



College of

Pharmacy and Pharmaceutical Sciences

WASHINGTON STATE UNIVERSITY

GRADUATE PROGRAM IN PHARMACEUTICAL SCIENCES

STUDENT HANDBOOK 2019 / 2020

Revised 2019



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Graduate Program in Pharmaceutical Sciences 2018 / 2019 Student Handbook

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. Particular areas of focus are: Drug Discovery, Translational Pharmacology, and Cancer Biology. We strive to prepare students to become independent and creative problem solvers who will develop into leaders in their respective fields.

PROGRAM OUTCOMES

The assessment plan for the Graduate Program in Pharmaceutical Sciences addresses the following programmatic outcomes:

OBJECTIVE A: To prepare graduates for careers as successful professionals in academia, industry, health care, and private institutions dedicated to the promotion of human health and wellness.

A-1. Achieve mastery of knowledge in the general field of Pharmaceutical Sciences.

A-2. Develop the expertise to use appropriate methodologies to solve novel and emerging problems related to the field of Pharmaceutical Sciences.

A-3. Disseminate research findings to local, regional, national, and international audiences primarily through publication in peer-reviewed journals and presentations at conferences.

A-4. Participate in professional organizations, including becoming members, attending meetings, and taking leadership roles where appropriate.

A-5. Participate in teaching, internships, fellowships, workshops, credentialing and grant applications to enhance competitiveness for career opportunities as appropriate.

OBJECTIVE B: To prepare students to be effective and innovative researchers in the fields appropriate to Pharmaceutical Science.

B-1. Train students in critical, integrative, and evaluative thinking at the highest levels of rigor.

B-2. Develop advanced written and oral communication skills.

B-3. Become independent, self-motivated researchers with the ability to identify specific problems in their field of expertise and to formulate solutions to these problems.

B-4. 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.

B-5. Generate innovative questions within their field of expertise and pose hypotheses related to those questions.

B-6. Apply sound methodological approaches to test hypotheses related to specific research questions and describe the methods effectively.

B-7. Perform statistical analyses of research data and present the results in a way that clearly describes the data.

OBJECTIVE C: To enhance visibility of the Graduate Program in Pharmaceutical Sciences nationally and internationally.

C-1. Attract and retain high-quality graduate students.

C-2. Provide effective mentoring that encourages students to graduate in a timely manner.

C-3. Attract, retain, and support nationally- and internationally-recognized research-active faculty who contribute to Graduate Program in Pharmaceutical Sciences.



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PROLOGUE FROM THE GRADUATE PROGRAM DIRECTOR

Welcome to the Washington State University (WSU) Graduate Program in Pharmaceutical Sciences. We are pleased that you have chosen to pursue your graduate degree in pharmaceutical research in our program. The goal of our program is to develop scientific leaders who will advance the understanding of mechanisms, actions, and safety of existing and new therapeutic agents to improve human health. You will be undertaking work in an exciting and constantly evolving biomedical research field. Our program has the facilities, resources, faculty, staff, and inter- and intra-professional networks to help you achieve your career goals.

Pursuing a PhD in pharmaceutical sciences offers a wide variety of career options, ranging from academia to pharmaceutical industry to regulatory agencies and beyond. Regardless of your career path, the demands on biomedical scientists extend beyond the lab, requiring exceptional skills in critical thinking and interpretation, oral presentations, scientific writing and time management. Our program will provide you a foundation in translational research and challenge you to develop the essential skills that will serve you on a daily basis in your career.

In addition to our state-of-the-art research facilities, you will have the unique opportunity to engage with colleagues from other healthcare graduate and professional programs here at WSU Spokane, including the College of Nursing and Elson S. Floyd College of Medicine. The relationships we have developed with these programs have helped us build outstanding basic and translational research opportunities for our faculty and students.

Your tenure in our program, while both challenging and rewarding, will undoubtedly be one of the most worthwhile experiences in your life. The successful student will be self-motivated, dedicated, inquisitive, forward-thinking, resilient and collaborative. You will gain not only advanced training in the pharmaceutical sciences, but also a strong community of colleagues, mentors and friends that will last well past your years in the program. Our faculty and staff are committed to helping you achieve your professional goals while in the program and beyond.

Best wishes for a successful graduate experience.

Susan A. Marsh, PhD
Graduate Program Director

CONTENTS

MISSION STATEMENT	I
PROGRAM OUTCOMES	II
OBJECTIVE A:	II
OBJECTIVE B:	II
OBJECTIVE C:	III
QUICK CONTACT INFORMATION	2
GRADUATE STUDENT ESTIMATED ACADEMIC FEES, PER SEMESTER	3
SUMMARY OF BENEFITS FOR STUDENTS RECEIVING ASSISTANTSHIPS	3
PAYROLL DEDUCTION	3
INSURANCE FOR SPOUSE/DOMESTIC PARTNER AND DEPENDENTS	4
GRADUATE STUDENT SAFETY	4
STIPENDS AND RESPONSIBILITIES	5
M.S. STUDENT SUPPORT	6
GRADUATE SCHOOL ASSISTANTSHIP LEAVE POLICY	6
GRADUATE LEAVE OF ABSENCE	6
FELLOWSHIPS	7
SOCIETY MEMBERSHIPS & SCIENTIFIC MEETINGS	8
SELECTION OF ADVISORS/MENTORS, ADMINISTRATIVE CHAIRS, AND COMMITTEES	8
SELECTION OF LABORATORY ROTATION ADVISOR(S)	8
SELECTION OF A PERMANENT ADVISOR/MENTOR	9
1. <i>Advising Agreement</i>	9
<i>Responsibilities of Permanent Research Advisor/Mentor</i>	9
2. <i>Dissolution of Advising Agreement</i>	10
3. <i>Change of Advisor Agreement</i>	10
SELECTION OF ADMINISTRATIVE CHAIR	10
RESPONSIBILITIES OF THE ADMINISTRATIVE CHAIR	11
SELECTION OF ADDITIONAL COMMITTEE MEMBERS	11
ROLE OF DISSERTATION COMMITTEE	11
SELECTION OF THESIS (M.S.) COMMITTEE	11
PROGRAM OF STUDY	12
AFFILIATION	13
TERMINATION OF ENROLLMENT	13
ANNUAL REVIEW	13
STUDENTS WITHOUT A PERMANENT RESEARCH ADVISOR/MENTOR	14
STUDENTS WITH A PERMANENT RESEARCH ADVISOR/MENTOR	14
FOR ALL STUDENTS	14
DOCTOR OF PHILOSOPHY (PH.D.) PHARMACEUTICAL SCIENCES CURRICULUM	14
WSU GRADUATE SCHOOL DEGREE REQUIREMENTS (PH. D.)	15
PHARMACEUTICAL SCIENCES DEGREE REQUIREMENTS (PH.D.)	15
REQUIRED CORE COURSES	15
REQUIRED ELECTIVES (A MINIMUM OF 6 CREDITS FROM THE FOLLOWING):	15
APPROVED OTHER SUGGESTED ELECTIVES:	16
RESEARCH ROTATIONS	17
PARTICIPATION REQUIREMENT	17
ROTATIONS	17
ROTATION CONTRACT	17
ROTATION EXPECTATIONS	18
MASTER OF SCIENCE (M.S.) DEGREE PHARMACEUTICAL SCIENCES	19
EXAMINATIONS	20
DOCTORAL DEGREE	20

MANDATORY TRAINING	27
STUDENTS WITH DISABILITIES.	28
STUDENT CONDUCT AND ACADEMIC INTEGRITY	28
PRELIMINARY GRIEVANCE PROCEDURES.....	29
FORMAL GRIEVANCE PROCEDURES	29
DISCRIMINATION AND SEXUAL HARASSMENT	30
DEFINITION OF SEXUAL HARASSMENT.....	30
AMOROUS RELATIONSHIPS AFFECTING EMPLOYEES AND STUDENTS.....	31
DISCRIMINATION	32
APPENDIX 1: RESEARCH ROTATION CONTRACT	35
APPENDIX 2: GRADUATE STUDENT RESEARCH ROTATION REVIEW FORM	36
APPENDIX 3: PERMANENT RESEARCH ADVISOR/MENTOR AND INITIAL PROGRAM OF STUDY AGREEMENT FORM	38
APPENDIX 4: GRADUATE STUDENT-RESEARCH ADVISOR/MENTOR DISSOLUTION FORM.....	39
APPENDIX 5: ANNUAL REVIEW FORM.....	40
APPENDIX 6: THESIS EVALUATION RUBRIC	- 1 -
APPENDIX 7: PRELIMINARY EXAM EVALUATION RUBRIC	- 3 -
APPENDIX 8: FINAL DEFENSE EVALUATION RUBRIC	- 5 -

QUICK CONTACT INFORMATION

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GRADUATE STUDENT ESTIMATED ACADEMIC FEES, PER SEMESTER

(for resident, or with non-resident tuition waiver, for fall and spring)

Service/Activity/Buidling Fee	\$462.00
Health & Wellness Fee	\$92.00
Madatory Processing Fee	\$8.00
<i>Total paid by student</i>	<i>\$562.00</i>

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 \$604.00 per credit and \$1,292 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; see next page.

SUMMARY OF BENEFITS FOR STUDENTS RECEIVING ASSISTANTSHIPS

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

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

Information regarding Medical and Dental Benefits can be found by navigating the appropriate links, beginning with the following link:

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

PAYROLL DEDUCTION

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 you 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>

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 13th day of classes for the fall and spring semesters and the 5th day of classes for the summer sessions.

For graduate students on an assistantship:

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

For international graduate students not on assistantships (e.g., Fulbright scholars):

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

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.

The Office of Emergency Management website, <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.

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.

<https://spokane.wsu.edu/facilities/environmental-health-and-safety/>

STIPENDS AND RESPONSIBILITIES

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>)	\$2,018/month
TA or RA (<i>semester following successful completion of Ph.D. preliminary examination</i>)	\$2,251/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 700 & 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. <https://gradschool.wsu.edu/assistantships/>

Students who are supported on assistantships and/or fellowships are strongly discouraged from working additional hours beyond their required 20 hours per week (i.e. additional employment either at WSU or with an external employer). If students are considering such employment, the additional work should ideally add to their professional development or support their specific career goals. As per the Graduate School's Policies and Procedures Chapter 9, "In cases of more than 5 additional hours per week, the graduate program director should ***review and approve the additional work in writing*** and routinely screen the student to ensure that he/she is making good progress in the program. The following should be considered in the review process: (1) the student's current status in the program (performance and longevity); (2) the student's timeline for degree completion; (3) how the work involved contributes to the student's academic work and progress; and (4) the number of additional hours of work per week expected of the student. The program director should ensure, ***in written memo to the Dean of the Graduate School***, that if the student does not complete the degree requirements in a timely manner that the department will continue to fund the student until he/she does."

Full-time students *must* make satisfactory progress toward their degree. All graded course work for the degree should be completed within the student's first 2 years at WSU. Credit hours for students receiving a Graduate Student assistantship must not fall below the minimum of 10

credits. If a student falls below 10 credits, the assistantship is canceled and the student may be responsible for repayment of all or a portion of the tuition waiver.

Assistantships are granted on a semester basis, unless specifically stated otherwise in a written letter of offer, and are renewed each semester at the discretion of the Graduate School and the Graduate Program. Reasons for non-renewal may include, but are not limited to, academic deficiency. Graduate assistants will receive a written reminder thirty (30) calendar days prior to the end of the current semester if an assistantship will not be renewed for the following semester. However, notice is not required.

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 SCHOOL ASSISTANTSHIP LEAVE POLICY

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 <http://www.hrs.wsu.edu/>
3. Graduate students on appointment do not earn annual leave or sick leave.

ADDITIONAL LEAVE GUIDELINES *SPECIFIC TO THE GRADUATE PROGRAM IN PHARMACEUTICAL SCIENCES FOR ASSISTANTSHIPS*

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 1st through June 30th), 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 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).

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 <http://www.heart.org/HEARTORG/>

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 (www.ogrd.wsu.edu).

SOCIETY MEMBERSHIPS & 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://orgsync.com/57032/chapter>

SELECTION OF ADVISORS/MENTORS, ADMINISTRATIVE CHAIRS, AND COMMITTEES

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 full semester

Second rotation: 10 weeks

Third rotation: 6 weeks

SELECTION OF A PERMANENT ADVISOR/MENTOR

1. 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.

2. 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.

3. 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:

- a. 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?
- b. 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?
- c. When will the student be expected to complete their new Program of Study?
- d. When will the student be expected to defend their Preliminary Exam?

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>/ Students are strongly encouraged to meet with their dissertation committee at least once per year.

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. 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.
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.

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.

PROGRAM OF STUDY

The Program of Study is an official form documenting the student's plan for courses to take as well as indicating his/her 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 committee members, should aid the student in the development of his/her proposed Program of Study.

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.

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.

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.

STUDENTS WITHOUT A 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 A 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.

FOR ALL STUDENTS

- a. The Graduate Program Coordinator will then schedule a meeting with the Graduate Program Director and the student to discuss the review.
- b. 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.
- c. 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.**

DOCTOR OF PHILOSOPHY (PH.D.) PHARMACEUTICAL SCIENCES CURRICULUM

Consult the *Graduate School Policies & Procedures Manual* for general requirements for the Ph.D. degree <https://gradschool.wsu.edu/documents/2017/03/policies-procedures-manual-2017-18.pdf/> (Total required graded credits: 21*)

*Pending Approval by Faculty Senate

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.

PHARMACEUTICAL SCIENCES DEGREE REQUIREMENTS (PH.D.)

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

*Pending Approval by Faculty Senate

REQUIRED CORE COURSES

PharmSci 530	Foundations of Molecular & Cellular Regulation	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	College of Pharmacy and Pharmaceutical Sciences Graduate Seminar (each semester)	1 credit (S/F)
PharmSci 800	Doctoral Research, Dissertation and/or Examination	Variable; 20 hrs. minimum

REQUIRED ELECTIVES (A MINIMUM OF 6 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 Toxicokinetics	3 credits
PharmSci 576	Biophysical Methods	3 credits

APPROVED OTHER SUGGESTED ELECTIVES:

MBioS 503	Advanced Molecular Biology 1	3 credits
MBioS 513	General Biochemistry	3 credits
MBioS 514	General Biochemistry 2	3 credits
MBioS 548	Selected Topics in Immunology & Virology	1 credit
MBioS 561	Biochemical Signaling in Plants, Animals, and Microorganisms	3 credits
MBioS 574	Protein Biotechnology	3 credits
MBioS 578	Bioinformatics	3 credits
Neuro 520	Fundamentals of Neuroscience	4 credits
Psych 577	Behavioral Pharmacology	3 credits
VM 545	General Pathology	3 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 credits

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.

RESEARCH 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.

PARTICIPATION REQUIREMENT

All incoming doctoral students are required to perform a minimum of two rotations and no more than three. Review and approval by the Graduate Program Director is required for a third rotation. Expectations for the rotation with a particular faculty member will be defined in the Research Rotation Contract (**See APPENDIX 1**) and will form the basis for the grade in the Research Rotation course (PharmSci 800).

ROTATIONS

All first year students on TA/RA assistantships are required to do at least two rotations

- First Rotation, the full duration of the first semester
- Second Rotation, first 10 weeks into the second semester
- Third Rotation, if needed will last the remaining 6 weeks

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 as described earlier.

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 will 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

1. 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.

2. 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.

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/documents/2017/03/policies-procedures-manual-2017-18.pdf/>

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).

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

“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.

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: <http://grants1.nih.gov/grants/guide/pa-files/PA-11-111.html>

For Fellowship Application Guide see the following:

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship_VerB.pdf

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 (see below). No modifications of the proposal will be allowed after the final version is submitted.

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 committee will conduct a rigorous oral examination of up to 2 hours in length (including the student's seminar presentation) and can ask questions pertaining to any 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/chapter-eight-c/>

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 4th 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.

PHD DISSERTATION FORMAT

The PhD dissertation must meet the requirements of the WSU Graduate School; see <https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesis-final-checklist.pdf/> . 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.
13. 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.

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 Doctoral Defense Examination

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 faculty, 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/>. In situations in which faculty participate over AMS or videoconference, actual signed ballots may be sent to the Graduate School liaison immediately following the exam via confidential fax or emailed as a PDF file. No other format is acceptable. The Graduate School liaison will include these ballots in the packet for the Graduate School.

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**.

MASTER'S DEGREE

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.

MANDATORY TRAINING

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.

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

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

For alleged academic integrity violations, instructors and students are required to follow WSU's Academic Integrity Policies, available at <http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-404>.

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)).

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.

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.

PRELIMINARY GRIEVANCE PROCEDURES

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.

FORMAL GRIEVANCE PROCEDURES

All students have the right to appeal any decisions by the Graduate Program Director such as those related to academic and assistantship issues (e.g. failed examinations, termination of assistantship, etc.); such an appeal can be made to the Graduate School as per the WSU Graduate School Policies and Procedures Manual

<https://gradschool.wsu.edu/documents/2017/07/gs-grievance-procedures.pdf/>

DISCRIMINATION AND SEXUAL HARASSMENT

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

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

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.

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").

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

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.

DISCRIMINATION

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.

EP 15 includes the following 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.

Sexual Harassment Policy and Resources for Assistance

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.

<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://safetyplan.wsu.edu/>

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

<https://safetyplan.wsu.edu/resources.html>

APPENDIX 1: RESEARCH ROTATION CONTRACT

Student's Name:

Rotation: First Second Third

Rotation Mentor's Name:

All Students on TA/RA assistantships will need to do (2) rotations before choosing a Permanent Mentor.

Objectives

- 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 | | |

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.

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

Expectations for rotation project:

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

Student: _____ **Date:** _____

Advisor: _____ **Date:** _____

APPENDIX 2: 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.

Section A.

Graduate Student: _____ **Student ID#:** _____
(Student Name) (WSU SID#)

Rotation Advisor: _____ **Rotation #:** First Rotation
(Advisor Name) Second Rotation
 Third Rotation

Section B.

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.

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:

Passing	Failing
<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 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: _____

Initial Coursework Agreement (outline courses and credits to be completed prior to preliminary examination)

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

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: 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:

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.

- C. Meetings attended, papers/posters presented, public presentations related to your research (e.g., talks to community groups). Provide details including as presenter, title of talk/poster, co-authors, and date of meeting.

- D. Workshops or other professional development experiences (both teaching and research). Briefly describe how these experiences are helpful to your training.

- E. Awards and honors (internal and external to the college/university).

- F. Publications [provide details such as status (submitted or in press only), authors, title, and journal name]. Include the most recent impact factor for the journal, if available. Published abstracts from meetings should also be included.

- 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 5: THESIS EVALUATION RUBRIC

COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES GRADUATE PROGRAM

MS Thesis Evaluation Rubric: Final Oral Examination

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.

Masters candidate: _____ **Date:** _____

Name of examining faculty member: _____

	Weak	Competent	Excellent
Demonstrates mastery of knowledge in the chosen discipline			
Comments:			
Reviews the literature in a way that demonstrates comprehensive knowledge of previous and current research in the field of study			
Comments:			
States the research problem in such a way that it clearly fits within the context of the literature in an area of study			
Comments:			
Demonstrates the potential value of the solution to the research problem in advancing knowledge within the area of study			
Comments:			

Applies sound and appropriate research methods/tools to problems in an area of study and describes the methods/tools effectively			
Comments:			
Performs appropriate statistical analyses of research data and presents the results in a way that makes clear sense of the data			
Comments:			
Communicates research clearly and professionally in both written and oral forms			
Has demonstrated capability for designing and conducting research in the area of study and making an original contribution to the field			
Comments:			

What are critical items the student needs to improve on?

What areas did the student do well in and why?

APPENDIX 6: PRELIMINARY EXAM EVALUATION RUBRIC

COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES GRADUATE PROGRAM

Evaluation Rubric: Preliminary Exam

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. 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-2)</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:				

What are critical items the student needs to improve on?

What areas did the student do well in and why?

APPENDIX 7: FINAL DEFENSE EVALUATION RUBRIC

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

Comments:
