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*** DISCLAIMER ***

The information contained in this Handbook is subject to change. For the most up-to-date information, visit

http://pharmacy.hsc.wvu.edu/ORGP/Home

Abbreviations

ADRGP  Associate Dean for Research and Graduate Programs
CHO    Chemical Hygiene Officer
EHS    Environmental Health and Safety
ESL    English as a Spoken Language
ETD    Electronic Theses and Dissertations
GA     Graduate Assistant
GRAC   Graduate and Research Advisory Council
GRE    Graduate Record Exam
HSC    Health Sciences Center
HSCGC  Health Sciences Center Graduate Council
HSCGP  Health Sciences Center Graduate Programs
MSDS  Material Data Safety Sheet
NIOSH National Institute of Occupational Safety and Health
PPS    Pharmaceutical & Pharmacological Sciences
PSP    Pharmaceutical Systems and Policy
RA     Research Assistant
TA     Teaching Assistant
SECTION I - DEGREE PROGRAM OVERVIEW

The Pharmaceutical & Pharmacological Sciences Graduate Program has two pathways: 1) Health Outcomes Research Pathway, and 2) Pharmaceutical and Pharmacological Sciences Pathway. Collectively, the two pathways comprise the Graduate Program in Pharmaceutical and Pharmacological Sciences which is administratively housed in the Office of the Associate Dean for Research and Graduate Programs in the School of Pharmacy. The graduate faculty consists of mentors in scientific disciplines from the West Virginia University (WVU) Health Sciences Center (HSC) and other campuses, as well as the U.S. Centers for Disease Control and Prevention/National Institute for Occupational Safety and Health (CDC/NIOSH). Application for admission into the Health Outcomes Research Pathway is made through the School of Pharmacy. Admission into the Pharmaceutical and Pharmacological Sciences Pathway occurs following the first year of the Health Sciences Center undifferentiated biomedical program.

Program Mission

The Pharmaceutical & Pharmacological Sciences Graduate Program is committed to improving the health and well-being of West Virginians and society at large by conducting innovative research that advances scientific knowledge, pharmacy practice, and economic development, and by educating students and practitioners.

Program Goals

1) To educate and train highly qualified individuals to pursue independent research in specialized fields in interdisciplinary teams, and to function and contribute as a member of a research team.

2) To prepare competent scientists able to contribute to health-related research, industrial research and development, pharmaceutical education, and scholarship.

3) To advance research in pharmaceutical and pharmacological sciences, health care, and education.

4) To provide leadership for the pharmacy profession in research and graduate education.
Program Objectives

Graduate education is designed to prepare students to become independent researchers. Students will develop competencies in the scientific research process through didactic studies and conceptualizing, designing, conducting, and reporting original research.

Didactic Studies

1) To learn basic and applied principles in specific disciplines and related fields in order to develop a broad background of knowledge.
2) To develop research skills including scientific communication and critical thinking/problem solving ability by participating in seminars and designated research skill courses.

Research Training

1) To gain hands-on experience in conducting original research, including acquisition of background information (e.g. literature research), experimental design and experimentation.
2) To develop research communication skills by writing abstracts for research presentations, manuscripts for publication, research grant proposals, and a thesis or dissertation.
3) To gain additional insight into research and scholarship by participating in scholarly exchanges with faculty and students in the WVU School of Pharmacy, the Health Sciences Center (HSC), and the West Virginia University community.
SECTION II – PROGRAM PATHWAYS
(For Admissions see Appendix 1)

Pharmaceutical and Pharmacological Sciences Pathway

Specialty areas include pharmacology, medicinal chemistry, pharmaceutics, drug discovery and development, drug metabolism, and bionanoscience. The pharmaceutical and pharmacological sciences uniquely encompass a wide variety of interrelated areas of science and technology. For example, students in medicinal chemistry are trained to combine knowledge in analytical/synthetic chemistry, biochemistry, pharmacology, nanoscale science, pharmacokinetics, toxicology, and molecular modeling in the design of new drugs. Those who specialize in pharmaceutics, biopharmaceutics, and pharmacokinetics are trained to combine physicochemical methods, cellular and molecular biology, and drug absorption and metabolism in the design and evaluation of novel drug delivery systems and their pharmacodynamic and therapeutic effects.

Health Outcomes Research Pathway

Health outcomes research focuses on the scientific design, data collection, and analysis of the end results of medical care, which includes quality, cost-effectiveness, and the effect of treatment on quality of life in patients. Outcomes research evaluates the effectiveness of health interventions through changes in outcomes such as improvements in patient functional status, satisfaction with care, and mortality. Apart from traditional experimental and quasi-experimental designs, outcomes research methodology embraces epidemiological research designs (retrospective or prospective, longitudinal or cross-sectional, case-control or cohort study designs), econometric modeling (decision analysis), pharmacoeconomic methods (cost-benefit and cost-effectiveness analyses), and survey research methods (quality of life measurements and satisfaction with care).
**Graduate Student Classification**

**Regular**

A regular graduate student is a degree-seeking student who meets all the criteria for regular admission to a program of their choice. The student must possess a baccalaureate degree from an accredited college or university, have a grade point average of at least 3.00 (4.00 scale), and meet all of the criteria established by the School of Pharmacy.

**Provisional**

A student may be admitted as provisional by the graduate program when the student possesses a baccalaureate degree from an accredited institution, but does not meet the criteria for regular admission. The student may have incomplete credentials, deficiencies to make up, or may have a scholastic record that shows promise but is less than the 3.00 (4.00 scale) grade point average required for regular admission. When admitted as a provisional student, the conditions that must be met to achieve regular student status will be conveyed to the student in writing.

**Non-degree Status**

A non-degree student is one who is not admitted to a program of study. To be eligible to apply for regular status, the student must maintain a minimum GPA of 3.00 (4.00 scale) on all course work taken since admission as a non-degree student.

**Full-time Status**

A graduate student is classified by the WVU graduate catalog as full-time if enrolled for nine (9) credit hours in Fall and Spring semesters and six (6) credit hours for Summer.

**Part-time Status**

When conditions require that the student enroll for less than nine (9) credit hours in a semester, they will be classified as part-time students. For example, students in full-time service to the University or another employer will be advised to enroll for no more than six credit hours of work in any one semester.
M.S., Ph.D.

An applicant may indicate their degree objective (M.S. or Ph.D.) in their application. Ph.D. applicants have preference over M.S. applicants for admissions and stipends. Students who are admitted into the Ph.D. track in the Health Outcomes Research Pathway who do not possess a master’s degree will be required to complete a M.S. prior to earning the Ph.D.

Failure to follow the policies described in this handbook may result in disciplinary action or termination of the student’s enrollment in their degree program.

Residency Requirement

WVU requires a minimum of one (1) year in residence in full-time graduate study. Students in the Graduate Program in Pharmaceutical & Pharmacological Sciences are generally expected to complete their training in-house. In some instances, an individual student or graduate committee may propose a short-term off-site experience (e.g., internship with a pharmaceutical or biotechnology company) or an alternative plan by which the student may gain equivalent educational experience. For example, the student may spend time in residence at a research laboratory, institute, archive, or research center.
SECTION III - FINANCIAL ASSISTANCE

Graduate Assistantships

All Ph.D. students in the Graduate Program in Pharmaceutical & Pharmacological Sciences receive financial support during their training, provided that they remain in good academic standing. Financial support is offered to graduate students in the form of graduate assistantships. This support includes an annual stipend, full tuition waiver, and health insurance. These assistantships are intended to provide financial support to graduate students to allow them to devote full attention to their graduate studies.

Both Ph.D. and M.S. students may be eligible for loans. Contact the WVU Financial Aid Office for information.

In general, students receive their assistantship awards from the University for two years. After that, they are typically funded through research or training grants. It is the policy of WVU that a graduate student may hold no more than one graduate assistantship.

Graduate assistantships are offered to students who have been formally admitted as regular, full time students. Contractual appointment letters will be signed by the graduate student, the department chairperson, the Associate Dean for Research and Graduate Programs (ADRGP), and the Dean and placed in the student’s file. In addition to their responsibility as full time graduate students to conduct research and graduate studies, graduate assistants receiving full, three-fourths, or half stipends are required to work an average of 20, 15, or 10 hours per week, respectively, in teaching, and/or research related activities. The assignment of teaching assistantship duties will be made by the ADRGP and Associate Dean for Academic Affairs and Educational Innovation in consultation with the faculty at the beginning of each semester and summer session. A faculty supervisor will be responsible for the schedule, work assignment, performance and evaluation of the designated graduate assistants.

If a student wishes to seek other outside employment, approval must be obtained through the student’s mentor, the ADGRP, as well as the Graduate Research and Advisory Committee (GRAC) committee. An accompanying form is available from Brad Rager in HSC North 2037-E.
Teaching Experience Requirement

All graduate students are required to have completed a teaching experience prior to graduation. For students in the Pharmaceutical and Pharmacological Sciences Pathway, mentors are responsible for arranging teaching experiences to meet this requirement in consultation with the student’s thesis or dissertation committee and the ADRGP.

For students in the Health Outcomes Research Pathway, attending the WVU Summer Teaching Scholars Program will meet this requirement. Students are also expected to develop and present a minimum of 3 classroom teaching presentations in the graduate or pharmacy professional curriculum.

Responsibilities and Duties

Graduate assistants are not benefits eligible although certain arrangements such as vacation time may be allowed under School and/or WVU policy on graduate education (see Section IV of this document).

Annual Evaluation of Graduate Assistants

Graduate assistantships will be awarded on an annual appointment basis and will be continued only with satisfactory progress in the areas of teaching, research and course work. Student thesis and dissertation committees are expected to meet a minimum of every six months and submit a written evaluation and progress report to the ADRGP (see Appendix 6, Semi-annual Advisory Committee Evaluation); students are expected to meet with their advisors, in lieu of the committees prior to their formation. Each year, students are required to submit an annual evaluation form that is approved by their major advisor and committee (see Appendix 6, Annual Student Evaluation Form and Progress Report). The evaluation forms are due following the Spring semester, after which the GRAC meets to formally review each student. Based on these reviews, a summary letter is generated by the ADRGP for each student, distributed to the students and their mentors, and placed into the student files.

Mentored Research Assistantships

Mentored research assistantships are offered to students by faculty advisors through their research/grant funds. Students who accept the offer of a mentored research assistantship must devote full time to the intended research project and graduate education. However, mentored research assistants may request and perform teaching related assignments to
enrich their graduate educational training. Some students also participate in off-site internships supported by the pharmaceutical industry that are typically for one summer.

On rare occasions, a mentored graduate assistant may work on a research project that is supported by a faculty member other than the student’s major advisor, provided that:

1. The project requires finite and limited hours for completion, and
2. The student has received written approval from his/her major advisor (see provisions regarding outside employment in Section VII).

**Fellowships**

Students may receive fellowships or scholarships from extramural sources through competitive applications. In accepting these, they are bound by provisions stipulated by the granting agencies and by the University policy on financial assistance and graduate education. Recipients of fellowships or scholarships may request and perform teaching related assignments, in addition to their research and didactic training, to further their educational goals. Should the fellowship amount not reach the regular stipend, supplements are available from the mentor’s grants or institutional sources as allowed.
SECTION IV - PROGRAM AND DEGREE REQUIREMENTS

General Requirements

English Language Proficiency

University policy requires all departments that employ graduate student teaching assistants for classroom instruction or laboratory assistance to certify English proficiency of those students for whom English is not the official language of their country. Certification can be accomplished by:

1. Obtaining a satisfactory score on the Test of Spoken English (TSE), as offered by the Educational Testing Service. It is advantageous for the TSE to be taken prior to the arrival of the students at WVU. If the TSE cannot be taken prior to arrival, then students must obtain certification through one of the other methods listed below.

2. Passing the SPEAK (Michigan Testing) test as administered by the WVU Department of Foreign Languages and scheduled at the beginning of each academic year.

Or

In the event that English proficiency cannot be certified, the student will be required to enroll in and pass successfully specific ESL (English as a Second Language) courses.

Graduate teaching assistants not certified as proficient in English cannot be assigned regular teaching, laboratory, or tutorial responsibilities.

Seminar Programs

Graduate Seminars

All regular students are required to participate in their respective pathway’s graduate seminar program. Each semester, students are expected to register for, attend, and actively participate in all scheduled presentations. In addition, students will present in their pathway’s seminar program each academic year, beginning in their first or second year of study.

Most seminar courses will be graded by the pathway’s seminar coordinator. Students in the Health Outcomes Research Pathway will receive letter grades; students in the Pharmaceutical and Pharmacological Sciences Pathway will be graded as either Satisfactory (S) or Unsatisfactory (U). If a student must miss a seminar, it is the student’s responsibility to notify the seminar coordinator of the reason for this absence. The grade will be assigned based on the quality of the student’s seminar presentation and their attendance throughout the semester. Faculty and graduate students will complete an evaluation sheet for each student’s seminar so that the student presenter can also receive specific comments on presentation style and content.
Pathway and Specialty Area Journal Clubs

Some discipline area groups within the School also have separate, discipline-oriented seminar courses, journal clubs, or discussion groups. Students who have chosen a major advisor are to register for and participate in those discussion groups recommended by their advisor. It is suggested that students who have yet to select a major advisor participate in discussion groups conducted in an area of potential research interest to them. Course requirements and grading policies will vary with each course and will be distributed to registrants in writing at the first meeting of the semester.

Other Health Sciences Center Seminar Programs

In order for students to fully appreciate the multi-disciplinary nature of medical sciences research, students are encouraged to attend seminars offered in the HSC and WVU, as their schedules allow. Attendance is also expected at special seminar programs scheduled in the School of Pharmacy.

Academic Standards

Credit hours for courses in which a grade of lower than a C is obtained will not count toward satisfying graduate degree requirements. A student must maintain an average grade of 3.00 in the graduate program. A student who fails to do so will be placed on probation and must bring their GPA up to 3.00 during the following semester in order to be removed from probation. If a student fails to raise their GPA to at least 3.00, he/she may be dismissed from the program.

Students are required to conduct a research project culminating in a thesis (M.S.) or dissertation (Ph.D.). Students are required to meet with their advisors and committees a minimum of every six months. The purpose of the meetings is to help assure satisfactory research progress, to allow for the early detection (and correction) of deficiencies, and to provide documentation of progress in the degree program.

An annual assessment of research progress is required for M.S. and Ph.D. students. An annual evaluation form will be completed by the student following each Spring semester (see Appendix 6 for form, Annual Student Evaluation Form and Progress Report). The student’s advisor, and committee after it is formed, are responsible for reviewing the report, verifying its accuracy, and rating the research progress as either “satisfactory” or “unsatisfactory.” Ratings of unsatisfactory must be accompanied by specific recommendations for remediation.

A semi-annual advisory committee evaluation (see Appendix 6 for form, Semi-annual Advisory Committee Report) must also be completed following each committee meeting, and no later than six months following submission of the annual evaluation form. The meeting is to be conducted with the advisor prior to the formation of a committee.
Completed copies of the annual and semi-annual evaluations will be sent to the ADRGP for review. Evaluations for which unsatisfactory progress is noted will be forwarded to the GRAC for their review and recommendations. In addition, the GRAC reviews the annual evaluation forms of all students in the Graduate Program in Pharmaceutical and Pharmacological Sciences each year. The results of this meeting are summarized by the ADRGP in a letter to each student, which is placed in their permanent files, and distributed to the students, their mentors, and their pathway directors.

**Required Didactic Course Work (M.S./Ph.D.)**

Prior to submission of the thesis or dissertation, the student must complete the following didactic course core requirements for the respective pathways. Students may request credit for these courses if completed at other institutions; however, it is the student’s responsibility to obtain the necessary and official documents to demonstrate course equivalency. Course equivalency will be determined by the student’s graduate committee, and must be approved by the ADRGP and Assistant Vice President for Graduate Education at the HSC. This must be completed no later than when the student’s plan of study is submitted.

**Health Outcomes Research Pathway Course Requirements**

**CORE COURSES:** 51 hours

- Health Systems 3 credits
- Econometrics 3 credits
- Introduction to Outcomes Research/Patient Reported Outcomes 3 credits
- Intermediate Micro-Economic Theory 3 credits
- Research Design & Data Analysis I, II 3 credits/ea
- Pharmacoconomics 3 credits
- Social and Behavioral Theory 3 credits
- Survey Research Methods 3 credits
- Multivariate Analysis 3 credits
- Pharmacoepidemiology 3 credits
- Secondary Data Analysis 3 credits
- Statistical Analysis System 3 credits
- Decision Analysis in Healthcare 3 credits
- Scientific Writing 2 credits
- Intro to Biomedical Research (Ethics) 1 credit
- Graduate Seminar (Required every semester) Minimum of 6 credits

**ELECTIVES (Minimum of 4)** 12 credits

**DISSERTATION RESEARCH:** Minimum of 8 credits

Total: **75 Hours**
**Pharmaceutical and Pharmacological Sciences Pathway Required Courses**

In the first year of graduate study, all Pharmaceutical and Pharmacological Sciences Pathway students take the undifferentiated biomedical sciences core curriculum. The remainder of the student's Plan of Study is designed with guidance from the student's major advisor and graduate committee.

**Year 1 (24-28 credits)**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular Structure and Function</td>
<td>4 credits</td>
</tr>
<tr>
<td>Fundamentals of Integrated Systems</td>
<td>4 credits</td>
</tr>
<tr>
<td>Statistics for the Biomedical Sciences</td>
<td>1 credit</td>
</tr>
<tr>
<td>Discussions on Scientific Inquiry</td>
<td>1 credit</td>
</tr>
<tr>
<td>Laboratory Rotation (1st)</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11 credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molecular Biology</td>
<td>3 credits</td>
</tr>
<tr>
<td>Elective Modules</td>
<td>5-9 credits</td>
</tr>
<tr>
<td>Laboratory Rotations (2nd)</td>
<td>1 credit</td>
</tr>
<tr>
<td>Laboratory Rotations (3rd)</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10-14 credits</strong></td>
</tr>
</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Writing</td>
<td>1 credit</td>
</tr>
<tr>
<td>Research</td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3 credits</strong></td>
</tr>
</tbody>
</table>

**Year 2 (21-28 credits)**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Courses*</td>
<td>3-6 credits</td>
</tr>
<tr>
<td>Graduate Seminar</td>
<td>1 credit</td>
</tr>
<tr>
<td>Journal Club</td>
<td>1 credit</td>
</tr>
<tr>
<td>Research</td>
<td>4-5 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9-13 credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Courses*</td>
<td>3 credits</td>
</tr>
<tr>
<td>Graduate Seminar</td>
<td>1 credit</td>
</tr>
<tr>
<td>Journal Club</td>
<td>1 credit</td>
</tr>
<tr>
<td>Research</td>
<td>4-7 credits</td>
</tr>
<tr>
<td><strong>QUALIFYING EXAMS</strong></td>
<td><strong>9-12 credits</strong></td>
</tr>
</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>6 credits</td>
</tr>
</tbody>
</table>
Year 3  (25-27 credits)

1st Semester
- Advanced Courses*  3 credits
- Research  3 credits
- Graduate Seminar  1 credit
- Journal Club  1 credit
- Research  3-4 credits
(Proposal Defense)

2nd Semester
- Dissertation  2-4 credits
- Research  3 credits
- Graduate Seminar  1 credit
- Journal Club  1 credit
- Research  3 credits

Summer Session
- Research  6 credits

Years 4 & 5  (27 credits)

1st Semester
- Research  3-6 credits
- Dissertation  2-4 credits
- Grad Seminar  1 credit
- Journal Club  1 credit

2nd Semester
- Research  3-5 credits
- Dissertation  2-4 credits
- Grad Seminar  1 credit
- Journal Club  1 credit

Summer Session
- Research  6 credits

*Advanced Courses  (2 or 3 are typically required)
- BIOC 791 - Advanced Molecular Biology
- CHEM 335 - Structure Determination
- CHEM 346 - Physical Chemistry
- CHEM 514 - Mass Spec: Principles and Practice
- CHEM 531 - Advanced Organic Chemistry I
- CHEM 532 - Advanced Organic Chemistry II
- PCOL 743 - Pharmacology I
- PCOL 744 - Pharmacology II
- PCOL 745 - Advanced Pharmacology I
- PCOL 746 - Advanced Pharmacology II
- PCOL 767 - Advanced Neuropharmacology
- PHAR 711 - Chemical Properties of Drugs
- PHAR 716 - Chemistry of Drug Action I
- PHAR 726 - Chemistry of Drug Action II
- PHAR 731 - Biopharmaceutics and Pharmacokinetics
- PHAR 779 - Drug Discovery and Design
- PHAR 780 - Intro to Molecular Modeling
- PHAR 781 - Drug Metabolism
Advisor Selection and Graduate Committee Appointment

Selection of Advisor in the Pharmaceutical and Pharmacological Sciences Pathway

Pharmaceutical and Pharmacological Sciences Pathway students complete research rotations in their first year with faculty on the pathway’s approved mentor list. Choice of advisor is coordinated through the HSC undifferentiated program.

Selection of Advisor in the Health Outcomes Research Pathway

After notification of admission into the graduate program, the student should maintain communication with the ADRGP’s office and Pathway Director on all matters related to the student’s arrival and transition into the graduate program. Upon arrival at the institution, the student will meet with the ADRGP and/or Pathway Director to discuss details of the program and the initiation of the student’s studies.

All new students will be assigned an interim advisor, who is responsible for assisting the student in selecting appropriate coursework for the initial semesters of studies in the program. It is important for the student to determine his/her intended research goals and a planned program of studies and to select a research advisor as early as possible in the program. To facilitate this process, the student is to meet with all mentor-eligible faculty in the pathway and select a major advisor by the end of the first year of study.

Change of Major Advisor

In exceptional cases, a student may request a change of research advisor. It is the student’s responsibility to notify and provide justification to the ADRGP, pathway director, and the GRAC for this request. Subsequent to meeting with the student and the student’s current major advisor, the ADRGP and the GRAC will formulate options for the student. A change in the major advisor may also result in a change in the source of stipend support.

Graduate Committee Selection and Approval

Prior to the third semester (M.S.) or the fourth semester (Ph.D.) in the program, the student, under the direction of the research advisor, should have completed the process of selecting members of the thesis or dissertation graduate committee.

Masters

The M.S. degree graduate committee will consist of at least three individuals, including the major advisor. The major advisor must have regular graduate faculty status while the majority
of the graduate committee must be regular or associate members of the graduate faculty. One member may be a non-member of the graduate faculty. Also, at least one member of the graduate committee must hold an appointment outside of the School of Pharmacy. For students who are employees of Mylan Pharmaceuticals, NIOSH, or an institution/organization other than WVU, either the ADRGP or designee will serve on the committee to aid with ensuring compliance with university policies and procedures.

Doctor of Philosophy

The Ph.D. dissertation graduate committee shall be composed of no fewer than five members and no more than six total. The major advisor must have regular graduate faculty status while the majority of the graduate committee must be regular or associate members of the graduate faculty. At least two members must be from the pathway, and at least one member must be from outside of the pathway. One, and only one, of the graduate committee members may have non-member graduate faculty status. For students who are employees of Mylan Pharmaceuticals, NIOSH or other institution/organization besides WVU, either the ADRGP or designee will serve on the committee.

The composition of a graduate committee is very important and students are advised to work with their major advisor in giving considerable deliberation to graduate committee member selection. These members will approve the formal Plan of Study, including the proposed research project, and serve as the final examining committee. They will also provide the most readily accessible sources for expertise and direction in solving problems encountered during the student’s research program.

Subsequent to completing the “Committee Approval Form,” all thesis and dissertation graduate committees must be approved by the Dean of the School of Pharmacy (or the Dean’s designee), the ADRGP and the Health Sciences Center Graduate Programs (HSCGP) office.

Plan of Study

Content

The Plan of Study should reflect the areas of expertise in which the student will receive didactic training, the student’s research skills area, thesis or dissertation topic, and expected competencies for graduate committee evaluation. The plan must be developed by the student and their research advisor, submitted and approved by the (i) the student’s graduate committee, (ii) ADRGP, (iii) the Chair of the Health Sciences Center’s Graduate Council, and (iv) the Health Sciences Center’s Graduate Program Office.
Submission

The Plan of Study should be submitted:
   M.S. prior to completing 18 credit hours*
   Ph.D. prior to completing 30 credit hours*
* Exclusive of research

Revision of Plan of Study

For small changes in an approved Plan of Study, a letter of request should be submitted to the HSCGP office. For major changes in a program, a revised Plan of Study must be submitted for approval. Please refer to the “WVU Health Sciences Center Graduate Program Plan of Study” form for more specific directives concerning these types of Plan of Study modifications.

Masters Program

Didactic Coursework

The specific didactic courses required as part of the M.S. programs have been described. Masters degree students typically complete a minimum of 24 credit hours of formal graduate classroom instruction. At least 60% must be at the 600 level or no more than 40% lower than 600 level.

Submission of Plan of Study and Master's Thesis

Approval of the Plan of Study establishes a contractual agreement between the student and the University with respect to the details of what the student must accomplish to be eligible for their degree. Changes in the Plan of Study at some future date require joint approval by the thesis graduate committee and the student.

Research Progress Report and Annual Evaluation

A research progress report and annual evaluation form is required of all Master’s Students each year, beginning their second year in the program, as described previously (see Appendix 6 for forms).

Final Oral Examination (Thesis Defense)

For scheduling the final oral examination (thesis defense), a Shuttle Sheet is to be requested from the Health Sciences Center Graduate Council (HSCGC) within 6-8 weeks into the
graduation semester but no later than 10 working days prior to the date for thesis defense. The ADRGP will be notified by copy of the “Shuttle Sheet Request Form.”

**Reporting of Final Examination Results**

The results of the final oral examination for the M.S. duly signed by all the examining graduate committee members present, must be reported to the HSCGC via the Shuttle Sheet within 24 hours after the examination.

**Exit Procedure**

Subsequent to the submission of the student’s thesis using the Electronic Theses and Dissertation (EDT) and prior to departing WVU, the student must “Check-out.” Check-out includes returning all equipment, materials and supplies to their owners, returning all keys signed out, clean up of laboratory work space, returning library materials, and turning over all materials including lab notebooks used in the course of completing the student’s research to their major advisor. The required signatures must be obtained on the Exit Form. It is the major advisor’s responsibility to ensure that this form is properly completed. Moreover, upon signing the Exit Form, the advisor is confirming that the above items have been satisfactorily completed and will take full responsibility in the event that they have not. An exit interview with the ADRGP is required for program assessment purposes.

**Doctoral Program**

**Didactic Coursework**

The specific didactic courses required as part of the Ph.D. program have been described previously. At least 60% of course work must be at the 700 level or no more than 40% lower than 700 level.

**Submission of Plan of Study**

Approval of the Plan of Study establishes a contractual agreement between the student and the University with respect to the details of what the student must accomplish to be eligible for the desired degree. Changes in the Plan of Study at some future date require joint approval by the dissertation graduate committee and the student.
Research Progress Report and Annual Evaluation

A research progress report and annual evaluation form is required of all Ph.D. degree students each year, beginning their second year in the program, as described previously (see Appendix 6 for forms).

Guidelines for the Written Qualifying Examination

A written qualifying examination must be completed by every Ph.D. student, and it is expected to be completed prior to the end of their third year of study. If a student enters the Ph.D. program with a Master’s degree, the examination is expected to be completed prior to the end of their third semester of study at WVU subsequent to initiation of the Ph.D. program. It is the responsibility of the ADRGP to assure that the written qualifying examination is scheduled at an appropriate time within the student’s degree program.

The written qualifying examination developed and administered by the major advisor and the doctoral graduate committee, may include test contributions from faculty members in the student’s area of study, and any other areas deemed appropriate. The examination process will be initiated on behalf of the student by the major advisor, who will first meet with members of the doctoral graduate committee for the purpose of determining the composition and schedule for the examination.

The major advisor will then give notice, by written memorandum, which includes the format, date(s), and procedures for the examination, to all examination contributors, the student examinee, and the ADRGP. The major advisor will be responsible for all scheduling and administration protocols related to the examination. The examination may be completed in a 1-2 day period, but is not to exceed one week. The results of the examination must be reported to and approved by the graduate committee members, reported to the student and reported to the HSCGC using the “Qualifying Examination” approval sheet, with a copy sent to the ADRGP.

A one-time only re-examination in those areas of the written qualifying examination deemed not satisfactorily completed should be accomplished in a time frame mutually acceptable to the student, the major advisor, and contributing examiners. A remedial study plan will be established and implemented prior to the re-examination. Unsatisfactory completion of any portion of the written qualifying re-examination can result in expulsion of the student from the program.

Guidelines for the Oral Qualifying Examination

The satisfactory completion of the written qualifying examination is a prerequisite for taking the oral qualifying examination. The major advisor or designee will schedule a time mutually agreeable to the student and members of the student’s doctoral graduate committee for administering the oral portion of the qualifying examination. The oral qualifying examination is expected to be completed within 6 months from the date of successful completion of the
written portion. As with the written qualifying examination, it is the responsibility of the ADRGP to assure that the oral examination is completed in a timely manner. One re-examination of the oral qualifying can be scheduled with consent of the student, the major advisor, and members of the doctoral graduate committee. The composition of the oral qualifying examination may vary with discipline. The examination, for example, may be in the form of an oral defense of a National Institutes of Health (NIH) style grant or fellowship proposal on a subject matter acceptable to the student’s advisor and committee.

Currently, the Health Outcomes Research Pathway oral qualifying exam is based on answers from the written exam. A separate proposal defense is conducted after the written/oral exam for the Health Outcomes Research Pathway. In contrast, the Pharmaceutical and Pharmacological Sciences Pathway oral qualifying exam is most often conducted as an oral defense of the dissertation proposal.

The results of the examination, with the approval of the doctoral graduate committee, must be reported to the student, the ADRGP, and the HSCGC. The student is declared a candidate for the Ph.D. degree only when certified (HSCGC “Qualifying Examination” Approval Sheet) of having successfully completed the oral and written qualifying examinations, and met any additional requirements specified by the doctoral graduate committee. Doctoral students are allowed no more than five (5) years beyond the qualifying examination in which to complete degree requirements. However, it is the expectation that graduation will occur two to three years after completion of a student’s qualifying examination. In the event a student fails to complete the doctorate within five years after admission to candidacy, an extension of time can be obtained only by repeating the qualifying examination.

**Doctoral Dissertation Proposal**

Upon successful completion of the qualifying exam requirements for students in the Health Outcomes Research Pathway, a date for the doctoral dissertation proposal defense may be set. The proposal may take the form of a SF 424 grant proposal including: specific aims, introduction, succinct yet detailed literature review, complete sections on applicant capability, materials and research methodology, references, human subjects and supporting documents. The proposal must be defended by the student in a forum that includes the student’s complete doctoral dissertation committee.

**Publication Requirement**

Students in the Health Outcomes Research Pathway are expected to submit at least three manuscripts for publication in reputable peer-reviewed journals prior to graduating. Additionally, students in this pathway must have one first-authored manuscript related to their dissertation accepted for publication in a reputable peer-reviewed journal prior to defending their dissertation.

Students in the Pharmaceutical and Pharmacological Sciences Pathway may not defend their dissertation until they have obtained first authorship on at least one original manuscript.
accepted for publication in a peer-reviewed journal. Co-first authorship on a manuscript may be accepted. However, the manuscript will count towards the dissertation of only one graduate student. If more than one graduate student is a co-first author, the student’s major advisor (or advisors if from different labs) will determine which student will obtain first author credit for dissertation purposes. The published work must be part of the student’s dissertation project. Review papers do not fulfill this requirement. While one paper is the minimal program requirement, some advisors may impose more requirements with regard to the number of papers, quality and journal impact level that exceeds the minimum to qualify for the Ph.D. defense and degree. In such cases, these requirements will be presented to the students prior to acceptance into prospective research laboratories.

Submission of Ph.D. Dissertation

Upon completion of the research, a dissertation is submitted to the members of the student’s doctoral graduate committee at least 10 working days prior to the final oral defense date. During this period, the graduate committee members will review the dissertation and may make recommendations for its revision prior to its final defense and acceptance.

Final Oral Examination (Dissertation Defense)

For scheduling the dissertation defense, a Shuttle Sheet is to be requested from the HSCGC within 6-8 weeks into the graduation semester but no later than 10 working days prior to the date for the defense. The ADRGP will be notified by copy of the “Shuttle Sheet Request Form.”

Reporting of Final Examination Results

The results of the final oral examination for the Ph.D. candidate must be signed by all the examining graduate committee members present and must be reported to the HSCGC via the Shuttle Sheet within 24 hours after the examination.

Awarding of Degree/Exit Procedures

Subsequent to the submission of the student’s dissertation using the ETD and prior to departing WVU, the student must “Check-out.” Check-out includes returning all equipment, materials and supplies to their owners, returning of all keys signed out, clean up of laboratory work space, returning library materials, and turning over all materials used in the course of completing the student’s research to their major advisor. The required signatures must be obtained on the Exit Form. It is the major advisor’s responsibility to insure that this form is completed. Moreover, upon signing the Exit Form the advisor is confirming that the above items have been satisfactorily completed and will take full responsibility in the event that they have not. An exit interview with the ADRGP is required for program assessment purposes.
SECTION V - TEACHING AND COMMUNICATION SKILLS

While the didactic and research training described above constitute the formal process of graduate student education at the WVU School of Pharmacy, student development is fostered through other means as well. These include teaching experience, mentorship by the major professor, professional colleagueship and collaboration with faculty and graduate students, and participation in professional meetings. Students must work with their advisor and graduate committee to identify self-development goals and incorporate various experiences that will enhance (in addition to research skills) their teaching/presentation and computer-use skills. The overall result of these experiences should make the student an effective communicator both in academic and nonacademic settings and versatile in the use of computer technology in their research and communication activities. The student’s annual evaluations and progress reports must also reflect gradual progression toward acquiring writing skills.

Participation at Scientific Meetings

Students are encouraged to submit abstracts to local, regional, and national professional meetings. This type of experience is an important aspect of the graduate training. Such participation allows the student to meet other researchers and keep abreast of developments in their field of study and to develop a network of scientist colleagues. It is recommended that students secure the assistance of faculty to develop audiovisual aids and to review the content of the presentation. Students should also rehearse in front of faculty and peers during the graduate seminar or specially arranged sessions. Funding for attending a regional or national meeting is generally arranged through the advisor or department. In addition, the School of Pharmacy has a limited number of competitive travel awards for first-authored presentations at national meetings each year; application forms can be obtained from Brad Rager in Room 2037-E in HSC North.

Communication Skills

Graduate students are expected to participate as fully as possible in opportunities to develop their communication skills. These opportunities include participation in graduate seminars or journal clubs, in which candidates will be expected to develop suitable topics for verbal presentation to colleagues and members of the pathway. Also, students with teaching assistantship appointments will have ample opportunities to develop their teaching skills.

Computer Skills

Knowledge of and skill in use of computer applications in research and education are essential during the graduate program and for career success. All students are expected to
develop familiarity with the range of software available for use. Students are also expected to develop skills in applying computer applications to the analysis and presentation of data.

**SECTION VI - RIGHTS & RESPONSIBILITIES OF THE STUDENT**

Policies, rules, and regulations regarding student rights, responsibilities, and conduct in West Virginia State Universities, and Colleges are defined by the West Virginia Board of Governors Policies.

**Professional Ethics**

Scholars, researchers, teachers and students seek, explore, and apply knowledge. In doing so, they are bound by their professional obligation to be upright in their pursuit of knowledge, honest in its interpretation and dissemination, and committed to its effective use. Without such integrity, the University as a community of scholars cannot function. Students in the program are required to receive training in the responsible conduct of research.

**Non-academic**

The student is expected, as are all citizens, to respect and abide by local ordinances and state and federal statues, both on and off campus. As a member of the educational community, the student is expected to abide by the institutional code of conduct, which clarifies those behavioral standards considered essential to its educational goal.

**Disciplinary Proceedings**

Proceedings for students regarding disciplinary actions must be consistent with constitutional provisions guaranteeing due process of law, as are applicable to them.

**Grievance and Appeals**

The School of Pharmacy provides recourse for graduate student grievances. The procedure begins with an informal discussion between the student and the mentor and/or pathway director. The student may then formally appeal to the ADRGP, who may refer the issue to the GRAC for a recommendation, and subsequent action.
Graduate Assistantship

An individual graduate student may hold only one FTE graduate assistantship (TA or RA or combination) offered within WVU in any given semester, including summer sessions.

Outside Employment

The Graduate Program in Pharmaceutical and Pharmacological Sciences is a multifaceted experience with objectives and learning opportunities requiring the student's full attention. Outside employment, in addition to a TA/RA/fellowship, is generally discouraged. It may offer an occasional advantage if it contributes to pharmacy training or leads to enhanced instructional program and/or research ideas and design. More frequently, however, students enter outside employment with the principal intent to earn extra money for personal needs.

Despite intentions to balance full-time graduate study and responsibilities with outside work activity, students may exceed their personal limitations and find themselves “burning the candle at both ends.” This results in an inability to meet all facets of the program’s objectives in a timely manner. Outside work is an unacceptable excuse for not completing assignments, research projects, and/or plans of study in a timely and quality manner.

The long term consequences of outside part-time employment must be carefully considered by each individual student. If students believe they have a need for outside work during their graduate program, they must petition and obtain approval by their mentor and the GRAC to engage in such activities.

Leave Approval

Annual Leave and Holidays

Graduate assistantships (TA and RA) offered in the School of Pharmacy are for 12 months employment. They are considered by the University to be part-time temporary employees, and are thus not eligible for benefits, such as vacation and sick time.

Graduate assistants who wish to take vacation time must fill out a short-term leave form and receive prior approval from his/her major advisor (and supervisor, if different from the major advisor). The leave should be arranged to fit the operating schedule of the academic unit (e.g. teaching schedule), and the student’s obligations to the School and research project. Students do not receive pay during their vacation. However, arrangements can be made with the advisor and/or supervisor to compensate for the hours away (e.g. so that no pay is lost), the terms of which must be mutually agreeable and documented in writing prior to the leave.
HSC Ethics Policy

All graduate students, before initiating research projects, will be given proper access to training workshops and courses on the ethical conduct of research. These resources provide detailed guidelines regarding integrity in research and scholarship for graduate students, employees, faculty, post-doctoral trainees, and undergraduate students engaged in research at WVU.

SECTION VII - FACILITIES, INSTRUMENTS, SUPPLIES & SERVICES

Work and Study Space

All graduate students will be assigned individual desk space.

Key Disbursement

Once students have selected their major advisor, they will be authorized to check out only those keys needed for access to rooms such as laboratories, instrument rooms, and computer facilities in the School. A “Key Authorization” form must be completed and signed by the student and the student’s major advisor before submitting it to the School of Pharmacy for obtaining the keys. The student will be charged a fee for replacing any key lost. Under no circumstances are keys to be duplicated, loaned or given to other individuals not authorized to have the keys. A violation of this rule will result in the loss of key privileges or other penalties. Loss of a key must be immediately reported to the student’s advisor.

Graduate Student Travel

Graduate students may have occasion to travel to scientific meetings or to conduct research at other sites. For all travel that is paid by either grants or state funds, the Travel Request Form must first be completed. Failure to complete this form prior to traveling may result in either a delay for reimbursement or denial of reimbursement. Certain state travel requirements must be met. Upon return from the trip, all receipts must be turned in and a travel reimbursement form completed. Completion and filing of these forms are coordinated through the department affiliated with the advisor or the primary source of funds which will pay for the trip.
**Student ID**

Students with graduate assistantship appointments and those receiving stipends in the form of fellowships are issued an identification card that identifies them as staff of the School of Pharmacy. Student ID cards are to be carried at all times.

**Research Notebooks**

Instructions with regard to the use of research notebooks should be provided by the major advisor. Since research information or data generated during the student’s program are considered the property of WVU, students are required to leave the data with their major advisor upon completion of their program. Proper arrangements for a personal copy can be made with the student’s major advisor.

**Mail and Internal Memoranda**

Each graduate student is assigned a mailbox and an e-mail address. Official announcements and internal memoranda are distributed to students by mail or e-mail, and since many of these communications have important information related to the student’s program, the mail/e-mail should be checked daily.

**Office Supplies**

Students are generally expected to furnish their own paper and other supplies for classroom and study purposes. A limited supply may be available for research from their major advisor.

**Telephone Use**

Telephones in graduate student laboratories and offices are designed for receiving incoming calls, making calls throughout the University, and for making local Morgantown calls outside the University system. The student should consult their major advisor regarding long distance calls concerning University business.

**Purchase of Research Supplies**

The purchase of chemicals and supplies, obtaining laboratory animals, etc. should be made through the student’s major advisor.
School of Pharmacy Resources and Facilities

Research Instruments

In order to allow for maximal use and to protect and maintain the School’s major research instruments and computers, it is necessary that all individuals adhere to a common set of rules and guidelines. Conditions are described for achieving these goals, including the need for prior orientation and training of the potential users.

Guidelines for Instrument Use -

1) The use of major instruments and equipment items is restricted to those individuals who have been trained and authorized to use them.
2) Use of major instruments must be appropriately recorded in the log book provided for the particular item. A complete record or history of the instrument’s past performance characteristics and usage frequency will greatly facilitate a diagnosis and corrective measure when the instrument requires service or repair. Such information can also be used for updating or replacing items, providing an estimate of supplies and to alert the faculty member in charge of the equipment of the need for servicing.
3) Proper and considerate use of the instruments is needed at all times. It is the user’s responsibility to leave the area clean and the instrument off or in “stand-by” mode as appropriate upon completion of use. Laboratory activities conducted in close vicinity of the instrument will be restricted to those which must be performed at the site of the instrument. This is needed to minimize the exposure of the instruments to corrosive chemicals and volatile organic liquids.
4) Equipment must not be borrowed or removed from its permanent location unless permission has been obtained from the faculty in charge of the instrument.

Chemical Storage and Record Keeping

In accordance with OSHA requirements for health standards in the work area, all containers of chemicals must be appropriately labeled to include the full name (no abbreviations) of the compound, CAS numbers and the hazard class (i.e. flammable, toxic, carcinogenic, corrosive, reactive, irritant). In addition, compounds must be stored in areas that meet compliance standards. Persons using these chemicals should 1) record the quantities removed, 2) indicate any relocation of items, and 3) sign their names. All attempts should be made to avoid improper use or waste of chemicals and supplies. Newly obtained materials must be entered into the lab chemical inventory upon receipt and the MSDS sheet filed.

Chemical Information

The HSC Environmental Health and Safety Office maintains a variety of references and information resources about hazardous materials. Each laboratory maintains a current file of MSDS sheets that provide safety information on hazardous materials in the lab.
Computers and Software

Computer facilities and software are located in each department’s computer facility. General utility software is provided (e.g. word processing, communications, etc.) in individual departments and laboratories. It is illegal to copy software from these computers or to transfer illegally copied software onto them. In addition, illegal downloads of copyrighted materials are monitored by the University. Infringement of copyrights that are brought to the program’s attention will result in the student being placed on probation for the duration of the program, with additional infringements resulting in dismissal.

Health Sciences Center Resources and Facilities

Library and Library Services

Several libraries with different, though partially overlapping, holdings are located on the WVU campus. The main (Wise) library is located on the downtown campus behind the Chemistry building (Clark Hall). There are also two (2) other branch libraries, i.e., the HSC library and the Evansdale library. The HSC library offers information and assistance in the use of literature resources in the pharmaceutical, pharmacological and biomedical sciences. Students are advised to approach the library staff early upon admission for instructions in the effective use of services such as CAS On-line, MEDLINE, and other valuable on-line or CD-ROM reference systems.

Depending upon the student’s specific interests and research problem, the HSC library may not house some of the materials required by the student. In such cases, the needs may be met by other libraries located on campus, within the State, or outside West Virginia. The student should consult with WVU libraries personnel on ways to access this information, such as through interlibrary loans.

Projection systems for presentations may be checked out from the Educational Technology and Resources Unit (ETRU).

Learning Center

Through the HSC Learning Center, the student can receive training in the use of relevant programs and communications software. A list of computer workshops can be obtained online. The student must register for these classes and should contact the CBLC directly for registration information. The training classes are free for full-time students.
SECTION VIII - SAFETY AND SECURITY REGULATIONS

Normal safety conduct and precautions are mandatory in all University laboratories and facilities. Students should be concerned not only with their own safety but also of others around them. The following guidelines should be observed closely at all times. For detailed safety and security rules, regulations and procedures see the West Virginia University Environmental Health and Safety Manual. A copy of this manual should be accessible in each laboratory (Environmental Health and Safety can provide copies of this manual).

Safety Glasses

All individuals must wear protective eyeglasses in the laboratory. An individual may wear glasses with corrective lenses provided they are constructed with shatter proof glass or plastic. The wearing of contact eye lenses in laboratories using chemicals is not recommended. Damage to both the lenses and, more importantly, the cornea of the wearer may result from the accumulation of noxious and irritating or corrosive vapors between the cornea and lens.

Clothing

A laboratory coat should be worn whenever the student is actively involved in experiments. The wearing of shorts, sandals, and other clothing that does not adequately cover the skin is prohibited. It is recommended that long hair be tied back, jewelry be kept to a minimum, and ties either be tucked into the shirt, held to the shirt with a tie-tack, or not worn at all.

Smoking

Smoking on University grounds is prohibited except in those areas designated for this purpose (i.e. outside the green line).

Food

Eating, drinking, or storing food in the laboratories is not allowed. The use of laboratory refrigerators or ice-machines for the storage of food or drink is also prohibited.

Housekeeping

Furniture, apparatus, and unnecessary debris may not block or impede exit doorways of laboratories or eye wash stations. Likewise, work areas must be kept free of clutter.
**Chemical and Hazardous Waste Disposal**

Chemicals which are no longer needed and hazardous liquid waste must be placed in approved containers and labeled as to their content. If allowed mixtures of liquid waste are to be disposed of, the identity of each chemical in the liquid waste and the relative percentage of each must be indicated. When full, these containers are to be placed in safety cabinets or other suitable locations. Environmental Health and Safety should then be contacted for pickup. The required forms for the disposal of chemical wastes are available on-line. Instructions for completing the forms and arranging for a pick-up are also available on-line. No aqueous solutions, including buffers, can be disposed of by flushing them down the drain.

**Handling of Chemicals**

Unlabeled containers containing chemicals are forbidden. It is the student’s responsibility to know the precautions required for handling the materials being used. Information such as the degree of toxicity and mode of possible exposure, important physicochemical properties, and special handling, must be known. A written description of the procedures in progress, the materials being used and appropriate procedures to be used in the event of a fire or chemical spill should be posted in work areas. Likewise, potential hazards associated with the chemicals in use should be accessible, and posted to the extent possible.

**Chemical Inventory**

All laboratories must keep an inventory of all chemicals located within that laboratory and submit a copy of the inventory to the School’s CHO. Material Data Safety Sheets (MSDS) on all chemicals appearing on the chemical inventory must also be located in the same laboratory. As new chemicals or other hazardous materials are acquired or consumed, the inventory must be updated. It is the responsibility of all laboratory workers (technician, students, etc.) to insure that the laboratory’s chemical inventory and MSDS file is maintained and up to date.

**Radioactive Materials and Devices**

Radioactive materials and devices must be confined to areas designated for them. Only individuals trained in the proper handling of radiation emitting materials and devices are permitted to use them. The HSC Radiation Safety Officer should be contacted for access to required training modules and approvals.
Animals

Students requiring animals in their research must demonstrate a thorough understanding of proper animal handling and disposal techniques before being permitted to use animals. Relevant CITI training modules, a health questionnaire, and animal facility orientation are required before a student can be activated on a protocol. Following proof of required training, a student may be added to an approved protocol upon the request of the student’s major advisor or protocol principal investigator. Laboratory animals sacrificed at the conclusion of an experiment or after an in vitro preparation must be disposed of properly.

Experiments after Normal Working Hours

The handling of extremely hazardous chemicals or the conducting of potentially dangerous procedures is absolutely forbidden when the student is alone in the laboratory. Students should make proper arrangements for at least one other person to be present or in the vicinity when it is necessary to perform these experiments during off office hours. Routine checks on overnight experiments are permitted. For security purposes, all doors must be locked when you are not in the laboratory after hours.

Transport of Chemicals

Potentially dangerous chemicals including concentrated acids, bases, reactive metal hydrides, and flammable liquids must be transported in containers designed for this purpose (e.g. special rubber or polyethylene protective vessels designed for this purpose).

Immunization

In the course of research where students may come into contact with patients or subjects, or blood-borne pathogens, proper immunizations (e.g. hepatitis) must be obtained.

Biohazards

Prior to working with materials considered biohazards, a biohazard protocol must be completed and approved. The protocol form is available on-line. As with chemicals or radioactive materials, biohazardous materials must be used only in designated areas; signs indicating the presence of biohazardous material must be posted, and the student involved in their use must be trained in the proper handling of biohazardous materials.
Chemical Hygiene Officers (CHO)

Many of the faculty of the School of Pharmacy are CHO's and should be considered as resources for information concerning laboratory procedures. In the event that questions arise concerning laboratory practices or procedures, a CHO should be consulted. In addition, the School has a designated Safety Officer who can also be consulted.

Accidents and Injuries

All accidents that result in an injury, whether they occur in a laboratory or elsewhere in the HSC, must be reported as soon as possible. To receive care for any injury, go to the HSC Employee Health office. To report an accident and/or injury, a Supervisor's Accident Injury/Illness form must be completed. This form can be obtained from the Dean's Office.

IMPORTANT SAFETY AND SECURITY TELEPHONE NUMBERS

Physical Plant (for malfunctioning of electrical, plumbing, etc.)...........293-4394
Security (for any emergency, building security, etc.)..........................293-4332 or 293-3136
Medical Emergency.................................................................911
Chemical Waste Pick-up (Environmental Health and Safety)............293-3792
(For chemical waste disposal service)
Radiation Safety.................................................................293-3413
(Online Radiation Safety - www.hsc.wvu.edu/rsafety)
SECTION IX - POLICY ON RESEARCH MISCONDUCT

Full Policy on Research Misconduct for West Virginia University can be found at http://www.wvu.edu/~research/senateintegrity.html

Research Integrity

Integrity in research and scholarship is an obligation of all who engage in the acquisition, application, and dissemination of knowledge. All faculty, staff, and students should become familiar with the WVU research integrity policy since it governs their activities in research and scholarly work. Research misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scholarly community for proposing, conducting, or reporting research. Failure to comply with federal, state, or institutional requirements related to research integrity would constitute misconduct, as would retaliation against individuals who allege research misconduct or who cooperate in inquiries or investigations in cases of misconduct. However, the definition does not include honest errors in interpreting or judging data, or honest differences of opinion about those interpretations or judgments.

Reporting Misconduct

Research and scholarly work by West Virginia University faculty, staff, and students is governed by a document entitled "Policy and Procedures for Responding to Allegations of Misconduct in Research and Scholarship at West Virginia University." All members of the University community have an obligation to report observed, suspected, or apparent misconduct in research. Reports should be made to the University's Research Integrity Officer. Regular reviews of the status of research integrity at WVU are conducted by the Research Integrity Policy Committee, a standing committee with representatives from every campus.

Protections

The University's policy requires that individuals involved in misconduct cases protect, to the maximum extent possible, the privacy, position, and reputation of the individual who reports the allegation (the complainant), the individual who is suspected of misconduct (the respondent), and other affected individuals. To this end, the Research Integrity Officer may establish reasonable conditions to ensure the confidentiality of information related to a case. If a complainant requests anonymity, the University officials will honor the request within applicable policies and regulations and state and local laws. If the matter is referred to an investigation committee and the complainant's testimony is required, however, anonymity may no longer be guaranteed.
Responding to Research Misconduct

Several individuals and committees are involved when an allegation of research conduct is received by the Research Integrity Officer. The initial response is by a committee of faculty and staff, the Research Integrity Committee. This committee is responsible for conducting an inquiry into each allegation and, if warranted by the preliminary evidence, a full-fledged investigation. If the investigation uncovers substantial evidence of misconduct, the case is decided by an impartial Hearing Panel. The University’s final response to the case, for example, the nature of any institutional sanctions, is decided by the President.

If research misconduct is found, the President may impose a range of sanctions. Included among them are the following: withdrawal or correction of publications; removal of the responsible person from the research project; probation, suspension, salary reduction, or initiation of steps leading to reduction in rank or termination of employment; and notification of professional organizations. In addition, if the misconduct occurred in research supported by an external agency, the agency may impose sanctions of its own.

If no misconduct is found, the Research Integrity Officer will undertake diligent efforts to restore the respondent’s reputation.

Oversight

Regular reviews of the status of research integrity at WVU will be conducted by the Research Integrity Policy Committee, a standing committee with representatives from every campus. The Committee will keep the University community informed about the policy and procedures on research misconduct, monitor implementation, and, when appropriate, recommend changes.

Office of Research Integrity:

Academic Integrity Officer - Marjorie Anne McDiarmid
West Virginia University
P.O. Box 6130
Morgantown, WV 26506
phone (304) 293-6821  fax (304) 293-8102
mmcdiarm@wvu.edu
SECTION X - ELECTRONIC THESIS AND DISSERTATIONS

WVU policy requires that all Master's Theses and Doctoral Dissertations be submitted electronically. Electronic theses and dissertations (ETD) contribute to worldwide graduate education and unlock the under-utilized results of graduate education for the scholarly community.

Information on Electronic Theses and Dissertations

General information on Electronic Theses and Dissertations at WVU and collection access is available on the web at http://www.wvu.edu/~thesis/. ETD submission information and format guidance is offered by the University Libraries' Guide to the Preparation of Master's Theses and Doctoral Dissertations. ETD technical assistance is offered by the Office of Information Technology and is available by email, appointment, or clinic and workshop attendance.

Once a student has successfully defended the thesis or dissertation, he/she submits the ETD online. The ETD is submitted in the form of one or more computer files in Adobe Acrobat format. This file form retains all formatting information about a document, while providing an electronic structure, which allows multi-media information to be viewed on any computer. The program Adobe Distiller from a postscript file printed from student’s word processor generates the Acrobat format.

Once the ETD files are ready, they are submitted electronically through a web page that the student fills in with information on the thesis.

Program Correspondence: John.Hagen@mail.wvu.edu
URL http://thesis.wvu.edu/

This site contains frequently asked questions (FAQ) and other useful sites to help in the preparation and submission of your thesis or dissertation.
Appendix 1 - Applications

Application Methods

It is recommended that you apply on-line. However, paper applications are accepted. You may visit the website to obtain further instructions for either electronic or paper applications at http://www.hsc.wvu.edu/som/resoff/students_prospective/ApplicationInfoCriteria.asp

Evaluation letters should be mailed to:

Pharmaceutical and Pharmacological Sciences Pathway students -
Office of Research & Graduate Education
Graduate Admissions Committee, c/o Renee Seitz
West Virginia University School of Medicine
P.O. Box 9104, Morgantown, WV 26506-9104

Health Outcomes Research Pathway students -
Office of Research and Graduate Programs, c/o Brad Rager
WVU School of Pharmacy
PO Box 9500
Medical Center Drive
RC Byrd Health Sciences Center (North)
Morgantown, WV 26506
Tel: 304-293-8236
Email: brager@hsc.wvu.edu

Requirements

Bachelor’s degree or an equivalent academic degree and should demonstrate a strong background in the biological sciences, inorganic and organic chemistry, physics, and mathematics through calculus. Courses in biochemistry, cell biology, molecular genetics, physical chemistry and experience in research are recommended. If you demonstrate ability but lack some recommended courses, you should correct these deficiencies in the summer preceding or after enrollment.

- A minimum cumulative GPA of 3.0 or greater is recommended.
- Official record of GRE general examination (the WVU Institution Code for the GRE is R5904). A combined GRE score of at least 1000 for verbal and quantitative with a 4.0 in the analytical essay is recommended.
- One official transcript from each college attended.
• Completed graduate program application, which includes a written personal statement and a description of relevant research experience.
• Three recommendation letters from professors who can evaluate your performance and potential.

**Application Review Process for the Pharmaceutical and Pharmacological Sciences Pathway**

All applications are reviewed from November through March by a Common Admissions Committee comprised of the graduate directors of our seven graduate training programs, a senior Ph.D. student elected by the graduate student organization (GSO), and the Assistant Dean for Graduate Studies. Applicants are evaluated as a group for entrance into the common, undifferentiated first-year program.

• Qualified Ph.D. applicants are typically invited in groups of ~10 students for a paid, two-day visit to the campus
• Travel costs and hotel accommodations for the visit/interview are paid by the WVU HSC Office of Research and Graduate Education
• For maximum admissions consideration, we recommend that you apply as early as possible.

For special notices for international applicants, please visit:
http://www.hsc.wvu.edu/som/resoff/students_prospective/international.asp

**Health Outcomes Research Pathway in the Department of Pharmaceutical Systems and Policy**

Applicants considered for admission to the doctoral program must meet the following minimum requirements.

A professional degree in Pharmacy (Pharm.D.), Medicine (M.D.), or a Master's degree in pharmacy administration. Students with a Master's degree in related fields such as epidemiology, public health, health care administration, are also encouraged to apply. Students with a Master's degree in related fields such as marketing, management, economics, psychology, or sociology with a demonstrated interest or experience in health care may also apply.

• Outstanding students with a B.S. in pharmacy or pharmaceutical sciences may be considered for direct admission into the Doctoral program
• College transcript with a minimum of a B average (3.0 on a 4.0 scale)
• GRE or GMAT scores (International applicants must also take the TOEFL examination and score at least 550 on the paper exam, 213 on the computer-based exam, or 79-80 on the internet exam) evaluating potential for graduate studies
• Supportive letters of recommendation (at least three)
• Satisfactory personal or telephone interview (whenever possible)
• Statement (one page) of personal goals describing background, academic/research interests and career objectives
• A resume or curriculum vitae listing educational and employment history
• Application deadline is January 15 of each year

Application Methods

When applying to the Ph.D. program in Health Outcomes Research in the Department of Pharmaceutical Systems and Policy at the West Virginia University School of Pharmacy you will need to send two separate packets of materials, one to WVU Admissions and one to WVU School of Pharmacy. Please read instructions on the forms carefully before completing them. All materials must be received by the deadline (January 15) for an application to be reviewed.

FIRST PACKET - to be Mailed to WVU Admissions

1. WVU Application (international application for foreign students) for Admission to the Graduate School (Mailed or completed online at http://www.arc.wvu.edu/admissions/applications.html).
2. A check or money order for the mandatory application fee payable to West Virginia University.
3. One copy of official transcripts (original or certified; minimum of a B average or a 3.0 GPA on a 4.0 scale) in a sealed envelope from each college you have attended. Applicants who have studies in the United States must have the institutions send official transcripts directly to WVU.
4. Original or certified copies of all degrees/diplomas/certificates received in the original language of issue.
5. If necessary, official English translations of the applicant’s transcripts and diplomas or certificates.
6. Official GRE Scores and TOEFL scores (minimum of 550 on the paper-based exam, 79-80 on the internet exam, or 213 on the computer-based exam) for international students for whom English is not their native language. GRE and TOEFL scores should be sent directly by Educational Testing Service to WVU. If Test of Spoken English (TSE) scores are available, then they may also be submitted.
Send the first packet directly to:
Office of Graduate Admissions and Records
West Virginia University
P.O. Box 6009, Morgantown,
West Virginia 26506-6009, U.S.A.

SECOND PACKET - To the Department of Pharmaceutical Systems and Policy, WVU School of Pharmacy
Copies of all the documents listed above from 1 to 6 and in addition
1. Statement of personal goals describing your background, academic interests, and career objectives.
2. A resume or curriculum vitae listing educational and employment history.
3. Three letters of recommendation from persons who are in a position to evaluate your potential for graduate school. At least one recommendation must be from a person at the last school you attended for full-time study, unless you have been out of school for five years or longer. Your referees should return their recommendations directly to the Department of Pharmaceutical Systems and Policy in sealed envelopes with their signatures over the seals.
4. A checklist listing all materials included in the envelope and names and addresses of references.

Send the second packet directly to:
Brad Rager
West Virginia University
School of Pharmacy
Office of Research and Graduate Programs
PO Box 9500
1 Medical Center Drive
Morgantown, West Virginia 26506-9500
Telephone: 304-293-8236
e-mail address: brager@hsc.wvu.edu

Application via the World Wide Web is also possible. Please be aware that the two packets of information, as described above, are still required.

The online graduate program application is available at:
http://www.arc.wvu.edu/admissions/applications.html

International Students

International students should also be aware of the following:
• International applicants must present the Test of English as a Foreign Language or TOEFL (minimum of 550 on the paper-based exam, 79-80 on the internet exam, or 213 on the computer-based exam) if they are from a non-English speaking country or the official language of the country is not English. Applicants are urged to arrange for one of these tests well in advance of the desired enrollment period.

• International students should not plan to leave their country without a formal notification of admission from the Office of Admissions at WVU. International students admitted without an assistantship must submit a statement of financial status in order to be registered at WVU.

• International students admitted to the program must report to the Office of International Students and Scholars upon arrival at WVU. Students are responsible for making sure that they are in compliance with immigration requirements.
Appendix 2 - 2012-2013 Academic Calendar

**Fall 2012**

- **August 17, 2012**: General Registration
- **August 20, 2012**: First Day of Classes/Late Registration Fee in Effect
- **August 24, 2012**: Last Day to add new courses, make section changes, change pass/fail
- **September 3, 2012**: Labor Day Recess
- **September 7, 2012**: Applications for Graduation Due
- **October 5, 2012**: Mid-Semester
- **October 19, 2012**: Spring 2013 Enrollment Verification Forms Due
- **October 26, 2012**: Last Day to Drop a Class
- **November 21-23, 2012**: Thanksgiving Recess (University closed)
- **December 6, 2012**: Last Day to Withdraw from Classes
- **December 7, 2012**: Last Day of Classes
- **December 14, 2012**: ETD Submission Deadline
- **December 10-14, 2012**: Finals Week
- **December 21, 2012**: Semi-Annual Evaluations Due
- **December 24-26, 2012**: Winter Break

**Spring 2013**

- **January 11, 2013**: General Registration
- **January 14, 2013**: First Day of Classes/ Late Registration Fee in Effect
- **January 18, 2013**: Last Day to Register, Add a Class, Change Pass/Fail/Audit
- **January 21, 2013**: Martin Luther King Birthday Recess
- **January 25, 2013**: Graduation Applications Due
- **March 1, 2013**: Mid-Semester
- **March 22, 2013**: Last Day to Drop a Class
- **April 5, 2013**: Summer 2012 Enrollment Verification Forms Due
- **March 29, 2013**: Spring Holiday (University closed)
- **May 2, 2013**: Last Day to Withdraw From University
- **May 3, 2013**: ETD Submission Deadline
- **May 3, 2013**: Last Day of Classes
- **May 6-11, 2013**: Finals Week
- **May 18-19, 2013**: Commencement Ceremonies
# Appendix 3 - Directory

## 2012-2013 School of Pharmacy Graduate Students

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Pathway</th>
<th>Location</th>
<th>Phone</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agarwal, Parul</td>
<td>HOR</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="mailto:pagarwal@hsc.wvu.edu">pagarwal@hsc.wvu.edu</a></td>
</tr>
<tr>
<td>Ajmera, Mayank</td>
<td>HOR</td>
<td>G-129</td>
<td>3-1442</td>
<td><a href="mailto:majmera2@hsc.wvu.edu">majmera2@hsc.wvu.edu</a></td>
</tr>
<tr>
<td>Armstrong, Andrea</td>
<td>PPS</td>
<td>3940 HSC-S</td>
<td>3-2731</td>
<td><a href="mailto:aarmstead@hsc.wvu.edu">aarmstead@hsc.wvu.edu</a></td>
</tr>
<tr>
<td>Atkins, Elvonna</td>
<td>HOR</td>
<td>2038</td>
<td>3-8194</td>
<td><a href="mailto:eatkins@hsc.wvu.edu">eatkins@hsc.wvu.edu</a></td>
</tr>
<tr>
<td>Attarabeen, Omar</td>
<td>HOR</td>
<td>G-135</td>
<td>3-6991</td>
<td><a href="mailto:oattarabeen@hsc.wvu.edu">oattarabeen@hsc.wvu.edu</a></td>
</tr>
<tr>
<td>Bhattacharjee, Rituparna</td>
<td>HOR</td>
<td>G-135</td>
<td>3-6991</td>
<td><a href="mailto:rbhattacharjee@hsc.wvu.edu">rbhattacharjee@hsc.wvu.edu</a></td>
</tr>
<tr>
<td>Bhattacharjee, Sandipan</td>
<td>HOR</td>
<td>G-129</td>
<td>3-1442</td>
<td><a href="mailto:sbhattacharjee@hsc.wvu.edu">sbhattacharjee@hsc.wvu.edu</a></td>
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<tr>
<td>Bostick, Christopher</td>
<td>PPS</td>
<td>2033</td>
<td>3-1472</td>
<td><a href="mailto:cbostick@mix.wvu.edu">cbostick@mix.wvu.edu</a></td>
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<tr>
<td>Byrne-Hoffman, Christina</td>
<td>PPS</td>
<td>201 Biomed</td>
<td>3-1282</td>
<td><a href="mailto:choffman@hsc.wvu.edu">choffman@hsc.wvu.edu</a></td>
</tr>
<tr>
<td>DiPasquale, Ken</td>
<td>PPS</td>
<td>TBD</td>
<td>TBD</td>
<td><a href="mailto:kdpasquale@mix.wvu.edu">kdpasquale@mix.wvu.edu</a></td>
</tr>
<tr>
<td>Garg, Rahul</td>
<td>HOR</td>
<td>TBD</td>
<td>TBD</td>
<td><a href="mailto:ragarg@mix.wvu.edu">ragarg@mix.wvu.edu</a></td>
</tr>
<tr>
<td>Hamza, Therwa</td>
<td>PPS</td>
<td>3940 HSC-S</td>
<td>3-2731</td>
<td><a href="mailto:thamza@hsc.wvu.edu">thamza@hsc.wvu.edu</a></td>
</tr>
<tr>
<td>Hanif, Ahmad</td>
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<td>270-C BRMC</td>
<td>3-4559</td>
<td><a href="mailto:hanif@mix.wvu.edu">hanif@mix.wvu.edu</a></td>
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<tr>
<td>Healy, Jason</td>
<td>PPS</td>
<td>270-A Biomed</td>
<td>3-1282</td>
<td><a href="mailto:jhealy@hsc.wvu.edu">jhealy@hsc.wvu.edu</a></td>
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<tr>
<td>Hickey, Katherine</td>
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<td>PPS</td>
<td>4041 HSC-N</td>
<td>3-6392</td>
<td><a href="mailto:jklabnik@hsc.wvu.edu">jklabnik@hsc.wvu.edu</a></td>
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<tr>
<td>Kumar, Manish</td>
<td>PPS</td>
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<td>3-7116</td>
<td><a href="mailto:mnkumar@mix.wvu.edu">mnkumar@mix.wvu.edu</a></td>
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<tr>
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<td>270 Biomed</td>
<td>3-7116</td>
<td><a href="mailto:mkumar@mix.wvu.edu">mkumar@mix.wvu.edu</a></td>
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<td>3-1009</td>
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<tr>
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<tr>
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<tr>
<td>Mishra, Anurag</td>
<td>PPS</td>
<td>NIOSH</td>
<td>285-6349 ext.2</td>
<td><a href="mailto:amishra@hsc.wvu.edu">amishra@hsc.wvu.edu</a></td>
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<tr>
<td>Nadpara, Pramit</td>
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<td><a href="mailto:ezaccone@hsc.wvu.edu">ezaccone@hsc.wvu.edu</a></td>
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**Faculty/Staff Contact List:**

http://pharmacy.hsc.wvu.edu/pages/Director
Appendix 4 – Parking and Transportation

Congestion and parking is a problem in Morgantown as newcomers to town may have already noticed. Given this, the University has been working with community partners to encourage alternative means of transportation. As you think about reaching the University, you may want to consider the following.

1. University employees and students may ride the Mountain Line, which is the local bus system, for free by showing their WVU I.D. Information about the Mountain Line and its routes may be found at http://www.busride.org/. If you click on the WVU Campus Service button in the far right column of that page you’ll find information of particular interest to WVU employees and students.

2. There is a special bus, the Blue and Gold Connector that runs every 20 minutes between locations on the Evansdale campus and the Life Sciences building on the Downtown campus. This is an alternative to the PRT to get between campuses. It also means that you can bike to the campus closest to your home and use the bus to get to the other campus. The route for this bus may be accessed through the Mountain Line web page.

3. All Mountain Line buses have bike racks on them for those who wish to combine biking with taking the bus.

4. The Personal Rapid Transit system (PRT) is a unique system of transportation between campuses that averages 15,000 riders a day. Information about it and the PRT schedule may be found at http://www.wvu.edu/~facserv/PRTinterpage.cfm

5. There are two trails that can be used for walking or biking to work. The Caperton Trail has 8 miles of paved track along the river and runs by WVU. The Decker’s Creek Trail intersects with that trail. Further information about the trails may be found at http://www.morgantown.com/trails.htm

6. There are not many bike racks on campus although we expect that more will be provided in the course of the year. Many faculty members store their bikes in their offices because of this.

7. If you will be driving to campus and have been unable to obtain a space in a University lot, the Morgantown Parking Authority has several garages close to the downtown campus. They may be reached at 284-7436 or 284-7437. There are also several private parking lots where you may rent space. The WVU Parking Office (293-5502) has a list of some private providers.
Appendix 5

Campus Maps
Appendix 6 - Student and Departmental Forms

*DISCLAIMER*
These forms are subject to change and should be considered as sample informational documents. For official current forms contact individual department or download from website.

- Checklist for Doctoral Degree ................. pg. 49
- Annual Student Evaluation and Progress Report .. pg. 50-55
- Semi-annual Advisory Committee Evaluation ...... pg. 56
- Exit Checklist for Graduate Students ............. pg. 57-58
- Enrollment Verification Form ....................... pg. 59
- Travel Guidelines and Forms ........................ pg. 60-66
- Graduate Student Stipend Status Form ........... pg. 67
- Leave of Absence ...................................... pg. 68

Additional Programmatic forms can be found at the Health Sciences Center’s Main Graduate Education page here:

http://pharmacy.hsc.wvu.edu/orgp/Pathways/Links-to-Forms
# Checklist for Doctoral Degree
Pharmaceutical and Pharmacological Sciences Graduate Program

The original, signed copy of each form should be submitted to Mr. Brad Rager in the School of Pharmacy Graduate Program Office (2037-E HSC North).

(*= form required)

## Declaration of Graduate Advisor
by end of first Spring semester.

<table>
<thead>
<tr>
<th>MENTOR</th>
<th>Dept./School Affiliation</th>
</tr>
</thead>
</table>

## Program Annual Evaluation Form
Submit to PPS Graduate Program Office by June 15 of every year in residence.

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
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</table>

## HSC Committee Approval Form
Complete by first semester of Year 2. The committee must be comprised of at least 5 members. The major advisor must be a regular member of the Graduate Faculty. The majority of committee members must also be regular members; no more than one person may be a nonmember of the Graduate Faculty. At least two committee members must be from the pathway, and at least one person must be from outside of the pathway.

1. Chair:

2. 

3. 

4. 

5. Outside:

## HSC Plan of Study Form
Submit after 30 hours of coursework are completed. At least 60% of the coursework must be at the 700 level and no more than 40% lower than 700. Any modifications after submission of the form need to be documented in a memo signed by all committee members.

<table>
<thead>
<tr>
<th>Date:</th>
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</thead>
</table>

## HSC Doctoral Qualifying Exam Form (Part I)
Complete written portion of the exam after finishing formal coursework (prior to the end of the third year).

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
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## HSC Doctoral Qualifying Exam Form (Part II)
Complete oral defense within 6 months of passing Part I of the exam. After this exam, candidates are allowed no more than 5 years to complete the remaining degree requirements.

<table>
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<th>Date:</th>
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## Proposal Defense
Complete after passing Qualifying Exam. For PPS pathway, the proposal defense may be conducted as Part II of the Qualifying Exam.

<table>
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## Complete Teaching Requirement
This is to be decided upon by the students’ committee as to what criterion meets their satisfaction.

<table>
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## Complete Publication Requirement
First authored original research publication related to the dissertation. Must be accepted for publication PRIOR to defense.

<table>
<thead>
<tr>
<th>Term:</th>
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## Complete 8 CREDIT HOURS OF PHAR 798 (Dissertation)
Register for a maximum of 4 credit hours per semester only after successfully defending proposal.

<table>
<thead>
<tr>
<th>Date:</th>
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</table>

## HSC Graduation Application
Submit within first 2 weeks of the semester in which graduation is expected. This is available online.

<table>
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<th>Date:</th>
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## HSC Shuttle Sheet Request Form
Submit at least TWO WEEKS prior to the defense. Committee signs off that they agree to time/place/location of defense and have penultimate copy of dissertation.

<table>
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</thead>
</table>

## HSC Report of Final Examination Results
Submit shuttle sheet within 24 hrs. of defense.

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

Submit final (ETD Electronic Thesis and Dissertation) to the University no later than one week before the end of the semester.

## Complete Exit Interview with HSC VP for Graduate Education

<table>
<thead>
<tr>
<th>Date:</th>
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## Complete Alumni Information Sheet (attached to Shuttle Sheet)
ANNUAL STUDENT EVALUATION FORM AND PROGRESS REPORT
Pharmaceutical and Pharmacological Sciences Graduate Program

Student: ___________________________ Date: __________________

Advisor: ___________________________ Degree Sought: __________________

Year of Enrollment: __________________ Expected Date of Completion: __________________

A. Admission Requirements:
   1. Was the student admitted conditionally or on probation? Yes _________ No _________
   2. If yes, what were the conditions (i.e., must receive a grade of "B" or better in first 3 core courses, etc.)? Have they been satisfied?

B. Progress in completion of program requirements: (course work, seminars, teaching, etc.):
   1. Was coursework transferred from another institution? Yes _________ No _________
      If yes, please add copy of Application for Graduate Credit Transfer form to student’s file.
   2. Has the student filed a Plan of Study? Yes _________ No _________
      If no, is the student on schedule to file the plan in the recommended time period?

   3. Course work completed at West Virginia University (complete tables, adjusting the number of rows if needed, and check last column if course is listed on the Plan of Study):

<table>
<thead>
<tr>
<th>Course Dept</th>
<th>Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Plan of Study</th>
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   TOTAL CREDIT HOURS

Page | 49
### Current Enrollment:

<table>
<thead>
<tr>
<th>Course Dept</th>
<th>Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Plan of Study</th>
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**TOTAL CREDIT HOURS**

### Future Enrollment:

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<th>Course Dept</th>
<th>Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Grade</th>
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**TOTAL CREDIT HOURS**

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**a.** Any "C" or "D"s in completed courses?  
Yes _________  No _______  
If yes, how many and in which course(s) and is remediation needed?  
__________________________________________________________________________
__________________________________________________________________________

**b.** Any incomplete ("I") in any courses?  
Yes _________  No _______  
If yes, what is progress towards removing the incomplete?  
__________________________________________________________________________
__________________________________________________________________________

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4. Graduate Committee for Thesis or Dissertation:
   a. Has the student selected a Major Advisor/Chair? Yes ________ No ________
      Name: __________________
   b. Has the Student selected a Graduate Committee? Yes ________ No ________
      Names: __________________ __________________ __________________
             __________________ __________________ __________________

5. Laboratory Rotations:
   a. List laboratories in which rotations were conducted (include the semester/year in which the experience occurred)?

6. Seminar:
   a. Provide the title of annual seminar:

7. Teaching Experience:
   a. Has the student completed the teaching requirement? Yes ________ No ________
      If no, when does the student plan on completing the requirement?

   b. Brief description of teaching experience requirement approved by committee:

   c. TA evaluations are attached for current year. Yes ________ No ________

8. Qualifying Exam:
   Students are expected to complete this requirement after all core courses have been taken.
   Part I should be taken by the end of the third year; Part II should be completed within 6 months of Part I.
   a. Has the student taken the Qualifying Exam (Part I)? Yes ________ No ________
   b. Has the student taken the Qualifying Exam (Part II)? Yes ________ No ________
      If no, is the student on schedule to take the exam in the recommended time period? If no, why?
9. Research Proposal:
   a. Has the student passed the research proposal defense? Yes ________ No ________
      If no, is the student on schedule to complete the proposal defense?

10. Registered for Dissertation Hours? Yes ________ No ________
   (To be taken after passing Oral Exams-8 credit hours of Dissertation required for Ph.D.- 4 credit max course, please plan ahead!!)
   If no, when do you expect to take these hours? ____________________________

8. Graduate Committee for Thesis or Dissertation:
   a. Has the student selected a Major Advisor/Chair? Yes ________ No ________
      Name: ____________________________

   a. Has the student selected a Graduate Committee? Yes ________ No ________
      Names: ____________________________
      ____________________________
      ____________________________

C. Progress in Research:
   1. Has the student completed the publication requirement? Yes ________ No ________
      ____________________________
      ____________________________
      ____________________________
      ____________________________

   2. List Abstracts, Presentations, and Publications this reporting period:
      ____________________________
      ____________________________
      ____________________________
      ____________________________
      ____________________________
      ____________________________
D. Miscellaneous:

1. Awards or honors received this reporting period:
   
   
   
   
   

2. Involvement in PPS/School of Pharmacy/HSC events:
   
   
   
   
   

3. Other comments and information:
   
   
   
   
   

SUMMARY OF PROGRESS RATE:  SATISFACTORY:  ____  UNSATISFACTORY:  ____

Student’s Signature:  
(Note: Signature confirms discussion of performance evaluation, but does not necessarily indicate agreement)

Mentor’s Signature:  

Page 53
Please attach a current CV.
Please complete the form and meet with your mentor and committee to discuss your progress. The completed form, including signatures and attachments, should be submitted to Brad Rager in the PPS Graduate Program Office (2037-E Health Sciences North).
This form is to be completed by the student’s mentor following each Advisory Committee Meeting. The Committee is required to meet every six months. The completed form should be signed by the student and all committee members and the original submitted to the PPS Graduate Program office (2037-E Health Sciences North) for placement in the student’s file.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date of meeting:</th>
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</table>

1. Progress on research:

2. Progress on course work:

3. Progress on previous recommendations:

4. Recommendations for future work:

5. Other comments: (e.g. next committee meeting)

Committee chairperson (mentor)

Graduate student

Committee member

Committee member

Committee member

Committee member (external)
Part I. (Completed by Graduate Student)

A. Laboratory

1. All tissue samples have been removed from freezers or refrigerators, unless storage is required for later analysis. Samples remaining are appropriately labeled as to the identity of the sample, the substance to which it was exposed, the name of the faculty member or director of the graduate’s research, IACUC protocol number, date of sample and subject number.

2. All unused drug chemical stock solutions have been disposed of via appropriate University procedures.

3. All experimental subjects have been appropriately disposed of.

4. All equipment has been checked for proper operating conditions and damaged or worn out equipment has been reported to the mentor for repairs.

5. Unused supplies have been returned to their normal site of storage.

6. All equipment has been cleaned and/or serviced and faculty member responsible for the item has been informed of the supply inventory for use in that apparatus.

7. All glassware has been properly cleaned and stored.

8. Laboratory writing desk has been cleaned and all materials removed.

9. After consultation with research advisor, all personal files from campus, School of Pharmacy and departmental computers have been removed. All data files have been turned over to the research advisor.

10. All keys and keycards have been returned.

____________________________________________
Signature of Student       Date
Part II. (Completed by Graduate Committee Chair/Mentor)

1. I have acceptable copies of all laboratory notebooks and data summaries.

2. I have all personal books and materials loaned to this student.

3. I have checked to determine that this student does not have equipment manuals belonging to the University.

4. I have confirmed that the student has met the items covered in Part I.

5. Forwarding contact information (address, email, phone number) of the student has been provided as follows:

6. The final copy of this student’s thesis/dissertation meets with my approval and has been properly signed and transmitted to the University.

7. A completed draft of an appropriate manuscript related to the thesis/dissertation research has been submitted to me or other arrangements regarding this have been made.

_______________________________________
Signature of Graduate Committee Chair/Mentor   Date
Enrollment Verification Form
Graduate Program in Pharmaceutical & Pharmacological Sciences

Name: ______________________________         Term: ________________

- ALL graduate students MUST have this form signed by their advisor (or advisor’s surrogate) before registration
- Failure to do so will result in denial of tuition waiver for the semester
- ALL graduate students MUST register for at least 9 hours each Fall and Spring semester. (6 hours in Summer)
- Failure to maintain the minimum number of credit hours through the entire semester (i.e. dropping a course and going below minimum) may result in denial of tuition waiver in the next semester
- Courses registered for by the student should be consistent with the student’s Plan of Study and registration for courses that are outside the Health Science Center graduate curricular offerings (i.e. undergraduate courses, courses in other disciplines, etc.) need to be approved by the student’s committee
- In addition, registration for any of these courses CANNOT be counted toward the minimum credit hour requirement
- **AUDITED HOURS DO NOT COUNT TOWARD THE FINAL EARNED CREDIT HOURS.** Be sure to plan accordingly

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Subject</th>
<th>Course #</th>
<th>Title</th>
<th>Section #</th>
<th>Credit Hours</th>
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TOTAL CREDITS

_________________________________       _______________________
Student Signature                                                           Date

_________________________________       _______________________
Advisor Signature                                                           Date

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Travel

WEST VIRGINIA UNIVERSITY – SCHOOL OF PHARMACY
DIRECTIONS FOR REQUESTING GRADUATE STUDENT TRAVEL FUNDS

Background: Each year the School of Pharmacy is allocated operating funds for graduate student travel. These funds are distributed between the PPS and HOR pathways based on the numbers of students in each program and will be disbursed by the Chair of BPS (PPS students) or PSP (HOR students) through the Graduate Research and Advisory Committee (GRAC). These funds are available to qualified PPS and HOR graduate students to encourage and support them to attend and present their research at professional conferences and meetings. Full or part-time students in good academic standing who are enrolled in either the HOR or PPS graduate program tracks are eligible. Special non-degree graduate students are not eligible for these funds. Students are advised to submit their request for professional travel as soon as they know they will be traveling to a meeting, but no later than the quarter preceding the anticipated travel date. For example, if travel is expected in February of a given year, the travel request should be submitted by the 2nd Friday of the preceding December. If an award is made, the student must submit the abstract of the paper/poster to be presented prior to attending the meeting. The travel grant may be approved contingent upon the abstract being accepted.

Funding Policy: Funding for professional travel is limited to conference presentations. Multiple authors planning on presenting jointly must apply together as one application and the faculty advisor should clearly designate the lead presenter. Evidence of the acceptance of the abstract is required and must be submitted prior to the meeting dates. The maximum amount a student can receive in a given year is $400 and a maximum of $1,200 during his/her status as a graduate student in either the PPS or HOR programs.

Preference is given to conference presenters at national/international conferences first and then to presenters at regional conferences. Students must be enrolled for graduate credits at WVU during the semester of the anticipated travel. Graduate Student Professional Travel Awards must be approved prior to travel. Only transportation, accommodation, parking, taxi, and registration costs may be reimbursed following WVU travel policies.

Directions/ Process:

1. Read all of the following information before completing the Request for Graduate Student Professional Travel Awards Form (below). Contact the Associate Dean of Research and Graduate Programs (Dr. Rae Matsumoto email rmatsumoto@hsc.wvu.edu) if you have questions regarding these directions or any aspect of the Graduate Student Professional Travel Awards reimbursement process and policy.

2. Complete the form and submit it, along with other appropriate materials, to the Associate Dean for Research and Graduate Programs, P.O. Box 9500. Make a copy of the completed form for your records.
3. Applications from PPS or HOR graduate students will be forwarded to the Chair of BPS or PSP, respectively, and the GRAC for consideration. They will be reviewed by the appropriate department Chair taking the following criteria into consideration: i) whether or not any travel awards have been made during the fiscal year to the applicant, ii) total dollar amount of travel awards made to the applicant, iii) podium or poster presentation, iv) presenting author, v) full-time vs part-time student, vi) national/international or regional meeting, vii) whether there will be multiple attendees to the meeting (for sharing meeting costs such as transportation, lodging), and viii) potential broader programmatic considerations. The intent is to maximize the impact of these travel awards to benefit the most number of graduate students in a year. The Associate Dean for Research and Graduate Programs will inform the applicant, in writing, as to whether the application has been or has not been approved. If approved, the amount of the award will be indicated. An annual record of awards made will be maintained in the office of the Associate Dean for Research and Graduate Programs.

4. A Travel Authorization Form must be completed and approved before attending the meeting for the reimbursement to be processed. All required receipts/verification items must accompany your completed Travel Expense Report Form. These materials must be submitted within 48 hours of your return to campus to either the BPS or PSP Departmental office, as appropriate. Your will receive your reimbursement check approximately three to four weeks after you have submitted all required materials and the request has been approved.
WEST VIRGINIA UNIVERSITY – SCHOOL OF PHARMACY
GRADUATE STUDENT PROFESSIONAL TRAVEL AWARDS

Name: ______________________________ Date: ________________

Department: ___________________________ PhD Track: ________________

Name of Faculty Advisor: __________________________________________

Complete Local Mailing Address of Student: __________________________

Office/Lab Phone: ___________________ Email: ______________________

Have you received funds from the Graduate Student Professional Travel Awards program?  □ Yes  □ No  If yes, how much?
Which year? For what purpose? _____________________________________

Abstract Attached? □ Yes  □ No

Acceptance Letter Attached? □ Yes  □ No  If no, anticipated date of receipt. _________________

Applicant Signature: __________________________ Date: ________________

Graduate Faculty Advisor Signature: __________________________ Date: ________________

Requests for Graduate Student Professional Travel Awards – Allow one month for travel requests to be evaluated by the GRAC

FOR OFFICE USE ONLY- NOT TO BE COMPLETED BY THE GRADUATE STUDENT

Date Received by the GRAC: __________________________ Enrollment Verified for semester of travel: __________________________

☑ Approved Amount: __________________________

☐ Disapproved Reason: __________________________

Signature (BPS or PSP Chairperson): __________________________ Date: ________________

Signature (GRAC Chairperson): __________________________ Date: ________________

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Attach:
1. WVU Doctoral Travel award Application
2. SoP Travel Authorization
3. Abstract
4. Abstract acceptance notification
5. Documentation for estimations on travel costs
## Doctoral Student Travel Program
Application for Support - FY 2012

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<th>Date</th>
<th>Name</th>
<th>SSN</th>
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<tr>
<th>Degree Program (Ph.D., Ed.D. etc.)</th>
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### Purpose of Travel:

Conference in which participating (Please attach confirmation):

### Title of Paper/Poster Session:

Place of Travel
From ____________________________ To ____________________________

Dates of Travel
Leave ____________________________ Return ____________________________

Estimated Expenses

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<tr>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Registration Fee</td>
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<tr>
<td>Transportation Mode</td>
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<tr>
<td>Mileage @ $0.45/mile</td>
</tr>
<tr>
<td>Lodging Number of nights @ $_______</td>
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<tr>
<td>Meals Number of days @ $_______</td>
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<td>Other specify</td>
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Total Estimated Travel Expenses $_______

Total amount of funding requested (maximum $400): $_______
Identify additional funding sources:
- Personal $________
- Department $________
- College $________
- Other _ _ _ _ _ _ $________

NOTE: Total amount of all sources including amount requested from the Office of Academic Affairs should equal anticipated expenses.

Signature of Student ___________________________ Date __ __ __ __

Approvals

I have read this request and recommend funding. The expenses listed are reasonable. Support of this request will be professionally beneficial to both the student and to West Virginia University. In sharing in the support of this request, the college and/or department will provide funding in the amount of$______________

I have verified that the student is currently enrolled in the degree program identified on page one of the application.

Department Chairperson ___________________________ Date __ __ __ __

College/School Dean;_____________________________ Date __ __ __ __

PLEASE FOLLOW YOUR COLLEGE’S INSTRUCTIONS FOR PROCESSING YOUR APPLICATION FOR SUPPORT.

_________________________ ___________________________
Amount Approved __________________________ College Approval ___________________________ Date __ __ __ __
West Virginia University Travel Authorization

Traveler: ___________________________ Title: ___________________________
Address: ___________________________ FIMS #: ___________________________
Travel Date(s): ___________________________ Destination: ___________________________
Purpose Of Travel: ___________________________

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<tr>
<th>ESTIMATED TRAVEL COSTS</th>
<th>Direct Billed</th>
<th>Procurement Card</th>
<th>Reimbursable Expense</th>
<th>Personal Expense</th>
<th>Private Funding</th>
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<td>Personal Vehicle *</td>
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<td>State Vehicle</td>
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<td>Car Rental</td>
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<td>Commercial Airfare</td>
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<td>Meals</td>
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<td>Registration Fees</td>
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<td>Miscellaneous (i.e. parking, taxi)</td>
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<td>TOTAL FOR TRIP:</td>
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<td><strong>GRAND TOTAL:</strong></td>
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* NOTE: Traveler intends to use personal vehicle and agrees to claim lower reimbursement of estimated rental in lieu of mileage.

Traveler Signature ___________________________ Date ___________________________

Pcard Holder’s Name: ___________________________

Pcard Holder’s Name: ___________________________

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<th>ORACLE ACCOUNTING INFORMATION</th>
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Travelers Signature ___________________________ Date ___________________________

Principal Investigator (If Applicable) ___________________________ Date ___________________________

Dean/Director/Designee ___________________________ Date ___________________________

Form Instructions: After appropriate signatures, forward original completed form to travel coordinator and a copy of form to Departmental Card Coordinator if a procurement card is being used.

*Recent instructions:* Original receipts for any reimbursable expenses are to be turned into the travel coordinator. Original receipts for the procurement card charges must be turned into the Departmental Card Coordinator within 48 hours upon completion of trip.

*Note:* Copy of expense account, travel authorization and receipts must be retained in the department. All forms are subject to internal audit.
WVU School of Pharmacy  
Graduate Student Stipend Form

Department: ________________________________

Name of Student: ____________________________

Email Address: ________________________________

Amount of Stipend: $25,000

<table>
<thead>
<tr>
<th>Account Number or Name</th>
<th>Percent or Total Amount from Account</th>
<th>Dates</th>
<th>TA or RA</th>
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If account is administered through another unit, please provide contact information:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Effective Dates: 07/01/2012 - 06/30/2013  
Hrs per week employed: 20-40

Termination Date: N/A

If the Graduate Student is appointed as an RA or appointed as a TA, briefly explain the research or teaching duties the student will be assigned.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date Completed: _______________________

Mentor’s Signature: _______________________

Signature of Account Holder(s): _______________________

________________________________________________________________________

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# WVU School of Pharmacy - Graduate Student Leave Request/Absence Form

Student Name: ________________________    Supervisor (for work related to stipend): __________________

Student Assignment #: ________________________    Research/Interim Mentor: _______________________

Month/Pay Cycle: ____________________________

---

**Signatures indicate approval**

Signature (Supervisor)_____________________________   Date __________

Signature(Mentor)_________________________________ Date__________

---

**Graduate students are not eligible for vacation or sick leave benefits. Leave will result in a reduction in pay unless compensation time is arranged and approved by their supervisor. If the supervisor is not the research mentor (e.g. for TAs), then the mentor must also approve the leave and comp time.**

Briefly describe how many hours of comp time will worked and tasks to be completed:

---

**TO BE COMPLETED UPON RETURNING**

Student Signature                 ____________________________________     Date  ____________________

Hours completed (made up):        _____________

Mentor Signature                _____________________________________     Date _____________________

Hours to be deducted from payroll: ______________

Associate Dean Signature ______________________________________    Date _____________________

---

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