

Western University of Health Sciences

College of Pharmacy

**Master of Science in Biotechnology and Pharmaceutical
Sciences (MSBPS)
2023/2024 Catalog**

COVID-19 Impact

The contents of this 2023-2024 catalog reflect standard operating conditions for the academic year. However, the global COVID-19 pandemic has resulted in a rapidly changing environment for higher education, and Western University of Health Sciences will respond to those changes in the interest of the health and well-being of all our students, faculty, staff, and administration. Changes to COVID-19 Vaccine policy, procedure and practice may be necessary from time to time, and these changes will be published using typical communication channels, including mail, email, publication to the [university web site](#), press releases, and other channels as deemed appropriate. These changes may supplement and supersede any inconsistent provisions found in this Catalog.

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College of Pharmacy

Master of Science in Biotechnology and Pharmaceutical Sciences

Accreditation

Western University of Health Sciences (WesternU) is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (WASC). WASC's statement of accreditation status can be found at <http://www.wascsenior.org/institutions/western-university-health-sciences>. You may contact WASC at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501. Phone: (310) 748-9001, Fax: (310) 748-9797, E-mail: wascsr@wascsenior.org. WASC is a non-profit organization that evaluates the quality and educational effectiveness of schools, colleges, and universities. WASC is one of six regional accreditation agencies in the United States. While it is not officially regulated by the government, it is regularly reviewed by the US Department of Education and the Council for Higher Education Accreditation.

Complaints Regarding WASC Accreditation Standards

WesternU is committed to meeting and exceeding the standards for accreditation of colleges and universities as described by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). It is the policy of WesternU that a student, employee, or other constituent of the University that believes that the University may not be in compliance with the standards of accreditation has a right to file a complaint and can view the complaint submission process at: <http://www.wascsenior.org/comments>.

General Information

Program Mission & Goals

The mission of the Master of Science in Biotechnology and Pharmaceutical Sciences (MSBPS) program is to produce biotechnologists and pharmaceutical scientists who discover and advance scientific knowledge that leads to improved human health and quality of life.

The following are the programmatic goals:

- To build a quality student body
- To deliver a unique and innovative curriculum balanced in coursework and research opportunities that prepare students for careers in biotechnology and pharmaceutical sciences
- To contribute to the advancement of science and the understanding, prevention, and treatment of disease

Program Overview

A minimum of 36 semester credit hours is required for completion of the MSBPS program. This includes 16 hours of didactic study and 20 hours of research credits, leading to a thesis. The program emphasizes research in biotechnology and pharmaceutical sciences.

Program Faculty

Program faculty are part of the Department of Biotechnology and Pharmaceutical Sciences in the College of Pharmacy. Their areas of research emphasis include pharmacology, physiology, pharmaceuticals, pharmacokinetics, drug metabolism, pharmacogenomics, molecular immunology,

virology, antimicrobial agents, cancer therapy, neuroscience and neuropharmacology, and pharmaceutical formulation and drug design.

Personal Competencies for Admission and Matriculation

A candidate for admission to the MSBPS program must possess, or be able to achieve through a reasonable accommodation, certain intellectual, social, behavioral, and physical abilities, that would enable the individual to acquire the knowledge and technical skills needed to complete program curriculum and formulate a culminating thesis within their specific field of study. Upon matriculation to the program, the student must continue to possess, or be able to achieve through a reasonable accommodation, the personal competencies outlined below throughout their progression in the program. Graduates of the program are eligible for a myriad of possible futures including working in the pharmaceutical and biotech sectors, and further study toward a PhD or professional degree. As a result, it is expected that students have the intellectual ability to learn, integrate, analyze, and synthesize numerical, visual, and textual information within the field of biotechnology and pharmaceutical sciences. They should also be able to effectively and accurately integrate this information and communicate it to others by oral and written means.

The MSBPS program requires the performance of specific essential functions that fall into the broad skill categories, which include but are not limited to the areas below. For candidates or students who require a reasonable accommodation to meet the competencies outlined below, please contact the Harris Family Center for Disability and Health Policy (^{HF}CDHP) at [Disability Accommodations \(e-mail\)](#) or (909) 469-5297 or visit the [^{HF}CDHP web site](#).

Under all circumstances, a candidate or student will be expected to perform the following in a reasonably independent manner, with or without a reasonable accommodation:

Intellectual and Cognitive Abilities

A candidate or student is expected to demonstrate abilities in measurement, reasoning, analysis, and synthesis of acquired data and knowledge.

Communication

A candidate or student is expected to demonstrate oral and written communication skills, which include generating clear articulations of their research and formulating scientific arguments.

Collaboration

A candidate or student is expected to demonstrate the ability to participate in an inclusive learning community such as working within a team amongst other students and laboratory staff.

Laboratory and Research Experience

A candidate or student is preferred to have prior hands-on laboratory experience.

Ethical Standards

A candidate or student is expected to demonstrate the ability to reason through ethically questionable situations

Admissions Policies and Procedures

Non-Discrimination, Anti-Harassment and Non-Retaliation Policy

In accordance with all applicable federal, state, and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination. Accordingly, WesternU prohibits unlawful discrimination on the basis of race, color, national origin ancestry, citizenship, ethnicity, creed, religion or religious creed, sex or gender (including gender identity), marital status, sexual orientation, disability (both physical and mental) including HIV and AIDS, medical condition (cancer and genetic characteristics), pregnancy (which includes childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), age, genetic information, military and veteran status, or any other characteristic protected under applicable law, in the administration of its programs or activities. WesternU also prohibits unlawful harassment, including Sexual Harassment (see below pertaining to Sexual and Gender-Based Harassment, Interpersonal Violence, and other Sexual Misconduct (SIM) policy and procedure). Lastly, WesternU is committed to providing equal access to and equal opportunities to all members of its campus community, and applicants, in accordance with all applicable laws.

WesternU also prohibits any form of retaliation against a person, who under good faith, reported a violation under the policy or who participated in any investigation or proceeding under the policy. Violations of the policy will lead to prompt and appropriate administrative action, including and up to termination of employment or expulsion from the University.

Reasonable Accommodation for Disabilities

Candidates and students must be able to perform all the essential functions of the program with or without reasonable accommodation. A student who discloses a disability and requests accommodation will be referred to the Harris Family Center for Disability and Health Policy (^{HF}CDHP). The student will be asked to provide documentation of the disability for the purposes of determining appropriate accommodations. The College of Pharmacy will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program. A student with questions regarding reasonable accommodation can contact the ^{HF}CDHP office.

Application Requirements

Graduates with a Bachelor of Science or Arts degree in pharmacy, chemistry, biology, or a related scientific area are eligible for application.

Minimum criteria to receive consideration for admission are as follows. Meeting these criteria, however, does not guarantee admission into the program. All admissions decisions are considered final and not subject to appeal.

- A completed WesternU Graduate Application form (including all supplemental information for international applicants).
- Official transcripts of all undergraduate and graduate coursework.
- Cumulative GPA of 2.50 or greater on a 4-point scale.
- Official test scores for either the Graduate Record Examination (GRE), the Medical College Admissions Test (MCAT), or the Dental Admission Test (DAT).

- GRE: the general aptitude portion (verbal, quantitative, and analytical) taken within the last five (5) years, with a combined verbal and quantitative score of greater than or equal to 300 is recommended and a minimum of 10% for the analytical writing section.
- MCAT: recommended minimum Total Score of 497, taken within the last three (3) years.
- DAT: recommended minimum Academic Average of 15, taken within the last three (3) years.
- Personal Statement (500 words or less) describing (1) their educational background, (2) their areas of interest in biotechnology and pharmaceutical sciences, and (3) additional information that would strengthen the application, such as achievements or overcoming adversity.
- Three letters of reference from individuals who are familiar with the applicant's scholarship and research potential.
- All applicants submitting course work from foreign universities are required to pass English language requirements before they are eligible for financial assistance. A minimum score of 89 on the Internal Based TOEFL (iBT) or 6.5 on the IELTS is recommended. Only scores less than 2 years old from the application deadline will be considered.

Application Deadline

Applications must be received (including all supporting application materials) no later than April 1 for the fall semester start of the program.

Applicants with Foreign Coursework

Applicants who wish to use coursework completed outside the United States must submit their transcripts for evaluation to a [WesternU Approved Service](#) at the candidate's expense. A course-by-course evaluation is required, and all coursework must be designated as undergraduate, graduate or professional. WesternU only honors evaluations from an approved service. The official evaluation must be included with the supplemental application packet.

International Students

International students and any other applicants who are not U.S. citizens and who are living in the U.S. should be prepared to provide proof of legal U.S. residency at the time of interview. Proof of legal U.S. residency is required prior to any offer of acceptance. For detailed information, please visit our web page for [International Students](#).

Transfer Credit

A maximum of eight graduate level credits in which the student has earned "B" or higher grade from an equivalent program from another accredited U.S. university will be honored for students transferring into WesternU. The MSBPS Program must approve all transfer credit, and the decision of the Program is final.

Admission Deferment

Applicants who have been admitted to the Master of Science in Biotechnology and Pharmaceutical Sciences program and have not matriculated may defer their admission status for one year (to the next

admission cycle), subject to approval from their respective thesis advisor. They are required to reapply if the one-year mark has passed.

Registration

All WesternU students are required to register by the registration deadlines specified by the University Registrar. Registration dates are posted on the [Registrar's Office](#) website. Failure to register by the deadline may be grounds for administrative withdrawal. All students registering after the posted deadline will be assessed a \$30.00 per business day late fee.

Full tuition and fees and all prior debts must be paid in full on or by posted deadlines each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and payment of all outstanding debts to the University. The receipt of the final transcript(s) from all colleges/universities attended and a physical examination with documentation of required immunizations (if applicable) prior to registration are additional requirements for incoming students.

Registration Late Fee Appeals

If you are assessed late fees for a registration period, you may submit an appeal to the Registrar. For additional information on the appeal process, please see the [Registration Late Fees](#) page on the Registrar's Office website.

Student Health Insurance Requirement

All full-time students at WesternU are required to have active health insurance while enrolled. All students are automatically assessed half of the entire year's insurance premium and will be enrolled in the student health insurance plan until they submit proof of coverage that meets the University's requirements. For additional information on student health insurance requirements and/or waiving out of the student health insurance plan, please see the [Student Health Insurance](#) page on the Registrar's Office website.

New Student Orientation/Welcome Week

There is a New Student Orientation/Welcome Week at the beginning of each semester. New students must be on campus for the first day of the orientation unless prior approval by the Graduate Program Committee is granted due to extenuating circumstances.

Continuous Registration

Students are required to maintain continuous registration until all requirements for the degree have been met, including defense and publication of Thesis. Students not enrolled in coursework after the completion of their two years are required to enroll and complete PHSC 6999A, Research and Thesis Continuation.

Student Initiated Changes in Enrollment Status

Course Drop/Withdrawal

Students may voluntarily drop a class by working with the program director and completing the necessary paperwork. Course drops are processed as follows:

0-20% of Course Completed (Based on Course Start/End Dates)	Course is removed from student's registration and will not appear on student's academic transcript.
20-99% of Course Completed (Based on Course Start/End Dates)	Course is assigned a grade of 'W' to indicate the student withdrew from the course. 'W' grades will appear on the student's academic transcript, but will not be included in the student's GPA calculation.
100% of Course Completed (Based on Course Start/End Dates)	Course is assigned the grade earned.

Leave of Absence

A student may request a Leave of Absence (LOA) with the occurrence of a medical emergency or illness, personal issues, financial hardship, or military service. For additional information on requesting a Leave of Absence, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Withdrawal from University/Academic Program

Matriculation at the University is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The University reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by act of matriculation. For additional information on withdrawing from the MSBPS program, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Full-Time/Part-Time Status

All students enrolled in at least eight credit hours of coursework are considered full-time students in the MSBPS program. Students enrolled for 6.00 – 7.99 credit hours of coursework are considered three-quarters-time students in the MSBPS program. Students enrolled in 0.5 – 5.99 credit hours of coursework are considered part-time students in the MSBPS program.

Time Limits

The MSBPS program is designed to be completed in two (2) years of full-time study (i.e., four semesters). Students needing to extend their stay into the fifth semester are required to enter a contract for graduation with the program. The contract is designed to set clear expectations, define tasks to be completed, and set deadlines for program completion and graduation by the end of the fifth semester. The contract must be approved by the student, the faculty advisor, the Thesis Advisory Committee members, and the program director no later than 30 days before the start of the fifth semester in the program. Failure to meet agreed-upon expectations, tasks, and deadlines will be considered a breach of contract, subjecting the student to an administrative withdrawal from the program. Continuation of stay in the program for the sixth and final semester will only be permitted under extenuating and documented circumstances and considered case –by case by the program director and the graduate program committee. Request for permission to extend stay into the sixth semester must be submitted

to the program office no later than 45 days before the start of the sixth semester. If the request for an extension into the sixth semester is denied, the student must graduate by the end of the fifth semester; or will be subject to an administrative withdrawal. The requirements for the degree must be fulfilled within three (3) years from the date of matriculation to the program. Students who are unable to meet the 3-year time limit for the MSBPS program may be subject to administrative withdrawal. Prior to a final decision of administrative withdrawal, students are required to meet with the Graduate Student Performance Committee (GSPC) within a reasonable time frame (e.g., within 10 working days from the date of notice) to review their case.

Tuition and Fees

In estimating costs for one academic year of study in the MSBPS program, you should include tuition and fees, books and supplies, room and board, and other miscellaneous expenses. By action of the Board of Trustees, MSBPS tuition and fees for the 2023/2024 academic year (subject to change) are as follows:

\$850.00	Per Credit Hour
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Other Fees and Expenses

\$30.00	Registration Late Fee (Per Business Day)
\$50.00	Late Payment Fee (Per Month)
\$350.00	Graduation Fee
\$235.00	Annual Parking Permit (Automobile)
\$40.00	Locker Key Replacement Fee
\$10.00	Official Transcript (Each)
\$21.00	Rush Transcript, First Class Mail (Each)
\$25.00	Rush Transcript, Federal Express (Each)
\$10.00	Student ID Replacement Fee
\$TBD	Breakage Fee (Replacement Cost)

Financial Support

Financial support, which includes a stipend and full payment of tuition, is available to qualified applicants on a limited, competitive basis in the form of teaching and research assistantships. Support is for 12 months (including summers) and is limited to two consecutive years for any student. Students may also receive a travel stipend, which allows for travel to a national meeting.

General Academic Policies and Procedures

Protocol for Input on Matters of Student Concern

When an issue or dispute arises between students, the issue/dispute resolution process starts with communication among the involved students. If a satisfactory resolution is not arrived at that level, the matter should then be addressed with the faculty advisor. If the problem is not resolved at the faculty advisor/course director level, the matter should be brought to the appropriate college's Student Affairs personnel, then the College Dean. If the matter has not been resolved at those levels, the final arbiter is the Provost.

When an incident arises involving a student and faculty member, the first step in the issue/dispute resolution process is discussion with the faculty member. If the matter is not satisfactorily resolved at that level, then the matter should be referred to the Program Director and Department Chair, then Dean, in that order. The final arbiter is the Provost. Please note that grade appeals cannot be handled under this protocol.

When an incident arises involving a student and staff member, the dispute resolution process begins with the Supervisor/Department Chair followed by the Dean. The Office of Human Relations is the final arbiter.

Failure to follow this sequence of steps will only serve to delay the appropriate resolution of the issue or dispute as the matter will only be referred back to the correct level in this chain of responsibility.

Attendance and Absences

Attendance is required at all scheduled instructional periods. Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods missed.

Vacation and Emergencies

Students receive two weeks' vacation each year during winter recess. Under special circumstances, a student may arrange a brief 1-3 days off at the discretion of the Program Director and their faculty advisor in advance. It is the Program Director's and faculty advisor's prerogative whether to grant the time off and is not guaranteed. All decisions related to time-off requests, under this policy, are final and not subject to appeal. Students must submit a time off request at least 3 weeks prior to their time off dates. The form must be approved by the Program Director, their faculty advisor, any course instructors, and the Student Services Coordinator.

Emergencies, including health conditions or serious personal/family issues, which result in less than 15 academic days (three calendar weeks) away from campus, may be granted upon approval by a student's faculty advisor and the Program Director. Any missed course material is the responsibility of the student, and students may be required to complete alternative assignments, at the discretion of course faculty.

Students with emergencies resulting in more than 15 academic days (three calendar weeks) away from campus must apply in writing for a LOA to the appropriate College Dean or their designee. Please see the University Catalog's "Student Initiated Changes in Enrollment Status" for more specific information on a LOA.

Thesis

The thesis will be based on a research project that the student will undertake in the MSBPS program. The faculty advisor will help the student select a topic and mentor the student in their progress.

Students are required to present a written thesis proposal within 7 months in the program and a written thesis to the Thesis Advisory Committee for approval at the end of their two years. In addition, students will be required to defend their thesis via an oral presentation of the thesis content at the end of the program. The Thesis Defense Committee consists of the Thesis Advisory Committee and an external member from within the WesternU faculty, whose role will be to ensure that the defense is conducted fairly.

Students are allowed two opportunities to defend their thesis. In case of an unsatisfactory initial thesis defense, the Thesis Advisory Committee will provide a detailed list of areas needing improvement/remedy within 10 working days from the date of the initial thesis defense. The student is expected to work with their thesis advisor to prepare for the identified deficiencies. The defense remediation must occur no later than the end of the succeeding semester from the first defense attempt, so long as the maximum duration of stay in the program is not breached. The student will be referred to the GSPC for review and may be subject to administrative withdrawal from the program if satisfactory completion is not achieved during the second thesis defense.

Upon satisfactorily passing all requirements, students must submit their thesis to WesternU's library depository CONTENTdm. Submitting to CONTENTdm will make students' theses available on the Internet and to everyone associated with WesternU.

In order to submit a thesis to CONTENTdm, the thesis must be completed and approved by the Thesis Defense Committee. If published figures are incorporated into a thesis, students need to obtain permission from the published sources and cite the figures appropriately within the figure legends.

Once these steps have been taken, students must turn in the electronic PDF file of the thesis including a thesis signature page signed by all members of the Thesis Defense Committee, and a signed WesternU Publishing Agreement form to the MSBPS Student Services Coordinator, who will send the electronic thesis to CONTENTdm, the Dean, and all members of the Thesis Defense Committee.

Faculty Advisor and Thesis Advisory Committee

The faculty advisor serves as the Chair of the student's Thesis Advisory Committee and Thesis Defense Committee, and helps the student in their choice of electives and research projects/thesis topic. Further, the advisor may also assist the student in obtaining a research assistantship if funds are available. The chair is responsible for the satisfactory academic progress of the student and must hold committee meetings with the student on a regular basis.

Each student will be assigned a faculty advisor prior to admission to the program and must remain with that advisor for the duration of the degree program. The Thesis Advisory Committee consists of at least three faculty members (the faculty advisor plus two other faculty members). The chair and at least two of the committee members must be full-time faculty in the Program of Biotechnology and Pharmaceutical Sciences. Upon approval by the Program Director, a fourth member from outside of the department may be eligible for appointment to the committee.

Research and Thesis Expectations

MSBPS students will be given mandatory thesis checkpoints throughout their 2 years in the program. In addition to submitting their thesis proposal within 7 months of starting the program (by February 28 for Fall admission, and by July 31 for Spring admission), students must submit: (1) an introduction, (2) outline of their research methods, and (3) a complete description of a single piece of data, including graphical/tabular presentation, relevant statistics, and written discussion, by the end of their third semester. Students are highly encouraged to meet with their Thesis Advisory Committee at least once during their 2 years. Providing research material to the committee ahead of time will provide guidance to the student and help keep the committee informed of the progress being made on the thesis. Meeting with the Thesis Advisory Committee is not mandatory before the defense, unless the student decides to extend an additional semester in the program. If these checkpoints are not met, an incomplete grade will be registered for PHSC 6999 Research & Thesis for that semester.

Standards of Academic Integrity, Professionalism, and Student Conduct ("Standards of Student Conduct")

The University Standards of Academic Integrity, Professionalism, and Student Conduct, can be located in the University section of the catalog. Students are expected to be aware of, and abide by, both University and College policies.

Standards of Academic Progress

Only grades in WesternU courses approved for graduate credit will be used in determining the overall grade point average (GPA) for continuation in the MSBPS program. If, at the end of any semester, the cumulative GPA falls below 3.00, the student will be placed on academic probation, and financial support may be discontinued. A 2.00 ("C") grade earned in any class may be applied toward graduation only if the cumulative GPA at the time of application for graduation continues at a minimum 3.00 ("B"). Any grade below a 2.00 ("C") may not be applied toward graduation.

Graduation

A student will be recommended for the MSBPS degree provided they:

1. Are not on probation or suspension and has completed all prescribed academic requirements with a cumulative GPA of above 3.00 and has no outstanding grade of "I", "NCR," or "U". A 2.00 (C) grade earned in any class may be applied toward graduation only if the overall GPA at the time of application for graduation continues at a minimum 3.00 (B) cumulative GPA.
2. Have satisfactorily completed and orally defended a written thesis.
3. Have completed the Comprehensive Examination on Biotechnology and Pharmaceutical Sciences and the HSRT-N Assessment.
4. Have demonstrated no serious deficiencies in ethical, professional, or personal conduct, as defined in University Catalog, "General Academic Policies and Procedures" section, which would make it inappropriate to award the MSBPS degree.
5. Have complied with all the legal and financial requirements of the University as stated in the University Catalog.
6. Have attended in person and participated in the Commencement ceremony at which time the MSBPS degree is conferred. Unless special permission has been granted by the Dean, each student must participate in their respective commencement ceremony. Requests for excusal will only be granted for extenuating circumstances, such as a prior military commitment.

Students may participate in commencement activities provided they will complete all requirements of the program by December 31 of that calendar year. No student will receive their degree until the student has completed all requirements for graduation. Degrees will be dated as appropriate to completion date.

Ad-Hoc Graduate Student Performance Committee

The GSPC is an *ad-hoc* committee that can be activated by the Graduate Program Committee to: (1) recommend policies and standards for students' academic performance; (2) review student performance and professional conduct, and advise, as appropriate; and (3) review all cases involving grade appeals and allegations of student misconduct. All policy recommendations from the GSPC are forwarded to the Graduate Program Committee and reported to the Department Committee; all recommendations concerning academic or disciplinary action are forwarded to the Dean.

Evaluation of Student Academic Performance (Academic Hearing Process)

An issue related to student academic performance can be brought forward by faculty, student, or staff and reported to the program director. Upon receipt of the complaint and supporting material, the program director will review the issue and forward the case to the graduate program committee. The graduate program committee will consider the complaint and determine whether the case warrants activation of the GSPC, according to GSPC roles and responsibilities as described in this catalog.

The GSPC will review the supporting material provided and may require further investigation and discovery of additional material as needed from all parties involved. During the investigation, the student will be requested to submit a written response pertaining to the case. Upon evaluation of all material, the GSPC will invite the parties involved to present their perspective on the academic performance issue. The student may request permission for a mentor to appear at the meeting. It is the student's responsibility to request the GSPC Chair in writing and identify the proposed mentor. The Chair will determine whether to grant the student's request. The mentor's role will only be one of emotional support, and they are not to participate in the meeting unless the Committee feels that the mentor has information directly related to the case, at which time they will become a witness and no longer act as a mentor.

All recommendations of the GSPC will be made in writing to the program director and shared with the graduate program committee. In consultation with the graduate program committee, the program director will decide on the matter. If the decision involves withdrawal from the program, the program director will forward a recommendation to the Dean of the College of Pharmacy, who will make a decision and inform the student in writing, typically within five working days of receipt of recommendations. The Dean may schedule a meeting with the student before making a final decision. All efforts must be made to consider the case in a reasonable timeline, not to exceed twenty working days from the beginning to the final decision, whenever possible.

Evaluation of Student Conduct (Student Conduct Hearing Process)

For a full account of the hearing process applicable to allegations of the Standards to Student Conduct and associated College conduct policies and procedures, please refer to "Information for Students about Hearings Involving Alleged Violations of the Standards of Conduct", located in the General Section of the University Catalog.

Adverse Actions

Probation

The program director on behalf of the College Dean may place students on probation for the following reasons (these are in addition to the reasons listed in the Satisfactory Academic Progress section of the University Catalog):

1. Inadequate academic progress as determined by the Graduate Program Committee or the GSPC. This includes, but is not limited to, receiving a “U” grade in any course or system.
2. A cumulative GPA below 3.00.
3. Failure to perform in a professional manner.
4. Serious deficiencies in ethical or personal conduct.

A student on probation for receiving a grade of “U” or for a cumulative GPA less than 3.00 will be removed from probation after one semester provided, they have regained a cumulative GPA of at least 3.00 and/or have remediated the failed course. A student on probation due to unprofessional, unethical, or personal conduct issues will be removed from probation when the specified terms of probation are met according to College, University, local, state, or federal guidelines and laws. Students on probation are to remove themselves from all leadership roles in co-curricular activities associated with the University and/or with professional associations. Decisions related to the imposition of academic probation and any associated terms/conditions of such probation are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

Course Remediation

A student who has taken all course assessments but has receives a grade of “U” for a course, will be permitted to remediate by way of taking a cumulative exam at a date determined by the course facilitator and student. The remediation exam must be taken within six (6) months from the date of the official grade submission of the course to the Registrar’s Office. The remediation exam must be passed (>= 70%) for the “U” grade to be replaced by a “C” grade, otherwise the student must retake the course at the next time it is offered.

Financial Aid Warning Policy (Title IV and Title VII)

Academic Probation Policy

If a student is not making Satisfactory Academic Progress (SAP) they will be placed on “Financial Aid Warning” status for the next payment period and continue to receive financial aid for that period. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, Grants and stipends (based on the criteria of the stipend). Students who fail to make SAP by the end of that payment period lose financial aid eligibility.

It is the policy of the Financial Aid Office (FAO) that once a student has been placed on academic probation for not meeting SAP standards as defined by the College, the Financial Aid Office will automatically place the student in a Financial Aid Warning status. During the next academic term if the

student does not meet SAP standards and the College places the student on academic suspension the student will no longer be eligible for financial aid. If the student appeals the academic suspension and the appeal is approved, financial aid will be reinstated. If the student is directed to audit courses, those courses will not be charged tuition for the audited courses. Students that are required to repeat coursework are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

Conduct Probation Policy

If a student has been placed on conduct probation by their College, it is the policy of the Financial Aid Office (FAO) that the student be placed on “Financial Aid Warning” status.

The financial aid warning for a conduct probation is a status that is assigned to the student who fails to meet the College’s standards for professional/personal conduct, as defined by the College. If the student does not meet the Colleges’ professional/personal conduct standards and the College places the student on conduct suspension the student will no longer be eligible for financial aid. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work- Study, Grants, and stipends (based on the criteria of the stipend). If the student appeals the conduct suspension and the appeal is approved, financial aid will be reinstated.

Students are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

Tutorial Assistance Program

A Tutorial Assistance Program (TAP) has been established to assist students experiencing academic difficulty or desiring content support. It is free to all students. Students can be recommended for this program by any faculty member or may self-identify to TAP to receive assistance. Tutors are experienced students who are in good academic standing and are identified through an on-line application process as well as faculty/staff recommendation. Group tutoring is the methodology most used by the TAP. To receive TAP services during a semester, students first must have a LEAD counseling appointment during the semester. For more information on academic counseling and the TAP program, contact the Office of Learning Enhancement and Academic Development (LEAD).

Academic Suspension

Students who are deemed unable to continue in the curriculum due to inadequate performance and are required to repeat a given academic year or portion thereof will be placed on academic suspension through such time as they can resume their studies by starting the courses the student is required to repeat. Throughout the time the student is academically suspended, they are also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated. A student may not receive financial aid during any time of a suspension. Students on Academic Suspension are not registered as active matriculates and should use this time to remediate for the deficiency for which the Academic Suspension was levied..

Conduct Suspension

A conduct suspension is a period of time when a student is barred from enrollment in an academic program because of a violation of applicable University or College conduct policies, as implemented

through the procedures outlined in the University Catalog. A student may not receive financial aid during any time of suspension.

Summary Suspension

Actions that threaten or endanger, in any way, the personal safety, and/or well-being of self or others, or that disrupt or interfere with the orderly operation of the College or University are cause for immediate disciplinary action. Either the University President, SVP/Provost, or Dean has the authority to summarily suspend a student when the student admits to guilt or when, in the opinion of these entities, such action is appropriate to protect the health or safety of any individual, or to preserve the orderly operation of the University. Further details regarding the summary suspension action can be found in the University Catalog.

Dismissal

If the cumulative GPA remains below a 3.00 after the student completes 6 (six) graded credit units subsequent to being placed on academic probation, the student will be dismissed from the program. The MSBPS program is a research and thesis based program that places heavy emphasis and importance on student research training, aptitude, and progression. Thus, students who receive a No-Credit (NCR) grade for the PHSC 6999 (Research and Thesis) course will be dismissed regardless of GPA or academic standing in the program.

Appeal Process

Students may appeal decisions regarding suspension, student conduct, academic progression/promotion, and graduation according to the regulations listed in the Student Appeal Process section of the University Catalog.

Evaluation and Grading

Program Learning Outcomes

1. Demonstrate in-depth knowledge of basic concepts and research in biotechnology and pharmaceutical sciences.
 - MSBPS graduates should be able to demonstrate knowledge of the interdisciplinary field of Biotechnology and Pharmaceutical Sciences including drug target discovery, design of new drugs, drug delivery, pharmacodynamics, and pharmacokinetics.
2. Critically evaluate research methodology and findings of studies within biotechnology and pharmaceutical sciences.
 - MSBPS graduates should be able to evaluate evidence through proper interpretation of data and by making logical and appropriate inferences.
3. Apply biotechnology and pharmaceutical science research methodology and advance research within a self-selected area of expertise in their own research projects.
 - MSBPS graduates should be able to demonstrate research skills specific to their field of study.
4. Communicate biotechnological and pharmaceutical science concepts and research findings through oral and written presentations.
 - MSBPS graduates should be able to demonstrate oral and written communication skills, which includes public speaking, generating clear presentations, and writing their research thesis and manuscripts.
5. Demonstrate effective teamwork.
 - MSBPS graduates should be able to work within a team as demonstrated through course work and working with their advisor on their thesis project.
6. Conduct research adhering to standards for ethical and responsible research, and reason through ethically challenging situations.
 - MSBPS graduates should be able to demonstrate ethical conduct and be able to reason through ethically questionable situations related to their scientific field.

Grading Scale

Final course grades are given based upon the traditional 4-point letter system, as follows:

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
U	Unsatisfactory	0.00
CR	Credit	N/A
NCR	No Credit	N/A

ADMINISTRATIVE GRADES

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
AU	Audit	N/A
I	Incomplete	N/A
W	Withdrawal	N/A
M	Missing	N/A

Audit

An "AU" (Audit) is assigned to a student who pays tuition for the course and attends class activities but does not complete examinations and does not receive course credit. However, under certain circumstances, at the discretion of the College Dean, a student who is repeating or undergoing remediation may be required to complete course examinations and/or other required work products while auditing the course for no grade.

Missing Grades

A grade of "M" for Missing will be input by the Office of the Registrar if a student's grade is not available by the deadline for grade submission. An "M" grade is not included in the GPA calculation and will be replaced by the grade earned in the course once submitted by the course director/instructor. "M" grades should not be used by the program in place of an Incomplete ("I") grade.

Incomplete

An "I" grade will only be assigned to students whose professional commitments and/or personal responsibilities prevent them from completing the requirements of the course. A student may remove an "I" grade by completing course requirements within the following six calendar months or the final grade will be permanently recorded as a "U". This rule applies regardless of the student's enrollment status. A student not enrolled during the following six months must still successfully remove the "I" grade. The instructor must certify any grade changes.

Grade Reports

Official grades are turned in to the Registrar from the Departmental Office, at which time the online student records system, Self-Service, is updated. Official grade reports and unofficial transcripts will be available on the Self-Service student records system throughout the academic year.

Appealing a Course Grade

Within five (5) working days from the receipt of the course grade, the student may appeal the grade in writing to the Dean of the College of Pharmacy. The Dean has the authority to make a decision regarding the appeal. The Dean may request input from appropriate sources related to the course grade, including course facilitator, instructor(s), faculty, and/or appropriate committees. The Dean will inform the student of their decision in writing within ten (10) working days from the time the appeal was submitted to the Dean. Dean's decisions related to grades are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

Credit Hour Calculation

The MSBPS program awards one credit hours for every 15 hours of lecture or 30 hours of workshop/discussion/laboratory work.

Curriculum Organization

To graduate, students are required to complete a minimum of 36 credit hours, which includes PHSC 6000 Graduate Seminar each semester (see the list of required courses listed below).

Required Courses

Subject/Course #	Course Title	Credit Hours
PHSC 5001	Principles of Biomedical Ethics	1.00
PHSC 5201	Pharmacokinetics, Pharmacodynamics & Pharmacogenomics	4.00
PHSC 5202	Pharmaceutics & Nanotechnology	4.00
PHSC 5500	Biostatistics	2.00
PHSC 6000	Graduate Seminar (4 semesters)	4 x 1.00
Various Course #	Elective	≥ 1.00
PHSC 6999	Research & Thesis	20.00
Total Required Credit Hours:		36.00

Elective Courses

Subject/Course #	Course Title	Credit Hours
PHSC 5111	Leadership Skills	1.00
PHSC 5112	Chemistry of Cosmetics	1.00
PHSC 5200	Biomedical Sciences	3.00
PHSC 6101	Novel Dosage Forms	3.00
PHSC 6103	Product Development	3.00
PHSC 6201	Advanced Pharmacokinetics	2.00
PHSC 6202	Computer-Aided Drug Design	3.00
PHSC 6301	Neuropharmacology	2.00
PHSC 6302	Cardiovascular Physiology & Pharmacology	3.00
PHSC 6303	Cancer Biology, Therapy & Prevention	2.00
PHSC 6401	Immunology	2.00
PHSC 6500	Special Topics in Biotechnology and Pharmaceutical Sciences	1.00 - 4.00
PHSC 6501	Recent Advances in Antimicrobials	2.00

Continuous Registration

Subject/Course #	Course Title	Credit Hours
PHSC 6999A	Research & Thesis Continuation*	0.50

* Students who do not complete elements of PHSC 6999 Research & Thesis in the 4th semester in which they are enrolled will continue their work in PHSC 6999A in the following semester(s).

Course Descriptions

All courses are awarded letter grades, except when indicated otherwise.

PHSC 5001 Principles of Biomedical Ethics (1 credit hour)

This course consists of three topics within modern biomedical ethics. First, the course will survey the various moral philosophies that are used in society as well as the biomedical enterprise. Second, the course will utilize a small group format to discuss medical scenarios to tease apart ethical approaches and the conflict between various ethical theories. Lastly, the course will continue in the small group format to discuss research ethics and use real cases to examine the role that ethics and ethical theories play in laboratory science. Students are also expected to explore their own ethical philosophy and articulate this philosophy in line with the traditional philosophies that will be discussed in class.

Prerequisite: None

PHSC 5111 Leadership Skills (1 credit hour)

This is an exploratory course for students to find the leader within. There are on-line modules for reading, and self-assessments and projects for defining leadership. Discussion groups and guest speakers discuss leadership styles and roles in various settings. A second domain involves interaction with a leadership mentor. Lastly, students use reflections to define leadership and how they fit into leadership. *Prerequisite: None*

PHSC 5112 Chemistry of Cosmetics (1 credit hour)

This course deals with formulation and applications of cosmetics and personal care products, including diverse topics such as skin, hair, bath products, sunscreens, perfumes and examines the microbiology and the preservation of cosmetics. The legislation of cosmetics will also briefly be examined.

Prerequisite: None

PHSC 5200 Biomedical Sciences (3 credit hours)

This course provides an introduction to Biomedical Sciences by focusing on the foundations of genetics, cell biology and organ system biology that are part of modern biomedical research. In addition, the course introduces different aspects of the pathology of diseases by exploring how diseases develop within a human. *Prerequisite: None*

PHSC 5201 Pharmacokinetics, Pharmacodynamics & Pharmacogenomics (4 credit hours)

This course exposes students to fundamental principles underlying pharmacokinetics, pharmacodynamics, and pharmacogenomics. Specifically, students will learn about drug absorption, distribution, metabolism, and excretion (ADME), also known as “what the body does to a drug”. As well as generic mechanisms of drug action (dynamics), also known as “what the drug does to the body”. Lastly, the course will explore how ADME and dynamics are altered by the genomics of a patient. The topics in this course are to prepare students for advance study in the field of biotechnology and pharmaceutical sciences. *Prerequisite: None*

PHSC 5202 Pharmaceutics & Nanotechnology (4 credit hours)

Pharmaceutics and Nanotechnology will cover topics in physical pharmacy, pre-formulation, formulation of basic and advanced drug delivery system designs. Specific topics such as thermodynamics, drug stability and solubility, protein, peptide formulations, liposomal and polymer-based nanotechnology products development will be covered extensively. *Prerequisite: None*

PHSC 5500 Biostatistics (2 credit hours)

This course is designed to provide fundamental principles of experimental design suitable for students in the biotechnological and pharmaceutical sciences. The fundamentals of experimental design consist of formulating a testable hypothesis, developing various measurement strategies, ethical treatment of research subjects, validity, experimental and correlational research strategies, decision making in data collection and data interpretation. *Prerequisite: None*

PHSC 6000 Graduate Seminar (1 credit hour, CR/NCR)

Students enrolled in Graduate Seminar will present a journal article of their or their advisor's choosing to the department once during the semester. The presentation follows the format of a one-hour plenary session at scientific meetings. To get credit for the course the students must evaluate each presentation. Students are expected to read the articles and be prepared to ask questions of the presenter. *Prerequisite: None*

PHSC 6101 Novel Dosage Forms (3 credit hours)

Drug formulation approaches have evolved over the years wherein conventional dosage forms, such as tablets and capsules, have expanded to include an array of novel formulations that are intended for transport of pharmaceutical compounds for desired therapeutic effect while maintaining safety profiles. This new generation of dosage forms is classified as Novel Drug Delivery Systems (NDDS) which includes formulations such as liposomes, microspheres, nanoparticles, self micro-emulsifying drug delivery systems (SMEDDS) and drug targeting etc. Students in this course will receive advanced information about NDDS through didactic, interactive lectures as well as hands-on laboratory exercises where they will learn to prepare new formulations and analyze their properties. Course assessments will be conducted via a combination of exams, term paper and written laboratory reports. *Prerequisite: None*

PHSC 6103 Product Development (3 credit hours)

Pharmaceutical products range from conventional dosage forms such as tablets and capsules to more novel dosage forms such as liposomes and polymeric nanoparticles. Students in this laboratory-based course will engage with the teaching faculty to identify products which will be developed within the Pharmaceutics labs. Thereafter, students will conduct feasibility and optimization studies to characterize the developed pharmaceutical product. No didactic instruction will be conducted however students must consult with the facilitator and teaching faculty at every step of the product development process. The course will culminate with the writing of a product development paper in the manuscript style of a peer reviewed journal (TBD) and an oral presentation of findings. *Prerequisite: None*

PHSC 6201 Advanced Pharmacokinetics (2 credit hours)

This course introduces the student to the kinetic processes by which drugs are absorbed, distributed, and eliminated from the body, and to the mathematical methods of describing and quantitating these processes. These concepts will be used for the understanding of the factors which can influence the utilization profile of a drug. The design and implementation of pharmacokinetic studies and the analysis and interpretation of the data obtained will be emphasized. *Prerequisite: The Pharmacokinetics component of PHSC 5201 Pharmacokinetics, Pharmacodynamics & Pharmacogenomics*

PHSC 6202 Computer-Aided Drug Design (3 credit hours)

Contemporary drug design and discovery draws upon many disciplines that requires students having a broad knowledge of chemistry, physics, molecular biology, pharmacology, and computer technology. This advanced elective course is designed for graduate students in biotechnology and pharmaceutical sciences major to assemble the concepts and strategies on computer-aided drug design and discovery.

Examples in structure-based design for a variety of diseases using pharmacophore modeling, QSAR, virtual screening, molecular dynamics and free energy calculations, ADMET property prediction will be introduced. While covering the fundamental concepts behind the methods, this course will provide a strong focus on the practical aspects of computer-assisted drug design using various software packages, such as MOE, OpenEye, AutoDock, NAMD, VMD. The hands-on training sections will be especially valuable to students who wish to use computer-based methods to enhance the productivity of their research or to acquire the skills in biotechnology and pharmaceutical industry R&D. *Prerequisite: None*

PHSC 6301 Neuropharmacology (2 credit hours)

This course is designed to enable students to understand how drugs alter neuronal communication and how these events lead to a change in behavior or alter the physiological state. Students in particular will learn about the role of different neurotransmitter/neuropeptide systems, their receptor types, drugs interacting with the neurotransmitter/neuropeptide systems, receptor/drug-mediated signal transduction, and the effects of drugs in addiction and other neuropsychiatric disorders. *Prerequisite: None*

PHSC 6302 Cardiovascular Physiology & Pharmacology (3 credit hours)

Cardiovascular Physiology and Pharmacology is designed to give students a foundational understanding of concepts underlying normal cardiovascular function and how those mechanisms become altered in cardiovascular disease. The course will also cover cardiovascular pharmacology, with students presenting recent findings from primary literature on drugs that are used to treat cardiovascular pathophysiology. *Prerequisite: None*

PHSC 6303 Cancer Biology, Therapy & Prevention (2 credit hours)

Significant advances over the last decades have greatly increased the knowledge of cancer. It is now recognized that cancer is a collection of disorders with complex biology. Despite the complexity of cancer, basic, translational, and clinical research has resulted in steady but incremental advances in prevention and therapy. This course will provide an introduction to cancer biology, therapy and prevention through interactive lectures and discussions. Particular interest will be paid to the molecular, cellular and genetic basis of disease, as well as the application in prevention, cancer chemotherapy, targeted therapy and immunotherapy, thus highlighting the challenges in this field of research and the possible avenues to explore. The objective of this course is designed to enable the students to understand basic principles of cancer biology and pharmacology and apply this knowledge into the practice of better drug development. *Prerequisite: None*

PHSC 6401 Immunology (2 credit hours)

This course is designed to enable the students to understand basic principles of immunology and apply this knowledge to better immunotherapy development and the importance of immunology in biotechnology and pharmaceutical sciences. *Prerequisite: None*

PHSC 6500 Special Topics in Biotechnology and Pharmaceutical Sciences (1-4 credit hours)

This course is designed to enable the students to understand advanced principles of their topic area through reading, analyzing and presenting research literature. *Prerequisite: None*

PHSC 6501 Recent Advances in Antimicrobials (2 credit hours)

Recent Advances in Antimicrobials does not have any pre- or co-requisites; however, it is designed for students who have a solid foundation in pharmacology. It covers diseases caused by viruses, bacteria, fungi, and parasites—often referred to as infectious diseases—as well as agents used to treat these

diseases with an emphasis on recent advances in their discovery and development. Antimicrobial resistance is an important problem in antimicrobial chemotherapy and will be discussed throughout the course. *Prerequisite: None*

PHSC 6999 Research & Thesis (1-9 credit hours, CR/NCR)

In this course, students are expected to conduct mentor-guided research based on a conceptualized project. The mentor meets with the student on a regular basis to assess the progress of the laboratory research experiments and help guide the project. The student is expected to conduct literature search and evaluation based on their experimental work. Students will use the experimental findings to write a complete thesis. The course is a pass/fail course. Final assessment occurs when the student presents their thesis. *Prerequisite: None*

PHSC 6999A Research & Thesis Continuation (0.5 credit hour, CR/NCR)

PHSC 6999 Research & Thesis Continuation is a bridge between PHSC 6998 Research & Thesis and completion of the MSBPS program. Students will take this course to satisfy enrollment requirements while completing their thesis work if it is not completed after two full years of PHSC 6998 Research & Thesis. Aside from the credit hours and specified time when this class is available, PHSC 6999 Research & Thesis Continuation is identical to PHSC 6998 Research & Thesis. Due to this identity students should refer to the PHSC 6998 Research & Thesis syllabus for further details. The course is a pass/fail course, but final assessment of the student occurs when the student presents their thesis. *Prerequisite: PHSC 6999 Research & Thesis*

Honors and Awards

The following award is considered for presentation to MSBPS students annually:

Dean' List

Academic Calendar

Fall 2023	
August 7, 2023	First Day of MSBPS Orientation Week
August 14, 2023	Fall Classes Begin
September 4, 2023	Labor Day – No Classes
October 9, 2023	Indigenous Peoples’ Day – No Classes
November 10, 2023	Veterans Day Observed – No Classes
November 22, 2023	Thanksgiving Recess Begins @ 5:00 p.m.
November 27, 2023	Fall Classes Resume
December 22, 2023	Fall Classes End
December 23, 2023	Winter Recess Begins
Spring 2024	
January 8, 2024	Spring Classes Begin
January 15, 2024	Martin Luther King Jr. Day – No Classes
February 19, 2024	Presidents’ Day – No Classes
March 18, 2024	Spring Break Begins
March 25, 2024	Spring Classes Resume
May 16, 2024	College of Pharmacy Commencement Ceremony
May 17, 2024	Spring Classes End