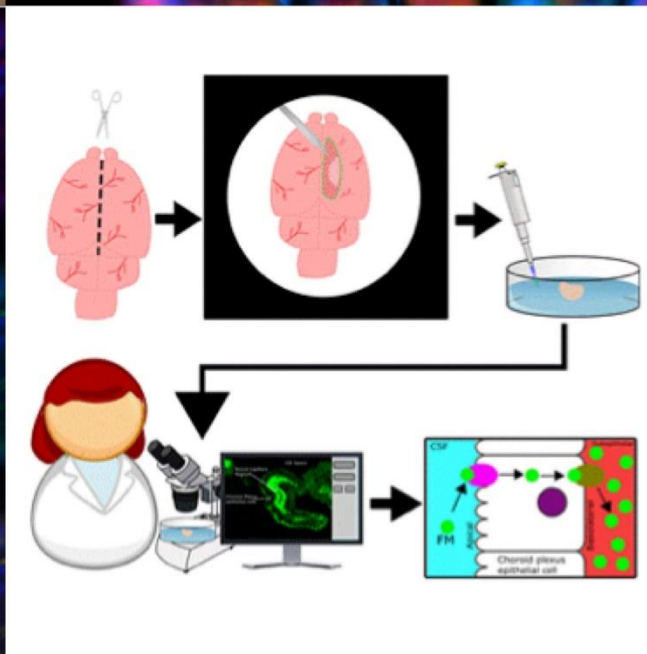
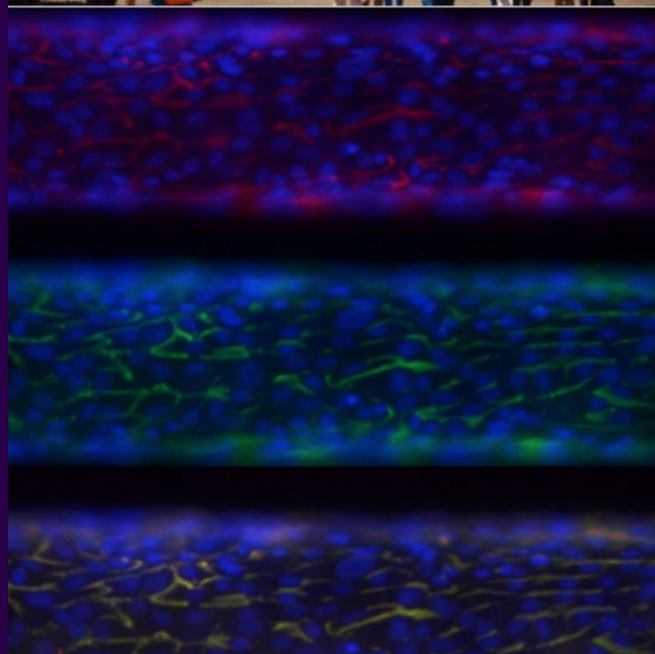
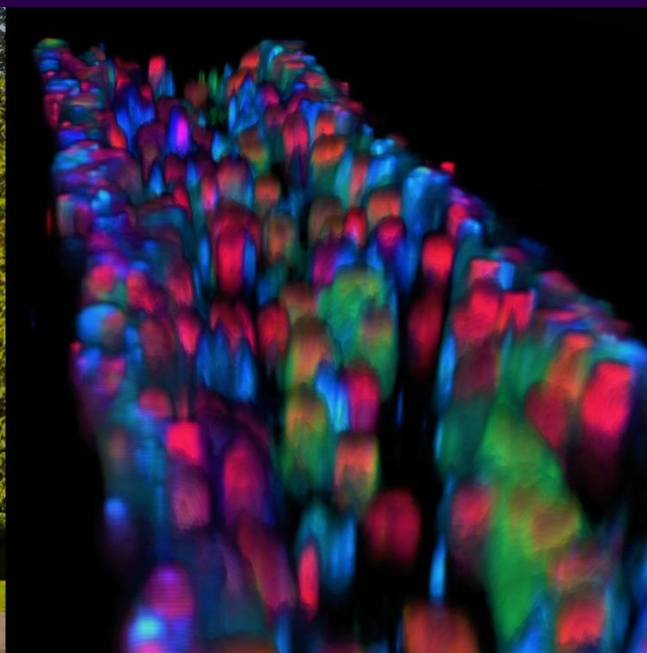


Degree Programs in Pharmaceutics

Student Handbook of Policies and Guidelines



SCHOOL OF PHARMACY

UNIVERSITY *of* WASHINGTON

Department of Pharmaceutics

I. PROGRAM TRAINING OBJECTIVES	3
II. THE DEPARTMENT	4
III. STUDENT CONDUCT AND EXPECTATION	5
IV. DIDACTIC TRAINING.....	6
PH.D. PROGRAM	6
Required courses	6
Typical Schedule of Core Requirements (Beginning Autumn 2019)	9
MASTER OF SCIENCE PROGRAM (THESIS)	11
Required Courses	11
Typical Schedule of Core Requirements (Beginning Autumn 2019).....	14
V. GENERAL PROGRAM REQUIREMENTS.....	16
Progression of Steps in Relation to the Doctoral Degree	17
Progression of Steps in Relation to the Master's Degree	19
VI. FINANCIAL ASSISTANCE	21
RA Reappointment Procedure	21
Deficiencies in the Progress.....	21
VII. APPENDICES	22
Appendix A- Preparation for the General and Final Examinations	22
Appendix B- Department Policy on Time off and Onsite Work.....	27
Appendix C- Scholarships and Awards.....	29
Appendix D- Student Grievance Procedures	30
Appendix E- Quick References for Student Life	32
Appendix F- COVID-19 Resources	40
Appendix G- Program Checklist	41
Appendix H- Useful Links for Department Forms.....	44

Images from the cover page:

Upper left: Rainier vista from the Drumheller Fountain, UW

Upper right: 3D confocal image of a kidney MPS displaying biomarkers of acute kidney injury by Kelly Lab

Lower left: a kidney microphysiological system (MPS) displaying colocalization of E-cadherin and ZO-1 by Kelly Lab

Lower right: evaluation of blood-CSF barrier transport by quantitative real-time fluorescence microscopy by Wang Lab

I. Program Training Objectives

The doctoral and master's program in Pharmaceutics 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, and excretion; pharmacokinetics is a sub-discipline within the pharmaceutical sciences and is the study of the time course of these processes. Areas of emphasis include:

- 1) Drug delivery – processes for enhancing the absorption of a drug and targeting it to the site of action in order to improve therapeutic effect
- 2) Drug metabolism – enzyme catalyzed molecular transformations that often impart different disposition and pharmacological properties compared to the parent molecule
- 3) Drug distribution and excretion – the transport of drug molecules into target tissues (e.g., brain and fetus) and excretory fluids (renal filtrate and bile)
- 4) Pharmacometrics and physiologically based modeling of drug disposition and action.

Graduates of the Pharmaceutics program will possess expertise in basic biochemical, cellular, and molecular techniques and quantitative analytical methods, as well as technical skills for the elaboration of mathematical models that describe the kinetics of drug disposition and action. They will be capable of investigating the causes of inadequate exposure to a drug at the target site 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 probe 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. Many of these studies will require expertise with in vitro methodologies and conduct of pharmacokinetic and pharmacodynamic studies in animals and humans. Typically, a Pharmaceutics graduate student will receive highly interdisciplinary training by interacting with clinicians, medicinal chemists, biochemists, pharmacologists, analytical chemists, physiologists, and biostatisticians. Such training is highly sought by the pharmaceutical industry, regulatory agencies, research institutions and academia. Typically, our students receive 2-3 highly lucrative offers (and, except for academia, without a need to do a postdoctoral fellowship) before they graduate from our program.

II. The Department

The Department of Pharmaceutics is comprised of approximately 100 staff including graduate students, post-doctoral fellows, and research/administrative staff, led by the Milo Gibaldi Endowed Chair, Nina Isoherranen, PhD. We are currently housed within the Heath Sciences Building on the University of Washington campus, primarily in the H-wing, T-wing, and D-wing and F-wing.

The goal of our graduate program is to provide the most favorable environment possible in which students can develop their maximal potential for creative scholarship and independent 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 the pharmaceutical sciences, and to support 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: <https://sop.washington.edu/about/diversity-equity-and-inclusion/dei-strategic-plan/>

III. Student Conduct and Expectation

The Pharmaceutics faculty expect students in its graduate program to take ownership of their training. Required and recommended courses of instruction are provided, but the student should develop an individual career development plan (please see [Progression of Steps below](#)) that integrates this coursework with relevant knowledge gained from within the broader University community and from outside sources in order to best prepare themselves for the career that they envision. Students should not be constrained by what others in the program have done in the past or current peers, but rather customize their training plan to meet their personal goals.

As part of the School of Pharmacy (SOP), our students follow the SOP [Policy and Procedures on Student Conduct](#). Students in the Pharmaceutics graduate program must adhere to the very 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 subsidizes their education (e.g., NIH).

Students will be offered instruction on biomedical research integrity and responsibility in the form of courses (Biomedical Research Integrity series; see Didactic training) and interactive discourse on selected topics (held periodically in Journal club) to help them achieve these expectations. At any time, they can seek additional guidance from their advisor, supervisory committee, and Department Chair, as well as the University Ombud: <https://www.washington.edu/ombud/>.

IV. Didactic Training

Ph.D. Program

Course work for the **doctoral program** is divided into four components: (1) prerequisites which define the level of entry into the program; (2) a required core program which is analogous to the major; (3) elective courses, which are not required, but are encouraged; (4) seminars, journal club and other research related courses. See [appendix G](#) for the program checklist.

1) Prerequisites: College Level Differential Calculus or Calculus I (e.g., [MATH 124](#); 5 cr)

Candidates may be accepted into the program on the condition that any deficiencies in meeting any course prerequisite are rectified by the end of the first academic year.

2) Core Courses

The PhD degree requires a minimum of 90 credits. Of the 90 required credits, 18 must be graded (the graded credit must be from graduate courses of 500 level or above), and the additional 72 credits include seminar, journal club research, and thesis study (see below). Students must complete a minimum of 27 credits of PCEUT 800 (Doctoral Dissertation) for the degree. Elective courses are available and encouraged, but not required. Of the 90 minimum required course credits, 18 are derived from the following “core” courses that are intended to give the student the necessary knowledge base in the field of pharmaceutical sciences. Please refer to the [UW Graduate School Doctoral Degree Requirements](#) for more information on credit requirements.

- PCEUT 502: Drug Disposition Science (2 cr)
- PCEUT 505: Concepts in Pharmaceutical Sciences I (2 cr)
- PCEUT 506: Concepts in Pharmacokinetics (3 cr)
- PCEUT 532: Clinical Pharmacokinetics (4 cr)

Additional didactic core courses:

- MEDCH 501: Medicinal Biochemistry (3 cr)
- BIOS 511: Medical Biometry I (4 cr)

The above core courses are considered essential for all students in the program. However, the program recognizes that each student has individual needs for their dissertation research and will accommodate petitions by the student to waive these requirements if the student demonstrates equivalent previous graduate-level course work in the required areas. There may be other required courses based on the training grants that students receive.

3) Electives

Elective coursework is to provide an enhancement of the core training and should be highly individualized. There is no formal requirement for elective coursework in the Pharmaceutics doctoral program. However, the student is encouraged to take elective courses offered by UW that might be a benefit to their dissertation project and career goals. Currently, the department offers the following electives:

- PCEUT 501 Pharmacometrics (3 cr)- offered in spring quarter of even years
- PCEUT 503 Drug Transport and Delivery (3 cr) - offered in the spring quarter of odd years
- PCEUT 534 Principles of Precision Medicine (2 cr) - offered in spring quarter every year
- PCEUT 513 Basic Concepts in Pharmacogenetics and Toxicogenomics (2 cr)- offered every year in winter quarter

4) Seminars and Literature Review

1. PCEUT 520: Seminar (1 cr/quarter; 3 qtr/year until graduation)

Students are expected to enroll in PCEUT 520 every quarter when in residence, until they receive their graduate degree. Beginning in the second year, students are required to make a minimum of three PCEUT 520 seminar presentations during their graduate studies. A general topic seminar is presented in the second year; research presentations are presented in subsequent year. The required number of seminar presentations can be less if approved by their dissertation supervisory committee and if they defend during the fourth year in the program. See the course master for additional guidance.

2. PCEUT 583: Journal Club (1 cr/quarter; 3 qtr/year until graduation)

Students are expected to enroll in PCEUT 583 every quarter in residence, until they receive their graduate degree. An exception will be made for the quarter in which they defend. First-year students are required to participate in the first-year rotation talk at the end of each quarter as part of the journal club. See the course master (rotates quarterly) for additional guidance.

5) Research

PCEUT 600 & 800 (variable credits)

Students entering the doctoral program are required to complete two laboratory rotations as research assistants (RAship) during the autumn quarter and winter quarter of their first year, until a research advisor has been declared. For students who are doing a third lab rotation, they need to register for the rotation in the spring quarter under PCEUT 600 (variable credits). The matching of available rotation labs with each incoming student will be facilitated by the Graduate Program Director. Students may indicate their choices of labs to do rotations and their preferences will be given due consideration.

Students may choose a research advisor at the end of winter quarter, but they must choose a research advisor no later than the end of spring quarter in their first academic year (Please see the part about [Choice of Advisor](#)). They must also begin research in the lab of their advisor by the start of summer quarter in their first academic year (PCEUT 600, variable credits).

After successful completion of the General Exam requirements (see [Appendix A](#)), students will sign up for PCEUT 800 (variable credits) until the defense of their dissertation, in order to meet the research requirements of the Department and the Graduate School. A minimum of 27 800-level credits is required for receipt of the Ph.D. degree.

6) In addition, all students must attend the following training sessions:

- a. Prior to beginning laboratory research: See students' welcome letter for a list of required training courses. Radiation Safety, Human Subjects (CITI course strongly recommended) and AnimalCare training may also be required, if relevant to the student's dissertation research.
- b. The summer quarter of their 1st year, students are required to attend:

- (1) UW TA training: <https://teaching.washington.edu/programs/ta-program/>
- (2) Biomedical Research Integrity - Students are required to take training in biomedical research integrity. We require that all 1st and 2nd year students complete a series of FIVE lectures (discussion sections optional) presented as part of the BRI program by the end of their 2nd summer for 2 credits:

<https://depts.washington.edu/bhdept/biomedical-research-integrity-bri-2022>.

The Department will provide additional BRI training through its Journal Club course. Selected topics in depth will be covered on a periodic basis, such that every student will likely receive the training twice during their time in the doctoral program (early when they are building an understanding and later when they can share their knowledge and experience).

7) Auditing a Course and Grading Options

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

- (1) Register for the course.
- (2) Complete the [Registration Transaction Form](#) [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 a class. To have their 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 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 master. Please visit the site below for more information regarding the school's S/NS and C/NC policy.

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>

8) Graduation

At the beginning of your last quarter please reach out to your PI and the program advisor so they are aware you are ready to graduate. This website is great for information as students prepare to graduate: [Preparing to Graduate | UW Graduate School](#)

Ph.D. Program in Pharmaceutics

Typical Schedule of Core Requirements

YEAR 01

Autumn	Winter	Spring	Summer
BIOST 511 (4 cr; A,Su)	MEDCH 501 (3 cr)		
PCEUT 502 (2 cr)	PCEUT 506 (3 cr)		
PCEUT 505 (2 cr)	PCEUT 532 (4 cr)		
PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	
PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	
Lab Rotation (RAship)	Lab Rotation (RAship)	PCEUT 600: Research (variable)	PCEUT 600: Research (2 cr)
	*PHCOL 510, 511 (2 cr each)	*PHCOL 512, 513 (2 cr each)	
		** (Elective, e.g., PCEUT 501, 503, 534)	

YEAR 02

Autumn	Winter	Spring	Summer
(Elective)**	(Elective)**	** (Elective, e.g., PCEUT 501, 503, 534)	
PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	
PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	
PCEUT 600: Research (variable)	PCEUT 600: Research (variable)	PCEUT 600: Research (variable)	PCEUT 600: Research (2 cr)
	*PHCOL 510, 511 (2 cr each)	*PHCOL 512, 513 (2 cr each)	

* PHCOL 510, 511, 512, 513: Required for training grant students; others may take as electives.

**Electives are not required, but students are encouraged to take classes that will enhance their dissertation research or career. Students must register for a minimum of 10 credits per quarter AUT, WIN, SPR and minimum 2 credits per quarter SUM.

YEAR 03 to Graduation

Autumn	Winter	Spring	Summer
(Elective)**	(Elective)**	(Elective)**	
PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	
PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	
PCEUT 800: Research (8 cr) ¥	PCEUT 800: Research (8 cr)	PCEUT 800: Research (8 cr)	PCEUT 800: Research (2 cr)

** Electives are not required, but students are encouraged to take classes that will enhance their dissertation research or career.

¥ Students who have passed their General Exam should register for PCEUT 800. Before passing the General Exam, continue to register for PCEUT 600.

Master of Science Program (Thesis)

The department of Pharmaceutics offers a terminal MS degree program, which requires the preparation of a thesis. This program is typically completed within two years. The program course work is divided into four components: prerequisites which define the level of entry into the program; a core MS program listed below; seminars and literature review; and research. See [Appendix G](#) for the program checklist.

1) Prerequisites: College Level Differential Calculus or Calculus I (e.g., [MATH 124](#); 5 cr)

Candidates may be accepted into the program on the condition that any deficiencies in meeting any course prerequisite are rectified by the end of the first academic year.

2) Core Courses

The MS degree requires a minimum of 41 credits, of which 18 must be graded (the graded credit must be from graduate courses of 500 level or above). The additional 23 credits include seminar, journal club, research, and thesis study. Students must complete a minimum of 9 credits of PCEUT 700 (Master's Thesis) for the degree. Please review the [UW Graduate School Degree Requirements](#) for more information. Elective courses are available, but not required. Of the 41 required course credits, 18 are derived from the following "core" courses that are intended to give the student the necessary knowledge base in the field of pharmaceutical sciences.

- PCEUT 502: Drug Disposition Science (2 cr)
- PCEUT 505: Concepts in Pharmaceutical Sciences I (2 cr)
- PCEUT 506: Concepts in Pharmacokinetics (3 cr)
- PCEUT 532: Clinical Pharmacokinetics (4 cr)

Additional didactic core courses:

- MEDCH 501: Medicinal Biochemistry (3 cr)
- BIOS 511: Medical Biometry I (4 cr)

The above core courses are considered essential and may be waived for students entering with previous graduate-level course work in the required areas.

3) Seminars and Literature Review

- PCEUT 520: Seminar (1 cr/quarter; 3 qtr/year until graduation). MS students are not required to make a presentation, but they may take the opportunity to present for the experience.
- PCEUT 583: Journal club (1 cr/quarter; 3 qtr/year until graduation). First-year MS students are required to participate in the first-year rotation talk at the end of each quarter as part of the journal club.

4) Research

- PCEUT 700 (variable credits)

MS students will typically have their PI and laboratory research identified in the autumn quarter of their first academic year. MS students sign up for PCEUT 700 (lab research/thesis research, variable credits) during the program until the submission of their thesis (<https://grad.uw.edu/for-students-and-post->

[docs/thesisdissertation/](#)). The credits that students can register for PCEUT 700 vary from 1 to 8, depending on their course load for the quarter and the time students need to spend on their thesis research. Students must register for a minimum of 10 credits per quarter in autumn, winter, and spring, and minimum 2 credits per quarter in summer.

5) In addition, all students must attend the following training sessions:

- Prior to beginning laboratory research: See students' welcome letter for a list of required training courses. Radiation Safety, Human Subjects (CITI course strongly recommended) and Animal Care training may also be required, if relevant to the student's thesis research.
- The summer quarter of their 1st year students are required to take training in biomedical research integrity. We require that all 1st and 2nd year students complete a series of FIVE lectures (but not the discussion sections) presented as part of the BRI program by the end of their 2nd summer for 2 credits: <https://depts.washington.edu/bhdept/biomedical-research-integrity-bri-2022>. The Department will provide additional BRI training through its Journal Club course. Selected topics in depth will be covered on a periodic basis, such that every student will likely receive the training twice during their time in the program (early when they are building an understanding and later when they can share their knowledge and experience).

6) Master's Thesis

MS students are required to submit a master's thesis. The content of the thesis should be a research summary of their laboratory project. Under special circumstances and with the consent of the advisory committee, a comprehensive review of a relevant area of pharmaceutical research may be permitted. Each student should work closely with their major advisor in order to identify and develop the content of the master's thesis and the composition of the supervisory committee (PI and at least one other PCEUT faculty member). Once the student is ready to graduate, the thesis should be submitted to the graduate school. In addition to that, the student must get committee approval before submitting the thesis, and the form for approval can be found here: <https://grad.uw.edu/wp-content/uploads/thesis-approval-form.pdf>

7) Auditing a Course and Grading Options

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

- (1) Register for the course.
- (2) Complete the [Registration Transaction Form](#) [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 a class. To have their 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 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 master. Please visit the site below for more information regarding the school's S/NS and C/NC policy.

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>

8) Graduation

At the beginning of your last quarter, please reach out to your PI and the program advisor so they are aware you are ready to graduate. This website is great for information as students prepare to graduate: [Preparing to Graduate | UW Graduate School](#)

9) Master to Ph.D. Progression

Students admitted into the MS program can formally apply to the PhD program if desired. There are two options.

Option 1: Transfer to the Ph.D. program without completing the MS degree: This option would **NOT** require you to submit your master's thesis, and therefore, you would not graduate with an MS degree. In the fall quarter of the 2nd year of your MS program, you will need to apply online through the regular application process and submit all required documents as a brand-new PhD applicant.

<https://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/> Your application will be reviewed with all other PhD applicants (due date as announced on PCEUT graduate student application website). If you are accepted to the PhD program, you will be able to transfer your MS credits (both course and research) to the PhD track and transfer to the PhD program directly.

Option 2: Transfer to the Ph.D. program after completing the MS degree: This option requires you to complete your master's program as planned. You will apply online for the PhD through our regular application process and submit all required documents as a brand-new PhD applicant. If you get accepted to the PhD program, you will still complete your MS degree, and then start your PhD program. You will NOT need to redo the courses required for the PCEUT PhD program. But your master's research CANNOT be used to fulfill the PhD dissertation requirements (see <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/>).

For option 1 or 2, if you are accepted into the PhD track, you are at liberty to select another Pharmaceutics faculty member as your PhD advisor.

MS Program in Pharmaceutics

Typical Schedule of Core Requirements

YEAR 01

Autumn	Winter	Spring	Summer
BIOST 511 (4 cr; A,Su)	MEDCH 501 (3 cr)		
PCEUT 502 (2 cr)	PCEUT 506 (3 cr)		
PCEUT 505 (2 cr)	PCEUT 532 (4 cr)		
PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	
PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	
PCEUT 700: Lab Research (Variable cr)	PCEUT 700: Lab Research (Variable)	PCEUT 700: Research (Variable)	PCEUT 700: Research (2 cr)

YEAR 02

Autumn	Winter	Spring	Summer
(Elective)**	(Elective)**		
PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	PCEUT 520 (1 cr)	
PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	PCEUT 583 (1 cr)	
PCEUT 700: MS Thesis (Variable)	PCEUT 700: MS Thesis (Variable)	PCEUT 700: MS Thesis (Variable)	PCEUT 700: Research (2 cr)

**Electives are not required, but students are encouraged to take classes that will enhance their thesis research or career. Students must register for minimum 10 credits per quarter AUT, WIN, SPR and minimum 2 credits per quarter SUM.

V. General Program Requirements

Graduate students in Pharmaceutics are also students at the 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 requirements of the Graduate School can be found here: <http://grad.uw.edu/for-students-and-post-docs/degree-requirements/>. Some of the pertinent requirements of the Graduate School and the Department are described below, dealing with scholarship, residence, supervisory committees, research dissertation, and examinations (general and final). Most forms required for use during their time in PCEUT can be found here [Department of Pharmaceutics - Student Documents and Forms - All Documents \(sharepoint.com\)](#).

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

1. **Residence (Ph.D. only):** A minimum of three academic years of resident study is required (90 credits), two of them (60 credits) being at the University of Washington. Residence is defined as 10 credits per quarter (Autumn, Winter, Spring) or 2 credits during summer quarter. Only courses numbered 300 and above count toward residence. Dissertation research must be conducted at the University of Washington, unless the research is of a collaborative nature requiring off-campus facilities. See link here <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/> to Leave Policies.

Please also see [Appendix B](#) for our department's guidelines on onsite work policy.

2. **Credits and scholarship:** For students in the PhD program, a minimum of 90 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, [Memo 46: Graduate Degree Requirements | UW Graduate School](#)). The minimum passing grade in any given course is 1.7, however, to count towards the 18 numerically graded credit requirement, the PhD student must obtain a grade of 2.7 or higher. In addition, the Department requires a grade of 3.0 in Pharmaceutics core courses (i.e., those listed with the PCEUT prefix). The graduate school requires a minimum cumulative GPA of 3.0 in all numerically graded courses taken by the student.

For students in the MS program, a minimum of 41 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, [Memo 46: Graduate Degree Requirements | UW Graduate School](#)). 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. In addition, students in the MS program must pass all required PCEUT core courses to graduate. For MS students, only courses with a grade of 2.7 will be counted towards the total of 18 graded credits. These courses must be PCEUT core courses (i.e., those listed with the PCEUT prefix) or a replacement course in the biomedical area relevant to PCEUT with approval by the student's advisor. The graduate school requires a minimum cumulative GPA of 3.0 in all numerically graded courses.

All PhD and MS students are expected to take graduate research credits: PhD students should register for PCEUT 600 starting from the spring quarter of their first year in every quarter until

they complete the general examination and register for PCEUT 800 after passing the general examination every quarter until they graduate from the program; MS students should register for PCEUT 700 every quarter until they graduate from the program. The credits that students can register for PCEUT 600, PCEUT 700, or PCEUT 800 vary from 1 to 8, depending on their course load for the quarter and the time students need to spend on their thesis/dissertation research. Students must register for a minimum of 10 credits for all courses in total per quarter in autumn, winter, and spring, and minimum 2 credits per quarter in summer.

3. **Teaching experience (not required for the MS program):** A minimum of two quarters of teaching assistantship experience is a required component of training for the Pharmaceutics Ph.D. degree. Students will not be asked to assist more than 1 class per academic quarter. Most students will complete this requirement during the first three years in the program. To be eligible to work as a TA, students are required to complete the TA training in the summer quarter of their first year.

Students are required to register for the TA conference on teaching and learning:

<https://teaching.washington.edu/programs/ta-program/>

The Opening Plenary, the Closing Plenary, Intro to Canvas, and Teaching STEM Quiz

Sections: First Day and Beyond are required sessions for our students and students are highly recommended to attend other sessions as well. Click the following link

[\(https://teaching.washington.edu/programs/ta-program/taprogram-registration/\)](https://teaching.washington.edu/programs/ta-program/taprogram-registration/) to

register for the conference. Registration opens around the first week of July.

4. **Examinations and progress evaluation:** All graduate students must participate in the departmental examinations. General examination (including a written proposal and an oral presentation) is required for advancement to Ph.D. candidacy, and a final examination (oral defense and submission of an approved dissertation) is required for the Ph.D. degree. Submission of an approved thesis is required to complete the MS degree.

Progression of Steps in Relation to the Doctoral Degree

This section is intended to offer an outline of key procedural steps that must be taken to receive a Ph.D. degree. Additional details are found within the accompanying appendices.

1. **Selection of doctoral supervisor (advisor):** The relationship between a research supervisor and a graduate student is a very special one and requires significant deliberation. Agreement in the selection of a supervisor must be mutual and fully informed. Students in the Ph.D. program will choose their research supervisor (major advisor) no later than the end of spring quarter of their first academic year. At the end of their winter quarter of their 1st year, students can submit their three ranked choices to the Graduate Program Director. For those students who opt to complete three rotations, their choices should be submitted to the Graduate Program Director by the end of spring quarter. Although the Graduate Program Director will attempt to accommodate every student's first choice for a supervisor, it is possible that this may not occur because of previous commitments by the faculty to other students in the program, laboratory space, or funding constraints. Once selected, the supervisor's primary role is to provide guidance, supervision, and evaluation of the student's study and research.

2. **Development of research skills and identification of dissertation topic:** By summer quarter of the first year, students must begin their dissertation research and they should schedule/complete their general examination before the end of their 3rd year.
3. **Appointment of Doctoral Supervisory Committee:** The doctoral supervisory committee should be formed early in a student's 2nd year and should meet at least once before the general exam is scheduled and then meet at least yearly (twice yearly is recommended). The committee members should consent to be on the committee and have the expertise to mentor the student in their dissertation research. The committee must have a minimum of 4 members, and at least three of them, including the Chair (i.e., PI of their lab) and the GSR, must be members of the Graduate Faculty with an endorsement to chair doctoral committees. The GSR must be a productive scholar in their own research area that may differ from that of the student's dissertation project. The remaining members must be identified by the student's appointing department or program as productive scholars in the student's major field and/or subfields. The Chair(s) of the committee must be able and willing to assume principal responsibility for advising the student. In addition, the Chair(s) should have adequate time available for this work and should expect it to be accessible to the student. Students will need to send this list of people, as well as their role on their committee, to the Graduate Program Advisor. If anyone on their committee is not UW faculty, the student will need to send the Graduate Program Advisor their email address as well as the company they work for. An individual development plan (IDP) ([Download Forms Here](#)) must be completed by the student at least annually in preparation for the annual reappointment process. At least once a year when the committee meets with the student, a doctoral supervisory evaluation form must be completed and signed by the committee and the student. All these documents must be uploaded to the student database ([Student Database](#)). This information will be used for reappointment as a research assistant in the Department. Students are notified of their RA reappointment by June 1 of each year. The student must notify the Graduate Program Advisor of any new members of their committee added or removed during their dissertation study.
4. **Scheduling and Format of General Examination:** The student should take their general examination when they have a clear understanding of the background, hypotheses, and aims of the project, and have obtained some data for the committee to assess the student's capacity for innovative scholarly work. The student is also expected to understand and explain concepts learnt in their core courses. The general exam consists of 2 parts: (a) submission of a written proposal of the student's research, and (b) oral Ph.D. candidacy examination (for details see [Appendix A](#)).

Students should take the general exam by the end of their 3rd year. Please see the following link about the Graduate School Representative (GSR) eligibility: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/graduate-school-representative-gsr-eligibility/>. At least four members of the committee (including the Chair, GSR, and additional Graduate Faculty members) must be present at both the general and final examinations (see below). The student should submit their dissertation proposal and their IDP to the committee at least one week in advance of the examination. Prior to the examination, the student must update their academic record in the student database.

Students need to make sure they have notified the Graduate Program Advisor of their committee

members so they can be recorded in MyGrad prior to the student scheduling the exam in MyGrad (student view). Prior to scheduling the general exam, the student must confirm with each member their availability. Then, no later than 3 weeks prior to the desired date of the general examination, the student must request scheduling of the date in MyGrad (student view), which will then be approved by the Graduate School. All members of the committee will be automatically notified of the date and time of the exam. The student becomes a “candidate” for the Ph.D. upon successfully passing the General Exam.

5. **Individual Development Plan (IDP):** Each student must prepare (or update) an IDP every year ([Download form here](#)) and review this with their committee members. For first year doctoral students, the annual meeting will be with the Graduate Program Director and the Graduate Program Advisor. The completed and signed Annual Doctoral Supervisory Committee form and the IDP form should be uploaded to the student database ([Student Database](#)) by **May 25**.
6. **Appointment of the dissertation reading committee:** When a dissertation is in the final stages of preparation, the student with consultation from his/her/their research supervisor should ask members of the Dissertation Supervisory Committee (usually two general members and the Chair) to act as the dissertation Reading Committee. Once the chosen faculty agrees, the student notifies the Graduate Program Advisor, who completes the online appointments through the MyGrad Program.
7. **Scheduling of the Final Examination (defense):** At least three weeks before their defense, get the [approval form](#) signed by the reading committee stating the students are ready to schedule the defense. To schedule the final exam (see [Appendix A](#) below), students must fulfill the requirements of the graduate school (URL <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/final-examination-dissertation-defense/>). Importantly, the students must obtain signatures from their reading committee members (and upload to the [student database](#)) that the reading committee has read the entire draft of the dissertation, and every committee member has agreed that the student is prepared and approves the student to schedule a final examination. Then, the students should confirm their final exam date with their entire committee before requesting the date on MyGrad. No later than three weeks prior to the desired date of the final examination, the students must request the final examination using the MyGrad Program (Student View) by completing the online request. All committee members will be notified automatically by email of the date and time of the exam. If the final exam is held in person, a room must be scheduled in advance.

Progression of Steps in Relation to the Master’s Degree

1. **Selection of master’s supervisor (advisor):** The majority of the time master’s students are offered a direct entry to a specific laboratory under guidance of the PI. The PI will supervise student’s progression and guide the student throughout the program.
2. **Development of research skills and identification of thesis topic:** On joining a lab, with the guide of program advisor students must actively engage in research project.
3. **Preparation of Individual Development Plan:** Each student must prepare an individual

development plan (IDP) every spring quarter ([Download IDP Template Here](#)), review this with their advisor and submit it to the Graduate Program Advisor by **May 25**.

4. **Appointment of Thesis Reading Committee:** This committee needs to be formed towards the completion of the program. This committee consists of two to four members, the chair/PI as well as 1-3 additional members. The chair plus at least one half of the committee must be Graduate Faculty. Students will need to send this list of people, as well as their role on the students' committee to the Graduate Program Advisor. If anyone on their committee is not UW faculty, then they will need to send the Graduate Program Advisor their email address as well as the company they work for. The student must notify the Graduate Program Advisor of any new members of their committee added or any changes in the composition of the committee. Once the thesis is ready and read by the committee, the students need to have the thesis approval form (<https://grad.uw.edu/wp-content/uploads/thesis-approval-form.pdf>) signed by the committee members. The form needs to be submitted to the Graduate School.

VI. FINANCIAL ASSISTANCE

A Ph.D. student can expect to receive departmental financial support for a period of 5 years in the form of a Research Assistantship (RA) that provides a tuition waiver and a stipend. Under exceptional circumstances, this period of support can be extended through petition ([Click here](#)). The RA reappointment and recommitment of financial support is made annually at the end of spring quarter and is based on an assessment of student progress towards the degree (see the following section about [deficiencies](#)). Evaluation criteria include grades, laboratory/research performance, and exam outcomes. Students who pass their general exam and reach doctoral candidate status will get an increase in their monthly stipend once the candidacy is confirmed by the Graduate School. The level of stipend support and other benefits for those students who are eligible are negotiated through union contract: <https://grad.uw.edu/graduate-student-funding/funding-information-for-departments/administering-assistantships/ta-ra-salaries/>

Students who matriculated into the Ph.D. program but who are directed into a terminal MS track may receive continued financial support for the remainder of their last yearly RA appointment period, so that they may complete research requirements and prepare a master's thesis.

The master's program is a fee-based program and does not typically offer financial support. The research advisor may offer support through funds that they control. Students are encouraged to seek financial support from other intramural or extramural sources.

RA Reappointment Procedure

With rare exception, upon admission into the pharmaceuticals doctoral program, all students are offered a Research Assistantship. The initial appointment is made automatically upon matriculation and can be renewed annually. The renewal process begins during spring quarter with the preparation (first year) or update (subsequent years) of the Individual Development Plan, which instructs the student to provide a 1-page summary of research and training activities, and other accomplishments (e.g., extramural research presentations, publications, awards) during the preceding year. Students will also be asked to provide a brief outline of goals for the next academic year. This document should be uploaded to the student database by May 25. The Individual Development Plan will be reviewed by the department Chair and Graduate Program Advisor. Once formed, members of the Doctoral Supervisory Committee will also review the plan and the student's progress annually.

RA reappointment decisions, as well as financial support and benefits that students can expect for the next academic year, will be communicated in writing to the students no later than June 1, and students will have two weeks to respond to the offer of reappointment, per the contract for Academic Student Employees (ASEs) found here: <https://hr.uw.edu/labor/unions/uaw/ase-contract>.

Deficiencies in the Progress

The Department is committed to help students to succeed academically and professionally. With the Graduate School's [Memo 16](#) about Academic Performance and Progress as the basic framework, these steps will be followed should a student encounter difficulty with required course work:

- a. Oral/email communication: Course instructor(s) should communicate with a student when

they see early signs that the student might have been struggling with the course. Instructor(s) should communicate with the identified student and explore possible ways to help the student to improve his/her/their performance in the class and meet academic expectations.

- b. Warning letter: If a student failed a core course, the student should receive a written letter from the Graduate Program Director, which serves as a warning letter, to communicate with the student about the situation involved, remediation plan (remediation exam or retake that course), and the timeline for remediation. The letter should also contain information that failing to meet the expectations stated in the warning letter will lead to probation.
- c. Probation: If a student failed a second core course, the student should be put on probation and a letter should be issued. The letter should communicate with the student about the situation involved, remediation plan (remediation exam or retake that course), and the timeline for remediation. The letter should also contain information that failing to meet the expectations stated in the probation letter will lead to final probation.
- d. Final Probation: If the student failed to meet the expectations stated in the probation letter, or failed a third core course, the student will be put on final probation. The final probation letter should communicate with the student about the situation involved, steps to remove final probation, and the timeline for the process. The steps to remove the final probation could be to take an oral exam with a faculty committee (possibly, course instructor and the Graduate Program Director or other faculty members).

For students in the MS program, similar steps should be taken when it comes to performance issues with coursework. Since MS students could use other approved courses to replace PCEUT core courses, in the case that a remediation exam is not available when a student failed the core course, the student could take another course approved by the student's PI to replace the failed course.

For research related progress issues, a student's thesis/dissertation committee should address the issues 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.

Reappointment of doctoral students for RA can be denied because of a failure to maintain good scholastic standing (GPA below 3.0) or a failure to make substantive research progress towards the degree. RA reappointment letters will be placed in the student's database record and can be viewed, upon request, by the student at any time. Students seeking Departmental support in their 6th year will need to petition the Graduate Program Director and the Chair. This petition will be granted only on an exceptional basis (see URL for details).

VII. APPENDICES

Appendix A- Preparation for the General and Final Examinations

1) Instructions for Preparing the General Examination Proposal

The purpose of the written proposal is to train the student in scientific writing, to present the framework of the student's thesis project and to provide the necessary details of the student's thesis research to their committee. The student should craft a proposal to present relevant background and a focused research plan. For each examination the written proposal should be submitted to the supervisory committee **no later than one week** before the scheduled examination. Failure to prepare the proposal in time may result in rescheduling of the examination or a request for additional writing requirements.

The proposal should be written in a format similar to an NIH grant application. It should be maximum 10 pages in length, 12-point font (Times New Roman) or 11-point font (Arial), with 0.5-inch margins and 1.0 line spacing not including abstract and bibliography. The recommended pages should be used as follows:

- a. Abstract: The abstract should be maximum 250 words and briefly describe the background, specific hypotheses and aims, preliminary results and methods used, and the experimental plan for the thesis research.
- b. Specific aims: The specific aims should be 1 page in length and clearly state the detailed research hypotheses for the dissertation research. The specific aims should be numbered and state the objectives of the experimental research conducted by the student. A brief description of how each specific aim will be addressed should be included.
- c. Background and significance: This part of the proposal should be no more than 3 pages long and provide an in-depth presentation of the critical background for the research project. It is important that the student captures both the broad perspective of the field as well as the detailed evidence available to support their research hypotheses. The student is strongly encouraged to use tables and figures to summarize data from literature.
- d. Experimental plan: For the experimental plan, the student should describe in 3-4 pages (in broad strokes) a plan of the experimental conduct of their dissertation research. It is important that the extent of experiments planned is described for each aim to allow the committee to reach a conclusion of the feasibility and likelihood of success of the proposal.
- e. Preliminary data: This section can be up to 3 pages and could be organized within the experimental plan (i.e., with the experimental plan of each aim) of the project. For each aim, specific experiments that demonstrate applicability of a selected technique or support the original hypothesis should be presented. The purpose of the preliminary data is to demonstrate that the student has accrued the skills and techniques

necessary to complete their dissertation and to convince the committee that the proposed hypotheses are viable and can be tested. Experimental methods should be described briefly to provide the necessary information required to understand the results. The student is encouraged to present their data in graphical and tabulated formats and be prepared to answer specific questions pertaining to the design and conduct of these experiments.

- f. References: References should be included at the end of the proposal and be written in an appropriate style that includes, authors, title of the manuscript or reference, journal of publication, volume, page numbers and year of publication.
- g. The student can also include as an attachment to the proposal any publications derived from their dissertation research, conferences attended, oral and poster presentations and other accomplishments and leadership activities. If a manuscript is provided, it can be referred to in the proposal in lieu of describing the work within the proposal.

2) Instructions and Expectations for the Oral Exam

- a. Oral presentation should be a half hour in length (and not repeat the seminar presentation that has happened just prior to the exam), providing a brief description of the thesis proposal that includes background, significance, the research plan, and preliminary data. Presentation must demonstrate thorough understanding of field of research to include topics covered in core curriculum and to be familiar with current literature in areas related to the thesis research. Altogether, however, the exam will take about 2-3 hours. The student is encouraged to send their PowerPoint slides in advance to the committee members.
- b. Students should expect interruptions from committee members to clarify significance of experiments, question specific aims or to ask about technical issues. Though the advisor is the Chair of the Supervisory Committee, they do not play any active role during the examination and should only provide clarification or comment if asked by members of the committee.
- c. The Department encourages the committee to conduct the examination in a critical way that will ensure that the student is on track to graduate and will continue to excel. If the committee feels that the student is below average in any way, the committee can vote to fail the student with one of two recommendations. They could allow a reexamination after corrective action has been taken, which may consist of one or more of the following:
 - student takes specific electives
 - student meets with committee members more frequently than required
 - student remediates deficiencies in knowledge areas via self-study

The committee could also recommend termination in the program with the possibility of a terminal master's degree.

- d. Special role of the GSR: The GSR represents the broad concerns of the Graduate School

with respect to high standards of scholarly performance, ensuring that the student's mastery of the subject matter is broad and comprehensive. The GSR is a voting member of the committee and must attest to the validity of the examination, must indicate approval of the process by which the examination was conducted, must ensure that the student is treated in an unbiased manner, and must represent the Graduate School in ensuring university-wide standards of scholarly performance.

In preparation for the general and final examination, students should see that the GSR receives all necessary materials (i.e., copies of the dissertation proposal, the dissertation, etc.) in a timely manner. Changes in the appointment of the GSR are made only under extenuating circumstances.

3) Final Examination and Submission of the Dissertation

- a. General: Preparation for the Final Exam begins with a consensus of the student advisory committee that the research has been completed (or is soon to be) and is of sufficient scope and quality to constitute a defensible dissertation. At that time the student should confirm the availability of their Reading Committee, create a timeline for writing the dissertation, and identify a suitable time window for scheduling a defense.
- b. Reading committee: The reading committee, consisting of at least three voting members of the supervisory committee, should be formed shortly after a successful general examination. One member of the reading committee must be the Chair of the advisory committee. The reading committee is appointed to read and approve the dissertation. When the reading committee has read an entire draft of the dissertation and the voting members of the doctoral supervisory committee agree that the candidate is prepared to take the Final Examination, the student will schedule the Final Examination.
- c. Final Examination: The Final Examination consists of a defense of the dissertation. By Department policy, it begins with a public oral presentation that lasts approximately 1 hour, with 45-min devoted to research topics selected from the written dissertation and 15-min for questions from the general audience. At the Final Examination, the dissertation is evaluated, and if a majority of the voting members of the supervisory committee members agree that the evaluation is positive, the doctoral supervisory committee recommends to the Dean of the Graduate School that the degree be awarded. If members of the doctoral supervisory committee do not agree with the majority recommendation concerning the examination, a minority recommendation should also be forwarded to the Dean.
- d. Submission of dissertation to Graduate School: The dissertation must conform to the requirements of the Graduate School: <https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>. It will typically consist of a background chapter, three or more research chapters (often tied to the original specific dissertation aims and in essence published papers if the research has been published) and a summary chapter, as well as references, table of contents and other stand-alone

information required by the Graduate School. Of the research chapters, the Department requires that prior to scheduling the defense, the student have at least one chapter be published as a first author peer reviewed paper of original research. In addition, the Department recommends that, before scheduling the defense, as many as possible of the additional research chapters be published, in press, or submitted for publication. When other researchers have contributed to the research chapters, this should be appropriately acknowledged in the chapter. If a chapter is a joint first author published paper, the paper cannot be included “as is” in the dissertation. Instead, the student will need to re-write in their own words the portions of the said paper that is not written by them. The student should clearly delineate within the chapter their contribution to the chapter and that of others, including the other first author. If some of these requirements cannot be met, the student must seek a written and signed waiver (spelling out the details) from their supervisory committee prior to scheduling the defense. Such a waiver is not guaranteed. There are no other Departmental requirements. The student must be registered for PCEUT 800 credits during the academic quarter in which the completed dissertation is to be submitted. The dissertation must be submitted in accordance with the UW Graduate School deadlines ([found here](#)). Once the committee members are added to the student’s profile, they will be able to approve the dissertation online.

Appendix B- Department Policy on Time off and Onsite Work

Students are expected to perform their research and/or instructional duties according to the [contractual agreements](#) governing their appointment as Academic Student Employees (ASEs), and the [academic requirements](#) to maintain satisfactory performance and progress towards their degree. (Please see details in the [General Program Requirements section](#).)

Time off related policies for ASEs:

1. Students should refer to the UW [student employment website](#) for time off and leave policies.
2. At the department level, it is important that student employees inform and coordinate with their supervisors/PIs ahead of time when asking for time off whenever it is possible: Students should fill out the form of [Request for Short-Term Leave or Overtime](#), get the signature from their supervisors/PIs, and send the signed form to the Graduate Program Advisor for documentation.

Time off policies for ASEs:

<https://hr.uw.edu/studentemployment/time-off-and-leave-policies/academic-student-employees/time-off-policies/>

Salaried ASE time off FAQs:

<https://hr.uw.edu/studentemployment/time-off-and-leave-policies/academic-student-employees/salaried-ase-time-off-faqs/>

Onsite work-related policies:

1. Suspension/resumption of onsite work shall take effect according to current operational UW policies. Based on UW policy in response to the COVID pandemic as of January 31, 2022, research operations will remain onsite and in-person instruction has resumed. Current vaccination and face mask policies must be observed, and reporting/isolation practices followed in confirmed cases of COVID infection. For up-to-date UW guidance on COVID-19, students are encouraged to check <http://www.washington.edu/coronavirus>.
2. Students 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 graduate (PhD or MS) advisor; and for instructional duties, the course master/instructor.
3. The agreement 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.
4. If there are disagreements between the student and the responsible faculty member on the appropriateness, or the specifics, of the offsite work under consideration, an ad hoc committee of faculty members nominated by the Department Chair shall be formed to resolve this issue. If the student's Supervisory Committee has already been constituted, the ad hoc committee shall consist of members of the Supervisory Committee excluding the responsible faculty member (typically the primary dissertation/thesis advisor) and including the GSR. Any unresolved issue or appeal should

be reviewed by the Department Chair or designate, whose decision on this matter shall be deemed final.

5. It is the policy and practice of the UW to create inclusive and accessible learning environments 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 C- Scholarships and Awards

Graduate students in the doctoral and master's program are eligible for multiple 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.

1) Department Awards

The Department of Pharmaceutics offers awards to its graduate students that are intended to recognize outstanding scholarly activity during the time that they are enrolled in our programs. The current awards are detailed at this link: [Departmental Awards](#)

2) School Awards: Click [here](#) for more information.

Rodney J Y Ho and Lily S Hwang-Ho Award: Click [here](#) for more information.

NIH Pharmacological Sciences Training grant: Click [here](#) for more information.

3) UW Health Science Awards

Magnuson Scholarship: Click [here](#) for more information.

TL1 Translational Research Training Fellowship: Click [here](#) for more information.

4) University Awards

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

UW ARCS Fellowship: Click [here](#) for more information.

Graduate Student Conference Travel Award: Click [here](#) for more information.

GSFEI Top-Scholar Award: Click [here](#) for more information.

Distinguished Dissertation and Thesis Awards: Click [here](#) for more information.

5) Extramural Awards

Graduate students in the Pharmaceutics department may apply for scholarships and awards that are offered by foundations and other organizations outside of the UW (i.e., extramural) system. The possibilities are numerous and should be searched through the Internet. A few that are directed specifically to graduate studies in a School of Pharmacy or to STEM sciences are listed below. Note that some organizations specifically target support of individuals from minority or disadvantaged backgrounds. Most of the descriptions presented below have been abstracted from the associated websites.

AFPE Fellowship: Click [here](#) for more information.

PhRMA Foundation Fellowship: Click [here](#) for more information.

NIH Predoctoral Individual NRSA Fellowship: Click [here](#) for more information.

Appendix D- Student Grievance Procedures

The Department of Pharmaceutics follows the School of Pharmacy and University of Washington's Scholastic Regulations, Student Governance and Policies (see UW Policy, Student Governance and Policies, Chapter 110: <http://www.washington.edu/admin/rules/policies/SGP/ScholRegCH110.html>) when addressing a student appeal of a course grade or exam decision.

Appeal of an Exam Grade

A student who believes that an instructor erred in the assignment of a grade, or who believes a grade recording error or omission has occurred, will follow these steps to resolve the matter:

- a. The student should first discuss the matter with the instructor before the end of the following academic quarter.
- b. A student who is not satisfied with the instructor's response may submit, no later than 10 class days after her/his/their discussion with the instructor, a written appeal to the Chair of the department with a copy of the appeal to the instructor. This time may be extended by the Chair in exceptional circumstances, such as the situation in which the student did not learn of the appeals process deadlines in time. If the Chair has a conflict of interest, the appeal will be heard by a Chair's designee pre-determined from among the Department's faculty.
- c. Within 10 calendar days of receipt of the appeal, the Chair will consult with the instructor to determine whether the evaluation of the student's performance was fair and reasonable or whether the instructor's conduct in assigning the grade was arbitrary or capricious.
- d. If the Chair determines that the instructor's evaluation of the student's performance was not arbitrary or capricious, the Chair notifies the student that the appeal is denied and that the assigned grade is final.
- e. If the Chair believes the instructor's conduct in assigning the grade was arbitrary or capricious, the Chair will request that the instructor revise the grade.
- f. If the instructor declines to revise the grade, the Chair, with the approval of the voting members of his, her, or their faculty, shall appoint an appropriate member, or members, of the faculty of the department to evaluate the student's performance and assign a grade. The Chair will inform the Dean and Provost of this action. The department's decision will be final.
- g. The Dean will refer the matter to the Associate Dean for Assessment, who will review the Chair's decision to ensure that the appeal process was followed correctly.
- h. Once a student submits a written appeal, this document and all subsequent actions on this appeal shall be recorded in written form in a school file residing with the Associate Dean for Assessment.

Unfair Treatment

Students who feel that they have been subjected to unfair treatment in the administration of departmental academic policies (including those described in this document) may seek resolution on the Academic Grievance Procedure outlined in Memo 33 from the Graduate School:

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-33-academic-grievance->

[procedure/](#)

Initiation of an informal conciliation process or formal complaint must occur within 3 months of the date of the incident. The student is referred to Memo 33 for further details. A brief description is provided below.

Informal Conciliation. Students who wish to challenge a course grade should first attempt to resolve the issue informally with the faculty or staff most closely involved. If they are not satisfied with the outcome, they can bring the issue to the department Chair for informal conciliation, who will facilitate further discussion between the implicated faculty or staff person and student. If the grievance is still not resolved, they may request that the Dean of the School of Pharmacy be engaged for additional informal conciliation. If they remain dissatisfied, they may request assistance from the Graduate School for another round of informal conciliation, typically led by an Associate Dean. They may also involve the Office of the Ombud.

Formal Complaint. If a student is not satisfied with the outcome of informal conciliation, they may file a formal complaint within 10 days of the conclusion of the attempted informal conciliation process. Formal complaints will be handled, as described in Memo 33 from the Graduate School. At a minimum, it will involve formation by the Graduate School of an Academic Grievance Committee, comprised of both UW graduate students and faculty outside of the Pharmaceutics department.

Appendix E- Quick References for Student Life

1) General

MyUW

<https://my.uw.edu/>

Main portal for variety of student-specific information as well as campus resources; requires login with UW NetID.

UW Student Guide

<http://www.washington.edu/students/>

University policies, academic resources, registration, housing, financial aid, health care and counseling, transportation, etc.

UW Division of Student Life

<http://www.washington.edu/studentlife/>

Student resources and information, including transportation, health and safety, campus life, diversity and disability services, financial services and more.

UW Campus Operator

206-543-2100

2) Health, Safety & Emergency Management

UW Alert

<http://www.washington.edu/safety/alert/>

- Receive notifications of emergencies or crisis situations that may disrupt the normal operation of the UW.
- Students, faculty and staff can subscribe to UW Alert and receive messages immediately via email, text message, Twitter, etc.
- Messages are also posted on the UW website and may be broadcast from loudspeakers or within buildings as needed.

UW SafeCampus

<http://www.washington.edu/safecampus/>

Preventing violence is a shared responsibility in which everyone at the UW plays a part. The SafeCampus website provides information on counseling and safety resources, University policies, and violence reporting requirements that help us maintain a safe personal, work, and learning environment.

- Urgent and Imminent Threats: Always call 911 if you or others need assistance from police, fire,

or emergency medical personnel.

- Potential or Suspected Threats: 206-685-SAFE (206-685-7233)
- Husky NightWalk (UW safety guards to walk with students): 206-685-WALK (206-685-9255)
- Violence Prevention and Response Training: free 50-minute training workshops, open to students, faculty, and staff. Learn to recognize concerning behaviors and how to respond in order to prevent violence in your workplace and on campus.

UW Police

<http://police.uw.edu/>

Emergency: 911

Non-Emergency: (206) 685-UWPD (8973) Anonymous Tips: (206) 685-TIPS (8477)

Business: (206) 543-0507

Email: uwpolice@uw.edu

Address: 1117 NE Boat St., Seattle, WA 98105

The University of Washington Police Department website includes information about services and resources, including but not limited to:

- Sexual assault
- Domestic and relationship violence
- Victim advocacy
- Crime prevention tips
- Bike registration
- Electronics registration
- Rape Aggression Defense (RAD)

Student Health Insurance

Students are responsible for obtaining their own health care coverage. Doctoral students with RA appointment are eligible for health insurance via the [Graduate Appointee Insurance Program \(GAIP\)](#). For more information, or if students need to find health insurance, please visit the UW Affordable Care site: <http://www.washington.edu/ship/affordable-care/>

International students: Please see the International Student Health Insurance (ISHIP) site: <http://www.washington.edu/ship/international-student-insurance-health-plan/>

Husky Health & Well-Being

All UW Seattle student health services in one place:

<https://wellbeing.uw.edu/>

UW LiveWell (part of the Division of Student Life)

<https://livewell.uw.edu/>

This department in Student Life offers training and education, as well as the following programs:

Suicide Intervention Program

<https://livewell.uw.edu/suicide-intervention-program-sip/>

- National Suicide Prevention Lifeline 1-800-273-TALK (8255) (For emergent situations, call 911)
- Email: lwsip@uw.edu

Livewell Confidential Advocates <https://livewell.uw.edu/survivor-support-advocacy/>

Advocacy and support for students impacted by sexual assault, relationship violence, stalking, sexual harassment and other related experiences. A Health & Wellness Advocate is available to meet with students and help them understand their rights and options for reporting both on campus and in the larger community as well as assist with connecting to resources, academic advocacy, and safety planning. Health & Wellness is a **safe and confidential starting point** for University of Washington students affected by these issues.

- Email: lwadvoc@uw.edu
- Visit the above website to make an appointment online

Campus Safety & Emergency Resources

<http://www.washington.edu/safety/>

Main portal for emergency resources and contacts, such as UW Alert, UW Police, and Environmental Health and Safety, as well as emergency information for these topic areas:

- Claims & insurance
- Emergency communications
- Fire and evacuation
- Global travel or study
- Hazardous materials
- Health
- Information security
- Lab Safety
- Safety and security guides
- Training

Hall Health Center

<https://wellbeing.uw.edu/unit/hall-health/>

4060 E Stevens Way NE (upper campus, across from the HUB)

- Phone (206) 685-1011
- Hours: M-F, 8-5 (except Tuesdays 9-5)
- Nurse advice by phone: (206) 616-2495 (M-F 8 - 5:30) or 206-744-2500 (after hours/weekends)

Hall Health Center is the campus health center that provides health care to University of Washington students. Clinics and services include primary, specialty and mental health care, as well as immunization, pharmacy, the Women's Health Clinic, radiology, STD Testing, health promotion, lab, medical records, physical therapy, measles requirement and health promotion services.

UW Counseling Center and Mental Health

<https://www.washington.edu/counseling/>

<https://wellbeing.uw.edu/topic/mental-health/>

401 Schmitz Hall, (206) 543-1240

UW SOP Mental Health Resource: [UW Student Mental Health Resources.pdf](#)

The UW Counseling Center provides short-term counseling, assessment, referral, and crisis intervention services to currently enrolled University of Washington students. Services include:

- Individual and group counseling
- Crisis services
- Referrals
- Mental health resources and workshops

Crisis Connections

<https://www.crisisconnections.org/>

- **24-Hour Crisis Line:** 206-461-3222 or 866-4CRISIS, (866-427-4747)
Provides immediate help to individuals, families, and friends of people in emotional crisis
 - Can help students determine if they or their loved one need professional consultation and can link them to the appropriate services
 - Primary source for linking Seattle-King County emergency mental health services
 - Can provide immediate language interpretation in more than 155 languages
 - Anonymous and confidential phone consultation
- **King County 2-1-1:** Dial 2-1-1 (Local) or 1-800- 621- 4636(Toll Free) or 206-461-3219 (TTY)

The most up-to-date and comprehensive database of health and human services available for all of Washington State.

3) Policy on Sexual Harassment

Federal Laws and UW Policy prohibit all forms of sexual harassment. Visit the UW Health and Wellness page about Sexual Harassment for more details about rules and definitions, how to and where to seek help, and more: <https://www.washington.edu/safecampus/harassment-and-sexual-harassment/Sexual> harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either an implicit or explicit condition of an individual's academic, work, living environment or participation in a university community.
- Submission or rejection of such conduct is used as the basis for a decision that affects an individual's academic, work, living environment or participation in a university community.
- The conduct is sufficiently severe, persistent or pervasive that it could reasonably be expected to create an intimidating, hostile or offensive learning or work environment, or has the purpose or effect of unreasonably interfering with an individual's academic, work, living environment, or participation in a university community. Students may also contact the following:
- UW Confidential Advocate: lwadvoc@uw.edu
- University Complaint Investigation and Resolution Office (UCIRO): <https://www.washington.edu/compliance/uciro/>
- Community Standards and Student Conduct (CSSC): <http://www.washington.edu/cssc/> or cssc@uw.edu for student-to-student conduct
- UW SafeCampus: <https://www.washington.edu/safecampus/> or 206-685-SAFE (7233)
- UW Police Department: <http://police.uw.edu/>
- **In case of emergency, always call 911**

4) UW Suspended Operations/Inclement Weather Policy

Although not likely, it may occasionally be necessary for the University of Washington President or President's designee to temporarily suspend operations due to severe weather, natural disaster, or other emergency situations which may adversely affect the well-being of students, faculty and staff, public health, or University operations. For more information, visit the following links:

Executive Order No. 27: Suspended Operation Policy:

<http://www.washington.edu/admin/rules/policies/PO/EO27.html>

Suspended Operations – HR Policies & Procedures:

<http://www.washington.edu/admin/hr/polproc/susp-ops/>

UW Alert and local media:

<http://www.washington.edu/safety/alert/>

We recommend that students sign up for the UW Alert system for timely notification of any campus closures. UW Alert messages can be delivered via email, text message, as well as via Facebook and Twitter. Information about campus closures is typically posted as a banner on the main UW website, and notices are also sent to local television and radio stations for broadcast.

5) UW Emergency Management

<http://www.washington.edu/uwem/>

UW Emergency Management (UWEM) provides technical and custom services to all of UW, including trainings, orientations, consultative sessions, seminars, and orientation materials as they relate to major campus crises, disaster, and major emergency incidents. With input from their stakeholders, UWEM facilitates the development and implementation of institution-wide, department and individual protection programs and projects that promote disaster resilience, planning, training, mitigation, response, prevention, and recovery for all-hazards.

A UWEM officer is available via telephone 24/7 for advice regarding urgent campus situations at 206-765-7192.

6) Environmental Health & Safety (EH&S)

<http://www.ehs.washington.edu/>

206-543-7262 or ehsdept@uw.edu

UW Environmental Health & Safety (EH&S) addresses environmental issues in order to promote a safe educational and workplace on campus. Areas covered include building and fire safety, environmental concerns, radiation, research and occupational safety, training, and more.

7) Disability Resources for Students (DRS)

<http://depts.washington.edu/uwdrs/>

448 Schmitz Hall, Box 355839

206.543.8924(Voice & Relay)206.616.8379 (FAX), or email uwdrs@uw.edu

Disability Resources for Students (DRS) arranges academic accommodation for enrolled students. Services must be arranged in advance and require documentation of the disability, verifying the need for such accommodation or service. Technical and adaptive equipment is available through both the Disability Resources for Students Office and Desktop Computing Services. For additional information, please visit the DRS website listed above.

See the following link for **Equal Opportunity Statements and Reasonable Accommodation**:

<https://ap.washington.edu/eoaa/equal-opportunity-and-accommodation-statements/>

8) Office of Minority Affairs and Diversity

<http://www.washington.edu/omad/>

cpromad@uw.edu or (206) 685-0518

The Office of Minority Affairs and Diversity offers a range of services, including academic support programs, financial aid counseling and opportunities, and social and cultural activities. Visit their services for more information.

9) Office of the Ombud

<http://www.washington.edu/ombud/>

339 Husky Union Building (HUB)

ombuds@uw.edu or (206) 543-6028

The UW Office of the Ombud helps individual members of the UW community explore and assert their rights and interests within the University and works to improve the fairness and effectiveness of the University's systems and operations. The Office of the Ombud offers appointments to discuss concerns, provides a process for achieving a fair and reasonable outcome, facilitates or mediates situations when appropriate, assists in understanding options and additional resources to address concerns.

10) Other Services

UW Travel Policy

<https://finance.uw.edu/travel/policies>

UW Shuttles

<https://transportation.uw.edu/getting-around/shuttles>

The UW Shuttles system includes free transportation options for students, faculty, staff, and medical center patients and their families between key UW sites, such as the UW Medical Center, Harborview Medical Center, UW Roosevelt Clinic, UW Tower, Fred Hutchinson Cancer Research Center, Seattle Cancer Care Alliance, and the UW South Lake Union facility. Buses are wheelchair lift equipped. Other shuttle options include Dial-A-Ride, an additional complementary shared-ride service for those with mobility limitations, and NightRide, for U-Pass holders.

Student Parent Resource Center

<https://www.washington.edu/financialaid/types-of-aid/child-care-assistance/>

180 Schmitz Hall, caposfa@uw.edu or 206-543-1041

The Student Parent Resource Center provides resources and financial support to students with children, including the Childcare Assistance Program which may cover costs of licensed childcare for children (ages birth to 12 years old) while enrolled in an eligible program of study.

University Book Store

<https://www.ubookstore.com/>

The University Book Store has several branches, including the main branch on University Way, as well as a branch in the Husky Union Building (HUB). Inventory includes textbooks and other books, Husky gear, technology and software, school and art supplies, gifts, newsstand and more. The University Book Store also maintains vending machines in the Health Sciences, Suzzallo and Odegaard Libraries for purchase of Scantron forms for exams, and other supplies.

Intramural Activities Building (IMA)

<http://www.washington.edu/ima/>

The Intramural Activities Building (IMA) is open to students, faculty, and staff. Registered matriculated UW students who pay the Services & Activities fees may use the IMA upon presentation of their current Husky ID Card. The IMA offers extensive facilities and a variety of classes, events, and intramural sports activities.

UW Housing and Food Services

<https://hfs.uw.edu/Home>

hfsinfo@uw.edu or 206-543-4059

The UW Housing and Food Services website includes information about Student Housing (including family housing), UW Dining locations, Husky Card services, Bay Laurel Catering, and more.

Student Legal Services (SLS)

<http://depts.washington.edu/slsuw/>

HUB 306, slsuw@uw.edu 206-543-6486

Student Legal Services (SLS) is a law office on the UW-Seattle campus that provides confidential legal advice and representation to current students, including a free 40-minute legal consultation.

Appendix F- COVID-19 Resources

Please visit the departmental [Covid-19 update](#) page to get the recent updates and news about Covid-19.

The university has a dedicated page for Covid-19. This page has detailed information on how the school is handling the pandemic and what is expected of students, faculty, and staff. For more information on the guides developed by UW please visit : <https://www.ehs.washington.edu/covid-19-health-and-safety-resources>

Services for Students

<https://www.washington.edu/students/servicesforstudents/>

Tri-Campus Resources for Graduate Students

<https://grad.uw.edu/for-students-and-post-docs/core-programs/tri-campus-resources-grad-students/>

International Graduate Students

<https://grad.uw.edu/for-students-and-post-docs/core-programs/international-graduate-students/>

Appendix G- Program Checklist

PhD Program

1 st year	Yes	No
Fall Quarter		
Core prerequisite satisfaction	<input type="checkbox"/>	<input type="checkbox"/>
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Residence maintained through courses (10 credits per quarter)	<input type="checkbox"/>	<input type="checkbox"/>
Take required training such as Chemical Safety, Biological Safety, and Bioethics training. and if needed Radiation Safety, Human Subjects (CITI course strongly recommended) and Animal Care.	<input type="checkbox"/>	<input type="checkbox"/>
1 st Lab Rotation	<input type="checkbox"/>	<input type="checkbox"/>
Winter Quarter		
Core prerequisite satisfaction	<input type="checkbox"/>	<input type="checkbox"/>
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Residence maintained through courses (10 credits per quarter)	<input type="checkbox"/>	<input type="checkbox"/>
2 nd Lab Rotation	<input type="checkbox"/>	<input type="checkbox"/>
Submit three ranked choices of advisor to the Graduate Program Director and the Chair in the last week of the quarter	<input type="checkbox"/>	<input type="checkbox"/>
Spring Quarter		
Core prerequisite satisfaction	<input type="checkbox"/>	<input type="checkbox"/>
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Residence maintained through courses (10 credits per quarter)	<input type="checkbox"/>	<input type="checkbox"/>
3 rd and last Lab Rotation if necessary	<input type="checkbox"/>	<input type="checkbox"/>
Submit three ranked choices of advisor to the Graduate Program Director and the Chair if not done in Winter quarter	<input type="checkbox"/>	<input type="checkbox"/>
Gain experience in the lab of doctoral advisor/ explore and decide on possible main research project. Start collection of preliminary data	<input type="checkbox"/>	<input type="checkbox"/>
Submit IDP by May 15 th to the GPA and upload to FileMaker	<input type="checkbox"/>	<input type="checkbox"/>
Review and complete FileMaker profile	<input type="checkbox"/>	<input type="checkbox"/>
Summer Quarter		
Residence maintained through courses (2 credits per quarter)	<input type="checkbox"/>	<input type="checkbox"/>
Continuing thesis research	<input type="checkbox"/>	<input type="checkbox"/>
Complete Biomedical Research Integrity training	<input type="checkbox"/>	<input type="checkbox"/>
Complete UW TA training- (Click here)	<input type="checkbox"/>	<input type="checkbox"/>
2nd year (Fall-Summer)		

Residence maintained through research (10 credits per quarter; 2 credits for summer)	<input type="checkbox"/>	<input type="checkbox"/>
Continuing thesis research	<input type="checkbox"/>	<input type="checkbox"/>
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Arrange Supervisory committee meeting by May 15th	<input type="checkbox"/>	<input type="checkbox"/>
Submit IDP by May 15 th to the GPA and upload to FileMaker	<input type="checkbox"/>	<input type="checkbox"/>
Appointment of Doctoral Supervisory Committee. This must be done one quarter prior to taking the General Exam.	<input type="checkbox"/>	<input type="checkbox"/>
Possibly take General Exam by the end of 2 nd year. After the general exam, begin registering for 800 credits instead of 600	<input type="checkbox"/>	<input type="checkbox"/>
Review and complete FileMaker profile	<input type="checkbox"/>	<input type="checkbox"/>
3rd year (Fall-Summer)		
Residence maintained through research (10 credits per quarter; 2 credits for summer)	<input type="checkbox"/>	<input type="checkbox"/>
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Take General Examination by the end of summer quarter of year 3. General-Exam-Procedures-Checklist.docx (sharepoint.com)	<input type="checkbox"/>	<input type="checkbox"/>
Arrange supervisory committee meeting by May 15th	<input type="checkbox"/>	<input type="checkbox"/>
Submit IDP by May 15 th to the GPA and upload to FileMaker	<input type="checkbox"/>	<input type="checkbox"/>
After the general exam, begin registering for 800 credits instead of 600	<input type="checkbox"/>	<input type="checkbox"/>
Review and complete FileMaker profile	<input type="checkbox"/>	<input type="checkbox"/>
4th Year (Fall-Summer)		
Residence maintained through research (10 credits per quarter; 2 credits for summer)	<input type="checkbox"/>	<input type="checkbox"/>
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Arrange supervisory committee meeting by May 15th	<input type="checkbox"/>	<input type="checkbox"/>
Submit IDP by May 15 th to the GPA and upload to FileMaker	<input type="checkbox"/>	<input type="checkbox"/>
Review and complete FileMaker profile	<input type="checkbox"/>	<input type="checkbox"/>
5th Year (Fall-defense)		
Residence maintained through research (10 credits per quarter; 2 credits for summer)	<input type="checkbox"/>	<input type="checkbox"/>
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Appointment of Doctoral Reading Committee. This must be done at the beginning of the quarter you plan to defend your thesis. Graduation Instructions.docx (sharepoint.com)	<input type="checkbox"/>	<input type="checkbox"/>
Submit dissertation to your reading committee	<input type="checkbox"/>	<input type="checkbox"/>
Get supervisory committee approval to schedule defense and submit approval to GPA	<input type="checkbox"/>	<input type="checkbox"/>
Schedule your defense in MyGrad	<input type="checkbox"/>	<input type="checkbox"/>
Revise and submit the final copy of your dissertation	<input type="checkbox"/>	<input type="checkbox"/>
Review and complete FileMaker profile	<input type="checkbox"/>	<input type="checkbox"/>

MS Program

1 st year	Yes	No
Fall Quarter		
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Residence maintained through courses (10 credits per quarter)	<input type="checkbox"/>	<input type="checkbox"/>
Take required training such as Chemical Safety, Biological Safety, and Bioethics training. and if needed Radiation Safety, Human Subjects (CITI course strongly recommended) and Animal Care.	<input type="checkbox"/>	<input type="checkbox"/>
Begin Master's Thesis research	<input type="checkbox"/>	<input type="checkbox"/>
Winter Quarter		
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Residence maintained through courses (10 credits per quarter)	<input type="checkbox"/>	<input type="checkbox"/>
Continuing MS Thesis research	<input type="checkbox"/>	<input type="checkbox"/>
Spring Quarter		
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Residence maintained through courses (10 credits per quarter)	<input type="checkbox"/>	<input type="checkbox"/>
Continuing MS Thesis research	<input type="checkbox"/>	<input type="checkbox"/>
Submit IDP by May 15 th to the GPA and upload to FileMaker	<input type="checkbox"/>	<input type="checkbox"/>
Review and complete FileMaker profile	<input type="checkbox"/>	<input type="checkbox"/>
Summer Quarter		
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Residence maintained through courses (2 credits per quarter)	<input type="checkbox"/>	<input type="checkbox"/>
Complete Biomedical Research Integrity training (and TA training if TA duties are assigned)	<input type="checkbox"/>	<input type="checkbox"/>
Continuing MS Thesis research	<input type="checkbox"/>	<input type="checkbox"/>
2nd year (Fall-Spring)		
Refer the handbook for required and recommended courses	<input type="checkbox"/>	<input type="checkbox"/>
Residence maintained through research (10 credits per quarter; 2 credits for summer)	<input type="checkbox"/>	<input type="checkbox"/>
Select (in collaboration with lab PI) Master's Supervisory Committee.	<input type="checkbox"/>	<input type="checkbox"/>
Review and complete FileMaker profile	<input type="checkbox"/>	<input type="checkbox"/>
Submit your thesis to your supervisory committee at least 3 weeks in advance of the end of quarter. Graduation Instructions.docx (sharepoint.com)	<input type="checkbox"/>	<input type="checkbox"/>

Appendix H- Useful Links for Department Forms

Individual Development Plan:

[Individual-Development-Plan_Pharmaceutics.docx](#)

Annual Doctoral Supervisory Committee Meeting Form:

[Annual-Doctoral-Supervisory-Committee-Meeting-Report.docx](#)

General Exam Procedures Checklist:

[General-Exam-Procedures-Checklist.docx](#)

Approval to Schedule Ph.D. Defense Form:

[Approval to Schedule Ph.D. Defense.docx](#)

Graduation Instructions:

[Graduation Instructions.docx](#)

PCEUT Pre-Travel Request Form:

[PCEUT Prior Approval Travel.pdf](#)

PCEUT Travel Reimbursement Request Form:

[PCEUT Travel Reimbursement.pdf](#)

PCEUT Request for Short-term Leave or Overtime Form:

[Request for Short-term Leave or Overtime.pdf](#)