laboratories have a number of workplace hazards specifically associated with the materials and equipment involved in the projects. Each laboratory is required to follow University safety policies and procedures which address the safe handling and personal protection from these hazards. However, certain procedures or techniques may be specific to your laboratory projects, so it is expected that you will familiarize yourself with these hazards and follow all policies for the appropriate handling, storage, and disposal of any materials or products considered hazardous by the University.

## Student Care Network

WSU's Student Care Network is dedicated to supporting student success across the system through access to resources and early intervention. Each WSU location has a designated Student Care Team comprised of professionals who can recommend appropriate resources and services that can help students succeed.

### Submitting A Care Network Referral

The Student Care Network can help when you have a concern about a student's well-being, behavior, academic performance, or their access to financial, food or housing assistance. Please submit a referral to your colleagues via the Student Care Network. Students can also use this form as a way to reach out for themselves or others. We will contact whoever submitted the form to gather additional information, talk about the situation, and identify next steps. Reports may also be submitted anonymously.

## Doctor Of Philosophy (Ph.D.) Pharmaceutical Sciences and Molecular Medicine Curriculum

Consult the Graduate School Policies & Procedures Manual for general requirements for the Ph.D. degree <https://gradschool.wsu.edu/documents/2021/07/2021-2022-grad-policies-procedures.pdf>

(Total required graded credits: 24)

### WSU Graduate School Degree Requirements (Ph.D.)

The following are general degree requirements for all graduate students at WSU.

Program requirements for graduation are those in effect at the time the graduate student files his/her Program of Study:

- 72 hours minimum total credits
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses
- An audit cannot be used for the Program of Study

Any course graded S/F or P/F may not be used as graded course work. Any course listed on the student's Program of Study in which a grade of "C- " or below is earned must be repeated for graded credit. Courses for audit may not be used for the program of study.

The following are specific degree requirements for students in Pharmaceutical Sciences. They meet the general Graduate School requirements stated above.

### REQUIRED CORE COURSES

PharmSci 520	Foundations of Molecular and Cellular Regulations	4 credits
PharmSci 577	Responsible Conduct in biomedical Research	3 credits
PharmSci 578	Applied Biostatistics	3 credits
PharmSci 579	Principles of Pharmacology	3 credits
PharmSci 597	CPPS Graduate Seminar	1 credit (S/F)
PharmSci 800	Doctoral Research	Variable, 20 hrs minimum

### REQUIRED ELECTIVES

A minimum of 9 credits from the following:

PharmSci 505	Principle & Methods of Toxicology	Variable
PharmSci 512	Topics in Pharmacology	Variable
PharmSci 540	Fundamentals of Chronopharmacology	3 credits
PharmSci 560	Molecular and Cellular Methods in Biomedical Sciences	3 credits
PharmSci 565	Drug Delivery	3 credits
PharmSci 566	Fundamentals of Toxicology	3 credits
PharmSci 571	Computer-Aided Drug Design	3 credits
PharmSci 572	Fundamentals of Oncology	3 credits
PharmSci 573	Principles of Pharmacokinetics and Toxicokinetic	3 credits
PharmSci 576	Biophysical Methods	3 credits

### APPROVED OTHER SUGGESTED ELECTIVES

MBioS 503	Advanced Molecular Biology 1	3 credits
MBioS 548	Selected Topics in Immunology & Virology	1 credit
MBioS 574	Protein Biotechnology	3 credits
MBioS 578	Bioinformatics	3 credits
Neuro 520	Fundamentals of Neuroscience	4 credits
Phil 530	Bioethics	2 credits
Transfer Courses	Course transferred from another institution must be approved by the student's advisor, Graduate Program Director and the Graduate School.	Variable cr

In addition to fulfilling the required courses, students are allowed to develop an academic program that best relates to their scholarly and research needs by taking approved courses offered at WSU. The student must consult with their temporary or permanent advisor before enrolling in courses. Their course enrollment will also be audited by the Graduate Program Director.

*Note: All full-time doctoral degree must register for at least one research credit of PharmSci 800 each semester (excluding summers) to track faculty advisor effort.*

Students transferring to WSU from another institution must meet additional requirements. While some credit can be transferred, with permission of the Graduate School, at least half of the graded credits must be taken at WSU. The minimum of 20 hours of 800 credit must still be met.

***The student may petition the Graduate Program Director to substitute appropriate courses from other departments that do not appear on the***

**"Approved Other Suggested Electives" list.** In selecting elective courses, the student and Research Advisor/Mentor should consider the student's area of emphasis in the program and consult the recommendations of his/her committee for a Program of Study in that area. The student must have approval from his/her committee to substitute courses before petitioning the Graduate Program Director.

Students will be advised each semester during their first two years in the program, and thereafter as needed. Students will be advised by the Graduate Program Director until they have selected their permanent Research Advisor/Mentor, who will then perform advising. Advising in the first semester will provide information on available courses and mentors for rotations, along with general WSU information. Advising in the second semester will focus on the student's progress in identifying a permanent Research Advisor/Mentor. Advising in the third semester will focus on filing of the Program of Study, and preparation for the preliminary exam. Advising in the fourth semester will largely concern the logistics of the preliminary exam, to ensure that deadlines are met.

## Rotations

The aim of the rotation program is to provide an opportunity for incoming graduate students to familiarize themselves with the research interests, laboratory procedures and instrumentation of the Graduate Program in Pharmaceutical Sciences faculty and their research laboratories. The rotation program also creates an opportunity for new students to interact with other graduate students and staff. The ultimate goal of the rotation program is to help new students make the best decision regarding which faculty Research Advisor/Mentor and research setting to select for the pursuit of their graduate studies. This program also provides the graduate program faculty with an opportunity to become acquainted with new graduate students. Finally, performing more than one rotation offers an avenue for learning a variety of research methods and experimental approaches, which expands the breadth and depth of knowledge acquired while in graduate school.

### Selection of Laboratory Rotation Advisor(s)

Students will be advised by the Graduate Program Coordinator and/or the Program Director during "Orientation Week." During Orientation, students will have the opportunity to learn about each of the faculty members regarding their research and will be asked to select a first, second and third choice for their rotation lab. The faculty members will meet individually with interested students and make their selection(s). The Graduate Program Director will make the final determination of assignments based on the faculty requests and students will be notified of their assignments.

Graduate Program in Pharmaceutical Sciences students must participate in **at least two** research rotations. A rotation contract (**APPENDIX 1**) will be submitted once a rotation

has been assigned. Students are expected to select a permanent Research Advisor/Mentor upon completion of their first or second research rotation. At the end of each rotation, students' research performance will be reviewed by the rotation advisor (**APPENDIX 2**).

**First rotation: 1<sup>st</sup> semester - 16 weeks**

**Second rotation: 2<sup>nd</sup> semester – 16 weeks**

**Third rotation: summer semester**

By the end of the first year, a student must have established a mentor and a lab, otherwise the student may be subject to termination from the program, due to not being in good standing.

### Rotation Contract

All graduate students are to enroll in the 800-level research course for their individual rotations.

Within one week after starting a rotation the student and rotation advisor must submit a rotation contract to the Program Coordinator. (APPENDIX 1) The rotation contract form can also be obtained from the Program Coordinator.

### Rotation Expectations

The purpose of a Research Rotation is to:

1. Experience different research environments.
2. Identify a suitable mentor and area of research.
3. Give potential mentors an opportunity to evaluate you as a trainee in their research program.
4. Develop research skills including the generation of a high-quality laboratory notebook that documents daily progress in the candidate's research project.
5. Perform research that may contribute to the productivity of the lab and may result in a publication.

As a student you will generally be expected to work semi-independently on a rotation project. This does not necessarily mean that you will be required to generate a hypothesis, test it and interpret the data on your own. What it does mean is that you will be expected to do the following:

1. Take the initiative to learn, which includes asking questions, reading, talking to other researchers, and thinking on your own.

2. Communicate your plans and the times you will be available for your research rotation.
3. Attend research-related meetings, seminars and journal clubs if the professor requests you do so.

During the academic year, it is reasonable to spend a minimum of 15 hrs. /week on your rotation project. You cannot learn about a research environment or hope to conduct experiments and answer a particular question if you dedicate less than this minimum time to a project.

## Rules Pertaining to Rotations

### Time in Laboratory (For Laboratory-based Rotations)

The formula of 1 credit = 3 hours per week for laboratory courses does not apply to rotations. All first-year students will register for at least 1 credit of PharmSci 800 for each fall and spring semester with the Graduate Program Director as their supervisor. The expectation of research degree graduate students is that when a student is not in class or fulfilling their TA duties, they are in the laboratory. Students on TA appointments are to spend 10 hours per week as a teaching assistant, and 10 hours per week as a research assistant in their mentor's lab, in addition to time spent working on their rotation project.

### Rotation Contract

The faculty member, in consultation with the student, will provide the following information for each rotation:

- a. The name of faculty member supervising the rotation.
- b. Beginning and ending dates of the rotation.
- c. Title, general outline of the project, and agreed upon expectations.

The above information is to be given to the Graduate Program Coordinator *during the first week that the rotation begins*. This information (APPENDIX 1) will be reviewed by the Graduate Program Director and placed in each student's file.

### Rotation Evaluation

At the end of each rotation, the student and rotation advisor will complete the Graduate Student Research Rotation Review Form (See APPENDIX 2). This review will be the basis of the grade received by the student. The Graduate Program Coordinator will provide the student with the electronic form. All reviews must be submitted to the Graduate Program Coordinator no later than one week after the rotation ends.

## Selection of a Permanent Advisor/Mentor

### Advising Agreement

Once a student and a faculty member have reached a mutual understanding that the student will pursue their dissertation work in that faculty member's lab, an internal Graduate Program in Pharmaceutical Sciences form "Permanent Advisor/Mentor and Initial Program of Study Agreement Form" (**APPENDIX 3**) will be filled out and signed by the student, advisor, and Graduate Program Director. This form will list the tentative coursework that the student will be taking to fulfill degree requirements, as a prelude to eventual completion of the Program of Study. It will represent a written agreement between the student and their advisor and will become a permanent part of the student's file. Before signing the form, the Graduate Program Director will confer as necessary with the Chair of the Department of Pharmaceutical Sciences and the Dean of the College of Pharmacy and Pharmaceutical Sciences to establish that there is the potential for continued funding of the student's research.

The Research Advisor/Mentor must be an active member of the Pharmaceutical Sciences graduate faculty who can potentially fund the student's stipend. Affiliate faculty from another college can serve as the Research Advisor/Mentor for graduate students, with the permission of the Dean of the College of Pharmacy and Pharmaceutical Sciences along with the other Dean involved. A Memorandum of Understanding (MOU) will be developed for each student mentored by an affiliate faculty member, providing details concerning financial support of the student's stipend. This MOU will be signed by both Deans. There are limitations on the roles that can be held by graduate faculty who do not hold doctoral degrees. ***It is the student's responsibility to select a permanent Research Advisor/Mentor and other committee members for his/her program. Note that WSU faculty have the right to decline to serve on any specific student's committee.*** Students must make a concerted effort to identify a suitable Research Advisor/Mentor through rotations. Students who are struggling to identify a suitable Research Advisor/Mentor should meet with the Graduate Program Director to discuss their research interests. Students who fail to make sufficient effort towards identifying a Research Advisor/Mentor within the first year and do not submit the Research Advisor/Mentor Agreement Form (see APPENDIX 3) by the end of their second semester will be required to meet with the Graduate Program Director to discuss their progress toward their degree. A third and final rotation can be undertaken in the summer following the first year, with permission of the Graduate Program Director.

## Responsibilities of Permanent Research Advisor/Mentor

1. In capacity as academic advisor, assist the graduate student in planning the program of study, referring the student to the Graduate Program Director as appropriate.
2. Assist with dissertation committee selection.
3. Provide guidance to the graduate student for the student's examinations.
4. Provide the student with a secure environment (facilities, laboratory, financial) that allows the student to achieve program outcomes.
5. Mentor the student on the research process, including experimental design and performance, statistical analysis, review of the literature, writing up papers, preparing grant proposals, and preparing seminars. Encourage early steps toward the development of independence.
6. Mentor the student in the financial and administrative conduct of research.
7. Evaluate the graduate student's performance on an annual basis in conjunction with the administrative chair of the student's committee and provide regular feedback to the student regarding progress.
8. Support the student's efforts to develop career-related skills (e.g., mentoring of more junior students; outreach activities; writing and reviewing experience).
9. Assist the student in the pursuit of the student's future career by providing letters of reference.

## Dissolution of Advising Agreement

On occasion, it will be necessary to dissolve the advising agreement. For example, the Research Advisor/Mentor may move to another institution, or there may be a decision made that the student would be most successful working with another advisor. In this case, the student and advisor will complete the form provided in *APPENDIX 4*, after consultation with the Graduate Program Director. The form will be signed by the student, advisor, and the Graduate Program Director.

## Change of Advisor Agreement

On occasion, a student may need to change the student's Research Advisor/Mentor. After completion of the Dissolution of Advising Agreement, the student and new advisor will complete a Memorandum of Understanding that lays out the expectations for the student's performance. The memorandum will be signed by the student, the new Research

Advisor/Mentor, and the Graduate Program Director. The following elements need to be addressed in this memo:

- If the change occurs in the middle of an academic semester, how will the student's grade for research credits be determined at the end of the semester?
- How long will the student work with the new advisor before a new Advising Agreement is completed?
- Will the student need to meet certain expectations before this agreement is completed?
- When will the student be expected to complete their new Program of Study?
- When will the student be expected to defend their Preliminary Exam?

## Students Without Permanent Research Advisor/Mentor

The Graduate Program Director will evaluate first year students who have not yet chosen a permanent Research Advisor/Mentor by the spring at the end of their first academic year, for the purpose of evaluating the potential of the students to complete their chosen degree. It is the students' responsibility to provide the Program Director with the completed annual review. The student will also be evaluated by the faculty members supervising them as TAs.

## Students with Permanent Research Advisor/Mentor

Coursework, research progress, accomplishments, strengths and weaknesses, and areas for improvement will be evaluated for each student by their Research Advisor/Mentor in consultation with the student's permanent committee members. It is the students' responsibility to provide the Program Director with the completed annual review

## Selection of Dissertation (Ph.D.) Committee

By the end of the first semester of the second year, students should choose and be accepted by their committee members, and file their Program of Study:

<https://gradschool.wsu.edu/documents/2016/08/program-study-request.pdf>

The Program of Study is an official form documenting the student's plan of courses to take, milestones required by the department/program, as well as indicating research interests. The Program of study should be submitted to the Graduate School during the third semester of study, and no later than the semester before the student anticipates taking the preliminary examination (October 1 deadline for fall; March 1 deadline for spring). The student's advisor, in consultation with suggested advisory committee members, should aid the student in the development of the proposed Program of Study.

Students are required to meet with their dissertation committee at least once per year. It's recommended that students meet twice the year the committee is formed. The first meeting is to introduce yourself and your thesis project. The second meeting is to ask for permission to do your preliminary exam.

### Selection of Administrative Chair

The Student, Research Advisor/Mentor, and Program Director will confer on the selection of an Administrative Chair, who will subsequently be appointed by the Graduate Program Director for the student's committee. The Administrative Chair of a student's committee shall be an active Graduate Program in Pharmaceutical Sciences graduate faculty member, at or above the level of Associate Professor, and cannot be the student's Research Advisor/Mentor. Note that the Administrative Chair is an internal requirement only for students in the Graduate Program in Pharmaceutical Sciences; all official documents to be submitted to the Graduate School must list the Research Advisor/Mentor as Chair.

### Responsibilities of the Administrative Chair

1. Responsible for all administrative aspects associated with the graduate student's committee including committee composition and readiness for preliminary exam or doctoral defense.
2. Where necessary, assist with mentoring the student when the student's Research Advisor/Mentor is an Assistant Professor.
3. Resolves any conflict issues, in consultation with the Program Director.
4. Evaluates the graduate student's performance on an annual basis in conjunction with the student's Research Advisor/Mentor.

### Selection of Additional Committee Members

Additional committee members should be determined jointly by the student, the Research Advisor/Mentor and the Administrative Chair.

1. Committees are comprised of a **minimum of four** faculty members, including the Research Advisor/Mentor and the Administrative Chair.
2. At least three of the members must be members of the graduate faculty at WSU. There must be a greater than 50% of the committee membership must be WSU tenure-track faculty from the Graduate Program in Pharmaceutical Sciences graduate faculty.
3. It is imperative to avoid situations that may constitute, or may be construed as, a conflict of interest when forming a graduate student's committee.

4. Final approval of the committee membership is at the discretion of the Graduate Program Director.
5. The Graduate Program Director must sign the necessary Graduate School forms on behalf of the Graduate Program in Pharmaceutical Sciences, and this must be coordinated through the Program Coordinator.
6. The initial selection of or subsequent changes to, a graduate student's committee shall be determined jointly by the student, Administrative Chair and Research Advisor/Mentor with final approval of the Graduate Program Director.
7. In accordance with the *Graduate School Policies and Procedures Manual at WSU*, graduate students are not permitted to serve on the committees of other graduate students.

### Role of Dissertation Committee

1. Monitor progress of student.
2. Approve advancement of student to take preliminary and final exam.
3. Provide advice and guidance with respect to research direction and degree completion.

## Examinations

### Preparation for the Examinations

In collaboration with the Research Advisor/Mentor and Administrative Chair (for Ph.D.), the student must declare his/her intention in writing to the Graduate School to take the Preliminary or Final examination. The deadlines for submission of the required forms to the Graduate School are provided as a download from the Graduate School website:

<https://gradschool.wsu.edu/deadlines/>

## DOCTORAL DEGREE

The Preliminary and Final Examinations are required by the Graduate School and are described in the *Graduate School Policies and Procedures Manual*.

## PRELIMINARY EXAMINATION

A preliminary examination is required of each doctoral student for advancement to candidacy for the doctoral degree. A preliminary doctoral examination is designed to determine the fitness of the student for pursuing a doctoral program in the chosen field. The examination is intended to cover both major and minor disciplines (if a minor is approved). The major examination may be written or oral (or both), at the discretion of the

major program. The minor examination (when applicable) may be written or oral or both, or may be waived, at the discretion of the minor program. When the minor examination is waived, the member of the advisory committee from the minor program shall ballot with the major program. The minor program is notified if the student has less than a 3.0 grade point average on the student's minor work when the minor examination has been waived.

"The preliminary doctoral examination is designed to determine the fitness of the student for pursuing a doctoral program in the field in which a degree is desired. The examination is intended to cover both major and minor disciplines (if a minor is declared)."

The preliminary examination will be divided into two parts. Part A will consist of writing a proposal on the student's research. The objective of the proposal is to provide a mechanism that challenges the student to: 1) think at a high level of scientific maturity about the student's dissertation project and 2) become familiar with different methodologies and approaches. The student should demonstrate an understanding and familiarity of relevant literature, develop a testable hypothesis and propose well-defined aims with an appropriate experimental plan.

The student is highly encouraged while developing the proposal, experimental design and presentation to have extensive interactions with his/her advisor, laboratory members, committee members and other faculty. However, it is expected that the student will write the proposal independently and then present it to his/her advisor for approval or revision. Note that proposals must not be paraphrased versions of or copied from the advisor's grant applications or published papers.

Once approved by the advisor, the student will present the written proposal to the entire committee for approval or revision. Presentation of the written proposal does not necessarily require a meeting of the committee, since the proposal can be discussed/approved via electronic communication. Once the proposal is approved by the committee, the student can then proceed to Part B, the formal Preliminary Examination scheduled by the Graduate School.

The Preliminary Exam must be scheduled through the Program Coordinator and completed no later than the end of the spring semester of the student's second year in the program. Note that the scheduling process is multifaceted and can often take months as outlined below. It is the student's responsibility to begin preparations and consult with the Research Advisor/Mentor and Program Coordinator as early as possible (i.e. in the fall semester of their second year at the very latest) to ensure that the following are completed: composition of the student's committee, identification of an Administrative Chair, submission and approval of the Program of Study, and coordination with all committee members to identify potential dates and times for Part B of the examination.

### Before Scheduling the Preliminary Exam

**a.** The student must:

- have an approved doctoral Program of Study on file with the Graduate School;
- have completed a substantial portion of the required coursework (six or fewer graded credits remaining on the Program of Study);
- be registered for a minimum of two hours of 800-level research credits; and
- have a minimum cumulative GPA of 3.0 and a minimum 3.0 GPA on the Program of Study.

**b.** The candidate's advisory committee is responsible for:

- agreeing that the student is ready to take the preliminary exam; and
- verifying that the student is on track to complete all program requirements.

### Scheduling the Preliminary Exam

- The student is responsible for filling out the Scheduling Examination form and obtaining the advisory committee signatures. The form should then be forwarded to the academic coordinator for review by the program chair and final submission to the Graduate School via the GRM.
- The Scheduling Examination form must be submitted to the Graduate School no later than 10 business days prior to the proposed date of the examination for a first attempt. If a student is attempting the preliminary exam for a second time, the Scheduling Examination form must be submitted no later than 15 business days prior to the proposed date for the exam.
- A student, department chair, graduate program director, advisory committee member, or other concerned member of the WSU community may request that the Graduate School provide an independent observer to be present at any final examination/balloting meeting. This request must be made 15 business days in advance of the exam date. The name of the individual making the request will be confidential. All such requests will be fulfilled by drawing upon a member of the Graduate Mentor Academy. During the scheduling process, the Graduate School will notify the student, advisory committee and department chair/program director if a graduate mentor has been assigned to attend the exam.

### Scheduling Requirements

- For a first attempt exam, the Graduate School usually appoints a member of the student's advisory committee, preferably the advisory committee chair, to serve as

the Graduate School liaison regarding the examination. Preferably, the advisory committee chair is the Graduate School liaison.

- For a second attempt exam, the Graduate School will appoint a representative from the Graduate Mentor Academy to serve as the Graduate School liaison for the examination process.
- Proctored written examinations, oral examinations, and balloting meetings will be held during regular business hours in an academic environment (e.g., on a WSU campus or research extension center).
- If an oral examination is conducted using videoconference technology (AMS or Zoom), at least one advisory committee member must be physically present in the room with the student during the preliminary exam. Exceptions to the requirement for a committee member or an approved proctor to be present with the student during the examination may be granted system-wide or on a case-by-case basis due to the impacts of COVID-19.

## Examination Process

The content and conduct of the preliminary examination are the responsibility of the faculty of the degree-granting program and the process should be outlined in the program's Graduate Student Handbook. The process must be consistent with the guidelines outlined here.

For students participating in on-site programs, it is recommended that at least one advisory committee member be physically present in the room with the student during an oral final exam. This faculty member can provide immediate logistical, technical and other support to the student during the exam. However, there is no requirement for a committee member or an approved proctor to be present with the student during the examination; examinations can be conducted with all participants attending virtually as long as connectivity throughout the exam can be maintained for the student and all committee members.

- Members of the advisory committee must be present (physically or by videoconference) for the entire oral examination. Other graduate faculty in the program are encouraged to attend and participate in the examination.
- It is at the program's discretion whether additional members of the WSU community (students, staff, faculty) are allowed to attend any oral presentation component of the examination and ask questions. Any questioning from a broader audience should not unduly influence the examination outcome.

- There is no time limit for either the written or oral portions of the examination, but all aspects of the examination (i.e., the evaluation of any written component, the oral presentation, and/or the balloting meeting) must be completed within 30 calendar days.
- If any advisory committee members, or graduate faculty intending to ballot, must leave the room or the online session during an oral examination or balloting discussion, the examination or discussion must be recessed until the faculty member returns.

**PART A.** This will consist of the student writing a hypothesis-driven proposal modeled after an individual F31 Predoctoral NIH Ruth L. Kirschstein National Research Service Award (NRSA) Fellowship proposal. See: <https://grants.nih.gov/grants/guide/pa-files/PA-11-111.html>

For Fellowship Application Guide see the following:

Format Details (see page I-21): Use Arial font size 11 point (a Symbol font may be used to insert a Greek letter or other special character). Use standard paper size, single spacing and one-half inch margins all around. Number each page, centered at the bottom of each page.

#### *Proposal Details*

The proposal will contain the following components:

1. Your name.
2. Descriptive title of the proposal (81-character limit).
3. Project summary/abstract (see page NIH instructions for description). This section must be no longer than 30 lines of text and conform to font and margin specifications.
4. Specific aims (see NIH instructions for description). Limited to ONE page.
5. Research strategy (see I-85 for description). Limited to EIGHT pages (two more than NRSA). The research strategy will be divided into significance and approach sections. The approach will include the research design and any preliminary results.

**A majority of the committee members must approve the proposal and designate their approval by signing the scheduling form for the Preliminary Exam.**

**PART B.** Once Part A is approved, the student schedules his/her formal Preliminary Examination with the Graduate School (in accordance with the Graduate School deadlines).

The Preliminary Exam will consist of a one-hour research seminar presentation including background, the student's research to date, and the proposed research plan. This is a pass/fail examination. The student's performance will be assessed with respect to the following outcomes:

- 1) Demonstrate mastery of knowledge in the field of study.
- 2) State the research problem in such a way that it clearly fits with the context of the literature in an area of study.
- 3) Provide a sound plan for applying appropriate research methods/tools to solving the research problem and show a good understanding of how to use the methods/tools effectively.
- 4) Provide a sound plan for analyzing and interpreting research data.
- 5) Communicate the research proposal clearly and professionally in both written and oral forms.
- 6) Demonstrate capability for independent research in the area of study and the ability to make an original contribution to the field.

The deliberations of the committee will include assessment of these outcomes (exam rubric; **APPENDIX 7**) but may also include other considerations. An exam survey (**APPENDIX 8**) will be completed and submitted to the Graduate Program Coordinator by the Administrative Chair.

The exam is intended to help the student expand the student's critical thinking skills regarding experimental design and methodological approaches and provides a forum for interactions with dissertation committee members and other faculty for further academic development. Any member of the Graduate Program in Pharmaceutical Sciences faculty can attend the exam and question the student and vote on the student's performance. **The student will give a public research proposal seminar that consists of a 45-minute presentation followed by a 15-minute period of questions and answers. The committee will then conduct a rigorous oral examination of up to 2 ½ hours in length and can ask questions pertaining to the proposal, the seminar or any other aspect related to the student's training.**

### Logistics

The student must schedule the examination with the Graduate School, with the assistance of the Program Coordinator. The student will provide the Graduate Program in Pharmaceutical Sciences with the date, time, location, proposal title and names of the

committee members at least two weeks in advance of the exam. The student must provide a copy of the completed/approved Preliminary Exam Scheduling Form to the Graduate Program Coordinator, who will file the form with the Graduate School. The Graduate Program Director must sign the form before it is submitted to the Graduate School. For more information on the Preliminary Exam, see the Graduate School Policies and Procedures Manual or online at: <https://gradschool.wsu.edu/documents/2021/07/2021-2022-grad-policies-procedures.pdf/>

The exam must be held on the WSU Spokane campus unless an exception is granted by the Graduate Program Director. All graduate faculty members of the Graduate Program in Pharmaceutical Sciences will be notified of the time and place of the examination and are entitled to attend and vote according to Graduate School regulations. The meeting will be chaired by the Administrative Chair of the student's Advisory Committee. All committee members **must** be in attendance for the entire examination and must vote. Any other faculty members wishing to vote must also be in attendance for the entire examination. A member of the WSU Graduate Mentor Academy may be requested to attend the Preliminary Exam by the student, committee member, or other Graduate Program in Pharmaceutical Sciences faculty members. Satisfactory completion of the Preliminary Examination will advance the student to Ph.D. candidacy.

In the event of a failed examination, a student will be re-examined for a second and final attempt. At least three months must lapse between a failed examination and a re-examination. When scheduling for a second exam, the scheduling form must be submitted at least 15 working days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a re-examination. The entire committee must be present and vote. A student who has failed two preliminary examinations may not become a candidate for the doctorate and the student's enrollment in the Graduate School will be terminated. The only exception to this reexamination policy is if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case.

### Timeline

The Preliminary Examination will be presented and defended before the Dissertation Committee before the end of the 4<sup>th</sup> semester of study. Non-completion of the Preliminary Examination by this time may result in termination from the Graduate Program in Pharmaceutical Sciences as described earlier in this handbook. Timelines can be altered when there are unforeseen circumstances. In such cases the Graduate Program Director must approve the exception.

Depending on Graduate School policies in effect at the time, students passing their preliminary exam may be eligible for a tuition waiver in future semesters. Paperwork regarding this waiver will be provided to the mentor at the time of the exam.

### Examination Outcome

The candidate shall pass if the number of affirmative ballots is equal to or greater than the minimum listed in the table below. If the number of ballots exceeds the numbers listed in the table, then a minimum of 75% of the ballots must be affirmative for the student to pass.

<b>Table of Preliminary Exam Ballots Number of Ballots</b>	<b>Minimum Number of Affirmative Ballots</b>
3	3
4	3
5	4
6	5
7	6
8	6

### Second Attempt Exam

In the event of a failed first attempt, a second and final attempt may be scheduled after a lapse of at least three months, but no longer than two academic semesters (excluding summer). The exception to the allowance of a second attempt may occur if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case (see Chapter 1.E.2, Examination Failure). When scheduling a second exam, the scheduling form must be submitted to the Graduate School at least 15 business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present at re-examination. The entire committee must be present and vote. A student who has failed two examinations will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.

### Timing of the Preliminary Examination Relative to Final Exams

- A student may take a master's final exam in the same semester as a preliminary exam.
- In general, a doctoral final exam cannot be scheduled in the same semester as the preliminary exam. Four months must elapse between the successful completion of the preliminary exam and scheduling of the doctoral final exam.

### Preliminary Exam Grievance

Students are encouraged to first consult with their Research Advisor/Mentor. If the Research Advisor/Mentor advisor is unable to resolve the problem the student is

encouraged to discuss the problem with the Graduate Program Director or their Administrative Chair. If the grievance cannot be resolved, the student should contact one of the Associate Deans of the Graduate School, or any person of the Graduate School designated by the Dean, to hear student grievances (the Dean's designee). The Associate Dean of the Graduate School or Dean's designee will review the grievance and, at his or her discretion, will recommend possible actions for resolution to the student as well as to the Graduate Program Director, Dean of the College of Pharmacy and Pharmaceutical Sciences, and/or faculty liaison. If the student is not satisfied with the resolution, he/she may file a formal grievance.

## FINAL EXAMINATION

The completed Dissertation Acceptance/Final Examination Scheduling form must be submitted to the Graduate School at least 10 (ten) working days in advance of the examination date. Note that all of the Graduate School's requirements must be satisfied and all committee members in agreement before this paperwork can be submitted; this process can take weeks or months and it is the student's responsibility to begin preparations and consult with the Research Advisor/Mentor and Program Coordinator as early as possible, particularly to coordinate with all committee members to identify potential dates and times for the final defense. It is necessary to present an electronic or paper draft copy of the dissertation that is properly formatted at the time of submitting the Dissertation Acceptance/Final Examination Scheduling Form. The student must also submit a printed copy of the dissertation to the Graduate Program Coordinator at least five working days prior to the oral defense. This copy can serve as the public copy and be displayed at a public place designated by the Program.

The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the Preliminary Examination. The Dissertation Acceptance/Final Examination Scheduling Form is to be signed by all members of the student's committee; committee signatures verify that an electronic copy of the dissertation, suitable in format and content for submission to the library, has been given preliminary approval. The Graduate Program Director must also sign the form. Responsibility (including financial) for changes in format after the Dissertation Acceptance/Final Examination scheduling form is signed rests with the graduate program rather than with the student. Content changes are always the responsibility of the student. An Application for Degree form <https://gradschool.wsu.edu/graduation-application/> must be submitted to the Graduate School before a final examination may be scheduled. The graduate fee must be paid **before** submitting the Application for Degree form and prior to the final defense. All fees, including the graduation fee, the publishing/microfilming fee, and the optional copyright fee, must be paid before submitting the Application for Degree form and prior to the final defense.

The Graduate School will schedule the student's Final Examination upon receipt of the completed Dissertation Acceptance/Final Examination Scheduling Form and a properly formatted, draft copy of the dissertation, which will be returned to the student.

### Final Doctorial Final Exam

A candidate for a doctoral degree must pass a final oral examination that primarily shall be a defense of the dissertation but may cover the general fields of knowledge pertinent to the degree. The student must register for a minimum of 2 (two) hours of 800 level credits at the beginning of the semester or summer session in which the final examination is to be taken. Final examinations will include discussion of the completed dissertation (which is suitable in format and content for submission to the library). Under extraordinary circumstances, on the recommendation of the student's committee and Graduate Program Director, the Dean of the Graduate School may approve alternative arrangements.

The candidate's committee is responsible for approving all aspects of the final dissertation before students may schedule the final examination. When committee members sign the Dissertation Acceptance/Final Examination Scheduling form, they indicate that an electronic dissertation, suitable in format and content for submission to the library has been given their approval; they also indicate their acceptance of the date, time, and place of the final examination. Examinations are to be held in an academic environment. Final examinations shall be held during regular working hours on the Spokane campus of WSU. If some committee members attend by video conference, at least two committee members must be physically present in the room with the student.

Examinations will be held only during academic sessions. Exceptions to this policy will be made by the Dean of the Graduate School in advance, only under unusual circumstances.

The examining committee shall include the doctoral committee and any other members of the faculty in attendance. The Administrative Chair of the student's committee will chair the final examination and be responsible for its conduct. The student's advisor will be appointed by the Graduate School to serve as the Graduate School liaison regarding the examination process (balloting, etc.). A student, the Graduate Program Director, committee member, or any other concerned party may request that the Graduate School provide an independent observer from the WSU Graduate Mentor Academy to be present at any preliminary or final oral defense. This request will be held confidential. All such requests will be fulfilled by drawing upon a group of faculties, designated as the Graduate Mentor Academy, which has agreed to serve in this role and has received training to do so. All repeat examinations or defenses will have such an independent, outside representative.

All final examinations are public, and all faculty members, regardless of discipline, are particularly encouraged to attend those of interest to them. Although any member of the

public at large may attend final examinations, only faculty members may ask questions and vote. All members of the doctoral committee **must** be in attendance for the entire examination and must vote. All other faculty members wishing to vote must be in attendance during the entire examination. If a faculty member wishing to vote must leave the room during the examination, the examination is to be recessed until said member returns.

The final doctoral examination should not exceed **two and one-half hours** (including the student's seminar presentation). There is no separation into major and minor fields; all examiners vote on the total examination. The candidate shall pass if a minimum of three-fourths of those voting so indicate

<https://gradschool.wsu.edu/documents/2014/12/required-votes-to-pass-exams.pdf/>.

Ballots must be completed electronically in the GRM module within myWSU. The Graduate School liaison will have access to the completed ballots; while keeping the individual ballots confidential, the Graduate School liaison will announce to the committee whether or not the student passed. External committee members who are not WSU faculty may not have access to myWSU. Such participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g., text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate School liaison immediately following the exam, and this ballot should then be submitted electronically to the Graduate School via email to [gradschool@wsu.edu](mailto:gradschool@wsu.edu).

In the event of a failed final examination, a second and last attempt may be scheduled after a lapse of at least three months. When scheduling for a second exam, the scheduling form must be submitted at least 15 working days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by the Graduate School and must be present for a reexamination. The entire committee must be present and vote. A student who has failed two examinations will be terminated from the Graduate School. The only exception to this reexamination policy is if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case. Students will also be assessed according to the rubric in **APPENDIX 9** and the survey in **APPENDIX 10**.

### Doctoral Final Exam Policies

All doctoral programs require that a candidate prepare a dissertation. The dissertation is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline. The student must enroll for research (800-level) credits while preparing and defending the dissertation.

Approval for use of human subjects, animals, or biohazardous materials in research is required before research is initiated. If the student plans to utilize human subjects, animals

or biohazardous materials for research, the student must contact the Office of Research Assurances (see Chapter 11 for additional policies and resources concerning research).

The doctoral advisory committee is responsible for ensuring that the student has followed an appropriate format and that the content is acceptable. The advisory committee members must read and return drafts of dissertations to the student within a reasonable period of time. The Faculty Senate Graduate Studies Committee recommends that advisory committee members hold drafts for no longer than 30 calendar days.

Washington State University participates in the ProQuest Dissertation Publishing program and submits all dissertations to this organization for publication upon acceptance. No material in the dissertation may be restricted in any way; the dissertation must be made available through the Washington State Libraries and ProQuest for inspection by any interested parties. If copyrighted material is included in the dissertation, written permission must be obtained from the copyright owner to reproduce the material in the dissertation. Such written permission must be submitted to the Graduate School at final acceptance.

A candidate for a doctoral degree must pass a final oral examination. This examination will be primarily a discussion and defense of the dissertation. However, the examination may cover the general fields of knowledge pertinent to the degree.

#### Ph.D. Dissertation Format

The PhD dissertation must meet the requirements of the WSU Graduate School.

In addition, the following guidelines have been established by the Graduate Program in Pharmaceutical Sciences.

1. A PhD dissertation is a specialized document that summarizes the work performed by a student during the student's doctoral studies. It is intended to demonstrate the student's scholarly expertise in the student's field of study. The expectation of the dissertation committee and the PharmSci graduate program faculty is that the student will devote significant effort to writing the dissertation, and in preparing for its defense.
2. It is not necessary to include in a dissertation all of the work that the student has done in the course of the student's training. Rather, the goal is to prepare a cohesive document that addresses a specific area of research in a scholarly manner. Unpublished data can be, and usually are, included in a PhD dissertation.
3. To more fully reflect all of the students' publications and accomplishments, a section concerning "Other achievements/publications" can be included at the end of the introductory chapter. This section could, for example, include a list of publications

generated during the PhD work but not included in the dissertation. Significant awards (e.g., NSF or NIH fellowship) could also be mentioned here.

4. The introduction to the dissertation is typically 5-10 pages in length but may be longer. It introduces the reader to the area being researched, so that the reader can understand the chapters that follow. The introductory chapter typically concludes with a paragraph or two explaining gaps in knowledge that were being filled, the overall hypothesis being addressed, the specific aims of the project (if appropriate) and the general approach that was taken to test the project hypothesis.
5. If the student has published review articles directly relevant to the dissertation, and the dissertation committee agrees that this material should be included in the dissertation, this material should either be incorporated into the introduction or included as a separate chapter following the introduction.
6. The dissertation is intended to be an integrated document in which the various chapters flow in logical order, with one leading to the next. This can be accomplished by adding a few lines of appropriate text to the end of a preceding chapter, and/or to the beginning of the following chapter, to provide continuity. A non-integrated document may be accepted but only with the unanimous consent of the student's committee.
7. If the student has co-authored published papers in which others performed portions of the work, the Research Advisor/Mentor must provide assurance to the dissertation committee that the majority of the work was performed by the degree candidate, and that figures from the dissertation will not be duplicated in the dissertation for any other degree candidate.
8. When published papers are included in the dissertation, they should be re-formatted (font style, reference style, etc.) to match the rest of the dissertation chapters. Portions of the text needed only to meet journal requirements (e.g., key words, corresponding author, and phone numbers) should not be included in the dissertation chapter.
9. The figures in a dissertation are typically placed on a separate page immediately following the text in which they are discussed. Placing all figures at the end of the chapter makes it more difficult for the reader to interpret the work and is not recommended. It can however be done with the approval of the dissertation committee.
10. The references are typically grouped together at the end of the dissertation but can follow each chapter if the committee prefers this format. Grouping them together at

the end avoids the unnecessary repetition of references from one chapter to the next.

11. The concluding chapter of a dissertation is extremely important and helps to prepare the student for a successful defense. This chapter, which is typically about 5 pages in length but can be longer, should briefly summarize the major findings of the dissertation. Following the summary, the student should speculate on how the work fits into the larger literature in its field, limitations of the study as presented, where this area of research is heading in the future, which aspects of the work could be addressed in the future using alternative approaches.
12. The abstract for a dissertation is a condensed summary of the dissertation work. Similar to the abstract for a manuscript, it should include a very brief introduction, mention the research approaches used in the dissertation work, and then briefly summarize the major findings of this work.

The dissertation committee is provided with at least two opportunities to provide feedback on the content of the dissertation. The first is in the period between the time that the draft of the dissertation is distributed to the committee and when the defense scheduling form is signed. The second is after the defense, and before the time when the final dissertation must be submitted to the Graduate School. Some committee members will ask for no revisions, while others may ask for substantial revisions. Students need to plan accordingly, so that they have time to address the concerns during the revision periods.

#### 1. Before Scheduling the Final Exam

##### a. The student must:

- have completed all graded coursework required by the program or listed on the approved *Program of Study*;
- be registered for a minimum of two hours of 800-level credits;
- have passed the preliminary exam at least four months prior to scheduling the final exam. **Note:** students are expected to complete and defend their dissertation within three years of passing their preliminary exam and advancement to candidacy.
- have a minimum cumulative GPA of 3.0 and a minimum 3.0 GPA on the *Program of Study*;
- complete the Application for Degree in myWSU. The graduation fee must be paid before the final exam is scheduled; and
- wait a minimum of three months after a failed first attempt before scheduling a second attempt at the final exam.

- b. The candidate's advisory committee is responsible for:
- approving all aspects of the final dissertation before the student schedules the final exam. The student will only have five business days after the final exam to make any requested changes to the dissertation (Chapter 6.H); and
  - verifying that the student will complete all program requirements by the end of the semester in which the final exam is taken.

### Scheduling the Final Exam

- The student is responsible for filling out the *Scheduling Examination* form and obtaining the advisory committee signatures. The form should then be forwarded to the academic coordinator for review by the program chair and final submission to the Graduate School via the GRM.
- The *Scheduling Examination* form must be submitted to the Graduate School no later than 10 business days prior to the proposed date of the examination for a first attempt. If a student is attempting the final exam for a second time, the *Scheduling Examination* form must be submitted no later than 15 business days prior to the proposed date for the exam.
- The student must upload a draft of their dissertation to ProQuest at [www.dissertations.wsu.edu](http://www.dissertations.wsu.edu). For dissertations, copyright, distribution, and binding decisions must be made and paid for in full when uploading the draft; these selections will apply only to the final version approved by the Graduate School. The *Scheduling Examination* form will **not** be processed until the Graduate School has received the dissertation draft. Graduate School staff will advise the student if there are any formatting issues that need to be addressed before the thesis can be accepted by the Graduate School and ProQuest.
- The dissertation must be available for public inspection in the graduate program's office at least five business days prior to the final examination.
- When advisory committee members sign the *Scheduling Examination* form, they indicate that they have read and approved a printed or electronic dissertation, suitable in content and format, for defense and submission to the Library (Chapter 6.H). They also indicate their acceptance of the date, time, and place of the final examination.
- A student, department chair, graduate program director, advisory committee member, or other concerned member of the WSU community may request that the Graduate School provide an independent observer to be present at any final examination/balloting meeting. This request must be made 15 business days in

advance of the exam date. The name of the individual making the request will be confidential. All such requests will be fulfilled by drawing upon a member of the Graduate Mentor Academy. During the scheduling process, the Graduate School will notify the student, advisory committee and department chair/program director if a graduate mentor has been assigned to attend the exam.

### Scheduling Requirements

- For a first attempt exam, the Graduate School usually appoints a member of the student's advisory committee to serve as the Graduate School liaison regarding the examination process. Preferably, the advisory committee chair is the Graduate School liaison.
- For a second attempt exam, the Graduate School will appoint a representative from the Graduate Mentor Academy to serve as the Graduate School liaison for the examination process.
- The oral examination and balloting meeting will be held during regular business hours in an academic environment (e.g., on a WSU campus or research and extension center).
- If the oral examination and balloting meeting are conducted using videoconference technology (AMS or Zoom), at least one advisory committee member must be physically present in the room with the student during the oral final exam. Exceptions to the requirement for a committee member or an approved proctor to be present with the student during the examination may be granted system-wide or on a case-by-case basis due to the impacts of COVID-19.

### Examination Process

The standard process for the doctoral final examination varies across disciplines and programs. However, the policies and procedures established for final exams by a graduate program should be outlined in the program's Graduate Student Handbook and must adhere to the guidelines provided here.

- Presentations of dissertation results are public events. All faculty and students, regardless of discipline, are encouraged to attend. Audience members may be allowed to ask questions, but such questioning should not unduly influence the examination outcome.
- It is acceptable to conclude the public presentation and conduct a separate examination portion with only members of the advisory committee and program graduate faculty in attendance and asking examination questions.

Again, the standard procedure of the program should be clearly described in the program's graduate handbook and applied consistently to all students.

- The examination portion of the oral exam should not exceed two-and-one-half hours.
- If any advisory committee members, or graduate faculty intending to ballot, must leave the room or the online session during the examination or balloting discussion, the examination or discussion must be recessed until the faculty member returns.

### Balloting Meeting

- The ballot meeting must follow immediately after the conclusion of the student's oral exam.
- Only individuals casting ballots or appointed as a representative of the Graduate School are allowed to attend the balloting portion of the exam.
- Advisory committee members must be present at the balloting meeting and must cast a ballot.
- Any graduate faculty in the program may ballot. Individual programs determine in their bylaws which faculty can participate in the graduate program and thus are eligible to ballot in examinations.
- As a best practice, graduate faculty choosing to ballot should have participated in the assessment of all components of the student's work being evaluated during the examination (e.g., read the dissertation).
- Graduate Mentor Academy members, representing the Graduate School at an exam, do not ballot.
- There is no separation into major and minor fields; all examiners ballot on the total examination.
- Ballots must be completed in ink, by checking the appropriate box (pass or fail), signed, and dated.
- The ballots are collected by the Graduate School liaison, who keeps the individual ballots confidential, but announces to the committee whether the student passed. In situations in which balloting faculty participate via videoconference or other approved Global Campus technology, the remote participants should communicate their ballot recommendations directly to the Graduate School liaison (e.g. text or email). A scan, snapshot, or fax of the paper ballot should be sent to the Graduate

School liaison immediately following the exam via confidential fax or emailed as a pdf file from a WSU email account.

- The student must be informed of the outcome immediately after the balloting meeting is adjourned.
- The Graduate School liaison is responsible for ensuring that all ballots and the ballot memo are submitted electronically to the Graduate School as soon as possible and no later than five business days following the exam.

Under extraordinary circumstances, on the recommendation of the advisory committee, the dean of the Graduate School may approve alternate arrangements for the examination environment and process.

### Examination Outcome

The candidate shall pass if the number of affirmative ballots is equal to or greater than the minimum listed in the table below. If the number of ballots exceeds the numbers listed in the table, then a minimum of 75% of the ballots must be affirmative for the student to pass.

<b>Table of Doctoral Final Exam Ballots Number of Ballots</b>	<b>Minimum Number of Affirmative Ballots</b>
3	3
4	3
5	4
6	5
7	6

### Second Attempt Exam

In the event of a failed first attempt, The exception to the allowance of a second attempt may occur if a member of the Graduate Mentor Academy (appointed by the Graduate School) presided over the student's first exam and agrees that a re-examination is not an appropriate disposition of the case (see Chapter 1.E.2, Examination Failure). When scheduling a second exam, the scheduling form must be submitted to the Graduate School at least 15 business days in advance of the exam day. A member of the Graduate Mentor Academy will be appointed by

the Graduate School and must be present at re-examination. The entire committee must be present and vote. A student who has failed two examinations will be dismissed from the Graduate School. Should there be procedural irregularities or extenuating circumstances during the first or second examination, the student has the right to appeal to the Graduate School in the event of examination failure.

## MASTER OF SCIENCE (M.S.) DEGREE PHARMACEUTICAL SCIENCES

The Pharmaceutical Sciences Graduate Program does not admit students into a Master of Science degree; however, this degree is available as an alternative for students in the Ph.D. program that do not complete the requirements for the PhD. A student in the Pharmaceutical Sciences Graduate Program who is in good academic standing and who wishes to pursue a Master of Science Degree in Pharmaceutical Sciences must submit a petition to the Graduate Program Director. The Graduate Program Director will make the final decision. Students pursuing this degree are required to have a minimum of 30 hours of total graded credits and to take the Core Courses required for the Ph.D. program in Pharmaceutical Sciences with the exception of PharmSci 800 (PharmSci 700 is to be used for M.S. students' research credits). Students completing an M.S. degree are not normally eligible for a graduate stipend or tuition waiver. For other requirements associated with the Master of Science degree consult the Graduate School Policies & Procedures Manual for general requirements for the M.S. degree: <https://gradschool.wsu.edu/policies-procedures/>

The Pharmaceutical Sciences program offers only an M.S. degree with thesis. A Final Oral Examination is required of all master's candidates. This examination is intended to test the candidate's ability to integrate and interpret material in the major and supporting fields with emphasis on the work presented in the candidate's written thesis. This is a pass/fail examination. The examination is open to the public and should not exceed two-and-one-half hours (including the student's seminar presentation).

## SELECTION OF THESIS (M.S.) COMMITTEE

All students seeking the M.S. degree must select their Research Advisor/Mentor and committee by the end of the first semester after the decision is made to pursue an MS.

1. The selection of the student's committee should be determined jointly by the student and the Research Advisor/Mentor according to the guidelines and time frame established by the *Graduate School Policy and Procedures Manual*.
2. Committees are comprised of a minimum of three faculty members. At least three of the members must be members of the graduate faculty at WSU. At least 50% of the

committee membership must be WSU tenure-track faculty from the Graduate Program in Pharmaceutical Sciences graduate faculty.

3. It is imperative to avoid situations that may constitute, or may be construed as, a conflict of interest when forming a graduate student's committee.
4. Final approval of the committee membership is at the discretion of the Graduate Program Director.
5. The Graduate Program Director must sign the necessary Graduate School forms on behalf of the Graduate Program in Pharmaceutical Sciences, and this must be coordinated through the Program Coordinator.
8. The initial selection of or subsequent changes to, a graduate student's committee shall be determined jointly by the student and Research Advisor/Mentor with final approval of the Graduate Program Director.
6. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

Graduate students are expected to make satisfactory progress in their studies and are responsible for meeting the Graduate School's continuous enrollment policy, general academic requirements, and the specific requirements associated with their degree as well as those outlined in this Student Handbook. Program faculty recognizes that circumstances and the specific training desired by students may change after students enter the program. Students may, therefore, change their Research Advisor/Mentor, committee members including Administrative Chair, and programs of study without prejudice as long as adequate funding is available for the student and the student's project, and time to degree completion is deemed reasonable. The student and new permanent Research Advisor/Mentor must notify the Program Coordinator and the Graduate Program Director in writing as soon as the decision to change the committee has been made. A new Program of Study must be approved by the Graduate Program Director and by the Graduate School.

### Final Examination M.S.

A Final Oral Examination is required of all master's candidates. This examination is intended to test the candidate's ability to integrate and interpret material in the major and supporting fields with emphasis on the work presented in the candidate's written thesis. This is a pass/fail examination. In addition, the student's strengths and weaknesses will be evaluated according to the rubric in **APPENDIX 6**. The examination is open to the public, is normally one hour in duration and is limited to one and one-half hours. The exam begins with a seminar-type presentation of the work by the candidate (**note**: the time for this

seminar is not included in the 1-1.5-hour exam time). Details are provided in the WSU Graduate School Policies and Procedures Manual

A listing of all graduate school deadlines is provided on the WSU Graduate School Website. **These deadlines are firm, and it is the responsibility of each graduate student to adhere to and meet these deadlines.** Failure to do so could delay progress in completion of the degree.

## The Program of Study

The Program of Study is an official form documenting the student's plan for courses to take, milestones required by the department/program, as well as indicating research interests. For master's degree students, the Program of Study should be filed with the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation (e.g., if the anticipated graduation were spring, the Program of Study would be due no later than the beginning of the preceding fall semester). For doctoral students, the Program of Study must be filed with the Graduate School before the end of the third semester of study (October 1 deadline for fall; March 1 deadline for spring). The student's advisor, in consultation with suggested advisory committee members, should aid the student in the development of the proposed Program of Study.

## General Requirements

### Courses taken at Washington State University

All graded graduate-level coursework (with a grade of B or higher) taken toward a previous master's degree at WSU may be used toward a subsequent doctoral degree at WSU with the approval of the student's advisory committee and the program director.

**Incomplete Grades.** An incomplete ("I") is the term indicating that a grade has been deferred. It is given to a student who, for reasons beyond the student's control, is unable to complete the assigned work on time. The "I" grade for a graduate-level course (all courses numbered 500 and above) and an undergraduate course (all courses numbered 499 or below) will be changed to an "F" if the work is not completed within one academic year following the semester in which the "I" grade was assigned, unless a shorter time is specified by the instructor. The student may not repeat the course to remove an incomplete grade. Graduate students may not graduate with an "I" grade on their transcript. (See Academic Regulations, Rule 90h at <https://registrar.wsu.edu/academic-regulations/>.)

**Undergraduate and/or Professional Level Coursework.** Up to 6 credits of graded undergraduate-level credit (300- or 400-level) or graded professional-level credit for a thesis master's degree, and up to 9 credits of graded undergraduate-level credit (300- or 400-level) or graded professional-level credit for a non-thesis or doctoral degree may be

used on the Program of Study with approval from the advisory committee and program chair. Non-graded (S, M, F) professional coursework may not be used toward the core graded course requirements on the Program of Study. Non-graduate (undergraduate or professional) credit hours may not be counted toward the minimum 15 graded graduate credit hour requirement for the Ph.D. Program of Study.

**Coursework on Pass/Fail Basis.** All graduate students are eligible, with prior advisor approval, to take courses on a pass/pass/fail (P/F) basis. Pass/Fail courses cannot be used to fulfill core program requirements, nor do they count toward the total required credit hours (i.e., they cannot be used on a Program of Study). Credit hours earned under P/F are counted toward assistantship maximum or minimum hour requirements. Enrollment changes from graded to P/F courses will be allowed with the advisor's approval during the first three-week period following the beginning of classes. There is no limit on the number of hours a graduate student may take on a P/F basis.

**Graduate Certificate Programs.** A determination of the applicability of any of the courses and credits earned as a certificate student will be made at the discretion of the academic department or graduate program where the degree is sought by the student filing a Program of Study. Department-approved courses will be stipulated as such on the student's Program of Study when it is submitted and will be reviewed by the Graduate School at that time. It is expected that a core disciplinary curriculum will be present on this Program of Study. Coursework taken as a certificate student may be reviewed as part of the admission-review process but does not afford any preferential consideration for admission to a graduate program.

Currently enrolled degree-seeking graduate students are eligible to concurrently enroll in a graduate certificate program. Credits earned by these students while enrolled in the graduate certificate program may be credited toward course requirements for a master's or doctoral degree if the student's advisory committee approves those credits.

**Global Campus (Online) Programs.** WSU graduate students are admitted to a campus (i.e., Pullman, Spokane, Tri-Cities, Vancouver, or Global Campus) and pay the tuition and fees associated with that campus. Before students may register for a course scheduled at another campus, including Global Campus (online) courses, they should consult with their program advisor to ensure the courses will count toward their Program of Study and then work with that campus Registrar to register for the course.

**Auditing Courses.** Graduate students who elect to audit a course must have prior approval from the instructor of the course, via the Enrollment Change form found on the Registrar's website, through the second Friday of classes. After that, requests to audit a course require a Petition form, which additionally requires approval from the advisory committee chair and graduate program director. Audited courses cannot be used to fulfill core program

requirements nor do they count toward the total required credit hours (i.e., they cannot be used on a Program of Study). Official recording of an audit on a transcript requires the instructor's signature and a discussion with the instructor regarding any specific expectations or requirements to fulfill the audit. Minimum requirements may include attendance at select or all classes and course readings for participation in class discussions. This agreement between the student and the instructor should be through written documentation but at the very minimum through verbal communication, so that the student and faculty mutually understand expectations.

"No university credit will be allowed for auditing courses, nor may students apply for or take special examinations for university credit in courses which they have audited."

#### Courses Taken as a Graduate Student at Other Accredited Institutions of Higher Learning (Transfer Credit)

Graded graduate-level coursework (with a grade of B or higher) taken toward a master's degree at an accredited institution may be used toward a doctoral degree at WSU with the approval of the student's advisory committee and the program director. However, graded graduate-level coursework (with a grade of B or higher) taken toward a completed master's degree at an accredited institution may NOT be used toward another master's degree at WSU. All other graded graduate-level coursework (with a grade of B or higher) taken as a graduate student, but not taken toward a completed graduate degree, may be used toward a master's degree or a doctoral degree at WSU with the approval of the student's advisory committee and program director. **In all transfer cases, the number of such credit hours is limited to no more than half of the total graded course credits required by the program that is listed on the Program of Study.** None of this credit may be applied toward another advanced degree. Individual departments/programs may choose to limit transfer credits to an amount less than what is specified above.

Generally, the student should be admitted as a degree- or non-degree-seeking graduate student at the institution in which the course was taken. Any other enrollment status will be considered on a case-by-case basis as an exception to policy; however, coursework that has been used to meet the requirements of a baccalaureate or professional degree is not transferable.

A maximum of 6 graduate-level credits (with a grade of B or higher) taken at an accredited institution may be used toward a graduate certificate program requiring 30 or more credits with the approval of the program and the dean of the Graduate School. Individual certificate programs requiring 30 or more credits may choose to limit transfer credits to an amount less than 6.

Graduate certificate programs requiring less than 30 credits may also include transfer credits for graduate coursework. This transfer coursework must be comparable to one or more of the graduate certificate electives and cannot substitute for core courses. Transfer

coursework must be less than 6 years old and have a 'B' or higher grade. Additionally, the transfer credits must be less than 40% of the graduate certificate credits. A course description and syllabus may be required for approval of transfer coursework on the graduate certificate.

Transfer credits are subject to the usual time restrictions for master's or doctoral degrees and certificates, and approval by the academic unit and the Graduate School. Credits cannot be more than six years old for a master's or certificate program and ten years old for a doctorate program at the time of graduation. Once approved as transfer credit, this coursework cannot be removed from a Program of Study.

Transfer credit is requested formally by listing the courses on the Program of Study, obtaining advisory committee member and chair approval, and submitting it to the Graduate School for review and approval; however, preliminary determination will be made earlier upon request to the Graduate School.

Students intending to request transfer credit for their Program of Study will need to submit to the Graduate School all official transcripts from colleges or universities showing such credit. A catalog description of the course must be available (either in paper form or on the institution's website). In some cases, the Graduate School may require a course syllabus. The institution from which the credits are being transferred must be accredited by a recognized accreditation association. The Graduate School will review all credit to determine transfer eligibility.

Online coursework will be considered for transfer credit if it meets the transfer requirements stated in this policy. As with all transfer credit, Program faculty should screen and approve all courses from other colleges and universities before they are submitted to the Graduate School for transfer consideration. Pre-approval for the transfer of online courses will not be given; however, the Program and student may check with the Graduate School to determine if the online course is transferrable before it is taken.

The dean of the Graduate School is the final authority in determining what constitutes accredited courses or schools, and in determining exceptions to this policy. Exceptions to this policy may be made by the dean of the Graduate School on a case-by-case basis upon recommendation from the department or program. Substantial justification should be included in the exception to policy request for coursework that exceeds the maximum time limits noted for a graduate degree.

#### Limitations to this policy include the following:

- Seminar courses (usually defined as a course with a series of seminar speakers), extension courses, continuing education courses, special problems courses, thesis courses (research credits), workshops, and correspondence courses will not receive

graduate transfer credit. Doctoral research credit may be transferable only under special written agreements with other universities as approved by WSU and the dean of the Graduate School. For necessary interpretations, inquiries should be sent to the dean of the Graduate School.

- Graded, graduate-level special topics courses from an accredited university may be transferable with advisory committee, program and Graduate School approval. A syllabus for the special topics course must be submitted with the transfer request (Program of Study) so that a determination can be made.
- Graduate credit from a non-accredited institution will not be accepted for transfer credit.
- Transfer credits allowed on a doctoral degree under special written agreements with other universities is subject to departmental recommendation and approval by the dean of the Graduate School.

### Filing the Program of Study

Once determined, the Program of Study should be submitted to the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation for master's students and by the end of the third semester of study for doctoral students. The Program of Study must be on file prior to scheduling of the preliminary examination for doctoral students. After the proposed Program of Study is completed by the graduate student, it must be signed by each advisory committee member and submitted to the program chair of the major graduate program and the chair of the minor program (if applicable) who ensure that it meets the requirements of the program, department, and Graduate School. The academic coordinator will keep the original Program of Study and submit an electronic version through the GRM for approval to assure that it meets the minimum requirements of the Graduate School.

### Changing the Program of Study

Changes made to the Program of Study must be documented with the appropriate signatures signifying the endorsement of the master's advisory committee and the approval of the chair of the program and submitted to the Graduate School on a Committee Change form.

### Termination of Enrollment

As per the Graduate School's Policies and Procedures, the enrollment of a graduate student will be terminated under any one of the following conditions:

- The student has a cumulative GPA below 2.75 at the end of the first semester of study.

- The student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- The student fails to establish and maintain a cumulative GPA of at least 3.0 after more than one semester of study.
- The student has failed a preliminary or final exam for a second time.
- The student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the faculty committee, program chair, or representative; in such cases, the Dean of the Graduate School will review the case and make the final determination.
- The student has earned a U (Unsatisfactory) grade for research credits (700, 701, 702, and 800) for two semesters (including the summer term).

Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, issues related to academic integrity or student conduct, etc. Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student's enrollment.

## Termination of Assistantship

Written offer letters (e.g., for newly admitted graduate students) may stipulate that assistantship support will be provided for an academic year (two semesters). Continuation for the second semester of assistantship support is dependent upon any and all contingencies listed in the offer letter, which include remaining enrolled full time, maintaining a cumulative GPA > 3.0, making satisfactory progress toward degree requirements, and maintaining satisfactory progress in fulfilling assistantship service requirements and duties. If the student's assistantship performance is unsatisfactory, this situation must be documented and communicated to the student as described below regarding termination of an assistantship mid-semester. Before finals week of the current semester, students must receive written notice that their assistantship appointment will not be renewed. Non-renewal of the assistantship is subject to appeal in accordance with the Graduate and Professional Student's Grievance Procedures set forth in Chapter 12.E.3.

## Annual Review

As per the Graduate School's Policies and Procedures, all graduate programs must complete an annual review of each graduate student. The elements of annual review include:

- Cumulative record including admission and classification information, course work, research proposals and all examinations, i.e., advisory, placement, qualifying, preliminary and final examinations, and progress since last review.
- Qualitative assessment by faculty of progress in research and teaching, as appropriate.
- Statement as to the rate of progress, i.e., satisfactory or unsatisfactory.
- Expectations for the next review period.
- The department/program chair will give written notification to each graduate student of his/her performance on an annual basis. After appropriate faculty have been consulted, the annual evaluation of those students whose GPA is considered deficient must be sent to the Dean of the Graduate School to be placed in the student's official file.
- If an annual review for a student is less than satisfactory, a written copy of that review should be forwarded to the Graduate School.

#### Follow up meetings for all Reviews

- The Graduate Program Coordinator will then schedule a meeting with the Graduate Program Director and the student to discuss the review.
- Faculty members who supervised the student as a TA will not be required to meet with the student unless the evaluation is considered poor. In cases of poor TA evaluations, the student will meet with the faculty member(s) with whom he/she was a TA, the student's Administrative Chair (Ph.D.) or Research Advisor (M.S.) and the Graduate Program Director.
- The original written review will be submitted to the Graduate Program Director to review and will be placed in the student's graduate file. The WSU Graduate School will also receive a copy if the progress is unsatisfactory.

## Data Collection

Data collection must be well-organized and detailed. The laboratory notebook (bound sequentially numbered pages, with signatures and dates) is often key to keeping daily records. Detailed records help establish good work practices, provide a history of students' ideas, avoid fraud or misconduct charges, defend patents, and provide a valuable resource for a student's own work.

**DATA STORAGE AND PROTECTION** Once data has been collected it must be stored and protected to be of future use. Data storage must be done in such a way that results

and conclusions can be clearly discerned from the data and materials that have been archived. The data and materials must be protected so that research findings can be confirmed and/or reanalyzed by others. If data and materials are not properly stored and protected, it could significantly reduce the value of the research (or even render the research worthless).

For additional information on the Universities data policies see  
[http://www.wsu.edu/~forms/HTML/EPM/EP8\\_University\\_Data\\_Policies.htm](http://www.wsu.edu/~forms/HTML/EPM/EP8_University_Data_Policies.htm)

## Affiliation

When Pharmaceutical Sciences graduate students' author or co-author scholarly work, (e.g., a scientific paper or abstract, posters, etc.) or receive awards that are announced to the news media, the address or location of the authors or recipients should include "Graduate Program in Pharmaceutical Sciences, Washington State University." Such recognition of the Program is an important source of promotion of the program to the public. It should be done in accordance with any applicable WSU graphic identity guidelines (see: <http://brand.wsu.edu/>). When the advisor is a co-author, both the advisor's department and the Graduate Program in Pharmaceutical Sciences should appear in the affiliation.

## Students with Disabilities

<https://spokane.wsu.edu/studentaffairs/disability-resources/>

Graduate students with identified disabilities should contact the Access Center, before the semester that they plan to attend, to initiate the accommodations process. Accommodations are unique for each individual and some require a significant amount of time to prepare for, so it is essential that students notify the Access Center as far in advance as possible. Students with a disability that is identified during the semester should contact the Access Center as soon as possible to arrange for an appointment and a review of their documentation by an Access advisor. All accommodations must be approved through the Access Center (Spokane: Student Affairs in the Student Academic Center, Room 130). All students requesting reasonable accommodation must meet with the instructor prior to or during the first week of the course to review all proposed accommodations in relation to course content and requirements. Exceptions to this time frame will be granted only upon a showing of good cause.

## Student Conduct and Academic Integrity

<https://gradschool.wsu.edu/chapter-twelve/>

The University seeks fair and expeditious action on academic and conduct issues. Resolutions must uphold the highest standards of academic freedom and integrity, while honoring the rights and dignity of all individuals in the University community. The Graduate Student Code of Rights and Responsibilities describes policies and guidelines pertaining to academic advancement and related grievance procedures, and provides links to important resources regarding student conduct, academic dishonesty, discrimination, sexual harassment and drug and alcohol policies. Student disciplinary proceedings for misconduct, including plagiarism and cheating, are covered by the policies and procedures in the Student Conduct Code.

The Graduate School requires that, to comply with state of Washington law (RCW 28B.112), any student desiring to be considered for an assistantship must declare whether the student is the subject of any sustained findings of sexual misconduct in any current or former employment or is currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current or past employers. The SMS form will be sent to graduate students after they have accepted an offer of admission.

The *Standards of Conduct for Students*, WAC 504-26, can be downloaded at the Center for Community Standards website: <http://conduct.wsu.edu/>

## Student Conduct

Students enrolled in the Graduate Program in Pharmaceutical Sciences are subject to the standards summarized in this document and by the general rules and regulations of the Standards of Conduct for Students as set forth in the Washington Administrative Code and WSU's Office of Student Conduct. Students are responsible to know the Standards for Conduct for Students and may be subject to disciplinary action under the procedures outlined in this document and the procedures outlined in the Standards for Conduct for Students (available at <http://apps.leg.wa.gov/wac/default.aspx?cite=504-26>)

## Academic Integrity

At the heart of every incident of plagiarism is a question of integrity—whether the student will violate moral and ethical standards, taking on the risk of getting caught, being marked as a cheater, all for the perceived benefit of getting a good grade. Students who choose to take these risks pirate from their fellow classmates, colleagues, faculty, and the academy. Ultimately, it is the shared responsibility of students and faculty to understand the academic integrity process and policy at WSU and to adhere to it strictly.

## Plagiarism Defined

At this stage in your academic career, it's likely you understand the broad definition of plagiarism: representing other's work as your own. WSU specifically prohibits plagiarism,

which is defined in the *Standards of Conduct for Students* as “[p]resenting the information, ideas, or phrasing of another person as the student’s own work without proper acknowledgment of the source.” WAC 504-26-010(i).

Plagiarism is defined as the unauthorized use of the language or thoughts of another person, and the representation of them as one’s own. (Random House Webster’s College Dictionary, 1991). Plagiarism is defined in the WAC regulations at 504-26-010(i): Plagiarism. Presenting the information, ideas, or phrasing of another person as the student’s own work without proper acknowledgment of the source. This includes submitting a commercially prepared paper or research project or submitting for academic credit any work done by someone else. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### WSU Academic Integrity Policy

There are a number of reasons why the University community is concerned about academic integrity, and plagiarism specifically. Initially, students cheat themselves out of learning if they plagiarize. There are significant funds and sweat equity poured into your education—both by you and by the institution—and cheating devalues the benefits derived from that transaction. Also, it affects the reputation of our institution. Dishonesty diminishes the worth of the WSU diploma and your work as a graduate or teaching assistant. Furthermore, if you work diligently to complete your own work without cheating, any cheating by your colleagues minimizes the value of your own work and potential for a good mark. Finally, academic dishonesty falsely indicates that those who steal can succeed behind the veneer of flawed expertise.

Thus, WSU has a robust academic integrity policy and process contained within the *Standards of Conduct for Students* to respond to these concerns (WAC 504-26-404). The purpose of this policy is to educate students, uphold the integrity of the WSU academy, and facilitate ethical and moral behavior. The academic integrity process allows students an opportunity to respond to allegations of alleged misconduct, and a limited right to appeal to the Academic Integrity Hearing Board. Specifically, any allegations of plagiarism and cheating require the responsible instructor to meet with the accused student and, if there is a violation, assign a sanction in accordance with the syllabus. The faculty member is then required to make a report to the Office of Student Standards and Accountability for record keeping and to provide additional education to the student(s) involved.

As a student, you have rights within this process, including the right to be heard, the right to respond to any allegations, and the right to present your own defense. However, you

also have the responsibility to know the policies and to practice within the institutional parameters.

### The Rules of the Game

It is our institutional responsibility to proactively inform you of the appropriate standards so that you understand how to follow them.

To this end, it is important that you review the *WSU Standards of Conduct for Students*, which are available at [conduct.wsu.edu](http://conduct.wsu.edu). You can find the academic integrity policies there, as well as at [academicintegrity.wsu.edu](http://academicintegrity.wsu.edu).

Verified allegations of plagiarism could result in failing the course or assignment, referral to the Office of Student Standards and Accountability for additional educational sanctions, and a record of a violation of the academic integrity policies on file with the University. In severe or repeat circumstances, violations of the University's academic integrity policies could result in suspension or expulsion.

The best methods to avoid plagiarism are to ask faculty questions in advance, consult the WSU librarians, and to always do your own work. Any false representation of work as your own, when it is properly attributed to another, will cause a negative impact on you here at WSU and beyond.

### Filing an Academic Integrity

[https://cm.maxient.com/reportingform.php?WashingtonStateUniv&layout\\_id=8](https://cm.maxient.com/reportingform.php?WashingtonStateUniv&layout_id=8)

Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, and fraud. Definitions for these impermissible activities are contained in the WSU Student Code of Conduct (WAC 504-26-010(3)).

It is each student's responsibility to learn proper citation conventions for papers and journal articles. Please note that copying text from another source, even when the source is cited, is still considered plagiarism. Text that is copied from another source can be placed in quotation marks and cited. However, note that quotations are used only rarely in scientific/professional writing. Changing one or two words in a copied sentence is also considered plagiarism. Additional information regarding this issue is available at: <http://www.wsulibs.wsu.edu/library-instruction/plagiarism>.

Academic integrity issues will be handled according to the process outlined in the WAC regulations referenced above. Because current WSU enrollment is a condition of holding an assistantship, assistantships will terminate immediately upon withdrawal or disenrollment from WSU, or a final order of suspension or expulsion as a result of a violation of the Standards of Conduct for Students. Termination of an assistantship based on disciplinary action is not subject to appeal via the Graduate and Professional Student's Grievance

Procedures. The student must follow the appeal process outlined by the Office of Student Conduct.

## Grievance Procedures

The graduate student complaint and formal grievance processes can involve several steps depending on the nature of the issue. There are many avenues available to Washington State University graduate students to resolve differences that might arise during the pursuit of an advanced degree. If a graduate program has its own grievance procedures, these procedures should be followed before utilizing the Graduate School's grievance procedures. In general, the operational principle that should be followed is to maintain open communication at the most immediate point of access and to work upwards from there when appropriate. This means that students should work with their major professor or advisor to resolve matters if possible. The next level would be the Program Director, Department Chair or School Director. If the complaint involves a complex or multi-campus issue, the Dean of the College may get involved at this point in the process. There are cases, of course, where this is difficult. In these cases, graduate students should make an appointment with one of the Associate or Assistant Deans of the Graduate School for further advice. An important role of the Graduate School is to serve as an impartial arbitrator in these matters and to provide advice to both students and faculty that will result in the student continuing in good academic standing.

### GRADUATE STUDENT COMPLAINT PROCEDURES

1. Students are encouraged to first consult with their faculty advisor.
2. If the advisor is unable to resolve the problem, the student is encouraged to discuss the problem with their administrative chair.
3. If the advisor and the administrative chair are unable to resolve the problem, the student must request a meeting with the Graduate Director. (Dr. Darrell Jackson)
4. If no resolution can be found with the above three options, students should request a meeting with Executive Associate of Graduate Director. (Dr. Salah-uddin Ahmed)
5. If the complaint cannot be resolved at the department or program level, the student should contact the Associate/Assistant Dean of the Graduate School designated by the Dean to hear student grievances (the Dean's designee).
6. The Dean's designee will review the complaint and, at his or her discretion, will recommend possible actions for resolution to the student as well as to the department/program chair, director, college dean, and/or faculty liaison.

## FORMAL GRIEVANCE PROCEDURES

In some instances, such as those related to academic and employment issues (e.g. failed examinations, termination of assistantship, dismissal from program, etc.), the student may wish to appeal a specific decision made by the departmental or program faculty.

1. The student must make a formal grievance request to the Dean of the Graduate School in writing, with signature. An email is not sufficient; however, an electronic version of the signed appeal sent from the student's WSU email is acceptable. The student must submit documentation describing his/her grounds for a formal grievance to the Dean. Formal grievances must be filed within 15 (fifteen) calendar days following a notice of decision. The dismissal will be held in abeyance until the university has rendered a final decision. However, progression through degree requirements (such as continued course enrollment, research activities, internships or clinical training activities) may be suspended.
2. The Dean will assign these formal grievances to one of the Associate/Assistant Deans for full consideration and recommendation.
3. If the Associate/Assistant Dean deems it appropriate, the matter will be referred to an independent Committee on Graduate Student Rights and Responsibilities (CGSRR) for consideration and formulating recommendations of action to the Dean of the Graduate School. The CGSRR will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and address allegations, and the right to a fair hearing. The CGSRR will deliberate and render a recommendation to the Dean of the Graduate School or the Dean's designee within 60 calendar days of being formed.
4. Recommendations for resolution of formal grievances will be acted upon by the Dean or the Dean's designee. A final decision will be made by the Dean of the Graduate School. The decision made by the Dean on academic matters is final.

## DISCRIMINATION AND SEXUAL HARASSMENT

Please visit <https://oeo.wsu.edu/resources-spokane/> for more information.

Washington State University recognizes that discrimination and harassment can impact the ability of students, staff, faculty and community members to participate in, access or reap the benefits of educational and employment opportunities. WSU is committed to creating and maintaining a diverse, inclusive, accessible and equitable community.

WSU encourages reporting and questions, even anonymous questions to Compliance and Civil Rights under this policy. WSU offers support even if reporting parties choose to limit the information they disclose.

## Executive Policy 15: WSU Policy Prohibiting Discrimination and Harassment

<https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep15-discrimination-sexual-harassment-and-sexual-misconduct/>

Discrimination on the basis of a protected class is prohibited by WSU **Executive Policy #15** (EP 15). Discrimination includes improper conduct toward a particular individual, individuals, or groups on the basis of a protected class that is sufficient severe, persistent, or pervasive that it has the purpose or effect of:

- Creating an intimidating, hostile, or offensive environment; or
- Unreasonably interfering with work, academic performance, living environment, personal security, or participation in any WSU activity.

### Executive Policy #15 Protected Classes:

- Race
- Sex/gender
- Sexual orientation
- Gender Identity/Expression
- Religion
- Age
- Color
- Creed
- National or ethnic origin
- Physical, mental, or sensory disability, including disability requiring the use of a trained service animal
- Marital Status
- Genetic Information
- Status as an honorably discharged veteran or member of the military

**Examples** of behaviors that may constitute discrimination include, but are not limited to:

- Denying someone an employment or educational opportunity or benefit because of their gender, race, or disability.
- Treating individuals differently because of their national origin or age (for example, giving them less advantageous working conditions).

- Following a practice or policy that disproportionately impacts women or members of another protected class; or
- Severe, persistent, or pervasive name calling, jokes, or other verbal or physical behavior towards a person based on their sexual orientation or perceived sexual orientation.

## STATEMENT OF PURPOSE

The purpose of this document is to set forth the College of Pharmacy and Pharmaceutical Sciences' (CPPS) commitment to and operational policy toward maintaining an environment free from all forms of harassment, particularly sexual harassment. This CPPS statement is set forth in accordance with WSU's discrimination and sexual harassment policy, (see <http://hrs.wsu.edu/dshp/>), which states that the University is responsible for promoting understanding and acceptance of and assuring compliance with university regulations and state and federal laws. WSU policies strictly prohibit illegal discrimination and harassment. CPPS will support and enforce the policy of WSU. The CPPS is cognizant of its moral and legal obligations to ensure that all students, faculty and staff are provided equitable opportunities to realize their goals and to function effectively within the CPPS environment. This statement applies to all levels of the CPPS, including recruitment, admissions, classroom conduct, hiring, training, discipline, promotion, demotion, transfer, layoff or termination, rates of pay or other forms of compensation and any other employment, rendering of services or educational conditions. The guidelines and procedures, which will be utilized by the CPPS in dealing with issues of sexual harassment, are set forth below.

## DEFINITION OF SEXUAL HARASSMENT

The policy of Washington State University explicitly prohibits discrimination, including sexual harassment, as a form of unlawful sex discrimination. Sexual harassment is defined by WSU Executive Policy 15:

[http://public.wsu.edu/~forms/HTML/EPM/EP15\\_Discrimination\\_Sexual\\_Harassment\\_and\\_Sexual\\_Misconduct.htm](http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm)

When incidents of sexual harassment occur, it is the legal responsibility of the CPPS and/or WSU to take corrective action to terminate the harassment.

The strategic plan of Washington State University calls for an "environment of trust and respect in all that we do." Discrimination and sexual harassment destroy mutual respect and a trusting environment. This policy expresses the commitment of WSU to maintain an environment free from discrimination, including sexual harassment. This policy applies to all students, faculty, staff, or others having an association with the University.

WSU is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the University, and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination and sexual harassment are neither legally protected expressions of speech nor the proper exercise of academic freedom. Sexual harassment and other forms of discrimination compromise the integrity of the University, its tradition of intellectual freedom, and the trust and respect expected in the University community.

The Office of Equal Opportunity will conduct prompt and effective investigations of incidents of alleged discrimination and sexual harassment; informing supervisors of the progress in the conduct of investigations; and report the results of the investigations to the supervisors, complainants and complaint respondents.

#### EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment creates a hostile environment when behavior is sufficiently severe, persistent, or pervasive to interfere with an individual's work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment. Examples include, but are not limited to, the following:

- Physical assault.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, work references, or letters of recommendation.
- Sexual behavior that is unwelcome. Such behavior may include, but is not limited to, the following:
  - Comments of a sexual nature.
  - Sexually explicit statements, questions, jokes, or anecdotes.
  - Unnecessary or undesirable physical contact.
  - Unwanted, offensive, and/or uninvited comments about another's physical appearance.
  - Display of pictures with sexual content.
  - Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
  - Subtle propositions for sexual activity or direct propositions of a sexual nature.

- Uninvited letters, e-mails, telephone calls, or other correspondence referring to or depicting sexual activities; and/or
- Any of the above carried out via the Internet or social media ("cyber harassment").

### Resources for Assistance

<https://oeo.wsu.edu/executive-policy15/>, to access the University's Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct (Executive Policy 15).

### For more information, contact:

<https://spokane.wsu.edu/campus-security/campus-safety-plan/>

WSU Office for Equal Opportunity  
 French Administration, Room 225  
 509-335-8288  
<http://oeo.wsu.edu>

## LINKS TO WSU AND COMMUNITY RESOURCES for Counseling, Personal Crisis, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking

**WSU Safety Plan** <https://safetyplan.wsu.edu/resources.html>

**YMCA Domestic Violence** <https://ywcaspokane.org/programs/help-with-domestic-violence/>

**Spokane Regional Health Care - Suicide Prevention** <https://srhd.org/health-topics/injury-violence-safety/suicide-prevention>

## AMOROUS RELATIONSHIPS AFFECTING EMPLOYEES AND STUDENTS

The CPPS and University policy requires that all employees maintain professional relationships with students and supervisees. The CPPS maintains that the relationship between faculty members and students is comparable to that of other professionals and their clients. Most professional associations forbid sexual relationships between professionals and clients. While WSU policy does not currently forbid such relationships between faculty and students, they are generally deemed unwise. Likewise, amorous or sexual relationships between faculty members or CPPS supervisory officers and individuals for whom they bear supervisory responsibility are also deemed unwise. Executive Policy 28 prohibits faculty or anyone in a supervisory role from having supervisory responsibility over a student or subordinate with whom he or she is currently having a romantic and/or sexual relationship. This statement is stated in accordance with and reflects that policy:

[http://public.wsu.edu/~forms/HTML/EPM/EP28\\_Faculty-Student\\_and\\_Supervisor-Subordinate\\_Relationships.htm](http://public.wsu.edu/~forms/HTML/EPM/EP28_Faculty-Student_and_Supervisor-Subordinate_Relationships.htm)

Amorous relationships that might be appropriate in other circumstances are not appropriate, whether consensual or otherwise, when they occur between a teacher or officer of the CPPS or University and a student or employee for whom he or she has a professional supervisory responsibility. These relationships may create an environment charged with potential conflict of interest and possible use of academic or supervisory leverage to maintain or promote the relationship. Even where negative consequences to the participants do not result, such romantic liaisons may still raise questions of favoritism as well as of an exploitative abuse of trust and power, which may lead to charges of discrimination or harassment. Any employee of the COP who enters into an amorous or sexual relationship with his or her student or supervisee should appreciate that if a charge of sexual harassment were lodged, either by the student or supervisee or by an affected third party, it could be very difficult to prove immunity on the grounds that the relationship was consensual.

## Appendix 1 Research Rotation Contract



**RESEARCH ROTATION CONTRACT** ROTATION: FIRST  SECOND  THIRD

Student's Name: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

*All Students on T.A./R.A. assistantships will need to do (2) rotations before choosing a Permanent Mentor.*

**Objective:**

- 1) To introduce the student to various research programs to aid in selecting a permanent mentor.
- 2) To enable the student to develop technical expertise not present in an area of research.
- 3) To broaden the student's perspective by allowing close observation of different approaches to scientific research.

**Techniques that will be introduced to the student during their rotation**

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Cell Culture | <input type="checkbox"/> Transport Assays           | <input type="checkbox"/> Solid Phase Extraction |
| <input type="checkbox"/> BCA assay    | <input type="checkbox"/> Immunohistochemistry       | <input type="checkbox"/> Mass Spectrometry      |
| <input type="checkbox"/> Western Blot | <input type="checkbox"/> Rodent Handling/Procedures | <input type="checkbox"/> Microscopy             |
| <input type="checkbox"/> qPCR         | <input type="checkbox"/> _____                      | <input type="checkbox"/> _____                  |

*Student will be expected to understand the basic background information of their project and do a small presentation of their work to the lab group by the end of the rotation.*

**Organization**

- 1) Students are required to do two rotation
- 2) Rotations varying in lengths, first rotation being a full semester, second rotation being 10 weeks, and if necessary, third rotation last 6 weeks of second semester.
- 3) This form is to be completed prior to starting each rotation project and then returned to the Graduate Coordinator.

**Brief description of rotation project (1 to 3 sentences):**

**Expectation of the rotation:**

Signatures (agreeing to scope and expectations of rotation project):

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 2 Research Rotation Review Form



### GRADUATE STUDENT RESEARCH ROTATION REVIEW FORM

**Graduate Students:** Please complete sections A. and B., and then give this form to your Rotation Advisor to complete Section C. Once your Rotation Advisor has completed Section C., make sure the form is signed and dated by both you and your Rotation Advisor. This form must be returned to the Graduate Programs Coordinator within **two weeks** of completing the Rotation.

<u>Section A.</u>	
Graduate Student: _____ <i>(Student Name)</i>	Student ID#: _____ <i>(WSU SID#)</i>
Rotation Advisor: _____ <i>(Advisor Name)</i>	Rotation #: <input type="checkbox"/> First Rotation <input type="checkbox"/> Second Rotation <input type="checkbox"/> Third Rotation

<u>Section B.</u>
<p>Please describe your Research Rotation experience, and share this reflection with your Rotation Advisor before s/he begins Section C. Common items to comment on are attendance in research meetings, literature readings, techniques learned, hours devoted to the research rotation, and results obtained and their significance (or lack thereof). You may use the space below, and/or attach a separate, signed, document.</p>



**Rotation Advisors:** Please complete Section C., and then return this signed and dated form to the graduate student. This form must be returned to the Graduate Programs Coordinator within **two weeks** of completing the Rotation.

**Section C.**

**1. Graduate Student Research Rotation Evaluation:**

<b>Passing</b>	<b>Failing</b>
<input type="checkbox"/> Excellent	<input type="checkbox"/> Unsatisfactory
<input type="checkbox"/> Satisfactory	
<input type="checkbox"/> Needs Improvement	

**2. Please comment on the Graduate Student's research potential, demonstrated responsibility, initiative to learn, dedication to his/her research, and your written assessment of the student's performance overall of the expectations outlined in the Research Rotation Contract. If applicable, please provide an evaluation of the graduate student's research presentation. Please use the space below, and/or attach an additional signed and dated document.**

**By signing, the graduate student and Rotation Advisor each agree that they have read and discussed the contents of this Graduate Student Research Rotation Review Form with each other.**

**Graduate Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rotation Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 3 Permanent Advisor/Mentor Contract

### APPENDIX 3: PERMANENT RESEARCH ADVISOR/MENTOR AND INITIAL PROGRAM OF STUDY AGREEMENT FORM

**\*This form is to be completed by the Research Advisor/Mentor and graduate student, approved by the Graduate Program Director and returned to the Graduate Program Coordinator no later than two weeks following the selection of a Research Advisor/Mentor.**

**Graduate Student:** \_\_\_\_\_

**Research Advisor/Mentor:** \_\_\_\_\_

Course work still needing to be completed by Preliminary Exam

Course	# Credits
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Brief Description of rotation project (1 to 3 sentences):**

**Expectation for the first year (list milestones, committee formation, Program of Study filed):**



*The student hereby agrees to pursue the student's dissertation work under the advisor/mentor, with responsibilities as detailed in the Graduate Program in Pharmaceutical Sciences Student Handbook.*

Additional Student's Comments: \_\_\_\_\_

\_\_\_\_\_

**Graduate Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The advisor/mentor hereby agrees to train and support the student in the pursuit of the student's PhD degree, with responsibilities as detailed in the Graduate Program in Pharmaceutical Sciences Student Handbook.*

Additional Advisor's Comments: \_\_\_\_\_

\_\_\_\_\_

**Research Advisor/Mentor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The Graduate Program Director hereby affirms that the student and advisor/mentor are active members of the College of Pharmacy and Pharmaceutical Sciences' Graduate Program in Pharmaceutical Sciences, that the student is in good standing in the PhD program, and that the mentor possesses the experience and resources appropriate for training of the student.*

Graduate Director Comments: \_\_\_\_\_

\_\_\_\_\_

**Graduate Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Appendix 4 Dissolution Form

(To be completed by the graduate student and the Research Advisor/Mentor)

\*This form is to be completed by the ~~Research~~ Advisor/Mentor and graduate ~~student and~~ returned to the Graduate Program Coordinator. Signing this form acknowledges the wishes of the graduate student to select another Research Advisor/Mentor without prejudice.

Graduate Student: \_\_\_\_\_

Research Advisor/Mentor: \_\_\_\_\_

Comments:

Graduate Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Research Advisor/Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director : \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 5 Teaching Assistant Evaluation Form

## Teaching Assistant Evaluation

Select Semester  Spring  
 Summer  
 Fall

Year \_\_\_\_\_

Please evaluate your assigned Teaching Assistant and return the evaluation to the Graduate Programs Coordinator when complete.

Name of Faculty member: \_\_\_\_\_

Name of Teaching Assistant: \_\_\_\_\_

Course taught: \_\_\_\_\_

Describe the assigned responsibilities of the TA:

How many hours per week did the TA put into the course, on average? \_\_\_\_\_

How would you rate your assigned TA reliability?

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

Were there any problems regarding reliability?

- Yes
- No

If so, please describe:



Please rate the overall performance of the TA:

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

Please describe any problems you had with your TA's performance (if no problems, please enter 'none'):

Do you recommend continuance  
of a Teaching Assistantship for the student?

- Yes
- No

If not, why?

Additional Comments:

**Faculty Signature:** \_\_\_\_\_

## Appendix 6 Annual Review Form

### **Pharmaceutical Sciences Graduate Program Graduate Student Annual Progress Report**

*Students must forward completed form, plan of study, updated CV, and any relevant documents to all committee members two weeks before the annual meeting review deadline which was previously set with your advisor.*

Name \_\_\_\_\_ Advisor \_\_\_\_\_

Admission year:

Committee Meeting Date:

Report for academic year:

Please provide the following information:

- A. Overview of your research project, summarizing your progress since your last meeting and future research plans, including the following (2 pages maximum):**
1. Primary hypothesis being addressed and summary of aims to address your hypothesis.
  2. Brief background for your proposed dissertation project.
  3. Summary of methodology used or proposed.
  4. Results (emphasizing research conducted during the last year).
  5. Interpretation of your results.
  6. Any challenges you experienced regarding the design and implementation of your experiments or interpretation of your data. Describe alternate strategies you plan to employ to overcome those challenges.
- B. Major milestones completed (e.g., coursework, dissertation committee formed, submission of dissertation proposal, qualifying exam, dissertation submission), including dates. Limit to 250 words.**





G. Any other information you consider relevant in evaluating your progress.

H. Summative evaluation of your research completed thus far (e.g., do you believe you are on target to achieve your aims and objectives?).

I. Summative evaluation by dissertation advisor (NOTE: this assessment should represent overall research progress of the student, including whether the student is on target to achieve his/her aims and objectives).

#### OPTIONAL (NON-EVALUATION CATEGORY)

J. Attempts to seek funding or other support for your research project. Include dates of submission and status (pending, awarded, or declined). If none, provide justification (e.g., non-US citizen, still early in your research training, not mandated by your advisor).

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 7 Preliminary Exam Rubric

**COLLEGE OF PHARMACY GRADUATE PROGRAM**  
**Evaluation Rubric: Preliminary Exam**

**Doctoral Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Committee member:** \_\_\_\_\_

*Please note: This rubric is intended to be a key piece of the Assessment Plan for the Graduate Program in Pharmaceutical Sciences. The scoring may be used as part of the basis for determining whether the student has passed the exam, at the discretion of the committee. Students are expected to progress with respect to these outcomes over time.*

	Weak	Needs Improvement	Competent	Excellent
Demonstrates mastery of knowledge in the field of study <i>(Outcome A-1)</i>				
Comments:				
States the research problem in such a way that it clearly fits within the context of the literature in an area of study <i>(Outcome B-4)</i>				
Comments:				
Demonstrates the potential value of the solution to the research problem in advancing knowledge within the area of study <i>(Outcome B-3)</i>				
Comments:				
Provides a sound plan for applying appropriate research methods/tools to solving research problem and shows a good understanding of how to use methods/tools effectively <i>(Outcome A-2)</i>				
Comments:				

Provides a sound plan for analyzing and interpreting research data <i>(Outcomes B-6 and B-7)</i>				
Comments:				
Communicates research proposal clearly and professionally in both written and oral forms <i>(Outcome B-3)</i>				
Comments:				
Demonstrates capability for independent research in the area of study and the ability to make an original contribution to the field <i>(Outcome B-5)</i>				
Comments:				

Comments about overall presentation:

## Appendix 8 Final Examination Rubric

## COLLEGE OF PHARMACY GRADUATE PROGRAM

### Evaluation Rubric: Dissertation and Final Defense

Doctoral candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Committee member: \_\_\_\_\_

*Please note: This rubric is intended to be a key piece of the Assessment Plan for the Graduate Program in Pharmaceutical Sciences. The scoring may be used as part of the basis for determining whether the student has passed the exam, at the discretion of the committee.*

	Weak	Competent	Excellent
Demonstrates mastery of knowledge and a high level of expertise in the field of study <i>(Outcome A-1)</i>			
Reviews the literature in a way that demonstrates comprehensive knowledge of previous and current research in the field of study <i>(Outcome B-4)</i>			
States the research problem in such a way that it clearly fits within the context of the literature in an area of study <i>(Outcome B-4)</i>			
Demonstrates the potential value of the solution to the research problem in advancing knowledge within the area of study <i>(Outcome B-3)</i>			
Applies sound and appropriate research methods/tools to problems in an area of study and describes the methods/tools effectively <i>(Outcome A-2)</i>			
Performs appropriate statistical analyses of research data and presents the results in a way that makes clear sense of the data <i>(Outcome B-7)</i>			
Communicates research clearly and professionally in both written and oral forms <i>(Outcome B-2)</i>			
Has demonstrated capability for independent research in the area of study and is making an original contribution to the field <i>(Outcome B-5)</i>			

Comments:

