POLICIES AND REGULATIONS MANUAL
FOR
GRADUATE STUDENTS AND
POSTDOCTORAL STAFF

2024-2025 EDITION

THIS MANUAL ALSO AVAILABLE ON THE INTERNET AT
https://www.pharmacy.purdue.edu/current-students/resources/gradmanual

**OFFICE OF THE
ASSOCIATE DEAN FOR GRADUATE PROGRAMS
COLLEGE OF PHARMACY
PURDUE UNIVERSITY**

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TO: Graduate Students and Postdoctoral Staff
            College of Pharmacy

FROM: Danzhou Yang, Associate Dean for Graduate Programs
            Email: yangdz@purdue.edu
            HANS 413B
            Phone: 765-494-8148

            Jamie Moffatt, Lead Administrative Assistant for Graduate Affairs
            Email: jmoffat@purdue.edu
            RHPH 104B
            Phone: 765-494-1362

This manual has been prepared to acquaint you with the policies and regulations that govern the graduate and research programs in the College of Pharmacy. It also includes material that will assist graduate students in administering the affairs of their graduate programs and appointments. When questions regarding the procedural aspects of your program arise, please do not hesitate to ask for help from your major professor or supervisor, department head, the Dean's Office, or the Graduate School.

Please take a few moments to look through this manual and note the topics covered. Then refer to it when necessary for answers to procedural questions about the program. Please feel free to ask about any matter that needs further clarification.

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POLICIES AND REGULATIONS

FOR

COLLEGE OF PHARMACY

GENERAL ADMINISTRATIVE POLICIES

1.   General Information

The Graduate School's Policy and Procedures manual is available from their web site at: http://catalog.purdue.edu. The Graduate School's manual is a first level of policies for graduate students; this manual is a supplement to the Graduate's School's manual. Pay particular attention to requirements for various master's degree programs and requirements for the degree of Doctor of Philosophy, whichever may apply.

2.   Keys

Departmental approval is required before any key for the College of Pharmacy building's interior or exterior will be issued.

To obtain approval, a Form A-2 (key card) may be picked up from the building deputy in RHPH 130B or from a department's main office. This card must be signed by the student, major professor (or advisor), department head of the space involved, and the Dean's office. NO keys will be issued without proper signatures. There are certain areas in the Pharmacy building that require swipe cards or code access; for these spaces, you will need to speak with your department for further information.

Once you have obtained proper signatures, you may take your signed card to the building deputy in RHPH 130B. He will check the database to determine if you are requesting an additional key or a copy of a key that has already been assigned to you. If you are requesting an additional copy, you will be asked to justify this request to the Associate Dean for Research.

Please note the following important points:

1. Keys are issued for your use ONLY and are not to be loaned out to anyone.

2. No one may request a key on behalf of another person.

3. Any person assigned a key must be affiliated with Purdue (employee, student). Exceptions to this policy can be made only by the Dean of the College or the Associate Dean for Research.

4. You are required to return all of the keys that were issued to you when you graduate or transfer out of the College of Pharmacy.

3.   Oral English Proficiency Requirement

Purdue University benefits from the knowledge and talents of its non-native English speaking graduate assistants/instructors in many of its instructional programs. These persons, typically the most accomplished graduates of their home countries, bring an essential diversity of culture to the

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campus and thus enrich our total academic environment. These benefits cannot be realized, however, if there is a language barrier between instructors. Purdue University requires, therefore, that any person whose first language is not English, and who holds or is a candidate for appointment as a graduate teaching assistant/instructor, demonstrate adequate English proficiency before being assigned duties involving direct instruction of students.

A few teaching assistantships involving instrument maintenance or reagent preparation – those that do not involve student contact – are exempt from this requirement.

The Oral English Proficiency Program (OEPP) works with international graduate students whose departments wish to hire them as teaching assistants. After the department identifies students as potential TAs, the students are scheduled to take the Oral English Proficiency Test (OEPT) to make sure that the TA's level of spoken English is adequate for a teaching position.

Students who are scheduled to take the test should be sure to use the on-line practice test at http://oepttutorial.org/Default.aspx?p=test, or borrow the OEPT Tutorial CD from their department or the undergraduate library reserve desk. Students should have at least 48 hours to review the practice materials. It is also important that students who are newly arrived on campus have time to rest and recover from jet lag prior to being scheduled for the OEPT.

After the student takes the test, the test is reviewed by at least two trained raters. A student scoring a 50, 55, or 60 on the OEPT is certified for oral English proficiency and may accept a position with direct undergraduate student instructional contact; a student who scores a 27 or better on the speaking portion of the TOEFL IBT exam or a score of 8 on the speaking section of the academic IELTS. A student who scores a 45 or below is not certified, and is placed on the waiting list for ENGL 62000, "Classroom Communication for International Teaching Assistants." Students who are not certified may be hired for teaching assistantship positions that do not involve undergraduate student contact, such as grading papers, doing research for a professor, or computer programming. After taking ENGL 62000, students are re-assessed for oral English proficiency and may be certified, or asked to repeat the course.

Students who would like more information on taking the OEPT, or enrolling in ENGL 62000, should check with the graduate office of their department. All scheduling is done between the student's department and the OEPP.

Students who would like English as a Second Language (ESL) instruction are encouraged to consider the options listed on the list of Community Resources in ESL.

4.   *Graduate Student Employment Manual*

Many items, such as types of graduate appointments, vacation and leave policies, graduate staff benefits and absence from campus duty, can be found in the *Graduate Staff Employment Manual*. This manual discusses fully University policies for employment of graduate staff. This manual can be viewed at the following web site: https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf.

The College of Pharmacy Executive Committee has established a policy for the expenditure of fellowships and grants that provide only partial funding of graduate student stipends (e.g. AFPE). In the absence of explicit written guidelines from the funding source, the use of such funds is to be used to supplement the graduate student stipend to an amount that is equal to, but no higher than the highest University-sponsored fellowship or assistantship within the student's home department or the school. Therefore, the assistantship support will be adjusted to accommodate the fellowship funding, keeping in mind that the university minimum for assistantships must still be paid.

5. *Course Registration*

5.1   How to Register

5.1.1   Course Registration

All Purdue students register on-line via MyPurdue. With the exception of the first semester course registration, all future registrations should be made during the assigned Time Ticket for your grade level. Students who have not yet selected a major professor or a project should register for the permitted hours of research credits and devote the time to gathering information on various areas of departmental research and/or interviewing departmental staff members as recommended by respective department heads. Instructions for registering for courses will be given during the orientation lecture for new entering graduate students.

The responsibility for registration rests with the student. Because regulations for international students have changed, it is crucial that international students be within the required limits.

In the summer, a graduate student may register for up to 9 credits to count toward the degree; in the fall and spring, a student may register for up to 18 credits to count toward the degree. This can be any combination of research and courses at the appropriate level. It is important to adhere to these maximum guidelines because they can affect loan eligibility for U.S. citizens and permanent residents. The advisor and the student are expected to make certain that the requested academic load for a student holding an appointment and/or fellowship is compatible with the rules and regulations of the Graduate School and within the requirements of any education benefits or loans.

It is strongly suggested for this reason that if a course is dropped, the hours lost should be replaced with registration in research.

See Appendix 1 for further information about degree and registration requirements.

5.2   Withdrawal and Cancellation

5.2.1   Students Who Leave the University Permanently

Any student leaving the University permanently for any reason is required to withdraw following University regulations. Failure to do so may result in a failing grade a failing grade in all courses instead of a grade of W (withdraw). An international student who leaves or is terminated from the program must contact the Office of International Students and Scholars immediately to maintain their legal immigration status. This is required when the student is transferring to another institution or when the department is no longer able to provide financial support. The student must show evidence of support to maintain their stay in the United States.

5.2.2   Cancellation of Registration by Students on Appointments

Students on an appointment must complete at least six weeks of the semester in which they are registered to avoid paying full tuition and fees. If a graduate student's appointment is terminated within six weeks after the start of the semester (and before July 1st of the summer session) and course work including 69800 and 69900 courses is continued, regular student fees **must be paid** by the student for that semester or summer session.

6. *General Academic Requirements for Graduate Degrees*

6.1   Proficiency in Written English

Writing is an essential form of communication in science. The best research is worthless if it cannot be communicated effectively to the scientific community. Although there are no formal

requirements for demonstrating proficiency in written English, graduate students, in the course of their residency, will be asked to write research progress reports, research proposals, and papers for publication in the research literature, and, ultimately, the dissertation or thesis. The Graduate School at Purdue decided in the spring of 1996 that judgment of proficiency in written English is the domain of the faculty in the subject area. Consequently, all written work submitted by a graduate student will be reviewed for competence not only in content but also in presentation. Written work may be rejected solely on the basis of substandard writing. Students who encounter a problem with written English are expected to remedy this problem on their own. The Purdue Online Writing Lab (https://owl.purdue.edu/) in Heavilon Hall can provide answers to questions on grammar and usage. Students who need more extensive remedial help should hire a tutor. Students for whom English is not the primary language may elect to take ENGL 62100, an elective course in written English designed specifically for such students.

6.2 Oral English Proficiency Requirements

There are no degree requirements for oral English proficiency; however, note that there *is* an oral English proficiency requirement for international students who hold appointments as teaching assistants. (See Sect. 3.)

6.3 Foreign Language Requirements

There is no foreign language requirement for graduate degrees in the College of Pharmacy.

6.4 Grades and Index Requirements

The College requires that a graduate student maintain a graduate cumulative index of 3.0 ("B") or better. Departments may have more stringent requirements, particularly for fellowship holders; students should check with their departments on their specific requirements. The enforcement of policies for this requirement vary by department; again, students should consult their respective departments' procedures manuals for details or speak with their graduate advisors or major professors if this is a concern.

A graduate student is expected to maintain grades of "S" in research. A student who receives one semester of "U" in research must be reviewed by their department. The department must notify the Associate Dean for Graduate Programs and the Graduate School what action was taken and the conditions for continuation of the student's graduate study. Two consecutive semesters of "U" in research are sufficient grounds for dismissal from the graduate program.

Courses other than research credits taken for satisfactory/unsatisfactory are unacceptable for fulfilling degree requirements. Course work required for a degree will be complete when a student obtains grades for all courses on the Plan of Study that meet grade requirements of the department and the Graduate School.

6.5 Degree and Registration Requirements

The number of hours required for completion of the Master's degree and Ph.D. degree is detailed in ¶ 6.5.1 through 6.5.3 below. Closely related to the course requirements themselves is the Plan of Study. Rules relating to the Plan of Study are found in ¶ 7.4. The hours used to satisfy registration requirements consist of all completed course credit hours for courses that appear on the Plan of Study, other graduate course credit hours with grades of C- or better that appear on the Purdue transcript, including courses offered via distance learning technologies, and research credit hours with grade of S that appear on the Purdue transcript. In fulfilling these requirements, a maximum of 18 credit hours will be allowed from any one semester (the maximum hours for the summer session is 9 credit hours).

If a student changes their degree objective from the Ph.D. to the M.S. degree, the department has no obligation to allow the student to continue work for a Ph.D. beyond completion of the M.S. degree.

6.5.1   Requirements for the Master's Degree with Thesis

A Master's degree with thesis requires a minimum of thirty hours credit (including research). The detailed course requirements are specified by individual departments. (See also the requirements for courses that appear on the Plan of Study; ¶ 7.4.) At least one-half of the total credit hours used to satisfy the degree requirements must be earned while registered at the Purdue campus at which the degree is to be granted.

6.5.2   Requirements for the Master's Degree without Thesis

A student may elect to pursue a master's degree without thesis in all departments. Information about the non-thesis master's degree options may be obtained from the individual department's web sites at https://www.pharmacy.purdue.edu. However, such election must also be approved by the department head, the advisory committee, and the Associate Dean for Graduate Programs. Completion of the master's degree without thesis requires a minimum of thirty hours of course credit, of which at least eighteen hours must be in the primary area of study. (See also the requirements for courses that can appear on the Plan of Study, ¶ 7.4.) Registration requirements are the same as described in ¶ 6.5.1. A special project or a written report is also required for the non-thesis option. Such a written report may be a library paper reviewing an area of the literature or a summary of an area of study encountered in graduate work. The nature of this paper or project will be determined by the major professor in consultation with the student.

6.5.3   Requirements for the Ph.D. Degree

The credit requirements for the Ph.D. degree are determined by the individual departments subject to the following rules of the Graduate School:

1.   At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at the Purdue campus where the degree is to be granted.

2.   At least 90 credit hours are required.

3.   Courses taken at the 50000- or 60000-level (or their equivalent graduate level at another insitution) for a master's degree or professional degree from any accredited university may contribute up to 30 credit hours toward satisfying this requirement. However, approval of specific courses lies with the student's graduate program and graduate committee.

4.   Only credit hours listed on the Plan of Study plus research credits with a grade of "S" will be counted toward degree requirements.

6.6   Course Requirements

Each department sets its own course requirements for graduate degrees. Students should consult with their respective departmental advisors about these requirements. Each department must provide these requirements in writing to the Associate Dean for Graduate Programs as well as the students in the department. Requirements fall into two categories: (1) general departmental requirements and (2) requirements specific to the student. These requirements taken together lead to the Plan of Study, a formal declaration of the courses that a student must take to complete the degree. (See ¶ 7.4 below.) The courses listed on the Plan of Study must, at a minimum, be consistent with the general course requirements of the department.

Every graduate student in a department must meet their department's general course requirements for a degree. These requirements can include prerequisite courses completed as an undergraduate

student or minimum scores on diagnostic examinations. Students who do not meet the appropriate prerequisites must remedy them by taking remedial coursework at Purdue.

In addition, a student's major professor and committee, in consultation with the student, can prescribe specific courses relevant to the student's career and research goals. The intention is to prescribe an individualized program for each student that meets the student's needs and goals.

Students are allowed to take and receive credit for courses not on the Plan of Study. However, students should realize that, except for the Master's Degree without Thesis, a graduate degree is a *research* degree, and the time consumed in taking extra courses should be weighed against the overall objective of timely completion of research. Student's contemplating extra courses should consult in advance with their major professor and committee.

6.6.1   Required Ethics Course

All students are required to take an ethics course. Each department has specific policies for satisfying this requirement. Please check with your departmental Administrative Assistant.

6.7   Original Research Proposal

The College requires that every student, before receiving the Ph.D., must complete an original research proposal. The details for completing this requirement are found in Sec. ¶ 7.9.

6.8   Maximum Time Allowed for Graduate Degrees

6.8.1   Normal Time to Degree

Normally the degree of Master of Science will be completed within a period of three to five semesters or their equivalent calculated on a full-time basis, and the Doctor of Philosophy will be completed within a period of eight to ten semesters or their equivalent calculated on a full-time basis beyond the baccalaureate degree. However, the actual time required will be determined by the student's progress as assessed by his or her major professor and advisory committee.

6.8.2   Time to Degree after Completion of Research

A graduate student will be permitted a period *not to exceed six months from the date of completion of formal research* (as determined by their major professor and department head) to complete all requirements for the advanced degree (M.S. or Ph.D.). Only under extraordinary circumstances will more time be permitted and then only if written permission is obtained from the Dean of the College or the Associate Dean for Graduate Programs. Failure to comply with this regulation will result in dismissal from Graduate School. (Formal research is defined as bench-type or data-collecting research.)

6.8.3   Total Elapsed Time Allowed for all Graduate Students Including Those in the Part-Time and Absentia Programs Completing the Ph.D. Degree

The total elapsed time of a completed Ph.D. program, from admission into the graduate program to completion of the final examination, shall be no more than eight calendar years. In addition, no course on a Ph.D. Plan of Study shall be more than eight years old when a student applies for permission to take the final Ph.D. examination. Extensions to this limitation may be granted by the Associate Dean for Graduate Programs upon the recommendation of the major professor and the advisory committee, but may require re-approval of plans of study and/or retaking of preliminary examinations.

Notice (¶ 7.4.1) that these requirements apply only to graduate students who have been actively registered or to graduate students who have not had periods of graduate and/or professional inactivity of five years or more.

7.   Steps in the Progress Toward a Graduate Degree

7.1   Selection of Major Professor

During the student's first semester the student should select their major professor using procedures established by their department. This is one of the most important activities during the first semester, as it will establish a personal and professional relationship that will have a major impact on the student's growth and subsequent career. If seminars are presented by graduate faculty who are eligible to serve as major professors, these should be attended without exception. The choice of major professor should be based on personal interviews and a familiarity with both the professor's past work and planned work in which the student is likely to be involved. Accordingly, the selection must be mutually acceptable to the student and to the professor, and must be approved by the department head.

7.2   Appointment of Advisory Committee

The student and the major professor are responsible for the selection of an advisory committee. A Ph.D. advisory committee shall consist of a minimum of 4 graduate faculty; an M.S. committee shall consist of a minimum of 3 graduate faculty. An advisory committee must consist of a majority (51% or greater) of regularly appointed graduate faculty. Regularly appointed faculty are faculty who hold regular, tenure-track positions with voting privileges and who are domiciled on a Purdue missions campus. These faculty have been appointed to serve on graduate committees and to instruct graduate level courses. A "special" appointment may be obtained in some instances for an individual who does not meet the conditions for a regular appointment. There is a procedure for this "special" appointment for a qualified non-Purdue faculty member to serve on a graduate committee. See the Associate Dean for Graduate Programs for further information. The duties of the committee are to assist the student in the preparation of the Plan of Study and to offer advice during the period of graduate work, including research and thesis preparation. Each appointment to the advisory committee must be mutually acceptable to the student, the major professor, and the committee member, and is subject to approval by the Associate Dean for Graduate Programs. The Dean of the Graduate School may appoint additional members if it seems advisable. The Advisory Committee is established on the Plan of Study form. (See ⁋ 7.4 below.)

7.2.1   Changes in the Advisory Committee

Requests for changes in the advisory committee are made on the *Request for Change to the Plan of Study*. Each request for a change must be accompanied by a rationale and be approved by the student and each committee member whose status is affected by the request. The electronic Change to the Plan of Study will automatically be routed in order to the committee members who must approve the form: the professor whose status is being changed, the major professor, and the head of the graduate program of the department, and the Associate Dean for Graduate Programs.

7.3   Individual Development Plan (IDP)

An Individual Development Plan (IDP) is a requirement for all graduate students who began their program in Fall 2017 or later. Students prior to 2017 are strongly encouraged to complete an IDP. The IDP is meant to serve as a means of communication between students, advisors and committees. Students should refer to their department for specific deadlines and information. The College of Pharmacy IDP forms can be found at:
https://www.pharmacy.purdue.edu/current-students/resources/gradstudents/gradidp

7.4   Plan of Study (POS)

A Plan of Study (POS) is a formal declaration of the courses required for completion of a degree. (See also ¶ 7.4.3.) In order to ensure that graduate student programs in the College of Pharmacy proceed in an orderly manner, the Plan of Study for both the M.S. degree and the Ph.D. degree must be submitted to the Office of the Associate Dean for Graduate Programs in the early part of the student's graduate program. Responsibility for the preparation and submission of this graduate document must be shared equally by the student, major professor, and members of the advisory committee. **The graduate student is responsible for initiating this procedure and for completing all the steps involved in the preparation and submission of this document**.

There are special Plan of Study requirements when the chair of the graduate committee is not from the student's department or if the faculty member is certified in more than one department.   See the Office of the Associate Dean for Graduate Programs for more information.

The Plan of Study and the nomination of the graduate committee are submitted on the same form: Request for Master's Degree Advisory Committee and Plan of Study Approval for Masters programs, and Request for Ph.D. Degree Advisory Committee and Plan of Study Approval for Ph.D. programs. **These forms are submitted electronically to the Graduate School by accessing your information via MyPurdue**.

Graduate students must adhere strictly to the following schedule. Failure to do so may result in spending at least one additional semester in the graduate program.

M.S. Degree Non-thesis Option: The Plan of Study must be submitted to the Office of the Associate Dean for Graduate Programs during the **first semester** in which the student is enrolled in the graduate program.

M.S. Degree Thesis Option: The Plan of Study must be submitted to the Office of the Associate Dean for Graduate Programs not later than one calendar year after the student enrolls in a graduate program. Students entering the program in the fall semester must file before the beginning of the following fall semester. Students are strongly encouraged to submit the Plan of Study prior to the end of the spring semester.

Ph.D. (Single) Degree: A student working for the Ph.D. degree as a single graduate degree must complete and submit the Plan of Study not later than one calendar year after the student enrolls in a graduate program. Students are strongly encouraged to submit the Plan of Study prior to the end of the spring semester.

Ph.D. Following Completion of the M.S. Degree:

1. A student continuing work for the Ph.D. degree following the completion of the M.S. degree must submit a Plan of Study during the first semester following the completion of the requirements for the M.S. degree.

2. A student entering a graduate program with the M.S. degree from another institution and enrolling for the Ph.D. degree will follow the same general instructions as those given for the Ph.D. (single) degree.

7.4.1   Developing the Plan of Study

Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a Plan of Study for an advanced degree. A Plan of Study approved prior to such a period of inactivity is invalid.

The courses on a Plan of Study must meet departmental minimum requirements, including prerequisites taken as an undergraduate. (See ¶ 6.6.) Plans of Study are audited by the

Office of the Associate Dean for Graduate Programs. Plans of Study that do not meet these requirements will be rejected so that corrections can be made.

Additional requirements that depend on the status of the student when the course was taken are as follows:

7.4.1.1 Courses Taken as a Graduate Student at Purdue University

Requirements for the numerical level (10000 through 60000) of courses are determined by each department or administrative unit, except that no courses with 10000 or 20000 numbers, and not more than six credit hours of courses with 30000 or 40000 numbers taken as a graduate student, may appear on the Plan of Study. (The student may take such courses, but they do not count for graduate credit.) The 80000-level courses are for professional degree students. Graduate students may take such courses, and while the credits count in the calculation of the overall GPA, the course and credit hours cannot be used on the graduate student's plan of study.

7.4.1.2 Courses Taken in Nondegree Status at Purdue University

Although there is no limit to the number of course credit hours that an individual may accumulate while registered in this classification, no more than 12 hours of credit earned in nondegree status may be used on a Plan of Study. However, if an application to a degree program is approved during the session in which a person is enrolled for the 12th credit hour as a postbaccalaureate student, all credits taken prior to and during that session will be eligible for inclusion on a Plan of Study for a degree program, providing the courses are appropriate to the degree program and the courses and grades are acceptable first to the department and then to the Graduate School.

Please note that the above limitation on course credit hours taken in nondegree status that can be used on a Plan of Study will be modified if excess undergraduate credit also is to be applied to the Plan of Study. [See following.]

7.4.1.3 Courses Taken as Excess Undergraduate Credit

Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received the baccalaureate degree, and will be accepted only if: (1) the student had senior standing when taking the course, (2) the student received a grade of B or better, and (3) the course was designated as a course for graduate credit using Registrar's Form 350, Academic Record Change. The sum of the credits earned as undergraduate excess and the credits earned in postbaccalaureate status that can be used on a Plan of Study is limited to 12 credit hours except as stated in ¶ 7.4.1.2 above. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments.

7.4.1.4 Courses Taken as a Graduate Student at Other Accredited Institutions of Higher Learning

Subject to the restrictions stated below, credits earned for graduate study at other accredited universities may be applied toward an advanced degree. Only credit hours associated with graduate courses for which grades of B or better were obtained will be eligible for transfer. Any additional conditions under which credit transfers may be made are determined by the various departments.

Course work from one and only one master's degree may be used on the Plan of Study for a doctoral degree. A maximum of 12 credit hours of 50000 or 60000 level courses used to satisfy the requirements of one Purdue master's degree may be used to satisfy the requirements of another Purdue master's degree. See ¶ 8.1.

7.4.2 Filing the Plan of Study

Students submit their Plans of Study via the MyPurdue portal where they create a draft version of the plan. Once the plan has been submitted in draft form, the draft will be reviewed by the Administrative Assistant for Graduate Programs and she will notify the student of any changes that need to be made or if the plan can be submitted for processing. The POS will then be routed to obtain signatures of the committee members, the departmental graduate chair, and the Graduate School. When the plan has been approved by the Graduate School, the student will receive an email message stating that the plan has been approved.

7.4.3 Meaning of the Plan of Study

The Plan of Study is, in effect, a contract between the student and Purdue University. Once it is signed and approved, it is a formal statement of the coursework requirements for the degree. A committee member cannot require a student to take additional courses that are not listed on the plan unless the student and advisory committee agree and a change to the plan is filed. Nor can the course requirements for the degree be altered by the student unless a change to the Plan of Study approved by the advisory committee is filed.

7.4.4 Changing the Plan of Study

The Graduate School regards the Plan of Study as an individualized curriculum designed by the advisory committee to assist the student in achieving his or her educational objectives. Although changes to the Plan of Study may be necessary, each change request must be accompanied by a brief rationale in the space provided. Poor performance in a course is not an appropriate reason for removing a course from the Plan of Study. A request for changes to a Plan of Study must be approved by the student, major professor, head of the graduate program, and the Graduate School.

7.4.5 Fulfilling the Course Requirements on the Plan of Study

Courses taken while a graduate student is registered at Purdue University may be considered for fulfilling the Plan of Study requirements only if the student has received grades of C- or better. These course grades must meet departmental requirements, such as limits on the number of C-, C, or C+ grades permitted, grades of A-, A, B-, B, or B+ in certain courses, and/or minimum GPA courses on the Plan of Study. For courses that represent either undergraduate excess or transfer credit, grades of B- or better are required. Departments and advisory committees may set higher standards. (See ¶ 7.4.1.3 for other conditions governing the use of undergraduate excess and transfer credit on a Plan of Study.)

Courses taken for pass/not pass or satisfactory/unsatisfactory are unacceptable in fulfilling degree requirements. Except in cases of clerical or mechanical error, grade option changes will not be approved by the Graduate School. It is expected that clerical or mechanical errors will be detected early and corrections requested within the normal drop/add period.

7.5   Research Space Assignment

The major professor, in consultation with the department head, will assign research space for the use of each graduate student under their supervision.

7.6 Research Notebooks and Recordkeeping

Accurate, thorough, and contemporaneous recordkeeping is an absolute requirement for research. The student should consult his or her major professor for recordkeeping requirements. If research results are called into question either from within the University or externally, written records sufficient to support published research must be produced immediately. Failure to keep adequate records is grounds for dismissal from the graduate program or, in extreme cases, revocation of an awarded degree. The Graduate School has a webpage for Responsible Conduct of Research (RCR) which can be found below:
https://www.purdue.edu/gradschool/research/rcr/index.php

Research notebooks and all original data are the property of Purdue University and must remain in the custody of the major professor when a student or other research staff leaves the program. Students are, of course, welcome and encouraged to make copies of their notebooks for their own records.

7.7 Seminars

All graduate students are expected to attend departmental seminars and register for either 0 or 1 credit each semester as directed by their advisors or major professors. Note that there is a different CRN for credit and non-credit seminars. Seminars taken for credit may be applied toward the M.S. and Ph.D. degree and may appear on the Plan of Study.

7.8 Preliminary Examinations

7.8.1 Master's Degree

No preliminary examination is required for the Master's degree. General subject-area expertise is examined during the final examination.

7.8.2 Ph.D. Degree

Before a student is admitted to candidacy for the Ph.D. degree, he or she must pass a preliminary examination ("prelims"). A student cannot take an oral preliminary examination until they have filed a Plan of Study that has been approved by the Graduate School. This means that the requirements for submission of the Plan of Study must also have been met (see ¶ 7.4). Graduate School regulations state that a doctoral student who passes the preliminary examination during a spring semester is not eligible to take the final examination (provided that the student is registered for the subsequent summer session and fall semester) before the following spring semester. However, in the College this prelim examination should be conducted by the end of the student's third year in the graduate program.

The preliminary examination in the College generally consists of an oral part and a written part. (The exact nature of each examination is determined by each department.) In most cases, the oral preliminary examination cannot be taken until the written examination has been passed. Refer to departmental guidelines for the maximum amount of time that can elapse between the written and oral prelims.

The student should be advised by the major professor and departmental administration how to arrange for the written prelim. The results of the written prelim must be communicated to the student within three weeks of the examination date.

In order to take the oral preliminary examination, the student must file the electronic *Request for Appointment of Examining Committee* (GS Form 8) available on MyPurdue. This form is approved by their major professor and by the head of the department. This form must be received by the Graduate School at least two weeks prior to the proposed date of the examination. The examining committee may consist of the student's advisory committee, but the department has the right to

determine its exact composition. The committee must consist of at least four members of the Graduate Faculty. Graduate School rules state that other members of the faculty may be requested by any committee member to participate in the examination without vote, and further, that any interested faculty member may be present without vote. The Dean of the Graduate School also has the right to appoint additional members to examining committees. All participating faculty members must be notified of the time and place of the examination at least one week prior to the examination. Written materials (such as proposals) on which the examination is to be based must be transmitted to the examining committee by the student at least two weeks prior to the examination.

The chair of the examining committee will enter the results of the oral prelim exam on the electronic *Report of Preliminary Examination* (GS Form 10) and submit it. The committee will be notified by email and will record their decisions. The form will then be routed to the Graduate School for final processing.

A preliminary examination passed by a student who has not been involved in active graduate study or related professional activity for a period of five years is invalid.

If the student passes the examination, he or she is formally reclassified as a candidate for the Ph.D. degree. If the student does not pass, the examining committee may recommend that the student be permitted to request a second examination. A second examination is requested by submitting a new electronic GS Form 8. The student must wait until at least the following session to repeat the oral prelim exam. A student may not take a third examination, except on recommendation of the examining committee and approval by the Dean of the Graduate School.

7.9   Requirement for an Original Research Proposal

It is a College requirement that each candidate for the Ph.D. degree must, prior to graduation, prepare a written original research proposal. The exact format of the proposal is left to the individual departments. Each candidate in the College must file, with the Associate Dean for Graduate Programs, the *Proposal Certification Form* (Appendix 2) stating the title of the research proposal and the certification of his or her committee that the proposal is satisfactory. Examination of the proposal *may* constitute the Oral Preliminary Examination, but it also may be carried out as a separate exercise in a manner to be determined by individual departments. The Dean or the Associate Dean for Graduate Programs may request a copy of this proposal at any time prior to graduation.

7.10   Research/Instructional/Engagement Travel

On occasion, the University is involved in projects requiring staff, including graduate students holding assistantships or fellowships, to be stationed off campus (either in the U.S. or abroad) for extended periods of time. If a graduate student engaged in such a project is to be paid by or through Purdue University, a research/instructional/engagement travel request is required.

The Graduate School is responsible for assessing the qualification of persons who supervise graduate students. The major professor retains supervisory responsibility for the student. Although various levels of authority may be delegated to the new supervisor, the responsibility for ensuring academic integrity and for making academic evaluations remains with the major professor.

7.11 Research in Absentia

A doctoral student who has completed the preliminary examination and wishes to leave the University and to continue doctoral candidacy should request to register for research in absentia (course number 69900). One of the most common situations of this sort arises when a professor relocates along with his or her students to another university.

7.11.1 Initiating a Request

A doctoral student may, with the approval of the major professor and head of the graduate program, petition for permission to register for research in absentia. To do so, a completed *Request for Research in Absentia* (GS Form 12, Appendix 3 – available electronically through MyPurdue) must be received by the Graduate School at least one month prior to the beginning of the initial session for which absentia registration is sought.

7.11.2 Restrictions

A student who holds a Purdue University Graduate appointment is not eligible to register for research in absentia. If the graduate appointment is related to a research project off campus, the student may be eligible to request a research/instructional/engagement travel. (See ¶ 7.10 for more information on this option.)

7.11.3 Qualifications

To be eligible for absentia status, a student:

1. must have completed all course work and the preliminary examination;

2. must have made significant progress on the thesis research topic; and

3. must have established, in coordination with their major professor, a plan for accomplishing research at the absentia location.

7.11.4 Stipulations

7.11.4.1 Payment of Fees

The bursar will automatically send the student a bill. Late payment will be subject to the usual additional fee. The late fee is currently $200. It is the student's responsibility to keep the bursar informed of their current address. Nonpayment of absentia fees will terminate the student's registration and cancel the absentia privilege.

7.11.4.2 Research in Absentia Credit

Automatic absentia registration is always for three hours of research credit. However, permission may be granted by the Dean of the Graduate School to register a student for up to 18 hours of absentia credit at the same fee assessed for the standard three hours. A *Course Request* (Registrar's Form 23) must be approved by the major professor and the Graduate School for registration in each session in which more than three hours is requested.

This variable credit registration makes it possible for the level of registration to accurately reflect the level of research effort by the student. Thus, students devoting full time to research will be allowed to register for up to 18 credit hours of 69900, while those with fractional research commitments will be allowed proportional 69900 registration. Summer registrations will be proportional to the length of the summer session.

International students who are in absentia status and conducting research outside of the United States will be waived from the regular health insurance requirement.

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The initial request by the student to the Graduate School for more than three hours' registration must be supported by a statement prepared by the major professor and approved by the head of the department's graduate program. This statement should address the student's employment status (RA, TA, etc.) and the level and duration of support provided by the other institution in terms of facilities and/or release time. In other words, the student's Purdue registration should, as closely as possible, be the same as that which would be allowed if the student were in residence at Purdue under similar circumstances. It is appropriate for this statement to be part of the initial request on GS Form 12. Subsequent requests for more than three hours' credit for 69900 registration that are consistent with the initial request will require no further justification.

7.11.4.3 Research Supervision

The student doing research in absentia is to be supervised or guided by the major professor and must maintain frequent contact so that the major professor can monitor the student's progress. If the candidate's thesis research requires on-site supervision at the absentia location, the *Request for Research in Absentia* (GS Form 12) must be accompanied by a statement specifying who will provide this supervision and his or her qualifications.

7.11.5 Completing Study While in Absentia

7.11.5.1 Final Examination

A student may take a final examination while registered in absentia.

7.11.5.2 Graduation

A student may graduate while registered in absentia. Absentia students will not automatically be placed on the preliminary candidate list. The department should make certain that absentia students who intend to graduate are added to the preliminary candidate list at the appropriate time.

7.11.5.3 Summer Graduation of Absentia Students

Since absentia registration is not automatic for the summer session, an absentia student who expects to graduate in the summer must initiate registration through the department in the usual manner and check "Yes" in the candidate section on the *Course Request* (Registrar's Form 23). All students conducting research during the summer must be registered for research hours.

7.11.6 Modifying or Stopping the Absentia Registration

A student may stop an absentia registration and withdraw from graduate study by completing the *Course Request* (Registrar's Form 23) with a drop notation for 69900 and a note in the comment section to stop the absentia registration. The course request must be signed by the major professor and the head of the graduate program.

A student may convert an absentia registration to registration for regular research hours by completing the *Course Request* (Registrar's Form 23) with a notation to drop the research in absentia credits. Once a student drops absentia registration, the student cannot register in absentia for a later session.

7.12 Preparation of the Thesis or Dissertation

A Master's thesis or a Ph.D. dissertation is a document authored solely by an individual, describing results of original research undertaken by that individual, and asserting a position which that individual is willing to defend. When joint or collaborative research endeavors are

involved, the thesis/dissertation written and presented to the final examining committee is to be a personal document describing the student's creative effort and contribution.

Completing a thesis or dissertation will include the following steps:

1. The student will register as a candidate the session the degree is expected.

2. The major professor must approve the thesis before it is submitted to the student's graduate committee. The student is expected to give copies of the thesis to members of the examining committee *at least two weeks prior to the final examination*. Failure to meet this requirement could result in a delay of the examination.

3. A doctoral student is required to submit the electronic *Request for Appointment of Examining Committee* (GS Form 8) at least two weeks prior to the date of the examination. A thesis master's student is also required to submit GS Form 8. Final examinations must be held before the last week of classes. When the GS Form 8 is approved by the Graduate School, the chair of the exam committee and the graduate programs coordinator will be notifed.

4. After the examining committee meets, the student should prepare a final copy of the thesis or dissertation that incorporates all editorial changes and modifications requested by the members of the examining committee. The members of the committee may, at their option, examine the deposit copy prior to signing the *Thesis Acceptance*. Once a committee member has signed the *Thesis Acceptance*, the document is approved by that individual. If a thesis or dissertation requires updating or correcting AFTER it has been deposited, the student will be assessed a $200 late fee.

All Ph.D. dissertatons and M.S. theses are deposited electronically. In the case of a confidential document, the thesis or dissertation is not submitted until the confidentiality period has expired. Students should refer to the instructions posted on-line at the Graduate School web site for detailed instructions. The address is https://www.purdue.edu/gradschool/research/thesis/index.html

7.12.1 Thesis Format Requirements

There are three levels of formatting requirements that a thesis in the College of Pharmacy must meet: University, College, and Department.

7.12.1.1 University Format Requirements

The Graduate School has available Microsoft Sway presentation on *Formatting Guidelines and Deposit Procedures* (https://sway.office.com/cIFdFCQgMBWTuHi0?ref=Link&loc=play), which describes the University regulations for thesis format, as well as other information for preparing and filing the thesis. The student should review the information there before starting the preparation of his or her thesis.

7.12.1.2 College of Pharmacy and Format Requirements

1. The thesis should conform to all University and departmental requirements.

2. The thesis shall be an original document in English of which the student is the sole author.

3. The English grammar and usage in the thesis will be subject to review as part of the examination and should meet the highest standards. (See ¶ 6.1)

4. Responsibility and authority for enforcing these standards lies with the examining committee.

7.12.1.3 Departmental Format Requirements

Each department sets its own thesis format guidelines, which cannot conflict with the University or College guidelines. The major professor also has the right to set specific requirements, such as whether notebook references should be used, etc. The student should consult the major professor or graduate chair about format requirements before starting thesis preparation.

7.12.2 Preparation of the Thesis

Students should plan with a local copy shop for printing and duplication of their theses and dissertations. The Boilermaker Copy Center in the Purdue Memorial Union prints theses and dissertations and is probably most familiar with Purdue requirements.

7.13 Registration in the Final Academic Session

7.13.1 Registration in the Session of Graduation

7.13.1.1. All Doctoral Students and Thesis Option Master's Students.

These students must be registered in the session of graduation. A student who does not hold an appointment should register for a number of 69800/69900 credits to reflect their research/analysis/writing efforts. A graduate student must be sure they have the minimum hours for graduate must be completed (90 hrs. for Ph.D.; 30 hrs. for M.S.), have completed the courses on his/her plan of study; and have the approval of their committee.

7.13.1.2 Nonthesis Option Master's Students

These students must be registered in the academic session of graduation.

7.13.2 Privileged Registration

A privileged registration is a special registration at a reduced fee for examination or degree only. In order to be eligible for a privileged registration, a student must have been registered for at least one credit of research in the previous semester. International students should check with the Office of International Students and Scholars before registering for a privileged registration to ensure that they are following immigration regulations.

7.13.2.1 Examination-Only Registration

A student who has finished all degree requirements except for the final examination prior to the first day of the academic session of graduation may request registration for "Examination Only" at a reduced fee. If approved, this registration will remain valid only if both positive Report of the Final Examination and a Thesis Acceptance (see ¶ 7.14) are received in the Graduate School by the eighth week of the semester (and the published date during summer session). Otherwise, the registration for the current session must be revised to a normal registration.

7.13.2.2 Degree-Only Registration

A student who has finished all degree requirements (including the final examination) prior to the first day of academic session of graduation but who has not been awarded the degree may request registration for "Degree Only" at a reduced fee.

7.13.2.3 Approval

Privileged registration requires Graduate School approval. The completed *Course Request* (Registrar's Form 23) should be sent to the Graduate School to be entered into the Registrar's system.

7.13.2.4 Late Graduation Deadline Fee

A Late Graduation Deadline fee of $200.00 is applicable in the following situations: 1) late arrival of the electronic plan of study to the Graduate School, 2) late declaration of candidacy, 3) listing on the Graduate School's candidate roster for the same degree for more than two consecutive sessions, 4) late deposit of a thesis of dissertation, and 5) updating a thesis or dissertation after it has been deposited.

7.14   Final Examinations

The examining committees for all graduate degrees are established following the same procedures. The electronic *Request for Appointment of Examining Committee* (GS Form 8), approved by the major professor and the head of the graduate program, must be received by the Graduate School at least two weeks prior to the proposed examination date in order to give the Dean of the Graduate School adequate time to appoint and arrange for additional members, if he or she wishes. The Graduate Council recommends that an examination not exceed two hours in length; if additional time is needed, the examination may be continued at a later date.

7.14.1   Master's Degree without Thesis

An oral examination over the primary area of study shall be conducted by the student's advisory committee. If a written report or project is required for the degree by the department, this will also be examined and approved by the examining committee. Notice that this report is not a thesis; it is not subject to formatting requirements; and it is not filed as a thesis, nor can it be claimed by the student at any subsequent time to be a master's thesis. A *Report of Master's Examining Committee* (GS Form 7) must be submitted. This form is initiated by the Administrative Assistant for Graduate Programs.

7.14.2   Master's Degree with Thesis

A period not to exceed six months is allowed for thesis preparation following completion of research (¶ 6.8.2).

An oral examination over both the primary areas and the thesis shall be conducted by an examining committee which, in most cases, will consist of the student's advisory committee, but must, in any case, consist of at least three members of the Purdue University graduate faculty. The examination cannot exceed two hours in length.

The student must provide a copy of the thesis to his or her committee no later than two weeks prior to the examination. A committee member is under no obligation to conduct a final examination if he or she receives a thesis less than two weeks prior to the examination. In such a case, the examination must be rescheduled.

7.14.3 Ph. D. Degree

At least two academic sessions devoted to research and writing must elapse between the preliminary and final doctoral examinations. Note, however, that a period not to exceed six months is allowed for dissertation preparation following completion of research (¶ 6.8.2).

An oral examination over the Ph.D. dissertation shall be conducted by a committee of graduate faculty of at least four members. In most cases, this committee will be the same as the advisory committee, but this is not strictly necessary. It is recommended that one member be from outside the degree-granting department, and preferably from outside the College of Pharmacy.

The dissertation must be approved by the major professor prior to submission to the examining committee. The student must provide a copy of the dissertation to his or her committee no later than two weeks prior to the examination. A committee member is under no obligation to conduct a final

examination if he or she receives a dissertation less than two weeks prior to the examination. In such a case, the examination must be rescheduled.

The final examination shall be announced publicly so that interested members of the faculty and student body may attend.

7.15   Reporting the Results of Final Examinations

At the conclusion of a final examination, the committee chair should enter the results on the electronic *Report of Master's Examining Committee* (GS Form 7; M.S.) or *Report of Final Examination* (GS Form 11; Ph.D.) and all committee members should indicate their approval/disapproval. These forms are generated by the Graduate School. The form will then be routed to the department head and then to the Graduate School for final processing. In the case of a final examination, the report must be received by the Graduate School before 5 P.M. on the last working day of the academic session in which graduation is expected. After a satisfactory examination involving a thesis defense, each committee member must sign a *Thesis Acceptance*.

7.15.1   Report of the Final Examination for the Master's Degree

The exact degree title must be designated on the *Report of Master's Examining Committee* (GS Form 7), and each member must make a recommendation regarding study toward the Ph.D. Degree. Committee certification for a master's degree requires that all members of the committee concur that the student has satisfactorily completed the examination.

If the committee decides that the examination is unsatisfactory and a second examination is to be requested, a new request *Request for Appointment of Examining Committee* (GS Form 8) must be submitted to the Graduate School. A candidate must wait at least until the following session to repeat the final examination.

7.15.2   Reporting Results of the Doctoral Final Examination

At the completion of the final examination, the committee chair should enter the results of the examination on the electronic Report of Final Examination (GS Form 11) and each committee member will indicate their approval/disapproval. Only members of the approved examining committee may evaluate the final examination. No more than one dissenting vote is acceptable in certifying a candidate to receive the Ph.D. degree.

If the examination is unsatisfactory, the student must wait until at least the following session to repeat the final examination. A new request for the exam (GS Form 8) must be submitted.

8.   Multiple Degrees

8.1   Master's Degrees

A student may earn more than one master's degree. A maximum of 12 credit hours of 50000 or 60000 level courses of one Purdue master's degree may be used on the plan of study for another Purdue master's degree. Course work from only one master's degree or professional degree may be used to partially satisfy Ph.D. degree requirements.

8.2   Ph.D. Degrees

Although the Graduate School usually does not admit students who hold a Ph.D. degree from any institution for a second Ph.D. degree, it recognizes that there may be special circumstances in which such an admission is appropriate. If recommended for admission by a department, the recommendation for admission will be processed the same as any other recommendation for admission.

8.3   Pharm.D./Ph.D.

The College of Pharmacy offers a combined Pharm.D./Ph.D. program where a student enrolled in the professional (Doctor of Pharmacy) program can begin work on the Ph.D. while simultaneously pursuing the Pharm.D. degree. Information about this program can be obtained by contacting the Administrative Assistant for Graduate Programs.

SPECIAL ISSUES IN CONDUCT OF RESEARCH

9.   Integrity in Research and Plagiarism

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

Serious violations of integrity in research are rare. However, those that do occur strike at the very heart of scholarship and the concept of the University. In any academic institution, scholars, researchers, and artists have a special obligation to exemplify the best qualities and highest standards of personal and professional conduct.

Accurate and contemporaneous recording of research results is a vital part of academic integrity as it applies to research. (See ¶ 7.6.)

Specific regulations and procedures related to Research Integrity are found in the Policy on Research Misconduct (VIII.3.1) which may be found on the web at the following address: https://www.purdue.edu/provost/researchIntegrity/. Information about Responsible Conduct of Research, including how to avoid plagiarism, may also be found at https://www.purdue.edu/gradschool/research/rcr/index.php.

10.   Inventions, Patents, Copyrights, and Publishing

The University owns all economic and property rights to the results of research made or developed by University personnel in the course of their employment or through the use of facilities or funds provided by or through the University, including the right to patent inventions and to copyright materials, unless alternative arrangements have been negotiated in writing through the Office of Technology Commercialization of the Purdue Research Foundation. No employee or student should attempt to negotiate property rights to research involving external sponsors without involving the Office of Technology Commercialization. To do so is an express violation of University policy.

It is generally expected that results of graduate research will be published as openly and widely as possible. Some delay in the publication of thesis or dissertation research, not to exceed one year, in the interest of protecting intellectual property rights is permissible. However, agreements that prohibit publication, or that allow external censorship of publication, will not be approved by the Dean of Pharmacy.

While the norms concerning the order and inclusion of co-authors on publications vary by discipline, usually anyone who has made a significant contribution to the research should be included either as a co-author or acknowledged in the publication. Faculty, graduate students, and others involved in the research should discuss such matters early in the planning stages in order to arrive at acceptable and fair authorship decisions.

11. *Robert E. Heine Pharmacy Building (RHPH) Security*

Graduate students are permitted to remain in RHPH as long as necessary during the day, night, weekends, and holidays to conduct research or engage in other scholarly activity. Usual care should be exercised, however, by students entering or leaving research areas and RHPH, to make certain that doors are locked, especially after 5:00 P.M. Students who perform experiments which are hazardous are *required* to have a second person in the laboratory or in an adjacent room. **When entering or leaving the building after hours, especially on weekends, make certain the entrance doors are closed and locked. DO NOT LEAVE VALUABLES (WALLETS, PURSES, WATCHES, ETC.) IN UNATTENDED LABORATORIES OR OFFICES.**

12. *Safety and Laboratory Order*

A 1999 standard Purdue "Chemical Hygiene Plan and Hazardous Materials Safety Manual" is available to all laboratory personnel in the University. (This is commonly called the CHP Manual.) The manual is available to read at the following website: https://www.purdue.edu/ehps/rem/laboratory/HazMat/CHP.html . A customized copy of this manual should be accessible in every laboratory and able to be produced upon request. Your department may require you to take CHEM 60500, a non-credit course in laboratory safety, or other formal instruction.

Appendices 4, 5 and 6 of this manual contain a number of common-sense safety precautions that should be read. Although these are not meant to substitute for the other activities listed above, they contain important emergency and safety procedures.

General power failures are extremely rare. However, if one occurs, the following is to be adhered to as Standard Operating Procedure for the labs: 1) shut down *all* equipment in the hoods; 2) pull all hood sashes down; and 3) exit the lab.

Federal regulations require that employers comply with the training and information provisions of the OSHA Laboratory Standards, which are described in the CHP manual. If you have any questions about safety issues, do not hesitate to ask your departmental safety officer: BMCMP, Ryan Altman; IMPH, Sandro Matosevic; PHPR, James Tisdale. Or you may call Radiological and Environmental Management (REM) at any time with questions.

REM maintains a web site at https://www.purdue.edu/ehps/rem/index.html that includes sections dealing with the following topics: a list of REM staff, including their phones and e-mail addresses; radiation safety; chemical safety, including the Chemical Hygiene Plan manual, the right-to-know booklet, and links to Material Safety Data Sheets; the Chemical Waste Guidelines booklet; biological safety, including blood borne pathogens program, tuberculosis awareness, lice, animal bites, biological safety cabinets, and waste disposal; water quality and kitchen inspections; and links to regulatory and advisory agencies.

13. *Laboratory Safety Audits*

Any laboratory may be audited periodically by the Department of Radiological and Environmental Management (REM) or by College of Pharmacy personnel. All persons associated with a laboratory are expected to cooperate and comply with such an audit and correct any problems uncovered by the audit.

All students and faculty should be aware that Purdue University is subject to continual inspections without warning by State and Federal personnel for compliance with appropriate standards for the safe handling of chemicals. It is possible for Purdue to be cited and fined thousands of dollars for violations such as open chemical containers in laboratories. Laboratory researchers should assume

The shop can suggest alternatives for repair of personal computers at the owners' expense.

17.3   Electronic Mail

The College of Pharmacy utilizes the Purdue University Exchange Server. Guidelines for proper use of electronic mail at Purdue are outlined in the official Purdue policy located at www.purdue.edu/policies/information-technology . An application for e-mail privileges assumes your agreement to adhere to this policy.

17.4   College Website

The College of Pharmacy maintains a website (http://www.pharmacy.purdue.edu) that contains a variety of information, including a copy of this manual. The Manager of Web-Based Instructional Technology is Dr. Jeff Rattray (e-mail: rattray@purdue.edu; phone: 49-62403; office: RHPH 151A). Graduate students wishing to post material on official websites, or to establish or update websites for student organizations, should contact Jeff Rattray at webmaster@pharmacy.purdue.edu.

17.5   Other Computing Facilities

Many professors maintain computers for use by their research groups. Use of these facilities is restricted as stipulated by the individual faculty in charge. Please do not attempt to use any of these computers without authorization. The use of secretaries' computers by students is not allowed without Department Head authorization.

Poster printing information can be found at the website below:
https://techsupport.pharmacy.purdue.edu/kb/wide-format-or-poster-printing

Students who anticipate extensive computer use are encouraged to purchase their own computers and printers. A Purdue Purchase Plan is available for a number of different computers.

17.6   Adherence to Copyright Laws Regarding Software Use

The University expects all students, staff, and faculty to adhere to the copyright laws regarding software use. This means that you are entitled to use only software that has been properly licensed on a Purdue-owned computer. The College of Pharmacy fully supports this policy. Purdue has ordered software audits in the past and may do so again in the future. Please be aware that substantial educational discounts are available for the purchase of many popular software packages. See the IT group for details.

18.   Duplicating Facilities

Departmental administrative assistants have been instructed in the proper use of all duplicating equipment and are authorized to duplicate any material which has received prior approval from your major professor and/or department head.

Departments also maintain their own copy machines. Students should check with their respective departments' administrative assistants about policies regarding use of these machines.

19.   Instruments

No equipment of any kind shall be moved from one area to another without the permission of the professor in charge. When an instrument needs service, follow departmental rules regarding the filing of service requests. One of the service repairmen will be notified and appropriate action will be taken. A student is expected to perform diagnostic tests as requested by service personnel. Users are expected to leave instruments in better condition than they are found. In case of

accident, the person in charge of the instrument should be contacted and informed of the problem, and the user should assist in rectifying it.

20.   Visitors

Visitors are generally welcome to tour the facilities of the Pharmacy Building under your direction but must do so during regular working hours. International visitors, however, must receive special permission from the EVPRP office to visit labs. If you will be hosting international visitors, contact exportcontrols@purdue.edu for assistance. Visitors are not permitted in the laboratories and offices for extended periods of time. **Children must be closely supervised at all times and are not permitted in areas such as laboratories and storage rooms at any time.**

DISMISSAL, GRIEVANCE, AND ADDITIONAL POLICIES

21.   Drug Abuse and Misuse

It is seldom necessary to speak about disciplinary matters in this College because most students possess a degree of maturity and self-confidence which renders such actions quite infrequent. However, the very infrequency of disciplinary proceedings, coupled with the lack of publicity which attends them, may cause some persons to believe that such problems never occur, or if they do, the penalties involved are relatively minor. Such is not the case!

Perhaps the most serious offense with which students may be tempted is the misuse of controlled substances and/or illicit drugs. Please note that the admitted or proven personal misuse of such drugs, or worse yet, their transmittal or sale to other individuals, is cause for immediate termination of a graduate appointment and/or dismissal from the graduate program, as well as criminal prosecution.

22.   Termination of a Graduate Student for Academic Failure or Lack of Research Capability

To ensure excellence in our graduate programs, students who fail to meet minimum academic or research capability requirements will be dropped from the program. Notification of such action must be in writing. In some cases, the department will establish specific conditions for continuing in the program. The student must be informed of these in writing.

Each department has established written regulations which are used as performance criteria to determine the circumstances under which students can be dismissed from their programs for academic or research-capability reasons. These written regulations are to be provided to the graduate students at the time they begin their graduate study in the College of Pharmacy. Students with questions regarding this matter should see their respective department heads.

23.   Policy on Academic Integrity

Graduate students and postdoctoral staff are expected to exercise the highest ethical standards in the conduct of their activities. *This includes accurate, contemporaneous recordkeeping in laboratory notebooks.* A first offense of classroom cheating by graduate students results in failure of the class and referral to the Office of the Dean of Students for adjudication. The rules governing ethical conduct in research are available at the Responsible Conduct of Research website: https://www.purdue.edu/provost/researchIntegrity/. This document outlines not only the expectations of ethical conduct, but also the due process afforded to those accused of unethical conduct and protection from retribution of those making accusations. The Dean of Students Office has provided a document for students (*Academic Integrity: A Guide for Students*) that is available at: https://www.purdue.edu/odos/academic-integrity/.

24.   Grievance and Appeal Procedure

Graduate staff who have a grievance *not related to academic performance* are entitled to use the University grievance procedures. As part of these procedures, resolution of the grievance at the College level should first be attempted. Students should contact their department directly to begin the grievance process. The Associate Dean for Graduate Programs is available for consultation as well. The College procedures mandate that every effort should be made to resolve a grievance informally. The Office of the Associate Dean for Graduate Programs is always willing to assist in this informal resolution. Grievances that proceed beyond the College level must be conducted in accordance with University procedures described in Executive Memorandum C-19: http://www.purdue.edu/policies/index.html

Grievances or appeals related to academic performance (including research performance) are handled by respective departments as discussed in ¶ 29. Students who have exhausted routes of appeal for academic decisions at the department level may appeal to the Associate Dean for Graduate Programs. The student appeal should consist of a written brief in which the student outlines the case for appeal, along with any supporting documents. In the brief, the student should state the student's view of what would constitute a satisfactory resolution of the appeal. The Associate Dean for Graduate Programs will convene the Graduate Executive Committee as soon as possible to hear the appeal, to meet with appropriate faculty and/or students, and to render a judgment on the appeal. The results will be communicated in writing to the student.

A student who wishes to appeal further should contact the Office of the Dean or the Graduate School.

25.   Family Educational Rights and Privacy Act (FERPA)

There are additional regulations which pertain to all employees of the university. The Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy of students and their parents. All employees (graduate staff, faculty, and staff) must adhere to the FERPA regulations. For additional information, see the following web site:

https://www.purdue.edu/registrar/FERPA/

26.   Harassment

Purdue University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages members to strive to reach their potential. Unfortunately, there are occasions where harassment may be reported. Therefore, it is important that all members of the Purdue community be familiar with the Anti-Harassment Policy. The policy is on the web at:

http://www.purdue.edu/policies/ethics/

27.   Student Conduct

Graduate students at Purdue University are expected to conduct themselves in a professional manner while engaged in any University activity, ceremony, program, or any activity conducted under the authority of the University. This applies to both on- and off-campus events. Additional information is available on the web at:

http://www.purdue.edu/studentregulations/student_conduct/regulations.html

28.   Title IX

It is important for all persons at the University to know and understand that they are protected under Title IX, a federal law that prohibits sexual harassment, gender-based discrimination, sexual

violence, and relationship violence. Detailed information about Title IX is available at the following web site:

http://www.purdue.edu/titleix/

29.   Graduate Student Council

The Graduate Student Council is chaired by the Associate Dean for Graduate Programs. Its members include student representatives from the three departments in the College. Each department nominates two students (3 BMCMP | 2 IMPH | 2 PHPR) with a term of two years. It is expected that a diverse group of students serve on the Council. For PHPR, one student comes from West Lafayette campus and the other from Indianapolis.

DISABILITIES

Disabilities vary and may be visible or invisible, but they are likely to impact each student's experience in school. Students with disabilities are expected to meet the same academic standards as all students in their respective programs. In some cases, however, it is necessary that they receive academic adjustments to make the educational opportunity more accessible. To receive adjustments, a student must register with and provide documentation of his or her disability to the Disability Resource Center (DRC). The documentation must be from an appropriately licensed or certified professional. With the student's signature of permission, DRC will provide instructors written notification of the effects of the functional limitations the student's disability imposes on the classroom setting and the academic adjustments a student is entitled to for equal opportunity in his or her coursework. Please refer to the following website for a complete information on students with disabilities: https://www.purdue.edu/drc/.

APPENDICES

Appendix 1:   Policies for Graduate Staff

Appendix 2:   Research Proposal Certification

Appendix 3:   Request for Ph.D. Candidate Research in Absentia (GS Form 12)

Appendix 4:   Safety Rules and Special Instructions

Appendix 5:   Emergencies

Appendix 6:   Tornado Safety Policies and Procedures