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1.0 PREAMBLE

1.1 Purpose of Handbook

The Graduate and Research Committee (GRC) prepared this handbook for graduate students and graduate faculty in the College of Pharmacy:

- To provide information specific to graduate programs offered in the College of Pharmacy.
- To list and describe college policies, rules and procedures related to graduate programs.
- To supplement the statement of policies and procedures related to graduate programs in the Graduate School Handbook (GSH) published by the Graduate School.

The Pharmacy Graduate Handbook (PGH) is a companion volume to the Graduate School Handbook (GSH) and specific Graduate School policies, rules, or statements published in the GSH are generally not repeated here. However, cross-references are provided to assist in locating essential information. Graduate students and graduate faculty members should become thoroughly familiar with the GSH and the PGH. Program area specific rules and procedures must be approved by the GRC and also are contained in this handbook.

1.2 Goals

The major goals of graduate education in the College of Pharmacy are:

- Identify research questions to address a problem.
- Identify, interpret, and critique literature to assess state of knowledge regarding problem.
- Design and write experimental protocol, including study Methods/ Design/ Implementation
- Conduct and complete research project contributing new information to the field.
- Communicate research results, both verbally and through writing.
- Conduct Ethically Responsible Research.
- Demonstrate preparation for careers in academia, industry, government agencies, or other related fields.

2.0 THE COLLEGE OF PHARMACY GRADUATE AND RESEARCH COMMITTEE (GRC)

2.1 Relationship between the Graduate School and the College

Each academic unit in the university authorized to offer a graduate degree is required to form a departmental Graduate Studies Committee to fulfill the responsibilities outlined in the GSH. Although there are four academic divisions in the College of Pharmacy -- Medicinal Chemistry and Pharmacognosy, Pharmacy Practice and Administration, Pharmaceutics and Pharmaceutical Chemistry, and Pharmacology --, the College of Pharmacy is viewed as a single academic department by the Graduate School. Hence, the College of Pharmacy has one Graduate and Research Committee that serves as the graduate studies committee.

2.2 Roles and Functions

The college GRC coordinates and facilitates the graduate program in the College of Pharmacy in accordance with the policies and procedures of the Graduate School and the college graduate faculty. The GRC is the only committee responsible for the functions outlined in the GSH. Actions taken by the GRC are subject to approval, modification, or reversal by the college graduate faculty. Since the college GRC is responsible for both graduate and research programs, specific responsibilities pertaining to each of these areas are outlined below.

2.2.1 Graduate Programs

Responsibilities: In addition to the functions outlined by the GSH, the GRC.

- Reviews, monitors and recommends to the college graduate faculty any alteration, deletion or addition to the contents contained in this Handbook (i.e., PGH), or its supplements developed by the divisions in the college. The college graduate faculty then discusses and approves/disapproves the changes.
- Reviews, monitors, proposes changes and carries out all operations related to graduate programs in cooperation with the Office of Graduate Studies and Research in the College of Pharmacy.
- Shares jurisdiction with the BSPS Program Committee and the Pharm.D. Program Committee for approval of undergraduate and professional courses that also carry graduate credits.
- Coordinates nominations of graduate students for University Fellowships and other fellowships or awards offered by the college.
- Arbitrates any grievance related to graduate programs or topics contained in the GSH, or PGH or its supplements.
- Maintains the Pharmacy Graduate Handbook (PGH) and oversees procedures for evaluation of Graduate Associate performance.
- Responds to any petition from any faculty member or graduate student related to some aspect of graduate study.
- Calls an annual meeting (and other meetings as needed) of the College of Pharmacy graduate faculty to present the report on committee's activities and to discuss relevant issues related to graduate education in the College of Pharmacy. (The chairperson of the college GRC will chair this meeting. All graduate faculty members of the College of Pharmacy will be eligible to vote at this meeting or any other graduate faculty meeting.)

2.2.2 Research Program

The GRC is also responsible to the Graduate Faculty and the Executive Committee of the college for the following functions:

- It fosters research and interdisciplinary collaboration within the college.
- It studies and recommends policies with respect to research activities, facilities, personnel, and plans for future development.

2.3 Composition

The Graduate and Research Committee consists of the Associate Dean for Graduate Studies and Research; at least one member from each Division, who hold Category M or P graduate faculty status; and a graduate student representative who is in good academic standing and who is enrolled in the graduate programs within the college. The chair of the Graduate and Research Committee is elected by the committee members and serves as the Chair of the Graduate Studies Committee.

2.3.1 Ex- Officio Members

All ex-officio members to the GRC are non-voting members.

2.3.2 Graduate Student Representative

The graduate student representative is appointed annually after a call for nominations by the Graduate Program Coordinator. The student representative is selected by the GRC and appointed by the Dean after recommendation by the Graduate Students enrolled in the college's graduate programs.

2.3.3 Graduate Studies Chair

Faculty members are appointed on an annual basis by the Dean after recommendation by the Committee on Committees. Members of the GRC will be appointed or elected by August 1st of each year for the following academic year. The Associate Dean for Graduate Studies and Research in the College of Pharmacy will call the first meeting of the Committee during August. At this first meeting, the members of the GRC will elect a chairperson from its membership for the academic year. All members, with the exception of the ex-officio members and the graduate student representative, may be considered for the chairperson's position of the GRC. The chair of the GRC serves as the Graduate Studies Chair for the College and in this capacity serves as the liaison to the Graduate School.

2.4 Distribution Procedures for the Graduate Program Handbook

The GSH and the PGH are on the college web site. Previous versions of the PGH will be posted until all students admitted at the time that version was current have completed their program of study in the college.

3.0 GRADUATE FACULTY MEMBERSHIP

3.1 Categories, Functions and Eligibility Requirements:

Graduate faculty categories, functions and eligibility requirements are outlined in the GSH, Section III.3.

The appropriate category level is determined by the faculty member's qualifications and by the functions the faculty member is expected to perform in the graduate program. The GRC appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The GRC submits nominations for Category P membership of the Graduate Faculty to the Policy and Standards Committee of the Council on Research and Graduate Studies and certifies by appropriate documentation that those nominated meet published university-wide criteria.

Regarding Category P status, the publication record will be the major evidence for meeting the requirement of engagement in an active program of research or scholarship or significant promise of establishing such a program. It is expected that new faculty recruited into tenure track positions in the College of Pharmacy in program areas involved with Ph.D. education will have the skills and experience for nomination to Category P status.

3.2 Procedures for Appointment

Faculty seeking appointment to Category M or P should submit to the GRC a letter indicating the intended involvement in advising MS or PhD students, a copy of the curriculum vitae, and a letter of support from the division chair.

3.3 Review

Appointments to the graduate faculty will be reviewed at least every five years. Fulfillment of any one of the following criteria will determine continuation as graduate faculty:

- Service as a graduate student advisor during the last five years.
- Service to the graduate program such as participation on master's and Ph.D. examination and advisory committees or teaching graduate level courses during the last five years.
- Publication and/or funding record during the last five years that documents an ongoing research program in which graduate students could participate.

- Performance of advisor roles (Section 5.2) will also be considered in the review. On a case by case basis, the GRC may allow continuance on the graduate faculty based on a petition.

4.0 ADMISSION

All the guidelines, rules and procedures related to the admission of students to the Graduate School are outlined in the GSH. Only those sections where the College of Pharmacy standards differ from those described in the GSH are described in this section.

4.1 Admission Criteria (see GSH)

- An applicant must have an earned baccalaureate or professional degree from an accredited college or university by the expected date of entry. A cumulative point-hour ratio above 3.0 (4 point scale) or the equivalent is required in all previous undergraduate and graduate work.
 - All applicants to the PhD program are required to submit GRE scores, and applicants from countries where the first language is not English are required to submit TOEFL scores unless a bachelor's degree or higher was earned in an English-speaking country.

5.0 ADVISOR

5.1 Assignment

The following procedure will be followed to expedite the placement of graduate students in an area and in a research program which best suits their personal interest and aptitudes:

- On the basis of his or her expressed or apparent field of interest, the newly enrolled student will be assigned to a temporary general advisor in that field for guidance in scheduling courses for the initial semesters. The advisor will recommend courses on the basis of the student's past record, performance on the GRE, and background. In most cases this will be a "core" program of courses in the student's area of interest. In some cases, where the student's background is deficient, the advisor will recommend courses to bolster those deficiencies and prepare the student to take the core courses.
- During the initial semesters, the student must visit faculty members in his or her areas of interest to identify research interests and problems of mutual interest to both the faculty member and the student. Each faculty member will discuss topics such as his or her own research interests, possible research problems, and requirements for completion of the research program. This procedure is expected to assist the student in his or her selection of a field of specialization and a permanent advisor in an open and informed environment.
- Before the end of the first year, the student will indicate his or her choice of a permanent major advisor to the Division Chair or Program Director. If the selected faculty member is both willing and able to accept the responsibility, the student will be assigned to that advisor who will provide guidance for both the graduate program and research.
- The permanent advisor for each student will be reported to the Office of Graduate Studies and Research by the Division Chair or Program Director.
- Should the student or advisor believe that a change of advisor is appropriate, the student (or advisor) must notify in writing the current advisor (or student) and Division Chairperson or Program Director of the intended change. The student and current advisor are required to discuss the need for the change with each other and the Division Chairperson prior to the change. The Division Chairperson should also consult with the new advisor. Once a change in advisor is made, the Graduate Stud-

ies Chair and the Graduate Program Coordinator should be informed in writing within seven days of the change.

5.2 Role of Advisor

The master's or doctoral advisor serves the following primary roles for graduate students:

- Assists a graduate student in planning the program of study.
- Apprises a graduate student of policies and procedures of the graduate program.
- Apprises a graduate student of policies and procedures of the Office of Responsible Research Practices (Appendix D of GSH and Appendix III of this handbook).
- Serves as chair of a graduate student's advisory and examination committees.
- Provides guidance to a graduate student for the examinations.
- Counsels a graduate student in research matters.
- Monitors semester advising reports and performs the annual review of progress toward the degree (Section 8.3).

6.0 AREAS OF STUDY

6.1 Degrees Offered

The College of Pharmacy offers programs of study and research leading to the degrees of Master of Science (M.S.) and Doctor of Philosophy (Ph.D.). Areas of study include: Medicinal Chemistry and Pharmacognosy, (in the Division of Medicinal Chemistry and Pharmacognosy); Pharmaceutics (in the Division of Pharmaceutics and Pharmaceutical Chemistry); pharmacology (in the Division of Pharmacology) and Pharmaceutical Administration (in the Division of Pharmacy Practice and Administration) and Translational Science (college-wide program). Admission to the Ph.D. program does not first require application to the M.S. program; preference is given to applicants to the Ph.D. program. In addition, the college offers the M.S. in health-system pharmacy administration (M.S. only).

6.2 Program Requirements

A core curriculum is required for each area of specialization; see Appendix I for detailed descriptions of curriculum requirements, candidacy examination policies, and other specific policies for each area of specialization.

The advisor must be a member of the graduate faculty of the college, and for the two examination committees (candidacy and final) at least one other committee member shall be a regular faculty member with at least a 50% appointment in the college.

Attendance at Candidacy and Final Examinations is limited to the committee members and the student. Prepared materials may not be used at the examinations, particularly at the Candidacy Exam. A brief presentation (15 minutes) of the dissertation research is allowed at the Final Examination.

Each doctoral student is required to present an exit seminar for the college community, based upon the dissertation. The GRC chair will not approve the Application to Graduate until the seminar has been presented or scheduled. The seminar is presented during the final semester of enrollment, after completion of dissertation research. The seminar may be presented as part of a seminar course or separate from it. It should be about 45 minutes in length and advertised to the college faculty and students at least one week beforehand.

6.3 Summary of Ph.D. Degree Graduation requirements

1. Satisfactory completion of the Candidacy Examination and submission of the Candidacy Examination Report form to the Graduate School.
2. Registration for at least three graduate credit hours during the semester or summer session when the Candidacy and Final Oral Examinations are taken and during the semester or summer session in which graduation is expected.
3. Submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or the third Friday of May session for summer commencement) in which graduation is expected.
4. Completion of a minimum of 80 graduate credit hours beyond the baccalaureate. If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required.
5. Completion of the following residency requirements after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:
 - A minimum of 24 graduate credit hours must be completed at this university.
 - A minimum of two consecutive pre-candidacy semesters, or one semester and one summer session with full-time enrollment.
 - A minimum of 6 graduate credit hours over a period of at least two semesters, or one semester and one summer session after admission to candidacy.
6. Graduate cumulative point-hour ratio of at least 3.0.
7. Approval of dissertation draft by the Dissertation Committee members and submission of the Draft Approval form and the dissertation draft to the Graduate School at least two weeks before the date of the final oral examination.
8. Satisfactory completion of the Final Oral Examination and submission of the Final Oral Examination Report form to the Graduate School by the posted deadline for the semester or summer session of graduation.
9. Electronic submission of the approved dissertation and a separate 500-word or less abstract by the published deadline for the semester or summer session of graduation.
10. Submission of Final Approval form and Survey of Earned Doctorates after electronic submission and acceptance of dissertation by the published deadline for the semester or summer session of graduation.
11. Completion of the Ph.D. degree requirements within five years after being admitted to candidacy.
12. Receipt of final grades in the University Registrar's Office by the published deadline.
13. Completion of the Ph.D. requirements established by the Graduate Studies Committee.
14. Payment of doctoral hood and microfilm processing fees by the published deadline for the semester or summer session of graduation.

7.0 SPECIAL GRADUATE PROGRAMS

For information on special graduate programs, see the GSH, Section VIII. Special graduate programs include Combined Programs, Graduate Certificate Programs, Experimental Interdisciplinary Programs, One-of-a-Kind Doctoral Programs, and Graduate Minors and Graduate Interdisciplinary Specializations. The college policy on Combined Programs follows; for information about the other special graduate programs, see the GSH, Part II, Section 7.

7.1 Combined Pharm.D. / Graduate Programs

7.1.1 Rationale

The combination of advanced professional (Pharm.D.) and research (Ph.D.) education in pharmacy and the pharmaceutical sciences prepares outstanding students for careers in academic pharmacy and pharmaceutical research.

In the combined program, highly motivated students can earn the Pharm.D. and Ph.D. degrees in less time than completion of the degrees separately. Some course work is credited toward both degrees, and the calendar year is fully utilized for completion of degree requirements; e.g., summer sessions are devoted to research. Both degrees may be completed after seven years of dedicated effort.

7.1.2 Application

Students in combined programs are enrolled concurrently in the Graduate School and in Pharmacy School. A separate application must be submitted to both the Pharm.D. Program and the Ph.D. Program. Once the applicant has been admitted to both the Pharm.D. and the Ph.D. Programs, an application is then made to the Combined Program. To do this, the student will submit a **“Combined Graduate / Undergraduate or Professional Program”** form to the Graduate School. This form must first be approved and signed by the Graduate Research Committee Chairperson and by the Pharm.D. Admissions Committee Chairperson.

Applications to the Pharm.D. and Ph.D. Programs should contain a notice affixed to the cover page indicating that an application has been submitted to both programs, for future application to the combined program. Applicants for the Combined Program must first be admitted both by the Ph.D. Program and by the Pharm.D. Program prior to seeking the approval for the combined program.

Application information for each program can be found on the College of Pharmacy website:

Pharm.D. Application

<http://pharmacy.osu.edu/academics/pharmd/entrylevel.cfm#apply>

Ph.D. Application

<http://pharmacy.osu.edu/futurestudents/graduate/>

7.1.3 Admission

Once the applicant has been admitted to both the Pharm.D. and the Ph.D. Programs, application is then made to the Combined Program, which simply entails completion of the top portion of the **“Combined Graduate / Undergraduate or Professional Program” Form**. The form must then be approved and signed by the Graduate Research Committee Chairperson and by the Pharm.D. Admissions Committee Chairperson, and submitted to the Graduate School.

7.1.4 Advisor

At the time of admission to the Combined Program, a Graduate Faculty member is appointed to advise the student, following the guidelines of the individual graduate program. The graduate advisor may be the same as the student’s Pharm.D. Program advisor.

7.1.5 Monitoring Progress

The Pharm.D. Program Committee is responsible for monitoring progress of the student toward the Pharm.D. degree. The Graduate Studies Committee and the student’s graduate advisor are responsible for monitoring progress toward the Ph.D. degree. A statement describing the student’s goals, objec-

tives, and general plan for completing both degrees must be deposited in the Graduate School by the end of the first semester of enrollment in the Combined Program.

Course Load. The number of credit hours a Combined Program student attempts each semester is determined by the student and the advisor(s) and must be consistent with the course loads described in Section Graduate School Handbook and by the Pharm.D. Program.

Schedule. Students may access the University Registrar's web site to obtain information about online registration. The student consults with the advisor(s) about course selection.

Withdrawal. Students who are denied further registration, or who withdraw from the graduate portion of their combined program may either retain their graduate credit in the Graduate School should they reenroll at a later time, or transfer that graduate credit earned to the Pharm.D. program, subject to the rules of the Pharm.D. program.

Year	Autumn Semester	Spring Semester	Summer Term
1	Pharm D Courses	Pharm D Courses	Research ^a
2	Pharm D Courses	Pharm D Courses	Research ^a
3	Pharm D Courses	Pharm D Courses	Research ^a
4	Pharm D Experiential ^b	Pharm D Experiential ^b Pharm D Degree	Research
5	PhD Courses	PhD Courses	Research & PhD Courses
6+ ^d	Candidacy ^c Exam	Research & PhD Courses	Research & PhD Courses
7+ ^d	Dissertation Research	Dissertation Research	Final Exam for PhD degree
^a Students may hold a GRA appointment which requires enrollment, or may be compensated for time worked (hourly employee) which does not require enrollment. ^b Up to two months may be non-patient contact, and a research			

Course Credit. The program director or provisional graduate advisor must designate the courses to be completed for graduate credit only, the courses to be completed for Pharm.D. degree credit only, and the courses counted for credit in both programs.

Cumulative Point-Hour Ratio. A student enrolled in the Combined Program has two cumulative point-hour

ratios, one including all credit counted toward the Ph.D. degree and one including all credit counted toward the Pharm.D. degree.

Academic Standards. The academic standards stated in Section II.4 of the Graduate School Handbook apply to Combined Program students.

rotation is encouraged for two months of the experiential component of the Pharm.D. program.

^cFor example; the exam may be scheduled during any semester after completion of graduate program course work.

^dThese “years” are flexible in length and depend on rate of progress on dissertation research and preparation of the Ph.D. dissertation.

Shaded cells represent semesters during which students would generally receive financial support.

7.1.6 Doctoral Degree Requirements

A student enrolled in the Combined Program must submit the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or the first Friday of summer session) in which graduation is expected. All doctoral degree requirements apply to students enrolled in the Combined Program (Section VIII.1 of the Graduate School Handbook).

7.1.6.1 Curriculum

During the first four years the focus is on the requirements for the Pharm.D. degree. During academic years 1-3 (designated as P1-P3 in the Pharm.D. Program), the required course work for the Pharm.D. degree is completed. This rigorous series of courses will fully occupy the effort of most students. During academic years 1-3 a limited number of courses for the Ph.D. Program may be taken as Pharm.D. Program electives. Summer sessions during years 1-3 may be used to complete courses for the Ph.D. Program and for research. Experiential course work for the Pharm.D. degree is completed during year 4 and the Pharm.D. degree is awarded at the end of Spring Semester, year 4. Experiential training for the Pharm.D. degree may include up to two months of “non-patient contact” experience, and a research rotation is appropriate for combined-program students.

Course work toward the Ph.D. degree is completed typically during years 5 and 6, and the Ph.D. candidacy exam is taken upon completion of course work. Dissertation research and preparation of the Ph.D. dissertation are then completed followed by the final examination and awarding of the Ph.D. degree. While the Pharm.D. curriculum is completed in a lock-step fashion, the time to complete the Ph.D. Program is necessarily variable due to alternate-year availability of some courses and the variability in the time required to complete the dissertation. The table outlines the requirements for the two degrees and their coordination over time.

7.2 Master’s Programs

In the graduate specializations in Pharmacology, Medicinal Chemistry and Pharmacognosy, Pharmaceutics and Pharmaceutical Chemistry, Pharmacy Administration, and Translational Science, students are not admitted with an initial goal of seeking a terminal Master’s degree. Under special circumstances, students and/or their advisor may seek a terminal Master’s degree (thesis or non-thesis option).

The Master's in Health System Pharmacy is a terminal Master's degree (no associated Ph.D. option). Requirements for completion of the Master's degree (thesis and non-thesis options) may be found at Section VI.6 of the Graduate School Handbook.

8.0 STIPEND APPOINTMENTS

For rules and information related to appointments, see the GSH, Section IX. The following sections highlight policies and procedures in addition to those described in the GSH.

8.1 General Rules for Graduate Students with Stipend Appointments

Most pharmaceutical sciences graduate students hold stipend appointments in the form of teaching associateships, research associateships, administrative associateships, health-system pharmacy administration residencies, fellowships, etc. Stipend appointments are normally made for a period of 12 months.

8.1.1 GA Appointments

Graduate Associates (GTAs, GRAs, and GAAs) are selected for their appointments on the basis of factors such as previous academic performance, letters of recommendation, English language ability, and experience. Normally, such appointments are for a 50% time commitment. Occasionally, special requirements may justify more or less than a 50% time commitment. Appointment at less than 50% requires permission of the Dean of the Graduate School. For the college policy related to 25% GA appointments, see Appendix II. Subject to the availability of funds, reappointment to a GA position will depend on the student's academic performance, performance in the position, and for students so required, progress toward completion of spoken English proficiency for appointment as a GTA (GSH II.7), and ESL proficiency (GSH II.6).

8.1.2 Service Requirements

Students on appointment should be present in the college and available to perform assigned duties during their period of appointment. Service required will average not more than 20 hours per week during the period of the appointment. Students holding GA appointments should register for 8 hours of course work per semester; students supported by fellowship or trainee appointments should register for 12 hours per semester. When GAs are absent from their duties, including the time between semesters, their request for leave of absence must be approved in advance by the major advisor and the division chair. Documentation must be submitted to the office of the Associate Dean for Graduate Studies and Research.

8.1.3 GA Employment Benefits and Procedures

GAs are usually paid on a 50% time basis; stipends are directly deposited to the student's bank account. Resident and non-resident fees are waived for students on stipend appointments, and health insurance and other benefits are available. Domestic students on stipend appointments should apply for in-state residency status to reduce their tuition expense; see <http://registrar.osu.edu/residency/Procedures.asp> for information on attaining residency status. Up to two weeks paid vacation are allowed per year; guidelines are in Appendix IV and vacation request forms are available in Parks Hall 217C. Additional benefit information can be found in section IX.5 of the GSH.

8.2 Outside Employment

Outside employment is discouraged. Students are expected to make progress through the program as expeditiously as possible. Students holding an appointment and considering outside employment must first consult their advisor. Evaluation of the impact of outside employment on a student's academic progress and responsibilities should be made by the advisor, in consultation with the division faculty.

8.3 Performance Evaluation

Progress in research and course work is evaluated for all students on an annual basis by the faculty advisor, in consultation with other appropriate faculty.

GTA teaching performance is evaluated each semester by the course instructor to whom the GTA is assigned. A copy of each evaluation is placed in the student's file in the Office of Graduate Studies and Research (Room 217C Parks Hall).

If at any time a student receives a second "U" grade for research study (Pharmacy 8993 or 8999), the advisor will discuss the student's progress with the director of the specialization of study, and graduate studies committee chair will be notified. If warranted, the graduate studies chair will notify the graduate school that a student is not making satisfactory progress.

8.4 Termination of GA Appointment

Termination of an appointment may occur because of factors such as: the student is no longer enrolled; the student is carrying less than the minimum credit hour load; mutual agreement between the faculty advisor and the student; a grievance hearing that such action is justified; lack of funds; early completion of a graduate program; academic probation; lack of progress toward a degree; violation of attendance or other contracts; under terms outlined in the recovery from chemical dependency policy; poor performance as a Graduate Associate; lack of satisfactory progress as defined by the Graduate school; and for GTA appointments to international students, failure to complete the spoken English requirement in a timely manner. The Spoken English and ESL proficiency requirements (GSH II.1.7-8) should be completed within the first year of enrollment.

9.0 GRADUATE STUDENT REPRESENTATION

A graduate student from the College of Pharmacy serves on the GRC. Graduate students interested in serving on university and college committees / councils may inquire with the Office of Graduate Studies and Research (Room 217-C) of the college.

10.0 MISCELLANEOUS RULES AND PROCEDURES

10.1 Grievance Procedure for Graduate Students

Graduate students who feel they have a grievance with respect to the terms and conditions of their appointment or to other matters should follow the procedure as outlined:

- Discuss the problem informally with the faculty member who is the source of the student's grievance. If this does not result in a satisfactory resolution, the student should consult his/her advisor and Division Chairperson in that order.
- When recourse to these persons does not provide for a solution to the grievance, the student should transmit his/her complaint in writing to the Chair of the GRC of the College of Pharmacy (with copies

to the faculty member who the student feels is the source of his or her grievance and the Division Chair or Program Director). The faculty member is required to respond in writing to the Graduate Committee within 10 working days and the Committee, in turn, must convene within 10 working days of the receipt of all of the documents. Both student and faculty member may be asked to discuss the matter with the Committee and to provide supporting evidence deemed relevant to the issue. Upon conclusion of all appropriate and necessary deliberations, the Committee shall vote to uphold or deny the student's statement of grievance and may recommend a course of action.

- If the student is still aggrieved, he or she may file a formal petition with the Dean of the Graduate School.

10.2 Access to the Pharmacy Buildings

Graduate students may obtain keys to outside and inside doors of buildings in which their presence is authorized. Key requests can be processed by the Building Coordinator for the College of Pharmacy. Under no circumstances are these keys to be given to unauthorized persons to use. Upon termination of appointment, keys must be returned to either the Building Coordinator or the Office of Human Resources in the college.

10.3 Computer and IT Policies

The Ohio State University College of Pharmacy, its employees and students, are subject to the University's Policies on Information Technologies. See: <http://registrar.osu.edu/residency/Procedures.asp> for guidelines on acceptable uses as well as prohibited activities. Specific information on computer use in the College of Pharmacy is posted on the College website (<http://www.pharmacy.ohio-state.edu/services/comp/comptech.cfm>). It is the responsibility of all students to be familiar with computer use policies of the college.

The University Office of Information Technology provides an email account for all students at The Ohio State University. Students may elect to forward mail sent to this account to another address (useful for students who already have an email account and do not wish to change it).

Each faculty and graduate student is allowed access to the College of Pharmacy computer network services (email and internet access) and the PCs in the computer laboratory (Room 203 Parks). Unless reserved for a course activity, the PCs are available on a first-come, first-served basis. Students are asked to be efficient in their use of these machines during times of peak demand.

No device will be connected to the College's computing networks without prior registration with the College Technology Support Group. Owners with registered personal equipment will notify the Support Group on their departure from the College. Devices include but are not limited to: computers, notebooks, tablets, PDA's, access points, printers and routers. Anything which can receive or transmit data over our Ethernet networks must be registered.

10.4 Vivarium Access and Animal Research

Some research projects in the College of Pharmacy involve the use of animals. The Animal Welfare Act and Public Health Service policy established regulations that must be followed in all research involving animals. In order to participate in any research involving animals, a student must comply with the following: provide anticipated exposure data in the Occupational Health Registry, complete the Animal Usage Orientation Course, and complete the Occupational Health and Safety Training. Each student will be associated with each animal protocol they are working on. Additional information can be found on the animal care and use website (<http://orrr.osu.edu/iacuc/>).

Research animals must be housed in one of the University Laboratory Animal Resources (ULAR) housing sites. All ULAR animal housing sites are limited access. It is important that limited access be maintained in order to minimize the spread of disease between animals and humans and in order to maintain the safety of the animals. Students who will be working with animals may obtain access to one of the ULAR housing sites by contacting the faculty manager and the advisor. No access will be permitted until all of the criteria listed in the previous paragraph are fulfilled.

10.5 Matters of General Safety

In general, students should be aware of sound laboratory practices at all times. Students should familiarize themselves with the appropriate responses to emergency situations. Those who work in laboratories are required to take laboratory safety courses and should become familiar with the laboratory Chemical Hygiene Plan. Specific information on policies and appropriate training for working with biohazards, radioactive materials, and other potential hazards is available at the Environmental Health and Occupational Safety website (<http://www.ehs.osu.edu/>).

Do not use the elevators when there is an emergency evacuation, including fire drills. If someone sees smoke and/or fire, that person should activate the closest fire alarm switch, exit the building, proceed to the appropriate assembly point, and report the location of the problem to a Building Coordinator.

All employees are covered by Worker's Compensation if injured while working. If an accident does occur, the employee should be taken to the OSU Hospitals' Emergency Department. It is the responsibility of the employee to explain that he/she is an employee and the injury occurred while working. Go to the Human Resources office to obtain workmen's compensation forms. Appropriate documentation for injuries during research activities should be documented appropriately in the Chemical Hygiene Plan in the lab.

Students who are in the labs after "normal" working hours (and this is not discouraged) have a special responsibility to make certain that all doors are closed and locked when they leave and that lights and other utilities are turned off. The presence of both expensive, portable equipment and street marketable drugs can be attractive incentives for theft and vandalism.

University buildings are locked evenings and weekends, and the Ohio State University Police Department can remove persons whose presence is not authorized after hours. Identification cards should be carried when in the building outside of normal business hours. Students working outside of normal hours may wish to utilize the student escort service. More information on this service is available through the OSU Department of Public Safety (<http://www.ps.ohio-state.edu/>).

10.6 Exit Requirements and Procedures

Before their departure from the college, all personnel, including graduate students, must return keys to the building supervisor, and notify their advisor, and the graduate program coordinator. At the time of graduation, an exit survey should be completed (available from graduate program coordinator).

Ideas for improving our operations and procedures related to our graduate programs are needed and appreciated. Please submit suggestions to the attention of the Office of Graduate Studies and Research, Room 217-A, College of Pharmacy.

APPENDIX I AREAS OF STUDY

Ph.D. Medicinal Chemistry & Pharmacognosy

The graduate program in Medicinal Chemistry & Pharmacognosy is designed as a Ph.D. degree program. All the guidelines, rules, and procedures related to the Ph.D. program are outlined in the GSH (<http://www.gradsch.osu.edu/>). It is the responsibility of each student to know and meet all Graduate School requirements. Only highlights of the Graduate School requirements and those sections where the standards of the Division of Medicinal Chemistry & Pharmacognosy differ from those outlined in the GSH are described in this section.

The components of the doctoral program in the Division of Medicinal Chemistry & Pharmacognosy are as follows:

- Completion of the core curriculum requirements.
- Dissertation research resulting in a thesis.
- The candidacy examination.
- The final oral examination.

The Division of Medicinal Chemistry & Pharmacognosy permits students to receive the M.S. as a terminal degree when the advisor, in consultation with the student and the Advisory Committee, recommends to the GRC that the student should proceed towards the M.S. degree (rather than the Ph.D. degree) and the GRC concurs with the advisor's recommendation. A minimum of 30 graduate credit hours, a M.S. thesis based on laboratory work, and passing an oral thesis examination are the minimum requirements for the completion of a terminal M.S. program in Medicinal Chemistry & Pharmacognosy. Under extenuating circumstances, the major advisor, in consultation with the Advisory Committee and in concurrence with the student, may petition the GRC to complete the terminal M.S. program under a non-thesis option.

Core Curriculum Requirements in the Division of Medicinal Chemistry & Pharmacognosy

Each student may take slightly different paths (Biochemical Track, Synthetic Medchem Track, Natural Products Track, and Computational Medchem Track) to complete the necessary minimum core of important courses by the end of the second year, and also take appropriate electives during years 2 and 3 necessary for research specialization. Most students will complete the core courses in a two-year period. However, some students may need three years because they may have to take additional prep courses, including calculus and physical chemistry. A student must maintain a minimum cumulative grade point average of 3.0 after the first year to remain in the program.

Biochemical Track Graduate Course requirements:

Biochemistry	- PHR 6010 and 6020 - Biopharmacy I and II (total credits 4)
Organic Chemistry	- CHEM 6410 - Basic Organic Reaction Mechanisms (credits 1.5)
Medicinal Chemistry	- PHR 7350 - Advanced Medicinal Chemistry (credits 2) - PHR 7891, 7892, 7893, 8000 (credits 2 each) – students are required to take 2 out of these 4 courses.

Two Medicinal Chemistry electives from the following:

- PHR 8000 - Radioisotope Tracer Techniques and Radiopharmaceuticals (credits 2)
- PHR 8350 - Advanced Medicinal Chemistry, Autumn Quarter (credits 2)
- PHR 8360 - Advanced Medicinal Chemistry, Winter Quarter (credits 2)
- PHR 8370 - Chemotherapy of Infectious Diseases (credits 2)
- PHR 8510 - Advanced Pharmacognosy (credits 2)

Three Organic/Biochemistry/Molecular Biology electives (6000 level or above)

Course # to be determined

Note: The courses listed above are in addition to the course requirements common to all graduate students in the Division of Medicinal Chemistry and Pharmacognosy, namely PHR 8520 (Research Ethics) and PHR 8880/8881 (College and Division Seminars). One enrollment in 8880 or 8881 is required per semester while on campus (with three 8880.01 or 8881.01 enrollments prior to graduation).

Synthetic Med chem Track Graduate Course Requirements:

Students in the Synthetic Med chem Track are required to complete the course requirements in biochemistry, organic chemistry, and medicinal chemistry

- | | |
|---------------------|--|
| Biochemistry | - PHR 6010, PHR 6020 - Biopharmacy I and II (total credits 4) |
| Organic Chemistry | - CHEM 5420 - Spectroscopy of Organic Compounds (credits 1.5)
- CHEM 6410 - Basic Organic Reaction Mechanisms (credits 1.5)
- CHEM 6420 - Stereochem. and Conformational Analysis (credits 1.5)
- CHEM 6430 - Introduction to Organic Synthesis (credits 1.5) |
| Medicinal Chemistry | - PHR 7350 - Drug Discovery and Drug Design (credits 2)
- PHR 7370 - Advanced Pharmaceutical Analysis (credits 2)
- PHR 7891 - Chromatographic Methods (credits 2) |

One Organic Chemistry elective from the following: CHEM 6440, 7430, 7450, 7460, 7480

Two Medicinal Chemistry electives from the following: PHR 7892, 7893, 8000, 8350, 8360, 8370, 8380, 8390, 8510

Note: The courses listed above are in addition to the course requirements common to all graduate students in the Division of Medicinal Chemistry and Pharmacognosy, namely PHR 8520 (Research Ethics) and PHR 8880/8881 (College and Division Seminars). One enrollment in 8880 or 8881 is required per semester while on campus (with three 8880.01 or 8881.01 enrollments prior to graduation).

Natural Products Track Graduate Course requirements:

- | | |
|-------------------|--|
| Biochemistry | - PHR 6010 and 6020 or equivalent (total credits 4) |
| Organic Chemistry | - CHEM 5420 - Spectroscopy of Organic Compounds (Credits 1.5)
- CHEM 6420 - Stereochemistry and Conformational Analysis (Credits 1.5) |

- Medicinal Chemistry
- PHR 789(1, 3) - Isolation Technique in Research (credits 4)
 - PHR 7350 - Drug Discovery and Drug Design (credits 2)
 - PHR 8510 - Advanced Pharmacognosy (credits 2)
 - PHR 8390 - Recent Advances in Pharmacognosy (credits 2)

Two electives from the following

- PHR 8350 - Advanced Medicinal Chemistry (credits 2)
- PHR 7892 - Biochemical Techniques in Medicinal Chemistry Res (credits 2)
- PHR 8360 - Advanced Medicinal Chemistry (credits 2)
- PHR 8370 - Advanced Medicinal Chemistry (credits 2)
- PHR 7370 - Advanced Pharmaceutical Analysis (NMR spectroscopy) (credits 2)
- CHEM 8499 - Natural Product Chemistry (credits 1-2)
- Biochem/Molecular Biology (outside COP)

Note: The courses listed above are in addition to the course requirements common to all graduate students in the Division of Medicinal Chemistry and Pharmacognosy, namely PHR 8520 (Research Ethics) and PHR 8880/8881 (College and Division Seminars). One enrollment in 8880 or 8881 is required per semester while on campus (with three 8880.01 or 8881.01 enrollments prior to graduation).

Computational Medchem Track Graduate Course requirements:

- Biochemistry
- PHR 6010 and PHR 6020- Biopharmacy I and II (total 4 credits)
 - IBGP 7012 - Protein structure and function (credits 2)
- Chemistry
- CHEM 6410 - Basic organic reaction mechanisms (1.5 credits)
 - CHEM 6420 - Stereochemistry and conformational analysis (credits 1.5)
 - CHEM 7470 - Computational Chemistry (1.5 credits)
- Medicinal Chemistry
- PHR 7350 - Drug Discovery and Drug design (credits 2)
 - PHR 8380 - Advanced Medicinal Chemistry: structure-based computer-aided molecular design (credits 2)

Three electives from the follow courses

- CSE 2451 - Advanced C Programming (undergraduate course) (credits 2)
- PHR 8360 - Advanced Medicinal Chemistry II (credits 2)
- IBGP 7300 - Biomedical informatics I (credits 2)
- CHEM 7550 - Statistical Thermodynamics (credits 3)
- CSE 5231 - Software engineering techniques (credits 2)
- CSE 5361 - Numerical methods (credits 3)
- PHR 7370 - Advanced pharmaceutical analysis (credits 2)
- PHR 7891 - Chromatographic methods (credits 2)
- BIOCHEM 6706 - Advanced biological chemistry lab (credits 4)

Note: The courses listed above are in addition to the course requirements common to all graduate students in the Division of Medicinal Chemistry and Pharmacognosy, namely PHR 8520 (Research Ethics) and PHR 8880/8881 (College and Division Seminars). One enrollment in 8880 or 8881 is required per semester while on campus (with three 8880.01 or 8881.01 enrollments prior to graduation).

Seminars

Each graduate student in the Division of Medicinal Chemistry & Pharmacognosy is required to give three seminars. The first two seminars will be given prior to the oral candidacy exam. An exit seminar (3rd seminar), based on the student's completed dissertation research, will also be given. Attendance at the seminars given by students, postdocs, and outside speakers is mandatory.

Advisory-, Candidacy Examination-, Dissertation-, and Final Oral Examination Committees

It is recommended that the student select a major advisor within the first year. Until that time, the division chair will serve as the student's provisional advisor. Before making a decision regarding the major advisor, the student must talk with each faculty member of the Division of Medicinal Chemistry & Pharmacognosy. It is also recommended that the student rotate in various research groups of the division to facilitate the decision process. The major advisor, in consultation with the student, will propose an Advisory Committee consisting of at least four authorized faculty members (including the major advisor). The student's advisor serves as the chair of the Advisory Committee. At least one member of the Advisory Committee other than the student's advisor shall be a regular faculty member with at least a 50% time appointment in the Division of Medicinal Chemistry & Pharmacognosy. One of the functions of this committee is to consult at least once a year with the advisor and the student on the student's progress in dissertation research and course work (see also section 8.3. 'Performance Evaluation'). The Advisory Committee may also serve as part of the Candidacy Examination Committee, the Dissertation Committee, and the Final Oral Examination Committee. The composition of the examination committees must be approved by the graduate studies chair of the college as part of submission of the "Doctoral Notification of Candidacy Examination" form or the "Application to Graduate" form to the graduate school.

The Candidacy Examination

A. Written Examination. The Candidacy Examination must be taken following completion of the student's core coursework program, usually before the third year of the program. The written portion of the Candidacy Examination consists of an independent research proposal developed by the student. The proposal should not be in the dissertation research area of the student.

Initially, the student will provide the Advisory Committee with specific aims and an abstract of the proposal (not to exceed one page, double-spaced), and meet with the Advisory Committee to obtain approval of the topic. Limited discussion with the advisor is allowed concerning the format of the proposal. In general, the proposal format should be consistent with the style of a National Institute of Health (NIH) proposal and should be limited to 10-12 pages. The scientific content of the proposal cannot be discussed with the advisor prior to the submission.

The members of the Advisory Committee will evaluate the completed proposal. The Committee must unanimously agree that the proposal meets their expectations. If the written proposal is not unanimously approved, the Advisory Committee will meet with the student to discuss deficiencies. If necessary, a second and final proposal will be prepared by the student within four weeks of the initial completed review and evaluated by the Advisory Committee. The second proposal may be a new proposal or a revision of the first proposal. Failure of the second proposal to gain the approval of the Committee disqualifies a student from advancement to doctoral candidacy status.

B. Oral Examination. The oral part of the Candidacy Examination must occur within four weeks of the approval of the written proposal by the Advisory Committee. The oral exam consists of a defense of the

research proposal, prepared by the student as the written portion of the Candidacy Examination, as well as answering questions concerning the student's course work and research. The oral examination will take a maximum of two hours. If an oral presentation of the proposal is prepared (not required), it must be given directly before the oral examination and should not exceed 15 minutes. The responsibility for the oral portion of the Candidacy Examination rests with the student's Candidacy Examination Committee, which is composed of the student's Advisory Committee (plus one Graduate Faculty Representative in the case of a re-examination). Upon recommendation by the Candidacy Examination Committee, a student failing the oral exam will be permitted to retake the oral exam. A maximum of two oral examinations will be allowed. A second failure of the oral examination disqualifies a student from advancing to doctoral candidacy status. The oral portion of the Candidacy Examination is open only to the members of the Candidacy Examination Committee.

C. The Final Oral Examination

The Final Oral Examination includes but may not be limited to discussion of the dissertation. The examination is scheduled for two hours. The Final Oral Examination Committee is composed of the student's Dissertation Committee, plus a Graduate Faculty Representative. The student's Dissertation Committee is composed of at least 3 authorized faculty members. The student's advisor serves as chair of the Dissertation Committee and selects the committee members in accordance with the rules of the PGH. At least one member of the Dissertation Committee other than the student's advisor shall be a regular faculty member with at least a 50% time appointment in the Division of Medicinal Chemistry & Pharmacognosy. A unanimous affirmative vote from the Final Oral Examination Committee members is required for the student to successfully complete the Final Oral Examination. The Final Oral Examination is open only to the members of the Final Oral Examination Committee.

APPENDIX I CONTINUED**Ph.D. Pharmaceutical Administration****OBJECTIVES**

The Ph.D. program is designed to provide students with research skills and education in problem solving and decision making as applied to pharmaceutical and health care sectors of the economy. The Ph.D. program in pharmaceutical administration prepares each student with:

1. A common background in basic decision-making tools.
2. A rigorous training in research methodology and statistical tools necessary to conduct research.
3. A thorough review of various aspects of pharmaceutical administration.
4. A specialization through intensive coursework in a field of interest to the student in addition to the major field of pharmaceutical administration.
5. Training for conducting original research through writing and presentation of results of research on an important problem in pharmacy under the direction of a faculty advisor and the dissertation committee.

ADMISSION REQUIREMENTS

This is the primary program in the Pharmaceutical Administration graduate program. All students should apply directly to the Ph.D. program. All applicants will be considered on a competitive basis. Applicants with a pharmacy degree are especially encouraged. Admission criteria consist of such items as: undergraduate grade point average; graduate grade point average (if applicable); GRE scores; goals and objectives statement; past experience; reference letters; student's maturity, interpersonal skills, analytical skills, initiative, drive and ability to conduct research; and performance during personal interviews with the faculty. The final admission decision is made by the graduate faculty in the Division of Pharmacy Practice and Administration. Students usually begin in the program Autumn semester.

The minimum criteria to receive consideration for admission to the graduate programs in Pharmaceutical Administration are:

1. An earned bachelor's, graduate, or graduate professional degree from an accredited college or university;
2. 3.0 cumulative grade point average (on a 4 point scale);
3. Acceptable GRE scores; and
4. Acceptable results on Test of English as a Foreign Language (TOEFL; score of 250 CBT, or 80 IBT or better) and the Test of Spoken English (TSE; score of 230 or better) for applicants with a degree from a foreign college or university.

Students are expected to have a strong interest in research. Some courses in the graduate program have prerequisites which can be satisfied by equivalent courses taken at the student's undergraduate institution. Students deficient in these areas may be required to take additional courses to satisfy these course prerequisites.

Program

It is the responsibility of each student to know and meet all requirements. The Doctor of Philosophy in Pharmaceutical Administration is governed by general rules established by the Graduate School (see Graduate School Handbook, www.gradsch.osu.edu/) and by specific requirements established by the faculty and approved by the Graduate School. To satisfy the minimum academic requirements for the Ph.D. degree, students must:

1. Satisfy stipulations pertaining to residency, courses, credit hours, grade-point average and examinations established by the Graduate School (see Graduate School Handbook). While 80 hours of graduate work beyond the Bachelor's is required by the University, this requirement should be viewed as a minimum. In addition, students may find it necessary to take certain prerequisites for which graduate credit may not be authorized.
2. Pass written examinations in two areas: Pharmaceutical Administration (Major Field) and Second Field of Specialization. The major field examination will include contents from the following areas: 1) Pharmaceutical Administration, and 2) Research Methodology.
3. Upon satisfactory completion of the written examinations, the student is required to pass an oral examination, as a part of the Candidacy Examination, prior to admission to Ph.D. candidacy.
4. Conduct original research on an important problem in the field of pharmaceutical administration under the direction of an advisor and dissertation committee.
5. Successfully defend the dissertation in a formal oral defense.

Coursework

Each student and their advisor are responsible for the timely completion of all didactic course requirements. Progress towards course completion will be evaluated annually as part of the review of "normal progress for doctoral students" as described below.

Transfer students will have their previous coursework reviewed by their advisor and the program director. An assessment will be made as to which didactic course requirements have been completed based on previous courses.

A. Required of all students

1. Core Courses: select a minimum of 10 credit hours from the following list:

Medication Use System Management	Pharm 8160	4
Issues in Health-System Pharmacy	Pharm 8170	4
Advanced Topics in Pharmaceutical Administration	Pharm 8260	1
2. Seminar

Seminar Presentation	Pharmacy 8883.01
Seminar Participation	Pharmacy 8883.02

Enrollment in Pharmacy 8883.01 is required one semester per academic year throughout the program of study; enrollment in Pharmacy 8883.02 is required for all other semesters of enrollment, when offered.

There are two seminar series offered by the Division of Pharmacy Practice and Administration. One seminar is designated for the MS in Health-System Pharmacy Administration students, one other is designated for the Pharmaceutical Administration (MS or PhD) students. Each student is required to register for the seminar in their program of study each semester of full-time enrollment in the program. Part-time students should enroll as their schedule permits in consultation with their advisor.

B. Electives:**1. Foundation Field (18 hours minimum)**

The intent of the foundation requirement is to add breadth to the student's program of study. Some departments that students have taken courses from in the past have included Health Services Management and Policy, Economics, Marketing, Epidemiology, Public Health, Business, Sociology, Psychology, Communication and Agricultural Education. Students should consult with their advisor as to the acceptability of courses for the foundation electives.

2. Research Methods and Statistics (22 hours)

The purpose of research methods and statistics is to provide the tools necessary for successful design, analysis and interpretation of a research study. Broadly, any research methods or statistics course from various departments may satisfy this requirement. However, all students must complete the biostatistics core in public health (PH Bio 6210, 6211, and 6212). Examples of courses students have taken in the past include:

Ag Ed 8850	Research Methods	2
Ag Ed 8860	Research Design	2
Ag Ed 8880	Instrumentation and Procedures for Data Collection	2
Ag Ed 8995	Applied Data Reduction Techniques	2
PH Bio 6210	Design and Analysis of Studies in Health Sciences I	3
PH Bio 6211	Design and Analysis of Studies in Health Sciences II	3
PH Bio 6212	Regression Methods for the Health Sciences	3
PH Bio 7235	Applied Survival Analysis	3
PH Bio 7220	Applied logistic regression	3
PH Bio 7225	Survey Sampling Methods	3
Psych 7820	Fundamentals of Factor Analysis	3
Psych 6810	Statistical Methods in Psychology I	4
Psych 6811	Statistical Methods in Psychology II	4
Psych 7821	Covariance Structure Models	3

Other courses that could be taken to complete the requirements for this field include research methods and statistics courses offered in Business, Economics, Sociology, and Statistics.

C. Second Field of Specialization (10 hour minimum):

The purpose of this field is to allow students to develop specialization in an area outside the field of pharmaceutical administration. The selection of a second field should be based upon individual student interests and future career and research goals. It is advisable that students select a second field that is complementary, and not unrelated, to the field of pharmaceutical administration. It is the student's responsibility to establish the relationship to the satisfaction of his/her advisor and the faculty members. Thus, it is advisable that the student select the second field in consultation with his/her advisor.

Some of the suggested second fields are: Consumer Behavior, Marketing, Cognitive Psychology, Economics, Psychology, Biometrics, and Epidemiology. In addition to these suggested fields, a stu-

dent may develop an individualized second field in consultation with his/her advisor which may transcend the boundaries of various traditional areas of studies.

D. Individual Studies

Pharmacy 8993 (pre-candidacy exam research) and Dissertation Research, Pharmacy 8999, are taken to make a total of 80 units total beyond the baccalaureate degree or 50 units beyond the masters degree.

Advisor Selection

Each Ph.D. student will select a major advisor for the purpose of designing a program of study that will assist the student in preparing for the Candidacy Examination. If an advisor is not selected by the student by the end of the first semester, a provisional advisor will be assigned to the student by the graduate studies in pharmaceutical administration committee. A student should typically select their permanent advisor within four semesters of entering the program.

NORMAL PROGRESS FOR GRADUATE STUDENTS IN DOCTORAL PROGRAM

1. Each student will be evaluated by their advisor, and if formed, members of the examination or dissertation committee for satisfactory progress and performance. This evaluation will occur annually and will be reviewed by the graduate program director.
2. Students holding graduate associate appointments are expected to complete an average of 8 units of course work (excluding S/U graded courses) per semester until the program of course-work is completed. Grades of B or better are expected in required courses. Prior to candidacy, students must complete a minimum of 18 graded credits each academic year to maintain eligibility for graduate associate appointment. These credits are exclusive of Pharmacy 8883.02, Pharmacy 8993, Pharmacy 8999 or other independent study courses.
3. Students are expected to make progress on their dissertation research. Evidence of such progress includes publication of papers and abstracts, written research reports, and presentations at local, regional and national scientific meetings.
4. Students not making normal progress, determined during the annual review process, will be considered by division graduate faculty at a faculty meeting for reassessment of status in the graduate program. Possible changes in status include enrollment in the M.S. degree program or discontinuation of enrollment. If the student is supported by division funds (GTA or fellowship), a determination will be made as to whether support will be continued.

Candidacy Examination

The Candidacy Examination is a single examination consisting of two portions, written and oral. The written portion of the Candidacy Examination for students consists of examinations in two areas: Pharmaceutical Administration Major Field (including Pharmaceutical Administration and Research Methodology sections) and the Second Field of Specialization.

For the purpose of the candidacy examinations, the advisor shall appoint an Advisory Committee composed of at least four authorized graduate faculty members, including the advisor. The committee must include one faculty member from outside the College of Pharmacy in the student's second field of specialization. The advisor will solicit questions from the examination committee. Content of the exam will include questions covering pharmaceutical administration, research methodology and the second field of specialization.

For the written examination in the Major Field, committee members will grade each question. The results will be reported as pass or non-pass. A non-passing score for either of the two sections (pharmaceutical administration, research methods) will result in a reexamination for that section. The re-examination on those topic areas will take place one week from receipt of feedback from the first exam.

Example exam schedule for candidacy:

Day 1	In class exam
Day 2	Receive take home exam
Day 8	Return take home exam
Day 8	Committee receives student's responses to the exam
Day 15	Student receives examination results
Day 16-20	Rewrite (if necessary)
Day 28	Oral examination

A copy of the final written exam and notification of a passing grade on the candidacy examination should be filed with the division coordinator.

Financial Assistance

Every attempt is made to provide financial assistance to students through graduate associateships (research associate, teaching associate or fellow). Prospective students should indicate their interest in being considered for financial aid on the application for admission which should be received by December 15. Normally, all stipend positions are awarded to students for an academic year. Summer stipend positions are not guaranteed and are based on availability of funds.

Graduate Teaching Associate Appointments

All graduate teaching associateships are formally reviewed annually and are contingent upon normal progress through the program. Typically students are not expected to serve as graduate teaching associates for more than two years. Teaching assignments are made by the director of the division's graduate program in consultation with division faculty. Students are expected to participate in instructional activities each semester during teaching associate appointments. Each teaching associate is evaluated by the faculty member supervising their teaching on a semester by semester basis. Review of the teaching reviews will occur during the annual reviews of each graduate student as outlined above in "normal progress for graduate students in the doctoral program".

Responsible Conduct of Research

All students must receive Institutional Review Board approval for any research project prior to beginning data collection (see: <http://orrrp.osu.edu/irb/>). When patient data is required, HIPAA review is also necessary (see: <http://orrrp.osu.edu/irb/hipaa/index.cfm>). Student must complete the CITI Basic Course in Biomedical or Social and/or Behavioral Research training module available from the OSU Research Foundation prior to initiating any research project (see: <http://orrrp.osu.edu/irb/training/citi.cfm>).

Dissertation Requirements

After being admitted to Ph.D. candidacy, each student must be enrolled for at least three hours of Pharmacy 8999 and receive S grades; and conduct an original research investigation and develop an acceptable dissertation. The dissertation allows the student to demonstrate independent scholarly activity.

The dissertation research is completed under the guidance of the Dissertation Committee, composed of the advisor (in the division of Pharmacy Practice and Administration) and at least two other authorized graduate faculty members. The student must receive written approval of his/her dissertation proposal from the Dissertation Committee before engaging in the actual dissertation research.

The dissertation research should be of publishable quality, and the candidate is expected to prepare research articles from the dissertation for submission to peer-reviewed journals. Dissertation research must be either approved or exempted by the OSU Office for Responsible Research Practices. The completed dissertation is defended in the Final Oral Examination. The Final Oral Examination Committee is composed of the Dissertation Committee members and a Graduate School Representative.

APPENDIX I CONTINUED

**Master of Science in
Health-System Pharmacy Administration Program
The Ohio State University, College of Pharmacy
Division of Pharmacy Practice and Administration**

The MS in Health-System Pharmacy Administration program envisions a health-system that achieves optimal medication outcomes with a medication system designed to foster quality medication therapy which is continually monitored for areas for improvement.

Our mission is to improve pharmaceutical care by developing leaders in health-system pharmacy.

We will be a recognized leader in the education and development of thought leaders in health-system pharmacy using a competency-based curriculum that is continually monitored and enhanced by a well-planned assessment process.

The graduate of the MS in Health-System Pharmacy program will be able to:

- Conceptualize, plan, coordinate, and evaluate pharmaceutical care in organized healthcare settings.
- Employ managerial and financial skills to maintain and improve health system pharmacies.
- Design pharmacy services that meet the needs of the changing health care system.
- Convey concepts and ideas clearly and succinctly via verbal or written communication.
- Relay ideas that are well researched and objectively stated.
- Collect and interpret data useful to improving health system pharmacy services (data driven decision making).
- Establish a vision for health-system pharmacy based on current and historical philosophies of pharmacy practice.

The program is offered on a full-time basis in conjunction with ASHP accredited residency programs involved in leadership training in health-system pharmacy administration. The program is also offered on a part-time basis without an affiliated residency to health-system pharmacists meeting graduate school requirements with at least 5 years' experience in health-system pharmacy practice or completed of an ASHP-accredited PGY-1 residency.

Applications are considered on a competitive basis. The minimum criteria to receive consideration for admission to the combined MS in Health-System Pharmacy Administration program with a residency full-time include:

1. an earned professional degree from an ACPE accredited college of pharmacy;
2. a 3.0 cumulative grade point average (on a 4.0 scale);
3. eligibility for licensure to practice pharmacy in the State of Ohio. (Detailed description of the requirements for licensure to practice pharmacy in the State of Ohio may be obtained by contacting the Ohio State Board of Pharmacy, 77 S. High Street, 17th floor, Columbus, OH 43266-0320);
4. acceptance into an ASHP accredited residency program

The minimum criteria to receive consideration for part-time admission to the MS in Health-System Pharmacy Administration program without a residency include:

1. at least 5 years' experience in health-system pharmacy practice or have completed an ASHP-accredited PGY-1 residency and currently employed in a health-system position.
2. a 3.0 cumulative grade point average (on a 4.0 scale) or a 3.0 cumulative grade point average (on a 4.0 scale) on graduate studies;

Applicants are also evaluated based on performance during interviews. Application information is posted on the College of Pharmacy's website (go.osu.edu/msresidency).

CURRICULUM:

A. Core Courses: Required of all students

1. <i>Course</i>	<i>Course #</i>	<i>Hrs</i>
Medication Use System Management	Pharm 8160	4
Issues in Health-System Pharmacy	Pharm 8170	4
Outcomes Research in Health-System Pharmacy	Pharm 8180	3
Statistics		2
Seminar	Pharm 8884	4

Non Pharmacy courses

Health Services Organizational Management	PubHMP 7615	3
Health Services Finance I	PubHMP 7620	3
Health Services Finance II	PubHMP 7621	3
Operations Management for Health Service Organizations	PubHMP 7680	3
Information Systems	PubHMP 7682	3
Management of Human Resources in Health Care Organizations	PubHMP 7675	1.5

- Each student is required to register for Pharmacy 8884: Seminar each semester of enrollment in the program.
- Students must take at least one course in statistics. Many options exist that will satisfy this requirement and students should consult with their adviser and the director of the MS in Health-System Pharmacy Administration program.
- Community Track
Candidates admitted to the program who have an interest in community/ambulatory care may take alternate courses. A program of study will be developed with coursework approved by their advisor and the director of the MS in Health-System Pharmacy Administration program.

B. Electives

Students may consider course work in other areas including health services administration. The HSMP courses are strongly recommended. Other electives can be selected either from this list or with the approval of the student's adviser and the director of the MS in Health-System Pharmacy Administration program.

Strategic Management and Program Development	PubHMP 7631	3
Success and Leadership in Pharmacy	Pharm 5610	1.5

C. Supervised Project

Supervised project in Health-System Pharmacy	Pharm 8993	24
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MAJOR PROJECT:

Each student is encouraged to develop individual areas of expertise and pursue those areas of particular interest. This skill and knowledge development is achieved by synthesizing the academic and residency/work experiences.

While a thesis is not required, the student is expected to engage in supervised scholarly activity and supervised research under the guidance of their adviser and graduate committee. The results of this scholarly activity should be grant-supported (if necessary) and should be published in a peer-reviewed journal.

The focus of the scholarly project is primarily determined by the areas of current inquiry and expertise of the graduate faculty with consideration of the interests of the student. Students are advised to have a definite project idea by the beginning of the second semester. The faculty committee (two faculty members having graduate faculty status) and their health-system project advisor should be chosen no later than the end of Spring semester of the first year. The entire major project committee should be established early in the summer following completion of the first year's coursework. Conduct of the major project should be in compliance with a Major Project Timeline (below) and Criteria for Faculty Grading of an Independent Study course. The major project is approved by the Faculty Committee and the Major Project Advisor based on their review of the final manuscript.

RESPONSIBLE CONDUCT OF RESEARCH

Students must complete the CITI Basic Course in Biomedical or Social and/or Behavioral Research training module available from the OSU Research Foundation prior to initiating any research project (see: <http://orrrp.osu.edu/humansubjects/citi.cfm>). All students must receive Institutional Review Board approval for any research project prior to beginning data collection (see: <http://orrrp.osu.edu/humansubjects/index.cfm>). When patient data is required, HIPAA review is also necessary (see: <http://orrrp.osu.edu/humansubjects/HIPAA.cfm>).

GRADUATION:

Application to Graduate. The Application to Graduate form must be submitted by the student to the Graduate School by the second Friday of the semester in which graduation is expected. This form may be found on the Ohio State University, Graduate School website.

A current summary of Master's Degree Graduation Requirements may be found in the OSU Graduate School Handbook, gradsch.osu.edu

MASTER'S EXAMINATION:

The master's examination is a test of the student's knowledge of the field. The master's examination is taken after submitting the Application to Graduate form and during the quarter in which the student plans to graduate. The comprehensive examination is in the final semester, typically Spring semester of the second year. The purpose of this examination is to test the student's ability to synthesize and apply the material learned during the required coursework. The examination is administered by the master's examination committee (composed of at least two Graduate Faculty members including the student's advisor). Only master's examination committee members are to be present for the decision about the outcome. The judgment of each examiner is indicated by their signature on the Master's Examination Report form. The student must submit the completed examination report to the Graduate School by the published deadline for the semester of graduation.

A copy of the final written exam and notification of a passing grade on the Master's examination will be kept in the student's file at the Ohio State University, College of Pharmacy, Graduate office.

Administration**Major Project Timeline**

Semester	Activity	Date
First Year		
Early in Spring	Project Idea(s)	Mid-January
End of Spring	Faculty advisor(s), health-system project advisor	May
Summer	Formalize project and committee, submit for IRB approval	August
Second Year		
Autumn	Establish Advisor and Committee meeting schedule Address/resolve IRB issues Develop Data tables for data analysis Draft Manuscript Specific objectives as established with project Advisor	August August/September October December August
Spring	Data collection and analysis Review data with Advisor/Health-system project advisor Complete initial final report Review final report with committee Manuscript and project approval	January/February Early March April 1 End of April April 30

APPENDIX I CONTINUED

Ph.D. Pharmaceutics & Pharmaceutical Chemistry

A minimum of 30 semester hour credits of graduate level course work is required for the Ph.D. degree; there is no foreign language requirement. Flexibility in the program allows students to prepare for a variety of career goals. This is achieved by requiring every student to take a common core of courses with the remainder of the program consisting of approved electives. Each student presents one seminar per year, beginning with the second year of study.

Background and Prerequisites

One year of college level calculus (e.g. Calculus 1 and 2).

Course work in the statistical analysis of data is required (4 credits minimum). Statistics 5301 (4 credits) is available at Ohio State to meet this requirement.

Course work in biological science appropriate to the program of study is required (3 credits minimum). Courses in Biochemistry, Molecular Biology, Cell Biology of Molecular Genetics are appropriate. Possibilities include: Chemistry 6230 (1.5 credits), Biochemistry 5613/5614 (3/3 credits), and Molecular Genetics 5607/5608 (3/3 credits).

Course work in physical chemistry is required (3 credits minimum): Chemistry 4300/4310 (3/3 credits) or Biochemistry 5721/5722 (3/3 credits) or similar courses in Physical Chemistry are acceptable.

Prior to passing the candidacy exam, full-time students supported as Graduate Teaching Associates and Graduate Research Associates are required by the college to enroll for a minimum of 8 and no more than 16 credits per semester; Graduate Fellows are required to enroll for 12 and no more than 16 credits per semester. After passing the candidacy exam, all full-time students should enroll in 3 credits per semester. The variable unit courses Pharmacy 8998 (used before the candidacy examination is passed) and Pharmacy 8999 (used after the candidacy exam is passed) may be used to achieve these totals

Program**A. Required of all students:**

Seminar* Pharmacy 8880.01 V

*variable; all 8880.01 credits may be applied. Enrollment in Pharmacy 8880.01 is required one semester per academic year throughout the program of study beginning in year 2; enrollment in Pharmacy 8880.02 is required for all other semesters that it is offered.

B. Five courses taught by division faculty from the following list:

Mass Spectrometry-Based Proteomics	Pharmacy 8010	2
Advanced Pharmacokinetics	Pharmacy 8020	3
Biopharmaceutics - Study Design and Analysis	Pharmacy 8030	2
Drug Transport	Pharmacy 8040	2
Pharmaceutical Biotechnology	Pharmacy 8050	2
Advanced Bioanalysis	Pharmacy 8060	2
Advanced Drug Delivery Systems	Pharmacy 8070	2
Pharmacokinetic-Pharmacodynamic Models	Pharmacy 8080	2
Design and Evaluation of Drug Delivery Systems	Pharmacy 8090	2

C. Electives:

To make a total of at least 30 credits of graded graduate level courses. Any graduate level science course is acceptable upon approval by the student's advisor.

D. Dissertation research:

Pharmacy 8999, to make a total of 90 credits total beyond the baccalaureate degree.

Committees

Committees involved in each student's doctoral program are the Advisory Committee, the Candidacy Examination Committee, the Dissertation Committee, and the Final Oral Examination Committee. See Section II.6 of the University Graduate School Handbook for information on the composition and responsibilities of these committees. All of the committees are composed of the advisor, who must be a Category P graduate faculty member, and at least three or four authorized graduate faculty members who must be either Category M or Category P. The advisor must be a member of the graduate faculty of the Division of Pharmaceutics & Pharmaceutical Chemistry and, for the two examination committees, at least one member other than the advisor shall be a regular faculty member with at least a 50% time appointment in the Division of Pharmaceutics & Pharmaceutical Chemistry. The student's advisor will chair the Committee and committee members will be selected by the student in consultation with the advisor. The composition of the examination committees must be approved by the Graduate and Research Committee of the college; names of proposed committee members must be submitted to Graduate Program Coordinator's office at least two weeks before submission of the "Doctoral Notification of Candidacy Examination" form or the "Application to Graduate" form to the graduate school.

Candidacy Examination Policy

The purpose of the candidacy examination is to determine whether graduate students have achieved the competency level and capacity to carry out pharmaceutical research at the doctoral level. The exam tests for a broad knowledge base in the area of pharmaceutics and the capability for critical thinking about pharmaceutical problems. This includes the ability of the student to analyze experimental data, to form hypotheses and design experiments to test them, and to critically review the pharmaceutical literature. The candidacy exam generally does not test recall of specific information presented in course work, although students are presumed to have mastered knowledge and concepts presented in courses. The candidacy examination must be completed by the end of the third year of full-time study. The candidacy examination is composed of a written part and an oral part. The written part must be passed before the oral part can be taken. Both parts of the Candidacy Examination will be conducted by the student's Candidacy Examination Committee.

A. Written Part

To be eligible to take the examination, students must have a cumulative grade point average of 3.00 or higher and generally should have completed all course work. The written examination requires the student to prepare an original research proposal in the area of pharmaceutics. The proposal may, but does not have to, be in the dissertation research area. Instructions for preparation of the proposal:

Include sufficient information to permit an effective review without reviewers having to refer to the literature. Brevity and clarity are considered indicative of an applicant's approach and ability.

- 1) Margins are 1"; Font is 11; Arial typeface, black font; Single Spaced
- 2) Color can be used in figures but all text must be black.

- 3) Do not include web addresses
- 4) Title is limited to 81 Characters with spaces
- 5) Specific Aims = 1 Page
 - a) State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives (Specific Aims) of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
- 6) Research Strategy = 12 pages
 - a) Organize the Research Strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading—Significance, Innovation, Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography section.
 - b) Format
 - i) Significance (approximately 1 page)
 - (1) Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
 - (2) Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
 - (3) Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
 - ii) Innovation (approximately 1 page)
 - (1) Explain how the proposal challenges and seeks to shift current research or clinical practice paradigms.
 - (2) Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).
 - (3) Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.
 - iii) Approach
 - (1) Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
 - (a) Extensive experimental detail (e.g., buffer components, sources of equipment and chemicals, injection volumes) should not be included. Emphasis on rationale for the chosen model(s), experimental groups, positive and negative controls, data analysis, and possible outcomes are essential.
 - (b) Statistical procedures by which the data will be analyzed should be included
 - (2) Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
 - (a) Potential experimental difficulties should be discussed together with alternative approaches that could achieve the desired aims.
 - c) If an applicant has multiple Specific Aims, then the applicant may address Significance, Innovation and Approach for each Specific Aim individually, or may address Significance, Innovation and Approach for all of the Specific Aims collectively.

- d) Background and Preliminary data should be incorporated into the Significance, Innovation or Approach section. Be sure to summarize your progress if any to date.
- e) References should be cited by number in the text and listed at the end in the order of appearance in the text. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. The reference should be limited to relevant and current literature; it is important to be concise and to select only those literature references pertinent to the proposed research.

While the proposal must be entirely the work of the student, she or he is encouraged to seek feedback from the advisor to facilitate learning during preparation of the proposal and to insure it is of high quality prior to submitting to the full Committee. The completed proposal will be evaluated by the members of the Candidacy Examination Committee; the Committee must unanimously agree that the proposal meets their expectations. If the written proposal is not unanimously approved, the Candidacy Examination Committee will meet with the student individually or as a group to discuss improvements that should be made to the document. A second and final proposal will be prepared by the student and evaluated by the original Committee. The second proposal may be a new proposal or a revision of the first proposal. Failure of the second proposal to gain the approval of the Committee disqualifies a student from advancement to doctoral candidacy status.

Proposal Evaluation Criteria

- **Significance:** Does this study address a scientifically important problem? If the aims of the proposal are achieved, how will scientific knowledge be advanced? How would the proposed studies add to the existing concepts or methods in the field? Does the proposal employ novel concepts, approaches or methods?
- **Approach:** Are the conceptual framework, design (including composition of study population), methods, and analyses adequately developed, well-integrated, and appropriate to the aims of the project? Are problem areas acknowledged and alternative tactics considered?

Oral Part

The oral part of the examination must occur within one month of approval of the written proposal. The purpose of the oral exam is to further evaluate the student's knowledge and capacity for critical thinking about pharmaceutical problems. The student's oral presentation could consist of up to 12 PowerPoint Slides based on the advisors recommendation. The committee members can ask questions throughout the presentation as well as require explanation of concepts and experimental strategy on a blackboard or drywall board. While the written proposal may function as a starting point for the examination, questions from examiners will not be constrained to the proposal. Questioning of the student should occupy the entire period of the examination. Upon recommendation by the Candidacy Examination Committee, a student failing the oral exam will be permitted to retake the oral exam, which must be taken during the subsequent semester; a maximum of two examinations will be allowed. A second failure of the oral examination disqualifies a student from advancing to doctoral candidacy status.

Graduate School Policy

See Section VII.4 Graduate School Handbook (2012-13), for important information about the candidacy examination.

Normal Progress for Graduate Students in Doctoral Program

1. Students holding half-time associateship appointments are expected to complete an average of 8 credits of course work (excluding S/U graded courses) per semester during the initial semesters of enrollment until their program of study is completed. Grades of B or better are expected in required courses.
2. Students are expected to schedule the candidacy examination promptly after completion of course work. The candidacy examination should be completed by the end of the third year of study.
3. Students are expected to make progress on their dissertation research. Evidence of such progress includes publication of papers and abstracts, written research reports, and presentations at local, regional and national scientific meetings.
4. Students are expected to complete all requirements for the Ph.D. degree within 15 semesters.
5. Students not making normal progress, determined during the annual review process, will be considered by division faculty at a faculty meeting for reassessment of status in the graduate program. Possible changes in status include enrollment in the M.S. degree program and conclusion of graduate studies with a M.S. with or without Thesis Curriculum and/or discontinuation of enrollment. If the student is supported by division funds (GTA or Fellowship), determination will be made of whether support will be continued.

APPENDIX I CONTINUED**Ph.D. Pharmacology****I. Goal of the Program**

Pharmacology involves multidisciplinary approaches that exploit emerging molecular biological, biochemical and biophysical tools to uncover disease-relevant signal transduction pathways. The graduate program in pharmacology offered by the Division of Pharmacology has the goal of providing students with a broad perspective on the field of pharmacology and an in depth training in a particular research specialty/interest. The broad perspective on the field is obtained through completing the required course work and participating in seminars and journal club. The in depth research training is accomplished through completing an intensive laboratory-based research experience and writing a dissertation document describing the research.

II. Core Program

The core program consists of several courses whose contents are considered essential as a foundation for training in all areas of pharmacology. Regardless of the area in which one may ultimately specialize, all doctoral students must demonstrate competence in the subject matter embraced by the "core". Students are expected to complete all core requirements by the end of their second year of residence. The following courses (or their equivalent) constitute the core:

<u>Subject</u>	<u>NUMBER, Semesters, Credits</u>	<u>Title</u>
Physiology	PHYSIOCB 6101 (Au) 3	Advanced Human Physiology and Cell Biology
	PHYSIOCB 6102 (Sp) 3	
Biochemistry	BIOCHEM 5613 (Sp) 3	Biochemistry and Molecular Biology
	BIOCHEM 5614 (Au) 3	
	OR	
	PHARMACY 6010(Au) 2 PHARMACY 6020 (Sp) 2	Biopharmacy I and II Biopharmacy II
Statistics	MOLGEN 5650 (Au) 3	Analysis and Interpretation of Biological Data
Pharmaceutical Sciences	PHARMACY 8520 (Au) 2	Introduction to Pharmaceutical Sciences
Seminar	PHARMACY 8885.01 or .02 (Au and Sp), 1 credit	Seminar in Pharmacology
Pharmacology	PHARMACY 8730 (Au) 1	Contemporary Pharmacology
	PHARMACY 8730 (Sp) 1	
	PHARMACY 8700 (Au) 4	Theoretical and Experimental Pharmacology
	PHARMACY 8710 (Au) 3	Graduate Pharmacology I
	PHARMACY 8720 (Sp) 3	Graduate Pharmacology II

Seminar must be taken during each of the Fall and Spring semesters in residence. Each graduate student is required to present one seminar per academic year. Students should enroll in **PHARMACY 8885.01** in the semester that they have been assigned to **present** a seminar, and PHARMACY 8885.02 in the remaining semesters. Attendance at scheduled seminars is required.

Students must register for Independent Studies in the Pharmaceutical Sciences, PHARMACY 8993, and Independent Research, PHARMACY 8998, until candidacy. These courses account for the required initial laboratory experience and specific research orientating the student to the research environment, and help the student to choose their advisor and dissertation project area. After candidacy, research credits are obtained through registering for PHARMACY 8999.

Students must also enroll in PHARMACY 8730, Contemporary Pharmacology, in their first 2 semesters and ultimately to accumulate 6 credits in that course before graduating. Depending upon the area in which the student wishes to specialize, other courses may be included in the program to satisfy individual needs.

Depending upon the area in which the student wishes to specialize, other courses may be included in the program to satisfy individual needs.

Autumn Year 1- Sample Schedule

- | | |
|---|------------------|
| 1. PHYSIOCB 6101, Advanced Human Physiology I | 3 credits |
| 2. PHARMACY 6010, Biopharmacy I | 2 credits |
| or | |
| *MOL GEN 5650, Analysis and Interpret of Bio Data | 3 credits |
| *if taking BIOCHEM 5613 in Spring | |
| 3. PHARMACY 8520, Introduction to Pharmaceutical Sciences | 2 credits |
| 4. PHARMACY 8730, Contemporary Pharmacology | 1 credit |
| 5. 8885.01 or 8885.02, Seminar | 1 credit |
| 6. PHARMACY 8993, Individual Studies | variable credits |

Spring Year 1- Sample Schedule

- | | |
|---|------------------|
| 1. PHYSIOCB 6102, Advanced Human Physiology II | 3 credits |
| 2. BIOCHEM 5613, Biochemistry and Molecular Biology | 3 credits |
| or | |
| PHARMACY 6020, Biopharmacy II | 2 credits |
| 3. PHARMACY 8730, Contemporary Pharmacology | 1 credit |
| 4. 8885.01 or 8885.02, Seminar | 1 credit |
| 5. PHARMACY 8993, Individual Studies | variable credits |

Autumn Year 2- Sample Schedule

- | | |
|---|------------------|
| 1. PHARMACY 8700, Theoretical and Experimental Pharmacology | 4 credits |
| 2. PHARMACY 8710, Graduate Pharmacology I | 3 credits |
| 3. PHARMACY 8730, Contemporary Pharmacology | 1 credit |
| 4. PHARMACY 8885.01 or 8885.02, Seminar | 1 credit |
| 5. BIOCHEM 5614, Biochemistry and Molecular Biology | 3 credits, |
| if BIOCHEM 5613 was taken | |
| or | |
| MOLGEN 5650, Analysis and interpretation of biological data | 3 credits |
| if PHARMACY 6020, Biopharmacy II was taken. | |
| 6. PHARMACY 8993, Individual Studies | variable credits |

Spring Year 2- Sample Schedule

- | | |
|---|------------------|
| 1. PHARMACY 8720, Graduate Pharmacology II | 3 credits |
| 2. PHARMACY 8730, Contemporary Pharmacology | 1 credit |
| 3. PHARMACY 8885.01 or 8885.02, Seminar | 1 credit |
| 4. PHARMACY 8993, Individual Studies | variable credits |

Year 3 and beyond- Sample Schedule

1. PHARMACY 8730, Contemporary Pharmacology, at least 2 more credits
2. PHARMACY 8885.01 or 8885.02, Seminar, 1 credit
3. PHARMACY 8999, Dissertation, variable credits

III. Faculty Advisor

Students work very closely with their thesis faculty advisor. The advisor is the primary research trainer, and the student will become immersed in the type of research directed by the advisor. In addition, the advisor assists the student in planning a course of study, supervises the student's research activities, and monitors his or her progress through the program. As Chairman of the student's Advisory and Examining Committees, the advisor participates in certifying that the student has satisfied the various requirements for the graduate degree. The advisor makes recommendations to the Division Faculty, Graduate and Research Committee of the College of Pharmacy and the Graduate School necessary for the student's continued progress. Thus, it is important for a student to work closely with and cultivate good relations with the advisor.

Newly entering students are assigned a provisional advisor. After making an assessment of the student's background, experience and interest, the provisional advisor prepares a program of course work for the first year. In most cases, the courses are part of a "core" program required for all pharmacology graduate students. By the end of the Spring Semester of the first year of residency, the expectation is that newly entering graduate students will chose a faculty research advisor who will mentor them through their degree program. To facilitate this process, students will visit with each faculty member in the Division of Pharmacology during the first 2 weeks of residence for the purpose of discussing ongoing and projected research activities. In addition, beginning in their first semester of residency, it is highly recommended that students do several (i.e., 1 to 3) research rotations, experiencing different research areas. These rotations are set up by mutual agreement of the student and the faculty member. When a student determines his or her research advisor, the provisional advisor, and the College Graduate Program Coordinator should be notified that the student will begin his or her dissertation research in the appropriate laboratory. The expectation is that some laboratory experience will occur during the first year of study.

IV. Master of Science Degree

The Division of Pharmacology does not typically accept students into a Masters of Science program. Under special circumstances and with the consent of the Division of Pharmacology faculty, students may opt out of the Ph.D. program and pursue a Master of Science degree. Core course requirements for MS degree students are less extensive than those outlined for doctoral students. They include Pharmacy 747, 748, 749, 870, 871, 872, and Genetics 650, if there are no prerequisite deficiencies. In addition to course work, MS degree candidates must complete a research thesis based on laboratory work and pass a "defense of thesis" examination in order to satisfy the requirements for the degree.

V. Monitoring the Program of Study

Monitoring of graduate student progress is done at several levels. Primary responsibility rests on the student. Each student should be aware of the various requirements (courses, seminar presentations, candidacy examination, research accomplishments, and dissertation expectations) and work diligently to meet them on a timely basis. The faculty advisor also should be aware of each of these requirements and encourage the student. The advisor, during the summer of each year, reports progress of each student to the faculty of the Division of Pharmacology. Once the student has passed the candidacy examination, it is highly recommended that the student meet with his/her advisory committee every six months to keep them informed of progress and to obtain suggestions that might enhance the quality of the project.

The progress of all graduate students will also be evaluated annually by the Pharmacology Division faculty. An annual review provides graduate students with an opportunity to reflect on their accomplishments, to focus and plan for the upcoming year, and to elicit advice from those more experienced. The annual evaluation consists of a written and an oral portion. For the written portion, students will complete an evaluation form by the third Friday of June each year. For the oral portion, each student will attend a Division faculty meeting (15-30 minutes) to be held within two weeks. A student's advisor will not be present during the interview with his/her student. The student will be excused while the faculty discusses the student progress and reach a conclusion on evaluation of performance. The advisor will then rejoin the meeting at this time and provide a written and oral overview of his/her student. The meeting will be followed by a letter of evaluation from the Division Chair to each student.

VI. The Ph.D. Candidacy Examination

The Candidacy Examination for the Doctor of Philosophy degree is designed to determine whether or not a graduate student may be admitted to candidacy for the doctorate. It is intended to be a comprehensive test of the student's mastery of the subject matter, his/her ability to think and express his/herself clearly and forcibly and the capacity to pursue independent research." With this brief statement the Graduate School has described the goals of the Candidacy Examination. Matters of procedure, organization, operation and, ultimately, evaluation are left in the hands of the departmental faculty and are described below.

Examination Committee. An Examination Committee is composed of the student's Advisor and at least 3 Graduate Faculty appointed by the Advisor, at least one of whom that must hold at least a 50% appointment in the Division of Pharmacology.

A. Written Examination. The written portion of the Ph.D. Candidacy Examination consists of the preparation of an original, independent research proposal evaluated by the Advisory Committee.

Approval of the Proposal. The student will provide the Examination Committee with the tentative summary, hypothesis and specific aims of the proposal (not to exceed two pages, double spaced), and meet with the Committee to discuss the plan and seek its approval. The proposal can deal with a problem in the same or related area as the dissertation research, but cannot substantially overlap any previously written proposal.

Writing the Proposal. Within thirty days from the date of approval, the student will submit an original research proposal in the form outlined below. The proposal should be typed and double spaced (except section 6 below) with 0.75 inch margins. The proposal should be specific and informative and avoid re-

dundancies. It should include sufficient but concise information to facilitate an effective evaluation of the proposal. Committee members often consider brevity and clarity in the presentation to be indicative of a focused approach to a research objective and the ability to achieve the specific aims of the project.

The research proposal should follow the National Institutes of Health (NIH) format outlined and described below:

1. Research Summary
2. Specific Aims
3. Background and Significance
4. Preliminary Results
5. Research Design and Methods
6. Literature Cited

1. Research Summary. An abstract (not to exceed two pages), which outlines the general area of the proposed research and contains the hypothesis and specific aims.

Items 2-5 (see below) should be organized to answer these questions: (2) What do you intend to do? (3) Why is the work important? (4) What has already been done? (5) How are you going to do the work? You may use any page distribution within the overall page limitation; however, the following format and distribution are recommended:

2. Specific Aims. State the hypotheses to be tested and list the broad, long-term objectives and describe concisely and realistically what the specific research described in this proposal is intended to accomplish. One to two pages are recommended.

3. Background and Significance. Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and specifically identify the gaps which the project is intended to fill. State concisely the importance of the research described in this application by relating the specific aims to the broad longterm objectives. Five to seven pages are recommended.

4. Preliminary Studies. This section of the proposal is NOT required. You may use this section to provide an account of any preliminary studies pertinent to the proposal and/or any other information that will help to establish your experience and competence to pursue the proposed project.

5. Research Design and Methods. Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed and interpreted. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Provide a tentative sequence or time-table for the investigation.

6. Literature Cited. Each literature citation must include the title, names of all authors, book journal, volume number, page numbers and year of publication. Make every attempt to be judicious in compiling a relevant and current list of literature citations. Single space this section.

Approval of the Written Proposal. The Examination Committee will evaluate the written proposal within 2 weeks of its submission. Students who do not pass the written examination will be allowed to submit a

revised proposal after a period of time set by the committee, but not to exceed one semester. If based on evaluating the written proposal, the advisor or another member of the Committee see no possibility for a satisfactory overall performance on the Candidacy Examination, the student may be advised to waive the right to take the Oral Examination.

B. Oral Examination. The oral portion of the Ph.D. Candidacy Examination will be scheduled to occur within 4 weeks after the decision of the Examination Committee regarding the Written Proposal. The examination must be scheduled with the Graduate School no later than two weeks prior to the examination day.

The oral portion of the Ph.D. Candidacy Examination consists of the defense of the Written Proposal in the presence of the Examination Committee. The examination, which lasts 2 hours, and may include a brief introductory presentation by the student, is not limited to the subject of the research proposal, and the nature of the questioning is designed to elicit from the student evidence that he/she has a comprehensive understanding of the general discipline of Pharmacology.

Decision. The decision about the outcome of the candidacy examination is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the Candidacy Examination Report form that must be submitted to the Graduate School.

Satisfactory. The student is considered to have completed the candidacy examination successfully only when the decision of the Advisory Committee is unanimously affirmative.

Unsatisfactory. If the examination is judged unsatisfactory, the candidacy examination committee must decide whether the student will be permitted to take a second candidacy examination and must record that decision on the Candidacy Examination Report form.

Second Candidacy Examination. A student who fails the oral examination may, upon recommendation by the Advisory Committee, be eligible for reexamination at a later date. The nature of the second candidacy examination is determined by the Advisory Committee. Normally the second exam will include both a written and an oral portion. In cases where the student's performance on the first written exam was of such a high caliber that the exam committee does not request any rewrites, then only the oral portion needs to be repeated. The Advisor should indicate on the Candidacy Examination Report form from the first attempt that a new written exam will not be required for the second attempt. If any portion of the first written exam was not satisfactory, the exam committee must administer a second written exam. A second oral exam will always be required. The candidacy examination committee for a second exam must be the same as the committee for the first attempt, unless a substitution is approved by the Dean of the Graduate School. However, a Graduate Faculty Representative will be assigned to serve on the second oral examination. The second candidacy examination must be completed no later than two semesters or one semester and a summer session before graduation. All other rules pertaining to candidacy exams must be followed.

For second examinations, a typed copy of the questions, the student's responses, together with a statement of the program's examination format, policies, and procedures, must be presented to the Candidacy Examination Committee (Advisory Committee plus Graduate Faculty Representative) no less than one week before the oral portion of the exam.

Failure. A student who fails the candidacy examination twice is not allowed an additional examination. After two unsatisfactory attempts at the candidacy examination (including the supplemental candidacy examination), a student is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.

Review. On written appeal by the student or a member of her or his candidacy examination committee, the Graduate School Grievance Committee reviews that student's candidacy examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures

APPENDIX I CONTINUED

PhD- Translational Science

Translational scientists conduct studies at the interface of the laboratory and the clinic. The training program has both an educational (course work) and a research component. The course work will provide a foundation in therapeutics, research design, fundamentals of grant writing, biostatistics and research ethics. Additional coursework will be specifically tailored to each student's research interests. The research component will be conducted under the direction of a primary mentor and a secondary mentor. Each student's research program will include both a patient-based research component and a complementary basic (laboratory-based) research component. Research results will be published in peer-reviewed scientific journals.

Combined Pharm.D./Ph.D. Application

Students accepted into the combined Pharm.D./Ph.D. program are admitted by the Graduate School, the Graduate Studies Committee, and the Pharm.D. Admissions Committee. The program here at Ohio State University's College of Pharmacy is designed for students who are currently enrolled in the Doctor of Pharmacy program or who have completed a Pharm.D. degree; students with equivalent education experiences may be eligible after review by the program's steering committee.

The University Admissions Office receives application material, determines when the application is complete, calculates the official GPA, and notifies the applicant of the admission decision. For additional information, see the University Graduate School Handbook.

Advisor

At the time of admission to the graduate program or the combined program, a Graduate Faculty member is appointed to advise the student. For students in the combined program, the graduate advisor may be the same as the student's Pharm.D. program advisor. The graduate advisor should be selected no later than the end of the third year of the PharmD program, and optimally would be selected earlier.

Committees

The advisory committee plays a critical role in guiding each student's course of graduate study. Students should have an advisory committee selected no later than the end of the third year of the PharmD program. At least two must be graduate faculty (>50% appointment) in the College of Pharmacy and one of the two must be in the Division of Pharmacy Practice and Administration.

Examination committees will be composed of a minimum of four graduate faculty members. At least two must be graduate faculty (>50% appointment) in the College of Pharmacy and one of the two must be in the Division of Pharmacy Practice and Administration. Committee members for the candidacy examination and the dissertation examination may be, but are not required to be, identical.

Candidacy Examination policy

The candidacy examination is designed to determine whether a graduate student has achieved the competency and capacity to conduct research at the doctoral level. The exam tests for a knowledge base in the area of clinical research, and mastery of the planned area of translational research. This includes the ability to critically review existing literature form hypotheses, design experiments to test hypotheses, and analyze experimental data. A student must be in good academic standing (GPA of 3.00 or higher) to be eligible for the candidacy examination.

Written portion: Each student will prepare a grant proposal which will serve as the basis of the written portion of the examination. The topic of the examination will be determined in consultation with the major advisor and should differ from the proposal developed as part of the Integrated Biomedical Graduate Program Fundamentals of Grant Writing courses. The written portion of the exam must be approved by all committee members. If the proposal is unsatisfactory, the candidate will have one opportunity to revise the proposal.

Oral portion

The oral examination should occur within one month of approval of the written proposal. The purpose of the oral exam is to further evaluate the student's knowledge and critical thinking. The written proposal will serve as the starting point for the oral examination (a 15 minute overview of the proposal may be presented to the committee at the beginning of the oral examination). In addition, the advisory committee may prospectively identify additional materials for examination, based on knowledge and understanding of material from completed coursework.

Upon recommendation of the examination committee, a student failing the oral exam may re-take the exam the following semester. A maximum of two oral examinations is permitted. A student must pass the second oral exam to advance to doctoral candidacy.

Combined PharmD/PhD Program

Courses counting for credit in both programs of study

COURSE	TITLE	CREDITS
PHR 6010	Biopharmacy I	2
PHR 6020	Biopharmacy II	2
PHR 6080	Physiology I`	3
PHR 6090	Physiology II	3
PHR 7320	Clinical Pharmacokinetics II	3
PHR 7240	Clinical Pharmacogenomics	2

Students entering the program who have already completed the PharmD (or equivalent) program of study, will have their completed courses evaluated by the advisor and Graduate Studies Chair for transfer of graduate credit. Thus, if the courses above (or equivalent) have been completed (grade of B or better) there is no requirement to repeat those courses. An application using the Transfer of Graduate Credit form (available at <http://www.gradsch.osu.edu/forms-library.html>) must be submitted.

Required courses:

Course	Title	Credits

Select One:		
PHR 8520	Research Ethics	1
OR		
VIS SCI 7960	Ethics in biomed research	2
PHR 888X	Seminar	1 (repeated twice each year of full time graduate study)

Elective Courses for the Ph.D. Program: Students are required to select a minimum of 16 credit hours from at least two of the following areas of study; courses are selected in consultation with the advisor and the student's advisory committee. Additional electives for the specific student's area of study will be determined in consultation with the advisor and the student's advisory committee.

Clinical and Translational Science		
PUBHBIO	Design Analysis of studies in health sciences I	3
PUBHBIO	Design Analysis of studies in health sciences II	3
VIS SCI 7980	Statistics in Clinical Research	2
IBGP 7070	Fund Grant writing 1	2
IBGP 7080	Fund Grant writing 2	2
IBGP 7090	Stats of grant writing	1
Medicinal Chemistry and Pharmacognosy		
CHEM 6420	Stereochem and conformational analysis	1.5
PHR 7350	Drug Discovery and design	2
PHR 7370	Adv Pharm Analysis	2
PHR 7891	Chromatographic methods	2
PHR 7892	Electrophor & Immuno methods	2
PHR 7893	Spectroscop methods	2
PHR 8000	Radioisotopes	2
PHR 8350	Adv Med Chem I	2
PHR 8360	Adv Med Chem II	2
PHR 8370	Chemotherapy of Inf Dis	2
PHR 8390	Rec advances in Pcog	2
PHR 8510	Adv Pharmacog	2
PHARMACEUTICS		
PHR 8010	Biomed Proteomics	2
PHR 8030	Biopharm: design and analysis	2
PHR 8040	Drug Transport	2
PHR 8050	Pharm Biotech	2
PHR 8060	Adv Bioanalyt	2

PHR 8070	Adv Drug Delivery system	2
PHR 8080	PK-PD Models	2
PHARMACOLOGY		
PHR 8700	Theor & Exp Pharmacol	4
PHR 8710	Grad Pharmacol 1	3
PHR 8720	Grad Pharmacol 2	3
PHR 8730	Contemp Pharmacol	1 (rep)

APPENDIX II

Policy Concerning 25% Graduate Associate Appointments

The norm of graduate associate appointments in the College of Pharmacy is a 50 percent time appointment. However, students wishing to be considered for a 25% appointment should apply to the Graduate Studies Committee. The following policy should be noted before applications are made.

1. GAs holding 25 percent appointments will be entitled to one-half of a full fee authorization. If the GA changes his or her schedule, the amount charged or reimbursed will be divided equally between the GA and the fee authorization.
2. The number of 25 percent appointments must never exceed 10 percent of all GA appointments at any one time.
3. No GA who has started at 50 percent time or more may be cut to 25 percent time except at his or her own request.
4. GRAs who are working on their theses or dissertations as part of their GRA appointments may not be appointed for less than 50 percent time.
5. All GAs must be enrolled for at least twelve credit hours regardless of the percentage of their appointment.
6. The Graduate School is responsible for implementing and monitoring this proposal and for approving all 25 percent GA appointments. The Graduate Dean must report the distribution of GA appointments to the Provost on an annual basis at the time of budget considerations.

APPENDIX III

Graduate Student Code of Research and Scholarly Conduct

Graduate students and graduate faculty aspire to professional behavior that is consistent with the highest ethical and moral standards. The Graduate School at The Ohio State University expects that graduate students will demonstrate responsibility and integrity in pursuing their creative and scholarly interests. The academic enterprise is dependent upon such behavior. Graduate students are responsible for learning about appropriate standards for ethical research and scholarly conduct and for following all university policies related to ethical research and scholarly conduct (GSH II.4.15). When graduate students join the Ohio State community, they become members of disciplinary, scholarly, and professional communities that extend beyond the university. Graduate students are expected to learn, respect, and abide by the professional codes of ethics and responsibilities that are commonly accepted in their field of study or area of research. These codes include but are not limited to the following: a responsibility to contribute an original body of work to one's chosen discipline and the recognition that one's work is based on the work of others which must be respected and properly acknowledged. Graduate students also have the responsibility to treat university faculty, staff, and other students respectfully and professionally.

Graduate faculty, advisors, and graduate programs should actively encourage their students to participate as members of their chosen disciplinary, scholarly, and professional communities. Graduate students should be encouraged to seek and share knowledge wherever and whenever possible. Academic advisors and other faculty members should educate graduate students through example and discussion, addressing such issues as academic honesty, research, publication, recruitment, and hiring practices, and applicable fellowship and graduate associateship responsibilities. Disciplinary codes of ethics and norms should be discussed among graduate students and faculty. Such communication is a means of setting high standards of behavior in graduate study and beyond.

Graduate students are expected to be familiar with relevant policies and procedures at Ohio State, many of which are listed below. Graduate School staff may be contacted at (614) 292-6031 for additional assistance.

Web-based resources for student conduct, including academic and research misconduct

Code of Student Conduct:

http://studentaffairs.osu.edu/resource_csc.asp

Student Conduct *formerly the office of Student Judicial Affairs*

<http://www.studentconduct.osu.edu/>

Committee on Academic Misconduct:

<http://oaa.osu.edu/coam.html>

University Research Committee Interim Policy and Procedures Concerning Misconduct in Research or Scholarly Activities:

<http://orc.osu.edu/files/2011/01/keypamphlet.doc>

Guidelines for the Review and Investigation of Allegations of Scholarly Misconduct by Graduate Students Available from the Graduate School, 250 University Hall.

University policy on Alcohol and other drugs

<http://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>

College of Pharmacy policies and procedures for student recovery from chemical dependencies.

<http://pharmacy.osu.edu/forms/>

RESEARCH POLICIES AND RESOURCES

The Office of Responsible Research Practices (ORRP) provides information on policies and procedures for research involving humans, animals, or potentially hazardous biological agents. The ORRP website also includes the conflict of interest policy, information about Institutional Review Board (IRB) processes, and access to training and workshop opportunities (<http://orrp.osu.edu>). For additional information, contact the following related offices:

The Office of Research:

<http://research.osu.edu/>

Research Foundation:

<http://rf.osu.edu/>

Office of Technology Licensing:

<http://tco.osu.edu/>

Student Records and Privacy, FERPA (Family Educational Rights and Privacy Act):

<http://registrar.osu.edu/policies/releaseinfo.asp>

Campus Climate, including nondiscrimination, sexual harassment, workplace violence, occupational health and safety, and nonsmoking:

<http://hr.osu.edu/policy/>

Information Technology Policies and Resources, Office of the Chief Information Officer:

<http://ocio.osu.edu/policy/policies/>

Policy on Responsible Use of University Computing Resources:

<http://ocio.osu.edu/policy/policies/>

Disability Policies and Resources Rights and Responsibilities of OSU Students and Employees:

<http://ada.osu.edu/>

Office for Disability Services:

<http://www.ods.ohio-state.edu/>

Policy and Procedure Manual, Equal Employment for Individuals with Disabilities:

<http://hr.osu.edu/policy/>

Web Accessibility Center:

<http://wac.osu.edu/>

APPENDIX IV

Graduate Student Leave Guidelines

College of Pharmacy

Students who are supported with an appointment as a graduate teaching associate (GTA), a program-supported graduate research associate (GRA), or as a graduate fellow (GF) perform work and training activities that contribute to the mission of the university, including research, teaching, study for classes, and generally preparing for a professional career in science. While these activities are normally performed on campus, students may work at other locations and at home, when appropriate. During breaks between semesters, students are expected to engage in appropriate work and training activities.

A GA- or GF-supported student may take vacation leave for a maximum of 10 working days (two weeks) during the August 1 – July 31 academic year, in addition to official university holidays. Leave cannot be carried forward to following academic years; i.e., unused leave in one year may not be used the next year.

For GRA- and GF-supported students their faculty advisor may establish guidelines that may be more or less restrictive than these guidelines. Each student, self-supporting students included, should discuss with the advisor his or her leave guidelines at the initiation of the student-advisor relationship.

A request to be absent must be submitted to the faculty advisor in writing prior to making travel arrangements and at least one month prior to departure. The request should include the dates of absence. The request must be approved by the advisor and, when a student is supported by a GTA, the division chair and the instructor(s) supported by the GTA appointment.

Leave for sickness or family illness is not part of the annual 10 days' leave and will be considered on an individual basis with the division chair and faculty advisor. Please refer to the Graduate School's "Guidelines for Short-Term Absences and Leaves of Absence for Graduate Students Appointed as Gas, Fellows and Trainees".

Vacation leave is not allowed if it interferes in any way with GA/GF duties, including training sessions, recitation or workshop sections, development of final grades for an instructor, and laboratory research activities. Leave for a GTA during a semester will only be allowed after suitable substitution arrangements have been approved by the instructor.

Beyond the 10 days in a given academic year additional leave may be allowed for special circumstances (e.g., important family gatherings overseas, weddings, etc.). Such leave will usually be negotiated as "leave of absence without pay" and must be approved by the division chair and faculty advisor. The graduate program coordinator must be informed of all such arrangements.

Appendix V

Monitoring Graduate Student Progress in the Pharmaceutical Sciences Doctoral Program

Introduction:

The College of Pharmacy Graduate Research Committee (GRC) serves as the graduate studies committee of the College of Pharmacy and is responsible for monitoring graduate student progress. This appendix outlines the process for monitoring student progress in the doctoral program in pharmaceutical sciences.

First year:

1. Some students are directly admitted to a graduate advisor's group, while others will perform rotations. All students enrolled in Pharmacy 8993 must submit the form (Pharmacy 8993 expectations) to the office of the graduate program coordinator by the end of the second week of the semester. This form is completed and signed by both the student and instructor (advisor or rotation supervisor).
2. By the midpoint of the first academic semester, students will meet with a designated faculty member from their respective graduate specialization to discuss coursework and any other concerns the student may have. The division chair, or specialization director, will designate the faculty member to meet with first year students.
3. By the end of the first academic semester, the student will meet with the appropriate faculty member (first year advisor, specialization director or designee) in their graduate specialization to discuss their coursework plan and progress toward advisor selection. This meeting is documented by the faculty member and signed by the student, and the document is turned in to the graduate program coordinator by the end of the second semester.
4. First year students will meet with a faculty committee (three or more faculty) no later than the first week of June (first year review). Students will document progress/accomplishments and provide this to the faculty prior to the meeting. Course performance and future coursework will be discussed. The remainder of the meeting will involve a discussion of the student's research (work that has already been carried out and work that is planned). A form summarizing the discussion should be filled out by the designated chair of this faculty committee, distributed to the student, and sent to the graduate program coordinator and the student's advisor, no later than the end of the 2nd week of June. These forms are reviewed by the graduate studies committee with feedback provided to the student and advisor prior to the second year of the program. These reviews are required as part of the graduate associate reappointment process.

Second year:

1. Students must meet with their advisor by the midpoint of fall semester of their second year to discuss the student's coursework and their research progress. A short form briefly summarizing the discussion will be filled out and signed by the student with comments and signature from the student's advisor. The form must be turned into the graduate program coordinator. All forms will be forwarded to the graduate studies committee for review.
2. Notification from the graduate program coordinator will be sent to each graduate student and advisor at the beginning of spring semester of the student's second year. This notification will remind the student and the advisor that the candidacy exam is expected to be scheduled and taken by the end of the summer of the student's second year.
3. By the end of the first week of June of the student's second year, the student will meet with a committee from their area of specialization (three or more faculty) to discuss research progress and when the candidacy exam will be taken. This will serve as the annual review meeting. Students will document progress/accomplishments and provide this to the faculty prior to the meeting. Course performance and future coursework will be discussed. The remainder of the meeting will involve a discussion of the student's research (work that has already been carried out and work that is planned). A form summarizing the discussion should be filled out by the designated chair of this faculty committee, distributed to the student, and sent to the graduate program coordinator and the student's advisor, no later than the 2nd week of June. These forms are reviewed by the graduate studies committee with feedback to the student and advisor prior to the third year of the program.
4. Each student is expected to take the candidacy exam before beginning their third year in the program. Any delay in completion of candidacy must be reviewed by the graduate studies committee through discussion with the student and the advisor.

Post candidacy:

1. The student's dissertation committee will be formed within one month of passing the candidacy exam if this committee has not already been established.
2. Dissertation committee meetings will be scheduled every 6-12 months. At least one dissertation committee meeting must be held no later than the first week of June each year. At each meeting, students will describe their progress, accomplishments, and future research plans. Students will document progress and accomplishments on a form to be distributed to the committee prior to the meeting. The advisor's comments regarding the student's progress will also be provided on this form after the meeting. The form will be signed by the student, by all members of the dissertation committee, and will be distributed to the student and to the graduate program coordinator. These forms are reviewed by the graduate studies committee with feedback to the student and advisor, and serve as the basis for reappointment as a graduate associate for the following year.

Meetings to be documented* (use checklist template below):

1. **First year:** a) PHR 8993 form(s); b) end of first semester; c) annual review meeting to track progress no later than the first week of June.
2. **Second year:** a) with advisor by the middle of fall semester to discuss research progress and coursework; b) annual review meeting to track progress and to establish timeline for candidacy no later than the first week of June; c) candidacy exam by the end of the third semester of enrollment of the second year.
3. **Post Candidacy:** dissertation committee meeting every 6-12 months.

CHECKLIST OF FORMS AND DUE DATES		
YEAR ONE		DATE
Semester One	PH 8993 form: 2 nd week of semester	
End of Semester one	Coursework plan	
Semester Two	PH 8993 form: 2 nd week of semester	
Semester Three	PH 8993 form: 2 nd week of semester	
By 2 nd week of June	Annual review submitted	
YEAR TWO		
Semester one	Review with Advisor	
Semester two	Annual review and candidacy plan: Turn in by 2 nd week of June	
CANDIDACY	By end of 3 rd semester of enrollment in 2 nd year	
YEAR THREE	DATE	
Dissertation committee meeting: Turn in by 2 nd week of June		
YEAR FOUR		
Dissertation committee meeting: Turn in by 2 nd week of June		
YEAR FIVE		
Dissertation committee meeting: Turn in by 2 nd week of June		