

USP

*COLLEGE OF GRADUATE
STUDIES*

Policy and Procedures

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I. INTRODUCTION

The University of the Sciences in Philadelphia offers graduate studies leading to a certificate, and Master of Science (non-thesis) [M.S.(non-thesis)], Master of Science (thesis) [M.S.(thesis)], and Doctor of Philosophy (Ph.D.) degrees. The M.S.(thesis) and Ph.D. degrees are research degrees, being awarded at the culmination of a course of research, which has been mutually agreed upon by the student, the research advisor, and the advisory committee, and the writing of a thesis or dissertation, respectively. The M.S. (non-thesis) degree usually requires a greater number of didactic courses than does the M.S.(thesis) degree, but does not require a thesis; however, a research component may be required by an individual program. The Dean of the College of Graduate Studies, the program director, the faculty of the department with which the student is affiliated, and the various support offices, such as the Graduate Office, Registrar, Financial Aid, and Student Affairs will also assist the graduate student. Presently, USP offers 11 graduate programs:

Biochemistry	Health Policy
Bioinformatics	Pharmaceutics
Biomedical Writing	Pharmacognosy
Cell Biology and Biotechnology	Pharmacology and Toxicology
Chemistry	Pharmacy Administration
Health Psychology	

This document is intended to provide a guide to the various tasks and steps to be taken during the course of graduate study. It outlines the responsibilities of those whose function it is to help the student achieve the goal of an advanced degree, and it describes the rights and responsibilities of the student. 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. Therefore, 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.

This document supersedes all previous documents intended for this purpose distributed by the Graduate Subcouncil. Only the department or advisory committee may impose additional pedagogical requirements, as long as they do not conflict with those of this document. Students, the Dean, program directors, research advisors, advisors, advisory committees, or other individuals or groups may seek to amend or revise any pedagogical policy or procedure outlined in this document by presenting a written petition to the Chair of the Graduate Subcouncil, who will refer the matter to the Committee on Bylaws, Policies and Procedures for deliberation. This committee will report its findings and recommendation to the Graduate Subcouncil, which must pass such an alteration by a majority affirmative vote of the appropriate membership of the Subcouncil. Certain aspects of this document are administrative in nature and function and thus may be modified solely by the Dean. Any

such alteration or revision of this document will not be construed as altering any other part of the document without the expressed written intention of the Graduate Subcouncil.

Any exemptions to the pedagogical policies and procedures of the Graduate Subcouncil must be submitted to the Committee of Program Directors for consideration. However, the Graduate Subcouncil reserves the right to overturn an exemption granted by the Committee of Program Directors.

A. College Mission

The mission of the College of Graduate Studies is to provide high-quality graduate education in health related and natural science disciplines. The students and faculty associated with the College of Graduate Studies will conduct research at a level of excellence that will prepare our students for advanced positions in academia, industry, and government.

B. Vision Statement

The College of Graduate Studies seeks to be preeminent among graduate institutions that are focused on teaching and research in the health and natural sciences.

The College of Graduate Studies seeks to:

- attract and enroll highly motivated and qualified students and provide them with an excellent education to help them realize their intellectual goals;
- provide facilities in a strong intellectual environment that are conducive to performance and dissemination of high quality research;
- conduct and disseminate high quality research in a strong research environment; and
- attract sufficient funding to promote our research programs.

C. Philosophy

The Graduate Subcouncil recognizes a major difference between the requirements and expectations of students seeking the M.S. degree and those pursuing the Ph.D. degree. The master-level degree is essentially a training degree. Through graduate-level courses, the student is introduced to material which is normally beyond the course of study for undergraduate students and then, in the thesis option, initiates a research project with the goal of learning the process of research. Although independence and good science are expected of these students, there is neither a requirement that this research be a major advancement in the student's chosen field nor necessarily original to that student. Publication of the research results are encouraged. The M.S. (non-thesis) degree is an option offered as a modification of the Master of Science program, where the emphasis is on course work without a formal thesis.

The candidate for the Ph.D. degree, on the other hand, must possess a broad and thorough knowledge of the chosen field through graduate-level courses and self study. The research of the doctoral student must be original to that student at the time of inception, the student must personally carry out the great majority of the research work, and the student must hold primacy for the work at its completion. It is necessary that the research results be publishable, and it is expected that the presentation and publication will occur during the course of the work or shortly upon completion.

Science is a communicative activity. In order for advances in knowledge to occur, research results which are disseminated must be done with the highest regard for accuracy and honesty. It is expected, therefore, that the research work will reflect the highest scientific and ethical standards.

II. COLLEGE OF GRADUATE STUDIES OVERVIEW

A. Graduate Subcouncil

The Graduate Subcouncil is charged with overseeing the graduate programs at USP. The Subcouncil or one of its authorized committees will:

1. Develop criteria for appointment to the graduate faculty.
2. Review and approve all curricula in programs administered by the College of Graduate Studies,
3. Review and approve all new programs administered by the College of Graduate Studies based on the pedagogical quality of the proposed programs.
4. Develop and implement admission standards for the programs administered by the College of Graduate Studies.
5. Develop and implement academic standards for students enrolled in the programs administered by the College of Graduate Studies.
6. Develop and approve the requirements for graduate degrees.
7. Recommend candidates for graduate degrees to the Executive Council of Faculty Council.
8. Establish and implement all other policies and procedures of the College of Graduate Studies.
9. Perform other duties as may be assigned by Faculty Council.

The Graduate Subcouncil meets at least once every two months during the academic year. Other members of the faculty, graduate students, and administrative personnel may attend meetings and will have the privilege of the floor, but will have no votes.

B. Committee on Bylaws, Policies and Procedures

The Chair of the Graduate Subcouncil will appoint the members of the Committee on Bylaws, Policies and Procedures from the membership of the graduate faculty subject to the approval of the Graduate Subcouncil.

The responsibilities of the Committee on Bylaws, Policies and Procedures are to:

1. Periodically review and, if necessary, propose changes in the bylaws and in the Policies and Procedures.
2. Implement the policies adopted by the Subcouncil with regard to the membership of graduate faculty.
3. Perform other duties as may be assigned by the chair or the Subcouncil.
4. Report all actions to the Subcouncil.

The Committee on Bylaws, Policies and Procedures will meet at the call of its chair or at the call of the Chair of the Graduate Subcouncil.

C. Committee of Program Directors

The Committee of Program Directors consists of the Dean of the College of Graduate Studies and the program directors of all programs offering graduate programs. The Chair of the Graduate Subcouncil, Assistant/Associate Deans of the College of Graduate Studies, and the Director of Graduate Admission and Enrollment will serve as ex-officio members of this committee.

The responsibilities of the Committee of Program Directors are to:

1. Implement the policies adopted by the Subcouncil with regard to admissions, academic standards, and degree requirements.
2. Implement the policies and procedures concerning the graduate programs as assigned to it by the Subcouncil.
3. Approve candidates for graduate degrees.
4. Suggest changes in policies and/or procedures concerning the various graduate programs to the Subcouncil.
5. Grant request for exemptions to policies and procedures when deemed appropriate.
5. Report all actions to the Subcouncil.

The Committee of Program Directors will meet at the call of the Dean of the College of Graduate Studies, who will serve as chair, or by written request of a program director. Two-thirds of the program directors will constitute a quorum for the transaction of business. The transactions of each meeting will be reported at the next meeting of the Subcouncil.

Any pedagogical exemption to Graduate Subcouncil policies and procedures must be brought before the Committee of Program Directors for deliberation and action. The Committee of Program Directors may grant an exemption to any pedagogical issues of the policies and procedures of the Graduate Subcouncil, but must report such a decision at the next meeting of the Subcouncil. The Subcouncil has the right to rescind any such exemption of the policy and procedure. The Committee of Program Directors, at its discretion, may refer the exemption or implementation of any policy or procedure to the Subcouncil for its consideration. Any student, faculty or administrator will have the right to appeal a decision of the Committee of Program Directors by petitioning the Dean of the College of Graduate Studies, who will bring the appeal to the Subcouncil for deliberation.

D. Committee on Programs and Curricula

The Chair of the Graduate Subcouncil will appoint the members of the Committee on Programs and Curricula from the membership of the graduate faculty subject to the approval of the Graduate Subcouncil.

The responsibilities of the Committee on Programs and Curricula are to:

1. Review pedagogy of proposed graduate programs and degree tracks prior to Subcouncil consideration.
2. Review proposed graduate curricula prior to Subcouncil consideration.
3. Review and approve graduate courses.
4. Conduct a periodic review of each graduate program, degree track, and curriculum, and report the results and any recommendations to the Subcouncil.
5. Perform other duties as may be assigned by the chair or the Subcouncil.
6. Report all actions to the Subcouncil.

The Committee on Programs and Curricula will meet at the call of its chair or at the call of the Chair of the Graduate Subcouncil.

E. Dean of the College of Graduate Studies

The Dean is appointed by the Provost to oversee the activities dealing with the College of Graduate Studies. The Dean is the Chief Academic/Executive Officer of the College ultimately responsible for ensuring that the College of Graduate Studies is governed in accordance with the policies and procedures established by the Graduate Subcouncil.

The responsibilities of the Dean are to:

1. Exercise general administrative and fiscal authority for the College of Graduate Studies.
2. Be knowledgeable about and ensure that the policies and procedures established by the Graduate Subcouncil are enforced.

3. Establish enrollment goals for each graduate program.
4. Oversee the activities of each graduate program.
5. Attend the meetings of the Graduate Subcouncil and the Committee of Program Directors and ensure that the minutes of the meetings of the Graduate Subcouncil are distributed to all graduate faculty.
6. Counsel and advise members of the graduate faculty and graduate students.
7. Communicate with each applicant the decisions of the Admissions Committee and the respective program director regarding the final status of the potential graduate student's application and financial aid.
8. Establish levels of financial support for each student and determine amount of financial support to be assigned to each program/department. Assign an appropriate number of hours of service for each graduate student instructor to an individual department, where the department chair or his/her designee will assign the students their duties.
9. Keep current the College of Graduate Studies records and files of graduate students.
10. Serve as liaison between the College of Graduate Studies and various administrative and student services offices.
11. Evaluate annually the performance of the program directors and those staff reporting to the Dean. The evaluation of the program director will be communicated directly to the department chair with a copy given to the program director.
12. Prepare and monitor the budget for the College of Graduate Studies.
13. Coordinate reviews and the periodic planning processes for the programs and the College of Graduate Studies.
14. Inform Faculty Council, student services, administrative offices, and the University community of the graduate faculty membership, upon their request.

F. Program Director

The chair of the department or the academic dean if there is no chair will appoint a program director to coordinate activities dealing with the department's graduate program. The program director must be a member of the Graduate Subcouncil. Although the ultimate responsibility for the program rests with the department chair and the graduate faculty within the department, the program director is entrusted with everyday decisions which will ensure that the program runs efficiently and in accordance with the policies and procedures of the Graduate Subcouncil and the departmental faculty.

The responsibilities of the program director are to:

1. Coordinate the activities of the graduate program, keeping the department informed about its progress.
2. Implement the policies of the program with regard to admissions, academic standards, and student progress.
3. Be knowledgeable about the policies, procedures, regulations, and guidelines of the Graduate Subcouncil and the department.
4. Attend the meetings of the Graduate Subcouncil and Committee of Program Directors.
5. Counsel and advise members of the graduate faculty and graduate students.

6. Serve on the Graduate Admissions Committee for applicants to the department's graduate program.
7. Provide a report on the profile of accepted students to Graduate Subcouncil at the last meeting of the year and include this in the program's annual report.
8. Provide a list of all graduate student instructors with their specialty backgrounds to the Dean of the College of Graduate Studies two months prior to the beginning of each semester.
9. Serve as the interim advisor for new graduate students.
10. Assign the core didactic course requirements approved for that program to all incoming graduate students and, using criteria established by the departmental faculty, determine any additional didactic requirements beyond the core requirements.
11. Coordinate the registration process and approve the course selection of each graduate student.
12. Oversee the activities of the advisory committees and ensure that the rules of the Graduate Subcouncil are enforced.
13. Receive written progress reports from each advisory committee or research advisor and forward these results through the Committee of Program Directors to the Dean of the College of Graduate Studies. Based on these reports, the program director will transmit a grade of "S" satisfactory or "U" unsatisfactory to the Registrar for each student registered for research during the semester.
14. Coordinate and administer comprehensive examinations to doctoral students.
15. Serve as liaison between the department's graduate program and the various administrative and student services offices.
16. Work with the Graduate Office and others to meet course and program enrollment goals.
17. Co-ordinate with the Graduate, Marketing and Public Affairs offices to develop and implement both a general marketing strategy for the Graduate College and program-specific marketing strategies for the individual graduate programs.
18. Coordinate the implementation of all recruitment efforts for the graduate programs with the COGS Office.
19. Coordinate the development of all graduate program literature and web pages through the COGS Office.
20. Work with the Graduate Office in the review and revision of the logistics of student-related processes to make them more student friendly.
21. Participate with the Dean and others in the planning and development of new graduate courses and programs, especially for part-time non-traditional matriculated and non-matriculated students.
22. Cooperate with the Graduate Office in other matters pertaining to graduate programs and courses and graduate students from time to time.

G. Research Advisor for M.S.(thesis) and Ph.D. Students

All M.S. (thesis) and Ph.D. track graduate students must select a research advisor before enrolling for masters (XX799) or doctoral (XX899) research credits.

The research advisor must be a graduate faculty member of the department or program offering the graduate program. However, a graduate faculty member from the same or another department may be selected as a co-advisor. Further, the research advisor must hold an earned degree (i.e., M.S. or Ph.D.) equal to or greater in rank than the degree track in which the student is currently enrolled. The research advisor should be an active researcher who regularly presents and publishes research and who will encourage the student to do the same. The research advisor should also be regularly involved in graduate instruction (e.g., course instructor, advisory committee member).

The selected research advisor must submit the COGS notification form to the program director indicating that he/she has agreed to serve as the student's research advisor. The program director and the Dean of the College of Graduate Studies must approve this selection. Should the student be unable to obtain a research advisor, the student will be administratively withdrawn from the graduate program.

Should the research advisor become incapacitated or leave the institution, or if an incompatible relationship develops between the graduate student and the research advisor, the program director may dissolve the relationship. If this occurs, the student must select a new research advisor. The advisory committee will determine if a new research topic or research proposal is required.

The responsibilities of the research advisor are to:

1. Be knowledgeable about and adhere to the policies, procedures, regulations, and guidelines of the Graduate Subcouncil and the department.
2. Select, in conjunction with the student, appropriate faculty members to serve on the student's advisory committee.
3. Serve as chair of the student's advisory committee and guide the student's research endeavors. In the event of the student having co-advisors, the chair of the advisory committee must be a faculty member of the department or program.
4. Serve as principal liaison among the advisory committee, the student, and the program director.
5. Approve the student's selection of appropriate coursework each semester.
6. Report in writing to the program director whether the student's progress in research is satisfactory or unsatisfactory at the end of each semester.
7. Approve the student to sit for the comprehensive examinations.
8. Must review and approve the final thesis/dissertation draft before it is submitted to the advisory committee.

H. Advisor for M.S.(non-thesis) Students

A graduate student in a M.S. (non-thesis) degree track program is assigned an advisor by the program director on entering the program. An advisor must be a graduate faculty member in the department in which the student is enrolled. The program director will inform the Dean of the College of Graduate Studies and the Committee of Program Directors of this appointment.

The responsibilities of the advisor are to:

1. Be knowledgeable about the policies and procedures of the Graduate Subcouncil and the department.
2. Serve as the principal liaison between the student and the program director.
3. Authorize course selection for the purpose of registration and assist the student in completing the registration process.
4. Monitor the student's academic progress.

Should the advisor become incapacitated or leave the institution, or if an incompatible relationship develops between the graduate student and the advisor, the program director may dissolve the relationship. If this occurs, the program director will assign a new advisor.

I. Research Advisory Committee for M.S.(thesis) and Ph.D. Students

The research advisory committee should be formed as soon as possible after the selection of the research advisor, but must be formed before the student has accrued more than 3 research credits of masters research (XX799) or 6 research credits of doctoral research (XX899). The student will form the advisory committee in conjunction with his/her research advisor. The members should be selected on the basis of their prospective contributions to the formulation, guidance and evaluation of the student's research. Except for the fourth member of a Ph.D. committee and the third member of a M.S. committee, they must hold an earned degree equal to or greater in rank than the degree track in which the student is currently enrolled.

The student must submit the COGS Notification Form to the program director, stating the desired composition of the advisory committee. The program director and the Dean of the College of Graduate Studies must approve the advisory committee selection.

The research advisory committee for the Ph.D. will consist of at least four members. The composition of this advisory committee is:

1. the research advisor
2. at least one additional member of the graduate faculty from the student's program
3. at least one member of the graduate faculty from another department
4. one or more people who have the relevant credentials and expertise to contribute to the guidance of the student's research.

The member from another department must have his/her primary appointment in a department other than the student's department at the time of appointment to the advisory committee. A graduate faculty member holding a research appointment in a department is considered to be a member of that department.

The advisory committee for the M.S. (thesis) student will consist of a least three members. The composition of this advisory committee is:

1. the research advisor
2. at least one additional member of the graduate faculty from the student's program
3. one or more people who have the relevant credentials and expertise to contribute to the guidance of the student's research.

Any advisory committee which has been approved may remain as constituted even if a faculty member's departmental appointment changes. However, if the student's degree track changes, the membership of the advisory committee may need to be reconstituted. The research advisor will serve as chair of the committee.

If a member of the student's advisory committee can no longer serve, or if an incompatible relationship develops among members of the advisory committee, or between a member and the student, the program director may change the composition of the advisory committee. Upon any change in committee composition, the student's progress to date must be reviewed and approved by the new advisory committee. The program director and the Dean of the College of Graduate Studies must approve any changes made to the advisory committee composition. The newly reconstituted advisory committee will then appraise the student's dissertation work and make suggestions for changes, if deemed necessary.

The duties of the advisory committee are to:

1. Recommend any didactic requirements beyond the core requirements and any other requirements initially established by the program director and the research advisor.
2. Mentor the student.
3. Monitor the student's progress.
4. Meet with the student at a frequency determined by the program but not less than once per year to review the student's progress. The student, the research advisor, or the advisory committee may request that these meetings be held more frequently. The student, in conjunction with the research advisor, is responsible for scheduling this review. If this meeting is not held, the student will not be able to register for subsequent research credits.
5. Advise the student in the preparation of the research proposal, reach a consensus, and unanimously endorse it. If the advisory committee has difficulty coming to a unanimous endorsement, then the program director should mediate and facilitate this process.
6. Determine when the quality and quantity of the research are sufficient that a draft of the final thesis/dissertation may be prepared.
7. Advise the student in the preparation of the thesis or dissertation, critique it, and participate in the final dissertation defense.

J. Graduate Faculty

The graduate faculty consists of full-time USP faculty whose duties may include: the teaching of graduate level courses, advising M.S. (non-thesis) students, directing the research efforts of M.S.(thesis) and Ph.D. graduate students, judging the quality of the graduate students' academic and research efforts, actively participating in research endeavors, and participation in the formulation and implementation of policies governing the graduate programs.

Membership Criteria

The eligibility criteria for membership on the graduate faculty will be approved by majority vote of the members of the graduate faculty.

Membership

Faculty may apply for membership in the Graduate Subcouncil by submitting a current curriculum vitae to the Dean of the College of Graduate Studies. Initial appointment by the Dean will be granted to any USP faculty member having a graduate or first professional degree or who can otherwise demonstrate a commitment to graduate education. Every three years members will be reappointed based on an updated curriculum vitae which itemizes activities from among the following that demonstrates his/her commitment to graduate education and/or research.

Examples of appropriate activities include teaching a graduate course, serving on a thesis or dissertation committee, serving on Graduate Subcouncil committees, presenting research results at a scientific or professional meeting, authoring or co-authoring research articles, submitting or receiving a research grant, directing a graduate program, or chairing a graduate department.

A decision of the Dean not to appoint an applicant to the Graduate Faculty may be appealed by the applicant to the Bylaws, Policies and Procedures Committee. The Committee will review the documentation and the basis for the decision and will make a recommendation to the Dean for reconsideration of the decision, if deemed appropriate and justified.

K. Graduate Students

The graduate student has, as an overall objective, the completion of all applicable college and departmental requirements. Therefore, a major responsibility of the student is to be aware of the events and deadlines which will impact on his/her program of study. Thus, the student must be knowledgeable about and abide by the policies and procedures established by the graduate faculty and by the faculty of his/her department.

A full-time matriculated graduate student is one who has been accepted into a graduate program and is registered for a minimum of 9 semester hours of credit. Further, a full-time graduate student must be in compliance with the employment regulations as outlined in the "Employment and Other Compensated Activities" section of this document.

A part-time matriculated graduate student is one who has been accepted into a graduate program and is registered for fewer than 9 semester hours of credit each semester. A part-time graduate student will, in general, take a longer period of time to fulfill the requirements for a graduate degree.

III. REQUIREMENTS OF THE COLLEGE OF GRADUATE STUDIES

A. Admission

Each program will have an Admissions Committee established by the respective program director and the faculty in that program. The admissions committee is charged with ensuring that each new student entering into this graduate program meets the minimum admissions criteria established by the Graduate Subcouncil and the program. The program director will provide a report on the profile of accepted students to the Graduate Subcouncil at the last meeting of the year and include the report in the program's annual report.

Criteria

To be eligible for admission to a program leading to a graduate degree, an applicant must be a graduate of an accredited college or university with at least an earned bachelor's degree, or be enrolled in an undergraduate/first-professional degree program at USP, and meet eligibility requirements of that graduate program. Criteria that will be reviewed in admissions decisions are the applicant's academic record and letters of recommendation. Previous research or employment experience and standardized exams, such as GRE, GMAT and TOEFL, will also be considered when applicable.

It should be noted that employees of the University are discouraged from pursuing an M.S. or Ph.D. degree at USP. However, should a full or part-time member of the faculty or staff choose to matriculate, he/she may not pursue a graduate degree offered by the department in which he/she is employed. Board appointed faculty are not allowed to take courses for credit in a department in which they hold formal appointment.

Application Process

Upon receiving an application form and fee, an official file is created for each applicant. Graduate Office personnel will check the file for completeness on a regular basis. The application is considered to be complete when the applicant has submitted a completed application form, the application fee, three letters of reference from individuals qualified to judge the applicant's academic and research potential, official transcripts of all previous college courses with earned grades, a personal statement, a completed Certificate of Finance form, if an applicant is not a U.S. citizen, and any additional requirements established by the specific graduate program to which application is being made. (Certain graduate programs may have additional requirements; e.g., official GRE or GMAT scores, or scores from other standardized examinations.) In addition, original TOEFL (Test of English as a Foreign Language

Examination) and TWE (Test of Written English) scores are required if the applicant's primary language is not English and the applicant has not earned a degree from an institution of higher learning in the United States. Alternately, a student may show proof of having received a certificate from ELS verifying that their English language skills are at an acceptable level to USP. Upon receipt of the initial application materials, the appropriate program director will be notified of the application and its current status (i.e., any missing items). The program directors will be provided with an update on each application every two weeks. Program Directors should immediately forward any application materials that they receive directly to the Graduate Office.

Program directors are strongly encouraged to establish contact with these applicants. Program directors may review incomplete files in the Graduate Office. Such files may not be removed from the Graduate Office until they are complete. Program directors, at their discretion, may waive programmatic requirements by specifying the details of their decision in writing and forwarding it to the Graduate Office. No other requirements may be waived unless approved by the Dean.

Upon completion, the applicant's file will be forwarded to the program director who will process it in the manner established for that program. This review must be completed within two weeks of receipt of the completed application. After review, the Program Director will return the file to the Graduate Office along with a recommendation to:

- 1) accept - If applicable, the recommendation will include the recommended financial aid package which should be offered (teaching stipend and a tuition scholarship or a tuition waiver)
- 2) reject - The student does not meet the criteria to enter the program or there is no room to accept the applicant into the program
- 3) hold the application for further consideration until a specified date.

The program director may recommend to the Dean any financial aid to be offered to the applicant at the time of acceptance or, if appropriate, may choose to accept the student first and possibly offer financial aid at a later date. Non-native English speaking applicants must provide original TOEFL scores or ELS certification in order to be eligible for consideration for financial aid as a graduate student instructor.

The Dean of the College of Graduate Studies will notify all applicants of the final admissions decision. For those admitted into a graduate program, the Dean of the College of Graduate Studies (and only the Dean) will send a letter of acceptance. This letter will clearly state the degree track in which the student will be enrolled, the date on which the student will officially enter the graduate program (August 15, January 1, or May 1), and any financial aid package. This will include the amount of any teaching stipend (along with the number of hours of service the student must perform each week), and the amount of the tuition scholarship or tuition waiver. The applicant must sign and return a copy of the letter of acceptance to the Dean of the College of Graduate Studies along with the \$150 deposit (unless the applicant is USP faculty or staff, or a currently enrolled USP student) by the deadline stated in the letter; otherwise, the offer of acceptance will be withdrawn. The required \$150 deposit must be received before the

University will send the applicant a Form I-20, "Certificate of Eligibility for Non-Immigrant (F-1) Student Status," which is required for a student visa.

The Dean of the College of Graduate Studies will make regular reports to the Graduate Subcouncil on the current status of the applicants for the College of Graduate Studies.

B. Employment and Other Compensated Activities

Meaningful and productive participation in graduate study and research programs requires total commitment on the part of the student. This student intensively immerses himself/herself in a graduate program, extracts maximum benefit from the academic and research experiences provided, and completes the program in a reasonable time period.

Too often, failure to maintain a satisfactory level of performance in a graduate program has been traced directly to long hours of employment or other compensated activities.* It is recognized that outside employment may be necessary in order for the student to meet financial commitments.

Such employment may be undertaken if it will not impede the student's progress. Graduate students should recognize that seminars, lectures and other scientific or professional events may be scheduled and graduate students will be expected to attend these functions regardless of the student's employment. In such cases, every attempt will be made to give students advance notice of these events so that necessary arrangements can be made with the student's employer.

C. Graduate Student Use of Facilities

Graduate students at USP's campus have complete access to the educational, health and recreational facilities open to any other student after payment of appropriate fees and tuition or award of financial aid for these costs. In addition, graduate students have other privileges and services available to them in certain areas.

D. Financial Aid

Unless specifically approved by the Dean of the College of Graduate Studies, only full-time matriculated graduate students may receive financial assistance in the form of tuition scholarships, fellowships, teaching assistantships, and/or research assistantships. Part-time matriculated graduate students may be eligible for tuition waivers. Students who receive financial aid from one department cannot simultaneously work toward a degree from another department.

*Compensated activity is defined as any activity in which the student is paid for services rendered.

All students whose primary language is not English and who are applying for financial aid as a graduate student instructor (GSI) must take the TOEFL examination or present a certificate of English proficiency from ELS. Students who arrive on campus with inadequate English skills will be required to take appropriate English as a Second Language (ESL) course offerings. Such courses will not count toward the credits required for the degree program. In those cases in which the student's English is deemed to be inadequate, the student will not be allowed to be a GSI 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 re-examination of the student's funding as a GSI.

Teaching and research assistantships may be awarded on a competitive basis by the Dean of the College of Graduate Studies upon the recommendation of the student's Graduate Program Director. A full teaching assistantship with a tuition scholarship requires 17 hours of employment per week; partial assistantships are pro-rated. Departments may recommend full or partial tuition scholarships to research assistants and/or research fellows whose funding does not cover the full cost of tuition. Tuition waivers, which require three hours of service to the University per week per credit waived, may be awarded. A student may have up to one-third of the credits taken each semester covered by tuition waivers. The maximum number of credits that can be covered by a tuition waiver per semester is four credits.

A GSI enrolled in a master's level 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 years 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 four calendar years after matriculation (either as a master-level or PhD student) in the graduate program. Students who received extramural funding during their first four years of matriculation may be eligible for funding beyond the first four years on a case-by-case basis. Individual graduate programs may establish more stringent criteria. Any student who takes a leave of absence is not guaranteed financial support upon their return to USP. A graduate student who is not in good academic standing may lose his/her financial support.

Graduate students, department chairs, and research advisors are encouraged to pursue extramural support whenever possible.

Each year that funding is available, doctoral students in Biochemistry, Chemistry, Pharmaceutics, Pharmacognosy, and Pharmacology-Toxicology may apply for the Glasser Fellowship; doctoral students may also apply for the French-Gano-Kilmer-Pollard Fellowship. Information concerning these fellowships is provided by the College of Graduate Studies Office. Applications for these fellowships must be submitted to the Dean of the College of Graduate Studies by January 15. Also, upon the recommendation of the graduate program director, one newly matriculated graduate student in each graduate program may receive a Gelb fellowship consisting of \$1250 in the Fall semester and, if the student remains in good academic standing, \$1250 in the Spring semester.

The University administers a number of fellowships that have been awarded by outside organizations. In recent years these have included the NIH, the American Foundation for Pharmaceutical Education, the Society of Toxicology, the Pharmaceutical Research Manufacturers of America Foundation, various pharmaceutical companies, and foreign governments. The terms of the fellowship are governed by the sponsoring agency. In addition, the University sponsors loan programs for qualified matriculated students which are available to students through the Financial Aid Office.

E. Check-in

Upon arriving on campus, the student must officially check in with the program director and/or the Dean of the College of Graduate Studies by the date specified in the student's letter of acceptance. A student who does not check in may have the offer of admission withdrawn.

F. Proficiency Examinations

During the week preceding registration, a student commencing graduate study may be required by the program director to take one or more proficiency examinations designed to evaluate his/her preparation for advanced study. The program director or the program director's designee will administer and grade the proficiency examinations. The results of these examinations may be used to establish both the advanced placement credits granted and an initial program of study for the student.

The nature of these examinations is determined by the departmental faculty. Dates for these examinations will be set by the program director. If these examinations are required, information will be sent to the incoming student by the program director shortly after receipt of the student's acceptance of the offer of admission.

G. Registration

All matriculated graduate students must register for a minimum of one didactic or research credit or *in absentia* with the permission of the program director each semester (fall, spring and summer). Students who are registered *In absentia* will not be registered for classes at USP during that semester and will not receive any financial aid; however, the student's academic record will remain active. Time spent *in absentia* will count toward the maximum time allowed to complete degree requirements. Students who do not register for classes at USP or do not register *in absentia* by the end of the drop/add period in a given semester will be automatically withdrawn administratively and will be required to reapply for admission to their program of study, including paying the \$150 application fee, if they wish to continue their graduate studies at USP. All applicable fees and charges will be assessed upon reapplication for admission. Students may not register *in absentia* for two consecutive semesters without the written approval of their research advisor and program director. Students considering a longer absence from their graduate studies should apply for a leave of absence.

Each semester, the Office of the Registrar issues instructions detailing procedures and a calendar of deadline dates pertaining to registration by graduate students. This information will be provided in the student's registration packet and coordinated by the student's program director.

The course selection in a particular semester will depend on the course requirements that have been established by the advisor, research advisor, advisory committee, and/or the program director. The advisor or the research advisor, on behalf of the advisory committee, will assist the student in completing the registration form and will authorize the course selection by signing the completed form. The authorized form is submitted to the program director for approval. The student will then complete the registration process as instructed by the registrar.

Students who do not properly complete the registration process are not officially enrolled and will not be eligible to appear on class lists, attend classes, receive grades, or earn credit and will be withdrawn administratively by the end of the drop/add period.

Students wishing to change their roster of courses or the number of research credits may only do so during the designated drop/add period with the written consent of the program director and by returning the completed form with the proper signatures to the Office of the Registrar. Drop/add forms are available in the registrar's office.

All matriculated graduate students are required to register for a minimum of one credit during their terminal semester. The terminal semester is defined as the semester in which the student completes all degree requirements -- not the semester in which the student is to graduate (i.e., when the student receives the diploma). The completion of degree requirements means that the student must have completed all didactic, laboratory and project requirements of the program, including the minimum number of course requirements, and all research requirements, including journal papers, successful defense and submission to the graduate office of an approved, final copy of the M.S. thesis or Ph.D. dissertation. If the student has not made the necessary corrections by two weeks into the next semester, he or she will be required to again register for one credit. Students may not complete degree requirements while registered *in absentia*.

Students who have an on-line hold on their academic record are not eligible to register for classes and will not be officially enrolled even if they have submitted the proper registration documents. If a hold has been placed on a student's on-line record, the registrar will confirm this for the student. The student must then contact the appropriate office(s) and obtain the necessary signatures to clear the hold. If the hold is not cleared prior to the end of the drop/add period, the student will not be allowed to register for or attend courses during that semester.

H. Tuition Refund

Graduate students must follow the Tuition Refund policy described in USP's Student Handbook.

I. Time and Residency Requirements

A minimum of one calendar year matriculated in a graduate program at USP is required to qualify for the Master of Science (thesis) degree. A minimum of one semester enrolled as a

matriculated student in a graduate program is required to qualify for the Master of Science (non-thesis) degree. The student must formally apply to the graduate program, receive a letter of admittance from the Dean of the College of Graduate Studies, and have his/her deposit received by the Graduate Office prior to the end of the drop/add period to be considered for admission (matriculation) into a graduate program during that semester.

All of the requirements for any Master-level degree must be satisfied within five calendar years from the date the full or part-time student matriculated into the graduate program.

A minimum of two calendar years enrolled as a matriculated student in a graduate program at USP is required to complete the Doctor of Philosophy degree. The full or part-time doctoral student has eight calendar years upon entering the Ph.D. track to satisfy all of the requirements for the Doctor of Philosophy degree. Additional time requirements may be established by individual graduate programs.

If the student does not complete all of the requirements for his/her degree in the maximum allocated time he/she will be dismissed from the graduate program without a degree. However, at least two months prior to the deadline the student may submit a written petition to the Dean of the College of Graduate Studies for an extension. The request for this extension/exemption will be brought to the Committee of Program Directors which will consider this request at its next regularly scheduled meeting. Granting of the exemption requires approval by two-thirds of those in attendance at the meeting. At least half of the committee members must be present, not including the program director overseeing the program, who is recused from the vote.

There is no residency requirement for any degree earned through the College of Graduate Studies.

J. Leave of Absence

Graduate students must enroll for didactic and/or research credits or in absentia each semester – fall, spring and summer. Circumstances may necessitate that a student be absent from the University. Graduate students may request a leave of absence for up to three consecutive semesters by completing a Notification of Student Separation, indicating the effective date, expected return semester, and rationale for the request. The form is forwarded to the student's advisor or research advisor. If the request is approved by the student's advisor/research advisor, program director, and the Dean of the College of Graduate Studies, the leave is granted and the student will be notified. Time during a leave of absence will not count toward the maximum time allowed to complete degree requirements. All financial aid ceases during the leave of absence. There is no guarantee that financial aid will resume upon the student's return.

If the leave of absence occurs after the drop/add period but before completion of the sixth week of the semester, the student will be withdrawn from the rolls of each class and will be assigned a grade of W. In extremely unusual and highly extenuating circumstances such as extreme illness, death in the family, etc. the Dean may allow the student to withdraw after the normal withdrawal period. If the leave of absence occurs after the normal withdrawal period, the student will receive a grade determine by the course instructor of each course. A leave of absence due to medical reasons must be coordinated through the Office of the Dean of Students.

If the student cannot return by the expiration date he/she should notify the Dean in writing at least two weeks prior to the expiration date. Normally the Dean will recommend that the student officially withdraw from the College of Graduate Studies until the student is able to return to his/her studies. However, under extremely unusual circumstances the Dean may recommend that the student request an extension of the leave of absence.

If the student is not granted an extension or does not officially withdraw from the College of Graduate Studies and fails to check in with the program director by the expiration date of the leave of absence, the student will be automatically administratively withdrawn from the College of Graduate Studies as of the date of last attendance..

K. Withdrawal

A student may be withdrawn from the College of Graduate Studies for academic, disciplinary or administrative reasons. A student may withdraw officially from the College of Graduate Studies by notifying the program director, the Dean of the College of Graduate Studies, and completing the check-out process. The student's record becomes inactive on the effective date of withdrawal and any applicable fees must be paid in full. Should the student petition for readmission to his/her program of study and the petition is granted, the student will have the maximum time allowed (minus any previous time periods of matriculated enrollment in the College of Graduate Studies) to complete degree requirements.

Any student who does not follow the official withdrawal procedure will be administratively withdrawn, inactivating his/ her record. The student will be required to reapply for admission into the College of Graduate Studies and his/her program of study and all applicable fees and charges must be paid in full. The student will have up to the maximum time allowed to complete the degree requirements, this will also include all periods of matriculated enrollment in the College of Graduate Studies and the time elapsed since the administrative withdrawal.

L. Comprehensive Examinations

Graduate course work is designed to expose the student to the fundamental body of knowledge in a discipline. A doctoral student should also have the ability to analyze this body of knowledge including the current literature, integrate it, and creatively apply it to problems in the discipline. A series of comprehensive examinations is used to test the student's abilities in these areas. All doctoral students must successfully complete the comprehensive examination requirement.

When the doctoral student has completed all requirements as established by his or her graduate program, the student will submit a request, in writing, to the program director for permission to sit for the comprehensive examinations.

The nature and content of these exams will be established by the graduate program. Questions to be found on the written comprehensive examinations are of a nature such that students are expected to demonstrate a familiarity with the current literature in their major field and answer questions with a breadth and depth of understanding beyond that considered satisfactory in

normal course examinations. Information concerning the examinations may be obtained from the program director and, if allowed by the program, from the authors of the examinations.

The program director or a designee will be responsible for the scheduling, administering and grading of the examinations in accordance with the policies of the graduate program. Each test must be graded by the author(s) within the time frame specified by the graduate program but not to exceed one month. The results of the examinations are immediately conveyed by the program director to the student, the research advisor and the Dean.

Each graduate program will establish its own timetable for administering the comprehensive examination requirement. The examination requirement must be completed within 14 months from the date of the first examination. If the student fails to satisfy the program's comprehensive examination requirements, the department faculty may assign the student to an alternate degree track or may recommend that the student be dismissed from the graduate program. The program director will inform the Dean of the College of Graduate Studies, who will then formally notify the student of the action taken.

The student may appeal this action by writing a letter to the Dean of the College of Graduate Studies within one week of receiving the notification of action, outlining the reasons why he/she should not be reassigned or dismissed. The Committee of Program Directors will hear the appeal in the presence of the Dean of the College of Graduate Studies and the student at its next meeting and may grant the appeal only with the approval of two-thirds of those in attendance at the meeting, provided that at least half of the committee members are present. The committee will report the results of its deliberations to the Dean of the College of Graduate Studies, who will notify the student, research advisor, Program Director, and Committee of Program Directors of the results of the appeal.

M. Admission to Candidacy

After the successful completion of all comprehensive examinations and the submission of an approved research proposal, the program director will notify the student, the research advisor, and the Dean of the College of Graduate Studies that the student has been admitted to candidacy. At least one semester must intervene between admission to candidacy and the awarding of the Doctor of Philosophy degree.

N. Degree Track Review

An applicant is admitted to a specific program for a particular degree track. At a time at the discretion of the Program Director but at least by the completion of every summer semester, the student will be evaluated by the faculty of the department and one of the following actions taken. (Note: The summer counts as a semester.)

1. The student has demonstrated the ability to continue working in the degree track to which he/she was originally accepted.

2. The student has demonstrated superior ability and should be advised to bypass the Master of Science Degree and transfer to the Doctor of Philosophy degree track.
3. The student has not demonstrated the ability to continue working in the Doctor of Philosophy degree track and is reassigned to the Master of Science (thesis) degree track.
4. The student has not demonstrated the ability to perform research and is reassigned to the Master of Science (non-thesis) degree track.
5. The student has not demonstrated the ability to pursue a graduate degree at USP and should be dismissed from the graduate program.

The program director will report the results of the degree track review to the student, the advisory committee, the Department Chair (if appropriate), and the Dean of the College of Graduate Studies. If the student is recommended for dismissal from the program or has been moved from the Ph.D. to the M.S. (thesis) or M.S. (non-thesis) degree track, the program director must give written reasons for the action to the student and the Dean of the College of Graduate Studies.

The student may appeal the action within two weeks of notification by writing a letter to the Dean of the College of Graduate Studies outlining the reasons why his/her appeal should be granted. The Committee of Program Directors will hear the appeal in the presence of the program director and the student at its next meeting and may grant the appeal with the approval of two-thirds of its total membership.

O. Research Proposal

As soon as possible after the formation of the student's advisory committee and at least one semester prior to the final examination of the thesis or dissertation, the student will submit to the Dean of the College of Graduate Studies a research proposal. The research proposal is a prerequisite for admission to candidacy. The proposal is intended to document the research project which will form the basis of the student's thesis or dissertation. The research proposal will be prepared with the advice and unanimous approval of the advisory committee, and the format will follow guidelines as specified by the student's graduate program. If the research proposal cannot be unanimously approved, the situation will be reviewed and resolved by the Program Director. Two copies of the title page, with signatures, and an abstract, not to exceed 500 words, of the approved proposal will be forwarded to the graduate student's program director, who will submit one copy to the Chair of the Committee of Program Directors so that it will be included in the minutes of the next meeting of the Graduate Subcouncil.

P. Thesis, Dissertation and Abstract

Upon completion of the research project to the satisfaction of the student's research advisor and advisory committee, the student must submit a formal M.S. thesis or Ph.D. dissertation and abstract based on the research. The thesis or dissertation and abstract must be prepared in a style and format specified by the Graduate Subcouncil. The document should be first critiqued by the research advisor and revised before being submitted to the members of the advisory committee. The committee will have a minimum of two weeks and a maximum of three weeks to review and

critique the document(s). If deemed necessary the advisory committee may decide if the student must make any revisions in the document(s) and/or perform further work in order to satisfactorily complete the research project. The committee will then pass their comments and suggested revisions back to the student, who will make the necessary revisions. The student's research advisor will examine the revised document to ensure that the student has made the necessary revisions. The advisory committee must certify by a minimum of two-thirds affirmative vote of its membership that the document is complete and ready to be submitted to the reviewer(s).

Students must be registered for at least one research credit during the semester in which the thesis/dissertation is being evaluated.

Q. Reviewers

The research advisor will forward to the Dean of the College of Graduate Studies a letter from stating that the thesis/dissertation has been read and given preliminary approval by at least two-thirds of the members of the advisory committee. This letter should also include the names, addresses, phone numbers, and credentials of persons who, although not members of the advisory committee, have sufficient expertise in the general area encompassed by the student's research that they can critically review the research and the formal document. For a dissertation, three or more possible reviewers should be listed. For a thesis, two or more should be named. In general, it is not mandatory that these reviewers be members of the faculty of this institution, but sufficient information regarding a proposed reviewer must be provided to justify the reviewer's ability to judge this research. The research advisor may indicate a preference among the possible reviewers. The Dean will select at least one of the proposed reviewers to critique the Master's thesis or the doctoral dissertation and sit along with the advisory committee on the student's examination committee. The graduate student is responsible for providing the reviewer(s) with a revised copy of the dissertation or thesis in a timely manner.

The reviewer of a Ph.D. dissertation must be a faculty member from another department or from outside the University. If the advisory committee for a M.S.(thesis) candidate does not already include a graduate faculty member from another department at USP, then the reviewer must be chosen from outside the department.

The reviewer(s) have a minimum of two weeks and a maximum of three weeks to review the documents and make any suggested corrections or comments known to the student and his/her research advisor. The reviewer must certify, in writing, to the research advisor that the dissertation is of sufficient quality and quantity to proceed to the final examination. If a reviewer has major objections to any aspect of the research or document, the research advisor will arrange a meeting with the student, the reviewer(s) and the advisory committee to discuss and resolve these major objections before a defense can be scheduled.

After the student has made all appropriate revisions as determined by the research advisor, an examination copy of the document will be given to each member of the examination committee.

R. Final Examination

After receiving the examination copy of the document and information regarding the date, time and room reserved by the graduate student, the Office of the Dean of the College of Graduate Studies will publicize the student's final examination. *The final examination may only be held a minimum of two weeks and a maximum of four weeks after the distribution of the examination copies of the thesis or dissertation.* For the M.S. (non-thesis) degree the individual department will determine the format of any final examination it may require.

The final examination of the student will be conducted by the examination committee, consisting of the Advisory Committee and the reviewer, and will be chaired by the student's research advisor. It is expected that the entire examination committee will be present at the final examination. However, at least two-thirds of the Advisory Committee membership and the reviewer are required to be in attendance. The final examination is normally structured in two parts. The first part is open to the "public" – all USP students and faculty members, as well as other individuals who have received permission from either the Research Advisor or the Dean of the College of Graduate Studies.

The second part of the examination is restricted only to members of the examination committee. The student's Program Director, Department Chair, and/or the Dean of the College of Graduate Studies may also attend after notifying the Research Advisor.

The final examination is an oral defense of the student's research and is also designed to establish the competency of the student in his/her major or related fields. The student is first given the opportunity to explain his/her work and conclusions in a formal presentation in part 1 of the final examination. Then members of the general audience will be given the opportunity to question the student. When the chair determines there to be no further substantive questions from the general audience, he or she will close the public part of the final examination and dismiss everyone except the student and the members of the examination committee. The committee will then discuss the student's research, thesis or dissertation (asking appropriate questions) and evaluate his/her performance during the final examination. The student will then be excused and the committee will then vote on whether or not the dissertation and final examination fulfills the requirements for this graduate degree. Only members of the examination committee who attend the final defense are eligible to vote, and at least two-thirds of the members of the entire examination committee must cast affirmative votes in order to pass the student.

If the examination committee passes the student but decides that minor modifications of the thesis or dissertation are required, the student must make these modifications and present them to his/her research advisor *within two weeks* of the date of the final examination. The research advisor must certify in writing to the Dean of the College of Graduate Studies that the student has satisfactorily performed the required modifications. Failure to meet this deadline will cause the student to fail this attempt of the final examination.

If the final examination results in failure, the student will be provided with a written report prepared by the examination committee with copies to the Program Director, Department Chair and the Dean of the College of Graduate Studies outlining reasons for the failure and suggestions

which may help to resolve the failure. The student is entitled to a second examination which may only be scheduled after the research advisor certifies in writing to the Dean of the College of Graduate Studies that the student has resolved the problems which resulted in the failure. Failure of the second final examination will result in the student being dismissed from the graduate program without the graduate degree.

S. Requirements for Clearances and Graduation

The Petition for Graduation originates in the College of Graduate Studies Office. Petitioners must be matriculated graduate students at the time they submit their petitions to the Graduate Office for a PhD, MS or MS (non-thesis) degree. (Note: A student is considered matriculated in the semester approved in the formal letter of admittance from the Dean of the College of Graduate Studies. The applicant’s deposit or written confirmation must be received by the Graduate Office before the end of the drop/add period for that semester.) Additionally, the student’s graduate program director must be sure that the student’s anticipated graduation date is accurately indicated within the Colleague system; this date should be checked and updated each semester until the student graduates. Students who will be able to complete their degree requirements during the semester, but matriculate after the deadline to petition, will not be eligible to graduate at the end of that semester; they must petition for the next graduation. The petition is returned by the deadline listed below to the Graduate Office (McNeil 105) with a separate sheet of paper indicating their dissertation or thesis title. The Graduate Office forwards a copy of the petition to the Registrar. Petitions received after the deadline will not be processed. If all deadlines are not met, the student will be listed as a potential graduate for the next graduation. If the student does not graduate during the next available graduation date, he/she must resubmit a new petition.

Graduation Dates and Deadlines

Degree Date	Petition to Graduate deadline	Final Grades & Clearance Form Due
September 12, 2008	July 7, 2008	August 29, 2008
November 14, 2008	September 5, 2008	October 31, 2008
January 9, 2009	September 5, 2008	December 19, 2008
May, 2009	January 23, 2009	May 1, 2009

* These are approximate. Dates will be confirmed on our website when finalized at http://www.gradschool.usip.edu/resources/important_dates.shtml

To qualify for an earned degree, students may not be on academic or disciplinary probation at the time of graduation. It is the responsibility of the student to complete all graduation requirements by the deadline dates for graduation processing. These include but are not limited to: satisfactory completion of all academic requirements; successful defense of the thesis or dissertation, appropriate forms completed, and fees paid. **The completed and signed Clearance Form must be in the College of Graduate Studies Office by 4:00 p.m. on the deadline date. Under no circumstances will a deadline be waived.**

When students have completed all requirements for graduation, they receive a letter from the Dean of the College of Graduate Studies. Upon the student's request, confirmation of the completion of requirements will be sent to other parties. Students who do not receive this letter are not eligible to participate in the graduation ceremony, receive a diploma, or receive transcripts of completed work.

IV. Integrated Undergraduate/Graduate Degree Track Program

A. Application Criteria

Students may apply for an Integrated Undergraduate/Graduate Degree Track Program either as entering freshmen, entering transfer students, or as current USP undergraduate students (prior to their 4th year if in a B.S. track, 5th year if in a professional masters degree track, or 6th year if in the Pharm.D. degree track). Admission is competitive and based on both the availability of positions and the academic record of the student. Normal standardized examinations, such as the GRE, LCAT, etc., and normal programmatic entrance (e.g., proficiency) examinations will not be required of the applicant. Language examinations such as the TOEFL and, TWE may be required at the discretion of the Graduate Program Director and/or Dean of the College of Graduate Studies. Admission into these programs is granted only by the Dean of the College of Graduate Studies upon the recommendation of the appropriate Graduate Program Director.

To be considered for this program, incoming freshmen must meet the following criteria:

- 1) a minimum high school GPA of 3.40/4.00.
- 2) a minimum SAT score of 1200 total with a minimum individual verbal and math score of 550.
- 3) three letters of recommendation from high school faculty.
- 4) signature of the student's USP undergraduate program director signifying that he/she has discussed the implications on how this program might impact the student's undergraduate studies.

To be considered for this program, incoming transfer students and current (been in an USP program for at least 2 semesters) matriculated USP students must have met the following criteria:

- 1) a minimum cumulative GPA of 3.25/4.00.
- 2) a minimum SAT score of 1200 total with a minimum individual verbal and math score of 550 if not matriculated in an undergraduate or first professional degree program for at least 1 academic year (at least a fall and spring semester) at USP. Otherwise, there is no SAT requirement.
- 3) provide three letters of recommendation from college faculty.
- 4) obtain the signature of the student's current USP undergraduate program director

signifying that he/she has discussed the implications on how this program might impact the student's undergraduate studies.

B. Criteria to Maintain Enrollment Status

Separate transcripts for both the undergraduate and graduate programs will be maintained. In order to remain enrolled in an Integrated Undergraduate/Graduate Degree Track Program, a student must maintain a minimum of a 3.00/4.00 cumulative GPA in both their undergraduate and graduate programs.

If a student fails to maintain a cumulative GPA of 3.00 in either the undergraduate or graduate program, then the student will be placed on probation in the graduate program. The student will have 2 consecutive semesters (the summer session(s) does not count) to bring the cumulative GPA up to at least at 3.00 in each program. During this time, the student must maintain a minimum of a 3.00 semester GPA in each program. Failure to maintain this minimum semester GPA or obtain the minimum cumulative GPA within two semesters will cause the student to be withdrawn from the an Integrated Undergraduate/Graduate Degree Track Program - the student will remain in their undergraduate program as long as the student continues to meet the minimum criteria for that program. Students who are removed from the graduate program are eligible to apply to a USP graduate program through the normal process but will not be allowed to re-enter the graduate program until they have successfully completed the undergraduate/first professional degree program. Students who do not hold an undergraduate/first professional degree and are removed from or leave their undergraduate degree program will also be removed from the graduate program.

Students enrolled in an Integrated Undergraduate/Graduate Degree Track Program must also undergo a Degree Track Review for their graduate program at the end of the academic year in which they would normally complete the undergraduate degree and also at the end of their first academic year as a graduate student. A Degree Track Review also can occur at other additional times at the discretion of the Graduate Program Director. The Degree Track Review is described in the *College of Graduate Studies Policies and Procedures in part III section N of this document*. Based on this review, a student may be invited to change graduate degree tracks or may be dropped from the graduate program.

C. Student Classification

Students enrolled in an Integrated Undergraduate/Graduate Degree Track Program will be classified as an undergraduate student up until the student completes the undergraduate degree. However, at the end of the 4th year of enrolled status as an undergraduate at USP (less for transfer students), the student will not be eligible for normal undergraduate financial aid, but may be eligible for aid as a graduate student. Additionally, beyond this time frame, the student will be charged at the graduate or integrated degree program tuition rate.

D. Degree Completion

The graduate degree will not be awarded prior to earning an undergraduate degree. Unless the student already holds a bachelor/first professional degree, a student must complete the degree requirements for the undergraduate degree before or simultaneously with the completion of the graduate degree. A student who leaves USP before the completion of an undergraduate/first professional degree will not be awarded the graduate degree even if all of the graduate degree requirements have been met. In such cases, students may petition the College of Graduate Studies to be awarded the graduate degree within 3 years of leaving USP if a valid undergraduate/first professional degree has been earned at another institution.

Students should be aware that many graduate courses are not offered every year and some may only be offered only in the summer and in the evenings or weekends. A student may choose to put off certain undergraduate courses which may delay the student's ability to earn their undergraduate/first professional degree - this may also impact the student's ability to obtain financial aid as an undergraduate student. Certain undergraduate majors are required to focus their efforts solely on their undergraduate course work during certain periods of their undergraduate programs (e.g., Pharm.D. students may not take any other courses while on their clerkship rotations.) and are not allowed to pursue graduate course work during these times. Students in this program are responsible for working with their undergraduate advisor to ensure that they do not significantly disrupt their undergraduate course sequence by pursuing graduate courses. In some cases (e.g., Pharm.D. program), failing to follow appropriate course sequences may cause a student to lose their guaranteed position within a program and they would not be able to complete the degree requirements.

Additionally, courses may only count toward meeting degree requirements and/or electives for either the graduate or the undergraduate program, not both.

V. GUIDE TO GRADUATE STUDIES

A. Graduate Courses

Ph.D. and M.S. (thesis) programs consist of didactic requirements and a required research component. M.S. (non-thesis) programs mainly consist of didactic requirements, but may have a required research component. Graduate didactic credit is given for satisfactory completion of courses numbered 700 or above (except 799 and 899 which carry research credit). Credit for M.S.(thesis) and Ph.D. research is given only for courses numbered 799 and 899. Each research credit represents a minimum of three hours of research per week. The maximum number of research credits for which a graduate student can register each semester is equal to the difference between the number of didactic semester hours of credit for which the student is registered (excluding seminars) and 9 semester hours of credit. Therefore, a graduate student who is not enrolled in any didactic courses, excluding seminars, and who is performing research full-time (i.e., a minimum of 36 hours per week) can register for a maximum of 9 research credits per semester. A student may enroll for more than 9 credits as long as he/she is not enrolled in research.

B. Submission of a Course for Approval

New courses or courses that are being substantially revised must be submitted for approval by the Graduate Subcouncil. Courses to be taught in the Fall Semester must be submitted by March 15 of the calendar year of the first offering. Courses to be taught in the Spring Semester must be submitted by October 15 of the calendar year before the first offering. Courses to be taught in the Summer Semester must be submitted by February 15 of the calendar year of the first offering. The procedures for new course approval are as follows:

1. Courses for approval must be submitted using the course approval format file available from the Office of the Dean of the College of Graduate Studies. The Graduate Subcouncil Chair may also have a copy of this file.
2. The course preparer must submit a course for approval or modification to the program or department as appropriate, prior to submission to the Graduate Subcouncil. Only course proposals approved by the program or department will be considered for approval.
3. A course proposal is then forwarded in electronic format to the Chair of the Graduate Subcouncil. It is the responsibility of the submitter to ensure that the Chair both receives and can access the content of the file containing the course proposal.
4. The Chair of the Subcouncil will transmit the course proposal to the Chair of the Committee on Programs and Curricula. No other person may submit a course to the committee unless directed by the Subcouncil Chair to do so.
5. After deliberation and decision, the Chair of the Committee on Programs and Curricula will notify the Subcouncil Chair of the decision for a course proposal. If the course has been modified during the committee's discussion, the Committee Chair will submit a modified/corrected file to the Subcouncil Chair. If the course has been approved, the Subcouncil Chair will modify the file to reflect the date of Subcouncil approval. The Subcouncil Chair will notify the instructor/preparer and appropriate Program Director of the Committee's decision.
6. The Subcouncil Chair will then submit the course proposal to the Office of the Dean of the College of Graduate Studies.
7. The Office of the Dean of the College of Graduate Studies will notify the Registrar of the course for entry into the University system.

C. Course Level Designation

1. For the purposes of the College of Graduate Studies there are two categories of courses - graduate and other:
 - a. Graduate courses are designated as 700 level and 800 level.
 - b. Other courses are numbered 100 through 699.
2. To be designated as a 700 level graduate course, a course must meet several criteria:

- a. The major focus of the course must be on material which builds upon a foundation of knowledge from an undergraduate course or courses.
- b. It is not expected that most of the source material will come from the original research literature. Rather, it may consist of well-accepted, classical materials.
- c. The course coordinator or principal instructor should be a member of the graduate faculty.

A 700 level course may be taught concurrently with an undergraduate course. However, graduate students must have requirements beyond those expected of undergraduates.

3. To be designated as 800 level graduate course, a course must meet several criteria:
 - a. The major focus of the course must be on material which is currently being developed or has been developed in the past few years. In other words, the course must emphasize current or recent research. It may not be primarily a vehicle for the teaching of well-accepted, classical material, even if such material is not traditionally presented in an undergraduate curriculum.
 - b. The source material of the course should significantly emphasize original research literature.
 - c. The emphasis of the course must be on analysis and synthesis of experiments, theories, concepts, or ideas, as opposed to the acquisition of information. This emphasis must be reflected in examinations and other assignments.
 - d. Class time must be available for active participation by students (e.g., discussions and presentations) as opposed to presentation of material only in lecture format.
 - e. The class size should not be more than fifteen.
 - f. The course coordinator or principal instructor should be a member of the graduate faculty.
4. Research credits will be designated as 799 and 899 for the M.S. (thesis) and Ph.D. degrees respectively and cannot be counted toward the 20 didactic credit minimum.
5. All courses (graduate and other) will be used to calculate the semester and cumulative grade point averages of graduate students.
6. Graduate courses should in no sense be construed as closed to undergraduate students. Indeed, qualified undergraduates should be encouraged to take them, presumably with the permission of the coordinator or instructor.
7. A graduate course must be submitted to the Committee on Programs and Curricula through the Chair of the Graduate Subcouncil for review and approval.
8. All graduate curricula must be submitted to the Committee on Programs and Curricula through the Chair of the Graduate Subcouncil for pedagogical review and approval.

D. Transfer Credits and Credits Earned by Examination

Students who are self-supporting may simultaneously work toward a degree from another department with the prior approval of their advisor and advisory committee.

The Program Director may accept didactic and/or research credit from other institutions in transfer or may grant credit by examination. Graduate students may transfer up to 12 graduate level credits from other institutions to be applied towards a graduate degree at USP; such courses may not have been used to satisfy the minimum degree requirements of the undergraduate/first professional degree. When an appropriate course has been taken at another accredited institution and a B- or higher grade received, the Program Director, with the approval of the Dean of the College of Graduate Studies, may grant credit for the course. While these courses will be credited toward the minimum degree requirements, the grade earned in the transferred course is not used in the computation of the cumulative grade point average.

Life experience credits will be determined by the Program Director with the approval of the Dean of the College of Graduate Studies.

The Program Director with the approval of the Dean of the College of Graduate Studies may also grant credit toward the minimum degree requirements by giving the student appropriate proficiency examinations. The examinations and the criteria for granting credit by examination must be established by the members of the graduate faculty within the student's department.

Prior learning assessment, transfer and examination shall be limited to a combined total of 12 credits. A maximum of 12 additional credits of course work taken at USP prior to matriculation is allowed to count toward the minimum degree requirements for the student's graduate program at USP.

All transferred courses, whether taken at USP or another institution, must be directly applicable to the student's program of study or be an appropriate elective and must not have been used to meet minimum requirements for an undergraduate or first-professional degree. Information about transfer credit and credit by examination is reported using the appropriate form. When necessary, an official transcript is provided to the Dean of the College of Graduate Studies for approval, who then forwards this information to the Office of the Registrar.

E. 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, program director and Dean of the College of Graduate Studies, 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.

F. 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.

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. 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 each semester until they receive a letter grade in a course. 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

G. 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.

H. Research Requirements

At USP the Master of Science (thesis) and the Doctor of Philosophy degrees are considered research-oriented degrees. The nature of the graduate degree requires that the candidate demonstrate the ability to design creatively, to conduct research on a substantially independent basis, to analyze the results critically, to translate the data obtained into sound and defensible conclusions, and to articulate clearly the results of the research in the preparation of a thesis or dissertation. Further, the doctoral dissertation must be based on original research results that make a significant contribution to knowledge in the student's discipline. Therefore, each graduate student in these degree tracks must complete the research project as outlined in the research proposal. However, it is recognized that as the research progresses, deviations from the original research plans outlined in the proposal may be required. Major deviations may be made only with the advice and consent of the student's advisory committee.

These graduate students are expected to successfully complete the research project within a reasonable amount of time. At least twice each year, the student will give a progress report to his/her advisory committee. If the advisory committee finds that the student has not made sufficient progress on the research project, based in part on the number of research credits taken, the committee will give the student an unsatisfactory rating in research for that semester and may recommend that the student be dismissed from the graduate program.

Each student must document his/her research results in a valid manner. This documentation is the property of the research advisor and must be made available to the student's advisory committee upon request.

In order to receive a Master of Science (thesis) degree, a student must satisfactorily complete a minimum of 10 research credits at USP. The graduate student must also write a master's thesis in a style and format adopted by the Graduate Subcouncil.

Each doctoral student must complete a minimum of 20 research credits in order to receive a Doctor of Philosophy degree. These 20 credits may include research credits earned during the pursuit of a M.S.(thesis) degree. However, at least 10 of these doctoral research credits must be earned at USP. The doctoral student must write a dissertation in the style and format adopted by the Graduate Subcouncil. Furthermore, the doctoral candidate must prepare at least one manuscript based on his/her dissertation research, which, after receiving approval from his/her research advisor, will be submitted to an appropriate scholarly publication recommended by his/her research advisor. It is highly recommended that the doctoral student also present at least one paper or poster on the student's doctoral research at a professional symposium or meeting. Should disagreements arise between the student and the research advisor as to what constitutes a satisfactory fulfillment of these requirements, the student may appeal this decision first to the

full advisory committee, then to the program director, and then to the Dean of Graduate Studies, whose decision shall be final.

I. Didactic Requirements

At the discretion of the program director and in recognition that the content in particular academic fields may change over the span of several years, a graduate student may be required to retake required courses if considerable time has elapsed since he or she took the courses in question. Specifically, the 800 level courses used to satisfy degree requirements that were taken more than six years prior to the completion of the degree may need to be retaken for credit, and the 700 level courses used to satisfy degree requirements that were taken more than eight years prior to the completion of the degree may need to either be retaken for credit or be credit earned by examination and/or life experience.

The minimum course work required by the College of Graduate Studies for the M.S. (non-thesis), M.S. (thesis), and Ph.D. degrees must be composed of the following:

Master of Science (non-thesis)

1. Minimum of three credits at the 800 level
(Maximum of two credits of seminar courses may be used toward this minimum.)
2. Maximum of six credits at the 300 or 400 level
3. Remainder (21 credits) must be at the 700 or 800 level

Master of Science (thesis)

1. Minimum of three credits at the 800 level
(Maximum of two credits of seminar courses may be used toward this minimum.)
2. Maximum of six credits at the 300 or 400 level
3. Remainder (11 credits) must be at the 700 or 800 level

Doctor of Philosophy

1. Minimum of six credits at the 800 level
(Maximum of four credits of seminar courses, including two credits for seminar courses that may have been earned at the Master's level)
1. Remainder (14 credits) must be at the 700 or 800 level

The individual program may have requirements which exceed these minimum requirements set by the College of Graduate Studies. Core didactic requirements will be determined using criteria established by the faculty for that graduate program. These requirements will be sent by the Program Director to the Committee on Programs and Curricula, through the Chair of the Graduate Subcouncil, for review before being brought before the Graduate Subcouncil for approval.

The student's research advisor and advisory committee will establish any didactic course and language requirements beyond the initial requirements established by the Program Director at the outset of the student's graduate studies. These additional requirements must be approved by the

Program Director and will be reported to the Dean of the College of Graduate Studies. The advisory committee will review the student's academic and research progress at least twice each year and will establish further course requirements, if necessary. The latter must also be approved by the Program Director and communicated to the Dean of the College of Graduate Studies. For the M.S. (non-thesis) degrees, the department will determine the necessary didactic courses for the student and the Program Director will review and periodically report on the student's progress to the department and to the Committee of Program Directors.

The 800 level courses used to satisfy degree requirements that were taken more than six years prior to the completion of the degree must be retaken for credit. The 700 level courses used to satisfy degree requirements that were taken more than eight years prior to the completion of the degree must either be retaken for credit or must be credit earned by examination and/or life experience.

VI. IMPORTANT EVENTS AND DEADLINES

Week prior to initial registration	Proficiency examinations (if required by Program Director)
Twice each year (Spring, Fall)	Research project progress report to advisory committee
One calendar year after matriculation	Select research advisor
End of 4th semester after matriculation	Select advisory committee
At least 14 semester hours of credit and all pre-comprehensive examination requirements	Petition for permission to sit for comprehensive examinations
24 months after matriculation	Submit research prospectus
At least two semesters after admission to candidacy	Awarding of Ph.D. degree
Three semesters while a part-time student	Maximum time to write thesis/dissertation after completion of research as a full-time student
Four years after candidacy	Ph.D. research requirements completed
Five years after matriculation	M.S. degree requirements completed
Eight years after matriculation	Ph.D. degree requirements completed
Dissertation or Thesis 2-3 weeks	Review by advisory committee One copy to the Dean for reviewer selection Student provides copy to each selected reviewer
2-3 weeks	Reviewers critique. Student makes any appropriate revisions
2-4 weeks	Exam copy to Examination committee members
Final examination	It is the student's responsibility to notify his/her reviewers and readers of the date, place and time of the final examination
2 weeks	Minor modifications