UNIVERSITY of WASHINGTON

SCHOOL OF PHARMACY
DEPARTMENT OF PHARMACEUTICS

MASTER'S STUDENT HANDBOOK

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PROGRAM TRAINING OBJECTIVES

The Pharmaceutics Master's degree program trains research scholars in the fundamental aspects of drug delivery, drug disposition, and drug action. Drug disposition pertains to the facets of drug absorption, distribution, metabolism, transport and excretion; pharmacokinetics is a sub-discipline within the pharmaceutical sciences and is the study of the time course of these processes. Areas of training emphasis in the UW Pharmaceutics program include:

1) **Drug delivery** – methods for enhancing systemic drug exposure, its retention in the body and targeting it to the site of action in order to improve therapeutic effect
2) **Drug metabolism** – hepatic and intestinal enzyme catalyzed molecular transformations of a drug to a metabolite that often has different disposition and pharmacological properties compared to the parent molecule
3) **Drug transport** – active transfer of drug molecules across biological cell membranes in body tissues where some pharmacological or toxicological effects are elicited (e.g., brain and fetus) or drug metabolism and excretion occur (liver and kidney)
4) **Drug action** – pharmacological effects of drugs in the whole body, with a special emphasis on unique disease states or special patient populations (e.g. epilepsy, aging, pregnancy)
5) **Mathematical modeling** of drug disposition and action

Graduates of the Pharmaceutics Master's (MS) degree program will possess expertise in basic biochemical, cellular, and molecular techniques and quantitative analytical methods, as well as fundamental knowledge of the mathematical models that describe the kinetics of drug disposition and action. Graduates will be capable of further summarizing the causes of inadequate exposure to a drug at the site of action and elucidating the relationship between the kinetics of drug and metabolites in various body compartments or tissues and the manifestation of pharmacologic, therapeutic and toxic effects. They will be able to assess the impact of alteration in physiological and biochemical processes, which may occur due to disease states or genetic variations, on drug disposition and pharmacological response in a relevant disease state or physiological system.

Many of these studies will require expertise with *in vitro* methodologies and/or conducting pharmacokinetic and pharmacodynamic studies in relevant model organisms or organ systems. Pharmaceutics MS students will receive interdisciplinary training and can expect to interact with diversity of translational researchers, including clinicians, medicinal chemists, biochemists, pharmacologists, analytical chemists, physiologists, and/or biostatisticians. Such training is well suited to careers in the pharmaceutical industry, regulatory agencies, research institutions, and academia (with further doctoral training).

THE DEPARTMENT

The Department of Pharmaceutics is comprised of graduate students, post-doctoral fellows, visiting scientists, faculty members, and research and administrative staff, all currently led by the Milo Gibaldi Endowed Chair, Dr. Nina Isoherranen. Administrative and research labs are housed within H-wing, T-wing, D-wing, and F-wing of the Heath Sciences Building, on the University of Washington (UW), Seattle campus.

The goal of our graduate program is to provide the most favorable training environment possible, positioning students to attain their maximal potential for creative scholarship and research. We espouse a philosophy of inclusivity. Our overall mission in this regard is to attract, retain, and promote the success of students from all populations in the profession of pharmacy and in the pharmaceutical sciences. We subscribe to the University's mission of enhancing diversity and equity in all forms and helping students, faculty, and staff understand differences in areas such as, but not limited to, religious, racial, cultural, sexual orientation, political, economic, disability, and gender perspectives. The School of Pharmacy Strategic Plan for Diversity, Equity and Inclusion can be found in its entirety at the following link here.

STUDENT CONDUCT AND EXPECTATIONS

The Pharmaceutics faculty expect students in the Master's of Science (MS) degree program to take ownership of their training. Required and recommended courses of instruction are provided, but students should establish a clear individual career development plan with their mentor to shape their graduate training from the outset (see ***Progression of Steps*** below). This individual development plan (IDP) is designed to integrate coursework and research activities with relevant knowledge gained from within the broader University community and from outside sources, to best prepare for the career envisioned by each student. Students should not be constrained by what others in the program have done in the past or the activities of current peers but rather customize their training plan to meet their personal and professional career goals.

Students in the Pharmaceutics MS program are expected to follow the UW student conduct code here. Importantly, they must adhere to the highest standards of academic and professional conduct. Academic honesty and professional integrity should be foremost in their minds as they navigate through our highly demanding didactic and experiential course of training. To do otherwise is to fail themselves and the public that largely subsidizes their education.

Students will be offered instruction on biomedical research integrity and responsibility in the form of courses (Biomedical Research Integrity series; see the didactic training section) and interactive discourse on scientific rigor and reproducibility (held periodically in Journal Club) to help them achieve these expectations.

DIDACTIC TRAINING

The Department of Pharmaceutics MS degree program is typically completed within two years (with limited exceptions; 7-8 academic quarters). The program course work is divided into four components: prerequisites that define the level of entry into the program; core didactic training listed below; seminars and literature review; and independent research. The seminal product of MS training is a written thesis that describes results of independent research. See ***Appendix D*** for the program checklist.

PREREQUISITES

College Level **Differential Calculus or Calculus I** (e.g., MATH124 at UW, see here; 5 credits)

CORE COURSES

The MS degree requires a minimum of 50 credits, of which 18 must be graded (the graded credit must be from graduate courses 500-level or above). The additional 32 credits include electives, seminar, journal club, research, and thesis study and scientific writing. Students must complete a minimum of 24 credits of PCEUT 700 (Master's Thesis) for the degree. Please review the UW Graduate School Degree Requirements here for more information. Of the 18 required numerically graded credits, 16 are derived from the following "core" courses (see below) that are intended to give the student the necessary foundational knowledge in the field of pharmaceutical sciences. The other 3 numerically graded credits will come from an elective class.

Required Numerically Graded Core Courses (16 credits)

Courses taught by Pharmaceutics Department faculty:

- PCEUT 502: Drug Disposition Science (2 credits)
- PCEUT 505: Concepts in Pharmaceutical Sciences I (3 credits)
- PCEUT 532: Clinical Pharmacokinetics (4 credits)

Courses taught by faculty outside the Pharmaceutics Department:

- MEDCH 501: Medicinal Biochemistry (3 credits)
- BIOST 511: Medical Biometry I (4 credits)

The above core courses are considered essential for all students in the MS program, but may be waived for students entering with previous graduate-level course work in the required areas. All must be taken for numerically graded credit and a grade of 2.7 or higher must be achieved for the course to be counted as part of the 18 credit core requirement. If a student fails to achieve that minimum grade in one of the core courses, they may substitute a numerically graded elective course (see below) that provides an equivalent or higher number of credits with the approval of the Graduate Program Coordinator and their primary advisor.

As noted, to meet the required 18 graded credits of coursework, a MS student must take at least 2 numerically graded credits of an elective course. They will also need to take additional numerically graded electives if they fail to achieve a 2.7 grade in one of the Department core courses and need a replacement.

Elective Courses suitable as a replacement for a Departmental graded core requirement for which they did not achieve the minimum grade of 2.7, are:

Courses from Other Biological Science Programs (any course below):
BIOEN 574: Immunoengineering (3 cr); Winter
BIOEN 591: Controlled Release Systems (3 cr); Winter
BIOST 517: Applied Biostatistics I (4 cr); Autumn
BIOST 524: Design of Medical Studies (3 cr); Spring
BIOST 565: Statistical Evaluation of Biomarkers (3 cr); Winter
BIOST 509: Introduction to R for Data Analysis in the Health Sciences (2 cr); Autumn
GH 566: Biochemistry and Genetics of Pathogens and Their Hosts (4 cr); Autumn
MCB 522: Development I: The Developmental Basis of Human Disease (3 cr); Autumn, Odd years
MCB 532: Human Pathogenic Viruses (3 cr); Autumn
MEDCH 527: Advanced Drug Metabolism (2 cr); Winter
MEDCH 528: Biophysical Enzymology and Biopharmaceuticals (2 cr); Winter
MEDCH 529: Advanced Medicinal Chemistry (4 cr); Autumn
MEDCH 532: Chemical and Molecular Pharmacology I (4 cr); Autumn
MEDCH 533: Chemical and Molecular Pharmacology II (4 cr); Winter
MEDCH 537: Chemical and Molecular Pharmacology III (4 cr); Spring
MEDCH 541: Introduction to Mass Spectrometry (3 cr); Spring
PATH 550: Mechanisms of Disease (3 cr); Autumn
PCEUT 501: Advanced Pharmacokinetics I (3 cr); Autumn, Even years
PCEUT 503: Drug Transport and Delivery (3 cr); Spring, Odd years
PCEUT 506: Concepts in Pharmacokinetics (3 cr); Spring (Required for PhD Students)
PCEUT 534: Principles of Precision Medicine (2 cr); Spring
PCEUT 551: Introduction to Drug Discovery and Development (2 cr); Winter
PHARM 501: Alternative and Complementary Medicines (2 cr); Autumn and Winter
PHARM 581: Global Health Pharmacy: Medicines, Practice, and Policy (Offered: jointly with GH 543) (2 cr); Winter
PHCOL 502: Signal Transduction from the Cell Membrane to the Nucleus (2 cr); Autumn
PHCOL 503: Autonomic/Cardiovascular Pharmacology (2 cr); Winter
PHCOL 504: Neuropharmacology (2 cr); Winter
PHCOL 505: Endocrine Pharmacology (2 cr); Spring
PHCOL 506: Immunopharmacology and Chemotherapeutics (2 cr); Spring
PHG 513: Basic Concepts in Pharmacogenetics and Toxicogenomics (3 cr); Winter

Courses from the Certificate in Clinical Trials Program (any course below):
PHRMRA 524: Introduction to Clinical Trials (3 cr); Autumn
PHRMRA 525: Implementation & Conduct of Clinical Trials (3 cr); Winter

PHRMRA 526: Project Management & the Business of Clinical Trials (3 cr); Spring

Courses from the Certificate in Biomedical Regulatory Affairs Program (any course below):
PHARM 516: Introduction to Biomedical Regulatory Affairs (3 cr); Autumn
PHARM 517: Product Development & Manufacturing Systems (3 cr); Winter
PHARM 518: Product Testing, Evaluation & Post-Market Issues (3 cr); Spring

Elective courses that would meet the Graduate School 18 numerically graded credit requirement (i.e., 3 cr) are those listed above and any other 500-level numerically graded course taught at the UW that suits the students IDP (approval by the supervisory committee is required).

SEMINARS, LITERATURE REVIEW, AND RESEARCH

1) *Seminars and Literature Review (required each quarter – 12 credits in total)*

- PCEUT 520: Seminar (1 credit/quarter; 3 quarters/year for 2 years). MS students are not required to make a presentation.
- PCEUT 583: Journal club (1 credit/quarter; 3 quarters/year for 2 years).

During the final examination week at the end of each quarter, all first-year graduate students are required to give a minimum of a ~10-minute research presentation, as part of the Journal Club course.

2) *Research (24 credits minimum)*

- PCEUT 700 (variable credits/quarter; 4 quarters/year until graduation)

MS students will typically have their principal advisor (mentor) identified upon entry into the program. Students and their advisor are expected to determine the research project direction and goals by the end of the first quarter of their first academic year. MS students register for PCEUT 700 (lab research/thesis research, variable credits) during each academic quarter of the program until the submission of their thesis (see here). The PCEUT 700 credits in any quarter can vary from 1 to 8, depending on the course load and thesis research goals for the academic quarter. Students must register for a minimum of 10 credits per quarter in autumn, winter, and spring, and minimum 2 credits per summer quarter. The Department expects that a student will accumulate 24-30 PCEUT 700 credits by the time they graduate (Yr 01: 1-3 credits per quarter, A, W, Sp, Su; Yr 02: 8 credits/qtr, A, W, Spr). Students may take the summer quarter between Yr 1 and Yr 2 off, which will delay graduation by each academic quarter missed during the thesis program of study (e.g., 1 summer quarter off will delay graduation by 1 academic quarter). The student is advised to discuss any changes in summer enrollment plans with their advisor, Graduate Program Advisor, and Graduate Program Coordinator beforehand to ensure graduation timelines remain on track.

3) *Scientific Writing Workshops (2 credits total; 1 credit Winter and Spring quarters, Year 2)*

- PCEUT 540 (CR/NC)

All MS students must take a two-quarter Scientific Writing Workshop during winter and spring quarters of their second year in the program. Upon successful completion of the course (with a passing grade), the student should have produced a full draft of their MS thesis. This document can be finalized into the MS thesis (program requirement) and further developed into a peer-reviewed publication with further support and guidance by the primary mentor. Completion of this course alone will not constitute a suitable thesis document for submission to the graduate school; further input and guidance from the mentor and reading committee must be obtained to refine and revise the final thesis product.

4) ***In addition to the course requirements above, all MS students must attend the following training sessions:***
    a. Prior to beginning laboratory research – see list of required online training courses (students' welcome letter), laboratory specific training, Radiation Safety, Human Subjects (CITI course), and Animal Use Regulations training may also be required, if relevant to the student's Master's research. Students are advised to consult with their mentor as early as possible about project-specific training requirements to minimize delays in commencing thesis research, but no later than the first week of autumn quarter of their first academic year.
    b. If a Master's student is offered a TAship, they must take the following online training: UW TA training is here
    c. All students in the MS program must take Title IX training:
    Husky Prevention & Response (Title IX) is a foundational, required online prevention and response course about sex- and gender-based violence and harassment. Throughout the course, the strategies offered are meant to create and support positive UW climates and endeavor to stop sex- and gender-based violence and harassment before they happen. The course includes tailored content based on your role as a graduate student. **Entering students who have not completed the Husky Prevention & Response (Title IX) student course in their first quarter will be blocked from registering for their second quarter.** The course takes 60 – 90 minutes to complete. The registration block will be lifted within approximately an hour of course completion.

    Access the student course here

MASTER'S THESIS

MS students are required to submit a written master's thesis to receive the degree. The content of the thesis document should be a written summary of the student's independent laboratory research project. The format should follow general biomedical scientific publication style and include (at minimum) a structured abstract, introduction, materials and methods, results, discussion and conclusion, with appropriate references cited. Under special circumstances and with the consent of their advisor and the Graduate Program Coordinator, a comprehensive review of a relevant area of pharmaceutical research may be permitted. Each student should work closely

with their advisor to identify and develop the content of the Master's thesis and the composition of the supervisory committee (advisor and at least one other faculty member). Students who have a primary advisor outside of the PCEUT core faculty must have a PCEUT faculty member on their reading committee (e.g., MEDCH primary advisor and PCEUT reading committee member). Students are advised to commence drafting this written document early in the second year of their MS program, but no later than the winter quarter of the second year, when they take PCEUT 540.

AUDITING A COURSE AND GRADING OPTIONS

To audit a course not required for the degree, students must get permission from the course coordinator/instructor. If students do not need an official record on their transcript for the course, if they have permission from the course instructor, they can sit in the class. If they need to audit a course with an official record on their transcript, students need to follow the process listed below. The audit option can be changed after the registration period begins through the end of the second week of the quarter. Students will not get any credits for audited courses.

(1) Register for the course.
(2) Complete the **Registration Transaction Form** here [UoW 2127] (Section 2) to change the course to "Audit".
(3) Obtain approval from the instructor to audit the course and provide initials on the form indicating such.
(4) Submit the completed form to the Office of the University Registrar (OUR) via email to regoff@uw.edu.

Instructors in Pharmaceutics will not grade the homework or exams of a student who audits one of their courses. To have homework and exams graded, students must register for the course. If the course is a required course, students must register for it as a graded course. If the course is optional, students may register for it either as a numerically graded course or select it to be graded S/NS or CR/NC. Whether students can register for a course as CR/NC is at the discretion of the course coordinator. Please visit here for more information regarding the school's S/NS and CR/NC policy.

GRADUATION

During the last year in the MS program, students should discuss with their principal advisor and the Graduate Program Coordinator a timeline for graduation. No later than the first week of their last academic quarter, the student should identify a PCEUT Department faculty member, including affiliate and adjunct faculty, who is willing to serve as the second member of their thesis reading committee. A reading committee member from outside the PCEUT Department will be acceptable and the student is encouraged to discuss these plans early with their primary advisor and the Graduate Program Coordinator (see "Selection of Reading Committee" below). The reading committee appointment must be approved by the Graduate Program Coordinator prior to contacting and submission of their name to the Graduate School. The Graduate Program Advisor

will communicate the reading committee composition to the UW Graduate School on the student's behalf, pending approval from the Graduate Program Coordinator. With approval of the reading committee and completion of the following form here, the thesis can be submitted to the Graduate School.

After completion of the thesis document, MS students should schedule a ~30-min oral seminar presentation that summarizes their thesis research accomplishments. This is a Department degree requirement. The seminar can occur before submission of the thesis to the Graduate School, but ideally in the same academic quarter. Unlike the doctoral dissertation presentation, there will not be an oral examination following the Master's thesis presentation. Note, more than one student thesis presentation can be scheduled back-to-back on the same day. The department will advertise this presentation via email and poster to the public. A student could petition the Graduate Program Coordinator if they prefer a more limited audience. The Graduate Program Committee will assess and vote to determine the outcome of this petition.

MASTER TO PHD PROGRESSION

Students admitted into the MS program can formally apply to the PhD program. There are two transition options. For both options, an MS student must apply to the PhD program, rank in the top tier of applicants for that year, and be admitted to the doctoral program.

Option 1: if their current PI has funding and is willing to take the student, an MS student accepted into the PhD program can remain in the same lab where they conducted their MS research and pursue dissertation research;

Option 2: if a student wants to consider other Department labs for their dissertation research, either by choice or available funding, the student will participate in Year-01 lab rotations before final lab placement.

If the student is accepted into the PhD program, they will NOT need to repeat the courses completed under the MS program and required for the PhD program, with the following exception: any student who is admitted to the PhD program with a grade of <3.0 in any PCEUT PhD core course will need to retake that course and pass it with a grade of ≥ 3.0 to fulfill requirements of the PhD program.

However, Master's research CANNOT be used to fulfill the PhD dissertation requirements (see here).

MS COURSE REQUIREMENT SCHEDULE

YEAR 1			
AUTUMN	**WINTER**	**SPRING**	**SUMMER**
BIOST 511 (4 credits)	MEDCH 501 (3 credits)	Elective Course (2-3 credits)*	
PCEUT 502 (2 credits)	PCEUT 532 (4 credits)		
PCEUT 505 (3 credits)			
PCEUT 520 (1 credit)	PCEUT 520 (1 credit)	PCEUT 520 (1 credit)	
PCEUT 583 (1 credit)	PCEUT 583 (1 credit)	PCEUT 583 (1 credit)	
PCEUT 700: Research (1-2 cr)	PCEUT 700: Research (1-3 cr)	PCEUT 700: Research (2-8 cr)	PCEUT 700: Research (2 credits)

YEAR 2			
AUTUMN	**WINTER**	**SPRING**	**SUMMER**
Elective Course (2-3 credits)*	Elective Course (2-3 credits)*		
PCEUT 520 (1 credit)	PCEUT 520 (1 credit)	PCEUT 520 (1 credit)	
PCEUT 583 (1 credit)	PCEUT 583 (1 credit)	PCEUT 583 (1 credit)	
	PCEUT 540 (1 credit)	PCEUT 540 (1 credit)	
PCEUT 700: MS Thesis (Variable)	PCEUT 700: MS Thesis (Variable)	PCEUT 700: MS Thesis (Variable)	

* Electives are not required in every quarter, but students are encouraged to take courses that will enhance their thesis research or career. However, **every MS student must acquire at least 3 graded elective credits to meet the 18 graded credits required by the Graduate School**.

Students must register for a minimum of 10 credits per quarter (AUT, WIN, SPR) and a minimum 2 credits in SUM quarter to maintain their full-time student status.

GENERAL PROGRAM REQUIREMENTS

Pharmaceutics graduate students are also students of the UW Graduate School and as such must satisfy the general requirements of the Graduate School and the requirements of the Department in which they undertake their graduate training. A full description of the requirements of the Graduate School can be found here. Some of the pertinent requirements of the Graduate School and the Department are described below, dealing with scholarship, residence, and credit requirements. Most forms required for use during their time in PCEUT can be found here.

The following include a combination of pertinent Graduate School and Department requirements for the MS degree in Pharmaceutics (in addition to those listed above):

1. **Credits and scholarship**: For students in the MS program, a minimum of 50 credits of course work must be completed. Of these, at least 18 numerically graded credits at the 500-level are required (UW Graduate School requirement: see here). Students must take all required Core courses for graded credit. In addition, the minimum passing grade in any given course is 1.7, however, to count towards the 18 numerically graded credit requirement, the MS students must obtain a grade of 2.7 or higher. This includes those listed with the PCEUT prefix.

The UW Graduate School requires that MS program students attain a minimum cumulative GPA of 3.0 in all numerically graded courses.

All MS students are expected to acquire graduate research credits. MS students should register for PCEUT 700 every quarter (including summer quarter) until they graduate from the program. The minimum requirement of 700-level credits for the MS degree is 24, set by the Graduate School.

The PCEUT 700 credits that a student should register for in each quarter will vary from 1 to 8, depending on course load for each academic quarter and the time students need to spend on their thesis/dissertation research. To maintain a full-time status, students must register for a minimum of 10 credits for all courses in total per quarter in autumn, winter, and spring, and a minimum of 2 credits per quarter in summer.

2. **Academic Progress**: Student progress to the degree will be evaluated each spring quarter in the program; ideally more than once, during Year 01. They should prepare and submit an IDP to their advisor by May 15th. This will be evaluated, corrected if necessary, and signed by the student and the advisor. The IDP will then be sent to the Department Chair and Graduate Program Coordinator along with a recommendation for proceeding with MS thesis study (see ***Deficiencies in Student Progress***).

Thesis Submission to the Graduate School, Oral Presentation and Graduation: Submission of an approved written thesis is required to receive the MS degree. The student

must submit a full draft of their thesis to their reading committee at least 4 weeks in advance of the end of the quarter during which they plan to graduate. A final written document must be submitted online to the Graduate School by 11:59 pm on the final day of the final academic quarter. Although there is no thesis defense requirement for the degree, students must present their thesis research to the public before the degree is conferred. This is a Department requirement.

PROGRESSION OF STEPS IN RELATION TO THE MASTER'S DEGREE

1. **Selection of Master's advisor:** Master's students are offered direct entry into a specific laboratory under guidance of a Principal Investigator (also referred to as PI). This advisor will supervise student's progression and guide the student throughout the program.

2. **Development of research skills and identification of the thesis topic**: Upon joining a lab, with guidance from their advisor, students must identify a suitable thesis project and actively engage in their thesis research. As a general guideline, 1 registered credit of PCEUT 700 equates to roughly 3 hours of contact time in the lab.

3. **The MS Supervisory Committee (aka "Reading Committee")**: The MS thesis advisory committee should be formed no later than the first week of winter quarter of the second (last) academic year in the program. It consists of a Chair (principal student advisor) and one other graduate faculty member. Both individuals must be productive scholars in the student's major field and/or subfields. One of the members must hold a regular appointment in the Pharmaceutics Department and be a member of the UW Graduate Faculty; this may or may not be the committee Chair (see here). The second faculty member may also be a member of the UW Graduate Faculty, but can be an affiliate or adjunct faculty in Pharmaceutics or a member of another UW Department (e.g., Medicinal Chemistry or Pharmacy). Nominations for the second member of the committee will come to the Graduate Program Coordinator from the supervisory committee chair, with input from the student. With approval from the Graduate Program Coordinator, the student may reach out to the nominee with a request to serve on the supervisory committee. The names of individuals that are acceptable to the Graduate Program Coordinator and willing to serve will be forwarded to the Graduate School for final approval. The Graduate School will send out automatic email notices of appointment. For specific details and requirements for MS Supervisory Committee composition, please see here.

   The MS reading committee is the same as the supervisory committee. A timeline for submitting the thesis should be developed, no later than winter quarter of the second year in the program. The two members of the supervisory committee will also serve as the thesis reading committee.

4. **Preparation of Individual Development Plan**: Each student must prepare an individual development plan (IDP) every spring quarter (see here), review this with their advisor and submit it to the Graduate Program Advisor by **May 15** in every year in the program, up to the year of graduation. This will be a permanent part of the academic record.

5. **Submission of the Thesis**: Once a final thesis document has been approved by the reading committee (likely following one or more rounds of revision), the student needs to have the thesis approval form (see here) signed by the committee members. The form and final thesis document is then submitted (online) by the student to the Graduate School, using Electronic Thesis/Dissertation (ETD), no later than 11:59 pm on the final day of the academic quarter in which the student is graduating (i.e., typically spring or summer quarter of second year).

   It is the responsibility of the student (and their reading committee) to ensure that the Electronic Thesis/Dissertation (ETD) that is submitted as part of the requirements to earn a graduate degree is accessible and compliant with WCAG 2.1 Level AA, see here. The ETD is uploaded to UW Libraries as a PDF (Portable Document Format) as part of the graduation process. The UW Office of Accessible Technology provides resources here to help ensure that documents meet accessibility standards. The student should use accessibility tools here early as they work on a thesis or dissertation.
   Any general questions about the ETD process should be directed to Graduate Enrollment Management Services (GEMS). Technical assistance can be accessed at the "help" resources on UW's Accessible Technology website here.

6. **Oral Presentation**: With approval from their thesis reading committee, students will schedule with assistance from the Department Graduate Program Advisor a ~30-minute oral presentation of the research accomplishments. This can occur before submission of the final thesis document to the Graduate School, but typically occurs in the same quarter. There will not be an examination or defense of the thesis presentation.

DEFICIENCIES IN STUDENT PROGRESS

The Department is committed to helping students succeed academically and professionally. With the Graduate School's Academic Performance and Progress as the basic framework, these Academic Discipline steps will be followed should a student encounter difficulty with required course work:

1. Oral/email communication: Course instructor(s) will communicate with a student when they see early signs that the student might be struggling with a course. Instructor(s) will communicate with the identified student and explore possible ways to help the student improve their class performance and meet academic expectations.

2. Academic Notification Letter: If a student receives a grade below the minimum program requirement for a core course, the student will receive a written letter from the Graduate Program Coordinator, which serves as an Academic Notification letter, to communicate with the student about the situation involved, remediation plan (remediation exam or expectations to retake that course), and the timeline for remediation. The letter will also contain a message that failing to meet the expectations stated in the Academic Notification Letter will lead to Academic Alert.

3. Academic Alert Letter: If a student fails a second core course, the student will be put on Academic Alert, and a formal notification letter will be issued. The letter will communicate with the student about the situation involved, the remediation plan (remediation exam or expectations to retake that course), and the timeline for remediation. The letter will also contain a message that failing to meet the expectations stated in the Academic Alert letter will lead to Final Academic Alert.

4. Final Academic Alert Letter: If a student fails to meet expectations stated in the Academic Alert letter, or fails a third core course, or retakes and fails the same previously failed core course a second time, the student will be put on Final Academic Alert. The Final Academic Alert letter will communicate with the student about the situation involved, steps to remove Final Academic Alert, and the timeline for the process. The steps to remove the Final Academic Alert could be to take an oral course remediation exam with a faculty committee (possibly, course instructor(s) and the Graduate Program Coordinator or other faculty members). Final Academic Alert is the last stage of unsatisfactory academic progress prior to Academic Drop (i.e., dismissal) from the program.

For research related progress issues, a student's thesis advisor, with input from the Graduate Program Committee as needed, will address deficiencies in the student's annual review report, provide clear expectations and a timeline for the student to resolve the issues, and state the consequence of failing to meet the expectations.

FINANCIAL ASSISTANCE

The Master's program is a self-supported program and thus the Department typically does not offer financial support. However, the research advisor may provide the MS student with a Research Assistantship (RA) through funds under their control. MS students also qualify for Departmental awards and may apply for RA support through Departmental student scholarships.

Master's students are encouraged to seek financial support from other intramural or extramural sources in consultation with their advisor and Graduate Program Coordinator. Periodically (often prior to the start of autumn quarter), the Graduate School offers a workshop on how to seek funding for graduate education.

APPENDICES

APPENDIX A- DEPARTMENT POLICY ON TIME OFF AND ON-SITE WORK

MS students are expected to maintain satisfactory performance and progress towards their degree. (Please see details in the General Program Requirements section)

TIME OFF RELATED POLICIES FOR ACADEMIC STUDENT EMPLOYEES (ASEs)

Students who have ASE status (TA or RA appointments) should refer to here for time off and leave policies.

Time off policies for ASEs:

Visit here

Salaried ASE time off FAQs:

Visit here

At the Department level, it is important that student employees inform and coordinate with their supervisors/PIs ahead of time when requesting time off, whenever it is possible, to mitigate impacts on research-related activities and academic progress timelines. Students should must fill out the form of Request for Short-Term Leave or Overtime form, get the signature from their supervisors/PIs, and send the signed form to the Graduate Program Advisor for documentation. Students with ASE appointments (RA/TA) are advised to familiarize themselves with the current union contract policies for time-off and leave benefits.

ON-SITE WORK-RELATED POLICIES

In general, students are expected to conduct and complete required and elective courses and thesis research on-site (in-person at UW Seattle). Those who wish to perform their duties offsite will need to obtain approval by the responsible faculty member before the initiation of offsite work. For research duties, the responsible faculty member is the student's primary advisor; and for instructional duties, the course master/instructor. Suspension of this policy may occur, as happened during the COVID-19 pandemic, and will be communicated by the Graduate Program Coordinator and/or Department Chair.

The telework agreement here between the student and the responsible faculty member should specify the frequency/duration and the nature of the offsite work (e.g., hybrid, occasional or 100% remote). Such agreement should be documented and reviewed (i.e., to be extended, modified or terminated) at least on a quarterly basis and any impact (potential or

real) it may have on the student's academic performance and progression noted in the student's Individual Development Plan.

If there are disagreements between the student and the responsible faculty member on the appropriateness, or the specifics, of the offsite work under consideration, the issue can be presented to the Graduate Program committee, with consultation from the student's supervisory committee, to achieve resolution. Any unresolved issue or appeal will be reviewed by the Department Chair or designate, whose decision on this matter shall be deemed final.

It is the policy and practice of the UW to create inclusive and accessible learning environment consistent with federal and state law. If the student has already established accommodations with Disability Resources for Students (DRS), then a discussion between the student and the responsible faculty member should occur to determine how they will be implemented as it relates to research and/or instructional duties.

APPENDIX B- SCHOLARSHIPS AND AWARDS

Master's program graduate students are eligible for some of the scholarship and travel awards offered by the Pharmaceutics Department, the School of Pharmacy, the UW Graduate School and Health Science administration, NIH, and various private foundations. All are merit-based and require an application and review process. Receiving an award is a recognition of exceptional merit. As such, it should be received with pride and can be cited in a curriculum vitae or resume.

DEPARTMENT AWARDS

The Department of Pharmaceutics offers awards to its students that are intended to recognize outstanding scholarly activity during the time that they are enrolled in our programs. The current list of awards are detailed at this link here.

SCHOOL AWARDS

Click here for more information.

UNIVERSITY AWARDS

Most of the descriptions presented below are abstracted from the associated websites:

Graduate Student Conference Travel Award**:** Click here for more information. The application must be submitted by the Department Graduate Program Advisor or Coordinator through MyGrad (admin view). Contact them with a request to initiate the process. The student must provide the relevant information related to eligibility requirements listed on the Graduate School website.

Graduate School List of Fellowships**:** Click here for more information.

EXTRAMURAL AWARDS

Graduate students in the Department may apply for scholarships and awards that are offered by foundations and other organizations outside of the UW system (i.e., extramural). Most are available to students in a doctoral program, but MS students are encouraged to search for exceptions online. Note that some organizations specifically outline discrete eligibility criteria.

APPENDIX C- STUDENT GRIEVANCE PROCEDURES

UW SCHOOL OF PHARMACY GRADUATE STUDENT ACADEMIC GRIEVANCE PROCESS

The academic grievance procedure for graduate students is intended to ensure uniform and fair application of program, department, unit, or university-level academic policy and adhere to the principles outlined in Executive Order 58 for undergraduate and professional students. This grievance procedure for graduate students is developed in alignment with EO 58 and is adapted for implementation within the UW School of Pharmacy.

Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may seek resolution of their complaints as described below. *Note that the following areas have their own procedures and policies and are excluded from this process:*

- Students contesting individual grades or academic evaluations should refer to the Change of Grade Procedure contained in the Scholastic Regulations, Chapter 110, Section 2.

- Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in University of Washington Administrative Policy Statement 46.3.

- Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Student Conduct Code contained in the Student Policies Chapter 209 and Chapter 478-120 WAC.

- Procedures related to the Civil Office Compliance Office
  https://www.washington.edu/civilrights/making-a-report/make-a-report/
  It is worth noting that UW employees are obligated to report claims of discrimination, harassment, and retaliation to the Civil Rights Compliance Office.

- Procedures and issues related to Academic Student Employment
  https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract

- STAGE 1: INFORMAL CONCILIATION

The student should first attempt to resolve a grievance with the faculty or staff member(s) most directly concerned. If discussion with the faculty or staff member(s) concerned does not resolve the grievance, the student should contact the Department Chair or Supervisor respectively within 10 days of the discussion with the faculty or staff member. If this discussion does not result in

resolution of the grievance, the student needs to request the Associate Dean for Research and Graduate Education or the UW Ombud to conciliate and identify if a particular policy (or policies) has been potentially unfairly applied. If the grievance is not resolved in the conciliation stage, and once a particular policy (or policies) has been identified as potentially unfairly applied, the grievance procedure may move to the next stage.

Note1: The student initiating the grievance process needs to be in graduate student status during the incident (i.e. registered or on leave)

Note 2: If a student believes that consulting with the Department Chair or Dean (or Associate) presents a conflict of interest, or if the grievance involves either individual, the student may seek guidance from the Graduate Program Director, the Associate Dean for Graduate Education or the University's Ombuds office.

- STAGE 2: INITIATION OF FORMAL COMPLAINT

If ten working days passed after Stage 1 and the issue is not reconciled, the student can submit a written complaint to the Dean (or Associate Dean of Research and Graduated Education) identifying the specific program, school, or university academic policy that was violated or unevenly applied to initiate a Formal Compliant.
The Dean shall activate a School of Pharmacy Academic Grievance Committee. The Dean shall appoint an administrator or other senior faculty member to serve as Chairperson, as well as two ad hoc faculty members and two students to serve on this Committee. The Dean shall consult with representative members of the student body for nominations of student members. No person who has an obvious conflict of interest shall be appointed. Appointments of student members shall be from graduate program other than that of the complainant.

A written formal grievance letter will then be referred to the Chairperson of the School of Pharmacy Academic Grievance Committee who shall within five working days (hereafter, time limitations are stated in working days) of its receipt, notify the student and the faculty or staff concerned of the membership of the Committee. The student and the faculty or staff member concerned shall then have the right to exercise one peremptory challenge of Committee membership. If a challenge is made, the Dean shall designate another faculty or student member to replace the member challenged. All members of the Committee shall have the right to vote upon any matter that may come before it. No faculty member of the Committee shall be from the department of any of the parties to the grievance.

- HEARING PROCEDURES

When a student has filed a formal complaint, the Chairperson of the Academic Grievance Committee shall distribute a copy of the complaint to each faculty or academic staff person directly involved. The Chairperson shall establish a time and place for a hearing to be held within five working days from the date of final determination of the Committee membership, unless for good reason stated in writing to the complainant and other concerned parties, the Chairperson

schedules the hearing for a later specified date (i.e summer quarter). The Chairperson shall announce the time and place of the hearing to the student, the member(s) of the faculty and staff involved, the Dean, the chairperson of the department and all other prospective witnesses. A list of the people notified will be given to the student and the other individuals directly involved.

Hearings will be conducted in closed session except when, and to the extent, mutually agreed upon and documented in writing by the student and faculty or staff involved. All parties may present evidence and testimony necessary either to establish or refute the alleged grievance. Only evidence presented at the hearing will be considered in determining the validity of the complaint. Hearings may be continued until all evidence has been presented (not to exceed 5 working days). An adequate summary of the proceedings shall be kept and include, as a minimum requirement, audio recording of the proceedings, provided by the school. The Dean shall retain such summary until the student graduates to ensure adequate review, if requested. Upon graduation the summary shall be destroyed.

Within five working days after the hearing adjourns, the panel shall present to the Dean its report (in person or virtually), including findings, conclusions, and recommendations for action. The Committee shall reach its findings and recommendations by a majority vote of all the members. Dissenting opinions, if desired, may be presented with the majority report. The Dean (or Associate Dean of Research if in conflict), within five working days after receipt of the Committee report, shall issue his decision as to the action to be taken on the grievance. The Dean's decision shall include an evaluation of the validity of the grievance and a statement of the action to be taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s) involved, their chairperson, and the Grievance Committee.

- STAGE 3: APPEAL TO DEAN OF THE GRADUATE SCHOOL

Within 15 working days of the conclusion of the school or college-level grievance procedure, a graduate student may file an appeal with the Dean of The Graduate School alleging a lack of procedural uniformity in the unit's application of their grievance procedure. The complaint must be initiated by a written statement that indicates the exact nature of the non-uniformity including the date(s) the action(s) occurred; the deviation of the grievance procedure from the unit's documented procedure, EO 58, or from other applications of grievance procedure within the unit; and the relief requested. The statement should also include a description of the results of the unit-level procedure, as well as any background information that the student deems pertinent to the complaint.

Graduate School Associate Deans or Directors will review the appeal, consult with the unit and allow a written response, and recommend to the Graduate School Dean whether further action is warranted. Evaluation criteria will be whether the unit-level grievance procedure is clearly articulated and available to all students, as well as whether it was uniformly applied in the student's case. The Dean of the Graduate School or their designee will notify the student and academic unit leader within 15 working days during an academic quarter of submission of the formal complaint by the student of their determination and any recommended remediation.

OTHER RESOURCES

The following University resources are also available for student support.

- Bias and Misconduct Resources (School of Pharmacy)
- Office of the Ombud: (206) 543-6028
- Civil Rights Compliance Office (includes Title IX): (206) 616-2028

APPENDIX D- YEARLY STUDENT PROGRESS CHECKLIST

1st year	Done	To Do
Fall Quarter		
Core prerequisite satisfied		
Review the handbook for required and recommended courses, policies and procedures for the MS program		
Residence maintained through courses (10 credits per quarter)		
Take required training such as EH&S Chemical Safety, Biological Safety training, and if needed Radiation Safety, Human Subjects (CITI course strongly recommended), and/or Animal Use Regulations training		
Consult with mentor and begin Master's Thesis research		
Winter Quarter		
Core prerequisite satisfied		
Refer to the handbook for required and recommended courses		
Residence maintained through courses (10 credits per quarter)		
Continue Master's Thesis research		
Spring Quarter		
Refer to the handbook for required and recommended courses		
Residence maintained through courses (10 credits per quarter)		
Continue Master's Thesis research		
Submit IDP by May 15th to the Graduate Program Advisor (GPA)		
Summer Quarter		
Residence maintained through courses (2 credits per quarter)		
Continue Master's Thesis research		
Complete UW TA training here if planning to TA the following academic year		
2nd year (Fall-Summer)	**Yes**	**No**
Maintain EH&S and other training, as needed		
Residence maintained through research (10 credits per quarter; 2 credits for summer)		
Continue Master's Thesis research		
Refer to the handbook for required and recommended courses		
Register for PCEUT 540 in Wtr and Spr quarters to facilitate drafting of the Thesis document		
Submit thesis final draft to the reading committee at least 4 weeks in advance of the end of quarter in which the student will graduate (typically Spring quarter). Additional iterative changes may be requested by reading committee members before final approval to the Graduate School. Final		

document must be submitted online to the Graduate School by 11:59 pm on the final day of the final academic quarter, see here		
Schedule and deliver 30-min oral seminar presentation of thesis research		

The above checklist can be used to facilitate tracking progress towards the MS degree.

APPENDIX E- USEFUL LINKS

Individual Development Plan:
See here

Graduation Instructions:
See here

Graduation Requirements:
See here

PCEUT Travel Prior Approval Request Form:
See here

PCEUT Travel Reimbursement Request Form:
See here

UW Library Biomedical Sciences Toolkit (a useful resource of curated research support websites and information specifically for students in UW biomedical science graduate programs):
See here