

USP

COLLEGE OF GRADUATE STUDIES

***Information for
Graduate Students***

August 2006

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Welcome

The faculty and staff of the College of Graduate Studies welcome you to the USP graduate community! This publication is designed to assist you by answering the most common questions and providing information of general interest to our students. Of course, you will have individual concerns and questions. In addition to your Program Director and your Advisor or Research Advisor, the Graduate Office staff will do our best to assist you along the path to your graduate degree. Feel free to call on us. Our contact information can be found in this booklet.

We hope you will find your USP College of Graduate Studies experience to be friendly, interesting and rewarding as you progress toward your Masters or Doctorate degree!

* * * * *

As the educational process from admission through graduation requires continuing review and appropriate approval by the College of Graduate Studies and the University, the provisions outlined in this publication are to be considered directive in character and do not constitute a contract.

The College of Graduate Studies reserves the right to change its rules, regulations and requirements for admission, graduate program content, or graduation at any time.

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The college of Graduate Studies adheres to the disciplinary policies and procedures set forth by the University.

Academic Integrity

A. Avoiding Plagiarism

According to the USP Student Handbook, "Academic cheating includes (but is not limited to) the following: falsification of laboratory data, bringing unauthorized material to an examination seat, copying from another student's work on an examination, misrepresenting someone else's work as one's own (including borrowing or purchasing term papers) and plagiarism" (20).

At USP, as in all institutions of higher learning, ideas are highly valued, and so is the language that expresses those ideas. In both a legal and moral sense, words and ideas are the property of their authors. Plagiarism is the theft of that property. When you plagiarize, you are presenting someone else's words and/or ideas as if they are your own. This situation applies to **all printed material as well as to words and ideas found through electronic sources.**

Plagiarism may be intentional or unintentional. In either case, the penalty for plagiarism can be severe, including failure of the assignment, failure in the course, and/or expulsion from the institution.

While the various disciplines differ in the specific formats that they use to cite sources, they share a commitment to academic integrity and to the requirement that students use source material correctly. If you have an questions about avoiding plagiarism in an assignment for a specific course, ask your professor. You can get assistance with correct documentation at the Writing Center. Also, the Writing Center website (**<http://www.usip.edu/writing>**) provides links with documentation information for many disciplines.

B. Common Knowledge

In general, you are expected to show the source of all information (including facts, statistics, opinions, theories, lines of argument, examples, research results, etc.) except common knowledge. The definition of "common knowledge" may vary according to the expertise of the writer and reader; however, information may be considered to be common knowledge if it meets one of the following requirements:

- It is repeated in many sources
- It would be known by an ordinary educated person who had not researched the subject.

For example, the date (December 7, 1941) of the Japanese attack on Pearl Harbor is common knowledge; no source would be given for this information. However, it would not be considered common knowledge that the U.S. military should have been better prepared for the attack; it would be the opinion of a specific historian. You would be required to give a source for this opinion, whether or not you agree with it.

C. Paraphrase

Putting someone else's idea in your own words is paraphrasing. Usually, a paraphrase is about the same length as the original. Careless paraphrasing can lead to plagiarism. When you paraphrase, paraphrase completely. This means:

- Don't use the original sentence structure.
- Don't simply substitute a few words here and there.
- Avoid using any of the author's key words and unusual words.

Disciplines vary in the amount of the original language that you are permitted to use without quotation; check with your professor. In any case, if it is difficult or impossible to paraphrase certain language, then quote it exactly, and use quotation marks.

A good paraphrase takes work. An effective method is to read the original sentence, think about its meaning, look away from the original, write the idea in your words, and then check your version against the original to be sure that you have not accidentally used too much of the original language.

Here are examples of acceptable and unacceptable paraphrases:

<u>Original version</u>	<u>Unacceptable Paraphrase</u> (Plagiarized sections are in bold type.)
The craft of hurricane forecasting advanced rapidly in the sixties and early seventies, thanks to fast computers and new atmospheric modeling techniques. Now there is a lull in the progress, strangely parallel to the lull in the storm cycle. The National Hurricane Warning Center shoots for a 24-hour warning period, with 12 daylight hours of evacuation. At that remove, it can usually predict landfall within 100 miles either way. Longer lead times mean much larger landfall error, and that is counterproductive. He who misses his predictions cries wolf. (From "Our Barrier Islands," by William MacLeish, <u>Smithsonian</u> , Sept. 1980, p 54.)	Hurricane forecasting made rapid progress in the 60s and 70s due to the fast computers and new atmospheric techniques , but there is now a lull in the progress . The Warning Center tries for a 24-hour warning period , including 12 hours of daylight. That close to the storm's arrival, the Warning Center can usually predict landfall within 100 miles either way . If lead times are longer, there will be a much larger error, which will be counterproductive (MacLeish 54).

Explanation:

Many phrases are stolen from the original. Leaving out or changing a word here and there (for example, **much larger landfall error** has become **much larger error**) is not acceptable. Also, the plagiarized version duplicates the sentence structure of the original, which is not permitted. Even though the author (MacLeish) is supplied, the paraphrase is unacceptable.

Acceptable Paraphrase

During the past thirty years, powerful computers and new techniques which allow modeling of the atmosphere have significantly increased the accuracy of hurricane forecasting, though there have been no improvements in forecasting during the past few years. However, now it is possible to predict where a hurricane will hit land with an error of not more than 100 miles if a warning of 24 hours is allowed. If more than 24 hours is required, the error will be greater. Repeated forecasting errors will cause the public to ignore the warnings (MacLeish 54).

Explanation:

This version uses different language and sentence structure from that of the original. Note: Even when your paraphrase is acceptable, you must show the source of the ideas. Putting ideas into your own words does not make those ideas your own. They are still the property of their originator, who must be given credit. The reference to MacLeish provides that credit.

D. Summary

A summary briefly conveys in your own words the main idea of a passage. Like paraphrasing, careless summarizing can lead to plagiarism. The same rules apply as in paraphrasing: using your own language and sentence structure, and give credit to the originator of the ideas. Here are examples of acceptable and unacceptable summaries of the MacLeish passage given above:

Unacceptable Summary

(Plagiarized passages are in bold type.)

Hurricane warnings can be provided within a **24-hour warning period, with 12 hours of daylight for evacuation, and can identify landfall within 100 miles** (MacLeish 54)

Acceptable Summary

Using computers and new techniques which allow modeling of the atmosphere, forecasters can now provide a 24-hour hurricane warning and predict where a storm will hit with an error of not more than 100 miles (MacLeish 54).

AN EXAMPLE FROM SCIENCE

(From Campbell, Neil A. Biology. 3rd ed. Redwood City, CA: Benjamin/Cummings, 1993)

Original Version

The chemical behavior of carbon makes it exceptionally versatile as a building block in molecular architecture. It can form four covalent bonds, link together into intricate molecular skeletons, and join with several other elements. The versatility of carbon makes possible the great diversity of organized molecules, each with special properties that emerge from the unique arrangements of its carbon skeleton and the functional groups appended to that skeleton. At the foundation of all biological diversity lies this variation at the molecular level (Campbell 61).

Acceptable Summary

Biological diversity has its molecular basis in carbon's ability to form an incredible array of molecules with characteristic shapes and chemical properties (Campbell 62). (This summary appears in the study outline of Chapter 4.)

COMBINING PARAPHRASE AND/OR SUMMARY WITH QUOTATION

When you want to include some of the original language of the source, you may combine paraphrase and/or summary with quotation. Here is an example of an acceptable summary which includes a quotation from the original version presented above:

The public depends on accurate, timely hurricane forecasting. When the forecasts are repeatedly wrong, the public will stop believing them: "He who misses his predictions cries wolf" (MacLeish 54)

E. Using Electronic Sources

The most important point to remember is that **the rules for printed sources also apply to material found through Internet searches, electronic discussion groups, online databases, and other electronic sources.** Missing citations and/or failure to use quotation marks when they are necessary constitute plagiarism. Be careful to resist the temptation to simply cut and paste into your paper material that you find on the web.

Each discipline has developed its own guidelines for the specific methods of documentation of electronic sources. In general, though, more bibliographic information is included for an electronic source than for a printed source because it may be harder to find the electronic source after time has passed. In fact, private sources, such as e-mail and electronic bulletin boards, may be impossible for anyone else to locate, and therefore they are documented as personal communications. If you find an electronic version of a printed journal or index, you should cite the printed version because the reader may be unable to access the same electronic source that you did.

You should evaluate the reliability and accuracy of all sources, but because much of the material on the web has not been screened by an objective editor, you should be especially careful to evaluate electronic sources. You may find inaccurate information and biased opinions. Check on when the site was created or last updated; for science and health-related topics, recent information is likely to be essential. Find out about the qualifications and motivations of the writer or sponsoring organization. The validity of your paper will depend on the quality of your sources; don't assume that whatever you find is equally valid.

F. Collaboration and Academic Integrity

The purpose of most student assignments is to stimulate you to do your own thinking. Thus, the written work you submit as your own must be your own; otherwise you are risking plagiarism. Although discussion of assignment with other students may be beneficial, you should never use the work--papers, notes, etc.-- of another student. The ideas, wording, and organization of your assignments should always be distinctly your own.

Sometimes a professor will allow or encourage collaboration in completing an assignment. If you are not sure whether you may work with others, **it is your responsibility to check with your professor.** When a professor requires a group to collaborate on an assignment and to submit a single product for the entire group, fairness requires that you take the responsibility of contributing your share of the work.

Collaboration does not always result in a group producing a single product. Instead, a professor may assign students to work in groups to explore ideas or to work through a process, after which each student may have to produce his or her own product-- a written assignment. In such a case, it is critical that students do not share drafts of their written work.

Explanations and examples in this handout have been adapted from the following:

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4th ed. New York:

Modern Language Association, 1995.

Hacker, Diana, and Barbara Fister. Research and Documentation in the Electronic Age.

Boston: St. Martin's, 1998.

Leggett, Glenn, et al. Prentice Hall Handbook for the Writers. 10th ed. Englewood Cliffs,

NJ: Prentice Hall, 1998.

Mulderig, Gerald P., and Langdon Elsbree. The Health Handbook. 13th ed. Lexington,

MA: 1995

Woodward, Jeannette A. Investigating Resources in Cyberspace. 2nd ed.
Lincolnwood,
IL: NTC, 1999.

Security

215-596-7000

To reach a USP security officer for services or emergencies, call 215-596-7000. When calling from a university phone line, dial the four digit extension 7000. Security officers can be reached by dialing 7000 from a university phone line or by activating one of the emergency call boxes located around campus.

All other business calls should be directed to 596-8938 or 895-1128 Monday to Friday except during the summer hours. The USP Security Department consists of a Director, Associate Director, four sergeants and 22 security officers. Security is available seven days a week, 24 hours a day. All University security officers are required to have training under Pennsylvania ACT 235 before they are hired. The Department has received training in the Certified Protection Officer Program. Officers also receive training in a variety of security subjects throughout the year.

A. Emergency Telephones

Emergency telephones provide you access to a security officer when you are on campus and need assistance. Emergency telephones are located as follows:

- D'Angelo Mall between Whitecar Hall and McNeil Research Building
- 42nd Street entrance to the Pharmacology/Toxicology Building
- Walkway between the rear of Griffith and Kline Halls at Woodland Avenue
- Rear of Griffith Hall near the parking lot
- One St. Mark's walkway between Wilson Hall and Goodman Hall
- Rear parking lot on the sidewalk behind Osol Hall
- Tennis court at softball field
- Woodland Avenue between the 4500 Building and 43rd Street

If you need a security officer, simply depress the call button on the front of the unit. When activated, you will be in direct radio contact with a security officer. Remember that he or she cannot hear you and talk at the same time. Let the officer finish talking before you speak. The unit will automatically shut off after your message.

When using the telephones, speak clearly and advise the officer of your location and problem. Someone will respond to assist you as soon as possible.

B. Escort Service

You can call for an escort by dialing 215-895-1145. The controlling factor is the requesting party feels unsafe. Escort service is limited to campus-to-campus locations.

The service is provided 24 hours a day, seven days a week. Escorts to off-campus locations are provided when the shuttle service is operating.

C. Van Shuttle Service

There is no fee for this service. The shuttle operates during the academic year (Fall and Spring semesters) between the hours of 6:00 pm and 1:00 am seven days a week.

The telephone number for the shuttle service is 215-895-1145. Shuttle vehicles will be dispatched from the security office located in the 4500 Woodland Avenue building.

The shuttle service primary area is campus – Woodland Avenue from 39th to 49th Streets. Secondary service area is University of Pennsylvania Libraries and Drexel University Library.

Pick-up and drop-off locations on campus are 4500 Building, Goodman Hall, Library, Mall, Osol Hall, and Wilson Hall. Pick-up and drop-off locations off campus are private residences located within the primary service area.

D. Incidents of Crime

The Security Department publishes weekly and monthly crime reports and crime alert bulletins via the university email system. An annual report is posted on the Department's website www.usip.edu/security/default.htm which contains three years of crime statistics and other security policies.

Philadelphia is as safe as any community when common sense is used. Most students feel secure and enjoy the advantages of living in a large metropolitan city with many academic, professional and cultural opportunities as Philadelphia.

Career Services

For assistance with job searches see our website at www.usip.edu/careerservices or contact Pat Peterson, Director of Career Services, Whitecar Hall 104, telephone 215-596-8735, e-mail p.peters@usip.edu.

Computer Facilities

Computers are available in the Learning Resource Center of the Library and the Computer Laboratory on the second floor of Wilson Hall. Individual departments may have additional computers available for graduate student use.

Disks may be purchased in the bookstore or through the department in which the student is registered. These materials are not provided by the University.

Graduate students may print up to 300 pages each semester at no cost. Additional pages may be purchased.

Software is available for word processing, spreadsheets, database management, graphing, and for a number of packaged programs useful for scientific "number crunching," such as statistical analysis.

Counseling

Two full-time psychologists and several doctoral students staff the Counseling Center. Students experiencing emotional, academic or interpersonal difficulties are encouraged to schedule an appointment with the Counseling Center by calling 215-596-8536. The staff is available to talk to students about any concern. The services at the Counseling Center are confidential and free of charge.

Dining Services

In addition to the USP Cafeteria, two other areas are available to students – Woodland Café in Woodland Avenue Room 111 and Cappuccino's in the Whitecar Hall lobby. To inquire regarding meal plans contact 215-895-1146.

Faculty

A. Graduate Subcouncil Members

Adejare	Adeboye	Associate Professor; Chair, Department of Pharmaceutical Sciences; Program Director, Pharmacology-Toxicology Graduate Program	Pharmaceutics and Pharmacology-Toxicology
Baumstark	Tilman	Assistant Professor	Biological Sciences
Bentzley	Catherine	Assistant Professor	Chemistry and Biochemistry
Birnbaum	Edward	Professor and Chair	Chemistry and Biochemistry
Blumberg	Phyllis	Professor and Director	Teaching and Learning Center
Bruist	Michael	Associate Professor	Chemistry and Biochemistry
Cawley	Michael	Associate Professor of Clinical Pharmacy	Philadelphia College of Pharmacy
Cohen	Michelle	Associate Professor	Occupational Therapy
Connors	John	Assistant Dean	College of Graduate Studies
Der Marderosian	Ara	Professor	Biological Sciences
DiGate	Russell	Professor of Pharmaceutical Sciences and Dean	Philadelphia College of Pharmacy
D'mello	Anil	Professor of Pharmaceutical Sciences	Pharmaceutics
Dodgson	Susanna	Professor, Program Director	Biomedical Writing
Everett	Justin	Assistant Professor, Director of Writing Center	Humanities
Fasella	Elisabetta	Assistant Professor	Chemistry and Biochemistry
Field	Robert	Program Director, Associate Professor	Health Policy
Gehrman	Philip	Assistant Professor of Psychology	Social Sciences..

Glass	Harold	Professor of Health Policy	Health Policy
Gupta	Pardeep	Associate Professor	Pharmaceutics
Halpern	Paul	Professor of Physics	Math, Physics, Computer Science
Harvison	Peter	Professor	Pharmacology-Toxicology
Hussar	Daniel	Remington Professor of Pharmacy	Philadelphia College of Pharmacy
Iglarsh	Annette	Professor and Chair	Physical Therapy
Johnson	James	Associate Professor	Biological Sciences
Jonnalagadda	Kamal	Assistant Professor	Pharmaceutics
Kasschau	Margaret	Associate Vice President for Academic Affairs, Professor of Biology	Academic Affairs
Kirifides	Michael	Visiting Assistant Professor	Pharmaceutical Sciences
Kramer	Paula	Professor	Occupational Therapy
Kurkovsky	Anatoly	Associate Professor	Mathematics, Physics and Computer Science
Lambert	Joseph	Professor and Chair	Social Sciences
Li	Zhijun	Assistant Professor of Bioinformatics	Chemistry and Biochemistry
Maritz	Carol	Assistant Professor	Physical Therapy
McGhan	William	Program Director, Professor	Pharmacy Administration
McKee	James	Program Director, Associate Professor	Chemistry
Metraux	Steven	Assistant Professor	Health Policy
Miller	Verdana	Instructor	Biological Sciences
Moelter	Stephen	Assistant Professor	Social Sciences
Moore	Preston	Associate Professor	Chemistry & Biochemistry
Morel	Diane	Associate Professor	Pharmacology-Toxicology
Moyna	Guillermo	Assistant Professor of Chemistry	Chemistry and Biochemistry
Murphy	Suzanne	Professor and Interim Chair	Biological Sciences
Nikelly	John	Professor of Analytical Chemistry	Chemistry and Biochemistry

	Ofner	Clyde	Program Director, Associate Professor	Pharmaceutics Graduate Prog
Orzechowski	Raymond	Professor of Pharmacology and Toxicology		Pharmacology and Toxicology
Torbica-Pophristic	Vojislava	Assistant Professor		Chemistry and Biochemistry
Porter	John	Program Director, Professor		Cell Biology and Biotechnology Graduate Program
Pontiggia	Laura	Assistant Professor of Statistics		Mathematics, Physics and Computer Science
Robson	Roy	Associate Professor		Humanities
Rosenthal	Bruce	Program Director		Pharmaceutical Business
Ruane	Joseph	Professor of Sociology and Health Policy, Acting Chair of Social Sciences		Social Sciences
Sabapathi	Durai	Associate Professor		Math/Physics/Computer Science
Schemm	Ruth L.	Dean, College of Health Sciences and Professor		Occupational Therapy
Schwartz	Joseph	Burroughs-Wellcome Professor and Director of Industrial Pharmacy Research		Pharmaceutics
Smith	Robert	Assistant Professor		Biological Sciences
Snow	Julian	Professor		Chemistry and Biochemistry
Spinler	Sarah	Associate Professor		Philadelphia College of Pharmacy
Tarloff	Joan	Professor		Pharmaceutical Sciences
Tejani-Butt	Shanaz	Associate Professor		Pharmacology-Toxicology
Thielman	Gregory	Assistant Professor		Physical Therapy
Turner	Ralph	Program Director, Professor		Health Psychology
Valdmanis	Vivian	Associate Professor		Health Policy
Vas	Lia	Assistant Professor		Mathematics, Physics and Computer Science
Wang	Mei-ling	Associate Professor of Communication		Social Sciences
Wigent	Rodney	Dean, College of Graduate Studies, Director of Academic Research, Professor		College of Graduate Studies
Zauhar	Randy	Program Director, Associate Professor		Bioinformatics
Zietz	Stanley	Professor and Chair		Math, Physics, Computer Science

B. Adjunct Faculty

Benau	Danny A.	PhD	Boston University	Adjunct Associate Professor of Biomedical Writing
Bentzley	Catherine	PhD		Adjunct Associate Professor of Chemistry
Bernstein	Jaclyn	MS	USP	Adjunct Instructor of Health Psychology
Bolaji	Johnson	PhD	University of Ibadan, Nigeria	Adjunct Professor of Psychology
Cavanagh	Joan	MBA	Fairleigh Dickinson University, NJ	Adjunct Assistant Professor of Pharmaceutical Business
Connolly	Rita Buckley	JD	Temple University School of Law, Philadelphia, PA	Adjunct Associate Professor of Health Policy
Cragin	David W.	PhD	University of California, Davis, CA	Adjunct Associate Professor of Health Policy and Pharmacology-Toxicology
DeJesse	Paul A.	MBA	Fordham University, NY	Adjunct Assistant Professor of Pharmaceutical Business
DiFrancesco	Jeffrey	MS, ME	Johns Hopkins University, Baltimore and Penn State University, Great Valley	Adjunct Assistant Professor of Pharmaceutical Business
Fesnak	Robert	MBA	Temple University, Philadelphia, PA	Adjunct Assistant Professor of Pharmaceutical Business
Fichter	Andrew J.	PhD, JD	PhD - Yale Graduate School JD - Yale Law School	Adjunct Associate Professor of Health Policy
Flaherty	Kelleen	MS	George Washington University - Biology	Adjunct Instructor of Biomedical Writing
Flowers	Lynn	PhD	Medicinal Chemistry, West Virginia University, Morgantown, WV	Adjunct Associate Professor of Pharmacology-Toxicology
Freyer	Alan J.	PhD	Penn State University	Adjunct Associate Professor of Chemistry
Furrow	Barry R.	JD	Harvard Law School	Adjunct Professor of Health Policy
Gebrekidan	Sisay	PhD	University of Kentucky, College of Pharmacy	Adjunct Assistant Professor of Pharmaceutics
Glenn	Linda MacDonald			Adjunct Associate Professor of Biomedical Writing
Goldfarb	Neil I.	BA	University of Pennsylvania, College of Arts and Sciences	Adjunct Associate Professor of Health Policy
Harrison	Earl H.	PhD	Columbia University	Adjunct Professor of Pharmacology-Toxicology
Hendrickson	Ms. Randy	MPPA	Rutgers University	Adjunct Instructor of Biomedical Writing
Horn	Charles C.	PhD	Kansas State University	Adjunct Assistant Professor of Pharmacology-Toxicology
Jacobs	Adam	PhD	University of Cambridge	Adjunct Associate Professor of Biomedical Writing
Johanson	David C.	PhD	Drexel University	Adjunct Research Assistant Professor of Math, Physics and Computer Science
Killmer, Jr.	Lewis B.	BS	Philadelphia College of Pharmacy and Science	Adjunct Associate Professor of Chemistry

	Lang	Thomas A.	MD	University of Southern California	Adjunct Instructor of Biomedical Writing
	Lawler	Jennifer	PhD	University of Kansas	Adjunct Associate Professor of Biomedical Writing
Mayo	Kevin W.	PhD	University of Louisiana College of Pharmacy		Adjunct Assistant Professor of Pharmaceutical Business
McKenzie	Tamara	MS	USP		Adjunct Instructor of Health Psychology
Nash	David B.	MD, MBA	MBA - University of Pennsylvania, Wharton School MD - University of Rochester, School of Medicine and Dentistry		Adjunct Professor of Health Policy
Offord	Steve J.	PhD	Philadelphia College of Pharmacy and Science		Adjunct Associate Professor of Pharmacology-Toxicology
Patel	Dina	PhD	Philadelphia College of Pharmacy and Science		Adjunct Research Assistant Professor of Pharmaceutics
Rawson	Nancy E.	PhD	University of Pennsylvania		Adjunct Assistant Professor of Pharmacology-Toxicology
Rex	Tonia	PhD	Univ of CA - Santa Barbara		Adjunct Assistant Professor of Cell Biology and
Rosenberg	Charles E.	PhD	Columbia University		Adjunct Professor of Health Policy
Savani	Rashmin C.	MBChB	University of Sheffield Medical School, Sheffield, England		Adjunct Associate Professor of Pharmacology-Toxicology
Sedgwick	Anthony	PhD	London University		Adjunct Assistant Professor of Pharmaceutical Business
Smith	James K. A.	PhD	Villanova University, PA		Adjunct Associate Professor of Biomedical Writing
Strulovici	Berta	PhD	Weizmann Institute of Science, Israel		Adjunct Professor of Biophysics
Thomas	Michael S.	MBA	Rutgers University		Adjunct Assistant Professor of Pharmaceutical Business
Thorell	Margaret	PhD	University of Pennsylvania, PA		Adjunct Associate Professor of Biomedical Writing
Tieger	Kim	MFA	University of Delaware, DE		Adjunct Instructor of Biomedical Writing
Velez	Lili				Adjunct Associate Professor of Biomedical Writing
Wang	Charles Q.	MEd	University of Delaware, DE		Adjunct Instructor of Biomedical Writing

Fees

Students receiving financial assistance (teaching assistantship, research assistantship, fellowship, tuition scholarship, etc.) will be responsible only for those fees not covered specifically by the grant-in-aid. Usually, textbooks and supplies cannot be charged to a scholarship award.

Students anticipating graduation must file a Petition for Graduation with the Graduate Office by the announced deadline date. There is a graduation fee set annually by the University.

Students who do not participate in the actual Commencement Ceremony pay a lower fee. Students should review the full graduation requirements outlined in the Policies and Procedures.

Each Ph.D. and M.S. thesis degree candidate is required to pay a thesis or dissertation fee of \$150.00, which is intended to defray in part the costs of microfilming, copyrighting, publishing, and reprinting the thesis or dissertation. This fee must be paid at the time of submission of the final dissertation or thesis, and no part of it is refundable.

Financial Aid

There are several financial aid programs available for graduate students whose resources are insufficient to meet the cost of education. Financial aid may be awarded in the form of loans from state or federal government, alternative loan programs from private lenders, fellowships, waivers for graduate student instructors and graduate research associates, or part-time employment at USP. The financial aid staff and/or the Dean of the College of Graduate Studies reviews all applications and processes financial aid necessary to help our students meet their educational costs. Students may contact USP's Financial Aid office directly at 215-596-8894 for additional information.

A. Federal Financial Aid

You must be at least half-time to be eligible for Federal Financial Aid. You must be a U.S. citizen or an eligible non-citizen. Eligible non-citizens include: U.S. permanent residents; conditional permanent residents; or other eligible non-citizens with an I-94 showing the designation: "Refugee," "Asylum Granted," "Indefinite Parole," "Humanitarian Parole," or "Cuban-Haitian Entrant."

If you are in the U.S. on an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, or a G series visa, you are not eligible for federal financial aid.

B. Federal Stafford Loan

The Federal Stafford Loan is a variable interest rate loan with a cap of 8.25%. A graduate student may borrow up to \$18,500 per year in a combination of Subsidized and Unsubsidized Stafford Loan funds. Eligibility for the subsidized portion of this loan is determined by the student's Cost of Education and Expected Family Contribution. The maximum portion of the Stafford Loan that can be processed as "subsidized" is \$8,500.

The Subsidized Stafford Loan does not require payment of principal or interest while the student is in school. The U.S. government pays the interest during the student's enrollment in school and the principal is deferred until six months after the student leaves school.

Under the Unsubsidized Stafford Loan program, the principal of the loan is still deferred until six months after the student leaves school, but interest is charged while the student is enrolled in school. This interest can be paid to the lender quarterly or capitalized and repaid when principal repayment begins.

C. Federal College Work-Study

The Federal College Work-Study (FCWS) Program at USP is designed to stimulate and promote the part-time employment of students who have demonstrated financial need. Students who are awarded FCWS may work up to 20 hours per week for the University and receive the award in the form of an employee paycheck. All positions are on campus.

D. Financial Aid for New Jersey Residents

New Jersey College Loans to Assist State Students (NJ CLASS)

The NJ CLASS program enables the student to apply with or without a cosigner as long as the income and credit requirements for the loan are met. The loan has a fixed, simple interest rate for the life of the loan. NJCLASS offers various different repayment options for principal and interest.

You must be a New Jersey resident to be eligible for this loan. You must be processed for a Stafford Loan first. For an application or further information, call the NJ CLASS Program at (800) 792-8670 or the USP Financial Aid Office.

E. Alternative Loans

Alternative Educational Loans are available from a variety of private lenders to cover the total cost of education minus any other financial aid. These loans offer different repayment options and have variable interest rates. (Please note that Graduate Students are not eligible for the Federal Parent PLUS Program.) Contact the Financial Aid Office for an Alternative Loan Brochure and further information regarding these loans.

Loan Program

Eligibility

PNC Resource Loan	Creditworthy applicant and/or cosigner must be half-time International students need U.S. creditworthy cosigner
CitiAssist	Creditworthy applicant Must be half-time Can be non-degree
National Education	Creditworthy applicant May be less than half-time if employed full-time. No credit scoring of borrower or applicant No current adverse credit
New Jersey CLASS Loan	Creditworthy applicant & cosigner Applicant must be NJ resident
Fleet 1 st	Creditworthy applicant and/or cosigner Must be half-time International students need U.S. creditworthy cosigner
Bank of America	International students need a creditworthy U.S. cosigner Students must be half-time
Key Alternative Loan	Must be creditworthy Must be half-time Can be non-degree
TERI MedChoice Loan Fleet	Must be creditworthy Must be half-time Can be non-degree

Grades

A. Grading and Point System

The following grading system is used to indicate the quality of academic performance at USP:

<u>Grade</u>	<u>Points</u>
A and A+	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

For courses taken on a pass/fail basis, the final course grade will be either P pass (no point value and not included in the calculation of a grade point average) or F failure (value of 0 and included in the calculation of the GPA). With the approval of the course instructor, a graduate student may also audit a course. Only courses where the graduate student earns a grade of B- or better can be applied toward meeting the minimum requirements of the M.S. and Ph.D. degree.

B. Grade Requirements

A graduate student is expected to complete each didactic course with a minimum grade of B-. However, only courses in which a grade of B- or higher is earned can be credited toward the degree requirements. While the graduate student may be required or may elect to take courses that are numbered below 700, only courses numbered 700 or above carry graduate credit. The cumulative grade point average is computed using every course for which a letter grade has been received while a matriculated or non-matriculated graduate student at USP. Graduate students must receive a satisfactory rating each semester for research courses numbered 799 or 899.

A graduate student who fails to maintain a cumulative grade point average of 3.00 or higher or receives an unsatisfactory rating in research from the advisory committee will be placed on academic probation. Graduate students who initially register only for courses which do not earn a regular letter grade, e.g., research credit or audit, and thus have no cumulative grade point, are exempt from the rule requiring a cumulative grade point average of 3.00 until they receive a letter grade in a course.

A graduate student placed on academic probation because of a cumulative grade point average below 3.00 must achieve a 3.00 cumulative grade point average at the end of two successive semesters (not counting the summer semester) following the semester in which probation occurred, and must maintain at least a 3.00 semester grade point average in any semester in which he or she is on probation. Failure to meet either of these requirements will result in dismissal from the graduate program. A graduate student placed on academic probation because of an unsatisfactory rating in research for two consecutive semesters or for any three semesters will also be dismissed from the graduate program. The student may appeal a dismissal by writing a letter to the Dean of the College of Graduate Studies within one week of receiving written notification of dismissal, outlining the reasons why he/she should not be dismissed. The Graduate Subcouncil will hear the appeal at its next meeting and may grant the appeal only with the approval of two-thirds of its total membership.

for the student in the M.S. degree track or two-thirds of the full members of the graduate faculty for the student in the Ph.D. degree track.

C. *Repetition of a Course*

A graduate student may be required by the department or advisory committee to repeat a course in which a grade less than B- was received. If the course is repeated at this University, both courses will appear on the student's academic record and will be used in calculating the cumulative grade point average.

When a course is repeated successfully at another accredited institution with a B- or higher grade, credit may be granted. However, the passing grade is not computed in the cumulative grade point average. The original grade remains on the academic record and is used in calculating the cumulative grade point average.

D. *Withdrawal from a Course*

For non-MBA courses or for non-accelerated courses, students are permitted to withdraw officially from a course after the drop/add period but before completion of the sixth week of the semester. To withdraw officially from a course, the student must submit to the Registrar's Office a completed Request for Course Withdrawal form, which includes the signature of the course instructor and the program director. The designation W (Withdrew -- no point value -- not included in calculation of the GPA) will be assigned after completion of the official withdrawal from a course.

A student who fails to complete the Request for Course Withdrawal and either discontinues attendance or exceeds the number of absences permitted in a course may, at the discretion of the instructor, receive a final grade of F for the course.

E. *Incomplete*

An Incomplete is a privilege, not a right, to be determined by the course instructor. It is the student's responsibility to request an Incomplete from the course instructor. It is the faculty member's prerogative to approve or refuse the request.

Students not fulfilling course requirements at the completion of the semester may be assigned an "In Progress" designation on their transcript. The instructor is required to replace this "In Progress" designation with a final grade as soon as possible, but no later than 42 calendar days from the end of the semester or the end of the Drop/Add period of the next semester, whichever comes first. If the instructor has not entered a final grade within the prescribed time limit, the Registrar will automatically enter a grade of "F" and inform the instructor and student. Extension beyond 42 calendar days may be granted by the course instructor in consultation with the student's academic dean in exceptional cases. In such cases, the "Incomplete" designation will replace the In Progress on the student's transcript.

Students will sign an Incomplete contract for each course for which an extension of the "In Progress" designation is required. The instructor will determine what the student must do (e.g., take one or more examinations, perform laboratory work, turn in reports, turn in notebooks, perform library assignments, etc.) in order to meet contract requirements. Information regarding requirements to complete the course will be supplied to the student directly by the instructor. The student is responsible for completing the work in the time allotted.

F. Audit

A student may audit a course with the written permission of the appropriate academic dean. Students who audit a course do not take examinations and do not receive a grade for the course. The audit symbol AU is entered for the registered course on the student's record. Students cannot convert from audit to credit status or the reverse after the designated drop/add period.

G. Pass/Fail Option

An instructor may designate an elective course as a pass/fail elective for some or all students taking the course.

A student who wishes to take on a pass/fail basis a course which has been designated as a pass/fail election must make all necessary arrangements with the instructor prior to the end of the drop/add period. After the drop/add period the election is irrevocable. A student may make only one pass/fail election per semester.

All pass/fail courses will appear on a student's transcript. However, credit for courses taken on a pass/fail election are not included in the minimum number of semester hours required for a degree.

Graduation

The College of Graduate Studies has established the following deadlines:

<u>Degree Date</u>	<u>Receipt of Petition to Graduate</u>	<u>Degree Requirements</u>	<u>Final Grades & Clearance Form</u>
July 2006	May 19, 2006	June 1	July 1
September 2006	July 6, 2006	July 26	August 26
November 2006	September 8, 2006	October 1	November 1
January 2007	September 8, 2006	*November 20	*December 20
May 2007	January 26, 2007	*April 7	*May 7

* These are approximate. Dates will be confirmed on our website when finalized.

Petitioners must be matriculated graduate students at the time they submit their Petition to the Graduate Office for a PhD, MS, or MBA degree. The original of your completed form must be delivered to the Graduate Office (McNeil 105) by the deadline date, with the title of your dissertation or thesis, and your commencement fee. Petitions will not be accepted after the deadline. We will forward your check and a copy of your petition to the Registrar.

All degree requirements (such as your check for the microfilm fee and all forms and documentation) must be completed and submitted to the Graduate Office by the deadlines. Under no circumstances are these deadlines waived.

Reminders:

All matriculated students must register for a minimum of one didactic or research credit or in absentia each semester to remain an active student in the College of Graduate Studies.

If you are unable to meet the graduation deadlines, you are required to submit a new Petition for Graduation to the Graduate Office for a later degree date.

January and September graduates are eligible to participate in the May Commencement Convocation following their graduation date.

Graduation Requirements

These are some of the **minimum criteria** established by the College of Graduate Studies to receive your degree. Please note your graduate program or advisory committee may have requirements in addition to those listed below.

A. Ph.D. Degree

- ★ Research advisor and advisory committee selected and approved
- ★ Research prospectus
- ★ Notification from your program director that you have been admitted to candidacy
- ★ Copy of your paper which was submitted to a peer-reviewed professional journal
- ★ Reviewers selected
- ★ Examination copy of your dissertation for Graduate Dean
- ★ Announcement of your defense
- ★ Memo from your research advisor stating your Ph.D. defense was successful
- ★ One unbound copy of the **final** version of your dissertation and abstract after your defense on white high-quality bond minimum 20-pound weight. Be sure to notify the Dean's Office if the title of your dissertation changes from that submitted with your petition.
- ★ \$150.00 dissertation fee payable to USP
- ★ Completed *Survey of Earned Doctorates* -- Optional
- ★ Completed agreement form from *Publishing Your Dissertation*. **Attach a copy of your title page and abstract to the agreement.** Note: No money is due to ProQuest unless you are ordering copies outlined on their Pre-Publication Discount Order Form. Other costs are included in the USP fee.
- ★ Completed Clearance Form -- Please note it is your responsibility to

obtain signatures to verify you have fulfilled all outstanding obligations to USP. The Dean will sign your form after all other signatures have been acquired and all graduation requirements fulfilled.

B. M.S. Degree

- ★ Research advisor and advisory committee selected and approved
- ★ Research prospectus
- ★ Examination copy of your thesis for the Graduate Dean
- ★ Reviewer selected
- ★ Announcement of your defense
- ★ Memo from your research advisor stating your Master's defense was successful
- ★ One unbound copy of the **final** version of your thesis and abstract after your defense on white bond, minimum 20-pound weight paper. Notify the Dean's Office if the title of your thesis changes.
- ★ \$150.00 thesis fee payable to USP
- ★ Completed agreement form from *Publishing Your Master's Thesis*. **Attach a copy of your title page and abstract.** Note that no money is due to ProQuest unless you are ordering copies outlined on their Pre-Publication Discount Order Form. Other costs are included in the USP fee.
- ★ Completed Clearance Form -- Please note it is your responsibility to obtain signatures to verify you have fulfilled all outstanding obligations to USP. The Dean will sign your form after all other signatures have been acquired and all graduation requirements fulfilled.

C. MBA and M.S. (non-thesis) Degree

- ★ Completed Clearance Form -- Please note it is your responsibility to obtain signatures to verify you have fulfilled all outstanding obligations to USP. The Dean will sign your form after all other signatures have been acquired and all graduation requirements fulfilled.

Handbook

Each year the University publishes a Student Handbook which contains academic regulations, student activities, overall University policies, and other general information for all students. The Graduate Office will obtain a copy of this handbook for new graduate students. Students should become familiar with its contents. Particular attention should be directed to the following sections:

- Disciplinary Code
- Drug Free Environment
- Family Educational Rights and Privacy Act
- Grievance Procedure
- Institutional Policy on Alcohol Use
- Nondiscriminatory/Affirmative Action Policies
- Policy on Sexual Harassment
- Substance Abuse Policy
-

Health

A registered nurse is on campus Monday through Friday from 8:30 am to 4:30 pm. The physician maintains regularly-scheduled hours each week of the fall and spring semester. Students may utilize the services of the physician or nurse during regularly scheduled hours at no additional charge. However, students pay for emergency hospital services or diagnostic tests that have to be sent to outside laboratories. Appropriate medical, safety, and/or security personnel will be notified during emergency situations. The telephone number for the Health Office is 215-596-8980.

Housing

Information concerning off-campus housing can be found at our website: www.usip.edu/offcampushousing or contact Yen Ta from Student Affairs in Whitecar 113, telephone 215-596-8756 or e-mail y.ta@usip.edu.

ID Cards

Your USP ID Card is your identification and provides you with access to the Library, ARC, Bookstore, WEBPOST, All Campus Account, meal plans, vending machines,

washing machines, library copiers, and Student Government-sponsored events. Your picture is permanently stored in the Controllers Office.

To arrange for your ID card, contact Terry Reilly for an appointment. Evening schedules can be accommodated. She is located in Kline Hall Room 102, telephone 215-596-8946, email t.reilly@usip.edu. Additional information may be found at www.usip.edu/controller/idcards.shtml.

International Students

International students studying at the University may become members of the International Students Association. A number of social and cultural events are sponsored, which help ease the transition to graduate studies. Assistance and counseling are available from Tim Rupe, Associate Dean of Students and Director of Multicultural Affairs. His office is in Whitecar 117, telephone 215-596-8890, email t.rupe@usip.edu.

All international students who wish to obtain a new I-20 form, working papers, other immigration forms, or who have any questions should contact Mr. Rupe.

Library Services

The Joseph W. England Library provides both materials and services to help graduate students complete their coursework and research. The Library is committed to extensive electronic access, providing more than 6,000 electronic journals and many databases. In addition, there is a small but specialized print collection of 85,000 volumes and 460 print journal subscriptions.

More than just collections, the Library staff is here to help you. A reference librarian will assist you in person or by phone any weekday. He or she will teach you to use any of our databases, or perform difficult searches for you. The interlibrary loan staff will procure materials for you from anywhere in the country and even overseas.

A. Multimedia Services

The Learning Resource Center offers help to create multimedia. The LRC maintains high-quality multimedia equipment to use for creating presentations, including a high-speed scanner, color printers, and zip drives. There is a modest charge for basic graphic products such as overhead transparencies and laminating.

B. Electronic Resources

Located on campus desktops are scientific databases, including Sci-Finder Scholar (Chem Abstracts), Medline, and International Pharmaceutical Abstracts. In addition, users may search publishers' collections of journals, including Elsevier, Kluwer, and the American Chemical Society, to find the complete text of articles. Most resources are also available off campus through the Internet. You'll need a USP e-mail account or a class password to use them.

The Library is also adding electronic books. Be sure to check the Library's web page www.usip.edu/library to find the constantly changing list of what's available to USP students.

C. Computers

The Library maintains a computer lab in the Learning Resource Center. There are more than 20 networked PC's with a variety of Office applications, Internet access, and curriculum-based programs. Each USP student receives 300 high-quality B/W laser printouts per semester. Color printing is available for a small fee. The LRC staff is available for limited individual assistance.

D. Other Libraries

Philadelphia abounds with excellent medical and scientific libraries. The University of Pennsylvania's Bio-Medical Library is within walking distance. We have a reciprocal borrowing agreement with Drexel. Call the Reference Desk to find locations, hours, and terms of use at other institutions. If you go to another library to copy materials the University doesn't own, the Library will reimburse you for photocopying charges.

Regular semester hours for the USP Library are:

Monday - Thursday	8:00 am - midnight
Friday	8:00 am - 5:00 pm
Saturday	11:00 am - 8:00 pm
Sunday	Noon - Midnight

For more information:

Assistance, information, kind words --Reference Desk, x8967

Audiovisual services, computer use -- LRC, x8993

Interlibrary loan -- x8727

Library card and photocopy reimbursements -- Circulation Desk, x8960

Mail

All mail originating from the Graduate Office is sent to the address the student provides on the Personal Information Sheet, which the Graduate Office mails to all graduate students each year.

The student's permanent home address is used for official University mailings, such as registration schedule confirmations, grade reports, and tuition bills. Students may change their permanent home address or provide a local address in addition by completing a Change of Student Information form at any time. This form is available in the Registrar's Office, Room 209, Whitecar Hall or may be printed from the Registrar's Office website at www.usip.edu/registrar, then click on forms in the left pane. This form must be signed by the student.

Mail is disseminated through the USP mailroom. Mailboxes for graduate students are provided in the mailroom or in each department. Consult your program director for details.

Medical Insurance

A student must demonstrate proof of adequate medical coverage. The University offers Blue Cross medical insurance plans. Information may be received by contacting the Student Affairs Complex at 596-8950.

Name Change

Students who have had a legal change of name should complete a Change of Student Information form available from the Registrar's Office. The student must submit to the Registrar's Office a photocopy of the official documentation attesting to the name change. Examples of acceptable documentation are marriage license, court order, certification of adoption, Certificate of Naturalization. Other documents may also be acceptable depending on the circumstances involved.

The Registrar's Office will then make the necessary change to the student's information in Colleague and notify the Dean's office and Program Director of the change. They will also notify Student Accounts and Financial Aid. In cases where the student is also an employee, they will coordinate with Human Resources before the change is made in Colleague.

Please understand that only legal name changes will be made to Colleague. While it is common for students to use nicknames and Anglicized names in everyday social

situations, it is not acceptable to change University records unless the name change has been legally documented.

Parking

There is a limited number of student parking spots and there is a lottery. The cost for 2006-2007 is \$381. Additional information may be found on our website at www.usp.edu/controller/parking.shtml. Click on "forms," then on "parking form" for the application. Contact Terry Reilly in Auxiliary Services at 215-596-8946.

After 4:00 pm there should be ample spots in the Goodman main lot on 42nd Street or the visitors lot.

Programs

Biochemistry	PhD, MS, MS (non-thesis)
Bioinformatics	MS (non-thesis)
Biomedical Writing	MS (non-thesis), Certificate Program
Cell Biology & Biotechnology	MS and MS (non-thesis)
Chemistry	PhD, MS, MS (non-thesis)
Health Psychology	MS (non-thesis)
Health Policy	PhD, MS (non-thesis)
Pharmaceutical Business	MBA, EMBA, on-line EMBA, Certificate Program
Pharmaceutics	PhD, MS, MS (non-thesis)
Pharmacognosy	PhD and MS
Pharmacology and Toxicology	PhD and MS
Pharmacy Administration	MS (non-thesis)

Registration

Registration is conducted for all students (with the exception of those entering their first semester) three times each academic year for the Spring, Summer and Fall Semesters.

All matriculated students must be officially registered for each semester – Spring, Summer and Fall. If you are not taking any classes you must be registered in absentia for that semester.

Safety

A. Fire Safety

In the event of a fire, leave the laboratory immediately. Close all doors and windows, turn off hoods, gas jets, etc. (if possible) and notify the fire department (9-911) and University Security (215-596-7000). Remember RACE.

Rescue	Remove people from immediate danger. (Alert people)
Alarm	Pull the nearest fire alarm. The alarm does not call the fire department. Therefore, from a safe location, call 9-911. Then call Security (215-596-7000).
Confine	Close all doors. Smoke can only be contained if drafts are removed and all fire doors kept closed. Never open a door that is hot to the touch. Never leave a door open between you and a fire.
Exit	Exit or evacuate the building. Do not use elevators.

Identify yourself as the person who notified Security. Special hazard information you may know is essential.

To help prevent fires, upon completion of daily work in a laboratory:

1. Turn off all electrical equipment.
2. Turn off gas jets and faucets.
3. Place all chemicals (especially flammables) in their proper storage areas.
4. Label all chemical containers with the identity of the chemical.
5. Secure all windows.
6. Turn off lights.
7. Secure the door.

If it is necessary to leave unattended equipment operating during the day or to continue an experiment overnight, refer to the paragraph on Overnight Experiments. Any question regarding laboratory safety should be directed to the Environmental Health and Safety Officer (EHSO) at X8925 and for security and public safety to the Director of Security at X1116.

The Environmental Health and Safety Officer, in conjunction with the insurance carrier of the University, performs regular safety checks of the laboratories and associated areas. Safety is everyone's concern, and if a citation for an un-permitted condition is received, steps to rectify the situation must be undertaken immediately. The University's Laboratory Safety Manual (Chemical Hygiene Plan) is available in each laboratory and on our Safety web page www.usip.edu/safety/lmanual/index.htm. This must be read by all laboratory personnel and students.

For an in-depth treatment of laboratory safety, the publication *Safety in Academic Chemistry Laboratories*, published by the American Chemical Society, is highly recommended. A copy is available in the Graduate Office and extra copies are available in the Safety Office. This booklet is also distributed at the annual Laboratory Safety Training each August.

B. Disposal of Laboratory Chemicals

Check disposal methods before using a chemical with your laboratory supervisor or the Safety Department. Do not mix incompatibles (e.g., perchloric acid and acetic acid).

Minimize waste and the cost for disposal by:

- Ordering only what is needed
- Never mixing small quantities of hazardous chemicals with non-hazardous waste
- Never mixing reactives with any other chemicals
- Never mixing metals with any other chemicals
- Never mixing halogenated solvents with non-halogenated solvents
- Substituting materials which are less hazardous whenever possible
- Disposing of materials anticipated not to be needed in a reasonable period

Label all waste containers properly as the material is being collected. Attach chemical/hazardous waste tags, which are available from the Central Stockroom. Label the tag with the chemical name(s). If a mixture, the approximate percent by volume should be listed. No abbreviations or chemical and structural formulas are allowed on waste container labels.

All waste must be stored in secondary containers (tubs) and stored in your posted and designated waste storage area. Use separate tubs to separate incompatible wastes. All waste containers must be kept closed at all times unless adding or removing waste. Check containers weekly to make sure that they are in good condition and not leaking.

Full waste containers must be dated and then transferred to the central stockroom within three days of that date.

Never put corrosives in metal containers. Containers must be compatible with the waste stored within them.

Never dispose of chemicals down the drain. Check with your laboratory supervisor or the Safety Department.

All of these labeling and storage procedures are required by the Environmental Protection Agency (EPA). The EPA will perform surprise audits of the laboratories and fine the University for any deficiencies that are found.

Biohazard waste must be placed into proper containers (red bags, red buckets, or red sharps containers). While storing these containers in the laboratory and before transport, check to make sure that they are closed and not leaking. (The containers must be sealed unless adding waste.)

C. Overnight Experiments

Unattended equipment and experiments operating overnight or weekends MUST be marked clearly. An OVERNIGHT EXPERIMENT notice must be completed. Copies of this form may be obtained from the Safety Department, Security Department, or department chairs. The white copy must be posted on the laboratory door, the yellow copy must be dropped off at Security, and the pink copy must be given to your laboratory supervisor. Unattended experiments must be fail-safe. It is good practice for every student to place a label over his/her desk and laboratory bench indicating his/her local address and phone number.

If leaving an operating experiment unattended, even for a short period of time, a note should be left in an observable location indicating the whereabouts of the experimenter so that he or she may be contacted quickly. Quite often, this simple procedure will prevent months of work from being ruined or lost. In addition, you are needed to relay and possibly receive important information if something goes wrong.

It is the responsibility of the experimenter to design these experiments so as to prevent the release of hazardous substances in the event of interruptions in utility services.

D. Eye, Face and Skin Protection

Devices to provide appropriate eye and face protection must be worn in any laboratory work area. These include safety glasses, goggles or face shields, whichever is most appropriate for the operation being performed. Eye protection worn must meet the requirements of the American Standard Practice for Occupational and Educational Eye and Face Protection (ANSI Z. 87.1 1989). Ordinary street prescription glasses do not provide adequate protection.

Wear chemical splash goggles whenever the danger of a chemical splash exists. Wear safety glasses with side shields whenever there is a danger of getting particles in the eye or when there is an impact hazard. These will not provide adequate protection from splashes. Goggles with face shields must be used when more protection is needed (i.e., an explosion or implosion hazard – pressure or vacuum – and when transferring cryogenic liquids). Face shields should never be worn alone without proper eye protection.

See the eye protection policy in the Laboratory Safety Manual, call the Safety Department, or talk to your laboratory supervisor for more information, including types of eye protection that should be used.

Eyewashes are required in or near all laboratories where there is a risk of eye injury from exposure to corrosive chemicals. For eye splashes, use the eyewash to flush with water for at least 15 minutes. Flush your eyewash at least once a week for a minimum of three minutes to prevent the buildup of amoeba and bacteria. This will prevent eye infections, which can lead to blindness, during its use in an emergency. If you get splashed anywhere on your body, also flush with copious amounts of water for 15 minutes with a safety shower or sink, if appropriate.

Laboratory coats must be worn while working in the laboratories. Gloves must be worn to prevent skin contact with hazardous chemicals. Gloves must be carefully selected using guides from the manufacturers to ensure that it is the proper glove for protection against the specific chemical in use. Contact your laboratory supervisor or the Safety Department if you need help with the selection of personal protective equipment.

E. Spills or Accidents

If there is a spill, accident, fire, or hazardous substance exposure in the laboratory, your laboratory supervisor must be called immediately. In addition, Security (215-596-7000) or Safety (215-596-8925 or 215-596-8843) must also be called. Once the emergency has passed, a Laboratory Incident Report must be completed by faculty in charge of the laboratory and sent to the Safety Department within five days of the incident. Major incidents must be reported immediately to Security and to Safety. Consult the Laboratory Safety Manual or the Safety web page for detailed information on spills, accidents and hazardous substance exposures. Also, attend annual Laboratory Safety Training for information.

Your laboratory advisor must discuss these emergency procedures with you. Be prepared before an emergency occurs.

Most important, when working with hazardous substances and equipment in the laboratory, you must know the hazards of what you are working with. Know how to protect yourself and the people around you. Know what personal protective equipment and clothing to use. Know what to do in an emergency.

You can find out information about a chemical and its hazards from your laboratory supervisor, MSDS's, labels on containers, books, literature searches, the manufacturer of the chemical and from the Safety Department. Use all of these resources. Expect the unexpected when working with chemicals. Never assume you know all the hazards. Most important, be prepared for what could go wrong.

F. Environmental Health and Safety Officer and Radiation Safety Officer

Renee Siegel

McNeil 204

Ext. 8925

Seminar

Graduate students must attend departmental seminars and are encouraged to attend and participate in University seminars and other scheduled lectures such as Sigma Xi, Krantz, Rho Chi, etc. Credits awarded for graduate seminar vary among the departments.

Teaching and Learning Center

Support and Resources in Education

The Teaching and Learning Center at USP provides and coordinates resources for instructors from all disciplines who are interested in helping their students become more effective learners. We provide workshops and informal discussion groups on a variety of topics and issues relating to the teaching and learning process.

The Teaching and Learning Center provides classroom observations with constructive confidential feedback. If you have instructional concerns, we can also refer you to USP colleagues who have found innovative ways of meeting challenges.

Our library has a broad range of titles addressing topics of concern to all levels of instructors from Teaching Assistants to Senior Faculty. Titles concerning Teaching Assistants include A Handbook for New College Teachers and Teaching Assistants and The Professional Development of Graduate Teaching Assistants. You are welcome to browse our collection and borrow material.

Please come by the center and introduce yourself and allow us to introduce you to the center. All Teaching and Learning Center consultations are confidential.

The Teaching and Learning Center Whitecar Hall 230
Web page: www.usip.edu/teaching

Dr. Phyllis Blumberg, Director 215-895-1167
Mary Rafferty, Administrative Assistant 215-895-1168

Graduate Student Instructors (GSI)

The University recognizes and appreciates the value of the service endeavors of our GSI's. They are the backbone in our ability to offer many of our undergraduate laboratory courses. We believe that this is an excellent mechanism for providing these graduate students with the means to obtain a graduate education while allowing us to provide a better education for our undergraduates.

It is crucial that all of our GSI's be able to communicate effectively with our undergraduate students. The State of Pennsylvania requires that we certify that our GSI's have the ability to effectively speak and read English. Therefore, all students whose primary language is not English and who are applying for financial aid as a GSI must take the TOEFL and the TSE (Test of Spoken English) examinations. Students who arrive on campus with inadequate English skills will be required to take appropriate ESL course offerings. These will not count toward their degree program. In those cases in which the student's English is deemed to be inadequate, the student will not be allowed to be an instructor or teaching assistant in a class until the student's English skills improve to a satisfactory level. Inadequate improvement in the student's English skills will cause us to reexamine the

student's funding as a GSI.

GSI's who receive either a teaching assistantship or a tuition waiver must fully participate in the Graduate Student Instructor Program sponsored by the Teaching and Learning Center unless excused by the Dean of the College of Graduate Studies. Students who miss more than one of these meetings without the permission of the Dean or who do not actively participate in these sessions, will be considered not to be performing his/her duties in a satisfactory manner and will lose his/her financial support.

At the end of each semester, the academic chair or designee of each department that uses a graduate student as a GSI will oversee the assessment of the performance of each graduate student instructor in his/her duties. This assessment will be given to the Dean of the College of Graduate Studies within one week of the end of each semester, including the summer semester. A GSI must perform his/her assigned duties in a satisfactory manner. Unsatisfactory performance will result in losing his/her financial support, including a tuition scholarship or tuition waiver, at the discretion of the Dean of the College of Graduate Studies. A GSI may also lose his/her financial support, upon the recommendation of the Graduate Program Director, for failing to maintain satisfactory academic performance. The GSI will lose all academic support on receiving a second academic probation.

A GSI enrolled in a MS degree track may only receive financial support in the form of a teaching assistantship with a tuition scholarship or a tuition waiver during the first two and one-half calendar years (seven semesters) after matriculation in the graduate program. A GSI enrolled in a PhD degree track may only receive financial support in the form of a teaching assistantship with a tuition scholarship or a tuition waiver during the first five calendar years (15 semesters) after matriculation (either as a MS or PhD student) in the graduate program. Individual graduate programs may establish more stringent criteria. Graduate students, department chairs, and research advisors are encouraged to pursue extramural support whenever possible. Graduate students receiving financial support in the form of a teaching stipend must be registered for a minimum of 9 credits (full-time status) each semester that they are receiving support. Students taking a leave of absence are not guaranteed financial support upon their return to USP. GSI's receiving a teaching stipend are required to perform 14 hours of service per week plus occasional ancillary duties, such as proctoring and will be required to perform teaching or other appropriate service to the University during the summer sessions.

A fellowship is for research activities required for the degree. Fellowships are funded by endowed programs (examples include Dunn, Griffith, Harrison, Rossi, and Sadtler) or by extramural funds from the government, foundations, societies, contracts, or awards established by the pharmaceutical industry.

The research fellowship is governed by the sponsoring agency. Therefore, the amount of the award, the tax status, and the requirements are determined on an individual basis. A research fellowship demands a minimum of 36 research hours per week for the recipient. The research conducted as part of the fellowship is the research necessary for the degree.

A. Departmental

These are awarded by the department with the approval of the Dean of the College of Graduate Studies.

Dunn Memorial Fellowship in Pharmacognosy

Griffith Memorial Fellowship in Pharmaceutics

Harrisson Memorial Fellowship in Pharmacology
G. Victor Rossi Fellowship in Pharmacology and Toxicology
Sadler Memorial Fellowship in Medicinal Chemistry

B. Endowed

These fellowships are awarded to students in their final year of a doctoral program. They are designed to provide time for the student to complete research and prepare the doctoral dissertation.

1. French-Gano-Kilmer-Pollard Fellowship

This fellowship is awarded each year to a pre-doctoral student who is engaged in doctoral research (course 899) at the Philadelphia College of Pharmacy and Science. The purpose of this fellowship is to provide the student with financial support for one year to conduct original research on a full-time basis, unencumbered by assignments as a teaching assistant or laboratory instructor.

Any full-time graduate student enrolled in a Ph.D. program at USP is eligible to apply. A student must have passed his/her Comprehensive Examination and been admitted to candidacy. The Fellowship is intended for a student who has demonstrated a reasonable degree of progress in the research phase of his/her program. It is not intended for a student whose doctoral research has not yet begun, nor for a student whose doctoral research has been completed. A student may receive support from this fellowship for only one year and may not concurrently receive any other fellowship support.

Applications will be judged on the basis of the research performance of the applicant in the graduate program up to the present and the originality and the scientific merit of the proposed research

A student must submit three copies of his/her application to the Office of the Dean of the Graduate School no later than January 15. The fellowship recipient will be selected and notified by March 15, and must utilize the award during the next academic year. Funding will be for 12 months, beginning May 6.

An Awards Selection Subcommittee, consisting of at least three graduate faculty members appointed by the Chair of the Graduate Subcouncil, will review all applications and will recommend for approval by the Subcouncil one applicant and an alternate each year. The Chair of the Subcommittee will be a full member of the graduate faculty. A graduate faculty member who is serving as a Research Advisor for an applicant is ineligible to serve on the Subcommittee. The Graduate Subcouncil reserves the right not to award the fellowship in any given year and, under unusual circumstances, to revoke an award.

2. Glasser Fellowship

This fellowship is awarded to a pre-doctoral student who is engaged in doctoral research (course 899) at the University of the Sciences in Philadelphia. The purpose of this fellowship is to provide the student with financial support for one year to conduct original research on a full-time basis, unencumbered by assignments as a teaching assistant or laboratory instructor.

Any full-time Ph.D. graduate student who is enrolled in the Biochemistry, Chemistry, Pharmaceutics, Pharmacognosy, or Pharmacology-Toxicology Programs at USP is eligible to apply. A student must have passed his/her Comprehensive Examination and been admitted to candidacy. The Fellowship is intended for a student who has demonstrated a reasonable degree of progress in the research phase of his/her program. It is not intended for a student whose doctoral research has not yet begun, nor for a student whose doctoral research has been completed. A student may receive support from this fellowship for only one year and may not concurrently receive any other fellowship support.

Applications will be judged on the basis of the research performance of the applicant in the graduate program up to the present and the originality and the scientific merit of the proposed research

Applicants must submit three copies of his/her application to the Office of the Dean of the College of Graduate Studies no later than January 15. The fellowship recipient will be selected and notified by March 15, and must utilize the award during the next academic year. Funding will be for 12 months, beginning May 6.

An Awards Selection Subcommittee, consisting of at least three graduate faculty members appointed by the Chair of the Graduate Subcouncil, will review all applications and will recommend for approval by the Subcouncil one applicant and an alternate each year. The Chair of the Subcommittee will be a full member of the graduate faculty. A graduate faculty member who is serving as a Research Advisor for an applicant is ineligible to serve on the Sub-committee. The Graduate Subcouncil reserves the right not to award the fellowship in any given year and, under unusual circumstances, to revoke an award.

3. Extramural

Graduate students in the University also may be supported by fellowships funded directly through the American Foundation for Pharmaceutical Education, other national associations (e.g., Society of Toxicology), the Federal Government (e.g., National Institute of Health and National Science Foundation), and the pharmaceutical industry. Students interested in such programs should apply to these agencies after consulting with their research advisor and program director.

Stipends

The GSI requires a teaching commitment to the department of 17 hours per week. This stipend is subject to local, state and federal government taxes. For the first year of graduate study, the stipend is awarded from August 15 through May 5. For subsequent years, the stipend runs from May 6 through May 5.

Note: You will need to complete university and government documents to begin receiving this stipend. See Carrie Milligan in Kline Hall Basement, Room A, to initiate your payments.

Fiscal Year 2005-2006

First year	\$12,292 (Prorted from \$18,800 per year)
Second year	\$19,800 per year
Third year or beyond	\$20,800 per year

Tuition Scholarship

Graduate students also may receive a non-taxable tuition scholarship for a full year. For 2005-2006 the tuition scholarship for three semesters amounts to \$26,973. The tuition scholarship is considered not taxable, as it is not a fee for service. The contract will specify the dates and semesters of an awarded scholarship as well as the number of hours of service per week required of the graduate student instructor.

Tuition Waiver

Graduate students may be hired to perform specific services for the University, for which they may receive tuition waivers. Recommendations are made by graduate program directors to the dean of the College of Graduate Studies. Tuition waivers are awarded at the rate of one semester hour of credit for two hours of service per week per semester. Tuition waivers are deemed taxable, as they are considered a fee for service.

Binding Companies

Listed below are some binding companies that might be of interest to you. If you know of others or have any additional information, please advise the Graduate Office.

Wert Bookbinding
9975 Allentown Blvd.
Grantville, PA 17028

Website: www.wertbookbinding.com
Fax: 717-469-0629
717-469-0626
800-344-9378

Tom Giger
Bethel Bindery, Inc.
1500 Route 539
Tuckerton, NJ 08087

Website: www.bethelbindery.com
Fax: 609-296-9483
609-296-5043

The Book Craftsman
1866 Mentone Blvd.
Mentone, CA 92359

Website: www.bookcraftsman.com
E-mail: feedback@bookcraftsman.com
Fax: 909-794-4887

Beyond Book Binding
1546 Clay Street
Redlands, CA 92374
909-709-5588

Website: www.beyondbookbinding.com

Dissertation and Thesis

Rules for Preparation

Introduction

This document sets forth rules for the preparation of all master's theses and doctoral dissertations. It supersedes all previous documents intended for this purpose distributed by the Graduate Subcouncil, the Graduate Office, or individual programs. However, additional requirements may be imposed, as long as these additions do not conflict with those of this document.

In addition to the instructions in this document, a student may wish to consult with any of the many reference books and articles on grammar and writing style, some of this are listed in Appendix A. Most journals periodically publish *Instructions to Authors*, which contain useful information, especially that which is specific to a particular discipline. Doctoral dissertations completed in the last several years are also guides to writing style and form. These are available in the USP Library. However the regulations of this document supersede any found in any other source.

Format

Each thesis or dissertation contains a preliminary section followed by its main body.

Preliminary Section

Title Page

A model appears in Appendix B. The date is the date on which final approval of the thesis or dissertation is granted and is identical to the date which appears on the certification page.

Abstract

This must not exceed 350 words for a doctoral dissertation and must not exceed 150 words for a master's thesis.

Certification Page

A model appears in Appendix B.

Dedication

Optional

Acknowledgments

Optional

Biographical Sketch

This must not exceed one page.

List of abbreviations and symbols

List of figures

Figure number, title and page number

List of tables

Table number, title and page number

Glossary (optional)

Body

The body of the thesis or dissertation must contain an overall introduction and summary. The remainder of the body, which is traditionally organized as Materials and Methods (or Experimental), Results, Discussion, References, and if appropriate, one or more appendices, may be presented either as a single unit or as a series of chapters. The latter option is particularly useful if parts of the thesis or dissertation have been or will be published, in which case some or all chapters may consist of individual papers. When appropriate, care must be taken to secure from the copyright owners permission to reprint copyrighted material.

Title

The title should be concise, informative, and contain key words to facilitate indexing and searching.

Printing

A thesis or dissertation must be printed by a machine that produces true letter quality output. Type sizes of either 10 or 12 characters per inch or point are acceptable. The same type size and style must be used throughout the text to insure uniformity of appearance. One copy of the thesis or dissertation must be on white high-quality bond, minimum 20-pound weight, for purposes of microfilming and archival storage. Only one side of each page may be used for printing.

Spacing

The text of a thesis or dissertation must be double spaced throughout with the exception of footnotes, references, and extended quotations, which are single spaced.

Margins

All margins must be one inch except the left, which must be 1.5 inches.

Pagination

Every page of a thesis or dissertation is assigned a number, although a number may not appear on every page. The position of the page number must be consistent from page to page. Preliminary pages must be numbered consecutively using small Roman numeral. The remainder of the thesis or dissertation should have Arabic numerals.

Tables and Figures

The term "table" is used to designate a portion of the thesis or dissertation containing a columnar or other systematic arrangement of numbers, words, or symbols. The term "figure" refers to representations by graphs, charts, drawings, or photographs. Except in highly unusual circumstances, the word table or figure are used as descriptors rather than graph, picture, etc.

The titles and footnotes of tables and the captions of figures are designed to make these features self-explanatory and searching of the text unnecessary.

Tables and figures are constructed either horizontally or vertically, but the correct margins must be observed. They are inserted in the narrative when mentioned. Tables and figures larger than the standard page size must be reduced by some reproduction method. Folded pages are not permitted.

Numbering

Tables are numbered sequentially with numbers appearing at the top of the table, preceding the title and separated from it by a period. Figures are numbered sequentially, with the number placed below the figure preceding the caption and separated from it by a period. Examples of representative tables and figures are in Appendix C. Structural chemical formulas are sequentially numbered, with the number centered under the formula. Chemical or mathematical equations are sequentially numbered, with the number enclosed in parentheses and placed at the right margin.

Coloring

Black and white figures are preferred. Colored figures must be of sufficient contrast such that information conveyed by different colors can be distinguished in black and white copies.

Abbreviations

Whenever possible abbreviations should conform to practice within a discipline. Lists of acceptable abbreviations are frequently included in journal *Instructions to Authors* information. Theses and dissertations should routinely use SI units and abbreviations, unless there is a compelling reason to prefer an alternative system of units. Examples of SI abbreviations for common units are given in Appendix D. All unusual and unconventional abbreviations must be defined when first encountered in the thesis or dissertation and also included in the list of abbreviations and symbols in the preliminary pages (*vide supra*).

The abbreviation "et al" may be used in the text to indicated the work of three or more authors. It is not permitted in the reference list.

Footnotes

The use of footnotes in the text is discouraged. If used, a footnote must be indicated by a lower case letter either superscripted or in parentheses. The footnote, preceded by the corresponding letter, must appear at the bottom of the page on which it is cited, must be completed on the same page, and must not violate any margin. A solid line across the page, obeying margin requirements and one space below the last printed line must separate the text from the footnote. The footnote must begin at the left margin one space below the solid line and must be single spaced.

References

Scientific integrity demands scrupulous care in the assignment of credit for borrowed materials. Paraphrased, reworded, or rearranged statements do not evade this responsibility. All thesis and dissertations must follow USP citation guidelines concerning plagiarism, as detailed in the Writing Center/Committee on Academic Integrity document found in Appendix E. A direct quotation must be accurate, pertinent to the area of the text in which it is located, and no longer than necessary to illustrate the issue under discussion.

Any commonly accepted citation style, such as one used by a journal in the field, must be used consistently throughout the thesis or dissertation.

Appendices

A thesis or dissertation will in some cases incorporate tables or figures constructed from average values or representative rather than complete data. The thesis or dissertation must present sufficient data to support any of its suppositions or conclusions. When such data are voluminous they are best presented as concisely as possible in one or more appendices. Items appearing in an appendix should be so indicated in the Table of Contents of the thesis or dissertation.

APPENDIX A

Style and Grammar Guides

Alley, M.; *The Craft of Scientific Writing*; Prentice-Hall: Englewood Cliffs, 1987.

Booth, V.; *Writing Scientific Papers and Speaking at Scientific Meetings*, 5th ed.; Biochemical Society: London, 1981.

Day, R.A.; *How to Write and Publish a Scientific Paper*, 4th ed.; Oryx Press: Phoenix, 1994.

Dodd, J.S.; editor. *The ACS Style Guide: A Manual for Authors and Editors*; American Chemical Society: Washington, 1986.

O'Conner, P.T.; *Woe is I: The Grammarphobe's Guide to Better English in Plain English*; Putnam: New York, 1996.

Shertzer, M.D.; *The Elements of Grammar*; Collier: New York, 1986.

Strunk, W.S., Jr.; White, E.B. *Elements of Style*; Macmillan: New York, 1979.

Turabian, K.L.; *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th ed.; The University of Chicago Press: Chicago, 1987.

Woodford, F.P., ed.; *Scientific Writing for Graduate Students*; Council of Biological Editors Committee on Graduate Training in Scientific Writing; The Council: Washington, 1981.

Council of Biology Editors Style Manual, 3rd ed.; American Institute of Biological Sciences: Washington, 1978.

Handbook for Authors of Papers in American Chemical Society Publications; American Chemical Society: Washington, 1978.

APPENDIX B

Title and Certification Page Models

Attempted Preparation of 2'- Aminotaxol Through the

β -Lactam Synthon Method

A Thesis

by

Hengqun Shen

Submitted to the faculty of the University of the Sciences

in Philadelphia (USP) in partial fulfillment of

the Degree of Master of Science

in

Chemistry

June 2005

The University of the Sciences in Philadelphia

This is to certify that the thesis prepared by

Hengqun Shen

Titled

**Attempted Preparation of 2'- Aminotaxol Through the β -Lactam
Synthon Method**

complies with the policies of the Graduate Faculty of
the University of the Sciences in Philadelphia and is
approved by advisory committee as fulfilling
the thesis requirements for the degree of

Master of Sciences

Signature Required
Chairman, Advisory Committee

Signature Required
Member, Advisory
Committee

Signature Required
Member, Advisory Committee

Signature Required
Reviewer

**EFFECTS OF BIOTIC AND ABIOTIC ELICITORS ON THE
PRODUCTION OF
PHYTOCHEMICALS FROM TRANSFORMED ROOT CULTURES
OF
VALERIANELLA LOCUSTA LATERRADE (VALERIANACEAE)**

A Dissertation

Presented to the Graduate Faculty
of the University of the Sciences in Philadelphia
in Partial Fulfillment of the Requirements for the Degree of

DOCTOR OF PHILOSOPHY

by

NISIT KITTIPONGPATANA

March 9, 2001

UNIVERSITY OF THE SCIENCES IN PHILADELPHIA

This is to Certify that the Dissertation Prepared by
NISIT KITTIPONGPATANA

Titled
**EFFECTS OF BIOTIC AND ABIOTIC ELICITORS ON THE
PRODUCTION OF
PHYTONCHEMICALS FROM TRANSFORMED ROOT CULTURES
OF
VALERIANELLA LOCUSTA LATERRADE (VALERIANACEAE)**

Complies with the Policies of the Graduate Faculty
of the University of the Sciences in Philadelphia and is Approved
by
the Advisory Committee as Fulfilling the Dissertation
Requirements for the degree of

DOCTOR OF PHILOSOPHY

Signature Required
Chairman, Advisory Committee

Signature Required
Member, Advisory Committee

Signature Required
Member, Advisory Committee

Signature Required
Member, Advisory Committee

Signature Required
Reviewer

Signature Required
Reviewer

March 9, 2001

APPENDIX C

Table and Figure Models

Table II. Viscometer Dial Settings with Corresponding RPM's

<u>Dial Setting</u>	<u>Bob Speed (RPM)</u>	<u>Shear Rate (s- 1)</u>
1	5.595	27.60
2	7.513	37.07
3	9.885	48.77
4	13.19	65.07
5	17.40	85.84
6	25.08	123.7
7	33.67	166.1
8	44.31	218.6
9	59.11	291.6
10	77.98	384.7
11	113.2	558.5
12	152.0	749.9
13	200.0	986.7
14	266.8	1316
15	352.0	1737

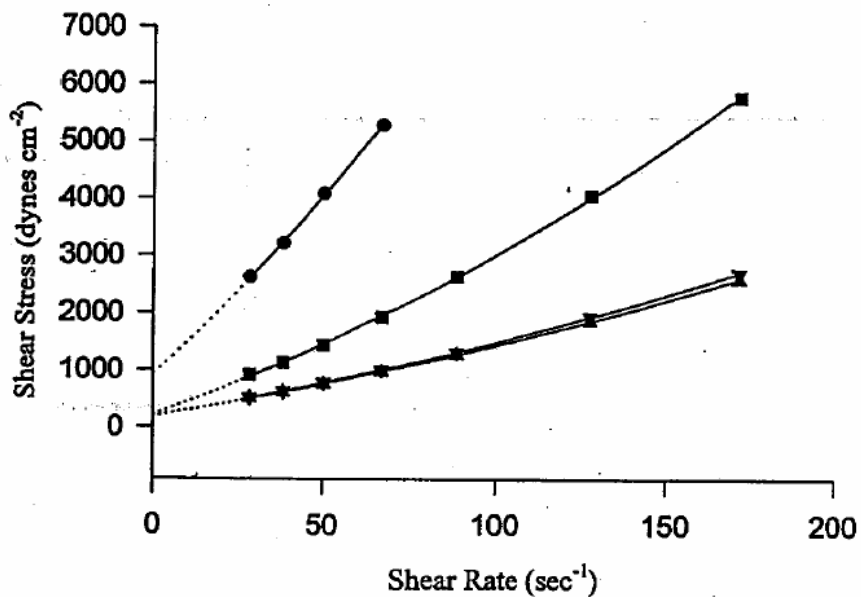


Figure 1. The effect of vortex time on the rheogram of 30% FD&C yellow #5 lake dispersions containing 1% EDTA stored for 189 days at 24°C. Legend: (●) 20 seconds, (■) 2 minutes, (△) 4 minutes and (▽) 6 minutes of vortising. The solid and dashed lines represent the data fit and extrapolation to the yield value, respectively, using the Structure equation.

APPENDIX D

Common SI Units, Prefixes and Abbreviations

BASE UNITS: Mass = kilogram = kg Length = meter = m
 Time = second = s Temperature = kelvin = K
 Current = ampere = A Amount = mole = mol
 Luminous intensity = candela = cd

COMMON DERIVED UNITS Volume = m³ Velocity = m/s
 Acceleration = m/s² Force = kg(m)/s²=newton=N
 Energy = N(m)=joule=J Frequency=1/s=hertz=Hz
 Pressure=N/m²=pascal=Pa Radiation dose=J/kg=gray=Gy
 Charge=A/s=coulomb=C Electric potential=J/C=volt=V

METRIC PREFIXES	X	IN	10X	Prefix	Symbol
				exa	E
				peta	P
				tera	T
				giga	G
				mega	M
				kilo	k
				hecto	h
				deka	da
				deci	d
				centi	c
				milli	m
				micro	u
				nano	n
				pico	p
				femto	f
				atto	a

Further information on the SI system, units, and abbreviations is available in many scientific handbooks. See, for example, Dean, J.A; *Lange's Handbook of Chemistry*, 14th., McGraw-Hill; New York, 1992, pp 2.2-2.34.

Forms

College of Graduate Studies

Notification

Name _____ ID No. _____

Program _____ PhD ____ MS ____ MBA ____

MSnt ____

Advisor _____ Date _____

Check NEW action(s) only.

Committee Members

_____ Research advisor selected (MS/PhD) ¹ _____

_____ Advisor selected (MS non-thesis) _____

_____ Advisory committee selected ¹ _____

_____ Advisory committee revised ¹ _____

_____ Research prospectus attached

_____ Journal paper submitted

_____ Comprehensive exams Pass _____ Fail _____

_____ Degree track review result

_____ Examination copy of dissertation/thesis attached

_____ Title, day, date, time, and room for final defense attached

_____ Dissertation/Thesis accepted and defense successful

_____ One copy of final dissertation or thesis with abstract enclosed

¹ Requires approval by the Committee of Program Directors

Signature of Graduate Student

Research Advisor / Advisor

Graduate Program Director

Dean, College of Graduate Studies

COLLEGE OF GRADUATE STUDIES

Petition for Graduation

*** Return this form to the Graduate Office. ***

Print your name as you would like it on your Diploma AND Commencement Program:.

LAST	FIRST	MIDDLE
------	-------	--------

Print the phonetic pronunciation of your name as you wish it announced at graduation:

Print the name of your hometown as you wish it to appear in the Commencement Program:

CITY	STATE or COUNTRY
------	------------------

Anticipated date of graduation ___ January ___ March ___ May
 ___ July ___ Sept. ___ Nov. 20___

Degree ___ Ph.D.* ___ M.S.* ___ MBA ___ M.S. (non-thesis)

Graduate Program _____

* Attach the title of your dissertation or thesis as it should appear on your official transcript and the program.

COMMENCEMENT:

___ YES, I plan to participate in graduation exercises. I understand I am required to:

1. Satisfy all degree requirements before the date of graduation.
2. Attend practice or forfeit my right to participate in the graduation exercises.
3. Attach a \$100 check payable to USP which will be forwarded to the Registrar.

___ NO, I will not participate in graduation exercises. I understand I am required to:

1. Satisfy all degree requirements before the date of graduation.
2. Attach a \$65 check payable to USP which will be forwarded to the Registrar.
3. Be officially excused from participation by the Graduate Dean.

Signature of Student

Date

Signature of the Dean, College of Graduate Studies

Date

Mailing Address for Information Concerning Commencement
Events and our Ph.D. Hooding and M.S. Recognition Ceremony

CAP AND GOWN ORDER FORM

Last Name _____ First Name _____

Height ____ ft ____ in Weight _____ lbs ____ Male ____ Female

Cap size _____ (Use a measuring tape to give circumference one inch above your ears)

Degree: ____ Masters ____ Doctorate Major _____

GRADUATION MEDIA RELEASE

Your Name _____

Local City and State _____

I would like my announcement to appear in this newspaper

Name _____

City and State _____

Please list extracurricular activities:

USP College of Graduate Studies

Clearance

Prior to graduation or withdrawal, graduate students must obtain signed clearance from these departments. No refunds if applicable, grades, transcripts, or certification letters will be sent until signatures are obtained.

Name _____ Student ID _____
Program _____ Degree: ___PhD ___MS ___MBA ___MS (non-thesis)
Date of Graduation or Withdrawal from USP _____
Student's Signature _____

Advisor/Research Advisor Signature _____ Date _____

Safety Officer (MN 202) Signature _____ Date _____
(Required if student is assigned to a laboratory. Complete the lab checkout form.)

Student Accounts (KH-6) Signature _____ Date _____

Financial Aid (GH-172) Signature _____ Date _____

Library Signature _____ Date _____

Counseling Center (4140-115) Signature _____ Date _____

Program Director – I verify this student

_____ met all requirements outlined in the College of Graduate Studies Policies and Procedures and completed all program requirements to receive this degree, including course work and a minimum of one credit in his/her terminal semester.

_____ will continue at USP as a _____ degree candidate in the _____ Graduate Program.

_____ withdrew from the College of Graduate Studies.

Program Director's Signature _____ Date _____

Dean, College of Graduate Studies Signature Date _____

University of the Science in Philadelphia
Department of Environmental Health and Radiation Safety

PROCEDURES FOR LABORATORY CHECK-OUT

The following is a checklist for faculty and graduate students who are vacating or relocating their laboratory. Please give this to your department chair upon completion. The Chair should return the signed form to the Safety Department - Box #85, McNeil Bldg - Room 202, 204.

Chemical Safety

	Identify and label all chemicals and experimental samples with the contents and appropriate hazard warnings. (experimental samples: also include, date prepared and name of preparer)
	Identify and label all waste containers. Tags must be affixed to containers, labeled with the identity of all components, approximate percent by volume, date, generator and laboratory room number. Do Not Mix Wastes.
	Transfer chemicals to the Central Stockroom for disposal or for possible re-use.
	Ensure that fume hoods, cabinets, glassware, drawers are free of hazardous materials and washed out.
	Decontaminate all work surfaces with detergent water or appropriate solution.

Radiation Safety

	Identify and label all radioactive waste with the isotope, chemical form, activity, date and investigator.
	Complete a Radioactive Waste Transfer Form for the removal of all radioactive material from laboratory (i.e. waste and stock vials) and schedule a waste pick-up by calling the Central Stockroom. [X8843]
	Usage records (utilization forms, incidental sink disposal logs) must be updated, finalized and returned to the Safety Department.
	Personnel dosimeters must be returned to the Safety Department.
	Survey the laboratory (survey meter or wipes) and decontaminate any contaminated areas.

Biological Safety

[Biological materials include all etiologic agents, human and animal blood, blood products and body fluids.]

	Autoclave all biosafety level-3 agents, higher risk biosafety level-2 agents, and any other appropriate organisms, as defined in attachment A of the Safety Manual. (Page K-6)
	Dispose of biological materials by placing them into appropriate containers and scheduling a pick-up with the Central Stockroom. [X8843]
	Make sure all biohazardous waste is in appropriate containers and not leaking. (Red bags, sharps containers and red buckets)
	Disinfect all contaminated equipment and work surfaces with a 1:10 bleach solution.
	Ensure all biohazard signs are removed. (If applicable)

Name _____ Department _____ Bldg/Room# _____

 Laboratory Advisor Signature, Date

 Department Chair Signature, Date