



ACADEMIC REGULATIONS FOR GRADUATE PROGRAMS

**Ph.D.
Pharm.D./Ph.D. (Combined Degree)**

Policies and Procedures

Department of Pharmaceutical Sciences

**Mercer University
3001 Mercer University Drive
Atlanta, GA 30341**

Revised 09/01/2020

MISSION STATEMENT

The Department of Pharmaceutical Sciences seeks to be regionally and nationally recognized for the preparation of graduates to be competent pharmacy practitioners or pharmaceutical scientists.

- Our educational mission is to provide a high quality learning environment to foster learning for professional and graduate students.
- Our research mission is to contribute to the pursuit of knowledge in the pharmaceutical sciences and related fields.
- Our service mission is to make meaningful contributions to the profession, the College, the University, the scientific community, and the public.

PURPOSE AND GOALS OF THE PROGRAM

The Doctor of Philosophy (Ph.D.) and the Combined Doctor of Pharmacy/Doctor of Philosophy (Pharm.D./Ph.D.) degree is granted to students who demonstrate exceptional scholarly activity through achievement in academics and original research in an area of the pharmaceutical sciences. Graduate work brings together a group of scholars actively engaged in research and provides a close association between students and experienced investigators with a wide range of interests.

The specific goals of this graduate program include:

1. Equipping the graduates with the skills necessary to perform in academia, in the pharmaceutical industry or in government;
2. Providing the student with a sound pharmaceutical sciences background which will allow him/her to conduct independent, original research. This background will include a) advanced course work in the pharmaceutical sciences; b) course work in a specific area of the pharmaceutical sciences; c) general course work in areas related to the pharmaceutical sciences and d) advanced training for the development of technical skills such as analytical instrumentation, animal experimentation techniques, and experimental design and statistical evaluation;
3. Fostering the development of oral and written communication skills to be used in classroom instruction, in the presentation of research findings to the scientific community and in interdisciplinary collaborative research efforts.

ADMISSION POLICY

Applications for admission to the graduate program are evaluated by the faculty of the Department of Pharmaceutical Sciences and the Graduate Committee of the DPS.

Minimum expectations for consideration for admission into the graduate program include the following:

1. A Bachelor of Science in Pharmacy, Chemistry, Biology, an equivalent degree in a related area, or a Pharm.D. degree
2. A minimum GPA of 3.0 based on a 4.0 scale
3. Minimum Graduate Record Examination (GRE) score of at least 40 percentile in the verbal section and at least 60 percentile in the quantitative section.
4. For an applicant from a country where the primary language is other than English, a minimum TOEFL score of 100 (IBT)

Application for admission must be made on forms that may be obtained from the Department of Pharmaceutical Sciences or the department web page. An application cannot be given final consideration until all required components have been received. A complete application consists of the following:

1. A nonrefundable \$25 application fee, the application form and additional information requested on the application form.
2. Official transcripts. An official transcript is one that has been issued by an institution and received by the Department in an envelope sealed by the issuing institution. The transcript will contain the official college seal or stamp and the signature of the Registrar. You are required to submit one separate official transcript from each college or university you have previously attended or are currently attending. Faxed documents are not accepted as official.
3. Official report of GRE scores. Please use Institution Code 5623 & Department Code 0613.
4. Official report of TOEFL scores, if required. Please use Institution Code 5623 & Department Code 0613
5. International students with degrees that have not been earned at an accredited United States institution are required to provide a report by a professional evaluation service, for foreign course evaluations. The evaluation should name and describe all diplomas, certificates, degrees, periods of education or training and give U.S. equivalencies for each. Mercer University accepts evaluations from the following three services: • World Education Services (<https://www.wes.org/>) • Josef Silney & Associates, Inc. (<https://www.jsilny.org/html/foreign.htm>) • American Association of Collegiate Registrars and Admissions Officers (<https://www.aacrao.org/international/foreignEdCred.cfm>)
6. Recommendations on the supplied forms from three persons who are able to judge the applicant's accomplishments and academic ability. Recommendation forms should be sent directly to the Director of Graduate Programs.
7. For the Combined Pharm.D./Ph.D. Degree program, a personal interview with selected department faculty.

Acceptance into the graduate program in Pharmaceutical Sciences is based on the overall record and ability of the applicant. Applicants failing to meet the required minimum GPA or the required minimum GRE may be considered for admission provided their record is indicative of exceptional ability. The application deadline is May 15 for the Fall term and September 1 for the Spring term. Applications received after these deadlines will be reviewed the next available semester.

Graduate Committee of the DPS

The Graduate Committee for the Graduate Programs in the Department of Pharmaceutical Sciences (DPS) shall consist of four faculty members. One of these shall be the DPS Director of Graduate Programs, who serves as the Council Chair. The other three members shall be selected from the DPS faculty alphabetically, to serve for a year, on a rotational basis.

The Graduate Committee shall oversee the DPS Graduate Programs, and graduate student policies. The duties and responsibilities of the Committee shall include:

- Recommending Ph.D. and Combined Pharm.D./Ph.D. degree Program admissions
- Developing and recommending policies and procedures for the improvement of the operation of the DPS Graduate Program
- Recommending amendments to existing policies and procedures
- Recommending changes in Graduate Programs admissions criteria
- Reviewing the quality of Graduate Programs curriculum
- Reviewing and recommending new graduate course
- Reviewing End of Course Reports from each graduate course
- Reviewing annual Graduate Student Assessment Reports in order to make recommendations on Program changes and improvements
- Reviewing PhD Preliminary Research Protocol Reports in order to make recommendations on Program changes and improvements
- Reviewing PhD Dissertation and Defense Reports in order to make recommendations on Program changes and improvements
- Evaluating course transfer credit requests
- Reviewing and recommending the recipient of the annual Graduate Student Award
- Assisting with the preparation of the annual University Program Assessment
- Updating the DPS Graduate Program section of the *University Catalog*
- Updating the *Policies and Procedures Handbook* for graduate students
- Performing any additional duties as assigned by the Department Chair or by the Director of Graduate Programs

TRANSFER CREDIT

External Courses – Transfer Credit: Upon approval by the Graduate Committee of the DPS, up to 15 semester hours of graduate-level credit may be transferred from other approved institutions. The student must supply a transcript and the necessary descriptive materials from each course to the graduate Program Director. The Graduate Committee of the DPS will determine the equivalent course and the number of credit hours accepted. Courses cannot be transferred for credit if: a) they have been applied in whole or in part toward another degree; b) they have been taken more than six years before admission into the Ph.D. Program; or c) a grade below B (or the equivalent) was earned.

FINANCIAL SUPPORT AND TEACHING RESPONSIBILITIES

Students may be accepted for admission with or without a teaching or research stipend. The availability of this support is contingent on University and Departmental funding, program needs, and external funding, which vary from year to year. In either case, all students admitted into the graduate program get a full tuition waiver.

Stipends offered by the Department are currently approximately \$15,000 per year, payable over 12 months. These stipends are intended to serve as temporary support and will continue only until the student and/or the advisor can secure external funding. Under certain circumstances, departmental, college, or university funds may be used to supplement an externally funded stipend to a maximum of \$28,000. This maximum is automatically adjusted if the departmental stipend changes. The Department will support a student in the Graduate program on full-stipend for a maximum of four calendar years. After this time, the funding responsibility for the student rests with the major professor and the student.

Stipends are awarded on an annual basis and their continuation is contingent upon satisfactory academic progress and performance of duties, and availability of funds. Outside employment (e.g., relief work as a pharmacist) must be approved by both the Department Chair and Director of Graduate Programs and by the Major Professor. This work must not interfere with normal degree progress or responsibilities the student may have to the University.

Students receiving full Departmental support are expected to provide approximately 13 hours per week (or 650 hours per year) to assist the Department and College. Students receiving partial stipends from the Department will have a proportional reduction in allocated work load. All students on a stipend serving in any capacity are under the direction and close supervision of an appointed faculty member. The specific responsibilities expected of a student will be based upon Departmental needs but may include any or all of the following. Students with specific expertise in an area may have different responsibilities from those listed.

1. Teaching responsibility for laboratories or discussion sessions.
2. A limited number of didactic lectures per semester based on discipline.
3. Assignment to a professor for a semester to assist with classroom activities such as grading, recording, proctoring, web page updating, etc.

Assistance with other Departmental needs such as care and maintenance of animals and the animal facility, analytical instrumentation, or Department equipment and facilities.

HEALTH POLICIES

The Mercer University Student Health Form is required and must be signed by a physician or other health care provider, and stamped with the provider's name and address. Students are encouraged to keep a photocopy of this completed form for their personal records.

All students born after 1956 must provide a statement of immunization against Measles, Mumps, and Rubella (MMR), giving the month, day, and year of immunization. A statement of "up to date" is not sufficient. Two doses of Measles (Rubeola) vaccine, two doses of Mumps vaccine, and one dose of Rubella are required. Students must have been at least 12 months old when the first Measles dose was received. Previous diagnosis of disease is proof of immunity against Measles and Mumps (a physician's statement is required), but not proof of Rubella.

If a student is unable to provide dates of immunization to Measles, Mumps, and Rubella, he or she may document immunity by blood test, at the student's expense. If this testing shows no immunity to Measles, Mumps, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in thirty (30) days, if required.

Tuberculosis (TB) screening (within the past year) is required of all new students. Students at risk for TB will be required to have a PPD skin test (Mantoux). The Tine tuberculosis test is not acceptable. Students should be tested regardless of prior BCG vaccination. Any student with a positive skin test will be required to provide a report of a normal chest x-ray (done after the positive PPD) to be eligible to register. A physician should evaluate individuals with a positive tuberculosis skin test.

Do not assume that childhood immunizations are adequate; requirements have changed during the past several years. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include doctors' offices, health departments, and colleges. Students should make copies of the completed health form for their own files, and then mail the original forms. Do not rely on health care providers, family members, or other colleges to mail the forms.

Exemptions from compliance with the immunization policy include:

1. Religious exemption, written on letterhead stationery, signed by a religious official and notarized.
2. Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the reason for the exemption, and whether the exemption is permanent or temporary.

Immunizations for the following diseases are recommended, but not mandatory: chickenpox (varicella), hepatitis A, hepatitis B, polio, and tetanus. The most recent tetanus booster should have been within the past 10 years. Immunization against meningococcal meningitis is recommended for college students.

Some academic programs have additional immunization requirements. Students are advised to check with their college or school program for any additional requirements.

HEALTH INSURANCE REQUIREMENTS

Health Insurance University policy mandates that all enrolled students (except those in distance learning and in the regional academic centers) must maintain health insurance coverage. Students are automatically charged by the University for health insurance every time they register for classes. This charge can be removed by completing the online waiver form before the end of the waiver period. To complete the waiver process, go to <https://bursar.mercer.edu/macon/insurance/>. Students must complete the waiver before the stated deadline. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account.

DRESS CODE:

1) All students are expected dress professionally (business casual) while performing all TA duties, during seminar presentations, etc. Students should dress formally when giving presentations and while at conferences where students are representatives of Mercer University. Jeans, shorts, crop tops, short skirts/dresses, flip-flops, excessively high-heeled shoes, and T-shirts are NOT appropriate.

2) Attire while in the laboratory must conform to OSHA safety standards. Closed-toe shoes should be worn along with clothing that protects the legs and trunk of the body. Shorts, skirts, sandals, high heels, and crop tops are not appropriate attire for a laboratory setting. A lab coat must be worn when conducting experiments. All students should maintain good personal hygiene.

3) The Code of Professional Conduct is located within the College of Pharmacy Student Handbook (written for both Pharm.D. and Ph.D. students)

PROGRAM OF STUDY

The awarding of the PhD or Pharm.D./Ph.D. degree is based on the successful completion of a sequence of courses selected to meet the needs of an individual student (Program of Study) and an original research project (Doctoral Research) directed by the student's major professor.

A minimum of 62 semester hours including 27 hours of approved graduate-level course work for the Ph.D. degree and 27 course works hours for the Combined Pharm.D./Ph.D. degree and a minimum of 35 hours of dissertation research is required for awarding the degree. Requirements for the degree, however, are not determined solely in terms of a fixed number of courses, credits and years of residence. Graduate programs are highly individualized and are tailored to the characteristics and interests of the individual student.

Following completion of the third year, the Pharm.D./Ph.D. student focuses on the research component of the curriculum. With the exception of the Advanced Pharmacy Practice Experiences (APPEs), the student should have completed all prerequisite and core courses by this time. Pharm.D./Ph.D. students are required to complete eight (8) APPEs following completion of the required Pharm.D. didactic courses. Six (6) APPEs are required in the areas of Advanced Community, Advanced Institutional, Acute Care (2), Ambulatory Care, and Service-based. Pharm.D./Ph.D. students may use their two (2) APPE elective rotations toward their doctoral dissertation research project by registering for PHA 696 (Research – 5 hrs). The APPE schedule is to be set in the program of study and verified by the Director of Advanced Pharmacy Practice Experiences. All changes to the APPE schedule must be made with the Director of Advanced Pharmacy Practice Experiences one year in advance. The final APPE rotation must be followed by completion of the PHA 650 capstone course at the first availability.

Students entering the graduate program in the Pharmaceutical Sciences are expected to have a background that includes the following minimum prerequisites: integral and differential calculus, statistics, expertise in at least one computer programming language, one year of biochemistry, and one semester of mammalian physiology. Students who have not completed these pre-requisites prior to entering the program may be required to remove deficiencies during their course of study. When no suitable graduate level course is available, deficiencies must be fulfilled using undergraduate courses for which the student will receive no graduate credit.

The Program of Study will be determined by the major professor in consultation with the student and the Dissertation Committee. Courses in addition to those in the core will be selected to develop strengths in the area of interest and research of the student. These courses may be chosen from those offered by the College of Pharmacy faculty or completed at another university through Cross Registration via ARCHE. Any course deemed appropriate by the Dissertation Committee may be included on the Program of Study. Non-pharmacy courses are most commonly selected from disciplines such as chemistry, engineering, mathematics, physiology, statistics or related areas. In some cases the Dissertation Committee may determine that certain undergraduate pharmacy courses are essential components of the program of study. In such instances, the student must complete these courses for no graduate credit.

A student may not register for more than 10 hours of graduate credit per semester. A student is classified as a full-time student for academic purposes when registered for six or more hours during a semester.

The core curriculum for the Graduate degree is given in Table 1. Departmental course offerings other than those that comprise the core are listed in Table 2. Brief descriptions of all courses are available in the Mercer University College of Pharmacy Academic Catalog.

TABLE 1. Current Curriculum**Core Curriculum**

PHA 808*	Pharmacokinetics	3 semester hours
PHA 842*	Foundations in Pharmaceutical Sciences	5 semester hours
PHA 843	Foundations in Research	3 semester hours
PHA 844	Scientific Writing	3 semester hours
PHA 845	Statistical Methods	3 semester hours
PHA 897	Graduate Seminar	3 semester hours
PHA 899	Doctoral Research	35 semester hours

**(waived for Combined Degree, Pharm.D./Ph.D. Students)*

Departmental Elective Courses

PHA 807	Pharmaceutical Biotechnology	3 semester hours
PHA 804	Methods in Cell and Molecular Biology	3 semester hours
PHA 814	Analytical Methods and Instrumentation	3 semester hours
PHA 832	Computer-Assisted Drug Design	3 semester hours
PHA 833	Advanced Pharmacokinetics	3 semester hours
PHA 835	Advanced Physical Pharmacy	3 semester hours
PHA 837	Advanced Biopharmaceutics	3 semester hours
PHA 840	Industrial Pharmacy & Advanced Drug Delivery Systems	4 semester hours
PHA 841	Advanced Pharmacology	3 semester hours
PHA 846	Current Topics in Pharmaceutical Sciences	3 semester hours
PHA 847	Molecular and Behavioral Neuropharmacology	3 semester hours
PHA 849	Special Topics in Pharmaceutical Sciences	3 semester hours
PHA 850	Immunology	3 semester hours

CATALOG DESCRIPTIONS**PHA 804. Methods in Cell and Molecular Biology** **3 hours**

A course designed to introduce students to a variety of biochemical, immunochemical and molecular biology theories and techniques used in the laboratory.

PHA 807. Pharmaceutical Biotechnology **3 hours**

Pharmaceutical Biotechnology is intended to provide the student with a working knowledge of the preparation, stability and formulation of different protein and peptide drugs such as antisense agents, transgenic therapeutics and gene therapy. Current FDA approved biotechnology drugs such as human insulin; growth hormones and interferons will be discussed.

PHA 808. Pharmacokinetics **3 hours**

This course is designed to provide the student with the advanced knowledge and skills necessary for employing pharmacokinetic principles in the selection and evaluation of drug therapy. Emphasis will be

placed upon a complete understanding of the basic and clinically applicable pharmacokinetic formulas and the assumptions that are involved with their use. Aspects specifically related to multiple dosing and accumulation, drug protein binding, and non-linear pharmacokinetics also will be addressed.

PHA 814. Analytical Methods and Instrumentation **3 hours**

This course is designed to provide the student a background in modern analytical chemistry and instrumental methods of analysis. Application will be on the use in the pharmaceutical sciences.

PHA 821. Pharmacogenomics **3 hours**

This course will provide a detailed overview of the application of genomic sciences to pharmacy practice. The tools, methodologies, and goals of genomic medicine will be discussed with an emphasis placed on complete understanding of drug effects based on polymorphisms in the human genome.

PHA 823. Clinical Trial Design **3 hours**

A course designed to introduce students to the methodology of randomized clinical trials. Common study designs, their implementation, and data analysis issues will be discussed.

PHA 825. Drug Metabolism **2 hours**

A course to study the concepts, chemistry, enzymology, and techniques in drug metabolism for the design and development of safe and effective therapeutic agents.

PHA 832. Computer-Assisted Drug Design **2 hours**

Computer-Assisted Drug Design is an elective for the Pharmaceutical Sciences graduate students and third-professional year pharmacy students. This is a survey course designed to introduce students to the methods, applications, and limitations of computational chemistry in drug discovery

PHA 833. Advanced Pharmacokinetics **3 hours**

This course is designed to provide the student with the advanced knowledge and skills necessary for problem solving techniques related to the relationship between plasma concentration and effect, and clearance concepts as it relates to drug therapy. Emphasis will be placed upon a complete understanding of advanced, clinically applicable pharmacokinetic formulas and the assumptions that are involved with their use. This course will also utilize computer simulation programs to fit pharmacokinetic parameters using different models.

PHA 835. Advanced Physical Pharmacy **3 hours**

A course designed for the study of advanced physical concepts and methods as they apply to pharmaceutical systems and problems. Emphasis will be on chemical kinetics, solubility and dissolution, complexation, and interfacial phenomena.

PHA 837. Advanced Biopharmaceutics **3 hours**

A course to provide advanced study of the relationship between physicochemical properties of a drug in a dosage form and the pharmacologic, toxicologic or clinical response observed. Emphasis will be on design and evaluation of bioavailability studies.

PHA 840. Industrial Pharmacy and Advanced Drug Delivery Systems **4 hours**

This course is designed to study methods used to formulate, manufacture and test various dosage forms and delivery systems. There also is discussion of regulations and the role of the FDA and other regulatory agencies whose actions impact the pharmaceutical industry.

PHA 841. Advanced Pharmacology **3 hours**

A didactic and experiential course that examines concepts in the discipline of pharmacology. In this course, we will develop an understanding of pharmacology from molecular processes through drug effects in whole, living organisms and end with clinical drug development. The sections for this course have been modeled on the divisions of the American Society for Pharmacology and Experimental Therapeutics, a 4,800 member scientific society whose members conduct basic and clinical pharmacological research for academia, government, large pharmaceutical companies, small biotech companies, and non-profit organizations. The course sections will be Neuropharmacology, Molecular Pharmacology, Behavioral Pharmacology, Cardiovascular Pharmacology, Toxicology, Drug Discovery and Development, and Integrative Systems, Translational, and Clinical Pharmacology.

PHA 842 Foundation in Pharmaceutical Sciences **5 hours**

A didactic course that examines various dosage forms and drug delivery systems, as well as the principles of drug action from a pharmacology and medicinal chemistry perspective. This course is designed to teach the fundamental concepts and applications of pharmaceuticals, pharmacology, and medicinal chemistry. Emphasis will be placed on understanding the drug design and development process. (Offered Spring/Summer/Fall)

PHA 843 Foundations in Research **3 hours**

This course explores to assist in the general knowledge of the research compliance at Mercer, bioethics in research, basic safety procedures in the laboratory for graduate students and employees. A course designed for graduate students and employees to assist in the general knowledge of research compliance at Mercer, bioethics in research, basic safety procedures in the laboratory. (Offered Spring, Summer, Fall)

PHA 844 Scientific Writing **3 hours**

This course will focus on the basics of scientific writing and organization. Issues related to writing a scientific publication, formatting, writing styles, grantsmanship and the development of hypotheses will be covered.

PHA 845 Statistical Methods **3 hours**

This course is designed to teach graduate students in pharmaceutical science statistical methods of data analysis. Theoretical fundamentals of statistical methods will be discussed. Major topics covered will include descriptive statistical methods, probability, discrete and continuous distributions, hypothesis testing, regression methods and nonparametric analysis.

PHA 846 Current Topics in Pharmaceutical Sciences **3 hours**

This course explores recent advances in the pharmaceutical sciences that are published as primary research reports in first-tier scientific journals.

PHA 847 Molecular and Behavioral Neuropharmacology **3 hours**

This course provides students with foundational knowledge in the fields of molecular neuropharmacology and behavioral neuropharmacology in the context of basic and applied science research.

PHA 849. Special Topics in Pharmaceutical Sciences **3 hours**

A course offered one-time to provide an in-depth coverage of a variety of current topics in the pharmaceutical sciences.

PHA 850. Immunology**3 hours**

This course is intended to provide a comprehensive foundation in the structure and function of the human immune system. Topics include innate immunity, adaptive immunity, functions of B and T lymphocytes, immunodeficiency, hypersensitivity, autoimmune disease, transplantation immunity, cancer immunity, vaccination and immunological methods. Proficiency in teaching and oral presentation is developed through student led tutorials on immunological methods.

PHA 897. Graduate Seminar**1 hour**

Weekly to bi-weekly presentations and discussions of research and other miscellaneous topics.

PHA 899. Doctoral Research**1 - 9 hours**

Research for doctoral students. This course is taught on a satisfactory/unsatisfactory grade basis.

PROGRAM OF STUDY (FORM)

Courses included in the Program of Study will be listed on the Program of Study form. This form serves as the student's permanent academic record form. In addition to course work requirements and grades, the form also lists any other departmental requirements placed on the student and a record of courses for which transfer credit was granted. Any changes in the Program of Study (additions, deletions or substitutions) must be submitted, with justification, to the Director of Graduate Programs.

This form serves a number of purposes. It permits the student, the advisor and the Department Chair/ Director of Graduate Programs to engage in early planning with a specific goal in mind; it provides information for the planning of course offerings; and it protects the student in the event of unexpected program or faculty changes. Every graduate student should file a Program of Study form with the Director of Graduate Programs at the earliest convenient date. This form should be submitted before the end of the second semester in residence for students in the PhD program.

Copies of the form may be obtained from the Director of Graduate Programs or downloaded from the Department website.

SELECTION OF MAJOR PROFESSOR

Unless an advisor has been selected before beginning graduate study, the student must select a major professor before the end of the second semester of study. To help in the selection of an advisor, the Director of Graduate Programs may arrange interviews between the student and faculty members. Usually these are faculty in the area of interest of the student but this is not a requirement. If the student remains unclear about the choice of an advisor following the interviews, a two-week research rotation can be scheduled under the supervision of any or all of the faculty that had been interviewed. In addition, the student has the option to interview additional faculty members.

The final choice of a major professor will be contingent upon the mutual consent of the student and that faculty member. The faculty member will notify the Director of Graduate Programs of the student's selection of the major professor. A change of the major professor for justifiable reasons is possible.

RESPONSIBILITIES OF THE MAJOR PROFESSOR

The major professor will

1. aid in the selection of course work based on the student's background;
2. serve as chair of the Dissertation Committee and aid in the selection of the remaining members;
3. endorse the student's request to take the preliminary examination;
4. guide the student in the selection and development of the dissertation problem and direct that problem to a logical conclusion;
5. preside over the Preliminary Research Protocol Oral Presentation and the Dissertation Defense.

THE GRADUATE Dissertation Committee

The Dissertation Committee shall consist of five (5) voting members. The major advisor must be a member of the Department of Pharmaceutical Sciences and possess a Ph.D. degree. The candidate may also select a co-advisor. Three (3) of these must be from the department of Pharmaceutical Sciences. In addition, three of these must have expertise in the area of the candidate's research. At least one (1) member must be appointed from outside of the Department. Additional non-voting members from outside the University may be appointed to the Dissertation Committee who have special knowledge and distinction in the area of the candidate. However, the major advisor must submit a formal request with justification to the Director of Graduate Programs for approval. The Dissertation Committee must be formed no later than the end of the second semester of the candidate's first year of study. This committee should meet at least twice a year (June and December).

Major functions of the Dissertation Committee include:

1. Reviewing the Program of Study and making recommendations on the courses to be taken by the candidate;
2. Monitoring the progress of the student through semi-annual meetings (more if necessary);
3. Developing the format of the Preliminary Examination;
4. Submitting and grading questions for the Preliminary Examination;
5. Approving the Preliminary Research Protocol;
6. Providing advice on both the course of study and the research conducted by the candidate; and
7. Critically evaluating and approving the dissertation and final oral defense.

The Director of Graduate Programs should be notified of the membership of this committee on the correct form. The form may be obtained from the Director of Graduate Programs.

GRADES

The letter grades A, B+, B, C+, C, D, or F are assigned in all courses for which the student is registered. For the courses Graduate Seminar 897 and Doctoral Research 899, a grade of satisfactory (S) or unsatisfactory (U) will be awarded. No other courses may be taken on a pass/fail or S/U basis. Those hours completed with a grade of S may be counted toward the required 35 credit hours in Doctoral Research 899.

The grade of incomplete (IC) is assigned at the discretion of the professor when a student does not complete a portion of assigned work in a course. The IC should be removed in a manner and time period prescribed by the instructor. It must, however, be removed no later than one year after it was assigned. If not removed in the stated

time, the IC will automatically be changed to the grade of F.

A student may withdraw from a course with a grade of W on or before the last day for withdrawals as shown in the current calendar. To officially withdraw, the student must complete a course change form secured from the Registrar's Office and have it signed by the instructor, Director of Graduate Programs or advisor and by the Business Office. If the official withdrawal is not completed within the time limits described, a grade of F will be assigned if the student discontinues class attendance.

STANDARDS OF PERFORMANCE AND SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP standards ensure that the student is making satisfactory academic progress in the Ph.D. Program or the Pharm.D./Ph.D. Program, regardless of whether or not they are receiving financial aid or a departmental stipend. SAP is measured at the end of each Academic Year (June 30).

The requirements for SAP are the following:

- Grade Point Average (GPA) - Students must maintain a minimum GPA of 3.0.
- Progress in Dissertation Research – Students must demonstrate evidence of progress in dissertation research by receiving a score above 3 on at least 5 of the 8 research progress criteria on the annual *Graduate Student Assessment Form*. In the event that there is not evidence of progress in dissertation research, the student will be reviewed by the Dissertation Committee.
- Course Completion Rate - Students must successfully complete 67% of the cumulative attempted credits each Academic Year.
- Maximum time frame - Students must complete the PhD Degree within seven years of being admitted to the Program. Combined Pharm.D./Ph.D. Program students must complete all degree requirements

STUDENT PROBATION AND/OR DISMISSAL

A cumulative grade point of at least 3.0 is required for graduation from the Ph.D. program. Semester and cumulative grade point averages are indications of a student's academic performance. A student whose grade point average for a single semester drops below 3.0 or whose cumulative grade point average falls below 3.0 or who does not provide regular, documented evidence of progress in their research program is making unsatisfactory academic progress.

1. Academic Warning—An academic warning is issued the first time that a student's single semester and/or cumulative GPA falls below 3.0 or the first time a student receives a grade of less than B or S in any graduate level course.

2. Academic Exclusion—Students may be permanently excluded from the program for **any one of the following**:

- a. failing to maintain a cumulative GPA of 3.0 following a previous academic warning.
- b. receiving a grade lower than B in more than two graduate-level courses.
- c. two unsatisfactory performances on the Ph.D. preliminary examination.

The Department expects that all graduate students will act responsibly and ethically in the laboratory and in the classroom. Failure to uphold general standards of ethical conduct also is grounds for exclusion from the program.

The final determination on exclusion or appropriate action steps from the Graduate degree program will be decided by a majority faculty vote of the Department of Pharmaceutical Sciences at the recommendation of the Director of Graduate Programs. Students have the right to appeal exclusion to the Department Chair. The appeal must be in writing within two weeks of receiving notification from the Director of Graduate Programs of exclusion from the program.

Continuation in the Pharm.D./Ph.D. Degree Program is contingent upon satisfactory performance and progress toward fulfillment of the requirements of the Doctor of Pharmacy Degree Program and the Doctor of Philosophy Degree Program. Students admitted to the Pharm.D./Ph.D. degree program are expected to complete all program requirements. Should a student decide to withdraw from the Combined Pharm.D./Ph.D. degree program at any point, they must reapply for admission to either program separately, and if accepted, they must fulfill all requirements of either program individually.

ACADEMIC APPEAL PROCEDURE

Students in the PhD Program in the Pharmaceutical Sciences have the right to appeal academic decisions. The academic appeals process affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice or discrimination (e.g., based on age, gender, sexual orientation, religion, race, marital status, national origin, disability, or political affiliation), capricious evaluations (e.g., significant and unjustifiable deviation from grading procedures stated in the course syllabus or a grade assigned arbitrarily on the basis of whim or impulse and does not include disagreement with the subjective professional evaluation of the faculty member), mathematical or clerical error, or assignment of a grade inconsistent with those assigned other students.

1. A formal appeal must be initiated within 30 days after the student receives the grade. The student must begin the process by presenting the appeal in writing to the faculty member in charge of the course. The faculty member will render a decision in writing.
2. If the appeal is not resolved by the faculty member, the student may present it in writing to the appropriate department chairperson. The department chairperson will render a decision in writing.
3. If the appeal is not resolved by the department chairperson, the student may present it in writing to Program Director. The Program Director will form an Appeals Committee to review the appeal. The Appeals Committee consists of the Program Director, one departmental member and one non departmental member from the University. The committee will forward a report in writing to the Executive Associate Dean.
4. The Executive Associate Dean will review the report to ensure that policies and procedures governing the appeal process were followed. The Executive Associate Dean will render a final decision in writing.

LEAVE OF ABSENCE

Any students wishing to take up to one week off from laboratory work, course work or other college duties must get prior approval from their major professor and the Director of Graduate Programs. In the absence of a permanent major professor, the Director of Graduate Programs should be consulted.

When special circumstances arise, a student may make a request to the Director of Graduate Programs for an official leave of absence from the program. The student must submit the request in writing and state the reason

for the request. A leave of absence may be granted for a maximum of one calendar year. Students on leave must complete course work for which an I grade was awarded in a prior term and are expected to comply with the one-year time limit for removing Incomplete grades.

Students on stipends may be removed from the payroll for the duration of their absence unless the Financial Aid Office is notified otherwise by the Director of Graduate Programs.

WITHDRAWAL (RESIGNATION) FROM THE UNIVERSITY

A student who wants to withdraw officially from the University should consult with the Director of Graduate Programs. The student should prepare a letter that includes a brief explanation of the reason for the withdrawal and the last date for participation in the program of study.

If the resignation from the University occurs during a semester, the student must withdraw from all courses. The student must complete a Course Change Request Form at the Enrollment Services Center. A grade of W is assigned for the courses if the withdrawal takes place within the time limit prescribed in the University Calendar. Without official resignation, the student receives a grade of F in all courses for which they registered that term. Unless a student is granted a leave of absence from the program, withdrawal from all courses for which a student is registered constitutes resignation from the University.

A student wishing to return to the Program following withdrawal must apply for readmission. Previous admission to the Graduate Program does not guarantee readmission at a later date. No additional fee is charged for application for readmission. Students who have been enrolled at other institutions since their last attendance in the Graduate Program must submit official transcripts of that study at the time of application for readmission.

CONTINUOUS ENROLLMENT

Unless excused through a leave of absence, a student must register each semester (fall, spring and summer) for a minimum of 6 hours until all degree requirements, including submission of the final copy of the thesis or dissertation, are completed.

If a student has not been officially enrolled for one semester or more, they must apply for readmission. If the student has been enrolled at another institution since the last attendance in the Graduate Program, they must submit official transcripts to the department. A student on approved leave of absence from the program is not required to apply for readmission unless they are absent beyond the end of the approved leave period.

CROSS REGISTRATION

The purpose of cross registration is to provide opportunities for enriched educational programs by permitting students at any Atlanta Regional Consortium for Higher Education (ARCHE) institution to take courses at any other member institution. A summary of the guidelines and policies for cross registration follows.

The student must complete a cross registration application, following the instructions on the back of the form. Deadlines for cross registration are published on the form. The application must be signed by the Director of Graduate Programs and by the cross registration coordinator in Enrollment Services. Once all approvals have been obtained, the Enrollment Services office will register the student for the approved course on a space-available basis after the host institution's regularly enrolled or continuing students have had first priority for registration.

ADMISSION TO CANDIDACY

Admission to candidacy for the Doctor of Philosophy degree is a promotion of the student to the most advanced stage of graduate study. It provides formal approval to devote essentially exclusive attention to the research and the writing of the dissertation. To qualify for admission to candidacy, the student must have: a) completed all course work listed on the Program of Study form with a minimum GPA of 3.00; b) fulfilled any conditions set as a prerequisite for admission or any additional departmental requirements, and; c) passed the Preliminary Examination and the Research Protocol Oral Presentation.

A student in the Graduate degree program must apply for admission to candidacy following successful completion of the Preliminary Examination and the Preliminary Research Protocol Oral Presentation. Admission to candidacy for the Graduate student must be at least two semesters prior to graduation. Application forms are available from the Director of Graduate Programs.

WRITTEN PRELIMINARY EXAMINATIONS

The purpose of the written preliminary examination is to determine whether the student has been adequately prepared through course work and other activities to undertake an original research project. The breadth and depth of knowledge in the student's chosen discipline will also be examined. This examination will be timed and closed book.

The examination will be administered after completion of all course work and other requirements listed on the Program of Study form. Approval for the student to undertake this examination must be granted by the Director of Graduate Programs at the recommendation of the major professor.

The examination will be composed of questions compiled by the Dissertation Committee and will be composed of topics solicited from appropriate individuals, related to the core courses and also questions related to the selected area of the student.

The examination will be administered by the Director of Graduate Programs or his/her designee. Each individual submitting questions will evaluate the student's performance on his/her own questions. Evaluation will be based on the grading system listed below. Final grading authority for the examination rests with the Dissertation Committee. A student is judged to have passed the examination if he/she achieves a minimum average score of 75%.

Should the student fail to successfully complete the preliminary examination, a re-examination will be scheduled after not less than 60 days of additional preparation. A student who fails the re-examination becomes ineligible for further graduate study.

The examination is administered two times a year to all eligible graduate students.

PRELIMINARY EXAMINATION GRADING CRITERIA

To establish uniformity in grading the following criteria should be used as guidance in grading examination questions. Items such as time limitations or difficulty of the question should also be taken into consideration when assigning grades.

Grading Criteria

90-100%	Clear mastery of the question; concise organization; depth and scope of discussion appropriate to the question; ability to deal with controversies; evidence of creative insight.
80-89%	Accurate facts; reasonable depth of knowledge; clear understanding of the major issues; well organized; a logical selection of facts in the answer.
70-79%	Answer contains a few factual errors; major issues are covered but not in depth; good organization; just satisfactory answer.
50-69%	Several incorrect facts; cursory coverage of the area; poor organization; answer is only partially correct and lacks accuracy and completeness.
25-49%	Indication of major gaps in the area; very poor organization causing difficulty in following the answer; clear demonstration of misunderstanding of the major points.
0-25%	Does not answer the question; obvious evidence of no understanding of the question or facts.

PRELIMINARY RESEARCH PROTOCOL

****The Preliminary Research Protocol must be presented within two semesters of passing the Preliminary Exam!**

A written proposal describing the student's dissertation project must be submitted to the Dissertation Committee. **The NIH guidelines and format must be followed.** The proposal should consist of the following components:

1. Title page;
2. Abstract;
3. Specific aims and purpose of the project;
4. Background and significance;
5. Experimental plan, including how the results should be treated and interpreted;
6. Literature cited;
7. Budget.

The student will defend the proposal orally before the Dissertation Committee. The written version of the protocol should be submitted to the Dissertation Committee at least 10 days prior to the oral presentation. The defense will generally consist of a 15-20 minute presentation followed by questions on the methodology and background material needed by the student to successfully complete the project. Any faculty member may attend this presentation and make suggestions on the research protocol.

Approval of the protocol by the Dissertation Committee is required and will allow the student to formally proceed with research activities on this problem. Final decisions on the proposed research lie with members of the Dissertation Committee. Following Committee approval and incorporation of suggested changes, a copy of the protocol should be filed with the Director of Graduate Programs.

SEMINAR REQUIREMENTS

The Goals of the Seminar are:

- To provide experience in public speaking
- To provide experience in literature review
- To conduct data analysis and presentation
- To create a scientific community and dialogue
- To design research or literature review topics
- To promote and encourage handling of questions and answers
- To learn to give accurate feed back to the presenter
- To assist in overall confidence building

Throughout the course of study the student is expected to read the current literature and attend and actively participate in the seminar programs offered by the Department and the College of Pharmacy. All graduate students will present one seminar per year, generally not exceeding 20-25 minutes. At least 2 seminars will be scheduled per seminar period. All students must present at least one seminar based on the student's original research. The student will register for Graduate Seminar 897 once each year during the Summer term. Final year students will be required to register for seminar and attend seminars. However, their final dissertation defense will be used in place of the seminar. No seminars will be scheduled in the months of January, May, June and December

Students will be permitted 2 unexcused absences. If the student exceeds the above limitation, they will get an Unsatisfactory (U) grade.

Seminar Evaluation forms will be used to evaluate all seminars. Postdoctoral students and faculty will evaluate student seminars.

MANUSCRIPT REQUIREMENT

All candidates for the PhD degree must demonstrate experience in scientific writing by the preparation and submission of at least one manuscript for publication. The manuscript must be accepted for publication prior to the scheduling of the final oral defense.

DISSERTATION AND FINAL ORAL DEFENSE

An important requirement for obtaining the Doctor of Philosophy degree is completion of an original research project. This research must be conducted under the direct supervision of the student's major professor in consultation with the Dissertation Committee. The research should be of such quality as to result in one or more publications in referred scientific journals.

Preparation of the dissertation must comply with the regulations contained in the Guide to the Preparation of Theses and Dissertations, which is available from the Director of Graduate Programs. After approval of the dissertation by the Dissertation Committee, the candidate must orally defend the results of the research problem. The oral examination also may include general knowledge questions relating to the major research area of the candidate. One copy of the final draft of the dissertation must be available in the office of the Director of Graduate Programs for review by interested faculty 10 days before the date of the final oral defense. Any faculty member may attend and participate in the final defense. Only members of the Dissertation Committee can vote

on the final outcome. The Dissertation Committee will determine the success or failure of the candidate through one of the following actions: 1) pass, 2) provisional pass pending revisions, or 3) fail. A favorable vote of a majority of the members of the Dissertation Committee is required for passing the final oral defense.

Following successful completion of the final oral examination, the candidate must submit five copies of the dissertation in final form for binding to the Director of Graduate Programs. Additional personal copies may also be submitted at this time for binding. The candidate is responsible for payment of all charges associated with processing the dissertation. Bound copies of the approved dissertation are distributed to the department, the library and the major professor.

Here is the link to upload the dissertation online:

<http://www.etsadmin.com>

Please use MUID and Password. It will direct you through the process.

Please complete the restricted portion on the left if you want it restricted for any time limit.

The instructions are at the following sites:

<https://provost.mercer.edu/www/mu-provost/resources/Theses/upload/edtsubmissionguide.pdf>

<https://provost.mercer.edu/www/mu-provost/resources/Theses/upload/etdchecklist.pdf>

GRADUATE HONOR SYSTEM

The Graduate Honor System is a code established, interpreted and administered by the Graduate Council of Mercer University. At Mercer University, the Honor System is subscribed to by everyone enrolling in any class, whether during the regular academic year, the summer term, or evening classes. The faculty subscribes to and supports fully the Honor System. The Honor System places responsibility for honesty where it belongs and ultimately must rest, on the individual. The individual is responsible for reporting any academic dishonesty he or she may observe as well as being responsible for his or her own honesty. By placing the responsibility on the individual, each student becomes a guardian of the Honor System.

As a pledge to uphold this responsibility, each student assumes the Honor Pledge stating, "I pledge myself to neither give nor receive aid during tests or for any individual assignments or papers, nor to use any information other than that allowed by the instructor. I further pledge that I will not allow to go unreported to the proper persons any violation of the Honor System and that I will give true and complete information before the Honor Committee." A copy of the Honor System may be obtained from the Director of Graduate Programs.

RESIDENCE REQUIREMENTS

Graduate students in the Ph.D. Program must complete all degree requirements within seven years of the initial date of matriculation. For students in the Combined Pharm.D./Ph.D. Program, all degree requirements must be completed within eight years. Two years must be completed in residence at Mercer University. A student must be in residence at the time of completion of the dissertation.

REVIEW OF STUDENT ACTIVITIES

Yearly progress reports will be prepared by each student in conjunction with the major professor. These evaluations will be submitted to the Director of Graduate Programs by June 30 of each year. Once the Dissertation Committee is formed, the student will meet at least once a year with that committee and report on the progress and status of the research project.

CURRICULAR PRACTICAL TRAINING (CPT) /INTERNSHIP

There are several requirements that must also be met to be eligible for CPT/Internship at Mercer University, College of Pharmacy.

1. **Students may consider a CPT only at the end of the 4th year of the program and be in good academic standing** and in F-1 status (for international students)
2. Offer of CPT/Internship must be on company letterhead and must include the following:
 - a. Must be in field of study
 - b. Specific offer of internship
 - c. Must have a beginning and ending date
 - d. Must state full time or part time
 - e. Must state description of internship (what you will be doing)
 - f. Contact person (supervisor, etc)
 - g. Must state the expected outcome of internship
 - h. Cannot be full time during any registered period of study
 - i. 20 hours a week part-time and cannot be accumulated. (*Example: 30 hours one week and 10 hours the next week*)
 - j. Letter of authorization/approval from Major Advisor, Director of Graduate Programs and Department Chair (**Must complete the Form for CPT/Internship with ALL signatures**)
 - k. Student must begin and complete internship on date specified on I-20 document (if international student)
 - l. Must not interfere with academic program
3. Students may avail of the internship only once during their tenure at Mercer.
4. **Students can pursue the internship in the summer semester towards the end of their fourth year or later. Please complete the CPT FORM.**

PHARMACY TEACHING CERTIFICATE PROGRAM (PTCP)

Each student in the graduate program is required to complete the PTCP. Graduate students who are in their third year and beyond in the program are required to enroll and participate in this teaching certificate program conducted by the College of Pharmacy. The goal of this program is to help graduate students to improve on their teaching related skills and could help in their pursuit of academic careers. Specifics of this PTCP program are available in an addendum attached to this document.

RECOMMENDED CRITERIA FOR ENTRY OF MERCER COP Ph.D. STUDENTS INTO RHO CHI

Students must have a GPA of 3.5 or higher at the completion of 2 full years in the Ph.D. program or any time thereafter to qualify for Rho Chi membership. The student must be mentored or supervised by a member of the pharmacy faculty.

Qualified students that are interested in joining may nominate themselves or may be nominated by a faculty member, who will notify the graduate director. Their names will be forwarded to the COP Rho Chi chapter faculty sponsor.

All Rho Chi members must follow the bylaws: <http://rhochi.org/chapter-resources/national-bylaws/>

Department of Pharmaceutical Sciences Graduate Student Award Criteria

A single, non-monetary award will be given annually to the most qualified student, *The Hewitt T. Matthews Outstanding Graduate Student Award*.

The award will be presented in May to the best student who meets the criteria described below and who will have completed their 3rd year for Ph.D. students, or the 5th year for Pharm.D/Ph.D. students by August 15th of the award year, or who is further along in his/her training, but who has not yet graduated with a Ph.D. from Mercer at the time of application. The application dossier deadline is **March 1st**. No award will be given if no students meet the minimum criteria by the deadline of a given year.

The award is based **only** on work done while in the COP graduate program, and includes all of the student's accomplishments to date, not just the academic year of the award.

Nominations for the award can be made by any faculty member in COP and students must submit their dossier, containing evidence/documentation for all of the criteria below, to the nominating faculty member, who will then give it to the Graduate Admissions Committee for review and selection of the best dossier. The GA Committee is comprised of 4 department faculty members (any rank) who will be appointed on a rotational basis every 1-2 years.

The **criteria** for selecting the student to receive an award with point values are:

Research Achievements

- graduate fellowships and travel awards	3 pts each
- presentations at national conferences	2 pts each
- presentations at GRASP and regional conferences	1 pt each
- awards for presentations at national conferences	
1 st place	3 pts
2 nd place	2 pts
3 rd place	1 pts
- awards for presentations at GRASP and regional conferences	
1 st place	2 pts
2 nd place	1 pts
3 rd place	0.5 pts

- quantity, authorship position, and quality (impact factor) of publications (peer reviewed, in press manuscripts count but not submitted manuscripts)
 - 1st author publication 10 x impact factor
 - 2nd-last author 3 x impact factor
- authorship of book chapter or proceedings
 - 1st author 4 pts
 - 2nd-last author 2 pts
- graduate seminar numerical scores (data presentations only) Average score x 0.5

Contributions to the Department/COP and Leadership

- contributions to scientific meetings- organizing committee member 2 pts
- contributions to newsletter(s)
 - Editor (per year) 2 pts
 - Article (author) 1 pt
- TA or other assistantship duties total hours x 0.02
- Membership in scientific & academic organizations 1 pt each

Academic Achievement

- GPA GPA x 1.5

Minimum total pts to be considered for an award 45

GRADUATE STUDENT TIMETABLE

PROCEDURE	TIMING
Research interviews (if needed)	Before entering the program
Select a major professor. Notify Director of Graduate Programs in writing	Before entering the program
Propose the Dissertation Committee. Notify Director of Graduate Programs of Dissertation Committee Membership (Form)	By end of first calendar year in residence
Submit <i>Program of Study</i> (Form)	By end of first calendar year in residence
Meet with Dissertation Committee	At least once a year. Prepare and submit the PhD Student Assessment Form and the Annual Activity Report by June 30
Written preliminary examination	Following completion of all requirements on Program of Study form and with permission of major professor
Submits results of preliminary examinations to Director of Graduate Programs within 30 days after the written examination	Results submitted to students within 45 days after Written preliminary examination
Proposal defense schedule	Within two semesters of passing the Preliminary Exam
Submit Dissertation Project Protocol to Dissertation Committee	Following completion of the Preliminary Examination (At least ten days prior to protocol presentation)
Apply for Admission to Candidacy (Form)	Following completion of the Preliminary Examination (At least two semesters prior to commencement)
Complete & submit graduation form to registrar	At least one semester before dissertation defense
At least ONE manuscripts –must be accepted	Before scheduling final oral defense
Place draft copy of dissertation on reserve in the office of the Director of Graduate Programs and arrange final oral examination date	At least 10 days prior to final oral defense
Submit final copy of dissertation to Director of Graduate Programs for final approval and binding	After final oral defense and minimum 4 weeks prior to commencement

**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

PhD Dissertation Committee

I recommend the appointment of the members below as the PhD Dissertation Committee for:

Name _____ Date _____

Address _____ Date _____

_____ Date _____

(1) _____, Chair

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

The major professor serves as chair. The committee is charged with the responsibilities of suggesting and reviewing courses in the Program of Study, monitoring the progress of the student, preparing the preliminary examination, approving the Preliminary Research Protocol, administering the Protocol Oral Presentation and approving the dissertation and final oral defense.

APPROVALS	
Major Professor	Date
Program Director	Date
Director of Graduate Programs	Date

**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Preliminary Examination Report

This report should be filed with the Director of Graduate Programs immediately following the completion of the Preliminary Examination.

Name _____ Date _____

Address _____ Degree _____

_____ Major _____

The Examination Committee has administered the preliminary examination to the student named above. The results of the examination are indicated below.

Passed

Failed

APPROVALS	
Major Professor	Date
Dissertation Committee Member	Date

**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Evaluation of PhD Preliminary Research Protocol

Student Name _____ Defense Date _____

Dissertation Committee Member _____

Proposal Title _____

Please assess the following components of the Preliminary Research Protocol. Any specific changes or revisions that are required should be stated. A section receiving a rating of *Unsatisfactory* or *Less than Satisfactory* must be successfully revised to *Satisfactory* or higher before the proposal will be approved by the Dissertation Committee.

Use the following general key in scoring each section:

1 – Unsatisfactory. Items are not covered or is incorrectly described

2 – Less than Satisfactory. Items are present, but are limited in scope and/or writing demonstrates partial understanding of the component; reader is left with significant questions.

3 – Satisfactory. Items are present and addressed clearly.

4 – Good. Items are present and addressed clearly, although not addressed as comprehensively as in the Excellent rating. No gaps are present for which the reader has questions. The writing demonstrates an understanding of the item.

5 – Excellent. All items are addressed clearly and comprehensively. No gaps are present for which the reader has questions. The writing demonstrates a deep understanding of the item.

ITEM	1	2	3	4	5
Project Summary/Abstract					
<i>Comments:</i>					
Specific Aims and Purpose					
<i>Comments:</i>					
Significance and Background					
<i>Comments:</i>					
Approach (research design, procedures, and analyses to be used accomplish the specific aims)					
<i>Comments:</i>					
Preliminary Studies					
<i>Comments:</i>					

Required changes and/or Revisions:

Bibliography/References Cited					
<i>Comments:</i>					
Budget					
<i>Comments:</i>					
Writing Style and Grammar					
<i>Comments:</i>					
Oral Presentation					
<i>Comments:</i>					

**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Application for Admission to Candidacy

A prospective Doctoral candidate must be admitted to candidacy two semesters prior to the date of graduation.

Name _____ Date _____

Address _____ Degree _____

_____ Major _____

I apply for admission to candidacy for the degree indicated above.

I expect that my degree will be conferred:

Signature _____

Certification and Recommendation by Major Professor

- The Program of Study has been approved.
- The graduate record of the above named student has been examined. An average of 3.0 has been maintained on all graduate courses taken. No course with a grade below C has been accepted as part of the Program of Study.
- Any conditions set as a prerequisite for admission or any additional departmental requirements have been completed.
- Notification that the Preliminary Examination and the Research Protocol Oral Presentation have been passed has been filed with the Director of Graduate Programs.

It is recommended that this student be admitted to candidacy for the degree specified.

APPROVALS	
Major Professor	Date
Program Director	Date
Director of Graduate Programs	Date

MERCER UNIVERSITY
COLLEGE OF PHARMACY
Evaluation of PhD Dissertation and Defense

Student Name _____ Defense Date _____ Dissertation Committee Member _____

Dissertation Title _____

	Unacceptable (1)	Deficient (2)	Acceptable (3)	Very Good (4)	Outstanding (5)
<u><i>Dissertation Components</i></u>					
Introduction and Rationale SCORE _____	No evidence is provided to support or justify the need for the study. No rationale for the work is provided.	The study rationale is not fully developed. Insufficient evidence for the study is given. Purpose is unfocused.	A case is made for the significance of the work and places the study in context.	Moderately-strong rationale. Purpose is clear and focused.	A strong case for the significance and rationale of the study is provided. Study will contribute to the research literature.
Literature Review SCORE _____	Failed to review literature relevant to the study. No synthesis or critique provided. No logical organization.	Inadequate or incomplete review of the literature. Lacks synthesis of the literature and logical organization.	Literature is relevant to the study and comprehensive. Moderately well organized.	Review of the literature relates the work to previous research, provides a synthesis of literature related to the work and justifies how the work addresses a need or deficiency in the literature. The review is reasonably well organized.	Presents a comprehensive review of literature relevant to the study. The review is well-organized with ideas or topics clearly delineated. There is potential for publication.

<p>Methods</p> <p>SCORE _____</p>	<p>Little or no description of design/approach, methods/procedures, and statistical analyses. Research methods are inappropriate or unclear.</p>	<p>Inadequate description of design/approach, methods/procedures, and statistical analyses</p>	<p>Moderate or excessive description of design/approach, methods/procedures, and statistical analyses.</p>	<p>Sufficient detail and description of design/approach, methods/procedures, and statistical analyses.</p>	<p>Appropriate detail and description of design/approach, methods/procedures, and statistical analyses. Shows exceptional understanding of research methods. A thorough and appropriate plan for the study with validity, reliability, and ethical issues fully addressed.</p>
<p>Results</p> <p>SCORE _____</p>	<p>There is absence of applicable results; tables/figures are absent or inappropriate or incorrectly presented. Statistical analyses are absent.</p>	<p>Some results are not pertinent ; tables/figures are inappropriate or incomplete or are poorly presented. Statistical analyses are absent or inappropriate.</p>	<p>Many of results are presented in a clear and concise manner; tables/figures are generally presented appropriately. Statistical analyses are adequate.</p>	<p>Majority of results are presented in a clear and concise manner; tables/figures are presented appropriately. Statistical analyses are appropriate.</p>	<p>All pertinent results reported and in an exceptionally clear and concise manner; tables/figures are presented appropriately and in a thorough and well-organized manner. Statistical analyses are sophisticated.</p>
<p>Discussion</p> <p>SCORE _____</p>	<p>Limited or no discussion of findings/outcomes of the work. Poor grasp of understanding is displayed. Discussion is poorly organized.</p>	<p>Major concepts are inaccurately described. Large amount of relevant discussion is missing.</p>	<p>Discussion is too brief or major findings need to be more concisely expressed. There are a few inaccuracies or omissions.</p>	<p>Sufficient discussion with few errors. May not be especially engaging or thought-provoking. Main results and findings are reported and organized.</p>	<p>Clear, thorough, and well-organized discussion. Was exceptional, engaging, and thought-provoking. Significant potential for publication.</p>

<p>Conclusion/Summary</p> <p>SCORE _____</p>	<p>Conclusions are not supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are not clear.</p>	<p>Conclusions are not entirely supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are weak.</p>	<p>Conclusions are generally supported by findings/outcomes. Connections to the aims/goals of the study and relevance to the existing body of knowledge are supported by the findings.</p>	<p>Conclusions are appropriately supported by findings/outcomes.</p>	<p>Conclusions are clearly supported by findings/outcomes. Addition of the work to the existing body of knowledge is clearly based on the findings.</p>
<p>Quality of Writing</p> <p>SCORE _____</p> <p><u>TOTAL SCORE</u></p>	<p>Sentences are poorly constructed and confusing. There are numerous errors in grammar, punctuation, and spelling and a poor understanding of basic writing conventions. The dissertation lacks clarity and does not conform to University Guidelines and the style guide.</p>	<p>There are frequent errors in word choice, grammar, punctuation, and spelling. The writing lacks focus and coherence and is unclear throughout. There are frequent errors in use of University Guidelines and the style guide.</p>	<p>There are several errors in word choice, grammar, punctuation, and spelling. The writing is moderately clear. There is nonuniform use of University Guidelines and the style guide.</p>	<p>Word choice, grammar, punctuation, and spelling are adequate. The writing is precise, logical, and clear. There is correct use of University Guidelines and the style guide.</p>	<p>Word choice, grammar, punctuation, and spelling are excellent. Each sentence is understandable and is written with great clarity and precision. There is correct use of University Guidelines and the style guide.</p>
<p><u>Comments on Written Dissertation</u></p>					

Dissertation Defense

<p>Organization</p> <p>SCORE _____</p>	<p>Presentation is disorganized or information is missing. Too little or too much information presented for time allotted.</p>	<p>Presentation is poorly organized or some relevant information is missing. Too little or too much information presented for time allotted. Presentation not well paced.</p>	<p>Some of the presentation out of sequence. Some problems with the pacing of the presentation.</p>	<p>Presented information is essentially complete and relevant. Presented in logical sequence at an appropriate pace.</p>	<p>Complete and logical presentation of information that was very easy to follow. Timing and pace were exceptional.</p>
<p>Originality/ Significance</p> <p>SCORE _____</p>	<p>Project has no significance to the field and will make no contribution. The work lacked creativity or was not new; essentially a duplication of previous work.</p>	<p>Project has little significance to the field and will make little contribution. The work was of limited creativity or originality.</p>	<p>Project has moderate significance to the field and will make marginal contribution. The work was of moderate creativity or originality.</p>	<p>Project has satisfactory significance to the field and will make a good contribution. The work was of satisfactory creativity or originality.</p>	<p>Project has new and innovative ideas and will make an important contribution. The work was very creative or original; explored original topic and produced new outcomes.</p>
<p>Presentation of Results and Discussion</p> <p>SCORE _____</p>	<p>Little or no discussion of project results and outcomes. Displayed poor grasp of information. Conclusions not supported by results or outcomes.</p>	<p>Inadequate discussion of project results and outcomes. Much relevant information missing. Conclusions not entirely supported by results or outcomes.</p>	<p>Adequate discussion of project results and outcomes. Few omissions. Conclusions generally supported by results or outcomes.</p>	<p>Sufficient discussion of project results and outcomes with few to no errors. Conclusions based on results or outcomes are appropriate.</p>	<p>Discussion of project results and outcomes was superior, engaging, and thought-provoking. Conclusions clearly based on results or outcomes.</p>

<p>Presentation Style and Delivery</p> <p>SCORE _____</p>	<p>Presenter is uncomfortable, uninterested, or unenthusiastic. Presentation was read. Inappropriate mannerisms, body language, or poor communication skills. Poor quality presentation materials.</p>	<p>Presenter is unenthusiastic and monotonous; relied extensively on notes. Sometimes inappropriate mannerisms, body language, or poor communication skills. Marginal quality presentation materials.</p>	<p>Presenter displayed enthusiasm and interest. Occasionally struggled to use correct words. Generally appropriate mannerisms, body language, and communication skills. Average quality presentation materials.</p>	<p>Presenter displayed enthusiasm and interest. Good mannerisms, body language, and communication skills. Good quality presentation materials.</p>	<p>Ideas expressed fluently using own words. Presenter displayed genuine enthusiasm and interest. Exceptional mannerisms, body language, and communication skills. Exceptional quality presentation materials.</p>
<p>Response to Questions</p> <p>SCORE _____</p>	<p>Responses are incomplete or require prompting. Arguments/statements are poorly presented. A lack of knowledge in the subject area is exhibited.</p>	<p>Responses are somewhat complete or require minimal prompting. Arguments/statements are adequately presented. A lack of knowledge in some of the subject area is exhibited.</p>	<p>Responses are generally complete and arguments/statements are reasonably well organized. An adequate level of knowledge in the subject area is exhibited.</p>	<p>Responses are complete and arguments/statements are well organized. Knowledge in the subject area is exhibited.</p>	<p>Responses are articulate and skillfully presented. A superior level of knowledge in the subject area is exhibited.</p>

Comments on Defense

Each Dissertation Committee Member should complete this form. For any item that a Dissertation Committee Member feels is Unacceptable or Deficient, please provide an explanation. Completed forms should be returned to the Advisor. The Advisor will compile all comments from the Dissertation Committee and forward a summary to the Assessment Coordinator. Also, please provide a copy of the dissertation abstract and conclusions, and a copy of publications and meeting abstracts that have resulted from the dissertation work.

Curricular Practical Training (CPT) FACT SHEET



MERCER University

OFFICE OF INTERNATIONAL PROGRAMS

DEFINITION

- Curricular Practical Training (CPT) is temporary off-campus work permission in an international student's field of study prior to their program completion.
- CPT must be an *integral* part of a student's established curriculum. As a result, students are required to register in a credit bearing internship class (required or elective) in their field of study each session/semester CPT is approved.
- A student must NOT begin CPT without receiving prior approval and a new I-20 from the International Student Advisor (DSO). Working without permission could result in termination of your F-1 status.
- Student must apply for CPT prior to the drop/add registration deadline for their college.

ELIGIBILITY REQUIREMENTS

- Student must have been enrolled at Mercer University for at least one full academic year (9 months or 4 consecutive sessions) before requesting CPT (Graduate programs which require immediate participation in an internship may apply at any time).
- Student must have no HOLDS on their academic or financial record.
- Part time CPT (20 hours or less) is only permitted during college sessions.
- Full time CPT (20 hours or more) is permitted during a student's annual vacation/holiday

HOW TO APPLY FOR CPT

- Submit the *CPT Application* with *employment letter* for approval and signature by the student's appropriate academic advisor or faculty sponsor.
- Register for the appropriate internship class for the length of the CPT (CPT is only approved by semester, but can be renewed each semester).
- Obtain a signed employment letter on official letterhead from employer stating:
 - Student's name
 - Job title
 - Brief description of work
 - Company name and address
 - Start and end dates of employment
 - Work hours per week (20 hours +/-)
- Submit the CPT application and employment letter to International Programs Office.
- DSO will review, approve, and issue a new I-20 with the CPT authorization on page 3. Student can only work during the authorized start and end dates. A student may reapply for CPT each semester by submitting a new CPT application.

Curricular Practical Training (CPT) APPLICATION

OFFICE OF INTERNATIONAL PROGRAMS

MERCER University

STUDENT INFORMATION

(Section to be completed by student)

Name: _____	MERCER ID: _____
Email: _____	Class Rank: Fr. So. Jr. Sr. GRAD.
Major: _____	School/College: _____
Expected completion date*: _____	Advisor Name: _____
<small>*Completion date is the last session/semester student will complete</small>	
<u>ALL</u> of his or her last degree requirements (example: Spring 2, 2013)	Student's Signature: _____

DEPARTMENT AUTHORIZATION

(Section to be completed by supervising professor)

An international student who has been in been in F-1 visa status for at least 9 months *and* who is in good academic standing is eligible to work off-campus in a position which is an *integral* part of the student's curriculum. Paid internships require international students to register in an internship course for academic credit (1 credit or more) as defined in the course catalog. Please review the student's internship and complete the following section:

Course Name: _____ Number of credit hours: _____
Maximum Work Hours Per week: _____ Company Name: _____
Company Address: _____ City _____ State _____ Zip _____

Please briefly explain how the employment is an integral (directly related) part of the student's curriculum and how the course requirements will be satisfied:

Name: _____ Signature: _____
Email: _____ Date: _____

Mercer University College of Pharmacy Pharmacy Teaching Certificate Program (PTCP)

Background

This program is designed to provide graduate students, an opportunity to gain teaching experience. This is a one-year program (can take two years if needed) available to students who are in their third year and beyond. Training Graduate students in teaching will help improve their skills for a career in academia.

The PTCP is an integral part of the Ph.D curriculum and is required of ALL graduate students to successfully graduate from the program. The Department of Pharmaceutical Sciences reserves the right to withhold or deny a PTCP certificate and graduation from the program if participants do not complete any of the outlined expected tasks. The PTCP Signature Form must be completed and submitted to the Graduate Program Director indicating successful completion of the PTCP.

Description of Pharmacy Teaching Certificate Program

Objectives and Goals

The program consists of seminars, teaching experience, and developing a teaching portfolio. The primary goal of the Pharmacy Teaching Certificate Program (PTCP) is to develop the participants' skills required to function in an academic setting. **Requirements**

1) Construct Teaching Portfolio

A teaching portfolio should contain evidence of an educator's effectiveness. Although there are no standard content requirements, teaching portfolio usually includes:

Faculty evaluations Peer evaluations Student evaluations

Lecture handouts Test questions Itemizes analysis reports

Reflection of each teaching experience that includes a self-assessment and suggestions for improvement

2) Teach-Lecture

a). Complete a series of lectures as outlined in one of the five scenarios below, including writing objectives, design active learning activity, write test questions

b). Students will be evaluated by students, peer, and a faculty member (Use COPHS Evaluation Form)

c). Review student performance on applicable test questions

d). Self-assess teaching. The student must complete any ONE of the following scenarios:

Scenario One:

- Complete two hours of lecture in any graduate or professional course under the supervision of the course coordinator.
- Assist course coordinators in three professional or graduate level courses.
- Aid will include 8 hours of helping with class breakout groups, PBL sessions, reflection sessions, calculation workshops, assisting in the laboratory, assisting in preparation for class, an instructional aide and other assignments

Scenario Two:

- Complete three hours of lecture in any graduate or professional course under the supervision of the course coordinator.
- Assistant course coordinators in two professional or graduate level courses.

Scenario Three:

- Complete four hours of lecture in any graduate or professional course under the supervision of the course coordinator.

- Present an oral presentation at a regional, national or international meeting.

Scenario Four:

- Complete three hours of lecture in any graduate or professional course under the supervision of the course coordinator.
- Present two oral presentations at a regional, national or international meeting.

4) Mentoring Program: Graduate students will be assigned a mentee of a first year graduate student. The mentor's responsibilities will include helping the student to adjust to graduate student life, providing tutorship when required, helping the student to begin working in a research laboratory through assistance with techniques or experimental design.

Students will be assessed by one or all of the following individuals and/or methods: evaluation by the graduate program director, evaluation by the course coordinator, evaluation by the student's advisor, course evaluations.

The mentee will evaluate the mentor at the end of each semester using the form below.

Evaluation of Mentoring Program Semester _____

Mentee Name: _____ Mentor Name: _____

(To be completed by the mentee, one at the conclusion of the first semester and the second at the completion of the second semester)

Directions: Listed below are the intended outcomes of the mentoring program. Please use the scale below to rate how well the mentoring process has assisted you in achieving these outcomes.

Ranking scale: 1- Excellent ; 5- Poor; N/A- not applicable

How would you rate the mentoring process in each area: Please circle:

1. Increasing understanding of academic responsibilities. 1 2 3 4 5 N/A
2. Developing and improving expertise in teaching. 1 2 3 4 5 N/A
3. Developing and improving expertise in research. 1 2 3 4 5 N/A
4. Developing and improving expertise in service. 1 2 3 4 5 N/A
6. Increasing awareness of funding opportunities for grants and contracts to conduct research. 1 2 3 4 5 N/A
7. Please use the space below to explain any of the ratings you provided, or to provide any additional information about your experiences with the mentoring program. Also list the activities that the mentor assisted you with.

MERCER UNIVERSITY, COLLEGE OF PHARMACY
 Pharmaceutical Sciences Graduate Program

Pharmacy Teaching Certificate Program (PTCP) SIGNATURE LIST

1. PHR801 Introduction to Pharmaceutical Sciences

The signature of the course coordinator indicates successful completion.

Course Coordinator	Date
--------------------	------

2. Novel course development

The signatures of the faculty evaluators indicate successful completion.

Faculty Evaluator	Date
Faculty Evaluator	Date

3. Instruction / Presentation

a. Lecture

PHA	Course Coordinator	Date

b. Course Assistance

PHA	Course Coordinator	Date
PHA	Course Coordinator	Date
PHA	Course Coordinator	Date

c. Oral Presentations

Please attach a copy of the abstract(s). Faculty advisor signature is required.

Faculty Advisor	Meeting and location	Date
Faculty Advisor	Meeting and location	Date

3. Graduate Mentoring Program

Graduate Program Director	Date
---------------------------	------

Graduate Program Director: _____ Date: _____

**Mercer University Pharmacy Teaching Program
Instructor Evaluation**

Item	1	2	3	4	5
How well the objectives represented the content area(s)					
Handouts					
Audio-visual Aids					
Organization of the content area(s)					
Knowledge of the instructor in the content area(s)					
Ability of the instructor to simulation thinking in the content area(s)					
Instructor's concern about the students comprehension of the area(s)					
Pace at which the materials was presented					
Encouragement of class participation					
How well the exam questions related to objectives					
Willingness of the instructor to discuss content areas outside of class					
Overall teaching ability of this instructor					

1=Poor 2=Less than adequate 3=Adequate 4=more than adequate 5=Excellent

Comments:

**MERCER UNIVERSITY
COLLEGE OF PHARMACY**

Curricular Practical Training (CPT) / Internship Form
(Required of ALL Students)

Student Name: _____

Date: _____

Internship Period: From: _____ To: _____

Company Name: _____

Contact Person: _____

Company Address
& Telephone Number: _____

Company Email: _____

Signature of Major Advisor: _____

Date: _____

Signature of Director of Graduate Programs: _____

Date: _____

Signature of Department Chairperson: _____

Date: _____

NOTE:

- 1) **ALL Signatures MUST be obtained Prior to planning CPT/ Internship**
- 2) **Please attach a copy of the Internship Offer Letter to this Form**