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# **Division of Pharmaceutics and Translational Therapeutics (PTT)**

**GRADUATE STUDENT HANDBOOK**  
**(Draft July 2017 - DEW)**

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## **I. INTRODUCTION**

Pharmaceutics and Translational Therapeutics is a multidisciplinary science that examines the development, production and characterization of dosage forms, as well as the disposition and action of drugs in the body. The Division of Pharmaceutics and Translational Therapeutics (PTT) at the University of Iowa (UI) focuses on physical pharmacy, dosage form development and performance, industrial/manufacturing pharmacy, and the pharmacokinetics and pharmacodynamics of drugs and biological molecules. Active M.S. and Ph.D. programs parallel the research within the division in these same areas with particular specialization in formulation and pre-formulation sciences, biopharmaceutics, pharmacokinetics, pharmacodynamics, novel drug delivery systems, and tissue engineering. Multidisciplinary program opportunities also exists with faculty in chemistry, engineering, dentistry, and other disciplines.

This handbook will inform graduate students of the policies, regulations, and procedures of the graduate programs in the Division of Pharmaceutics and Translational Therapeutics. In addition, it provides guidance regarding the academic performance, research excellence, and general standards of conduct expected of students pursuing a Master of Science or Doctor of Philosophy degree in this division. PLEASE READ THIS HANDBOOK CAREFULLY. Many of your concerns and questions are addressed in this handbook. Students are encouraged to contact the Associate Dean for Graduate Education and Research with any additional questions, concerns, or suggestions.

Since this handbook is concerned primarily with acquainting students with departmental regulations, the general regulations of the Graduate College are not repeated in their entirety in this handbook. Graduate students are expected to independently familiarize themselves with all Graduate College regulations, which can be found in the Graduate College Manual of Rules and Regulations (available online at <https://www.grad.uiowa.edu/manual-table-of-contents>). If any of the policies, regulations, or procedures contained in this handbook are found to be in conflict with those of the University or Graduate College, then those of the University or Graduate College will take precedence. Similarly, if any parts of these policies, regulations, or procedures are found to be in conflict with Federal, State, or municipal laws, or with the constitutions of the United States or the State of Iowa, then those parts shall be automatically void.

Both the University of Iowa and the Division of Pharmaceutics and Translational Therapeutics admit, train, and graduate students without regard to race, color, religion, age, disability, sex, associational preferences, or national origin.

## **II. GRADUATE PROGRAMS AND DEGREES**

### **Graduate Program in Pharmacy, Subprogram in Pharmaceutics**

Pharmaceutics is a multidisciplinary science that examines the development, production and characterization of dosage forms, as well as the disposition and action of drugs in the body. As pharmaceutical scientists have been engaged in the development of novel biomaterials for sophisticated drug delivery systems for some time, scientists in this field have expanded into research with applications in the development of medical devices and tissue engineering. The subprogram offers training toward both the M.S. and Ph.D. degrees.

Graduates of this subprogram are placed throughout the pharmaceutical industry, academia and government. The reputation of this subprogram draws representatives from industry for onsite recruitment. This subprogram provides students with the tools to launch a career in the pharmaceutical industry, academia, or government regulatory agencies (e.g., FDA).

### **Graduate Program Pharmacy, Subprogram in Clinical Pharmaceutical Sciences (CPS)**

The Clinical Pharmaceutical Sciences Subprogram offers Ph.D. training designed for students interested in clinical research. The goal of the subprogram is to advance the science of human pharmacology and therapeutics and to improve the safe, effective, and economical use of medications by patients.

The subprogram emphasizes the integration of clinical and basic research. It involves advanced studies of clinical pharmacology, pharmacokinetics, pharmacodynamics, pharmacogenetics and the requirements for regulatory approval of new drugs. The graduate is well prepared to assume a tenure-track academic position or a career as a clinical research scientist.

### **III. ADMISSIONS**

Admission to either of the subprograms described above is competitive and is based on an applicant's previous coursework, research, and industrial experience. The general admission standards outlined below are intended to maintain the quality of the graduate program and to ensure that the student is properly prepared to successfully complete his or her graduate program in a timely fashion. Specific admission standards may be waived by the faculty when other evidence of competence is compelling. It should also be noted that these standards are minimum standards and that meeting these standards does not ensure admission to the program.

Admitted students typically exceed these standards:

- Applicants must have earned a college degree - either a four-year baccalaureate or a professional degree. The division encourages students with degrees in other scientific disciplines, such as chemistry, biology, materials science, and engineering, to apply for admission to the graduate program. Many such students have successfully completed either the M.S. Degree or the Ph.D. Degree.
- Applicants to the graduate program must have a minimum cumulative grade-point average of 3.0/4.0 on all previous college-level coursework.
- Applicants are required to take the Graduate Record Examination and arrange for the results to be sent to the UI.
- From the Graduate College Manual of Rules and Regulations: "Prior to consideration for admission, international student applicants whose native language is other than English must take and pass either the Test of English as a Foreign Language (TOEFL), or Pearson Test of English (PTE) Academic, or the International English Language Testing System (IELTS), unless they have received a degree from an accredited college or university in the United States, the United Kingdom, Canada (except Quebec), Australia, or New Zealand. These examinations are given at various times of the year and in many centers throughout the world. A minimum TOEFL score of 600 (250 for the computer test or 100 for internet based test) is ordinarily required. Scores comparable to these scores are required on the other exams.

"International students transferring from unfinished degree programs of other universities in the United States who have not taken either of these examinations, or who have received a score lower than the minimum established by the Graduate College Dean, must take the TOEFL, or PTE Academic, or IELTS examination and receive a passing score prior to consideration for admission.

"Students who barely pass the established minimum on the TOEFL, or PTE Academic, as well as all IELTS submitters, will be required to sit for an English evaluation upon arrival in Iowa City. The Graduate College will require these students to take and pass recommended course work in English usage at The University of Iowa designed especially for international students."

- Applicants must arrange to have three evaluation letters forwarded to the UI. These evaluation letters should be written by persons who are well acquainted with the applicant and his or her ability to undertake graduate work in pharmaceutical sciences.

While the division will consider applications at any time, first consideration is given to students who have their application folders (application material, GRE scores, TOEFL scores, and the required letters of recommendation) completed by January 15 for fall admission. Students seeking admission to the spring semester should have their admission folder completed by October 1.

#### **IV. FINANCIAL ASSISTANCE**

##### **A. Sources of Support**

The PTT Division strives to provide graduate assistantships (GAs) for all full-time Ph.D. students. GAs are the primary sources of financial aid available through the Department. GAs usually take the form of graduate research assistantships (GRAs) but also include graduate teaching assistantships (GTAs). GA positions that are funded for ¼ time require the student to work an average of 10 hours per week over the term of the appointment; those funded for ½ time require the student to work an average of 20 hours per week over the term of the appointment. In general, there are no divisional funds for summer support, and the Division does not provide summer support. Students should consult with their faculty advisors on matters regarding summer support.

Students who work at least 38 instructional days will qualify for resident status for that semester's tuition and the following (adjacent) Summer Session. The University provides health and dental insurance benefits at a reduced rate specified in the COGS contract. Tuition support is also provided to GAs who are funded ¼ time or more.

There are additional terms and conditions of employment and financial aid available at: <https://www.grad.uiowa.edu/graduate-assistant-employment-2017-2018> Students should also contact the Student Financial Aid Office in Calvin Hall for information on other sources of financial aid available through the University. Potentially useful sources of information are:

- 1) Office of Graduate Student Financial Support: <https://www.grad.uiowa.edu/funding-your-education>
- 2) Office for Student Financial Aid: <https://financialaid.uiowa.edu/>

##### **B. Eligibility**

As available funds permit, it is the policy of the Division to provide or arrange financial assistance for each graduate student who is meeting divisional expectations. Non-thesis M.S. students are not provided financial aid.

The College requires all first-time teaching assistants whose first language is not English to be tested to assess their English speaking and comprehension skills and general suitability for teaching students in the Pharm.D. Program before they are assigned assistantship responsibilities. All tests are given the week prior to registration, each semester and summer session, by the ESL (English as a Second Language) Programs Office in the University Capitol Center. Students are given detailed information and instructions about the tests and are able to ask questions when they register to take the tests.

Full-time graduate students with outside employment are usually unable to devote the necessary time and effort to their research and course work. This results in unnecessary delays in

completing the requirements for the degree, as well as hurried or inferior research leading to an undistinguished thesis or dissertation. To ensure excellence in research, full-time graduate students appointed to positions of half-time or greater may not be employed outside the Department. Students violating this provision will be ineligible for financial aid. Students who feel this provision causes unusual hardship may request an exception from the Division. However, the nature and duration of the hardship must be fully documented and the student must be able to maintain “normal progress.”

### **C. Assistantship Responsibilities**

#### *Research Assistantship Activities*

Each student in the Ph.D. or M.S. with thesis graduate programs will participate in research activities of some type during each semester in residence. Research assistantship activities are intended to give the student direct and continuing experience with the actual research process from formulation of the study through collection and analysis of data and preparation of a scholarly paper. The research performed under a research assistantship may or may not be related to the student’s thesis or dissertation work. Since thesis/dissertation research activities are concerned with matters of originality, creativity, and excellence, they are not subject to the hours per week guidelines of the general assistantship requirements.

#### *Teaching Assistantship Activities*

Since T.A. assignments directly affect the education of students, it is necessary that all duties be carried out in a timely and effective manner. All first-time teaching assistants whose first language is not English must be evaluated for certification. Under the certification process, teaching assistantship interaction with students may be restricted based on testing results.

### **D. Absences**

Unlike undergraduate students, Ph.D. and M.S. with thesis graduate students have research and/or teaching duties on a continuous basis including those periods when classes are not in session (e.g., winter and spring break). Graduate students receiving financial support must observe normal University business hours. At the very least, this means assistantship duties should be carried out during Monday through Friday, 9 A.M. to 5 P.M. Students must discuss the possibility of alternative working hours with their research advisor or the faculty instructor in charge. The research advisor or faculty instructor should be notified of absences due to illness or family emergency as soon as possible. Graduate students should behave professionally, notifying colleagues and supervisors in advance of planned absences. Students absent for extended periods without approval will become ineligible for divisional financial aid. Graduate students may take paid leave or vacation, with the agreement of the faculty advisor. Typical guidelines are as follows: 1) two (2) weeks of paid leave for academic year appointments, and 2) three (3) weeks of paid leave for fiscal year appointments. Typically, such vacation should be taken between academic semesters and must be approved by the student’s faculty advisor. Students cannot accumulate vacation from year to year.

### **E. Assignment**

The awarding of financial support is made by the division at the beginning of each semester. The division primarily recognizes two levels of assistantship activities – ¼-time and ½-time. Half-time assignments require about 20 hours per week and ¼-time assignments require about 10 hours per week. Specific assistantship assignments are made each semester. For teaching assistantships, the T.A. will be notified as early as possible, in writing, of the course(s), the instructor in charge, beginning and ending date of the teaching appointment, and the duties to be carried out. For research assistantships involving research not related to the student’s thesis/dissertation work, the R.A. will be notified as early as possible, in writing, of the project(s),

the research director, the beginning and ending dates of the research appointment, and the duties to be carried out. For research assistantships involving thesis/dissertation work, the graduate student is supervised by his or her faculty advisor until the completion of all degree requirements.

In the assignment of financial support, due consideration is given to the interests and capabilities of the students. However, it is necessary to weigh this against the needs of the Division and the requirements of the various funding sources. The division makes assignments according to the following procedures:

1. The Division Head presents a list of students eligible for financial support and a list of appointments available to the faculty for consideration.
2. Faculty members with external research support inform the Head of the student(s) to be supported from their research grants.
3. The remaining students are assigned to divisional teaching and research activities. The faculty consider the following when making this determination: progress toward the degree objective, past performance as a T.A. or R.A., and service to the Division.

Inadequate progress toward the degree or substandard performance on previous assignments will result in a reduction or elimination of financial support. The student will not be eligible for support until he or she is able to perform at the required level of performance for one full semester.

#### **F. Renewal and Termination**

Appointments to assistantships are for a fixed period, usually one academic semester or academic year. Renewal of an appointment for a subsequent period is based on the evaluation of the faculty advisor and the collective judgment of the faculty concerning the student progress and professional conduct. It is emphasized that all renewals are contingent on the continued availability of university, state, federal, and project funds for student support.

A graduate student on an assistantship may be dismissed during the term of that appointment due to loss of student status. A graduate student may be dismissed from an assistantship appointment during the term of the appointment, without necessarily losing student status, for 1) any reason sufficient to dismiss a faculty member during the term of an appointment (see University Operations Manual, Section 20:290 Ethics; Section 20:267 Unfitness; and Appendix 720.9.1 Uniform Rules of Personal Conduct), or 2) failure to follow or implement properly and adequately reasonable instructions of the supervisor when such instructions are within the proper scope of the supervisor. Termination of an appointment for either of these two reasons is described in Section 20:230 of the University Operations Manual.

Students may be dismissed from the University of Iowa Graduate College for inadequate academic performance. Quoting from the Graduate College Manual of Rules and Regulations:

**Master of Science Students:** “A non-doctoral departmental (master's, professional improvement, certificate) student, except one on conditional status, shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's UI Cumulative GPA falls below 2.75. A student regains good academic standing when his or her UI Cumulative GPA returns to 2.75, or greater. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at the University, the student's UI Cumulative GPA remains below 2.75, the student will be denied permission to re-register within any Graduate College degree program.”

**Doctoral Students.** “A doctoral student on regular status shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's UI Cumulative GPA falls below 3.00. A student regains good academic standing when his or her UI Cumulative GPA returns to 3.00. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at this University, the student's UI Cumulative GPA remains below 3.00, the student will be dropped from the degree program and denied permission to re-register within any Graduate College doctoral degree program.”

If the Pharmaceutics Subprogram or the Clinical Pharmaceutical Sciences Subprogram believes there to be extenuating circumstances for a particular student, the head of the subprogram may work with the Associate Dean for Graduate Education and Research in the College of Pharmacy, who serves as the Director of Graduate Studies for the Graduate Program in Pharmacy, to request a waiver from the Graduate College. When it can be shown that a particular student is uniquely disadvantaged by the probation policy, the Graduate College may grant an additional semester on probation.

#### **G. Tax Status**

The University is required by federal regulation to withhold income tax from money paid from University sources and from project grants. The University will provide an annual W-2 form showing the amount withheld. The tax status of these payments, in whole or in part, is subject to interpretation of the Internal Revenue Service Code. Each individual taxpayer bears the responsibility of filing an income tax report according to the individual's situation and applicable status.

#### **H. Collective Bargaining Agreement**

The terms and conditions of employment, including but not limited to wages and benefits, in a GA position are governed by the collective bargaining agreement between the Board of Regents, State of Iowa and UE Local 896/COGS, the union representing graduate teaching assistants and research assistants at the University of Iowa. Copies of this collective bargaining agreement will be provided upon your appointment and may be viewed at the following University web site: <https://www.grad.uiowa.edu/graduate-assistant-employment-2017-2018>

#### **I. Special Requirements**

To comply with the Immigration Reform and Control Act of 1986, the PTT Division and the University must verify the citizenship status or employment authorization of all persons hired after November 6, 1986. Each student employed by the Division must present documents which verify his or her identity and eligibility for employment. A divisional authority must physically examine the documents and verify their authenticity and that they relate to the individual to be employed. Both the student and the Division must complete the appropriate sections of Form I-9.

The following documents may be used to establish both identity and eligibility for employment: U.S. passport, a Certificate of U.S. Citizenship, a Certificate of Naturalization, an unexpired foreign passport with attached Employment Authorization, and an Alien Registration Card with photograph.

The following documents may be used to establish identity only: state-issued driver's license (or personal identifying information containing the person's name, sex, date of birth, height, weight, and color of eyes), a U.S. Military Card, Native American tribal documents, a school identification card with a photograph, a voter card, or an identification card issued by a federal, state, or local government agency.

The following documents may be used to establish employment authorization only: social security card other than one not valid for employment purposes, an unexpired reentry permit, an employment authorization document issued by the Immigration and Naturalization Service (INS), a birth certificate issued by a state, county, or municipal authority bearing a seal or other certification, and Native American tribal documents.

## **V. TERMS AND DEFINITIONS**

*Good standing* – a student status defined by the Manual of Rules and Regulations of the Graduate College. Standing with respect to the Graduate College is determined by GPA (see Section IV. F. of this document).

*Probation* – a student status defined by the Manual of Rules and Regulations of the Graduate College. Students not in good standing with respect to the Graduate College are on probation (see Section IV. F. of this document).

*Meeting expectations* – a student status within the Division of Pharmaceutics and Translational Therapeutics achieved by students who simultaneously meet three criteria: “good standing” as defined by the Graduate College, “satisfactory performance,” and “appropriate professional conduct.” The terms “satisfactory performance” and “appropriate professional conduct” are defined in section VII of this document.

*Not meeting expectations* – a student status within the Division of Pharmaceutics and Translational Therapeutics applied to any student failing to meet one or more criteria from the following list: “good standing” as defined by the Graduate College, “satisfactory performance,” and “appropriate professional conduct.”

*In residence* – the student is making demands on departmental or University facilities and resources (i.e. using faculty time, office space, laboratory space, computer resources, shop facilities, etc.). “In residence” status is based on use of University resources and not on whether the student is living in the Iowa City area. Students working remotely or completing research off site can be in residence.

*Full-time registration* – Nine semester hours in a regular semester constitute full-time registration.

## **VI. REQUIREMENTS FOR DEGREE**

### **A. General**

Each student is required to satisfy the requirements of the Graduate College for the degree that the student is seeking. To ensure basic competence in the pharmaceutical sciences, all graduate students must complete the Pharmaceutics or CPS core curriculum (described in Section VI.F.). All graduate students must give an annual update to their faculty advisor as described in the Individual Development Plans section.

Students who are “not meeting expectations” are required to give an update to their faculty examining committees on a schedule determined by their committees. Students who do not give the required updates are subject to the withholding of research credit and/or reduction/termination of financial aid.

### **B. Requirement of Principles of Scholarly Integrity**

All graduate students must enroll in and complete two Principles of Scholarly Integrity (PSI) courses. Proof of successful completion of CITI training is required before enrolling in the

necessary PSI courses. “Successful” means that the student has scored an 80% or better on each required module of the CITI training. The PSI course numbers are:

BMED:7270 (Fall); BMED:7271 (Spring)

Section 0001, Ph.D. students; Section 0002, M.S. students (for both courses)

Both BMED:7270 and BMED:7271 are zero-credit courses, and students can start the series in either semester. Both semesters are required to complete the requirement.

### **C. Pharmaceutics Graduate Seminar**

The Pharmaceutics Graduate Seminar (course number PHAR:6710:0001) provides a platform for students to present information or research pertaining to diverse topics in pharmaceutics. This course meets every week during the academic year. Information about the schedule is distributed each semester. Each student is expected to register for this course each semester and to regularly attend seminars. Each doctoral student will be required to provide a seminar every year starting with his or her 2<sup>nd</sup> year of enrollment. This requirement continues until graduation. Each master’s degree student will be required to provide one seminar. A pre-comprehensive examination student will register for two credits of seminar in the semester during which he or she presents a seminar. Students will register for one credit in those semesters during which they do not make a presentation. The grading for the seminar will be determined by the seminar coordinator.

### **D. Master of Science Degree**

*General Requirements for the M.S. Degree*

A minimum of 30 semester hours of approved graduate credit is required for the M.S. degree. In addition, all M.S. students must pass a final examination prior to graduation. For students pursuing an “M.S. with thesis,” the final exam will be a defense of the thesis. Up to 6 semester hours of the master’s coursework may be research credits (course number PHAR:6720). In addition, “M.S. with thesis” students must submit an acceptable M.S. thesis.

*M.S. Thesis*

During the performance of M.S. research, the goal is to accomplish research which is publishable in a peer-reviewed scientific journal. The student must follow all Graduate College requirements in regards to preparation of the thesis and the Graduate College thesis deadlines. The format of the thesis must comply with all Graduate College requirements. Refer to the <https://www.grad.uiowa.edu/theses-and-dissertations/manuscript-construction?portal=current-students>

The content of the thesis provides the rationale for the proposed research; and presents relevant methodology, results, and conclusions. The thesis is submitted to the committee members at least two weeks prior to the oral examination.

*M.S. Examining Committee*

The student is responsible for identifying a thesis adviser with similar research interests as the student. The thesis adviser must be a Division of Pharmaceutics and Translational Sciences primary or secondary faculty member, and should assume the role of academic adviser.

The thesis committee for the master’s degree consists of at least three faculty members. At least two of the faculty members must be full members of the UI Graduate Faculty (defined as faculty members appointed to tenure-track or tenured faculty lines). Selection of the committee should

be a joint effort of the student and his or her advisor. The committee must include at least two faculty members who have primary appointments in PTT.

#### *M.S. Thesis Defense*

The Master's Thesis Defense is an oral exam during which the student defends the purpose, methods, and results of the thesis research. It is scheduled by the student in consultation with the adviser and committee members. Either an inadequate oral defense of the work or inadequate research may result in a failure of the defense. The thesis defense may be repeated once, and the committee should offer additional guidance in regards to the inadequacies to be addressed.

If the thesis defense receives a passing evaluation, the student must make any corrections and modifications to the thesis required by the examining committee and obtain the signatures of the examining committee on the certificate page of the thesis. The thesis can then be submitted to the Graduate College to meet the final deposit requirement.

#### *M.S. Thesis Deadlines*

Deadlines are decided by the Graduate College for the initial and final submissions of the thesis to the Graduate College (located in Gilmore Hall). These deadlines are posted every semester at the following website: <http://www.grad.uiowa.edu/deadlines>.

### **E. Doctor of Philosophy Degree**

#### *General Requirements for the Ph.D. Degree*

A minimum of 72 semester hours of approved graduate credit is required for the Ph.D. degree.

The Ph.D. candidate is required to have completed the core curriculum for either the Pharmaceutics or CPS Subprogram (described in Section VI.F). The advisor will work with the student to select additional coursework, over and above the core coursework, which will prepare the student for the research to be undertaken.

The Ph.D. degree is primarily a research degree conferred upon students who have demonstrated proficiency in their chosen field of research. Ph.D. students take a comprehensive examination between the beginning and end of their third year of graduate study. The dissertation is defended in a final oral examination.

#### *Ph.D. Comprehensive Examination in Pharmaceutics*

The objective of the Comprehensive Examination is the same across all graduate programs, and is to evaluate the student's preparedness to undertake his or her dissertation research.

Each doctoral student will complete a comprehensive oral exam prior to the 7<sup>th</sup> semester of enrollment (excluding summer terms). Under unusual circumstances, requests for extension of this deadline must be made to the Division Head and approved by the Division Faculty. The comprehensive exam consists of two parts: the development of a written research proposal and an oral defense of that proposal before a faculty committee. The requirements for the written proposal may be found below.

The Comprehensive Exam Committee will consist of at least 5 faculty members, and at least four of the faculty members must be full-members of the Graduate Faculty (defined as faculty members appointed to tenure-track or tenured faculty lines). Additionally, at least four members of the committee must hold a primary appointment in the PTT Division. The names of the proposed committee members must be submitted to the Associate Dean for Graduate Education

and Research in the College of Pharmacy, who will forward a formal Request for Comprehensive Examination Committee to the Graduate College.

If the student and his or her advisor desire someone who is not a full-member of the Graduate Faculty (e.g., adjunct faculty members, clinical-track faculty members, research-track faculty members) to serve on the committee, then a letter of request, carrying the signature or countersignature of the Associate Dean for Graduate Education and Research in the College of Pharmacy, must be sent to the Graduate College. A complete and current copy of the person's CV must also be sent to the Graduate College. Graduate College approval is not automatic.

#### *Comprehensive Exam Scheduling*

A Comprehensive Examination Committee is appointed by the Graduate College based upon the recommendation of the program. It is the responsibility of the student to file his or her desired examination date and other required documents with the Office of the Associate Dean for Graduate Education and Research at least six weeks prior to the Comprehensive Exam. The Associate Dean for Graduate Education and Research will then request that the Graduate College appoint the committee.

A student must be registered in the Graduate College at the time of the Comprehensive Examination.

The student should have completed all, or almost all, of the Pharmaceutics or CPS core courses, statistics/methods courses, and research-area-specific courses prior to taking the Comprehensive Exam. The Comprehensive Exam Committee may permit the student to take the Comprehensive Exam before all courses are completed (especially if courses have not been offered annually).

The Comprehensive Examination is administered only on campus. The Comprehensive Examination will be scheduled at the convenience and discretion of the student and examining committee.

#### *General Format of the Comprehensive Exam*

The comprehensive examination in the Division of Pharmaceutics will consist of a written research proposal and an oral examination.

The research topic of the proposal, agreed upon by the graduate student and advisor, will normally be the student's intended dissertation project. At least two weeks prior to the scheduled examination, the student will submit the written research proposal (described below) to each committee member. When possible, the examination will be scheduled soon after the student has presented a divisional seminar. Whether possible or not, the examination will begin with the student providing a 15-20-minute oral introduction to his or her work.

The written proposal must include the following elements: discussion of the background for the proposed research, objective(s) of the proposed research, experimental design and methods for both the completed and proposed studies, preliminary results, and references. The total document should not exceed 15 double-space pages of 11-point text (Times New Roman font). References are not included in the 15-page limit. Similarly, figures, tables, derivations of equations, etc. are not limited if they are placed in the appendices. The student may receive guidance from his or her advisor and other colleagues while writing the proposal.

#### *Grading*

Upon completion of the oral comprehensive exam, students will be assigned a grade of satisfactory, reservations, or unsatisfactory. Students earning a “reservation” will receive from their advisors a description of the actions needed to remove the reservation. A copy of this letter must be sent to the Graduate College. Necessary actions may include, but are not limited to, re-writing a portion of the proposal, completion of additional didactic work, and/or further oral examination of the student by the committee. Students must satisfactorily complete the required elements to remove the “reservations” within the time frame stipulated by the Committee or the student will receive an “unsatisfactory” for the exam. Students who fail the comprehensive exam will have one additional attempt to pass the exam. This second exam may be taken no sooner than four months after the original oral comprehensive exam.

#### *Ph.D. Dissertation*

The Ph.D. dissertation should be a document describing experiments, analyses, results, and conclusions which are of sufficient novelty that they are publishable in the peer-reviewed scientific literature.

The student must comply with Graduate College guidelines in regards to the preparation of the dissertation and must meet Graduate College dissertation deadlines. Thesis costs are the responsibility of the student, including associated costs such as copying. Students should refer to the Graduate College Thesis Manual (<https://www.grad.uiowa.edu/theses-and-dissertations/manuscript-construction?portal=current-students>) for formatting templates and specifics on Graduate College regulations and resources for the preparation of doctoral dissertations.

#### *Ph.D. Dissertation Committee*

In general, the Comprehensive Examination Committee will also serve as the Final Examination (Dissertation Defense) Committee. While the foregoing is not strictly required, it is highly advisable. The Dissertation Defense Committee for the Ph.D. degree will consist of at least 5 faculty members, and at least four of the faculty members must be full members of the Graduate Faculty (defined as faculty members appointed to tenure-track or tenured faculty lines). Additionally, at least four members of the committee must hold a primary appointment in the PTT Division. The names of the proposed committee members must be submitted to the Associate Dean for Graduate Education and Research in the College of Pharmacy, who will forward a formal Request for Final Examination Committee to the Graduate College.

The proposed members of the Dissertation Defense Committee and the title of the dissertation must be submitted to the Office of the Associate Dean for Graduate Education and Research at least four weeks prior to the defense.

#### *Ph.D. Dissertation Defense*

The Dissertation Defense includes:

- 1) a critical inquiry into the purposes, methods, results, and conclusions of the investigation, and is not simply a recapitulation of the text of the dissertation;
- 2) intensive questioning on areas of knowledge directly related to the investigation(s).

A copy of the dissertation must be delivered to each committee member at least two weeks prior to the defense.

#### *Policies Related to the Ph.D. Dissertation*

The final examination (Dissertation Defense) may not be held until the academic session after the academic session during which the Comprehensive Examination was passed. Usually, the

Dissertation Defense will be held much later. However, a student must pass the final examination no later than five years after passing the Comprehensive Examination. Failure to meet that deadline will require the student to retake the Comprehensive Examination.

The Dissertation Defense will typically last for 3-5 hours. Students should recognize this fact when they attempt to schedule the exam and reserve an examination room.

#### *Reporting Requirements*

The report of the Dissertation Defense must be presented to the Graduate College not later than 48 hours after the examination. The final examination will be evaluated as “satisfactory” or “unsatisfactory.” Two or more “unsatisfactory” votes will result in a failure of the Defense. In case of a report of “unsatisfactory” on the Defense, the student may not present himself or herself for reexamination until the next academic session. The examination may be repeated only once.

If the student receives a passing evaluation (“satisfactory”) of his or her Dissertation Defense, the student must make any corrections and modifications to the dissertation which are required by the Dissertation Defense Committee, and must then obtain the signatures of the committee members on the certificate page of the dissertation. The dissertation can then be submitted to the Graduate College to meet the final deposit requirement.

#### *Ph.D. Dissertation Deadlines*

Deadlines are decided by the Graduate College for the initial and final submissions of the dissertation to the Graduate College (located in Gilmore Hall). These deadlines are posted every semester at the following website: <http://www.grad.uiowa.edu/deadlines>.

#### **F. Graduation**

At the beginning of the semester in which a student expects to receive the M.S. or Ph.D. degree, he or she must review his or her academic record and progress on the dissertation with his or her advisor. If all work on the dissertation is likely to be completed by the end of the semester, the student will complete the application for graduation and the Office of the Associate Dean for Graduate Education and Research will forward the degree application to the Registrar.

**G. Required Core Coursework – Pharmaceutics Subprogram of the Graduate Program in Pharmacy**

<b>Required Courses</b>	
Physical Chemistry I & II (CHEM:4431, CHEM:4432)	6 sh
Introduction to Ordinary Differential Equations (MATH:3600)	3 sh
Quantitative Research Methods in Pharmacy (PHAR:5700)	4 sh
Stability of Pharmaceuticals (PHAR:6701) – Taught?	3 sh
Equilibria (PHAR:6706) – Taught?	3 sh
Surface Phenomena (PHAR:7701)	3 sh
Transport Phenomena (PHAR:7702) – Taught?	3 sh
Drug Disposition and Pharmacokinetics (PHAR:4146)	2 sh
Advanced Pharmacokinetics and Pharmacodynamics (PHAR:6700)	3 sh
Drug Delivery: Principles and Applications (PHAR:5745)	3 sh
Pharmacy Seminar (PHAR:6710)	4 sh
Research and additional electives	35 sh
BMED:7270 (Fall); BMED:7271 (Spring)	0 sh
<b>Total</b>	<b>72 sh</b>

**Note: Prerequisites (may be taken subsequent to enrollment in the graduate program)**

Entering graduate students are expected to have undergraduate training and coursework equivalent to a Bachelor's degree in a science discipline. Undergraduate coursework should include one year of general chemistry, one year of organic chemistry, two semesters of calculus and at least one semester of physics.

<b>Suggested Electives – Will Depend Upon Area of Research</b>	
Probability and Statistics (STAT:3120)	4 sh
Regression Analysis (STAT:3200)	3 sh
Experimental Design and Analysis (STAT:3210)	3 sh
Biophysical Chemistry I (BIOC:4241)	3 sh
Biophysical Chemistry II (BIOC:4242)	3 sh
Advanced Organic Chemistry (CHEM:4372)	3 sh
Spectroscopy (CHEM:5108)	3 sh
Separations (CHEM:5109)	3 sh
Chemical Systems Modeling (CHEM:5114)	2 sh
Mechanisms of Organic Reactions (CHEM:5328)	3 sh

<b>Suggested Electives – Will Depend Upon Area of Research</b>	
Electron Microscopy Techniques (BIOL:5218)	1 sh
Scanning Electron Microscopy and X-Ray Microanalysis (CBE:4156)	1 sh
Enzymatic Basis of Drug Metabolism (PHAR:5537)	3 sh
Enzymatic Kinetics and Bioorganic Mechanisms (BIOC:5226)	1-2 sh
Biotransport Processes (BME:5430)	3 sh
Polymers as Biomaterials (BME:3450)	3 sh
Tissue Engineering (BME:5450)	3 sh
Introduction to Biostatistics (BIOS:5110)	3 sh
Regression & ANOVA in Health Sciences (BIOS:5120)	3 sh

<b>Suggested Electives – Will Depend Upon Area of Research</b>	
Principles of Experimental Therapeutics (PHAR:7101)\	3 sh
Applied Clinical & Translational Science (PHAR:7102)	3 sh
Analytical Techniques in Therapeutics (PHAR:6130)	3 sh
Mathematical Statistics I (STAT:4100)	3 sh
Mathematical Statistics II (STAT:4101)	3 sh
Bayesian Statistics (STAT:4520)	3 sh
Computer Intensive Statistics (STAT:7400)	3 sh
Microscopy for Biomedical Research (MICR:5218)	3 sh
Principles of Pharmacology (PCOL:5135)	4 sh
Steroid Receptor Signaling (PCOL:6209)	3 sh
Pharmacology for Graduate Students (PCOL:6203)	6 sh
Biochemistry and Molecular Biology I (BIOC:3120)	3 sh
Biochemistry and Molecular Biology II (BIOC:3130)	3 sh

## H. Individual Development Plans

Individual Development Plans (IDPs) provide a planning process that identifies both professional development needs and career objectives. Furthermore, IDPs serve as a communication tool between individuals and their mentors. **Each graduate student must complete an IDP annually** using the “IDP Annual Review Form.”

### *Goals*

Help individuals identify:

- Long-term career options they wish to pursue and the necessary tools to meet these goals;
- Short-term needs for improving current performance.

### *Basic Steps*

1. Conduct a self-assessment.
2. Survey opportunities with mentor.
3. Write an IDP, share IDP with mentor and revise.
4. Implement the plan and revise the IDP as needed (at least annually).

### *Documentation and Deadlines*

For those students beginning graduate study in Pharmacy before June 1, 2014: the IDP annual review must be completed by October 1, 2014, and annual due dates will be on October 1 of each following year.

For those students beginning graduate study in Pharmacy after June 1, 2014: the first IDP must be completed by January 31, 2015 and subsequent reviews will be due by January 31 of each following year.

Upon completion of the IDP annual review, both the student and mentor keep copies, and the mentor sends a copy to Lois Baker in the College of Pharmacy Graduate Program Office.

## **VII. DEPARTMENTAL AND COLLEGE POLICIES**

### **A. Satisfactory Performance**

Satisfactory performance in the program requires all of the following:

1. Satisfactory Academic Standing:

Students may be dismissed from the University of Iowa Graduate College for inadequate academic performance. Quoting from the Graduate College Manual of Rules and Regulations:

*Master of Science Students:* “A non-doctoral departmental (master's, professional improvement, certificate) student, except one on conditional status, shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's UI Cumulative GPA falls below 2.75. A student regains good academic standing when his or her UI Cumulative GPA returns to 2.75, or greater. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at the University, the student's UI Cumulative GPA remains below 2.75, the student will be denied permission to re-register within any Graduate College degree program.”

*Doctoral Students:* “A doctoral student on regular status shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's UI Cumulative GPA falls below 3.00. A student regains good academic standing when his or her UI Cumulative GPA returns to 3.00. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at this University, the student's UI Cumulative GPA remains below 3.00, the student will be dropped from the degree program and denied permission to re-register within any Graduate College doctoral degree program.”

*NOTE:* If the Pharmaceutics Subprogram or the Clinical Pharmaceutical Sciences Subprogram believes there to be extenuating circumstances for a particular student, the head of the subprogram may work with the Associate Dean for Graduate Education and Research in the College of Pharmacy, who serves as the Director of Graduate Studies for the Graduate Program in Pharmacy, to request a waiver from the Graduate College. When it can be shown that a particular student is uniquely disadvantaged by the probation policy, the Graduate College may grant an additional semester on probation.

2. Generally good to excellent performance in research productivity toward the thesis or dissertation (based on the written evaluation of the faculty advisor and/or research director in the Annual Individual Development Plan).
3. Generally good to excellent performance in teaching assistantship activities (based on the evaluation of the professor in charge).

4. Attendance in departmental seminars as described in the Requirements for Degree section.

## **B. Grading System**

### *Grades*

Courses carry letter grades. Grades carrying advanced-degree credit are A+, A, A-, B+, B, B-, C+, C, C- and S-Satisfactory.

### *Incompletes*

Students who receive a grade of "I" (incomplete) must remove that grade in accordance with the deadlines posted by the Graduate College or the grade will automatically be converted to an "F." (<https://www.grad.uiowa.edu/manual-part-1-section-vi-marking-system#1.6.D>.)

### *Audits*

A student may audit a course with the permission of his or her faculty advisor and the course instructor. No academic credit is given for an audited course, but a grade of "R" (registered) is recorded on the student's transcript. Requirements for the audit will be set by the course instructor.

## **C. Appropriate Professional Conduct**

The faculty members of the College of Pharmacy expect the conduct of students in programs delivered by the College to be consistent with that of a working professional. Faculty members are expected to uphold the integrity of the program and insure that all aspects of the academic program are administered impartially.

Student academic misconduct includes behavior involving plagiarism, cheating, fabrication of data, falsification of records or official documents, intentional misuse of equipment or materials, and aiding and abetting the perpetration of such acts. The preparation of reports, papers, and examinations assigned on an individual basis must represent each student's own effort and reference sources and citations must be clearly stated. The use of assistance from other students or aids of any kind during a written examination, except when the use of books or notes has been approved by the instructor, is a violation of the academic conduct standard. The program abides by the Graduate College policy, which can be found at <http://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal>

Useful discussions on plagiarism, and how to avoid it, can be found at the following websites:

<http://www.northwestern.edu/provost/students/integrity/>  
<http://academicsupport.georgetown.edu/>

The University considers breaches of integrity to be serious offenses. All acts of dishonesty in any academic work constitute academic misconduct. This includes but is not necessarily limited to the following:

1. *Cheating*: Use or attempted use of unauthorized materials, information, or study aids in any academic exercise. Such infractions include, but are not limited to, the following: using materials not authorized by the teacher (such as hidden notes, tape recorders, cell phones, cameras, text messages, wands, computers, or other electronic devices) for the completion of a quiz or test; copying from another student during a quiz or test; copying another student's assignment or project; obtaining answers to on-line quizzes and tests; deliberate submitting of work that is not one's own and which violates the professor's instructions for the work for a grade or credit; the use of testing materials from past testing periods as a study guide unless authorized by a professor; possession of written materials not expressly authorized by the professor during an exam or test containing

matter relevant to the course in which the examination is being taken; discussion of examination contents with any other student while taking an examination or test; divulging any information on the content or form of any examination to a student who has not yet taken the exam, receiving information on the content or form of an examination by a student who has not yet taken the exam. A student who gives illegal aid shall be considered as guilty as the student who receives it.

2. *Plagiarism*: Representing the words, ideas, or data of another as your own in any academic exercise. Plagiarism is a type of stealing, whether done deliberately or by mistake. Such violations include, but are not limited to, the following: purchasing a paper from an electronic source or other entity; downloading a partial paper or an entire paper from the internet and submitting it as one's own or allowing someone else (including tutors) to write, or significantly rewrite, a paper and then submitting it as one's own; using ideas, paraphrases, and/or direct quotes from a source without clear documentation of that source; recycling a paper from a concurrent class or a class that was previously taken (self-plagiarism); copying verbatim from a source without using quotation marks, even if the source has been cited; copying, in part or in whole, from a print source, media broadcast or recording, the internet, or other electronic media without proper acknowledgement of the source; copying another person's sentence style and structure, key words, organizational plan, or unique words or ideas without proper documentation.
3. *Fabrication*: Falsification or unauthorized invention of any information or citation in an academic exercise. Such misconduct includes, but is not limited to, the following: taking a course, test or quiz for another student; fabricating source information within an assigned paper and/or on the works-cited page; fabricating lab or research information; submitting collaborative and/or group work as one's own, unless the instructor has given permission for students to do so; completing another student's class assignment for the student; collaborating on out-of-class assignments with students, professors, family members, and/or friends when the instructor intended for students to work independently; claiming to have attended an assigned function, such as a service activity, a performance, a job interview, a home visit, a symposium, an observation, or a lecture without having attended the function or performed the actual service; lying to a university employee about assignments or attendance; making unauthorized use of University letterhead; forging a signature for academic purposes; attempting to change an assigned grade or other information on any official University document, data source, or electronic item; making a statement that one knows is false with the intent to deceive.
4. *Aiding and Abetting Academic Dishonesty*: Intentionally helping or attempting to help another student commit an act of academic dishonesty. Such misconduct includes, but is not limited to, the following: allowing another student to copy one's work and submit the work as his or her own; stealing an exam or quiz from an instructor or copying a test or quiz and/or sharing it with other students; sharing test questions with another student who has not taken the test; giving answers to on-line quizzes and tests; sharing test results in a non-proctored test environment in which an honor code is imposed; failing to challenge dishonest conduct witnessed in other students.
5. Conduct unbecoming a professional while participating in a pharmacy practice experience, practicum, internship, field experience, or any similar academic experience. Conduct unbecoming a professional includes, but is not limited to, the following: violating the privacy of employees or patients in learning environments; disregarding

policies of work environments in which learning occurs; acting in a manner that violates course policies or policies of the academic division.

6. *Theft, abuse, hoarding, or concealment of academic property*: Academic property includes, but is not limited to, the following: library resources and materials; laboratory equipment and supplies; departmental or class resources; tests and quizzes.

#### **D. Advising**

You will be assigned a temporary academic advisor when you first enter your graduate program. After you have selected your research advisor, he or she will normally become your academic advisor. Your academic advisor will guide you in selecting courses that will both satisfy the requirements to earn your degree and provide the foundation for the research that you will undertake. The selection of an advisor is made on the basis of shared interests, workload, and knowledge of the academic program in which you are enrolled. **You are responsible for contacting your advisor at the beginning of each semester to discuss your course selection and progress.**

What your academic advisor can do for you:

- Provide information about various fields of study related to your research interests;
- Provide information about research and service opportunities;
- Provide advice if you have academic difficulty;
- Write letters of reference for you if you have made an effort to develop a collegial relationship with your advisor.

You should speak with the Associate Dean for Graduate Education and Research in the College of Pharmacy if you wish to change advisors. He or she will provide valuable advice in regards to successfully accomplishing the change.

#### **E. Registration**

##### *Eligibility*

To be eligible to register you must:

- Be admitted to the University of Iowa Graduate College;
- Be in good academic standing;
- Be free of “Not Permits” on your record. “Not Permits” may exist because of a failure to meet academic, admission, student health, or Student Services requirements. A “Not Permit” from the offices of: Student Services, Student Health, Registrar, Admissions, English as a Second Language, and International Students and Scholars will prevent early registration. Graduate students with “Not Permits” from other offices will be allowed to register early, but the registration may be voided if the deficiency has not been cleared by the first day of classes in the semester to which it applies;
- Have a valid record of immunization on file with Student Health;
- Be free of all debt to the University of Iowa.

##### *Maximum Course Load*

UI graduate students are limited to enrolling for a maximum of 15 semester hours of coursework each fall and spring semester. The maximum registration for the twelve-week summer session is 12 semester hours. Corresponding maxima for the eight-week, six week and four-week summer sessions and the three-week winter session are 8, 6, 4, and 3 semester hours, respectively.

Nine semester hours (9 s.h.) is considered full-time enrollment during the fall and spring semesters. During the summer session, five semester hours (5 s.h.) is considered full-time enrollment. If a student is enrolled for less than nine semester hours (9 s.h.), he or she will need to complete the Full-Time Equivalency Form and submit it to the Office of the Associate Dean for Graduate Education and Research.

#### *Registration Procedure*

To register for classes, you will need to get registration permission from the Office of the Associate Dean for Graduate Education and Research each semester. You can register at or after the time assigned to you. On-line computer registration information is provided on ISIS at:

<https://login.uiowa.edu/uip/login.page?service=http://isis2.uiowa.edu/isis2/home/dashboard.page>

#### *Special Permission Required*

Some courses have a special permission requirement. If you register for a course marked “Special Permission Required,” you must obtain permission from the instructor or designated individual in the department that is offering the course. The methods of granting special permission may vary between departments.

#### *Dropping/Adding Classes*

Students may change their registrations electronically. There may be a cost to the student based on the time during the semester at which the change in registration occurs. Find a complete list of dates and associated costs at:

<http://www.registrar.uiowa.edu/Calendars/AcademicDeadlines/tabid/67/Default.aspx>

#### *Transfer Credits*

Students may request the use of graduate credits earned at another institution. A transfer means the student may substitute a course taken at another institution for a required course.

To request transfer credits, PTT students should request a form from the Office of the Associate Dean for Graduate Education and Research. In addition to the form, they should submit information about the course (institution, course title, number of credit hours and grade) and a course syllabus. Transfer credits from other colleges and universities are also evaluated by the Office of Graduate Admissions. The program cannot approve transfer hours from other institutions unless Graduate Admissions awards graduate credit hours.

#### *Electronic Course Evaluation Policy*

Students are expected to complete on-line course and instructor evaluations as part of their commitment to The University of Iowa College of Pharmacy. Student feedback gives important information regarding the performance of the instructor. Students are responsible for completing course and instructor evaluations for all of their courses using web-based evaluation forms. Email notice is delivered to students when evaluations are open and available for completion. Course evaluations and Instructor evaluations are to be completed at the end of the course period.

#### *Health Screening Requirements*

All graduate students must have hospitalization and health insurance. This may be provided through a personal policy or through plans available through The University of Iowa. In order to detect and prevent communicable diseases that can be transmitted to health personnel, faculty members, and students, all entering students must provide entrance health

screening, which may be done by the student's own physician or by The University of Iowa Student Health Services. This screening includes:

- Medical History Form - The provision of a medical history;
- Immunization Form - Proof of immunization against measles, mumps and rubella and chicken pox;
- Hepatitis B vaccine (must be completed by the end of the second semester of the first year). Students are urged to complete this requirement as soon as possible;
- Annual TB skin tests.

Students will not be able to register for classes if these requirements are not met.

#### *Student Complaints Concerning Faculty Actions*

If a dispute arises between a student and a faculty member or between a student and his or her program, there may be confusion as to the best way for the student to seek resolution of the problem. In part, this is because the procedure to be employed is dependent upon the nature of the problem. The Graduate College Academic Grievance Procedure:

<https://www.grad.uiowa.edu/academic-grievance-procedure>

presents a convenient summary of the route to be applied for the problem at hand. Both informal and formal procedures are discussed in the document.

In the specific case of a complaint involving sexual harassment, different procedures apply. The University policy on sexual harassment and consensual relationships in the instructional context can be found in "Policies and Regulations Affecting Students" <https://opsmanual.uiowa.edu/students>, which is available at the Campus Information Center, Iowa Memorial Union, and the Office of Equal Opportunity and Diversity, 202 Jessup Hall, 335-0705. The student may also go directly to the Office of the Sexual Misconduct Response Coordinator.

The Office of the University Ombudsperson, C108 Seashore Hall, 335-3608, responds to problems and disputes brought forward by all members of the University community - students, staff, and faculty. All conversations with people in the Ombuds Office are confidential. Individuals in that office will, through discussion, help students to determine if they have a legitimate complaint and, if so, the best procedure for resolving the complaint.

Students are encouraged to make full use of the counseling services available through the University. These cover the full range of academic, personal, financial, health or marital difficulties. Such discussions will usually be informal and confidential. The Associate Dean for Graduate Education and Research in the College of Pharmacy can help direct the student to the proper office.

#### *Student Disability Accommodations and Services Policy*

The office of Student Disability Services (SDS) is responsible for verifying the eligibility of students requesting accommodations on the basis of disability. A student who plans to request accommodations must disclose his or her disability to Student Disability Services by submitting a report that documents his or her disability, and related needs, along with a completed Request for Services and Documentation Review Form. Further information is available at <https://sds.studentlife.uiowa.edu/>

Students who receive accommodations are required to submit a Student Academic Accommodation Request Form (SAAR) to the instructor of each course for which they wish to receive accommodations. This should be done no later than the second week of classes. In order to assist students with accommodations, students are requested to bring a copy or copies of the SAAR form(s) to the Office of Academic Affairs, Room 127 PHAR. That office will coordinate with the Associate Dean for Graduate Education and Research.

### *Student Substance Abuse*

The College of Pharmacy shall abide by University policy and provide students with an opportunity to address substance abuse or dependence problems confidentially during any phase of their academic experience. The guiding philosophies of the following policy are first to protect other students from potential harm caused by impaired students in research laboratories, and second to encourage the discovery and recovery of substance impaired or addicted students.

- The College of Pharmacy acknowledges and adopts the University of Iowa's policy regarding use of illegal drugs and alcohol. Copies of this policy may be found in the Policies and Regulations Affecting Students: <https://dos.uiowa.edu/policies/illegal-drugs-and-alcohol/>
- The College of Pharmacy has established The University of Iowa Pharmacy Recovery Network (UI-PRN), an ad hoc committee of the College of Pharmacy, to assist the College of Pharmacy in its obligation under the campus drug-free policies.
- When reasonable information is available of a potential substance abuse problem by a student, the student will be required to obtain a clinical assessment at UI Student Health, or other acceptable medical facility. Students refusing assessment may be dismissed from the program.
- Students determined to have a substance abuse problem, will be required to enter into a program to assist them in overcoming their problem.

### *Communication Policies*

#### E-mail Accounts

Every student receives a University of Iowa E-mail Account upon enrollment. Students receive course information, seminar announcements, job announcements, and program information via uiowa accounts only. University policy specifies that students are responsible for all official messages sent to their standard University of Iowa E-mail address (@uiowa.edu). Students must check this account frequently.

#### Mailboxes

All students receive mail relating to their enrollment as a student. Most student mailboxes are located on the second floor (S246 PHAR, "Break Room") of The College of Pharmacy. Student mailboxes are assigned in alphabetical order. Contact the PTT Administrative Office if you cannot locate your mailbox. It is important that mail be picked up frequently, as it may contain notices from your advisor as well as different on-campus and off-campus organizations.

#### Campus Mail

Campus Mail is a delivery system for mail sent amongst UI buildings. No postage is required, but intra-campus envelopes should be used. Addresses are available from a bound phone

book (“herd book”) or the on-line University of Iowa directory. Pick-up is from the PTT Administrative Office. Delivered mail is sorted and placed in mailboxes in S246 PHAR.

#### Course Web Page

Students are required to check the course’s web page frequently for important announcements. In most cases students will receive a notice by E-mail notifying them of important information on the course web page.

#### Telephone Equipment and Calls

To call within the University, use only the last five digits of the phone number. To place calls to off-campus numbers, dial 9 to get an off campus line. Then dial either the 7-digit phone number for local calls or 1 and the 10-digit phone number for long distance calls. Telephones in the College of Pharmacy are for business use only; personal calls are prohibited.

### **F. Academic Support Services**

#### Computer labs

Each student will be provided a work space in the assigned lab(s) of his or her advisor. Please contact ITS to set up the computer connection for the printer located in room PHAR S218.

In addition to the computers available in the research labs, computers and various printers are available for all students in the College computer lab. The print-outs from the College of Pharmacy computer lab are five cents per page.

Students should not be involved in behaviors that may cause destruction or misuse of property. Students who cause damage to University equipment will be assessed damage costs.

Computers are not to be used for playing games or other non-program-related activities. Spamming, discriminatory or harassing use, or accessing inappropriate material on the internet are all expressly prohibited.

#### Office Equipment and Services

Office equipment, including printers and copying machines, and services of the department staff are available to students only for approved department business. No equipment should be removed from any of the supply rooms.

#### Equipment malfunctions

Any equipment malfunction should be reported immediately to the departmental staff.

#### Laptop Checkout Policy

The College has made a number of laptops available for students to checkout to pursue academic and scholarly activities. Wireless-equipped laptops can be checked out from the IT Offices from Monday-Friday between 9 A.M. - 5 P.M. These are available on a first come, first served basis. Laptops are not available for travel outside of the Iowa City area.

## **VIII. UNIVERSITY SERVICES**

### **A. Libraries**

The University Library consists of several libraries: the Main Library, Hardin Library for the Health Sciences, and 11 departmental libraries. The system operates using an automated on-line catalog which contains more than one million records. <http://www.lib.uiowa.edu>

## **B. Office of International Programs**

**1111 UCC (353-2700) (<https://international.uiowa.edu/iss>)**

This office provides services to students from other countries who are studying at the UI as well as students from the US interested in studying abroad. International-student advisors advise international students, faculty members, and staff on matters such as immigration, personal and social concerns, budgeting, and financial aid.

## **C. Office of the Registrar**

**1 Jessup Hall (335-0238) (<https://registrar.uiowa.edu/>)**

This office maintains the permanent academic records for all students, and issues official transcripts. Other key functions include:

- organizing and supervising registration for classes;
- administering fee assessments and adjustments, withdrawals, and degree evaluations;
- determining residency status;
- producing the on-line General Catalog & Schedule of Courses.

## **D. Student Disability Services**

**3015 Burge Hall (335-1462) (<https://sds.studentlife.uiowa.edu/>)**

Student Disability Services (SDS) coordinates support services to enhance the skills, performance, and personal development of students and staff members with disabilities. The following are some of the services provided:

- academic, personal, and career counseling;
- tutoring, academic-skills strategies, and services to accommodate special needs;
- help in recruiting academic aides and personal-care providers;
- alternative exam service for students needing exam accommodations.

## **E. Student Legal Services**

**1575 Iowa Memorial Union (335-3276) (<https://legal.studentlife.uiowa.edu/>)**

SLS offers legal representation and services to all currently-enrolled UI students. SLS also sponsors a weekly free-advice clinic where students can meet individually with an intern. Students who become clients pay a flat fee based on the rates offered by the local public defender. Students must also pay all court costs and filing fees resulting from the case. Some of the issues upon which SLS will provide assistance are:

- criminal defense for simple, serious, and aggravated misdemeanors;
- landlord/tenant disputes;
- small claims actions under \$2000;
- marriage dissolution - uncontested and no children;
- adoptions – uncontested;
- consumer problems.

## **F. University Counseling Service**

**3223 Westlawn (335-7294) (<https://counseling.uiowa.edu/>)**

University Counseling Service offers counseling services to help students grow in self-understanding so that they may use their assets effectively and plan attainable goals for the future. Students seek counseling on a voluntary basis and can receive career counseling, academic and study-skills counseling, personal and interpersonal relationships counseling, marital counseling, and group therapy.

## **IX. PHARMACY STUDENT ORGANIZATIONS**

Student organizations provide students with the opportunity to explore many different aspects of research in the pharmaceutical sciences in a collegial environment.

**A. American Association of Pharmaceutical Scientists (AAPS)**

The American Association of Pharmaceutical Scientists (AAPS) is a professional, scientific society which fosters the exchange of research findings among pharmaceutical scientists. Membership is worldwide and the organization seeks to improve public health through the research of its members. The University of Iowa AAPS Student Chapter provides an opportunity for graduate students in the pharmaceutical sciences to connect with other students, alumni, and employers. In doing so, it provides the opportunity to expand the skills necessary for both graduate school and professional life.

All Pharmaceutics and Clinical Pharmaceutical Sciences students are invited to participate. Membership in AAPS is optional.

<http://www.aaps.org/default.aspx>

**B. Pharmaceutics Graduate Student Research Meeting (PGSRM)**

The Pharmaceutics Graduate Student Research Meeting (PGSRM) is a student-organized conference that promotes the exchange of scientific ideas. The main objective of this meeting is to allow graduate students in areas such as drug design and discovery, formulation development, drug delivery, biotechnology, pharmacokinetics, pharmacodynamics, biopharmaceutics, pharmaceutical materials science, and pharmaceutical analytical methods to have an opportunity to attend lectures, participate in career workshops, and deliver podium and poster presentations in a peer-reviewed environment. These sessions provide an opportunity to increase research awareness and promote future collaborations.

During each meeting students will have the opportunity to participate in a plenary session during which they will interact with representatives from academia, industry, and government. These leaders discuss their careers from the perspectives of their employment environment.

Over 200 pharmaceutical sciences graduate students from universities across the Midwest attend this meeting every year.

**X. TOP RECOMMENDATIONS FOR STUDENTS**

1. Become familiar with important information in the Graduate College Manual of Rules and Regulations. You can view or download this manual from: <http://www.grad.uiowa.edu/graduate-college-manual>.
2. Contact and meet with your academic advisor prior to or within the first week of your enrollment in the Pharmaceutics or CPS Subprograms to discuss course selection.
3. Attend the PTT Graduate Seminar. Seminars are held during the fall and spring semesters. The schedule is provided at the beginning of each semester. If you are not able to attend a seminar, contact the seminar coordinator in advance. Attendance at seminars presented by invited speakers from outside of the PTT Division is also required.
4. Maintain the highest standards of academic integrity. On-line resources offer a wide range of readily available material for students. Plagiarism, in its various forms, must be avoided. Review the Graduate College Policy on Plagiarism. <https://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal#1.4.E>.

5. Check E-mail daily and mailboxes weekly. These are the main methods for providing important information to you. If you are not receiving E-mails from your program that you should have received, please contact the Office of the Associate Dean for Graduate Education and Research.
6. Inform your academic program coordinator of changes to your E-mail address, residing address, and telephone number as there are times when it is necessary to rapidly contact students. Be sure to update your information on ISIS as well.
7. Visit with the staff at the Student Disabilities Service Office (3100 Burge Hall, 335-1462, <https://sds.studentlife.uiowa.edu/>) if you have, or suspect that you have, a disability that could interfere with the successful completion of your educational objectives. Additionally, contact your academic advisor and course instructors to facilitate your learning process.
8. Be inquisitive in regards to the research going on in the Division of Pharmaceutics and Translational Therapeutics, the Department of Pharmaceutical Sciences and Experimental Therapeutics, the College of Pharmacy, and the University of Iowa which might relate to your field of interest. Such awareness will facilitate a greater of understanding of all of the ongoing research which might influence your research. It will also help you to develop a network of professional colleagues.
9. Visit departmental websites to explore the activities of faculty members.
10. Join and participate in professional organizations such as the American Association of Pharmaceutical Scientists (AAPS) and the Pharmaceutics Graduate Student Research Meeting (PGSRM). Activity in the field improves the overall educational experience and fosters professional development.
11. Begin to develop your professional network before you leave the program; you will rely on these contacts in the coming years.

## Auditing Courses

### *Certificates*

[Graduate Certificate in College Teaching](#)

[Certificate in Online Teaching](#)

[Certificate in Biostatistics](#)

[Graduate Certificate in Informatics – Information Science](#)