

DEPARTMENT OF PHARMACEUTICS

RULES AND POLICIES
FOR GRADUATE STUDIES

Doctor of Philosophy in Pharmaceutical Sciences

Spring 2008

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1. GUIDANCE FOR GRADUATE STUDENTS

1.1 Selection of Major Research Advisor

The Department requires that all students meet with or get to know all eligible graduate faculty advisors before electing an advisor. This interview with each faculty member permits the faculty to get to know the student, but more important for the student to determine which faculty member is most suitable for him or her. The interviews must be frank and detailed so the student and the faculty member understand each other, and thus, are prepared to commit to each other to successfully bring the student to graduation.

The students are encouraged to discuss this selection process with those students senior to them, for tips about specific advisors and their working style.

1.2 Establishing a Graduate Advisory Committee

The Graduate Advisory Committee should be constituted before Spring Break during the Spring Semester of the 2nd year of entering the program. This committee should meet periodically to review progress and to be in agreement as to the student's course and research expectations.

1.3 Core Curricula and Electives

All students should have prerequisite knowledge in Chemistry, Mathematics and Biology. The following departmental courses or their equivalents are required for admission into the Dept. of Pharmaceutics track. If a prospective student has not met any of the prerequisites, the course(s) may be included in the student's core course requirements upon recommendation by the prospective graduate advisor and approval by the respective course coordinator (see below):

PCEU 507	Pharmaceutics Biopharmaceutics I (except. Pharm. Calc)	3.0 cr (Fall)
PCEU 508	Basic Pharmacokinetics	2.0 cr (Spring)
PCEU 509	Pharmaceutics and Biopharmaceutics II	2.5 cr (Spring)

Upon admission, the following core curriculum will be required for Ph.D. students.

SCHOOL CORE CURRICULUM IN PHARMACEUTICAL SCIENCES

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDITS/SEMESTER</u>
PCEU 607	Introduction to Pharmaceutical Sciences – I	1 cr (Fall)
PCEU 608	Introduction to Pharmaceutical Sciences – II	1 cr (Spring)
PCEU 614	Research Techniques	1-3 cr (F/S)
MICR 510	Scientific Integrity	1 cr (Fall)
IMBS 600	Laboratory Safety (or equiv. safety training)	1 cr
	TOTAL	4-7 credits

In addition to the required School Core Courses, the students will also have to take the following Departmental Core Courses, regardless of specialization/research track.

DEPARTMENT OF PHARMACEUTICS CORE CURRICULUM

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDITS (SEMESTER)</u>
PCEU 612	Advanced Phys. Pharm and Biopharm.	3 cr (Spring)

PCEU 625	Bioanalytical Course/Lab	2 cr (Spring)
PCEU 690	Pharmaceutics Research Seminar	1 cr/sem (F/Sx4)*
BIOS 543	Biostatistics I	3 cr (Fall)
CHEM 409 or CHEM 539	Instrumental Analysis	3 cr (Fall)
CHEZ 409	Instrumental Analysis Lab	2 cr (Fall)
PCEU 697	Directed Research in Pharmaceutics	Variable Credits**
TOTAL		16 credits

Course Waiver/Substitution Policy;

In order to waive out of any of the core courses or parts thereof or in order to make up for any missing prerequisite course(s), the graduate student, upon recommendation by his/her graduate advisor, has to contact the respective course coordinator or departmental graduate faculty representative: If the course coordinator/departmental graduate faculty representative agrees with the proposed waiver/substitution, the student needs to submit the proposed course waiver/substitution in writing to the departmental graduate program director for final approval. If the course coordinator/departmental graduate faculty representative decides that the student should take the prerequisite or core course, he/she needs to inform the graduate students of the registration details; the decision should be documented in writing. The graduate student shall not register for any of the prerequisite courses without having met with the course coordinator/departmental graduate faculty representative in person beforehand.

NOTE: As part of the curricular requirement, all Ph.D. students regardless of their source of funding are required to contribute to the teaching responsibilities of the department for at least one semester or equivalent. Students funded through Graduate Teaching Assistantships (GTA) or Graduate Student Fellowships (GSF) will be expected to teach every semester as long as they are funded by that source.

See section on PCEU 690 below

** a) Full-time on-campus graduate students must register for a minimum of 9 credit hours in the Fall semester, 9 credit hours in the Spring semester and 6 credit hours in the Summer semester. Part-time students may register for an appropriate number of credit hours in accordance with the advice and agreement of their research advisors, noting that registration of at least 1 credit hour per semester is required to maintain graduate student status. b) International students are required to maintain full-time status during the entire period in the graduate program, to fulfill their visa requirements. If the students receiving teaching/research assistantships exceed the maximum of 15 credits in Fall, Spring or Summer, they will be required to pay an (additional) tuition differential.

PCEU 690 Research Seminar in Pharmaceutics

Purpose of Seminar The seminar program in the Dept. Pharmaceutics is designed to provide graduate students and invited speakers an opportunity to present and discuss topics pertinent to pharmaceutics.

Guest speakers are invited to present seminars so that the students and faculty can keep abreast of recent developments in research and the provision of health care. In addition, the instructional program of the department will be supplemented and broadened by these

seminars. Graduate students present seminars so that they can have an opportunity to a) subject their ideas and research to critical discussion by their peers and the department faculty, b) become better acquainted with pharmaceutical literature, c) enhance their technique for making scientific presentations, and d) engage in critical discussions of their own and others' research.

Seminar Requirements

Registration -Each full time student must register every semester for PCEU690. Part time students must register for both fall and spring semesters, every other year.

Number of seminars -Full-time Ph.D. students are required to present one seminar each year of residence. However, one presentation waiver is allowed for each student, taken after their second year. Each student in the Ph.D. program will present a minimum of 3 seminars as a degree requirement. These requirements apply to both full time and part time students.

Scheduling of Seminars -Full time Ph.D. students will be scheduled every year at the discretion of the seminar director, EXCEPT: a) when the student notifies the seminar director they wish to use their waiver, or b) the student is expected to complete their dissertation in the next 12 months; in this case, the student will schedule their defense date and notify the seminar director of the time and location when that information becomes available. Part time Ph.D. students will be scheduled to present a seminar only after providing notification to the seminar director of their intent to present that year.

Subject Matter -At least one literature and one research seminar is required. The topic and scope of each student seminar must be approved by the student's advisor.

Attendance -Full time students are required meet the seminar attendance requirement as defined by the PCEU690 course syllabus. Substitution of departmental seminars is acceptable with advisor permission and seminar director notification. Seminar attendance is not required after completion of the dissertation defense. Part time students are required to attend 50% of the yearly requirement of a full time student, through either attendance at departmental seminars or by substitution, though they are only required to register every other year.

Abstract and seminar title -A seminar abstract should be prepared and distributed to department faculty and students the week prior to the seminar presentation as described in the PCEU690 syllabus. A draft of the abstract should be reviewed by the student's advisor prior to copying and distribution. Failure to submit abstract and seminar titles by the announced due date will result in a reduction in the seminar course score used to determine the seminar grade.

Evaluation -Each student's seminar will be evaluated by faculty and students present at the seminar using an evaluation form. The forms will be tabulated by the seminar director and forwarded to the student. A student whose presentation is unsatisfactory will be asked to give another seminar. Seminars will be deemed unsatisfactory if one-third (a minimum of two) of the departmental faculty attending the seminar make such an evaluation (i.e., indicate "REPEAT" on the evaluation form). Grades will be based upon this evaluation procedure and assigned by the seminar director.

1.3.1 Policy for Course Waivers

Students must make a written request to their major advisor regarding consideration for waiver from a required core course. This request should explicitly state the reasons for waiver as well as include documented evidence, e.g. year and institution where the alternate course was taken, grade in this course, name and email address of course coordinator, course outline, lecture notes, other non-course related equivalencies etc. Once approved for consideration by the major advisor, the course coordinator will review these documents. The course coordinator will make the final decision after consulting the major advisor. The major advisor will then inform the Graduate Program Director who will maintain a record of this special action. This information will be attached to the application to graduate at the end of the student's completion of the program.

1.3.2 Elective Courses

In addition to the core curriculum above, Ph.D. students will be required to take elective courses primarily chosen from the following list. The decision for elective courses will be made based upon the mutual consent of the student and major advisor.

<u>COURSE NUMBER</u>	<u>COURSE</u>	<u>CREDITS</u>
PCEU 604	Biotechnology	1-2
PCEU 621	Advanced Biopharmaceutics	3
PCEU 624	Advanced Pharmacokinetics	3
PCEU 626	Advanced Pharmaceutical Analysis	1-2
PCEU 691	Special Topics	Varr
PHTX 400	Drugs and Their Action	3
PHTX 535	Introduction to Toxicology	4
PHTX 536	Principles of Pharmacology	5
PHTX 537	Principles of Pharmacology	5
PHTX 639	Drug Development	3
CHEM 507	Introduction to Natural Products	3
CHEM 511	Chemical Thermodynamics & Kinetics	3
CHEM 532	Advanced Analytical Chemistry	3
CHEM 606	Methods of Structural Determination	3
CHEM 611	Molecular Spectroscopy	3
CHEM 615	Chemical Thermodynamics	3
CHEM 616	Chemical Kinetics	3
CHEM 630	Electroanalytical Chemistry	1.5-3
CHEM 631	Separation Science	1.5-3
CHEM 632	Chemometrics	1.5-3
CHEM 633	Mass Spectroscopy	1.5-3
CHEM 635	Spectrochemical Analysis	1.5-3
MEDC 643	Regioselective Drug Metabolism	1
MICR 506	Immunobiology	3
MICR 507	Techniques in Molecular Biology & Genetics	1-2
PATH 522	Clinical Chemistry	3
BIOS 524	BioStatistical Computing	3
BIOS 544	Statistical Methods II	3
BIOS 546	Linear Statistical Models	3
BIOS 631	Multivariate Analysis	3
BIOS 632	Multivariate Analysis	3
BIOS 638	Statistical Design and Analysis in Pharmacology	3
BIOS 639	Statistical Design and Analysis in Pharmacology	3

PCEU Rules & Policies for Graduate Studies

BIOS 667	Advanced Data Analysis	3
BIOC 503	Biochemistry, Cell & Molecular Biology I	5
BIOC 504	Biochemistry, Cell & Molecular Biology II	5
BIOC 601	Membranes and Lipids	3
BIOC 602	Physical Properties of Macromolecules	3
BIOC 605	Molecular Biology	3
BIOC 606	Biochemical Control Processes	3
EGRB 507	Biomedical Electronics & Instrumentation	3
EGRB 509	Microcomputer Technology in the Biomedical Sciences	3
EGRB 610	Microprocessor Interfacing to Biomedical Instrumentation	3
EGRB 613	Biomaterials	3

For example, a Ph. D. student specializing in Biopharmaceutical Analysis would typically take the following electives:

<u>COURSE NUMBER</u>	<u>COURSE</u>	<u>CREDITS</u>
PCEU 604	Biotechnology	1-2
PCEU 626	Advanced Pharmaceutical Analysis	2
PCEU 691	Spec Topic (Lab Rotation)	Varr
PCEU 691	Spec Topic (Research Group)	Varr
CHEM 606	Methods of Structural Determination	3
CHEM 631	Separation Science	1.5-3
MEDC 643	Regioselective Drug Metabolism	1

A Ph.D. student specializing in Pharmacokinetics/Pharmacodynamics would typically take the following electives:

<u>COURSE NUMBER</u>	<u>COURSE</u>	<u>CREDITS</u>
PCEU 621	Advanced Biopharmaceutics	3
PCEU 624	Advanced Pharmacokinetics	3
BIOS 544	Statistical Methods II	3
PCEU 691	Spec Topic (Research Group)	Varr
MEDC 643	Regioselective Drug Metab.	1

A Ph.D. student specializing in Pharmaceuticals and Pulmonary Drug Delivery would typically take the following electives:

<u>COURSE NUMBER</u>	<u>COURSE</u>	<u>CREDITS</u>
PCEU 604	Biotechnology	1-2
PCEU 611	Advanced Physical Pharmacy	4
PCEU 624	Advanced Pharmacokinetics	3
PCEU 691	Spec Topic (Research Group)	2
PCEU 691	Inhalation Aerosol Technology Workshop	3

A Ph.D. student specializing in Biotechnology would typically take the following electives:

<u>COURSE NUMBER</u>	<u>COURSE</u>	<u>CREDITS</u>
MICR/BIOC 503/504	Biochem Cell & Molecular Biology	5
PCEU 621	Advanced Biopharmaceutics	3
PCEU 604	Biotechnology	2
PCEU 691	Spec Topic (Research Group)	1
BIOS 544	Biostatistics	3

2. PROGRESS TOWARDS THE DEGREE

Qualified students may waive out of individual courses (or parts thereof) with the concurrence of the Major Advisor, Course Coordinator and Department Graduate Program Director. Under special circumstances and depending on deficiencies in undergraduate curriculum or required background for specific research projects, major advisors may ask individual students to take additional courses. This decision is usually made in concurrence with the student and Graduate Program Director. It is expected that this additional requirement will not excessively burden the student or take time away from the student's overall research requirement. It is expected that students complete their required core course work during the Fall –1 and Spring –1 Semesters, thereby dedicating the rest of their graduate career towards completing research and any additional electives that might be suggested.

2.1 Comprehensive Examinations

- A. A comprehensive exam committee will be formulated which consists of the student's major advisor who will chair the committee. The examining committee will consist of three members of the graduate faculty, of whom at least two of the members should be from the Department. The members of this committee may or may not serve as the Department's representatives on the students research advisory committee
- B. A written research proposal will be written by the candidate in the NIH format as follows:
 - 1. Abstract/Summary (one page)
 - 2. Specific Aims
 - 3. Background and Significance
 - 4. Preliminary Studies
 - 5. Experimental Design and Methods
 - 6. Anticipated Results
 - 7. References
 - 8. Budget & Budget Justification

The topic of the proposal may be related or unrelated to the student's Ph.D. project and should be a maximum of 25 pages in length (double space 12 pt font) including figures and tables but excluding the title page. **THIS PROPOSAL SHOULD BE WRITTEN ONLY BY THE STUDENT. Any assistance given to the student is at the discretion of the advisor. The advisor should inform the committee of significant external assistance received by the student relating to the proposal.**

- C. The student's major advisor in consultation with the examining committee will formulate and administer a written, "problem solving" oriented exam in the student's major field and related to the proposal. The exam should be planned for 2-3 hours in length. The exam and proposal will be graded Pass/Fail by the examination committee. In the event of failure, the graduate faculty of the department of Pharmaceutics will evaluate the student's standing.
- D. The proposal will be modified by the student to meet the satisfaction of the examination committee and the oral qualifying exam should be scheduled within 6 weeks of passing the written exam and submitting the modified proposal. The modified proposal may

serve as a guide for research committee use prior to the oral qualifying exam. Email notification of the examination results should be sent to the Graduate Program Director

- E. The proposal should be submitted to the committee prior to the end of the student's twenty-fourth month of study. The entire written examination process should be completed by the end of the student's twenty-seventh month of study.
- F. Following a successful written examination, the oral qualifying examination is undertaken. This is conducted by the advisor and the student advisory committee. Contact the Graduate Program Director at least 10 working days prior to scheduling the examination and present the following form: <http://www.pharmacy.vcu.edu/sub/current/studentres.aspx>. Following the examination, email notification of the examination result should be sent to the Graduate Program Director

2.2 Grade of W (Withdrawn)

The grade of "W" indicates that a student has officially withdrawn from a course or has been dropped for non-attendance. Students must abide by attendance requirements as announced in each separate class even though the requirements may vary widely among courses. Students may officially withdraw from a specific course any time up to the end of the eighth week of classes. (Consult the university calendar in the Graduate Bulletin for the exact date each semester). If, because of circumstances beyond a student's control, the student is unable to meet all the requirements of a course by the end of the semester, a grade of "incomplete" ("I") may be given with the instructor's permission. The award of a grade of "incomplete" requires an understanding between the instructor and the student as to when and how the course will be completed and the filing of an "Incomplete Grade Assignment" form. The maximum time limit for submission of all course work necessary for the removal of an "incomplete" is the end of the last day of classes of the semester immediately following the semester or summer session in which the "incomplete" was incurred. At that time, any grade of "I", the "incomplete," that has not been removed is automatically changed to a failing grade. An extension of the time limit is possible but must be approved, prior to the time of expiration noted above, by the instructor and the Dean of the School through which the course is offered. Written approval indicating the new time limit must be filed with the Office of Enrollment Services.

2.3 Research Grading

It is anticipated that each student will spend a minimum of 3 semesters performing research and probably much more. It is expected that students enroll in PCEU 697 (Research) to document their research progress. Students will be awarded a grade of "S" (Satisfactory) or "U" (Unsatisfactory) each semester, by their research advisors based on research progress. There is no limit to the number of research credits a student may take while pursuing completion of the degree as long as the student receives a grade of "S" for each credit.

2.4 Degree Candidacy

Upon satisfactory completion of the degree candidacy requirements, the graduate student must submit a Graduate School Notice of Admission to Degree Candidacy form to the Graduate Program Director of the School. This form is available from the Graduate Study Bulletin.

2.5 Time Limit

It is anticipated that 4-5 years of study usually are sufficient to complete the requirements for the Ph.D. Degree. However, depending on registration status (part-time vs

full-time) or the nature of the research project, additional time may be necessary. A time limit of seven calendar years, beginning at the time of first registration, is placed on work to be credited toward the Ph.D. degree.

2.6 Dissertation Requirements

The student is required to present a final Dissertation Defense Seminar to the Department faculty and students, this seminar may be substituted for one of the required seminars in the Seminar Series (PCEU 690). The dissertation will be examined by the student's major advisor and Graduate Advisory Committee members, who shall decide upon its acceptability. The written dissertation will be approved only if it is accepted unanimously by all members of the Graduate Committee.

3. POLICIES AND PROCEDURES

The research advisor and the student's research group shall be responsible for addressing safety issues, the procedures for the acquisition of supplies, equipment maintenance and other miscellaneous laboratory responsibilities.

3.1 Secretarial and Photocopying Services

The secretarial staff of the Department of Pharmaceutics does not provide typing or photocopying service for the graduate students of the department. The following is an exception:

- course material as requested by a department professor for a specific lecture or course; and

Each student is provided an access number by the Department, for use of the photocopier with a limited number of copies per fiscal year (July 1st – June 30th). Once the copying limit is reached, the student will need approval from their advisors for further usage. The advisor will then be responsible for the costs of copying. Copying costs for library material will not be covered by the Department but these costs may be covered by the major advisor.

Students who wish to use the copier may do so during department office hours (8:00 a.m. - 5:00 p.m.). Due to the volume of photocopying requested by faculty, it may be necessary for the graduate student to arrange a convenient time with the person responsible for photocopying (lunch, before/after student assistant work schedule) to use the photocopier.

Telephone messages may be taken by the department secretaries. The message will be left in the student's mailbox, and is the responsibility of the student to check his/her mailbox regularly. The secretary will not be responsible for locating the student except in the case of an emergency. Telephones are discussed in more detail in section "Telephones."

Office supplies, such as pens, pencils, diskettes, paper, etc. are not supplied by the department to students, unless these are made available to individual students by their major advisor who is then responsible for funding such supplies.

3.2 Identification Cards and Security

The VCUCard identifies you as a member of the VCU community. It can be obtained from the VCUCard Office located in the basement of Sanger Hall, 1101 East Marshall Street, Room B1-018 on the MCV Campus. In addition to being a picture identification card, the VCUCard provides access to Smith Building, computer labs on 3rd floor, and serves as a library card. Please see the department office staff to request a building access form. Most importantly

this card allows you free access to VCU Shuttle Services. The Greater Richmond Transportation Corporation (GRTC) or City Buses offer a Student Transit Pass Program. The GRTC Transit Pass costs \$50.00 per semester and allows any full-time VCU student to ride any GRTC bus by showing their VCUCard and GRTC Student Transit Pass. Students may purchase the transit pass at the Parking Office on either campus. The VCUCard may be checked by security police and is necessary to obtain certain University services, therefore students should carry their cards with them at all times.

3.3 Department Keys

Keys to the 2nd, 3rd and 4th floors of the R.B. Smith building may be obtained from the department secretary in charge. Graduate students may only obtain keys to his/her designated lab. Additional keys to labs or special facilities (e.g. analysis lab, compounding room, radioactive area), require permission from the faculty in charge of the area(s) from which the keys are requested. After permission is granted, a waiting period is required for duplication. Keys are not to be duplicated by students or traded or passed to another individual. Exchange of keys must be handled through the department secretary, in order to maintain accurate records.

Upon leaving the department, all keys are to be returned to the department secretary. A key inventory is maintained in the department by the secretary. All keys not returned will be reported to the appropriate advisor, department head, or dean.

3.4 Leave Policy

At minimum, the graduate student is expected to put in a full day's work on campus devoted to academic activities (research, teaching, study, classes, and seminars). The student is allowed two weeks of vacation per year in addition to traditional national holidays. Undergraduate holidays and vacation periods do not apply to graduate students. Vacation time does not accumulate if not used within a one year period. Special exceptions may be made for international students to allow them to return to their native countries for a visit of not more than four weeks in a 2 year period.

The student should always consult with his/her research advisor before taking time off. Absence due to illness must be accompanied by notification of the research advisor or the departmental secretary.

3.5 Outside Employment

Outside employment (defined as any work taken outside the Department of Pharmaceutics) is prohibited unless special permission is given by both the research advisor, Graduate Program Director and the Department Chairman. In the case of foreign students on an F-1 student visa, any off-campus employment may result in immediate deportation from the country.

3.6 Travel

Graduate Students wishing to attend conferences/seminars that require travel to a destination other than a University site need to complete a Travel Authorization Form 30 days prior to the planned travel. The Department's office staff will review the Authorization for the Department Chairman's signature and determine what travel arrangements need to be made (i.e., mode of transportation, hotel, and registration). Request for reimbursement of travel expenses should be submitted to the Department Office not more than 30 days after your return. Funding for travel must be requested from the student's advisor and be approved in advance; there is no guarantee of financial support for these purposes.

3.7 Safety

The Department of Pharmaceutics is issuing the following safety directive for all personnel (classified, hourly, students, volunteers and faculty).

All personnel in the Department of Pharmaceutics are personally responsible for their individual safety. All safety documents are available on the University Web Site (<http://views.vcu.edu/oehs>) and mandatory tests must be successfully completed prior to commencing laboratory work. Supervisors are responsible to inform personnel about the Web Site and answer or direct personnel to an appropriate person in regards to safety issues. Supervisors are responsible for the general safety of their operations and thus responsible for the enforcement of University and OSHA safety regulations that pertain to their work environment.

The immediate supervisor or advisor will reprimand personnel that fail to abide by University and OSHA regulations. Supervisors and faculty members of the Department of Pharmaceutics may direct personnel to correct unsafe activity if they perceive imminent danger. Supervisors and faculty members will contact the immediate supervisor or advisor in cases where imminent danger is not perceived.

Personnel that do not correct unsafe behavior risk the loss of access to their work environment for a period of time to be determined by their supervisor or advisor. The supervisor or advisor has the option of accessing other types of more appropriate action if they choose.

Personnel may request that the Chairman of the Department of Pharmaceutics and the Safety Officer of the Department of Pharmaceutics review any disciplinary action due to unsafe behavior by a supervisor or advisor.

3.8 Telephone Use

Graduate Students may be assigned a long distance access code to place orders, etc, provided the student has approval from their major advisor who is responsible for the payment of such charges. Personal long distance phone calls are strictly prohibited.

3.9 Parking

Parking arrangements may be made through the University Parking Office.	
MCV Campus	Monroe Park Campus
1000 E Clay Street	1016 West Broad Street 1st Floor
828 0501	828 8726

3.10 Paycheck Distribution

This section is applicable only to those students that are being offered teaching or research assistantships. Students must have a permanent social security number to receive checks for any purpose. It is especially incumbent upon foreign students to apply for a social security number as soon as possible after their arrival. Please see the department secretary for a letter to bring with you to the Social Security Office.

Graduate teaching assistants and research assistants receive their pay on the 1st and 16th of each month unless the pay date falls on a weekend or holiday. If a payday falls on a weekend or holiday, paychecks will be distributed on the last workday prior to the weekend or holiday.

If paid by check, students are required to sign a check distribution log. The checks are distributed by the department office manager or by the secretary in charge.

If there is a discrepancy in the students pay, the student should explain the problem to the department office manager, or to the school's business manager.

3.11 Scholarships

Various fellowships and scholarships may be obtained by application to external agencies. The attainment of a fellowship or scholarship does not dismiss the graduate student from teaching or research assistantship responsibilities, although this will be handled on an individual basis. Increased compensation may be provided to those students who successfully compete for outside fellowships or scholarships. Any increased compensation will be agreed upon by the student and their advisor prior to submission of the scholarship application.

3.12 Departmental Audio-visual Equipment

The department maintains a variety of multimedia equipment for use by faculty and students. The equipment may be signed out for a 24-hour period. The Pharmaceutics Office Manager has a laptop computer and portable projector that is available for 24 hour periods. The graduate student is responsible for the sign-out of equipment from the Pharmaceutics Office and will be financially responsible for the loss or damage of all signed out equipment

3.13 School of Pharmacy Computer Labs

The School of Pharmacy's Computer Labs (located on the 3rd floor) are under the supervision of the Director of Information Technology.

3.14 Confidentiality

Students may be requested at different stages to conduct research that falls under a confidentiality agreement. This work cannot be used as the subject material for a research dissertation, and should not be discussed outside the confines of the appropriate confidentiality agreement.

3.15 Dissertation costs

The graduate student is expected to assume the cost of producing his/her thesis/dissertation. Multiple copies of initial or final drafts should be done at a commercial copying company outside the University. The student is also required to provide one hardbound copy of the dissertation to the Department and one hardbound copy to the major advisor. While the computer facilities of the School may be used for the document creation, the student does not have special use privileges; other users have equal priority to the use of these facilities. For current VCU Library Thesis & Dissertation Services:

<http://www.library.vcu.edu/services/binding.html>

3.16 Internship Policy

Any graduate student wishing to participate in an internship program must submit a request to the Graduate Program Director. The Graduate Program Director must approve the request before the student may accept an internship. If the student is funded by the Pharmaceutics' department, the request must also be approved by the Department Chairman.