HANDBOOK FOR THE GRADUATE PROGRAM IN HEALTH SERVICES AND OUTCOMES RESEARCH

2023 - 2024

Updated August 2023

Note: This handbook contains general policy information for students and faculty in the Health Services and Outcomes Research (HSOR) Program. It has material specific to HSOR and graduate study in general. This handbook can be amended after the student has entered the program. Students and faculty will be informed when an amendment has occurred.

Contents

I. Introduction

This handbook developed by the Health Services and Outcomes Research (HSOR) outlines the activities, requirements, and standards for students throughout the program. The information in this handbook supplements the information that can be found in the WVU Graduate Catalog. This catalog can be found online at: http://catalog.wvu.edu/graduate/enrollmentandregistration/. Students and faculty are responsible for the information in both the catalog and this handbook. The graduate catalog contains allowances for programs to have more specific or stringent standards. In those cases, this Handbook supersedes the Graduate Catalog.

II. Office of Research & Graduate Education

The Assistant VP for Graduate Education, and staff assistants are part of the HSC Office of Research & Graduate Education. The following will interact with you most on programmatic issues. Please meet the others on our website: http://www.hsc.wvu.edu/resoff/home/

Julie Lockman, PhD	Assistant VP for Graduate Education	304-293-8044	jmlockman@hsc.wvu.edu
Joseph Andria	Program Coordinator	304-293-4437	jandria@hsc.wvu.edu

NOTE: _The University and our Office will communicate with students only via a WVU MIX email address. No other email addresses will be used. The MIX account must be activated. If the student does not exclusively use his/her MIX email account then the email must be configured to forward to the preferred account. Periodic checking of the MIX account will not suffice, and students will be accountable for any missed communications. MIX email addresses do not expire. It is recommended that students continue to keep this account active after graduation for receipt of information related to their status as alumni._

III. HSOR PhD Program

All students interested in a PhD in HSOR apply to the program using the code 8980 at the following website: Home | Graduate Admissions | West Virginia University (wvu.edu) (https://graduateadmissions.wvu.edu/academics/graduate-programs/health-services-and-outcomes-researchalth Services and Outcomes Research (D)).
Applications are screened by all graduate faculty of the HSOR program on the basis of overall GPA, GRE scores, personal statement, research experience, and letters of recommendation. Qualified applicants are interviewed prior to a final decision on acceptance.

The Health Services and Outcomes Research (HSOR)

The Health Services and Outcomes Research (HSOR) program emphasizes population-based, health services, outcomes and policy research. HSOR evaluates health services and changes in

outcomes such as improvements in patient functional status, satisfaction with care, morbidity, and mortality. Data collected from outcomes research provide patients, health care providers, and payers of health-related information about what does and does not work in real life settings.
Average time to graduation: 4 to 5 years

Contact Information

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April Morris	Office Administrator	304-293-1469	april.morris2@hsc.wvu.edu

Note: HSOR program does not accept part-time students.

What is Full-Time/Half-Time Status?
The definition of half-time status for Graduate/Professional students for financial aid purposes at WVU is as follows: During the fall and spring semesters, one to four credit hours will be considered less than half-time enrollment, five credit hours will be half-time enrollment, six to eight hours will be three-quarters time, and nine hours will remain full-time. Students will need to be enrolled in at least five credit hours during fall and spring semesters for federal loan eligibility.

Students admitted to candidacy who fail to maintain continuity of enrollment may be dropped from candidacy. Students who are not admitted to candidacy may take courses intermittently if allowed by their program and if they are not using University facilities or consulting with faculty while they are not enrolled.

IV. Orientation

1. WVU Office of Graduate Education and Life

The Office of Graduate Education and Life (OGEL) offers new student orientation sessions in Fall and Spring semesters. The OGEL orientation is not required; nonetheless, we strongly encourage newly admitted graduate students to attend because it covers a wide range of topics that may be helpful to your academic and personal success at WVU. https://graduateeducation.wvu.edu/events/new-graduate-student-orientation-2021 for planning purposes. Even if you do not complete the survey or if your plans change, you are welcome to attend all or part of the orientation.

Orientations sessions are scheduled for new graduate teaching assistants. More information is available on the website of the Teaching and Learning Commons.

It is important to note that the HSOR program offers a new student orientation program during the fall term after the OGEL orientation. The HSOR program orientation is mandatory.

Please check with the graduate program director or department chair, PSP Department, for dates of the orientation.

2. International Students

There are special requirements for international Students:

Please visit the following webpage
https://isss.wvu.edu/students/on-boarding

3. University Graduate Teaching Assistant

All new Graduate Teaching Assistants (GTAs) must complete the University Graduate Teaching Assistant Orientation, parts 1 and 2 below.

Part 1: Online Modules: Introduction to Effective Teaching

These modules provide essential information and resources that will help GTAs to navigate Family Educational Rights and Privacy Act (FERPA) guidelines, apply academic integrity policies, adhere to Title IX regulations, and connect students with wellness resources and academic support. These modules will be available on eCampus by June 1. New GTAs should complete these modules by the beginning of the Fall semester. The modules include:

- FERPA (Family Education Rights and Privacy Act)
- Academic Integrity and Dishonesty
- Diversity, Equity and Inclusion
- Helping Students Integrate School and Life

These modules will be available on eCampus beginning June 1 (directions available at https://tlcommons.wvu.edu/events-workshops/gta-orientation)

New GTAs should complete these modules by the beginning of the Fall semester.

Part 2: Face-to-Face Orientation:

New GTAs should attend the face-to-face orientation in addition to completing the online modules. This orientation will introduce effective teaching practices, including Succeeding on the First Day of Class, Engaging Students for Active Learning, and Reaching All Learners.

Students are encouraged to register for both university orientations.

4. International Graduate Teaching Assistants – Additional Requirements

4.1 TrueNorth Test

Prospective international teaching assistants or associates whose native language is not English are required to take and pass the **TrueNorth Test** before assuming teaching duties and responsibilities.
The TrueNorth Test overview and contact details are available at:
https://intensiveenglishprogram.wvu.edu/testing-resources/speak
Program Overview
The TrueNorth® Testing Program was instituted at West Virginia University requiring that all instructional personnel be proficient in spoken English.

The TrueNorth Testing Program establishes this proficiency for teaching assistants and is administered by the trained staff in West Virginia University's Intensive English Program.
All prospective teaching assistants or associates whose native language is not English are required to take and pass the TrueNorth Test before they can assume teaching responsibilities.

Contact

Karen Allen, Coordinator
TrueNorth® Testing Program
103 Eiesland Hall
P.O. Box 6297
Morgantown, WV 26506-6297
Email: karen.allen@mail.wvu.edu
Phone: (304) 293-9482

Please contact the above office for Location and dates of TrueNorth-Test.

Registration for the TrueNorth Test: Students may not self-register for the TrueNorth test. The HSOR graduate program director will register the students.

 STUDENT - True North Test (touchnet.net)
If you have questions about registration, please contact Karen Allen at (304) 293-9482 or karen.allen@mail.wvu.edu.
Test Fee: $50.00 due at check-in before the beginning of the test (check or money order only).

- TrueNorth
  - FAQS
- TOEFL

5. Plagiarism Avoidance Tutorial (Website version)

This version is available at https://lib.wvu.edu/plagiarism

Students will simply visit this link and take the tutorial and quiz. At the end of the quiz, they will be prompted to email their scores to their instructors. Please email the score to your interim faculty advisor.

6. HSOR Program

New students must attend the HSOR program's orientation. Prior to this orientation the students should have met and interacted with their interim faculty advisors and also familiarize themselves with all the information provided in this handbook and the website.

7. School of Pharmacy Graduate Teaching Assistant

The Senior Associate Dean in consultation with the Department Chair and the Graduate Program Director will assign your Teaching Assistantship (TA) duties. The orientation will cover the TA duties and responsibilities and such expectations need to be communicated at the onset of the assistantship (ideally in the contract or letter of appointment). Students are expected to undergo SOLE training prior to assuming TA responsibilities. SOLE tutorials are available at http://soleportal.com/support/training/

In general, these responsibilities are to be carried out throughout the semester of appointment, including times when classes are not in session (e.g., summer semester), including University breaks, but not including days when the University is closed. TA duties for your position include:

- Assisting assigned PharmD and PhD course coordinators/instructors with their educational needs
- Reporting to assigned PharmD/PhD course coordinators/instructors at least one week prior to each class session to determine responsibilities
- Responsibilities could include:
  - Mentoring students during exercises or skills labs
  - Facilitating small group discussions
  - Assisting in classes and labs as a classroom facilitator
  - Developing course content or assignments (under the mentorship of a faculty member)
  - Tutoring
  - Proctoring exams or quizzes
  - Assessing student performance/grading assignments/providing student feedback
  - Posting handouts and assignments on course management technology software such as SOLE
  - Providing course announcements and updates to students through e-mail or in-class
  - Posting grades on SOLE and returning assignments to students.
  - Assisting coordinators/instructors with setting up classroom or lab and overseeing student clean-up afterwards
  - Lecturing (to a limited extent, and in areas of expertise)

In addition,
- On occasions (example: during University breaks) you may be assigned additional responsibilities to support the educational needs of your assigned PharmD and PhD coordinator/instructors
- Carry out proctoring duties after close of business or before start of business (example: 7:00 AM or after 5:00 PM).

8. School of Pharmacy Research Assistant

Graduate research assistants help faculty members with their research activities and also provide research training for graduate students. Research assistantships are primarily funded by grants and other third-party sources. Because the arrival of these funds at the University may not coincide with the beginning of an academic term, University policy is that the deadline for research assistant appointments is no later than the end of the fifth week of classes in the fall or spring term. Depending on the source of funding, some research assistantships may not be available to non-US residents.

Many GA positions do not have specific assigned work hours, but GAs are expected to work no more than 20 hours per week (regular GAs) or no more than 10 hours per week (partial GAs), on average. If you find that you are consistently working much more or much less than that amount, you will need to discuss the situation with your supervisor.

Note that some graduate research assistants (GRAs) may find it difficult to discriminate the time they spend working for their assistantship and the time they spend working on their own research (associated with research credits, theses, and dissertations, etc.) when the research projects overlap. We encourage you to work with your supervisor to understand the distinctions between your weekly work hours as a GRA and the additional time you need to complete your individual research requirements.
- Some assistantships (particularly service assistantships) have set hours when you are expected to do your work. Make sure that these expectations are clearly communicated to you and that you understand the requirements.
- GAs are not expected to work (or make up hours missed) during times when the University is officially closed (i.e., Health Science Center holidays, election days, or inclement weather and emergency closures).

V. Curriculum

Students need to register for a total of 9 credits to be a full-time student during Fall and Spring semesters. During summer semester a total of 6 credits are required to be a full-time student. Approval is needed if a graduate student takes more than 17 hours in a semester.

Note: students may not take courses outside of the recommendation of the graduate program (physical education, music, dance etc.) without the written permission of the HSOR graduate program director.

A. Core Courses

Except for the core courses (taught by HSOR faculty members and Bio-stats 601,602,603), electives and other core course sequences are only suggestions. Students can consult their advisors about the other courses and electives. The program also reserves the right to modify the sequencing of courses/substitute equivalent courses based on the availability of instructors.

For core and elective courses please visit the HSOR PhD Curriculum website:
https://pharmacy.hsc.wvu.edu/pharmaceutical-systems-and-policy/phd-program-in-health-services-and-outcomes-research/information-for-current-students/required-and-elective-courses/

B. Transfer of Graduate Credits/Courses

Ph.D. students may transfer credits **with a B- grade or better** with preference to those credits that apply directly to their graduate curriculum. Final approval is based upon review of the syllabus by the Graduate Program Director and the course instructor (or relevant HSOR faculty member). Only graduate credits earned at academic institutions accredited at the graduate level may be transferred. WVU HSC Admissions & Records must receive an original transcript from the transferring institution. Pending approval by the Assistant Vice President for Graduate education, transferred credits/courses <u>may</u> substitute for required courses in the first-year core curriculum and/or for advanced courses required by the program. **<u>Transfer credit will not be accepted for the scientific integrity courses.</u>**

When transferring credits, please provide information the name of the institution with address and zip code, the course number and name, and course description/syllabus as published by that institution. Please refer to the WVU course it <u>may</u> replace if it meets a course requirement. Attach the original transcript from the transferring academic institution to this form and deliver to the Office of Research & Graduate Education for final approval. Final decisions regarding the transfer of credits/courses will be made by the PhD dissertation committee and the graduate program director.

C. Other Program Activities

In addition to formal course work in the first semester, students will engage in other program activities.

1. <u>Summer Teaching Scholars Program</u>

All graduate students are required to have completed a teaching experience prior to graduation. Students in the HSOR program are required to attend the WVU Summer Teaching Scholars Program as part of this requirement. The fees for this are paid for by the PSP department. Students are also expected to develop and present a minimum of three classroom teaching presentations in the graduate or professional pharmacy curriculum. Mentors are responsible for arranging teaching experiences to meet this requirement in consultation with Dr. Khalid Kamal, Chair, PSP Department.

2. Individual Development Plan (IDP)

The IDP provides resources to help students evaluate skills and interests in:

- Scientific Knowledge
- Research Skills
- Communication (writing and speaking)
- Professionalism
- Management and Leadership
- Responsible Conduct of Research
- Career advancement

This information will be used to build the necessary skill set and to help in decisions regarding future career options. The role of the dissertation mentor is to help the student to either achieve these skills. The IDP is to be reviewed annually.

The HSOR program will use the IDP at Science Careers (http://myidp.sciencecareers.org/). All incoming HSOR students will complete this IDP and discuss their results with a faculty advisor during Boot Camp, the week before school starts. Once the student joins a laboratory, he/she is to review the IDP with the dissertation mentor. The IDP is reviewed annually and reported using the IDP Annual Review form (available under Forms). The form is placed in the student's file in the Office of Research and Graduate Education.

3. Participation in 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 Dean's office and the Office of Research and Graduate Education have a limited number of competitive travel awards for first-authored presentations at national meetings each year; application forms can be obtained from the respective offices. Attendance at a professional conference also entails engagement in sessions outside of the immediate presentation, and students are expected to participate fully in the meeting.

4. Communication Skills (Written and Verbal)

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 program. Also, students with teaching assistantship appointments will have ample opportunities to develop their teaching skills.

5. Other Professional Activities

I. *Student Representative at PSP Faculty Meeting*

During the 3rd or 4th year of the program, one student may be nominated to serve in the Pharmaceutical Systems and Policy Department Faculty meeting. As a student member, you are expected to be the voice of the student body and bring important curriculum-related issues to the attention of the PSP faculty members.

II. *Student Representative in Admissions Committee*

During the 3rd or 4th year of the program, students may be nominated to serve on the HSOR Admissions and Graduate Performance Review Committee. This committee consists of three faculty members and one student member. As a student member, you are expected to assist the Admissions Coordinator with selecting applicants for interviews, participate in interviews and provide feed-back on applicants.

Students are welcome to engage in other professional activities such as attending additional seminars that are of interest, but they should be keenly aware not to spend undue amounts of time in seminars at the expense of completing assigned formal course work.

D. Registration

Nine credit hours in a fall or spring term and six credit hours in the summer term is the minimum load to be considered a full-time graduate student. To receive/maintain a stipend and full tuition coverage, you must register for a minimum of 9 credits in the fall and spring semesters and for a minimum of 6 credits in summer semester. You must be registered in every semester until completion of the dissertation defense, or request a leave of absence, at which time your stipend and tuition coverage will be suspended. *The courses you register for each semester must be a prior approved by your interim or permanent PhD advisor prior to registering.*

STAR Web registration system: https://registrar.wvu.edu/registration

Registration Process

1. Point your browser to http://www.mix.wvu.edu/
2. You will see the "Mountaineer information Xpress" with the MIX Login Screen
3. Enter your Username and Password. If your MIX account is jdoe@mix.wvu.edu, then your Username is Jdoe. Your password is your 2-digit day of birth and the last 4 digits of your WVU ID.
4. Click "OK"
5. On the next page, click the STAR tab on the top
6. Click "Click here to enter STAR"
7. Select the Student Services, Housing & Financial Aid link. You are now connected to STAR.

8. Select Registration link
9. Click on Select Term link. Use the pull down option to select desired term. Click on Submit
10. Select Add or Drop Classes link
11. Enter each CRN in the blocks and click on the Submit Changes button
12. You can review your schedule by selecting the Student Schedule or Student Detail Schedule links
13. If you are in STAR longer than 20 minutes MIX will time-out due to inactivity on the MIX pages

E. Degree Works – Visual Checklist of Courses

https://registrar.wvu.edu/academic-records/degreeworks

DegreeWorks provides WVU students and advisors a visual checklist of courses and objectives required for graduation, including major requirements, major electives, capstone, as well as each general education foundations (GEF) requirement. You may access DegreeWorks via WVU Portal.

Students

DegreeWorks allows you to:

- Receive real-time advice and counsel
- Speed time to graduation
- Streamline the graduation process
- Gain direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, and FAQs

Advisors

DegreeWorks allows you to:

- Support real-time delivery of academic advice through intuitive web interfaces
- Minimize errors through consistent degree plans
- Support more timely degree certification
- Reduce paperwork and manual program check sheets
- Support and monitors unique program changes

Click HERE to see available training times and to register for training

Documentation

- Request Transcript
- DegreeWorks
-

F. Graduate Student Organizations

1. International Society for Pharmacoeconomics and Outcomes Research (ISPOR)

Graduate students in HSOR can participate in the local chapter of the International Society for Pharmacoeconomics and Outcomes Research (ISPOR). It is the globally recognized authority for outcomes research and its use in health care decisions towards improved health.

2. Other Organizations

Faculty and graduate students also attend and present at the annual meetings of other organizations including:

- [Academy Health](#)
- [Academy of Managed Care Pharmacy](#)
- [American Association of Colleges of Pharmacy](#)
- [American Pharmacists Association](#)
- [American Public Health Association](#)
- [DIA - Develop, Innovate, Advance](#) (Formerly the Drug Information Association)
- [International Society for Quality of Life Research](#)
- [International Society of Pharmacoepidemiology](#)
- [Society for Medical Decision-Making](#)
- [Society of Behavioral Medicine](#)

VI. Interim Advisor, Selection of Dissertation Mentor, Advisory Committee

A. Interim Advisor

All new students are 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 you to have a discussion with your interim advisor to determine your intended research goals and a planned program of studies. Graduate students must meet each of the graduate faculty members in the program to discuss their research interests and to learn about the research interests of each faculty member. You will select a permanent advisor by the end of the first year's second semester. A monthly meeting (or as mutually agreed upon) will be held between you and the interim advisor.

Role of Interim Advisor:
- Selection of courses/plan of study
- Advocate for new students
- Assist with networking within and outside the department
- Sharing research experiences and expertise
- Teaching new students responsible conduct of research
- Teaching and role modeling appropriate and ethical behavior
- Career counseling

B. Selection of Dissertation Advisor

To mentor a student, the graduate faculty member should:
- Have a project in mind for the student's dissertation and time to mentor the student.
- Have extramural funding to support the student's stipend for the last 3-4 years of their degree or the demonstration of submitted and pending grant applications within the past year, as well as a track record of funding to indicate that there is a likelihood of success in securing funding.
- Have active research and recent (within one year) publications.
- Have regular graduate faculty status.

The PhD Dissertation Chair/Advisor/Mentor is generally selected by the end of the second (Spring) semester in the first year for students with MS degrees from the United States and within 18 months for students without MS degrees in the United States. **Failure to fulfil this requirement within the stipulated time may lead to the appointment of a PSP faculty advisor by the graduate program director/department chair or in extreme cases, even dismissal from the graduate program.**

Graduate students must meet each of the graduate faculty members in the program to discuss their research interests and to learn about the research interests of each faculty member. This meeting serves two purposes, first, assisting in the selection of the advisor, and second, identifying a potential PhD committee member. After you have met with all of the graduate faculty, you may identify your choice of advisor and speak to them about it. The chosen faculty member must agree to serve as your faculty advisor and also agree to seek funding support for your PhD stipend and research support starting in the third year of your program. Following mutual agreement, you must share this information with the Graduate Program Director who will then inform all faculty.

Year 1
- Assigned interim faculty advisor (August)
- Initiate coursework
- Meet with and select primary research advisor by end of Year 1 (with MS degrees)
- Initate work on non-dissertation manuscripts
- Work on grant-funded projects

Year 2
- Coursework continues
- Meet with and select primary research advisor by end of Fall semester in Year 2 (without MS degrees)
- Work/publish non-dissertation manuscripts
- Work on grant-funded projects

Year 2
- With primary research advisor, select dissertation Committee
- Research and develop dissertation proposal
- Submit timeline and goals for program completion
- Work/publish non-dissertation manuscripts
- Work on grant-funded projects

Year 3
- Comprehensive exam
- Orally defend proposal
- Dissertation research/writing
- Coursework continues (electives)
- Work/publish on non-dissertation manuscripts
- Work on grant-funded projects

Years 4/5
- Dissertation research/writing
- Publish non-dissertation publications
- Work on grant-funded projects
- Final Defense
- Submission of all dissertation manuscripts for publication

C. Selection of the Dissertation Advisory Committee

Dissertation Advisory committees contain five faculty members. At least four faculty members are selected by the student in consultation with his/her dissertation mentor. Typically, these individuals are chosen based on their area of expertise and ability to contribute to your professional development and training.

Agreement to serve on the committee and approval of the committee must be documented by the Dissertation Advisory Committee approval form prior to any meeting of the committee. Advisory committees must meet with the student at least annually (or as mutually agreed between the student and the advisor) to provide feedback on the student's research and evaluate progress toward completion of the degree. The first meeting with this committee should be in the fall of the second year. This is the committee that administers both the Dissertation proposal defense (candidacy exam) and the final Dissertation defense. Per University guidelines, one member of this committee must be from a program outside of the student's program, and the majority of the members (3) must be regular members of the PSP graduate faculty. The Chair of the committee must be a full-time WVU employee and a member of the HSOR department. Although not preferred, committees may have co-chairs but at least one of the co-chairs must be a regular member of the WVU graduate faculty and at least one of the co-chairs must be a current WVU faculty member at the time of the defense. This policy can be viewed at:

http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#committeestext

How to set up a Dissertation (PhD) Advisory Committee:

1. HSOR PhD programs currently require a minimum of five members and three members should be from the PSP faculty. These members should be able to help the student crucially evaluate their research and the student's progress toward the degree. The program discourages the student from adding more people formally to the committee as it will be too hard to schedule meetings. The advisor and the student can invite faculty with specific expertise to individual meetings to help with the review of the data.

2. The majority must have full graduate faculty membership – the list can be found here for HSC faculty: School of Pharmacy | Health Sciences Directory | West Virginia University (wvu.edu)
and here for all WVU faculty (although this list is not yet complete):
Home Page | Health Sciences Directory | West Virginia University (wvu.edu)

3. The graduate faculty status that a faculty member has in his/her home department at WVU is honored for committee service throughout the University (i.e., the faculty member does not need to be reapproved by HSC).

4. One member must be from a program outside of the student's program. This helps the student learn to speak to a mixed audience.

5. One member can be from another University provided he/she is an active scientist.

6. The chair of the committee must have full graduate faculty status. If dissertation committee has co-chairs, at least one of the co-chairs must be a regular member of the WVU graduate faculty and at least one of the co-chairs must be a current WVU faculty member at the time of the defense.

7. After the committee is formed, if a member's status is downgraded, the student does not need to change the composition of the committee.

8. All committees must be approved by the graduate program director/department chair, dean of the school (or designee) and the Assistant Vice President for Graduate Education at the HSC. Additions and removals to the committee must be approved by the member being added or deleted, and the graduate program director/department chair, dean, and Assistant Vice President for Graduate education.

Special note for Members outside the Department:

- Members from outside the school/department can be the co-chair of a student provided they are a regular member of the WVU graduate faculty.
- Outside members cannot have full graduate faculty status because they are not full time WVU employees (adjunct does not count).

D. Changing Chair or Committee Member

Like any relationship, the advisor/advisee relationship will go through times of productivity and thriving and times of challenge and tension. This is expected in a setting of personal and professional investment. People and processes, outlined below, are in place to support the advisor and advisee during resolution of conflicts or major concerns. Occasionally, students need to change advisors while completing their dissertation research for a variety of reasons and may be initiated by the student or the advisor. The procedure regarding changing advisors if 1) an advisor is leaving or has left the university or is no longer able to serve as the primary advisor (due to job change, retirement, long-term illness, or death) or if 2) there is an unresolvable conflict or mismatch between the advisor and advisee. The HSOR Graduate Program Director should be notified, and you should immediately meet with your graduate program director and advisor together to discuss whether it is an option for you to continue with the current project. If this is a possibility, you should expect to have another PSP faculty member as an on-site advisor. If you are not able to continue with the current project, you will need to work with the graduate program director (or designee) and the Assistant Vice President (AVP) for Graduate Education to identify a new dissertation advisor who is a current PSP faculty member. Students should plan to complete a 2-week full-time rotation with any potential faculty member prior to joining their research group. At the 2-week point, the graduate program director will check-in with both the new advisor and

student to see if more time is needed or if it is a match. Students are encouraged to take their time and be thoughtful in choosing their next advisor.

The protocol to follow for these changes varies depending on the reason:

1. Chair or Committee Member has left the University and you are remaining at WVU.

In this situation, you should immediately meet with your graduate program director and set up a plan based on whether or not you will continue on the same project and/or if the chair/committee member will remain involved after he or she leaves. Regardless, you should expect to have another department faculty member as an on-site advisor, and you should expect to be moved into the research of the on-site advisor or another department faculty member conducting similar research.

2.   You are not getting along with your chair or committee member.

Unhappiness with your chair/committee member does not mean that you will definitely need to change. The key to handling these situations effectively is to act as soon as you sense a problem. Some of the most common mentor/mentee challenges are rooted in lack of or miscommunication and expectations that are not aligned between mentor and student. If you typically do not have regular one-on-one meetings to address these types of issues, try to effectively use the annual review of the IDP as a time to bring up issues or schedule a special meeting. Use the time allotted in committee meetings to voice challenges and concerns early. Your committee is there as a guide and a resource. If issues occur in between these meetings/milestones, don't wait, act.

First, discuss with your chair/committee member what is troubling you. The chair/committee member may not realize that you were having trouble and may be willing to work with you on a solution. Consider if you were expecting the chair/committee member to fill too many roles and that additional chair/committee members may be helpful for concerns that are less "research-based". Upon initial discussions, provide the mentor the opportunity to address your concerns and communicate clearly if the changes implemented are not enough and if additional adjustments are needed.

Second, if talking with your chair/committee member or spreading mentoring roles does not work, immediately involve another PSP faculty member from your committee. Ideally, this should be a committee member, your graduate program director and/or the department chair most associated with your program as they might facilitate and resolve the issues. You might call a special meeting with your committee to get their advice and input on navigating the situation. If conversations have been had and attempts to remediate the concern have not addressed the problem, the student, in collaboration with the graduate program director and or the mentor, should reach out to the AVP for Graduate Education for guidance on next steps. The AVP or designee will facilitate a conversation among all parties involved to determine whether the change process will be initiated right away or whether other intervention steps need to be taken.

*There must be multiple documented attempts at addressing any issue before a change is initiated. Exceptions being any situation that involves violation of university policy. Documentation may include email or other written or electronic correspondence, committee meeting notes or a letter from a committee member, follow-up emails to document a verbal discussion, etc. It is strongly recommended that oral discussions about serious issues or concerns include a third party if prior discussions have been ineffective. This may involve a program director, committee member, department chair, or other appropriate person.

The next four levels of appeal should be in the following order: 1) HSOR graduate program director; 2) Chair of PSP department; 3) Senior Associate Dean for Research and Strategic Initiatives, School of Pharmacy or Dean, School of Pharmacy; and 4) Assistant Vice President for Graduate Education. At each level, you should make sure the members have been appropriately consulted without satisfactory resolution. Although individual members are always willing to help, ultimately you have to go through channels with your graduate program director.

Third, if remaining with the chair/committee member is no longer an option, you need to work with the 1) HSOR Graduate Program Director, 2) Chair of PSP department and 3) Assistant Vice President for Graduate Education, to identify candidate chair/committee members from the PSP department or as suggested.

Fourth, candidate chair/committee members will need to be interviewed as to their willingness to accept a new student and a trial period is established to determine if it is a good fit. The trial period is generally at least two weeks but should not extend beyond four weeks. At the 2-week point, the graduate program director will check-in with both the new advisor and student to see if more time is needed or if it is a match. Students are encouraged to take their time and be thoughtful in choosing their next advisor.

Fifth, once a new chair/committee member is found, you need to re-do your committee approval form. This will both indicate the new chair/committee member and ensure that the committee is appropriate for the new project. If you will be replacing committee members, please inform them in writing that they will no longer be on your committee and thank them for their service or willingness to serve. If the timing is such that you may be delayed in completing the candidacy exam, you need to petition the Graduate Program Director and the Assistant Vice President for Graduate Education for an extension and a firm date will be determine at which time the exam will be taken.

Finally, **you must refrain from any negative comments about the previous chair/committee members**. Mentor/mentee relationships fail. Fortunately, this is not often but in each case it reflects mutual problems that could not be overcome. No one person is at fault and thus no blame should be assigned. Maintaining a professional approach will result in a smooth transition. The chair/committee member and student will keep information confidential. Please refer back to the signed mentor/mentee agreement.

Regardless of the reason for the change in advisor, to continue in the PhD program you must successfully find a PSP faculty member willing and able to advise you on your dissertation research. Failure to find a new advisor may result in dismissal from the graduate program.

RECOMMENDED PROBLEM-SOLVING STRUCTURE FOR ADVISOR/ADVISEE CHALLENGES THAT INVOLVE COMPLAINTS THAT ARE NOT A VIOLATION OF UNIVERSITY POLICY

When handling advisor conflicts, you must use the following schematic. You do not have to speak to anyone you are not comfortable with or you can ask another faculty member to be present, but this represents the recommended pathway in solving advisor/advisee issues occurring at the Health Sciences Center. At any time, the student can reach out to the WVU Graduate Student Ombudsperson (GSO) for guidance during the process. Please know that GSO is a resource when you encounter situations where you would benefit from a neutral party who can help you identify strategies and resources. The GSO can a) provide information about university policies, procedures and resources, b) coach students through tough conversations and circumstances, and c) listen and serve as a resource as students evaluate options and make decisions. The services are confidential, independent, informal, and neutral (https://gradombudsperson.wvu.edu/home).

1. Student → Speak with advisor. Allow reasonable time for implementation of changes and adjustments. Keep an open conversation during this process. If not resolved
2. Student → Speak with Dissertation Committee Member from PSP (or bring up at committee meeting), if not resolved
3. Student → Speak with HSOR Graduate Program Director (if they are not the current advisor), if not resolved
4. Student → Speak with PSP Department Chair associated with graduate program (with or without HSOR Graduate Program Director), if not resolved
5. Student (with or without the PSP Department Chair or HSOR Graduate Program Director) → School of Pharmacy Senior Associate Dean for Research and Strategic Initiatives or Dean, School of Pharmacy
6. Student (with or without the PSP Department Chair or HSOR Graduate Program Director) → Health Science Center (HSC) Assistant Vice President (AVP) for Graduate Education, if not resolved
7. HSC AVP for Graduate Education → will work with the HSC Sr. Associate VP for Research and Graduate Education to identify any additional options and next steps. The Associate Provost for Graduate Education may also be consulted.

VII. Work Schedule, Illness, Vacation, and Leave of Absence Policy

The Ph.D. degree is awarded based on completion of original dissertation research and not time served in the program. Undue time spent away from the University will hamper your progress in research.

A. Work Schedule

The first year of study focuses primarily on didactic education. In the fall semester, students can expect to follow the academic calendar of the University for the December holidays. During the week of Thanksgiving, University classes are not in session, but research continues. The student is expected to discuss their work schedule for this week with the faculty member with whom they are rotating. The same is true in the spring semester; students still rotating in research labs should discuss expectations for spring break with the host mentor. Expectations vary between different research groups; students and mentors should discuss this at the beginning of the rotation. The student should discuss the expectations for total hours of work as well as the days of service (weekends/holidays) with their interim or dissertation advisor. As these expectations are likely to vary between faculty, it is important to establish what these are upon entry into a research group. The student should be aware that these decisions are made in the best interest and safety of the student and for the efficient conduct of research projects. For safety, students should avoid working alone in the graduate room after normal office hours.

Consult with your interim or dissertation advisor and notify fellow researchers in advance of any planned absences. Depending on where the graduate students are in the program, they can expect to work an average of 40 hours or even more per week on research. Also, graduate students are expected to maintain office hours similar to faculty and staff so that course materials, teaching or research assistantship work, research interests or other related interests can be discussed in a timely manner.

B. Illness

Graduate students at WVU do not receive a specified number of sick days per pay cycle or calendar year. Absenteeism from classes, graduate program activities, and the research group should be reserved for true illnesses that are contagious or completely block the ability to function. Headaches and small malaises should not be used as reasons to not be in class or lab. The student's responsibilities remain the same and missed work will need to be made up possibly by working weekends and evenings. Absenteeism from classes and other events needs to be communicated to each faculty member coordinating a class or event.

C. Vacation

Once a student enters a specific graduate program, the vacation schedule for the University calendar no longer applies. Expectations regarding vacations need to be discussed with the mentor. These expectations are likely to vary among research groups so it is important to establish these expectations upon entry in the laboratory.

D. Leave of Absence

The Health Science Center has a defined policy to deal with extended periods of time outside of the laboratory or class, generally greater than two weeks. Termed a leave of absence, a student may need to take such a leave due to grave illness, pregnancy, or family crisis. Students should consult this policy when considering such a leave. In some circumstances, the leave may be

imposed upon the student administratively due to academic issues or policy violations. Procedures for this are detailed in this policy and there are forms for documenting all types of leave and any expectations or requirements upon the student's return.

Grading and handling of courses during a leave of absence

When a student goes on a leave of absence, whether less than one month or a longer leave without stipend, issues develop regarding the grading of courses when the leave begins mid semester. To a large extent this will need to be handled on a case-by-case basis. For defined courses, the student will need to work with the instructor to come up with a strategy and generally will need to take an I. Courses like research and seminar (when used to monitor attendance) generally do not have a mechanism to fulfill an incomplete. If the length of the leave is known and it is before the deadline to withdraw, it would be best for the student to withdraw from these courses during the semester. If that deadline has past, a student in good standing should be able to receive a grade reflecting their participation prior to the leave especially when the course is graded S/U or P/F. Journal clubs can be handled by having the student write summaries of papers that were missed. If the student is having a major medical crisis and cannot work during the leave, then either grade them for the time in the course or give an incomplete and come up with a protocol for making up the work.

VIII. Academic and Professional Standards

A. Academic standards

1. Standards

It is expected that students will perform satisfactorily on all required courses. To remain in good standing in the Ph.D. program a student is required to maintain the following standards:

- An overall grade point average of 3.0 in graduate level coursework. Note that this is higher than the university standard of 2.75.
- Removal of any incomplete grades within one semester or summer session of their award. Failure to remove an incomplete within one semester results in a permanent F on the student's transcript and this F figures into the GPA.
- Satisfactory written comments describing the student's performance in short rotations.

Failure to comply with these standards will result in the student being placed on academic probation and may result in dismissal from the graduate program.

2. Grading System and Reporting of Grades

Graduate courses are graded as follows: A, B, C, or F, and P (pass) or F (fail). The Course Coordinator may submit letter grades with + or -, but the grade point average (GPA) is calculated using the basic letter grade. Grades of F are not acceptable for course credit toward a graduate degree but are used in calculating the GPA. Letter grades are given for the short lab experience in Year One. Research 797 is graded S/U; U's in research are not counted for the calculation of the GPA. The first unsatisfactory (U) grade for 797 results in placement of the

student on probation; a second U in research 797 is grounds for dismissal from the graduate program.

The grade of Incomplete (I) is given when the instructor believes that the course work or other required programmatic activity is incomplete. All incompletes must be removed within the next semester of the calendar year; however, an individual instructor may require their removal within a shorter time period. Students who receive an incomplete grade must contact the faculty member who issued the incomplete to discuss its removal. If an incomplete is not rectified within the next semester, it will be changed to a grade of F (IF).

NOTE: Students cannot graduate with an F grade on the Plan of Study. The course must be retaken and the grade brought into the acceptable range. Both grades will count toward the GPA on the transcript, and the higher grade will be placed in the Plan of Study.

B. Professional Standards

Graduate students in the HSOR program are expected to adhere to the following standards of behavior throughout their tenure in graduate school. This code governs student behavior in classrooms, research endeavors, academic and professional gatherings and travel, and in their daily conduct outside of the University. In addition to the code outlined below, all students will uphold the WVU Student Conduct and Discipline Policy. This code can be found at: https://diversity.wvu.edu/equity-assurance/policies-and-procedures/students

1. Academic Integrity

Students will:

- not plagiarize the work of others either by directly copying that work or by summarizing the thoughts of others as their own;
- not cheat on any examinations, on academic assignments and activities, and will not provide unauthorized help to others during an examination or graded academic assignment;
- not alter examination scores, answer sheets, other graded materials, or their academic record;
- adhere to the University policies on academic integrity (http://catalog.wvu.edu/graduate/enrollmentandregistration/#academicdishonestytext)

2. Scientific Integrity

Students will:

- have actually carried out experiments as reported;
- represent their best understanding of their work in their descriptions and analyses of it;
- accurately describe methods used in experiments;
- not report the work of others as if it were their own;
- adequately summarize previous relevant work in their publications;

- treat submitted manuscripts and grant applications confidentially and avoid inappropriate use when acting as reviewers; and
- disclose financial and other interests that might present a conflict-of-interest in their various activities such as reporting research results, serving as reviewers, and mentoring students;
- adhere to the University Research Integrity Procedures that can be viewed at: https://researchintegrity.wvu.edu/files/d/0b83118c-782e-48c6-988e-45d7dcf9171f/research-_integrity_policy_amended_6-13-16_final-2.pdf

3. Research Integrity

As a graduate student at West Virginia University, you are required to meet particular federal and university-wide standards regarding the responsible conduct of research (RCR). To meet these standards, all graduate students take BMS 700 – Scientific Integrity in their first two semesters at WVU. This course covers the required topics specified by the National Institutes of Health (NIH). In addition, you must complete an online RCR course offered by the Collaborative Institutional Training Initiative (CITI). You can take the course any time after receipt of your acceptance, but it must be completed within 30 days of the beginning of your initial semester- the passing grade is 80%. Failure to do so may affect your status within the College and the University in general.

The Office of Research Integrity and Compliance (ORIC) will publish a training list derived from the CITI website database of those who have taken the training. This list will be published daily on the ORIC website (http://oric.research.wvu.edu) in the "Training Lists" section. To remain in compliance with NIH standards, you will need to retake the CITI training every three years that you are active in research at WVU.

Any graduate student who conducts research involving human subjects must obtain approval for research from the Institutional Review Board for the Protection of Human Subjects before starting the research. Information and procedures are available at https://human.research.wvu.edu/get-started

All members of the University community are obligated to report observed, suspected, or apparent misconduct in research. Reports should be made to the University's research integrity officer through the link to Online Research Problem Reporting at https://oric.research.wvu.edu/academic-integrity

3.1. Data User Agreement for Limited Data Sets and Research Identifiable Files

- Before you conduct any research, you must complete and successfully pass the CITI offered human subjects research training as well as HIPAA requirements.
- All research projects must have a protocol approved by the WVU Institutional Review Board prior to the start of the research project.
- If a study uses data sets, you must sign a Data User Agreement (DUA) before commencing an IRB approved project.
- You must comply with all the requirements of the study protocol and DUA.

- Do not use or disclose the Limited Data Sets for any purpose other than permitted by the DUA with agencies such as the CMS, AHRQ, or any such data provider source.
- You must use appropriate administrative, physical and technical safeguards to prevent use or disclosure of the Limited Data Set other than as provided for by the DUA.
- Transportation and copying of limited datasets on lap-tops, portable hard drives and other devices are strictly prohibited.
- Data involving CMS or SEER-Medicare data sets, cell sizes less than 11 must be suppressed and cannot be displayed.
- You must sign a data destruction certification prior to leaving the program.
- Access to offices that house databases must be approved by the appropriate Principal Investigator.

Be aware that your notes, records, and all tangible research data are property of the department and the university. Be sure to regularly backup your computer data. Your advisor and your collaborators need to be provided a copy of all your research data and research work in a timely manner including the access to the data and codes.

4. Scientific citizenship

Students will:

- strive to provide timely, efficient and high-quality work;
- function as an effective and respectful team member in the performance of collaborative research;
- strive to always acknowledge the contributions of their co-workers;
- strive to keep all work areas clean, organized, and conducive to high-quality research;
- respect shared work areas and reagents and insure that steps are taken to replenish reagents when they are in low supply;
- refrain from activities that might be disruptive to the work of others, including playing music, conversation, telephone calls
- be attentive in presentations by their colleagues and provide constructive criticism as appropriate;
- seek and accept criticism without reprisal or defensiveness;
- strive to address and remedy situations as they arise and to follow through on all promises and commitments to co-workers;
- wear appropriate clothing in research settings that is consistent with federal, state, and University regulations;
- speak-up and report any practice, condition, or situation, that may cause harm or that is against federal, state, and University regulations;
- when traveling as a representative of the University, the student will behave in a professional manner, uphold the rules of the laboratory with respect to the sharing of data, report expenses in a truthful manner, and refrain from frivolous use of travel funds for meals or modes of transportation that are unnecessary.

5. Professional interactions

Students will:

- strive to increase their knowledge and expertise in order to maintain qualifications consistent with the highest standards available in their discipline;
- accept and adapt to the continual change inherent in the creation and delivery of knowledge;
- be appropriate in dress, language and demeanor at all time and avoid language and dress that is offensive to others;
- respect and protect all students', staff, faculty, study participants', and patient's rights to privacy and confidentiality;
- minimize personal text messaging, e-mailing, telephone calls, and social media while at work;
- respond to all communications in a timely manner;
- listen carefully and to be thoughtful and respectful in all forms of communication and during the attendance of seminars;
- provide training and experience to advance the scientific skills and knowledge of ethical research practices for any trainee under their supervision;
- treat all individuals in a caring, respectful, professional, and empathetic manner.

6. Additional Standards, Citizenship/Requirements

Apart from the above general standards, the HSOR program faculty want you to give special attention to becoming a good citizen in the program. The following are their expectations of you during your stay.

Students will:

- Actively participate in seminars,
- Actively participate in ISPOR chapter activities
- Attend and participate in social events to the extent your other obligations allow.
- Take the initiative to build professional relationships. Do not wait for faculty members to come find you.
- Act as a "junior colleague" – ask questions, advance ideas, show interest and support for shared goals.
- Not isolate yourself - Seek input and collaboration from your peers.
- Transition from being told what to do TO deciding what to do by yourself.
- Meet with your faculty advisor every week (or as mutually agreed).
- Speak in English in all work situations and your offices to be respectful of others who do not understand your native language.
- Be prepared and ready to learn – (Complete assignments on time, provide sufficient time for review of your written work, submission to journals, abstract submission). Abstracts must be reviewed by a collaborating faculty member at least a week prior to submission to the conference.

- Maintain a clean and organized work environment at your desk and in your office space. Be responsible to other users' needs and sensibilities when using the microwave or the refrigerator.
- Conduct research responsibly; exercise ethical behavior; acknowledge contributions of others; maintain a detailed, organized, and accurate record of all your research work.
- Self-reflect about what you expect of yourself, your mentors, and your graduate program. Have a personal and professional growth agenda.

C. HSOR Evaluation of Student Academic and Professional Standards

1. Evaluations

The Graduate Program in HSOR is required to formally evaluate each student on a semi-annual basis. The intent of the evaluation is to provide written feedback to each student regarding: 1) your annual progress; 2) communicate the expectations for your work in the coming academic year; and 3) alert you to any deficiencies that need to be addressed for successful completion of the program.

These evaluations are performed by the Pharmaceutical Systems and Policy Department HSOR Admissions and Graduate Performance Review Committee in the School of Pharmacy in consultation with each student's mentor. A copy of the letter is kept in the permanent file of each student.

2. Annual Evaluation letter template

The committee notes the following:
    ☐ Normal progress towards degree
    ☐ Course work completed
    ☐ Dissertation Committee formed
    ☐ Written qualifying exam completed
    ☐ Oral qualifying exam completed
    ☐ Successful defense of dissertation proposal
    ☐ Completion of teaching requirements
    ☐ Awards
    ☐ Professional presentations
    ☐ Completion of publication requirements
    ☐ Other ()

The committee alerts that you need to:
    ☐ Select an advisor
    ☐ Fulfill your work to remove incomplete grades
    ☐ Take these courses:
    ☐ Form a committee
    ☐ Complete oral qualifying exam
    ☐ Complete Successful defense of dissertation proposal

☐ Improve writing and communication skills
☐ Complete teaching requirements
☐ Complete publication requirements
☐ Improve departmental activities attendance
☐ Improve graduate assistantship/RA performance
☐ Improve participation in professional development activities
☐ Improve your grade point average

Specific Comments:

3. Professional conduct evaluation

The purpose of this evaluation is to capture behavioral (professionalism, attitudes, leadership, or dependability) issues from the advisor, instructors, or committee members.   This evaluation will be then passed on to the Pharmaceutical Systems and Policy Department HSOR Admissions and Graduate Performance Review Committee.   Apart from concerns, this evaluation will also document good behavior and recognize those individuals for being exemplary students.

Areas	Unsatisfactory	Satisfactory	Good	Excellent
Honesty/Integrity	☐	☐	☐	☐
Reliable/Dependable	☐	☐	☐	☐
Meets goals in a consistent manner	☐	☐	☐	☐
Communication	☐	☐	☐	☐
Punctuality	☐	☐	☐	☐
Professional behavior	☐	☐	☐	☐
Ethical Standards	☐	☐	☐	☐
Time Management	☐	☐	☐	☐
Appearance	☐	☐	☐	☐
Takes initiative	☐	☐	☐	☐
Empathy and Cultural Diversity	☐	☐	☐	☐
Professional competence	☐	☐	☐	☐

Name of the person reporting:
Name of the Student:
Signature of the Student:
Signature of the Person Reporting:
Date:

4. Evaluation forms

- Annual evaluation form can be found here
- Semi-Annual evaluation form can be found here.
- Professional Conduct Evaluation form can be found here

5. Student Review and Appeals Policy

Students have the right to due process in all decisions regarding their grades, evaluations, and status in graduate school. Appeals of decisions regarding the above must follow a standard set of procedures. Procedures for student appeals can be found in the Graduate Catalog.

When handling student appeals, you can use the following schematic.

- ✓ Student → Speak with HSOR advisor.
- ✓ HSOR Graduate program director or PSP department chair
- ✓ Senior Associate Dean for Research and Strategic Initiatives or Dean, School of Pharmacy
- ✓ Health Science Center AVP for Research and Graduate Education
- ✓ Provost's Office (Associate Provost for Graduate Education)

At any time, the student can reach out to the WVU Graduate Student Ombudsperson (GSO) for guidance during the process. Please know that GSO is a resource when you encounter situations where you would benefit from a neutral party who can help you identify strategies and resources. The GSO can a) provide information about university policies, procedures and resources, b) coach students through tough conversations and circumstances, and c) listen and serve as a resource as students evaluate options and make decisions. The services are confidential, independent, informal, and neutral (https://gradombudsperson.wvu.edu/home).

IX.   Financial Package and Fees

A. Stipend & Tuition Coverage

PhD students receive a stipend (currently $30,000), full tuition coverage, and WVU student health insurance, throughout their training period provided the student maintains a GPA of 3.0, successfully passes the qualifying examination and dissertation proposal, demonstrates excellent progress toward completion of PhD dissertation research, and is enrolled as a full-time student. If these financial sources become unavailable, the mentor will negotiate with his/her department and/or the Office of Research & Graduate Education for stipend support.

Students in good academic and professional standing, should not expect a gap in stipend due to funding difficulties within the mentor.

Pay periods:

You will receive a paycheck every other Friday. Rest assured that you will receive the full amount of your stipend across the term of your assistantship.

NOTE: Graduate study is a full-time commitment. Outside employment will detract from the academic efforts needed to complete the degree and is not allowed.

B. Student Health Insurance

Coverage of health insurance is provided as part of receiving a Graduate Assistantship and starts in August. The insurance only covers the student. The cost of adding family members to the policy must be borne by the student. An on-campus representative will be at the orientation, in August, to discuss the policy with the students. The student is advised to become familiar with the terms of this coverage and make sure that it is satisfactory to meet their medical needs. If it is not, they may purchase separate insurance, independently. Students may choose to be covered by a parent or spouse's policy. In this case the student must fill out the University waiver (http://studentinsurance.wvu.edu/waiver) to avoid being charged for the University student insurance. International students should pay particular attention to the terms of the student insurance, as coverage for health-related expenses in the United States is very different than in most other countries.

Questions or inquiries about health insurance: Aetna customer service: 1-866-654-2338, www.aetnastudenthealth.com once at this website, find our institution. Email address: sio@mail.wvu.edu or call (304) 293-6815.

C. Fees

Students are responsible for paying the University student fees unless they are covered by an individual fellowship. Failure to pay fees on time will result in a penalty that must be paid by the student.

X.   Graduation Requirements

Doctoral Degree
Admission to doctoral candidacy must occur at least one semester prior to graduation, and normally is expected to precede work on the dissertation (check program guidelines for exceptions to this expectation).

Substitution for a committee member at the defense
The dean or designee may permit another person to attend the defense as a substitute for one of the committee members, provided that the original committee member was not the dissertation chair. There can be no substitute at the defense for the dissertation chair.

A. Successful Completion of the Ph.D. Degree Requires:

1. 3.00 GPA, no D's or F's, and no U's in research
2. Proper registration and payment of fees
3. Passage of the benchmark exams:
    a) Qualifying (preliminary) Examination
    b) Dissertation Proposal (candidacy exam)
    c) Dissertation Defense
4. Annual reports of completion of the IDP and advisory committee meetings
5. Completed Publication Requirements
6. Completed Teaching Requirements
7. Submitted all three manuscripts from the dissertation to peer-reviewed journals prior to ETD submission
8. Submission of required Approval Forms
9. Electronic Submission of Dissertation
10. Application for Graduation and Diploma Form
11. Exit interview with Assistant VP for Graduate Education

B. Full-Time Student Status

To receive a stipend, students are required to register for a minimum of 9 credits for the fall and spring semesters and 6 credits for the summer semester. Credit hours exceeding 16 require prior approval by the Associate Provost of WVU. HSOR Program does not allow part-time student enrollment.

C. Ph.D. Examinations and Defense

Three examinations that must be passed for partial fulfillment of the Ph.D. degree are the qualifying examination, the research proposal (candidacy exam), and the dissertation defense.

1. Qualifying (preliminary) Examination

The Qualifying Exam consists of a written and oral part and is usually given after most formal coursework has been completed. In general, the qualifying examination will test your scientific knowledge pertinent to your PhD training.

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 the fifth semester 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 student major advisor 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 exam may consist of a combination of in-class and take-home exams over a two-week period as determined by the doctoral committee. 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 primary 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 graduate program director. The major advisor will be responsible for all scheduling and administration protocols related to the examination. The results of the examination must be reported to and approved by the graduate committee members, reported to the student and reported to the office of the assistant vice president for graduate education for the Health Sciences Center using the "Qualifying Examination" approval sheet, with a copy sent to the graduate program director.

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 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

A two-hour oral exam follows the written exam in which committee members may follow-up on the questions from the written exam or may ask new questions. Upon completion of this exam, committee members sign the appropriate form for submission to the Office of Research and Graduate Education. The satisfactory completion of the written qualifying examination is a prerequisite for taking the oral qualifying examination.

The oral exam typically happens within 3-4 weeks after the written exam. The major advisor or designee will schedule a time agreeable to the student and members of the student's doctoral graduate committee for administering the oral portion of the qualifying examination. As with the written qualifying examination, it is the responsibility of the major advisor 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 exam is based on the answers from the written exam and any additional follow-up questions.

The results of the oral examination, with the approval of the doctoral graduate committee, are just reported to the student, the graduate program director, and the HSCGC (HSCGC "Qualifying Examination" Approval Sheet). Doctoral students are allowed no more than three years after their arrival to complete qualifying examinations.

2. Dissertation Proposal Defense (candidacy exam)

Successful defense of a proposal outlining the student's dissertation research marks the entrance to PhD candidacy. Timely completion of this benchmark not only provides a guide for

the remainder of the research but also provides an excellent springboard from which to apply for an external fellowship. The Proposal Defense begins with the preparation of a grant application in the style of a National Institutes of Health (NIH) pre-doctoral fellowship or R01 format. The proposed research is presented in a formal seminar to the faculty, graduate students, and other interested people, followed by an oral defense of the proposal to your dissertation committee.

It is recommended that the proposal be defended early in your third year in graduate school. If you fail the defense exam, you have the opportunity to retake the defense one more time after petitioning your dissertation committee for a retake. Successful defense of the research proposal must occur on or before the last working day of Year three, which is usually the 3rd Friday in August. Failure to do so may lead to the loss of stipend support and/or dismissal from the PhD program. With successful completion of the dissertation proposal, you have advanced to candidacy for the Ph.D. degree and also have started the 5-year clock for completion of the degree.

NOTE: Successful defense of the research proposal must occur on or before the last working day of Year three, which is usually the 3rd Friday in August. Failure to do so may lead to the loss of stipend support and/or dismissal from the PhD program.

3. Dissertation Defense

The student defends his/her dissertation research for the Ph.D. degree by writing a dissertation, presenting it orally in front of a public forum, and defending it in private to his/her dissertation committee. Dissertation research must be original and make a significant contribution to the scientific literature. To pass, the student must receive the approval of four of the five members of their committee. Finally, the student is required to electronically submit the dissertation to the Electronic Thesis and Dissertation (ETD) program at WVU - http://thesis.wvu.edu/.

Note: All committee members must be present at the defense. Please see the University regulations controlling this exam.
http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#thesesdissertationstext

Guidelines for Dissertation Defense

Upon completion of the research, a dissertation is submitted by the student 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 defense and final acceptance. Your dissertation research must be original and contribute to scientific literature.

For scheduling the dissertation defense, a Shuttle Sheet ("Shuttle Sheet Request Form") 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.

You defend your dissertation research for the Ph.D. degree by presenting it orally in front of a public forum and defending it in private to your dissertation committee.

To pass, you must receive the approval of four of the five members on your committee. 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.

Following the successful oral defense, you are required to make all the changes that the graduate committee asks of you in the written dissertation. HSOR students must submit the remaining two manuscripts from their dissertation for publication prior to submitting their dissertation via ETD. It is the major advisor's responsibility to verify the submission of the manuscripts for publication and satisfactory completion of the changes required by the graduate committee members prior to the submission of the final dissertation electronically to the Electronic Thesis and Dissertation (ETD) program at WVU - http://etd.lib.wvu.edu/

Subsequent to the submission of the student's dissertation using the ETD and prior to departing from WVU, the student must "check-out." Check-out includes returning all equipment, materials and supplies to their owners, returning of all keys signed out, cleaning up workspace, 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 ensure 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 Graduate Program Director and the Assistant Vice President for Graduate Education of the HSC is required for program assessment purposes.

D. Publication requirements

Students in the HSOR program are expected to publish (or have accepted for publication) at least three manuscripts (unrelated to their dissertation research) in reputable peer-reviewed journals prior to graduation. The three publications must come from work done at WVU, be a mix of manuscripts using primary data and secondary data, and at least two of these three publications must be first authored. Collaborative and team research work with other program graduate students and faculty are expected. 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 will determine which student will obtain first author credit for dissertation purposes. It is the advisor's responsibility that the manuscripts are not submitted to predatory journals.

E. Teaching requirements

Also, students are expected to make a minimum of three classroom teaching presentations in PharmD and/or PhD courses. Teaching assistantship appointments will have ample opportunities to develop their teaching skills.

F. Time limit to degree

University policy states "doctoral candidates are allowed no more than five years in which to complete the remaining requirements of their programs after being admitted to doctoral candidacy." Under extraordinary circumstances extensions can be obtained but these situations must be grave to fall into this category. For more information see: http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#timelimitstext

G: Student Reviews

1. **Documentation of Student Performance**

• Student performance in graduate education is rated using the following measures:
   o   Grades in classes.
   o   Maintenance of a GPA of 3.0 or higher
   o   Performance on the Qualifying examination and the Candidacy examination
   o   Performance in the conduct of research as evaluated by the dissertation mentor and the dissertation advisory committee
   o   Performance in other curricular activities as evaluated by a faculty member, the mentor, or faculty/University committee overseeing that activity
   o   Congruence of actions and behaviors both on and off campus to the WVU Student Code of Conduct (https://studentresponsibility.wvu.edu/campus-student-code) or of professionalism (see relevant sections in this handbook about professionalism)

• Student performance in HSOR program is evaluated in June (semi-annual) and December(annual)

2.   Rights and Responsibilities of Students

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 advisor and/or HSOR graduate program director. The student may then formally appeal to the AVP for Research and Graduate Education, who may refer the issue to the Pharmaceutical Systems and Policy (PSP) Department (HSOR) Admissions and Graduate Performance Review Committee for a recommendation, and subsequent action.

Students have the right to due process in all decisions regarding their grades, evaluations, and status in graduate school. Appeals of decisions regarding the above must follow a standard set of procedures. The WVU procedures are described at: [Detailed Appeal Procedures | Office of the Provost | West Virginia University (wvu.edu)](#) You should familiarize yourself with this policy before you need to use it.

You can use the following schematic for appeals of decisions regarding their grades, evaluations, and status in graduate school.

✓ Student → Speak with HSOR advisor.
✓ Graduate program director or department chair
✓ Senior Associate Dean for Research and Strategic Initiatives or Dean, School of Pharmacy
✓ AVP for Research and Graduate Education
✓ Provost's Office (Associate Provost for Graduate Education)

H. Performance That May be Subject to Disciplinary Action

- Unsatisfactory performance by a graduate student includes, but is not limited to:
  - inability to maintain a GPA of 3.0, or achieve minimum grades of "B" in required courses
  - inadequate research progress, as judged by the mentor or dissertation committee and documented in the advisory committee evaluation or written comments at the time a grade for research is assigned (even if the grade is S), or a grade of "U" in research (a combination of two "U" grades in research (*xxx797*) or dissertation (*xxx798*) is grounds for dismissal)
  - failure to complete benchmarks in a timely manner (i.e., qualifying exam, proposal defense)
  - reaching the limit on time to degree (five years post the candidacy exam for Ph.D. students and eight years total in the program for M.S. students)
  - poor attendance/participation as specified by graduate program handbooks or

course syllabi at required program activities (i.e., journal clubs and seminars)
  o unapproved extended or multiple absences
  o violations of the WVU Student Code of Conduct
    (https://studentresponsibility.wvu.edu/campus-student-code) or of
    professionalism (see relevant handbook or for Biomedical Science Students: Health
    Sciences Professionalism Policy | Health Sciences Hub | West Virginia   University
    (wvu.edu)

- Problem(s) must be brought to the attention of the HSOR graduate program director <u>and</u>
  documented in the student's file. Documentation can include:
  o an unsatisfactory grade on the transcript,
  o a letter from the student's dissertation mentor or another faculty member,
  o the evaluation report of the student's dissertation advisory committee meeting

I. Graduate Program Response to Unsatisfactory Student Performance

- Student notification: Within five calendar days of notification of the problem, the HSOR
  graduate program director notifies the student in writing describing the unsatisfactory
  performance, measures necessary to correct the deficiency, and a timeline for correction.
  <u>Note:</u> This and all subsequent communication with the student are sent via email and the
  student must sign and return a copy of the letter to document his or her understanding of
  the concern/s and, if applicable, acceptance of conditions for remediation.

- Ascertaining student's side of the story: The HSOR graduate program director meets with
  the student to ascertain his/her viewpoint on the problem and ability to correct the
  deficiencies. Any mitigating circumstances are noted and a written summary of this
  meeting, co-signed by the student, is placed in the student's personnel files.

- Determining the need for additional courses of action: The HSOR graduate program
  director discusses the student's situation with the mentor and dissertation advisory
  committee, if formed, to determine if any additional courses of action are necessary. The
  student can be present at all or part of this meeting by the request of the program
  director, mentor, or dissertation advisory committee. The student is informed in writing
  (via email) of the results of this meeting and is given the opportunity to provide more
  information or rebut the recommendation either in writing or in person. If the problem
  does not involve a gross infraction of University policy as defined by the WVU Student
  Conduct Code or the Office of Academic Integrity, the case generally does not proceed
  beyond the Graduate Program level. Likewise, sanctions excluding dismissal are handled
  at the Graduate Program level so long as the student accepts the remediation.

- Deficiencies that are not corrected within the timeline established in the remediation
  letter, and cases that result in recommendations for probation, suspension or dismissal
  are referred to the graduate faculty of the specific graduate program or subcommittee
  thereof.
  o Once a student has had his/her first meeting with his/her dissertation advisory
    committee, recommendations to dismiss the student should originate from this
    committee.

- A minimum of three members of the student's dissertation advisory committee, including the advisor, and a representative from the HSC Office of Research and Graduate Education must attend the faculty meeting to assist in determining a course of action. Student may be asked to submit a written explanation, and/or to appear before the graduate faculty subcommittee.

- Potential outcomes of the Graduate Program Level Review are:
  - a penalty may be imposed, such as receiving a grade of zero for an examination
  - the student may be placed on probation, with requirements set forth in writing for the student to remediate deficiencies and remove probationary status
  - the student may be suspended from the program with specific directions on how to be reinstated
  - a Ph.D. student may be demoted to the Master's in Biomedical Sciences program
  - the student may be removed from the training laboratory
  - the student may be dismissed from the graduate program; all program dismissals will be reviewed by GP-CAPS to determine if the student is dismissed from all programs in the Biomedical Sciences or if they can transfer to another program pending approval of that program and finding a mentor that will support their continued study toward the degree.

- The HSOR graduate program director reports all major infractions of institutional research procedures, and all recommendations for probation, suspension, or dismissal resulting from the Program Level Review, in writing, to the chairperson. The report indicates the concern, the program faculty findings and actions/recommendations, and the student's response, if any. The student is provided a copy of this report and is given the opportunity to provide a written rebuttal of the letter and/or appear before GP-CAPS to explain his/her position.

Note: Plagiarism and other forms of academic/research dishonesty, including but not limited to falsifying data or academic credentials, are also referred to the West Virginia University Office of Student Conduct and/or the Office of Academic Integrity (http://oric.research.wvu.edu/academic-integrity).

Appeals Policy

General Information

➢ Students may appeal any academic penalty or sanction imposed by an instructor, the institution, or its constituent academic units, as prescribed in the *"Academic Rights, Penalties and Appeal Procedures"* section of the WVU Graduate Catalog.

➢ The school or college dean (or his/her designee) is the final level of appeal for final grade penalties or exclusion from class. The Associate Vice President for Academic Affairs at the Health Sciences Center is the final level of appeal for academic probation

or suspension from a program or school. The Office of the Provost is the final level of appeal for dismissal from the program or University.

> ➤ When a penalty is imposed for academic dishonesty, the University's Academic Dishonesty procedure is followed, as prescribed under WVU Board of Governors Policy 31, concurrent with Policy 15.

A. Exit Interview

The exit interview is conducted with the Assistant VP for Graduate Education shortly after the successful defense of the dissertation. The interview is collegial and will allow the student to express his/her opinions about their graduate experiences. All expressed opinions are confidential. The purpose of the interview is to use constructive criticisms in a positive way to improve both the graduate program and the overriding support of graduate programs by the HSC and WVU. The student will be sent a form prior to the interview to fill out. In this form, the student will be asked for contact information for both themselves and two people who do not live with them but that would be able to find them should we lose contact. This is part of our effort to track our alumni. Tracking is necessary not only for continued program improvement but to meet both University and Federal standards for evaluating the long-term success of our training strategies.

B. Investiture/Commencement

Graduates can attend the graduation ceremony for the School of Medicine or School of Pharmacy. These ceremonies are held on Fridays in the second week of May. The HSC Office of Graduate Education features the graduates of the HSOR program. At these ceremonies, the student's advisor places the PhD hood on the graduate and the Ethical Affirmation for Scientists is recited. This oath was originated at WVU and was published in the journal, *Science,* in 2003.

Appendix

WVU HSC Acknowledgement form for entering graduate students

WVU Health Science Center

Acknowledgement Form for entering graduate students

As an entering graduate student, I agree to review the policies and procedure published in the student handbook provided to me at orientation and available on-line as well as the additional information in the on-line Student Conduct Code listed below. I understand that I may seek discussion and clarification of these documents from the Assistant VP for Graduate Education at the Health Science Center. Please be sure to review these specific policies and sign each statement below.

Name: (printed or typed)_____Date:_____

The Student Handbook for Graduate Students in the HSOR Program

I have read and understand the Handbook of the Biomedical Graduate Programs at the WVU Health Science Center; both the information within this handbook and on-line catalogs and policies to which this handbook refers. These include but are not limited to:

- WVU Graduate Catalog (http://catalog.wvu.edu/graduate/), and

Campus Student Code (https://studentresponsibility.wvu.edu/campus-student-code).

I agree to abide by the requirements outlined in this document as well as the University requirements governing these degrees.

Signature:_____

Academic and Professional Standards

I pledge to adhere to the Academic and Professional standards for graduate students (section VIII of this Handbook) and to maintain the highest standard of scientific integrity in all that I do.

Signature:_____

Policies – Long Term Leave of Absence (LOA)

INTRODUCTION AND DEFINITION

Under certain circumstances, graduate students may request or have imposed a long-term leave of absence (LOA) during which they are <u>recessed without stipend</u> from the program for a specified duration. There are several categories under which a student may petition for a leave of absence: medical, personal, and academic. In addition, an administrative leave of absence may be enforced due to serious academic or professional deficiencies.

A long term LOA is a period greater than one calendar month duration during which time <u>the student is not engaged in significant productive activity toward the degree</u>. The LOA may last up to one year.   WVU policy is that students can only be inactive in their program for one year after which time they would need to reapply for admission.

1. **POLICY**

The request for the long-term LOA should be presented in writing to the Graduate Program Director and reviewed by the Program's faculty or subcommittee who will then recommend to the Associate Dean for Research and Graduate Programs (Dentistry, Nursing, Pharmacy and Public Health) or the Assistant Vice President for Graduate Education (Medicine) the terms under which the student may return to the program. Following the agreed upon time of absence, a student in need of more time in recess will be officially withdrawn from the program, unless the above administrative groups grant an extension because of special circumstances. Once withdrawn from the program, individuals must reapply for and gain admission to resume their studies. If a student fails to return from the LOA on the specified time and has not made any request for an extension, they shall be immediately withdrawn from the program. Reentry into the program will require a new application for admission.

2. **TYPES OF LEAVE AND PROCEDURES**

   A. **LEAVES OF ABSENCE WITHOUT STIPEND**

      1) **Student-initiated leaves:**

      Medical LOA: This type of LOA is reserved for acute medical problems of a physical or mental health nature affecting the student or a first-degree relative requiring intense medical care. In order to return to the program, the student will present a letter of release from the treating physician clearly stating that they are fit to return to the rigors of a graduate program.

      Personal LOA: This type of LOA is used for reasons of a personal nature affecting the student's ability to be successful in the program. These may include, but are not limited to requests regarding family-related issues unrelated to health, visa issues, or a reconsideration of career direction.

      Academic LOA: This type of LOA is reserved for students who desire a recess from the program while currently unsatisfactory in a course prior to the issue of a final

evaluation in that course. Student's leaving the program for this reason will have specific requirements for their return, which will generally involve successful remediation of their knowledge base. Return to the program will involve evaluation of the remediation as well as the entire academic record. Students who fail to successfully meet the criteria stipulated in the letter granting the leave may not be permitted to return. Should a student be permitted to return to the program, the Graduate Program will recommend if the student returns on academic probation or in good academic and professional standing. Students, who are recommended not to return to the program, must reapply and gain admission in order to resume.

Procedure: Request for a LOA must be initiated in writing. Student-initiated LOA requests use the Long-term LOA form. The student and the student's advisor (if applicable) should sign the form and present it to the Graduate Program Director. The request will be reviewed by the Program Director, Program Faculty and/or subcommittee and appropriate Dean. Upon acceptance of the request the student will be notified in writing and the letter will contain any applicable requirements for return to the program. Upon return to the program, the student presents any required documentation to the Graduate Director. Once the return is accepted, the Graduate Director signs the LOA form indicating that the leave is over. If a student chooses not to return from the LOA, they should submit a letter to the Graduate Director indicating this fact.

2) Administrative-initiated leave:

Administrative LOA: This type of LOA is imposed by the Graduate Director and/or appropriate Dean for that Graduate Program due to academic or professional deficiencies, such as failure to progress in research, inattention to the academic or professional standards of a graduate student, or unexplained absence from the program of greater than one week. This type of LOA will be part of the student's permanent record.

Academic LOA: This is the same as the student-initiated leave and is due to a deficiency in academic standing prior to the final evaluation in a course(s).

Procedure: The administrator (Graduate Director, advisor, Dean) initiates this request in writing. The LOA should indicate the reason for the leave, the length of the leave, and any requirements for return. LOA requests should be approved by the Graduate Director and appropriate Dean prior to presentation to the student. The student should sign the letter indicating that they understand the terms. Upon return to the program, the student presents any required documentation to the Graduate Director. Once the return is accepted, the Graduate Director signs the LOA form indicating that the leave is over. If a student chooses not to return from the LOA, they should submit a letter to the Graduate Director indicating this fact.

B. LEAVES OF ABSENCE WITH STIPEND

Parental LOA: This is a LOA due to the birth or adoption of a child. Stipend should remain intact for the duration of the leave term as specified below.

- Six Weeks for an individual

- Eight weeks total per family if both parents are enrolled in HSC graduate programs

<u>Procedure:</u> A specific form is not necessary for parental leaves of six or eight weeks duration but the times frame should be communicated between the student and the mentor. If the mother has complications that require more time away than six weeks either before or after the delivery, <u>a letter from the student's doctor is required</u> documenting the amount of leave necessary. In general, a two-week extension of this time will be granted. Longer periods than this will be handled on a case-by-case basis and depend upon the ability of the student to achieve significant progress toward the degree.

Other LOA: In some circumstances, the student may not be in residence in the program for greater than one month but may be able to achieve significant progress toward the degree. During this time, the student may remain on stipend.

<u>Procedure:</u> Such agreements should be documented in writing in letter format and include:

1. Reason for leave
2. Duration and timing of leave
3. Planned activities during leave
4. Planned method of communication during the leave

The letter documenting these conditions must be signed by the Graduate Director and placed in the student's file.

NOTES:

Extension of time in the program or to meet program-specific requirements: If the student is unable to complete the degree within the University time limit for attaining the degree, they may petition for an extension equal to the time of the LOA. Petitions must be presented to the Graduate Director in writing six months prior to the end of this limit and the graduate director should forward ones for consideration to the Assistant Vice President for Graduate Education. Petitions for extensions of other program specific activities such as candidacy exams, seminars, etc. should also be handled in writing and occur prior to the semester in which the activity is to take place.

Exceptions to the above: Programs that are accredited may have specific residency requirements and the rules of the accrediting agency supersede these institutional guidelines.

WestVirginiaUniversity.
ROBERT C. BYRD
HEALTH SCIENCES CENTER

REQUEST FOR A LONG-TERM LEAVE OF ABSENCE

Date of request:

Name:

Graduate Program:

Type of leave:

       Personal
       Medical
       Academic
       Administrative

Person initiating request:

Date of the start of leave:

Date of anticipated return:

Reason for request:

Signature of student:

Signature of advisor:

Student review policy

Guidelines for preparation of theses and dissertations

Neither the University Graduate Catalog nor the Office of Research and Graduate Education provide strict dictates for the structure of theses and dissertations. Students and faculty should check with individual graduate programs to determine if they have specific requirements. The following is a guideline of suggested styles and some details for preparing for final submission to the Electronic Thesis and Dissertation database (ETD).

The most common formats for a dissertation or thesis will follow one of two styles:

Style 1: (more common for theses)

Literature Review
Materials and Methods
Results
Discussion
Conclusion
References

Style 2: (more common for dissertations)

Literature Review
Paper 1
Paper 2
Etc.
Conclusions

Literature Review

The purpose of the literature review is to both demonstrate that the student has read a breadth of literature relevant to the dissertation topic and to introduce the topic, the pertinent background, and most importantly to present the gaps in our current knowledge that lead to the hypothesis that was tested as part of the thesis or dissertation research. There are no strong guidelines for length of the literature review and the student should discuss expectations with both his/her advisor and advisory committee.

The literature review should not just catalog facts and previous studies but rather should be an in-depth critique of these. Avoiding referring to specific authors in the sentence structure is the best way to keep the writing focused on the knowledge to be presented rather than just listing relevant studies. Likewise, in writing the literature review, the student should already have read the relevant literature and should write from their knowledge base and then go back and reference the material appropriately. This technique also helps to guard against inadvertent plagiarism of material from individual papers and reports.

Figures in this section should be to illustrate general concepts. Use of figures from specific papers representing data from that paper should be avoided. A cartoon or figure illustrating the hypothesis to be tested or the model for the work to follow can be very useful to add clarity to the document.

References for this section should reflect the original report for that piece of knowledge and not be a secondary review. If style two is being used, the references for this section should appear at the end of this chapter as opposed to at the end of the final document.

Materials and Methods

If using style one, the second chapter is the experimental details for the subsequent sections. This should be written in sufficient detail to allow a reader to repeat the experiments. In general, this section should be in more detail than one would find in a publication so it can be a resource for subsequent researchers to repeat or extend the findings in the thesis or dissertation. If style two is used, materials and methods are included in each separate chapter. If more detail is required on a specific technique, this can be added to an appendix.

Results and Discussion

In style one, the presentation of the results and subsequent discussion would follow the format of a manuscript. Figures and table appear close to where they are cited in the document. All figures and tables should have legends.

Papers as chapters

When the work of the thesis or dissertation has been published or is being prepared for submission, it is allowable to simple insert the completed or published paper as a separate chapter. It need not be rewritten. If there are multiple authors, the student should indicate what his/her contribution was to the paper. In general, the student should be a first author on these papers or have contributed significantly to the development of the hypothesis and the execution of the experiments. Papers in which the student has contributed only a single figure, should be avoided.

Conclusion

This section provides a final summary of the work and is particularly important when style two is used. This section need not be long but should integrate the various chapters and provide future directions for the work.

References

The style for citations is up to the program, discipline, and/or advisor. In general, a style that includes all authors and titles of the papers is most useful for later reference.

Acknowledgements (optional)

A section at the beginning of the document to acknowledge the help of others in completing the work is a nice tradition but not required. This section can be personal but should remain professional.

Appendix (optional)

Some advisors like the student to summarize unpublished or orphan results in the appendix. This is optional and is generally for the convenience of the laboratory as well as documenting the work done by the student.

Special notes for depositing with ETD

1. If the student is reprinting papers that are already published, he/she needs to get permission from the journal to do so. Some journals have explicit statements to this effect on the website near the Guide to Authors. For other journals, this will require a letter to the editor of the journal. Permission to reprint is nearly always provided but may take some time to receive. Do not wait until the last minute to secure this information. Evidence of permission can be included in an appendix.

2. Follow the directions on the ETD site precisely. The formatting for the title pages is very specific and the inclusion of the student's CV is required.

3. Copyright. The ETD directions provide information on copyrighting the document. The following is designed to add some clarity to these directions. In general, any unique writing is protected by common law copyright of that work. Publications included in the work are already copyrighted and the copyright is owned by the journal. For most students, this will be sufficient protection. If some of the work is unpublished and will not be published, the student may in consultation with his/her advisor choose to secure additional copyright protection and will need to pay the associated fee for this copyright. If the work is a chapter that will be submitted in the near future, the student may choose to embargo the thesis or dissertation until the work can be published or a patent obtained. An embargo delays the release of the dissertation for view by others for a selected period of time.