

PURDUE UNIVERSITY

COLLEGE OF PHARMACY, NURSING, AND HEALTH SCIENCES

**POLICIES AND REGULATIONS MANUAL
FOR
GRADUATE STUDENTS AND
POSTDOCTORAL STAFF**

2009 – 2010 EDITION

**THIS MANUAL ALSO AVAILABLE ON THE WORLD WIDE WEB AT
<http://www.pharmacy.purdue.edu>**

(Adobe Acrobat Reader 4.0 or later required)

**OFFICE OF THE
ASSISTANT DEAN FOR GRADUATE PROGRAMS
COLLEGE OF PHARMACY, NURSING, & HEALTH SCIENCES
PURDUE UNIVERSITY**

August 2009

TO: Graduate Students and Postdoctoral Staff
College of Pharmacy, Nursing, and Health Sciences

FROM: Eric L. Barker, Assistant Dean for Graduate Programs
College of Pharmacy, Nursing, and Health Sciences

Janine Mott, Administrative Assistant for Graduate Affairs

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

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

This page has been intentionally left blank.

TABLE OF CONTENTS

NOTE: When printing pages you will need to print the file page number at the bottom left corner of the screen, not the manual page number listed below.

	PAGE #
GENERAL ADMINISTRATIVE POLICIES	1
1. General Information	1
2. Keys	1
3. Appointments	2
3.1 Types of Appointment	2
3.2 Eligibility for Appointment.....	2
3.2.1 Required Appointment Forms	2
3.2.2 Oral English Proficiency Requirement.....	2
3.3 Appointment Classifications and Pay Dates	3
4. Vacation and Leave Policy	4
4.1 Vacation and Other Leaves of Absence for Fiscal-Year Graduate Staff	4
4.1.1 Vacation	4
4.1.2 University Holidays	5
4.1.3 Sick Leave.....	6
4.1.3.1 Employee Sick Leave.....	6
4.1.3.2 Family and Medical Leave Act of 1993 (FMLA).....	6
4.1.4 Jury Duty.....	6
4.1.5 Funeral Leave.....	6
4.1.6 Illness in Family.....	6
4.1.7 Military Leave.....	6
4.1.8 Travel on University Business	6
4.1.9 Outside Activities.....	6
4.2 Vacation and Other Leaves for Academic-Year Graduate Staff	7
4.2.1 Vacation	7
4.2.2 Other Leaves	7
5. Approval for Absence from Campus Duty	7
6. Tutoring	8
7. Outside Employment	8
8. Graduate Staff Benefits	9
8.1 Vacation.....	9
8.2 Tuition and Fee Remission	9
8.2.1 Graduate Student Staff Remission	9
8.2.2 Spouse Fee Remission	9
8.2.3 Eligibility for Staff Fee Remission.....	9
8.2.4 Taxability	9
8.3 Medical Insurance.....	9
8.3.1 Graduate Staff Medical Insurance.....	9
8.3.2 Purdue University Student Health Center (PUSH)	10

8.4 Risk Management Programs	10
8.4.1 Automobile Liability Insurance for University Vehicles	10
8.4.2 Comprehensive General Liability Insurance	11
8.4.3 Worker’s Compensation Benefits	11
8.4.4 Graduate Student Accident Insurance	11
8.5 Miscellaneous Benefits	11
8.5.1 Parking	11
8.5.2 Other Programs	11
8.6 A Note on Household Contents Insurance	11

9. Graduate Student Employment Manual **12**

ACADEMIC POLICIES **12**

10. Course Registration **12**

10.1 How to Register	12
10.1.1 Course Registration	12
10.2 Fee Remissions and Course Registration	12
10.3 Withdrawal and Cancellation	12
10.3.1 Students Who Leave the University Permanently	12
10.3.2 Cancellation of Registration by Students on Appointments	13

11. General Academic Requirements for Graduate Degrees **13**

11.1 Proficiency in Written English	13
11.2 Oral English Proficiency Requirements	13
11.3 Foreign Language Requirements	13
11.4 Grades and Index Requirements	13
11.5 Degree and Registration Requirements	14
11.5.1 Requirements for the Master’s Degree with Thesis	14
11.5.2 Requirements for the Master’s Degree without Thesis	14
11.5.3 Requirements for the Ph.D. Degree	15
11.6 Course Requirements	15
11.7 Approval of New Graduate Courses	15
11.8 Original Research Proposal	15
11.9 Maximum Time Allowed for Graduate Degrees	15
11.9.1 Normal Time to Degree	15
11.9.2 Time to Degree after Completion of Research	16
11.9.3 Total Elapsed Time Allowed for all Graduate Students Including Those in the Part-Time and Absentia Programs Completing the Ph.D. Degree	16

12. Steps in the Progress Toward a Graduate Degree **16**

12.1 Selection of Major Professor	16
12.2 Appointment of Advisory Committee	16
12.2.1 Changes in the Advisory Committee	17
12.3 Plan of Study	17
12.3.1 Developing the Plan of Study	18
12.3.1.1 Courses Taken as a Graduate Student at Purdue University	18
12.3.1.2 Courses Taken in Postbaccalaureate Status at Purdue University	18
12.3.1.3 Courses Taken as Excess Undergraduate Credit	18
12.3.1.4 Courses Taken as a Graduate Student at Other Accredited Institutions of Higher Learning	19
12.3.2 Filing the Plan of Study	19
12.3.3 Meaning of the Plan of Study	19
12.3.4 Changing the Plan of Study	19
12.3.5 Fulfilling the Course Requirements on the Plan of Study	19
12.4 Research Space Assignment	20
12.5 Research Notebooks and Recordkeeping	20
12.6 Seminars	20

12.7 Preliminary Examinations.....	20
12.7.1 Master's Degree.....	20
12.7.2 Ph.D. Degree.....	20
12.8 Requirement for an Original Research Proposal.....	21
12.9 Conduct of Research.....	21
12.10 Change of Duty Station.....	21
12.11 Research in Absentia.....	22
12.11.1 Initiating a Request.....	22
12.11.2 Restrictions.....	22
12.11.3 Qualifications.....	22
12.11.4 Stipulations.....	22
12.11.4.1 Continuous Absentia Registration.....	22
12.11.4.2 Payment of Fees.....	22
12.11.4.3 Research in Absentia Credit.....	22
12.11.4.4 Research Supervision.....	23
12.11.5 Completing Study While in Absentia.....	23
12.11.5.1 Final Examination.....	23
12.11.5.2 Graduation.....	23
12.11.5.3 Summer Graduation of Absentia Students.....	23
12.11.6 Modifying or Stopping the Absentia Registration.....	23
12.12 Preparation of the Thesis or Dissertation.....	24
12.12.1 Thesis Format Requirements.....	24
12.12.1.1 University Format Requirements.....	25
12.12.1.2 School of Pharmacy and Pharmacal Format Requirements.....	25
12.12.1.3 Departmental Format Requirements.....	25
12.12.2 Preparation of the Thesis.....	25
12.13 Registration in the Final Academic Session.....	25
12.13.1 Registration in the Session of Graduation.....	25
12.13.1.1 All Doctoral Students and Thesis Option Master's Students.....	25
12.13.1.2 Nonthesis Option Master's Students.....	25
12.13.1.3 Students with Outstanding Incomplete Grades.....	25
12.13.2 Privileged Registration.....	25
12.13.2.1 Examination-Only Registration.....	26
12.13.2.2 Degree-Only Registration.....	26
12.13.2.3 Eligibility.....	26
12.13.2.4 Approval.....	26
12.14 Final Examinations.....	26
12.14.1 Master's Degree without Thesis.....	26
12.14.2 Master's Degree with Thesis.....	26
12.14.3 Ph.D. Degree.....	27
12.15 Reporting the Results of Final Examinations.....	27
12.15.1 Report of the Final Examination for the Master's Degree.....	27
12.15.2 Reporting Results of the Doctoral Final Examination.....	27
13. Multiple Degrees	28
13.1 Master's Degrees.....	28
13.2 Ph.D. Degrees.....	28
14. Checkout	28
SPECIAL ISSUES IN CONDUCT OF RESEARCH	28
15. Integrity in Research	28
16. Inventions, Patents, Copyrights, and Publishing	28
INSTRUMENT, FACILITIES AND SAFETY POLICIES	29
17. Robert E. Heine Pharmacy (RHPH) Building Security	29

18. Safety and Laboratory Order	29
19. Laboratory Safety Audits	30
20. Disposal of Unwanted Equipment	30
21. Disposal of Chemical and Radioactive Waste	31
22. Fire and Hazardous- Material Emergencies	31
23. Job and Related Injuries	31
24. Emergencies	31
25. Tornado - Safety Policies and Procedures	31
26. Water Damage and Flooding: Prevention and Action	31
26.1 Prevention of Flooding.....	31
26.2 In Case of a Flood	32
26.3 Insurance Coverage for Floods	32
27. Smoking, Beverages, and Food	32
28. Pharmacy Library	32
29. Computing Facilities and Repair	32
29.1 Instructional Computing Laboratories	32
29.2 Assistance with Microcomputer Problems.....	33
29.3 Electronic Mail.....	33
29.4 World-Wide Web.....	33
29.5 Other Computing Facilities	34
29.6 Computer Graphics Laboratory.....	34
29.7 Adherence to Copyright Laws Regarding Software Use.....	34
30. Duplicating Facilities	34
31. Instruments	34
32. Conservation of Purified Water	35
33. Visitors	35
DISMISSAL AND GRIEVANCE POLICIES	35
34. Drug Abuse and Misuse	35
35. Termination of a Graduate Student for Academic Failure or Lack of Research Capability	35
36. Policy on Academic Integrity	35
37. Grievance Procedure	36
DISABILITIES	36

INDEX

NOTE: When printing pages you will need to print the file page number at the bottom left corner of the screen, not the manual page number listed below.

Page

Absence from Campus Duty	7
Academic Failure or Lack of Research Capability	35
Academic Integrity Policy	35
Appointments	2
Appointment Classification and Pay Dates	3
Eligibility for Appointment	2
Oral English Proficiency Requirement.....	2
Required Appointment Forms.....	2
Types of Appointment.....	2
Approval of New Graduate Courses	15
Benefits for Graduate Staff.....	9
Accident Insurance	11
Benefits, Miscellaneous.....	11
Fee and Tuition Remission.....	9
Fee Remission, Graduate Student Staff.....	9
Fee Remission, Spouse	9
Fee Remission, Staff Eligibility	9
Household Insurance, Note	12
Liability Insurance for University Vehicles	10
Liability Insurance, Comprehensive General.....	11
Medical Insurance	9
Medical Insurance, Graduate Staff.....	9
Other Programs	11
Parking.....	11
Purdue University Student Health Center (PUSH).....	10
Risk Management Programs.....	10
Taxability.....	9
Vacation.....	9
Worker's Compensation Benefits	11
Building Security	29
Change of Duty Station	21
Checkout Procedures.....	28
Chemical and Radioactive Waste Disposal	31
Computing Facilities and Repair	32
Assistance with Microcomputer Problems.....	33

Computer Graphics Laboratory	34
Copyright Laws Regarding Software Use	34
Electronic Mail	33
Instructional Computing Laboratories.....	32
Other Computing Facilities	34
World-Wide Web.....	33
Course Registration	12
Cancellation of Registration by Students on Appointments	13
Course Registration.....	12
Fee Remissions and Registration	12
How to Register	12
Leaving the University	12
Withdrawal and Cancellation.....	12
Disabilities	36
Disposal of Unwanted Equipment	30
Drug Abuse and Misuse.....	35
Duplicating Facilities	34
Emergencies	31
Emergencies, Fire and Hazardous-Material.....	31
Employment Manual for Graduate Students.....	12
Employment, Outside Activities.....	8
General Information	1
Graduate Degree Academic Requirements	13
Degree and Registration Requirements.....	14
Foreign Language Requirements.....	13
Grades and Index Requirements	13
Graduate Degrees, Maximum Time Allowed.....	15
Master's Degree with Thesis Requirements.....	14
Master's Degree without Thesis Requirements	14
Oral English Proficiency	13
Ph.D. Degree Requirements	15
Time to Degree after Completion of Research.....	16
Time to Degree, Normal	15
Total Elapsed Time Allowed for all Graduate Students.....	16
Written English Proficiency.....	13
Graduate Degrees, Steps in the Progress Toward	16
Absentia, Completing Study	23
Absentia, Continuous Registration	22
Absentia, Final Examination.....	23
Absentia, Graduation.....	23

Absentia, Initiating a Request	22
Absentia, Modifying or Stopping Registration	23
Absentia, Payment of Fees	22
Absentia, Qualifications	22
Absentia, Research	22
Absentia, Research Credit.....	22
Absentia, Research Supervision	23
Absentia, Restrictions.....	22
Absentia, Stipulations.....	22
Absentia, Summer Graduation	23
Advisory Committee Appointment	16
Advisory Committee Changes.....	17
Conduct of Research.....	21
Course Requirements.....	15
Courses taken as a Graduate Student at Purdue	18
Courses taken as a Graduate Student at Other Accredited Institutions of Higher Learning	19
Courses taken as Excess Undergraduate Credit.....	18
Courses taken in Postbaccalaureate Status	18
Final Exam, Master's Degree with Thesis	26
Final Exam, Master's Degree without Thesis	26
Final Exam, Ph.D. Degree.....	27
Final Exam, Report for the Master's Degree	27
Final Exam, Reporting of the Doctoral Final.....	27
Final Exam, Results.....	27
Final Examinations	26
Major Professor, Selection	16
Notebooks and Record-keeping, Research	20
Original Research Proposal, Requirements.....	21
Plan of Study	17
Plan of Study, Changing.....	19
Plan of Study, Developing	18
Plan of Study, Filing.....	19
Plan of Study, Fulfilling Course Requirements.....	19
Plan of Study, Meaning	19
Prelim. Exam, Master's Degree.....	20
Prelim. Exam, Ph.D. Degree	20
Preliminary Examinations.....	20
Registration in the Final Academic Session	25
Registration in the Session of Graduation.....	25
Registration, Degree-Only	26

Registration, Doctoral Students and Thesis Option Master's Students	25
Registration, Examination-Only	26
Registration, Nonthesis Option Master's Students.....	25
Registration, Outstanding Incomplete Grades	25
Registration, Privileged.....	25
Registration, Privileged Approval	26
Registration, Privileged Eligibility	26
Seminars.....	20
Space Assignment, Research	20
Thesis Format Requirements	24
Thesis or Dissertation Preparation	24
Thesis, Departmental Format Requirements	25
Thesis, Preparation	25
Thesis, School of Pharmacy and Pharmaceutical Sciences Format Requirements.....	25
Thesis, University Format Requirements	25
Grievance Procedure	36
Injuries, Job and Related	31
Instruments	34
Integrity in Research	28
Inventions, Patents, Copyrights, and Publishing.....	28
Keys	1
Library	32
Multiple Degrees	28
Master's Degrees.....	28
Ph.D. Degrees	28
Purified Water Conservation	35
Safety and Laboratory Order.....	30
Safety Audits	29
Smoking, Beverages, and Food.....	32
Tornado-Safety Policies and Procedures.....	31
Tutoring.....	7
Vacation and Leave Policy	4
Family and Medical Leave Act.....	6
Funeral Leave.....	6
Illness in Family	6
Jury Duty.....	6
Military Leave.....	7
Other Leaves, Academic-Year Staff	7
Outside Activities	6
Sick Leave, Fiscal-Year Staff	6

Travel on University Business	6
University Holidays	5
Vacation and Other Leaves, Academic-Year Staff.....	7
Vacation and Other Leaves, Fiscal-Year Staff	4
Vacation, Academic-Year Staff.....	7
Vacation, Fiscal-Year Staff	4
Visitors	35
Water Damage and Flooding: Prevention and Action	31
In Case of a Flood	32
Insurance Coverage for Floods	32
Prevention of Flooding.....	31

This page has been intentionally left blank.

POLICIES AND REGULATIONS

FOR

COLLEGE OF PHARMACY, NURSING,

AND HEALTH SCIENCES

GENERAL ADMINISTRATIVE POLICIES

1. General Information

The Purdue University Graduate School is currently being updated and is not available on the web. The Graduate School's Policy and Procedures manual is available from their web site at: www.gradschool.purdue.edu/downloads/Graduate_School_Policies_and_Procedures_Manual.pdf. Pay particular attention to requirements for various master's degree programs and requirements for the degree of Doctor of Philosophy, whichever may apply.

2. Keys

Obtain keys from Pharmacy Storeroom window (adjacent to Rm. 130 Pharmacy Building) for the main doors of the Pharmacy Building and any other space to which access is approved by your department head. *Pharmacy Form A-2* (known as a "key card"; available from the Storeroom or departmental offices) must be filled out and signed by the student, major professor or advisor, department head of the space involved, and the Dean's Office before keys will be checked out by the Storeroom. Keys are issued for your convenience and may be used only by you and no one else. You are required to return all keys when you graduate or if you transfer out of any of the pharmacy programs. (See also Computer Laboratory ¶ 29.1.)

The pharmacy stores attendant, on being presented with your signed key request card, will check the key database to determine whether you are requesting an additional copy of a key that is already assigned to you. If you are requesting such an additional copy, you will be asked to justify this request. You may be asked to see the Associate Dean for Research to make this justification.

Note the following two important points:

1. No one may request a key on behalf of another person. Thus, you must not give to another person a key assigned to you.
2. Any person assigned a key must be affiliated with Purdue (employee, student). Exceptions to this policy can be made only by the Dean of the College or the Associate Dean for Research.

3. **Appointments**

3.1 Types of Appointment

Graduate students who receive a stipend or salary through the University are said to be on a *graduate* appointment. There are two broad classes of appointment for graduate students at Purdue University, graduate staff and fellows. It is important for students to understand the difference in these two classifications in order to interpret University policy correctly. *Graduate staff* are students who are functioning as employees of the University. Most graduate students are in this category. Students who are teaching assistants (TA) or research assistants (RA) paid from, for example, their professors' grants are in this category. Purdue Research Foundation (PRF) Fellows (despite the name "Fellow") are considered to be RAs and therefore are also graduate staff. Graduate staff, as employees of the University, are subject to University employment policies regarding such things as sick leave, vacation, and insurance benefits.

Fellows are students whose stipends are provided as subsidies for their education, and whose stipends carry no formal University duties (except the usual stipulations about satisfactory academic progress.) Students in this category are not regarded as University employees, and are not subject to University employment policies. (Note, however, that, like all students, they are subject to University academic policies.)

3.2 Eligibility for Appointment

3.2.1 Required Appointment Forms

A new student being appointed to an assistantship or fellowship under which he or she will receive a paycheck from Purdue University MUST report to the graduate student payroll orientation held in STEW 310 on selected days between August 10th and August 21st to complete payroll procedures, including a Department of Justice Form I-9, "Employment Eligibility Verification" (OMB #1115-0136). A copy of this form is published in Appendix 1. This form is required by the Federal Government to ensure that illegal aliens are not being supported on public funds. Please note that certain documentation must be provided when this form is filed; this is listed on the reverse of the form. Be prepared to provide this documentation. **FAILURE TO COMPLETE THIS FORM ON TIME COULD JEOPARDIZE RECEIPT OF THE FIRST PAYCHECK.** The College and MCMP Business Offices will also require completion of certain tax and University information documents.

3.2.2 Oral English Proficiency Requirement

Purdue University benefits from the knowledge and talents of its non-native English speaking graduate assistants/instructors in many of its instructional programs. These persons, typically the most accomplished graduates of their home countries, bring an essential diversity of culture of the campus and thus enrich our total academic environment. These benefits cannot be realized, however, if there is a language barrier between instructors. Purdue University requires, therefore, that any person whose first language is not English, and who holds or is a candidate for appointment as a graduate teaching assistant/instructor, demonstrate adequate English proficiency before being assigned duties involving direct instruction of students.

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

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

Students who are scheduled to take the test should be sure to use the on-line practice test at <http://web.ics.purdue.edu/~aginther/>, or borrow the OEPT Tutorial CD from their

department or the undergraduate library reserve desk. Students should have at least 48 hours to review the practice materials. It is also important that students who are newly arrived on campus have time to rest and recover from jet lag prior to being scheduled for the OEPT.

After the student takes the test, the test is reviewed by at least two trained raters. A student scoring a 5 or 6 is certified for oral English proficiency, and may accept a position with direct undergraduate student instructional contact. A student who scores a 3 or 4 is not certified, and is placed on the waiting list for ENGL 001T, "Classroom Communication for International Teaching Assistants." Students who are not certified may be hired for teaching assistantship positions that do not involve undergraduate student contact, such as grading papers, doing research for a professor, or computer programming. After taking ENGL 001T, students are re-assessed for oral English proficiency and may be certified, or asked to repeat the course.

Students who would like more information on taking the OEPT, or enrolling in ENGL 001T, should check with the graduate office of their department. All scheduling is done between the student's department and the OEPP.

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

Each department or program on campus that employs international graduate students as teaching assistants has a faculty or staff member who serves as the department liaison. The liaison may be a graduate secretary, graduate advisor, or any other faculty or staff member who works with graduate students in their area. Department liaisons are the link between the OEPP and the international graduate students needing services of the OEPP.

3.3 Appointment Classifications and Pay Dates

A person appointed as graduate staff will receive from the Head Secretary of his or her department *Notice of Graduate Student Appointment* describing the terms of his or her appointment. This form will contain certain terminology and codes, the meanings that are defined in this section.

There are two basic classifications of employment for students who are eligible for a graduate appointment: 1) graduate staff performing teaching, research, academic counseling, or other activities directly supporting teaching and research under close faculty supervision; and 2) graduate administrative/professionals performing administrative or other duties not directly related to teaching or research.

Appointments are also characterized by fractional FTE. An FTE is a "Full-Time Equivalent," and 1.0 FTE corresponds to 40 hr/week. The typical graduate TA or RA appointment is 20 hr/week, or 0.5 FTE. If a student was offered a teaching assistantship at full stipend, this is a "20-hr" or "0.5 FTE" appointment. Occasionally TA appointments are used to supplement fellowships, or are mixed with RA appointments; in such cases, 0.25 FTE appointments are used.

A word about FTE equivalents. The FTEs described in the previous paragraph are not necessarily related to the actual work required in the position. The policy is that a 20-hr TA position should take *no more than* 20 hr/wk.

In an RA appointment, however, a student is being paid for 20 hr/wk because part of the student's work constitutes a service for the grant or contract; but the student is also expected to work additionally for his or her own benefit and education. A graduate student not taking classes who works in research only 20 hr/wk will not complete his/her degree in a reasonable period of time. The actual research work required to complete the degree is a matter between the student and his or her major professor. Each student on an RA appointment is expected to work *full time* toward his/her degree. For this reason, graduate students on appointments totaling 0.5 FTE or greater are discouraged from having other employment. (See also ¶ 7 that deals with outside work.)

A student's course registration is tied to the type of appointment the student holds. This is detailed in ¶ 10.1.

Pay dates for graduate students are the last working day of each month. Purdue University is moving toward eliminating paychecks by using direct deposit into your bank account. The last payday in this calendar year will be December 30, 2009. New graduate students should report to STEW 310 on a selected day between August 10th and August 21st for payroll orientation. See your departmental graduate secretary for times that this assistance will be available.

4. Vacation and Leave Policy

University policy allows individual departments and schools to approve vacation and other leaves for graduate staff subject to the guidelines below. The forms required for this approval are detailed in ¶ 5. The granting of a vacation request should take into account the progress of the student toward the degree objective and must be mutually agreeable to the graduate student, the department, and the College. In the College of Pharmacy, Nursing, and Health Sciences, only those students who are making satisfactory progress toward their degree objectives as determined by their major professor, graduate committee, and department head, may take vacation. Furthermore, vacation must not conflict with the TA responsibilities of graduate staff. Under no circumstances can a graduate staff accumulate more than 22 days of vacation.

Students who are not classified as graduate staff (including fellowship and training-grant appointees) are not subject to University vacation policies. Such students should reach an understanding with their research directors about mutually acceptable vacation times, because such students will ultimately be accountable to their research directors and advisory committees for progress of their research. No documentation of absence for students who are not graduate staff is required by the School, with the following exception. When planning an absence involving expenses that might be reimbursed from University funds, including grant funds administered by the University (such as travel to a professional meeting), students should complete a Form 17, "Request for Authority to Travel on University Business," in advance of the travel. This form is reproduced in Appendix 2 and is available from both department and business offices and on the web. Reimbursement cannot be provided without an approved Form 17 on file. If no reimbursement is to be requested, there is no need to complete this form.

4.1 Vacation and Other Leaves of Absence for Fiscal-Year Graduate Staff

Fiscal-year graduate staff are those staff employed on a fiscal-year basis. Most graduate staff in the School of Pharmacy and Pharmaceutical Sciences are appointed as fiscal-year staff.

Fiscal-year graduate staff are eligible for vacation and leaves of absence as detailed in the following paragraphs. Approvals for vacation and other leaves are discussed in ¶ 5.

4.1.1 Vacation

Fiscal-year graduate staff are entitled to take *up to* and including 22 working days of vacation per year. However, requests to take vacation will normally be granted only to graduate students in good standing. Graduate students are advised to use vacation only to the extent that their satisfactory progress toward degree is not jeopardized. *Furthermore, teaching assistants may take vacation only when that vacation does not interfere with the performance of their teaching duties. A graduate student must have the permission of his/her TA supervisor before vacation is taken.* Note particularly that this policy applies to vacation taken between the end of the Fall semester and the beginning of the Spring semester. **Graduate TA staff are expected to complete all TA duties before leaving for vacation.** Under no circumstances should a teaching assistant make advance travel plans (*e.g.*, airline reservations involving nonrefundable tickets) requiring early departure from campus and expect them to be honored by the supervising professor unless the professor has agreed to this in advance by signing a form HR 33 shown in Appendix 3 (¶ 5). A teaching assistant who departs campus without approval places in jeopardy current salary and future appointment.

Fiscal year graduate staff may be granted a maximum of 22 working days of vacation at the discretion of their supervisor at the same rate of pay they normally receive. Vacation allowance is accrued from the date of employment, but may not be taken before the completion of three months' employment. Vacation is accrued at the end of each month as indicated below.

MONTHLY VACATION RECORD

July	2
August	2
September	1
October	2
November	2
December	2
January	2
February	2
March	1
April	2
May	2
June	2

Graduate staff terminating their employment with the University may not be paid for unused vacation allowance, nor may their appointment be extended to cover any unused vacation.

Fiscal-year graduate staff transferring to any other employment classification (*i.e.*, faculty, administrative/professional, including postdoctoral) cannot transfer unused vacation balances to the new position. In such cases, any unused vacation balance is forfeited. However, vacation can be transferred among the various fiscal-year graduate-staff classifications.

4.1.2 University Holidays

Fiscal-year graduate staffs are also eligible for the ten official University holidays, which are as follows for the 2009-10 fiscal year:

Official University Holidays 2009-10:

Friday, July 3, 2009	University Observance of Independence Day
Monday, September 7, 2009	Labor Day
Thursday, November 26 and Friday, November 27, 2009	Thanksgiving Holiday
Thursday, December 24 and Friday, December 25, 2009	Christmas Holiday
Thursday, December 31, 2009	President's Designated Holiday
Friday, January 1, 2010	New Year's Day
Monday, January 18, 2010	Martin Luther King Jr. Day
Monday, May 31, 2010	Memorial Day

4.1.3 Sick Leave

4.1.3.1 Employee Sick Leave

Graduate staff are allowed up to ten working days per year with full pay for sick leave. If possible, TAs should inform their supervising professor of absence due to illness.

4.1.3.2 Family and Medical Leave Act of 1993 (FMLA)

The Family and Medical Leave Act of 1993 makes provision for time off for an employee's own serious health condition, to take care of a family member with a serious health condition, to give birth, to adopt or to place a child in his/her home for foster care. FMLA states that up to 12 weeks of unpaid leave per year is available. If the leave is taken for an employee's own health condition or disability due to childbirth, all sick leave with pay must be exhausted before FMLA takes effect. In order to be eligible for leave under FMLA, a graduate staff member must have been employed at Purdue for a year or longer and have worked at least 1,250 hours in the past 12 months. (A graduate staff member on a 20-hour appointment will not normally have fulfilled the requirements for this leave.) "Family member" is defined as the employee's own spouse, son, daughter, or parent. Further information on FMLA is available by contacting Personnel Services. Refer to Executive Memorandum No. C-30 for the University's policy on family leave.

4.1.4 Jury Duty

Fiscal-year graduate staff are entitled to up to ten days' leave for jury duty at their normal rate of pay.

4.1.5 Funeral Leave

Fiscal-year graduate staff are entitled to up to three working days' leave at their normal rate of pay for the funeral of an immediate family member.

4.1.6 Illness in Family

Fiscal-year graduate staff are entitled to up to three working days' leave at their normal rate of pay for illness in their immediate family.

4.1.7 Military Leave

Graduate staff who are members of the Indiana National Guard, or members of the reserve components or retiree personnel of the ground, naval, or air forces of the United States, and who are under authority to report for fifteen days or fewer, are entitled to up to fifteen days' leave at full pay. Travel time required for reporting is included in this allowance.

4.1.8 Travel on University Business

Travel on University business (for example, attendance at a professional meeting) is not charged as leave or vacation. However, note that such travel must be approved in advance (see ¶ 5).

4.1.9 Outside Activities

Leave associated with Outside Activities (*e.g.*, consulting, service as an expert witness) is discussed in ¶ 7.

4.2 Vacation and Other Leaves for Academic-Year Graduate Staff

Academic-Year Graduate Staff are those graduate staff appointed on the ten-month academic year basis. (If a student's appointment category ends in a "10," e.g., 0002G10, the student is an academic-year staff.) Because most graduate staff in the College are appointed as fiscal-year staff, this paragraph will not apply to them; nevertheless, it is included here for completeness.

4.2.1 Vacation

Members of academic-year graduate staff are in vacation status without pay during the periods of the academic year when classes are not in session. The seven-calendar-day period prior to the first day of classes each semester and the periods between the end of classes and the final dates for submitting grade reports are not considered vacation. Official University holidays falling within vacation periods are treated as vacation except when classes are in session.

4.2.2 Other Leaves

The policy governing other leaves for academic-year graduate staff is the same as they are for fiscal-year graduate staff; see ¶ 4.1.3–4.1.9 above.

5. Approval for Absence from Campus Duty

All leaves of absence for graduate staff greater than ten consecutive working days for any reason *except* vacation require approval by the Dean of the Graduate School. To obtain approval, the student should submit a *Request for Absence from Campus* (HRS Form 33 Absence), which can be obtained from either the department office or from the Purdue web site. This form is also given in Appendix 3. The Department Head and Dean will normally approve HRS Form 33s with the advice and consent of the Major Professor and the TA supervisor; thus, a HRS Form 33 should be countersigned by these persons.

All other leaves for graduate staff, including vacation leave, require approval by the Department Head and Dean. The Department Heads and Deans have delegated to the respective major professors and TA supervisors the authority to approve such leaves. These leaves are also requested on a HRS Form 33. Graduate staff should note that an approved HRS Form 33 is the only incontrovertible evidence of approved leave. Failure to obtain approval can result in loss of appointment.

Any graduate staff who are traveling on University business (for example, to a professional meeting) should complete a Form 17 (see Appendix 2) well in advance of the anticipated travel, whether reimbursable expenses are involved or not. As with vacation, graduate staff should be sure that their travel has the permission of both their major professor and their TA supervisor. Travel on University business is, of course, not charged as vacation. A HRS Form 33 Absence should not be filed for such travel. Graduate students who are not graduate staff should complete Form 17 only if they expect to request reimbursement of travel expenses from a University account.

6. Tutoring

Because the use of graduate students as tutors can further the educational missions of the College, graduate students, both staff and non-staff, are allowed to act as tutors for pay under certain conditions. The following procedure should be used for obtaining approval to act as a tutor.

This procedure addresses three concerns. First, it ensures that only graduate students who are making satisfactory progress toward their degree objectives take on the extra work implicit in a commitment to tutoring. Second, it ensures that the students approved for tutoring meet standards of competence. Third, it provides a simple method by which undergraduate students can find out about tutor availability.

1. A graduate student who wishes to serve as a tutor should submit a brief letter of request for approval to the professor(s) in charge of the course(s) for which the student wishes to tutor *countersigned by his/her major professor (or department head, if the*

student has not been assigned a major professor) to indicate his/her approval. The professor(s) in charge of each course have the authority to set appropriate standards for tutors, for example, that they be required to attend lectures, and/or that they have demonstrated competence in the subject matter in some specific way.

2. After approval by the professor in charge of the course by countersigning the request letter, the request letter should be submitted to the Assistant Dean for Graduate Programs, who will periodically make a list available of all approved tutors, and the courses for which they are approved, to the Office of Student Services (OSS). Graduate students do *not* have to complete outside activities forms to act as a tutor.

In general, graduate staff cannot be approved as tutors for courses in which they are serving as TAs. However, graduate staff whose duties are restricted to a laboratory part of a course may be hired as tutors for the lecture part, or vice-versa, if the professor in charge and Assistant Dean for Graduate Programs do not feel that this represents a conflict of interest.

Tutors should endeavor to work as closely as possible with professors in charge of courses to ensure that undergraduates receive a consistent approach to course objectives. In addition, tutoring sessions should *not* be scheduled in direct conflict with lectures, laboratories, or course help sessions provided by regular TAs.

There are no deadlines for submission of tutor approvals; they can be received at any time.

Although tutors are free to set their own rates, suggested rates for tutoring are \$10.00-\$16.00/hr. for one-on-one tutoring and less for one-on-(two or more). Student clients should be advised of tutoring rates prior to the first session.

7. Outside Employment

Graduate students should recognize that the pursuit of a graduate research degree is a full-time activity that sometimes requires significant personal sacrifice which will hopefully pay off in more rewarding life's work and greater earning potential. Therefore, students are strongly discouraged from engaging in work outside of the College to supplement their University income. However, occasions do occur in which the question of outside work arises.

A student wishing to engage in outside work to supplement his or her income is encouraged to discuss this matter earnestly with his or her major professor. The overriding issue is whether the student is making satisfactory progress towards his/her degree objective, and whether the proposed outside work will jeopardize that progress. A student on appointment who is working outside the department will be held to the same standards as one who is not; that is, "outside employment" will not be viewed as an acceptable reason for substandard performance in graduate work.

A student needs no formal College approval for any activity conducted on his/her own time. However, students on appointment who wish to engage in outside work *during regular working hours* must take personal vacation for this purpose, and, like any vacation, this must be *approved in advance*. (See ¶ 5.) The major professor, department head, and TA supervisor (if applicable) must sign the approval.

Students should be aware that it is possible to engage in outside activities, such as consulting, that *bring value back to the University*, and to receive leave time for this purpose, although such activities are normally limited to faculty. If a student wishes to engage in this type of outside activity, the first step is to have the outside activity approved. Form 32A (Appendix 4) is used for that purpose. Once this is approved, the students can check the "Outside Activities" box on the "Request for Absence from Campus" form (HRS Form 33Absence). If an approved Form 32A is on file in the Business Office, the student will not be charged vacation. In completing Form 32A, the student should be cognizant of the maximum allowable time for this type of activity. The Dean's office will not approve this type of activity without certification from the major professor, TA supervisor, and department head.

Finally, students should note the special treatment for tutoring activities (¶ 6).

8. Graduate Staff Benefits

As employees of Purdue University, graduate staff have certain benefits. These are detailed below.

8.1 Vacation

Staff vacation policies are discussed in ¶ 4 and 5.

8.2 Tuition and Fee Remission

8.2.1 Graduate Student Staff Remission

Graduate staff appointed as TAs and RAs, including PRF Fellows, will receive a tuition and fee remission each semester and summer that they are employed. This fee remission relieves the graduate staff member of the obligation to pay full tuition and fees; the student must pay only a nominal fee each semester (currently \$624 for each semester and \$312 for the summer session for new students). In addition, international students pay an additional \$60 per semester for services that are unique to international students, such as immigration regulation advising.

8.2.2 Spouse Fee Remission

The spouse of a graduate staff member is eligible for remission of the nonresident tuition fee, but is responsible for all resident fees.

8.2.3 Eligibility for Staff Fee Remission

A student will be eligible for the graduate staff fee remission if the appointment is in effect during the first six weeks of a semester or July 1 of the Summer Session. To receive the fee remission, the employing department will send the appointment information to the Bursar's office who will then enter the appropriate code into the system. If employment is assigned after the student registers, updated information should be submitted to the Bursar's office by the employing department.

If a graduate staff appointment terminates within the first six weeks after the start of a semester or prior to July 1 during the Summer Session, and course work is continued, all fees will be assessed for that semester or Summer Session.

Students without a summer teaching appointment, but who held a teaching appointment in the prior spring and will be continuing that appointment in the fall, are eligible for a summer fee remission. The employment information should be submitted to the Bursar's office for entry into the system.

A student who held a teaching or research assistantship in the spring semester, but will not hold one in the fall semester because he/she will complete degree requirements during the summer may be granted a tuition and fee waiver for the summer session. The department must submit a *Graduate School Request for Tuition and Fee Scholarship* (GS Form 90: Graduate Fellowship Assignment).

8.2.4 Taxability

The value of a fee remission provided to a graduate staff employee is not considered taxable income if the employee is appointed as a TA or RA. (This status could be changed by Congressional legislation.) A spouse's nonresident tuition remission (¶ 8.2.2) is taxed as income to the graduate student.

8.3 Medical Insurance

8.3.1 Graduate Staff Medical Insurance

Graduate staff (West Lafayette campus only) employed half-time or more for a semester or longer are eligible for participation in the University-subsidized Graduate Student Staff Health Plan. (*Note: Residence hall counselors and fellowship recipients are not eligible for this plan. However, fellowship holders may be eligible for other health insurance plans. See last paragraph of this section.*) Graduate staff are no longer

automatically enrolled in the plan. All eligible graduate staff, new and continuing, must enroll on-line. Insurance premiums will be deducted from their pay.

Those eligible staff members who are insured through the Graduate Student Staff Health Plan may enroll their eligible spouses and dependents in the plan within 30 days of becoming insured by completing the Graduate Staff Insurance Dependent Enrollment Form. The University now contributes to healthcare costs of dependents of graduate staff.

Graduate staff who wish to waive participation in the plan must go on-line and complete a Graduate Staff Insurance Opt-Out Form. This will allow the student to be excluded from the plan and not have premiums deducted from his/her pay. The plan is designed to meet University guidelines for insurance coverage for international graduate staff. International students who wish to waive coverage in this plan must show proof of other appropriate coverage.

Graduate staff members and their covered dependents may elect to continue medical insurance coverage for up to 18 months should any of the following occur: termination of employment, reduction in employment resulting in the loss of eligibility for coverage, divorce or legal separation, or child's loss of "dependent" status. In some situations, coverage may continue for 36 months. This extended coverage is not subsidized, i.e., the student is responsible for the full cost of insurance.

Because fellowship holders are not employees of the University, they are not eligible for the Graduate Student Staff Health Plan. However, the University has recognized the importance of such students to the graduate-education enterprise, and has instituted a program under which holders of certain fellowships to receive additional money in their paychecks to allow them to purchase health insurance. Note that these fellowship students, like other students, can purchase coverage in the Student Insurance Plan or the International Student Insurance Plan. Students should see their departmental chairs or business office for further information about medical insurance.

8.3.2 Purdue University Student Health Center (PUSH)

Graduate students enrolled full-time (eight or more hours in the fall and spring, and six or more hours in the summer) who have paid their tuition and fees are eligible to receive the some PUSH services at no additional charge. Further information about PUSH services is available on the world wide web at www.purdue.edu/push/.

8.4 Risk Management Programs

8.4.1 Automobile Liability Insurance for University Vehicles

The University carries liability insurance on all University-owned trailers and self-propelled vehicles that are used on public thoroughfares. Authorized vehicle operators are protected against third-party claims for bodily injury or property damage while operating within the scope of their authority. This insurance includes non-ownership liability coverage to protect the University when privately owned vehicles are driven on University business. This coverage also protects the personal liability of a person properly authorized to drive a private vehicle on University business. This coverage, however, is in excess over that carried by the owner of the private vehicle and responds only if and when that coverage is exhausted. No coverage is provided by the University for physical damage to private vehicles. The protection afforded individuals by the University's automobile liability insurance is contingent upon use of the vehicles in accordance with authority given by the University. Further details may be obtained from the Risk Management Office.

8.4.2 Comprehensive General Liability Insurance

Comprehensive General Liability Insurance covers members of graduate staff while acting in the course of and within the scope of their duties. The coverage provides protection against claims brought by third parties for occurrences which arise out of University activities and result in bodily injury, property damage, or personal injury (libel, slander, etc.). Further information is available by contacting the Risk Management Office.

8.4.3 Worker's Compensation Benefits

The Worker's Compensation and Occupational Disease Act of Indiana provides protection for all University employees (including graduate staff) who are injured while carrying out assigned duties both on the premises of the University and while traveling on University business. The act stipulates that the employee be compensated for lost time (subject to limits established by the state legislature) and that his or her medical expenses be paid. Claims are filed through Human Resources Services.

8.4.4 Graduate Student Accident Insurance

The University provides, at its expense, an Accident Insurance Plan for all graduate students on the West Lafayette campus. This coverage provides accidental death, dismemberment, disability income, and medical expense for those hazards to which an insured person may be exposed while engaged in class work, research, course-related activities, or in approved field work or travel for University activities related to research or coursework. Coverage is not provided in the place of residence or while commuting to and from normal on-campus instructional or research locations. Coverage in aircraft is restricted, and coverage does not apply if the insured is acting in the capacity of an employee. The latter would be covered under the Worker's Compensation program. (See previous paragraph.)

8.5 Miscellaneous Benefits

8.5.1 Parking

All parking on the West Lafayette campus is regulated and available only for a fee. Graduate staff members who are employed three-quarter time or more are eligible for one of two classifications: an A permit (\$250 per year) or a B permit (\$100 per year). Those members employed less than three-quarter time are eligible for purchase a C permit (\$100 per year, provided they reside in excess of 1.5 miles from campus), which provides limited parking availability. This pass must be paid for when issued; it cannot be a payroll deduction. Students and staff may also ride the GLPTC buses at no charge by showing their valid Purdue ID.

Further information may be obtained by contacting Parking Facilities located within the Visitors Information Center.

8.5.2 Other Programs

The following programs are provided to graduate students:

1. Athletic tickets—optional at the student fee rate.
2. Convocations and Lectures – student discount privilege
3. Recreational Gymnasium--included in the fees paid by the student.

8.6 A Note on Household Contents Insurance

Graduate students and other research staff are strongly advised to carry contents insurance on their possessions. This type of insurance is readily available from insurance carriers that sell homeowners' insurance in the area. Note also that insurance of personal computers generally requires a special rider. Contents insurance typically will insure possessions against accidental damage and theft even when possessions are outside of the

residence—for example, in a Purdue laboratory. Note that Purdue insurance does *not* generally cover loss, damage, or theft of personal items from Purdue laboratories and offices.

9. Graduate Student Employment Manual

Many items in the foregoing sections have been adapted from the *Graduate Student Employment Manual, 2005 Edition* (updated 2008). This manual discusses more fully University policies for employment of graduate staff. This manual can be viewed on the world-wide web from the following web site: <http://www.gradschool.purdue.edu/faculty/publications.cfm>.

ACADEMIC POLICIES

10. Course Registration

10.1 How to Register

10.1.1 Course Registration

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

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

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

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

See Appendix 5 for further information about degree and registration requirements.

10.2 Fee Remissions and Course Registration

The student should review ¶ 8.2.3 for conditions of eligibility for fee remission.

10.3 Withdrawal and Cancellation

10.3.1 Students Who Leave the University Permanently

Any student leaving the University permanently for any reason is required to withdraw following University regulations. Failure to do so will force the Registrar's Office to give a failing grade in all courses instead of a grade of W (withdraw). An international student who leaves or is terminated from the program must contact the Office of International Students and Scholars immediately to maintain his or her legal immigration status. This is required when the student is transferring to another institution and also

when the department is no longer able to provide financial support. The student must show evidence of support to maintain his or her stay in the United States.

10.3.2 Cancellation of Registration by Students on Appointments

Students on an appointment must complete at least six weeks of the semester in which they are registered to avoid paying full tuition and fees. If a graduate student's appointment is terminated within six weeks after the start of the semester (four weeks for summer session) and course work including 69800 and 69900 courses is continued, regular student fees **must be paid** by the student for that semester or summer session. This requirement does not apply to students who receive a M.S. or Ph.D. degree at the end of the semester. (Executive Memorandum B-57, 24 July, 1978).

11. General Academic Requirements for Graduate Degrees

11.1 Proficiency in Written English

Writing is an essential form of communication in science. The best research is worthless if it cannot be communicated effectively to the scientific community. Although there are no formal requirements for demonstrating proficiency in written English, graduate students, in the course of their residency, will be asked to write research progress reports, research proposals, papers for publication in the research literature, and, ultimately, the dissertation or thesis. The Graduate School at Purdue decided in the spring of 1996 that judgment of proficiency in written English is the domain of the faculty in the subject area. Consequently, all written work submitted by a graduate student will be reviewed for competence not only in content but also in presentation. Written work may be rejected solely on the basis of substandard writing. Students who encounter a problem with written English are expected to remedy this problem on their own. The Writing Lab in Heavilon Hall can provide answers to questions on grammar and usage. Students who need more extensive remedial help should hire a tutor. Students for whom English is not the primary language may elect to take ENGL 62100, an elective course in written English designed specifically for such students.

11.2 Oral English Proficiency Requirements

There are no degree requirements for oral English proficiency; however, note that there *is* an oral English proficiency requirement for international students who hold appointments as teaching assistants (see ¶ 3.2.2).

11.3 Foreign Language Requirements

There is no foreign language requirement for graduate degrees in the College of Pharmacy, Nursing, and Health Sciences.

11.4 Grades and Index Requirements

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

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

Courses other than Research and Seminar taken for pass/not pass or satisfactory/unsatisfactory are unacceptable for fulfilling degree requirements. Course work required for a degree will be complete when a student obtains grades for all courses on the Plan of Study that meet grade requirements of the department and the Graduate School.

11.5 Degree and Registration Requirements

The number of hours required for completion of the Master's degree and Ph.D. degree is detailed in ¶ 11.5.1 through 11.5.3 below. Closely related to the course requirements themselves is the Plan of Study. Rules relating to the Plan of Study are found in ¶ 12.3. The hours used to satisfy registration requirements consist of all completed course credit hours for courses that appear on the Plan of Study, other graduate course credit hours with grades of C- or better that appear on the Purdue transcript, including course offered via distance learning technologies, and research credit hours with grade of S that appear on the Purdue transcript. In fulfilling these requirements a maximum of 18 credit hours will be allowed from any one semester (maximum hours for a summer session proportional to its length).

If a student completes all the academic requirements but has insufficient Purdue University credits, a letter of explanation justifying the deficiency may be forwarded to the Dean of the Graduate School. If justification is sufficient, the Dean of the Graduate School may waive part of the registration requirement.

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

11.5.1 Requirements for the Master's Degree with Thesis

A Master's degree with thesis requires a minimum of thirty hours credit (including research). The detailed course requirements are specified by individual departments. (See also the requirements for courses that appear on the Plan of Study; ¶ 12.3.) At least one-half of the total credit hours used to satisfy the degree requirements must be earned while registered at the Purdue campus at which the degree is to be granted.

11.5.2 Requirements for the Master's Degree without Thesis

A student may elect to pursue a master's degree without thesis in all departments except the Department of Medicinal Chemistry and Molecular Pharmacology. Information about the non-thesis master's degree options may be obtained from the individual departments web sites at <http://www.pharmacy.purdue.edu>. However, such election must also be approved by the department head, the advisory committee, and the Assistant Dean for Graduate Programs. Completion of the master's degree without thesis requires a minimum of thirty hours of course credit, of which at least eighteen hours must be in the primary area of study. (See also the requirements for courses that can appear on the Plan of Study, ¶ 12.3.) Registration requirements are the same as described in ¶ 11.5.1. A special project or a written report is also required for the nonthesis option. Such a written report may be a library paper reviewing an area of the literature or a summary of an area of study encountered in graduate work. The nature of this paper or project will be determined by the major professor in consultation with the student.

11.5.3 Requirements for the Ph. D. Degree

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

1. At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at the Purdue campus where the degree is to be granted.
2. At least 90 credit hours are required.
3. Courses taken at the 50000- or 60000-level (or their equivalent graduate level at another institution) for a master's degree or professional degree from any accredited university may contribute up to 30 credit hours toward satisfying this requirement. However, approval of specific courses lies with the student's graduate program and graduate committee. Courses must be listed on the plan of study to count toward the 90 total credits toward the Ph.D. degree.
4. Only credit hours listed on the Plan of Study and research credits will be counted toward degree requirements.

11.6 Course Requirements

Each department sets its own course requirements for graduate degrees. Students should consult with their respective departmental advisors about these requirements. Each department must provide these requirements in writing to the Assistant Dean for Graduate Programs as well as the students in the department. Requirements fall into two categories: (1) general departmental requirements and (2) requirements specific to the student. These requirements taken together lead to the Plan of Study, a formal declaration of the courses that a student must take to complete the degree. (See ¶ 12.3 below.) The courses listed on the Plan of Study must, at a minimum, be consistent with the general course requirements of the department.

Every graduate student in a department must meet his/her department's general course requirements for a degree. These requirements can include prerequisite courses completed as an undergraduate student or minimum scores on diagnostic examinations. Students who do not meet the appropriate prerequisites must remedy them by taking remedial coursework at Purdue.

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

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

11.7 Approval of New Graduate Courses

New graduate courses must meet procedures established in a memo of 6/16/2004 from Dr. Loudon, the Associate Dean for Research and Graduate Programs at that time. See Appendix 6 for the complete memo and procedures. New courses are originated by faculty only.

11.8 Original Research Proposal

The College requires that every student, before receiving the Ph.D., must complete an original research proposal. The details for completing this requirement are found in Sec. 12.8.

11.9 Maximum Time Allowed for Graduate Degrees

11.9.1 Normal Time to Degree

Normally the degree of Master of Science will be completed within a period of three to five semesters or their equivalent calculated on a full-time basis, and the Doctor of Philosophy will be completed within a period of eight to ten semesters or their equivalent

calculated on a full-time basis beyond the baccalaureate degree. However, the actual time required will be determined by the student's progress as assessed by his or her major professor and advisory committee.

11.9.2 Time to Degree after Completion of Research

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

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

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

Notice (¶ 12.3.1) that these requirements apply only to graduate students who have been actively registered or to graduate students who have not had periods of graduate and/or professional inactivity of five years or more.

12. Steps in the Progress Toward a Graduate Degree

12.1 Selection of Major Professor

During the student's first semester the student should select his/her major professor using procedures established by his/her department. (See Appendix 7 for the Graduate Student Chronological Checklist.) *This is one of the most important activities during the first semester, as it will establish a personal and professional relationship that will have a major impact on the student's growth and subsequent career.* If seminars are presented by graduate faculty who are eligible to serve as major professors, these should be attended without exception. *Students are seriously advised not to rely on hearsay or indirect evidence provided by other students or faculty in making this important choice; the choice of major professor should be based on personal interviews and a familiarity with both the professor's past work and planned work in which the student is likely to be involved.* Accordingly, the selection must be mutually acceptable to the student and to the professor, and must be approved by the department head.

12.2 Appointment of Advisory Committee

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

Dean of the Graduate School may appoint additional members if it seems advisable. The Advisory Committee is established on the Plan of Study form. (See below.)

12.2.1 Changes in the Advisory Committee

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

12.3 Plan of Study (POS)

A Plan of Study (POS) is a formal declaration of the courses required for completion of a degree. (See also ¶ 12.3.3.) In order to ensure that graduate student programs in Pharmaceutical Sciences and Health Sciences proceed in an orderly manner, the Plan of Study for both the M.S. degree and the Ph.D. degree must be submitted to the Office of the Assistant Dean for Graduate Programs in the early part of the student's graduate program. Responsibility for the preparation and submission of this graduate document must be shared equally by the student, major professor, and members of the advisory committee. **The graduate student is responsible for initiating this procedure and for completing all of the steps involved in the preparation and submission of this document.**

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

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

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

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

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

Ph.D. (Single) Degree: A student working for the Ph.D. degree as a single graduate degree must complete and submit the Plan of Study not later than one calendar year after the student enrolls in a graduate program.

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

1. A student continuing work for the Ph.D. degree following the completion of the M.S. degree in either Pharmaceutical Sciences or Health Sciences at Purdue University must submit a Plan of Study during the first semester following the completion of the requirements for the M.S. degree.
2. A student entering a graduate program with the M.S. degree and continuing for the Ph.D. degree will follow the same general instructions as those given for the Ph.D. (single) degree.

12.3.1 Developing the Plan of Study

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

The courses on a Plan of Study must meet departmental minimum requirements, including prerequisites taken as an undergraduate. (See ¶ 11.6.) Plans of Study are audited by the Office of the Assistant Dean for Graduate Programs. Plans of Study that do not meet these requirements will be rejected so that corrections can be made.

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

12.3.1.1 Courses Taken as a Graduate Student at Purdue University

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

12.3.1.2 Courses Taken in Postbaccalaureate Status at Purdue University

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

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

12.3.1.3 Courses Taken as Excess Undergraduate Credit

Course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received the baccalaureate degree, and will be accepted only if: (1) the student had senior standing when taking the course, (2) the student received a grade of B- or better, (3) the course was designated as a graduate course, and (4) the course was taken at the graduate level. (With regard to item 4, a course taken at Purdue must be certified by the instructor as having been taken at the graduate level; the undergraduate student should, therefore, be advised to notify the instructor at the beginning of the course of intent to use the course for graduate credit, using *Registrar's Form 350, Academic Record Change*.) The sum of the credits earned as undergraduate excess and the credits earned in postbaccalaureate status that can be used on a Plan of Study is limited to 12 credit hours except as stated in ¶ 12.3.1.2 above. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments.

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

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

Course work from one and only one Master's degree may be used on the Plan of Study for a doctoral degree. Additionally, coursework used to satisfy the requirements of one Master's degree may not be used on the plan of study for another Master's degree.

12.3.2 Filing the Plan of Study

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

12.3.3 Meaning of the Plan of Study

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

12.3.4 Changing the Plan of Study

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

12.3.5 Fulfilling the Course Requirements on the Plan of Study

Courses taken while a graduate student is registered at Purdue University may be considered for fulfilling the Plan of Study requirements only if the student has received grades of C- or better. These course grades must meet departmental requirements, such as limits on the number of C-, C, or C+ grades permitted, grades of A-, A, B-, B, or B+ in certain courses, and/or minimum GPA courses on the Plan of Study. For courses that represent either undergraduate excess or transfer credit, grades of B- or better are required. Departments and advisory committees may set higher standards. (See ¶ 12.3.1.3 for other conditions governing the use of undergraduate excess and transfer credit on a Plan of Study.)

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

12.4 Research Space Assignment

The major professor, in consultation with the department head, will assign research space for the use of each graduate student under his/her supervision. Because the RPHH building is very crowded, much research space is community-use space. *The student is expected to leave all research space, and especially community space, in as good or better condition than it is found.*

12.5 Research Notebooks and Recordkeeping

Accurate, thorough, and contemporaneous recordkeeping is an absolute requirement for research. The student should consult his or her major professor for recordkeeping requirements. If research results are called into question either from within the University or externally, written records sufficient to support published research must be produced immediately. Failure to keep adequate records is grounds for dismissal from the graduate program or, in extreme cases, revocation of an awarded degree.

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

12.6 Seminars

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

12.7 Preliminary Examinations

12.7.1 Master's Degree

No preliminary examination is required for the Master's degree. General subject-area expertise is examined during the final examination (see ¶ 12.11).

12.7.2 Ph. D. Degree

Before a student is admitted to candidacy for the Ph.D. degree, he or she must pass a preliminary examination ("prelims"). A student cannot take an oral preliminary examination until he or she has filed a Plan of Study approved at the Graduate School. This means that the requirements for submission of the Plan of Study must also have been met (see ¶ 12.3). Graduate School regulations state that a doctoral student who passes the preliminary examination during a spring semester is not eligible to take the final examination (provided that the student is registered for the subsequent summer session and fall semester) before the following spring semester. However, in the College it is expected that this examination will be conducted at the earliest possible opportunity in the graduate student's program, typically two or more years before the final examination and near the beginning of the student's research activities.

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

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

In order to take the oral preliminary examination, the student must file a *Request for Appointment of Examining Committee* (Graduate School Form 8, Appendix 8) signed by his or her major professor and by the head of the department graduate program (normally the department head). This form must be received by the Graduate School at least two weeks prior to the proposed date of the examination. The examining committee *may* consist of the student's advisory committee, but the department has the right to determine

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

The results of the oral examination are communicated to the student immediately after the examination. The chair of the examining committee should record the results of the examination on the *Graduate School Form 10* and transmit it without delay to the head of the department's graduate program for recording and prompt transfer to the Graduate School.

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

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

12.8 Requirement for an Original Research Proposal

It is a College requirement that each candidate for the Ph.D. degree must, prior to graduation, prepare a written original research proposal. The exact format of the proposal is left to the individual departments. Each candidate in the College must file, with the Assistant Dean for Graduate Programs, the *Proposal Certification Form* (Appendix 9) stating the title of the research proposal and the certification of his or her committee that the proposal is satisfactory. Examination of the proposal *may* constitute the Oral Preliminary Examination, but it also may be carried out as a separate exercise in a manner to be determined by individual departments. The Dean or the Assistant Dean for Graduate Programs may request a copy of this proposal at any time prior to graduation.

12.9 Conduct of Research

The heart of any graduate degree program is the student's research project. The student decides on a research project in consultation with his/her major professor. The goals of a research project generally remain flexible and may change, depending on research findings.

Students sometimes ask, "How will I know when I am ready for a degree?" The student's progress towards a degree will normally be assessed in frequent meetings with his/her major professor and periodic meetings with his/her advisory committee. In general, a student is ready for the Ph.D. degree when (1) he or she has been the major contributor to, and has completed, a body of work that can meet the demands for publication in a high-quality research journal, and has described the work in writing in a manner suitable for publication; (2) he or she has moved away from the role of a technician and is routinely asking the questions and planning the experiments that move the research project forward; and (3) he or she has demonstrated the ability to independently formulate and write an original research proposal.

12.10 Change of Duty Station

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

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

12.11 Research in Absentia

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

12.11.1 Initiating a Request

A doctoral student may, with the approval of the major professor and head of the graduate program, petition for permission to register for research in absentia. To do so, a completed *Request for Research in Absentia* (G.S. Form 12, Appendix 10) must be received by the Graduate School at least one month prior to the beginning of the initial session for which absentia registration is sought.

12.11.2 Restrictions

A student who holds a Purdue University Graduate appointment is not eligible to register for research in absentia. If the graduate appointment is related to a research project off campus, the student may be eligible to request a *change of duty station*. (See ¶ 12.10 for more information on this option.)

12.11.3 Qualifications

To be eligible for absentia status, a student:

1. must have completed all course work and the preliminary examination;
2. must have made significant progress on the thesis research topic; and
3. must have established, in coordination with his/her major professor, a plan for accomplishing research at the absentia location.

12.11.4 Stipulations

12.11.4.1 Continuous Absentia Registration

The registrar will automatically register the student for each spring and fall semester if fees were paid in the previous semester. The student must be registered for every regular semester (spring and fall, but not summer) until the degree has been granted, until the absentia privilege is rescinded, or until the student withdraws from the University.

12.11.4.2 Payment of Fees

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

12.11.4.3 Research in Absentia Credit

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

This variable credit registration makes it possible for the level of registration to accurately reflect the level of research effort by the student.

Thus, students devoting full time to research will be allowed to register for up to 18 credit hours of 69900, while those with fractional research commitments will be allowed proportional 69900 registration. Summer registrations will be proportional to the length of the summer session.

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

The initial request by the student to the Graduate School for more than three hours' registration must be supported by a statement prepared by the major professor and approved by the head of the department's graduate program. This statement should address the student's employment status (RA, TA, etc.) and the level and duration of support provided by the other institution in terms of facilities and/or release time. For example, if a student is to be fully supported on a research grant and thus engaged full-time in research, registration for 18 hours of research would normally be permitted. If the student is supported half-time by a TA appointment at the other institution, 12 hours of research would be the maximum allowed. In other words, the student's Purdue registration should, as closely as possible, be the same as that which would be allowed if the student were in residence at Purdue under similar circumstances. It is appropriate for this statement to be part of the initial request on G. S. Form 12. Subsequent requests for more than three hours' credit for 69900 registration that are consistent with the initial request will require no further justification.

12.11.4.4 Research Supervision

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

12.11.5 Completing Study While in Absentia

12.11.5.1 Final Examination

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

12.11.5.2 Graduation

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

12.11.5.3 Summer Graduation of Absentia Students

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

12.11.6 Modifying or Stopping the Absentia Registration

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

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

Each department in which graduate research is being carried out is responsible for making periodic reviews of the graduate student files to determine whether all students who are actually doing research in absentia have been given proper approval and are registering each semester as required.

12.12 Preparation of the Thesis or Dissertation

A Master's thesis or a Ph.D. dissertation is a document authored solely by an individual, describing results or original research undertaken by that individual, and asserting a position which that individual is willing to defend. When joint or collaborative research endeavors are involved, the thesis/dissertation written and presented to the final examining committee is to be a personal document describing the student's creative effort and contribution.

Completing a thesis or dissertation will include the following steps:

1. The student will register as a candidate the session the degree is expected.
2. *The major professor must approve the thesis before it is submitted to the student's graduate committee.* The student is expected to give copies of the thesis to members of the examining committee *at least two weeks prior to the final examination.* Failure to meet this requirement could result in a delay of the examination.
3. A doctoral student is required to submit the *Request for Appointment of Examining Committee* (G.S. Form 8) at least two weeks prior to the date of the examination. A thesis master's student is also required to submit *G.S. Form 8.* Format approval is no longer required before requesting the appointment of the examining committee. Final examinations must be held before the last week of classes. When the G.S. Form 8 is approved by the Graduate School, an approved copy of the form will be sent to the departmental graduate office. The following additional materials will be included for the doctoral student:

- a. *Report of the Final Examination* (Graduate School Form 11);
- b. *Thesis Acceptance* (Graduate School Form 9);
- c. Copy of an agreement with the University Microfilms, Inc.;

The following items are sent to the student separately at his/her campus address:

- d. the exit questionnaire (also available on the web);
 - e. the survey form on Earned Doctorates Awarded in the United States (conducted by the National Research Council).
4. After the examining committee meets, the student should prepare a final copy of the thesis or dissertation that incorporates all editorial changes and modifications requested by the members of the examining committee. The members of the committee may, at their option, examine the deposit copy prior to signing the *Thesis Acceptance*. Once a committee member has signed the *Thesis Acceptance*, the document is approved by that individual. No changes may be made to the thesis or dissertation after it has been deposited with the Graduate School Thesis Format Office.

All Ph.D. dissertations and M.S. theses are deposited electronically; if, however, the dissertation is "confidential", then a bound copy will be deposited at the Graduate School and that copy will not be released until the confidential time period has expired. Students should refer to the instructions posted on-line at the Graduate School web site for detailed instructions. The address is <http://www.gradschool.purdue.edu/thesis.cfm>. Select "Checklist, Format, Deposit & ETD Submission Checklists" for further information.

12.12.1 Thesis Format Requirements

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

12.12.1.1 University Format Requirements

The Graduate School has available *A Manual for the Preparation of Graduate Theses (7th edition)* on the world-wide web, which describes the University regulations for thesis format, as well as other information for preparing and filing the thesis. The student should the information there *before* starting the preparation of his or her thesis.

The dissertation abstract no longer has a 350 word limit, but students should try to be as concise as possible.

12.12.1.2 School of Pharmacy and Format Requirements

1. The thesis should conform to all University and departmental requirements.
2. The thesis shall be an original document in English of which the student is the sole author.
3. The English grammar and usage in the thesis will be subject to review as part of the examination and should meet the highest standards. (See ¶ 11.1)
4. Responsibility and authority for enforcing these standards lies with the examining committee.

12.12.1.3 Departmental Format Requirements

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

12.12.2 Preparation of the Thesis

The School Instructional Computing Laboratory is *not* to be used for *printing* copies of the thesis. Students should make arrangements with their major professors or with a local copy shop for printing and duplication of their theses and dissertations. The Boilermaker Copy Center in the Purdue Memorial Union prints theses and dissertations and is probably most familiar with Purdue requirements.

12.13 Registration in the Final Academic Session

12.13.1 Registration in the Session of Graduation

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

These students (with the exceptions noted in ¶ 12.12.2) must be registered in the session of graduation. A graduate student who does not hold an appointment may register for as little as one credit hour provided he/she has completed the minimum required hours for their degree (90 hrs. for a Ph.D.; 30 hrs. for an M.S.) and has completed the courses on his/her plan of study.

12.13.1.2 Nonthesis Option Master's Students

These students (with the exceptions noted in ¶ 12.12.2) must be registered in the academic session of graduation.

12.13.1.3 Students with Outstanding Incomplete Grades

Students who have outstanding incomplete grades for courses listed on the Plan of Study will not be permitted to graduate.

12.13.2 Privileged Registration

A *privileged registration* is a special registration at a reduced fee for examination or degree only. In order to be eligible for a privileged registration, a student must have been registered for at least one credit of research in the previous semester. International

students should check with the Office of International Students and Scholars before registering for a privileged registration to ensure that they are in compliance with immigration regulations.

12.13.2.1 Examination-Only Registration

A student who has finished all degree requirements except for the final examination prior to the first day of the academic session of graduation may request registration for “Examination Only” at a reduced fee. If approved, this registration will remain valid only if both positive *Report of the Final Examination* and a *Thesis Acceptance* (see ¶ 12.14) are received in the Graduate School by the eighth week of the semester (fourth week of a summer session). Otherwise, the registration for the current session must be revised to a normal registration.

12.13.2.2 Degree-Only Registration

A student who has finished all degree requirements (including the final examination) prior to the first day of academic session of graduation but who has not been awarded the degree may request registration for “Degree Only” at a reduced fee. The fee is currently \$181.65 for the 2009-2010 academic year for degree-only and examination-only registrations. International students will also pay the \$60 SEVIS fee with a privileged registration.

12.13.2.3 Eligibility

Privileged registration may be used only once and is intended to be used in the session of graduation. If a student does not complete all degree requirements during that session, he or she must register the next session under the normal registration guidelines.

12.13.2.4 Approval

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

12.14 Final Examinations

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

12.14.1 Master’s Degree without Thesis

An oral examination over the primary area of study shall be conducted by the student’s advisory committee. If a written report or project is required for the degree by the department, this will also be examined and approved by the examining committee. Notice that this report is *not* a thesis; it is not subject to formatting requirements; and it is not filed as a thesis, nor can it be claimed by the student at any subsequent time to be a master’s thesis.

12.14.2 Master’s Degree with Thesis

A period not to exceed six months is allowed for thesis preparation following completion of research (¶ 11.8.2).

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

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

12.14.3 Ph. D. Degree

At least two academic sessions devoted to research and writing must elapse between the preliminary and final doctoral examinations. Note, however, that a period not to exceed six months is allowed for dissertation preparation following completion of research (§ 11.8.2). An oral examination over the Ph.D. dissertation shall be conducted by a committee of graduate faculty of at least four members. In most cases, this committee will be the same as the advisory committee, but this is not strictly necessary. It is recommended that one member be from outside the degree-granting department, and preferably from outside the School of Pharmacy and Pharmaceutical Sciences.

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

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

12.15 Reporting the Results of Final Examinations

At the conclusion of a final examination, the committee chair should present the examination committee with an appropriate examination report form (described below). This report should be completed and presented without delay to the Department Chair or his designee for approval and prompt transfer to the Graduate School. In the case of a final examination, the report must be received by the Graduate School before 4 P.M. on the last working day of the academic session in which graduation is expected. After a satisfactory examination involving a thesis defense, each committee member must sign a *Thesis Acceptance* (G.S. Form 9) provided to the student by the Thesis Format Office when formal approval is obtained.

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

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

If the committee decides that the examination is unsatisfactory and a second examination is to be requested, a new request (G.S. Form 8) must be submitted to the Graduate School. A candidate must wait at least until the following session to repeat the final examination.

12.15.2 Reporting Results of the Doctoral Final Examination

At the completion of the final examination, the committee chair should present the examination committee with a *Report of the Final Examination* (G.S. Form 11), which is sent to the department by the Graduate School upon approval of the request for an examining committee. Each member of the examining committee must indicate approval or disapproval and sign the report form. Only members of the approved examining committee may take part in the evaluation. No more than one dissenting vote is acceptable in certifying a candidate to receive the Ph.D. degree.

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

13. Multiple Degrees

13.1 Master's Degrees

A student may earn more than one master's degree. The student must meet the requirements for each master's degree program, and there can be no overlap in course work from one Plan of Study to another. Course work from only one master's degree or professional degree may be used to partially satisfy Ph.D. degree requirements.

13.2 Ph.D. Degrees

Although the Graduate School usually does not admit students who hold a Ph.D. degree from any institution for a second Ph.D. degree, it recognizes that there may be special circumstances in which such an admission is appropriate. A request recommending doctoral admission for an individual who holds a Ph.D. degree should be made to the Dean of the Graduate School, who will seek the approval of the Graduate Council.

14. Checkout

Graduate students who leave pharmacy graduate programs permanently before or after receiving a graduate degree must return all keys to the storeroom, all books and journals to the library, and complete the *Graduate Student Checkout List* (Appendix 11) and the accompanying laboratory check-out supplement. The completed Checkout List must be submitted to the Dean's Office. **If you want to receive your Purdue mail, including your W-2 statement for tax purposes, you must complete and return this check-out list.** *Registrar's Form 702* (withdrawal form) which is available from the Registrar's Office, Hovde Hall, must also be completed if a student withdraws from the University during the semester in which he/she is registered. Failure to submit this completed form to the Registrar's Office will result in the paying of full fees and tuition.

SPECIAL ISSUES IN CONDUCT OF RESEARCH

15. Integrity in Research

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

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

Accurate and contemporaneous recording of research results is a vital part of academic integrity as it applies to research. (See ¶ 12.5.)

Specific regulations and procedures related to integrity in research are found in Policy on Research Misconduct (VIII.3.1) which may be found on the web at the following address: http://www.purdue.edu/policies/pages/teach_res_outreach/viii_3_1.html. Information about integrity in research may also be found at <http://www.gradschool.purdue.edu/RCR/>.

16. Inventions, Patents, Copyrights, and Publishing

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

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

While the norms concerning the order and inclusion of co-authors on publications vary by discipline, usually anyone who has made a significant contribution to the research should be included either as a co-author or acknowledged in the publication. Faculty, graduate students, and others involved in the research should discuss such matters early in the planning stages in order to arrive at acceptable and fair authorship decisions. (See the booklet, *Graduate Education at Purdue University*, which is available from the Graduate School at the following address: <http://www.gradschool.purdue.edu/downloads/GradEd.pdf>)

INSTRUMENT, FACILITIES AND SAFETY POLICIES

17. Robert E. Heine Pharmacy (RHPH) Building Security

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

18. Safety and Laboratory Order

A 1999 standard Purdue "Chemical Hygiene Plan and Hazardous Materials Safety Manual" is available to all laboratory personnel in the University. (This is commonly called the CHP Manual.) The manual is available to read on the World Wide Web at the following address: <http://www.purdue.edu/REM/home/booklets/CHP2003.htm>. *You are responsible for reading and following this manual if you are to be involved in laboratory work and you must sign and return the certification form in the front of the manual. (If you elect to read the manual on-line, the certification form may be downloaded from the above web site.)* A customized copy of this manual should be accessible in every laboratory and able to be produced upon request. Your department may require you to take Chemistry 605, a non-credit course in laboratory safety, or other formal instruction.

One important element of laboratory safety is the manner in which equipment and chemicals are stored and used. All research staff are required to maintain reasonable order and cleanliness in the laboratory at all times.

Frayed power cords should be repaired immediately, and solvents should be stored in approved cabinets.

Solvent disposal in the renovated laboratories should utilize the specially designed vented disposal areas.

The laboratory floor should be kept clear of all containers of chemicals and unnecessary equipment.

Avoid allowing parts of equipment, cords, or wires to hang down where they could be entangled by a dust mop.

Clean up all minor spills; the Building Services staff is NOT qualified to distinguish between a sugar spill and a toxic white solid, nor between soda or coffee and a liquid chemical spill.

Sweep up all broken glass, spilled silica, and all other chemicals or equipment that might be contaminated with chemicals.

Clean broken glass and sharps such as pipettes should be collected separately from regular trash in a strong cardboard box or other puncture-proof container. When this container is ready for disposal, tape it closed and label "clean broken glass/plastic sharps, safe for disposal".

Appendices 13, 14, and 15 of this manual contain a number of common-sense safety precautions that should be read NOW. Although these are not meant to substitute for the other activities listed above, they contain some of the most important emergency and safety procedures. Reading these *now* at leisure and planning emergency strategies in advance is a good idea.

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

Federal regulations require that employers comply with the training and information provisions of the OSHA Laboratory Standards, which are described in the CHP manual. If you have any questions about safety issues, do not hesitate to ask your departmental safety officer: MCMP, Marc Loudon; IPPH, Rodolfo Pinal; HSCI, Jim Schweitzer. Or you may call Radiation and Environmental Management (REM) at any time with questions. A REM contact list is reproduced in Appendix 16.

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

19. Laboratory Safety Audits

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

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

A particular problem found during such inspections has been solvent bottles and cans open on floors or benchtops. Violations found during such inspections can subject the offending laboratories to sanctions that can be as severe as closing the laboratory.

The Associate Dean for Research and/or the Building Deputy will make periodic laboratory inspections so that potential problems can be recognized and corrected. Researchers are expected to cooperate with these inspections and to correct any problems that are found.

20. Disposal of Unwanted Equipment

Equipment that is serviceable but no longer useful can be offered for sale to the campus or can be stored. To offer equipment for sale, consult with the Pharmacy Business Office.

To store equipment, contact Joe Rogers (km9v@pharmacy.purdue.edu, phone: 4-1396) or the instrumentation shop (web page: <http://www.pnhs.purdue.edu/techsupport/>) and submit a work request for local storage or transport to the Purdue Storage Facility. The cost of such transport and

storage will be borne by the Department. Items thus stored will be reviewed yearly and discarded when no longer needed.

To discard equipment, a Business Office Form 9 should be completed. (Upon request, Joe Rogers or the instrumentation shop will complete this form for you.) The equipment to be discarded should be kept in the laboratory until it is discarded; or, upon notification of the Building Deputy, it can be placed in the hallway and clearly labeled "Form 9 Disposal." Equipment should not be placed in the hallways or loading dock until arrangements have been made for disposal. The hallways and loading dock are *not* to be treated as dumps for unused equipment, as this creates a safety hazard and a slovenly appearance for the building.

21. Disposal of Chemical and Radioactive Waste

The handling and disposal of chemicals and materials is covered by the *Guidelines for Handling and Disposal of Chemicals*, available online from the REM website. You are expected to comply with these procedures.

22. Fire and Hazardous-Material Emergencies

For fire and hazardous-material emergencies, follow the procedure in The Chemical Hygiene Plan manual, which is reproduced in Appendix 13. In addition, report any use of the fire extinguishers to the storeroom IMMEDIATELY so that they can be recharged. In general, the resolution of emergencies that threaten life and/or limb is initiated by dialing 911.

23. Job and Related Injuries

An ambulance, if required, is summoned by calling 911 (see Appendix 13). For minor job-related injuries, a student should go directly to the Purdue University Student Health Center (PUSH) or other medical facility for immediate treatment. As soon as the student is able, he/she should report to the Business Office in RPH for the appropriate Worker's Compensation forms, which should be returned to the Business Office when completed. These forms should be completed even if there is no *immediate* claim so that the form is on file if a claim must be made at a later date.

24. Emergencies

See 14 for instructions regarding the handling of emergencies including fire and injuries.

25. Tornado - Safety Policies and Procedures

See 15 for instructions regarding action to take during a tornado.

26. Water Damage and Flooding: Prevention and Action

26.1 Prevention of Flooding

Research staff are expected to do everything possible to prevent flooding. In particular, staff must wire all condenser hoses, avoid the use of quick-disconnects, and make sure that sink drains are not obstructed with towels or other debris. Hoses should be secured in drains with clamps or should be far enough into drains that rapid movement of the hose associated with rapid water flow will not force it out of the drain. (A plastic film over a drain is *not* an adequate precaution.)

Water pressure usually rises near the end of the day. Consequently, water flow that must be contained through the evening hours should be at the minimum level possible. Water should be turned off when not absolutely necessary.

Willful disregard of these principles can subject a researcher to loss of appointment and/or dismissal from the program.

26.2 In Case of a Flood

Should a flood occur despite all precautions, the following steps should be taken:

1. Shut off the water supply at the point of flooding if possible. In doing this, avoid contact with electrically operated equipment, especially if you stand in water. Electrocution is possible under these conditions.
2. Between 8:00 A.M. and 5:00 P.M., Monday through Friday, call the Building Deputy (4-1396) or, if he is unavailable, the storeroom personnel (4-1383, Room 130) and report the problem. They will then request outside help.
3. When these sources of assistance cannot be reached, call the University Police (48221) who will notify the appropriate clean-up personnel. Be sure to give the name of the building (Pharmacy), the room number, and floor. DO NOT call 911 if the emergency does not threaten personal safety.
4. Mop up the last traces of water with sponges or towels; be sure to mop up water in drawers, cupboards, hoods, and the like to prevent or minimize warping. Check several times to pick up water that may seep out during the next several hours.
5. Check the area on the floor below to see if any water has gone through the ceiling. Mop up where indicated.

26.3 Insurance Coverage for Floods

University property damaged by floods is covered by University insurance. Personal items which are damaged or destroyed as a result of a flood, fire, explosion or similar occurrence are covered by University insurance *only* if loss is the result of circumstances for which the University is responsible. Coverage for personal items is available under a homeowner's or renter's policy; also, a few companies offer a special policy for coverage of loss or damage to personal property. (See ¶ 8.6)

27. **Smoking, Beverages, and Food**

Eating of food and drinking of beverages are forbidden at all times in laboratories and other restricted areas. Beverages in *closed containers* such as travel mugs are allowed in the library, but food is not allowed. In addition, no smoking is permitted anywhere within the RPH building.

28. **Pharmacy, Nursing, and Health Sciences Library**

The general policies of the Pharmacy, Nursing, and Health Sciences Library are given in Appendix 17. Library hours are posted on the door.

29. **Computing Facilities and Repair**

The use of School of Pharmacy computing resources is governed by an acceptable use policy to which all users are expected to adhere. (See Appendix 18)

29.1 Instructional Computing Laboratories

In the fall of 1990 the Instructional Computing Laboratory in the School of Pharmacy was established. RPH 316 is a Windows-based PC laboratory which now contains thirty-five Dell Optiplex GX620 machines and a laser printer. A second laboratory located in JNSN B12 (Nursing) houses twenty-six Dell Optiplex GX620 machines, a laser printer, and a scanner. These laboratories are administered by Information Technology at Purdue (ITaP).

These laboratories are extensively scheduled for classes. No one who is not registered in such classes may use the laboratories during scheduled class periods. Open hours available for walk-in student use are principally in the evenings and on weekends.

For the schedules of all ITaP-operated instructional laboratories as well as resources available are provided by Instructional Computing Services, consult the world-wide web at <http://www.itap.purdue.edu/learning>.

In the periods during which RHPH 316 is not staffed (*e.g.*, holidays, between semesters, etc.) a key to the laboratory can be issued. Students who need a key should request one from the Associate Dean for Research. Students who need keys to JNSN B12 should also contact the Associate Dean for Research. Please note that there will be times between semesters when maintenance will be done on the workstations and the servers that support the workstations. Information about scheduled down times will be available at <http://www.itap.purdue.edu/ilt/lab/about.cfm>.

Students who have received keys for RHPH 316 or JNSN B12 have a special responsibility to assist with laboratory security. The laboratory must remain locked at all times, and no one without a key is to be admitted; authorized users have their own keys.

Students are required to have a login ID and a password to use a computer in any ITaP laboratory. If you are a registered student, you have been automatically issued a login ID and password, which you can obtain from the OnePurdue system (see ¶ 29.3 below). Once you have your password, you can (and should) change it yourself. There is a ‘Lookup’ function in the login menu that allows you to obtain this information. You will need to obtain your password and login ID before you can use any ITaP computer. There are many computers in the building that have this capability and you should have no trouble finding one to use for this purpose.

Once you have logged onto an ITaP computer, you may use the software available on the computer, you may use the local hard disk or any removable media you provide for storage, and you may print. Note, however, that the hard disk is purged when you log out and the machine reboots.

All registered students have 500 Mbytes of central storage in their ITaP accounts. Students should save their own files into this account; this storage, unlike the local hard disk, is not purged.

Purdue is under no obligation to provide printing facilities for large projects such as thesis or dissertation preparation. Students should make arrangements with their major professors or with a local copy shop for printing and duplication of their theses or dissertations. The Boilermaker Copy Center in the Purdue Memorial Union will print theses and dissertations.

29.2 Assistance with Microcomputer Problems

Mr. Kristian Skjervold (email: kristian@pnhs.purdue.edu; phone: 49-41405; office: RHPH 151A) is the Manager of Network and Computer Operations for the College of Pharmacy, Nursing, and Health Sciences. He is responsible for UNIX systems and network administration. To simplify the problem reporting process for all computer related problems, please use the technical services web page: <http://www.pnhs.purdue.edu/techsupport/tickets.php>.

Personally owned computers cannot be repaired by shop personnel, even if such computers are used in Purdue work. Any computer repaired by the shop must have been purchased on a Purdue account. The shop is authorized to require a written copy of the Purchase Order if there is a question about ownership.

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

29.3 Electronic Mail

The College of Pharmacy, Nursing, and Health Sciences utilizes the Purdue University Exchange Server. By obtaining an account on this machine, you can correspond with anyone in the world who has a valid electronic mail address.

Guidelines for proper use of electronic mail at Purdue are outlined in the official policy document reproduced in Appendix 19. Application for e-mail privileges assumes your agreement to adhere by these policies.

29.4 World-Wide Web

The School of Pharmacy and Pharmaceutical Sciences maintains a site on the world-wide web (<http://www.pharmacy.purdue.edu>) that contains a variety of information, including a copy of this manual. The Manager of Web-Based Instructional Technology is Dr. Jeff Rattray (e-mail: rattray@purdue.edu; phone: 49-62403; office: RHPH 301). Graduate students wishing to create

web pages of their own should read and follow the instructions posted at <http://people.pharmacy.purdue.edu/>. Graduate students wishing to post material on official websites, or to establish or update websites for student organizations, should contact Jeff Rattray at webmaster@pharmacy.purdue.edu.

29.5 Other Computing Facilities

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

The School also maintains Power Macintosh and Windows computers with a poster printer and appropriate software in RHPH 216. (Information about these resources can be found at the following web site: <http://www.pharmacy.purdue.edu/~mrc/training.html>)

The School has available laptops (both Windows and Macintosh platforms) for checkout from Janine Mott (RHPH 112B). All reservations for use of Laptops and the LCD projector are made via the web-based calendar server. Availability of each piece of equipment can be viewed through the web site: <http://www.pnhs.purdue.edu/faq> without logging in to the server. In order to reserve an item, you need to log on to the calendar server using your School of Pharmacy e-mail user name and password. Faculty, staff, and graduate students who do not have a pharmacy e-mail account and want to reserve equipment will need to submit a request to accounts.pnhs.purdue.edu to establish an email account.

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

29.6 Computer Graphics Laboratory

RHPH 216 contains one Windows and one Macintosh computer for use with the poster printer. The new large format printer is a HPZ 2100 DesignJet and can print posters 42 inches wide by any length (up to 150 feet). The latest .pdf file with instructions for using the printer can be found on-line at <http://www.pharmacy.purdue.edu/~mrc/training.html>. There are also poster templates available that can be downloaded for your use.

29.7 Adherence to Copyright Laws Regarding Software Use

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

30. *Duplicating Facilities*

Graduate students are not permitted to use the duplicating machine in the outer office of RHPH 224. Departmental secretaries have been instructed in the proper use of all duplicating equipment and are authorized to duplicate any material which has received prior approval from your major professor and/or department head.

Departments also maintain their own copy machines. Students should check with their respective departments' head secretaries about policies regarding use of these machines. In addition, copy machines in the library are available during library hours. The libraries have new copiers and a new system that requires a login and funds added to your copier account.

31. *Instruments*

No equipment of any kind shall be moved from one area to another without the permission of the professor in charge. When an instrument is in need of service, follow departmental rules regarding the filing of service requests. One of the service repairmen will be notified and appropriate action will be taken. A student is expected to perform diagnostic tests as requested by

service personnel. Users are expected to leave instruments in better condition than they are found. In case of accident, the person in charge of the instrument should be contacted and informed of the problem, and the user should assist in rectifying it.

32. Conservation of Purified Water

When using purified water in your research or teaching laboratories, please make every effort to use only that amount which is needed to do a satisfactory job of rinsing. Wastage of purified water by excessive rinsing of glassware such as pipets in pipet washers and other glassware devices is believed to be a main contributor to the excessively large quantities of water used in recent years. Your cooperation in this matter will be much appreciated.

33. Visitors

Visitors are welcome to tour the facilities of the Pharmacy Building under your direction but must do so during regular working hours. Visitors are not permitted in the laboratories and offices for extended periods of time. **Children must be closely supervised at all times and are not permitted in areas such as laboratories and storage rooms at any time.**

DISMISSAL AND GRIEVANCE POLICIES

34. Drug Abuse and Misuse

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

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

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

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

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

36. Policy on Academic Integrity

Graduate students and postdoctoral staff are expected to exercise the highest ethical standards in the conduct of their activities. *This includes accurate, contemporaneous recordkeeping in laboratory notebooks.* A first offense of classroom cheating by graduate students results in failure of the class and referral to the Office of the Dean of Students for adjudication. The rules governing ethical conduct in research are presented in Policy on Research Misconduct (VIII.3.1) (Appendix 12). This document outlines not only the expectations of ethical conduct, but also the due process afforded to those accused of unethical conduct and protection from retribution of those making accusations. The Dean of Students Office has provided a document for students

(Academic Integrity: A Guide for Students) that is available on the world wide web at: <http://www.purdue.edu/ODOS/osrr/integrity.htm>.

37. Grievance and Appeal Procedure

Graduate staff (defined in ¶3) who have a grievance *not related to academic performance* are entitled to use the University grievance procedures. As part of these procedures, resolution of the grievance at the School level should first be attempted. (A copy of the School grievance procedures is available from the Dean of Pharmacy.) The School procedures mandate that every effort should be made to resolve a grievance informally. The Office of the Assistant Dean for Graduate Programs is always willing to assist in this informal resolution. Grievances that proceed beyond the School level must be conducted in accordance with University procedures described in Executive Memorandum C-19:

http://www.purdue.edu/policies/pages/human_resources/c_19.html

Grievances or appeals related to academic performance (including research performance) are handled by respective departments as discussed in ¶ 35. Students who have exhausted routes of appeal for academic decisions at the department level may appeal to the Associate Dean for Graduate and Research Programs. The student appeal should consist of a written brief in which the student outlines the case for appeal, along with any supporting documents. In the brief, the student should state the student's view of what would constitute a satisfactory resolution of the appeal. The Assistant Dean for Graduate Programs will convene the Graduate Executive Committee as soon as possible to hear the appeal, to meet with appropriate faculty and/or students, and to render a judgement on the appeal. The results will be communicated in writing to the student.

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

DISABILITIES

Disabilities vary and may be visible or invisible, but they are likely to impact each student's experience in school. Students with disabilities are expected to meet the same academic standards as all students in their respective programs. In some cases, however, it is necessary that they receive academic adjustments to make the education opportunity more accessible. To receive adjustments, a student must register with and provide documentation of his or her disabling condition to the Office of the Dean of Students. The documentation must be from an appropriately licensed or certified professional. With the student's signature of permission, Adaptive Programs will provide instructors written notification of the effects of the functional limitations the student's disability imposes on the classroom setting and the academic adjustments a student is entitled to for equal opportunity in his or her coursework. Please refer to the following site for the complete text on students with disabilities:

www.purdue.edu/faculty_staff_handbook/pages/polpro/ac_ad_pro/stu_fac_rel_disabilities.html

APPENDICES

- Appendix 1:** Employment Eligibility Form (I-9)
- Appendix 2:** Request for Authority to Travel on University Business (Form 17)
- Appendix 3:** Request for Approval of Absence from Campus Duty
- Appendix 4:** Outside Employment (Form 32A)
- Appendix 5:** Policies for Graduate Staff
- Appendix 6:** Requirements for Approval of Proposed Graduate Courses
- Appendix 7:** Graduate Student Chronological Checklist
- Appendix 8:** Request for Appointment of Examining Committee (GS Form 8)
- Appendix 9:** Research Proposal Certification
- Appendix 10:** Request for Ph.D. Candidate Research in Absentia (GS Form 12)
- Appendix 11:** Checkout List and Supplemental Attachment
- Appendix 12:** Policy on Research Misconduct
- Appendix 13:** Safety Rules and Special Instructions
- Appendix 14:** Emergencies
- Appendix 15:** Tornado Safety Policies and Procedures
- Appendix 16:** REM Contact List
- Appendix 17:** Library Policies
- Appendix 18:** Policy for Access and Use of E-Mail
- Appendix 19:** Acceptable Use Policy